Liberty Creek Middle School

Student & Family Handbook

2026-2027

updated July, 2025

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Contact Information

Liberty Creek Middle School
200 Wolfpack Way
Gallatin, TN 37066
(615) 206-3506
8:00 AM- 3:00 PM

Jason Bennett
Principal
jason.bennett@sumnerschools.org

Elizabeth Craighead
Assistant Principal (A-K)
elizabeth.craighead@sumnerschools.org

Wesley McSparin
Assistant Principal (L-Z)
wesley.mcsparin@sumnerschools.org

Katelyn Henderson
Attendance Clerk
katelyn.henderson@sumnerschools.org

Facebook: https://www.facebook.com/LCMSWolves
Instagram: @lcmswolves
Twitter: @LCMSWolves

LCMS Vision

Empowering Minds, Inspiring Futures

Liberty Creek Middle School exists to empower and inspire all students, preparing them to live a life full of success. We believe in nurturing a student's intellect, creativity, and character while fostering a love for learning that will last a lifetime. With a dedication to providing a safe, inclusive, and supportive environment, we aim for our students to be successful both academically and socially. Our goal is to equip students with knowledge, skills, and values to make a positive impact in their communities. We encourage critical thinking, collaboration, innovation, and continuous growth.

We will...

- create rigorous, relevant, and integrated learning experiences through our academics, athletics, and fine arts programs.
- empower students to perform their best by maintaining high expectations.
- fuel imaginations by encouraging students to critically think and solve problems in a creative manner.
- promote healthy habits of the mind and body by encouraging students to take responsibility, respect others, and maintain a healthy lifestyle.
- inspire students to impact our community in a positive manner by modeling positive relationships and giving back to the community.

Our goal is to develop self-confident and competent students ready for the high school experience.

General Information:

1st Period	8:00 AM	8:45 AM
2nd Period	8:47 AM	9:30 AM
3rd Period	9:35 AM	10:19 AM
4th Period	10:21 AM	11:05 AM
5th Period	11:10 AM	12:40 PM
6th Period	12:42 PM	1:26 PM
7th Period	1:31 PM	2:13 PM
8th Period	2:15 PM	2:58 PM

Calendars

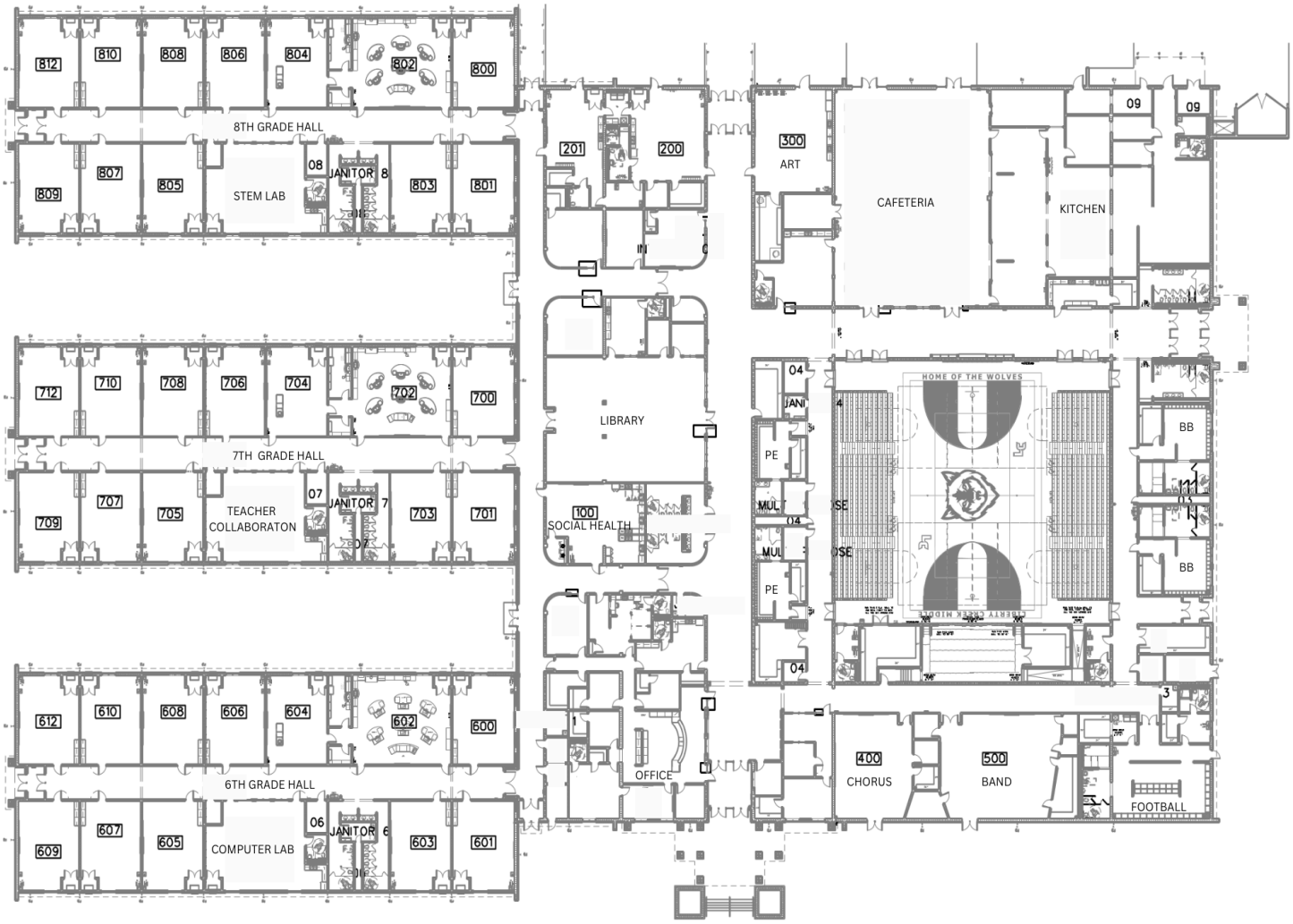
Sumner County Schools - Calendar
https://sumnerschools.org/index.php/calendar

Liberty Creek Middle - Calendar of Events
http://lcm.sumnerschools.org

Important Dates

- New to SCS Student Registration- July 22nd
- Evening Registration- July 27th and 28th
- 1st day of school- Aug 4th
- Meet the Teacher - Aug 13th

LCMS Map


812
810
808
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8TH GRADE HALL
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807
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STEM LAB
08
JANITOR 8
803
801
712
710
708
706
704
702
700
7TH GRADE HALL
709
707
705
TEACHER
COLLABORATON
07
JANITOR 7
703
701
612
610
608
606
604
602
600
6TH GRADE HALL
609
607
605
COMPUTER LAB
06
JANITOR 6
603
601
201
200
LIBRARY
100
SOCIAL HEALTH
OFFICE
300
ART
CAFETERIA
KITCHEN
09
09
04
JANI
PE
MUL
04
MUL
PE
04
HOME OF THE WOLVES
BB
BB
3
400
CHORUS
500
BAND
FOOTBALL

Arrival

Our building will open each morning at 7:15 AM. Students arriving before 7:45 AM should report directly to the gym or cafeteria if they are eating breakfast. Students arriving after 8:00 AM will report directly to the office and will receive a pass to their class.

Attendance

There is a direct link between student success and attendance for that reason our goal is for students to maintain optimum attendance. Students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

Tennessee law requires school attendance, and parents play a critical role in ensuring their children are present each day school is in session. A student who has been absent five (5) days (this means a total of 5 days during the school year and not necessarily 5 consecutive days) without adequate excuse is considered truant will be referred for progressive truancy intervention.

An absence is defined as when a student is not in attendance at the school or in the class to which he or she is assigned. Missing more than one half of a day or a class counts as an absence. Absences are considered either excused or unexcused.

Excused Absences

For absences of a full or partial day to be considered excused, a written note from the parent, guardian, or doctor must be provided. Students are only allowed 5 “parent note” excused absences per semester.

The following are adequate excuses for absence and should be reported to the school attendance clerk:

- Student’s personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian may apply for homebound instruction.

- Death of a family member. Death of a non-family member if approved by the principal.

- Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.

- Required court appearances. Verification of court appearance times from appropriate authorities must be provided.

- Pre-approved school related activities.

- Other extenuating circumstances beyond the control of the student. For such absences to be excused, the building principal or his or her designee must approve them.

Unexcused absences

Absences that are not verified or do not meet valid reasons for absence will be unexcused. A student may not have more than (3) three unexcused absences during the school year. At three unexcused absences, the parent and school will meet to develop an attendance plan for the student. All out of school suspensions are unexcused. Because Sumner County Schools have a fall break, Christmas break, and spring break - family trips, mission trips, and vacations that occur during school will be unexcused unless there are extenuating circumstances.

Tardy to School

Students will be marked tardy when he/she arrives after 8:00 a.m. In such cases, the student will enter their ID number on the attendance kiosk to receive a pass to class. On the third tardy to school, the attendance clerk will call home. Every fifth tardy during a semester, will result in a detention being issued.

Tardy to Class

Punctuality is a practice valued by business and society, when students arrive to class late, they interrupt or miss valuable instructional time. Every third classroom tardy equals detention. If students need to use the restroom/go to office/etc., students should utilize the passing period to do so or check in with their teacher first to inform the teacher of their location.

Early Dismissal

It is considered early dismissal when a student leaves school before 3:00 PM. In such cases, the parent/guardian must sign out the student in the front office, at which point he or she will be called from class. Parents should try to schedule doctor and dental appointments after school. **If the student becomes ill during the day or must go home for emergency purposes, the student must report to the office, where an adult will call home for the student**. Unless approved by the administration, students who are absent for a full or partial day will be prohibited from participating in after-hour, school related activities on that same day.

If it is necessary for a student to leave early, the parent/guardian must come in the office to sign out the student. The student will not be called from a class until the parent is in the office to pick up the child. If a student becomes ill at school, school personnel will assist the student in contacting a parent/guardian. Only the parent/guardian or someone the parent/guardian designates may sign out the student**.** It is a parent's responsibility to notify the office if this information changes during the school year. In cases where custody is an issue, we must have copies of any pertinent legal paperwork. Upon returning to school, the student must obtain an absentee note from the office to be admitted to class. A note from a parent/guardian should be presented at this time to excuse or verify the absence from class. It is state and county regulation that students are not released during school hours unless actually delivered into the custody of the child's parents or persons acknowledged on the emergency contact list. We will not comply with any request for release of the child contrary to these regulations.

Following an Absence

Students returning to school after missing any part of a school day must check in with the main office for an admit slip. Students missing a full day of school must bring in an absence note from his or her parent, guardian, or doctor office on the first day they return to school. Failure to do so will result in an unexcused absence.

Makeup Work

Work missed during absences and suspensions must be made up within the same number of school days missed after the student's return to school. Under extenuating circumstances, the due date for this work shall be adjusted at the discretion of the principal. **Work will not be provided in advance for planned absences such as vacations.**

Bus Transportation

Bus riders are under the supervision of the school from the time they leave home to when they return home in the afternoon. Students are expected to follow the directions of the bus driver. Misbehavior while on a school bus will result in a discretionary consequence assigned by the administration which may include prohibition of riding the bus.

Cafeteria

Serving and eating areas must be kept clean and orderly. Food is not permitted outside of the defined eating areas. Running, horseplay, or throwing of any items will be strictly disciplined.

Applications for the free and reduced program for breakfast and lunch are available in the main office. A new application must be completed and submitted each year.

Students will have an assigned lunch period based on their teams. They may purchase lunch or bring it from home. Glass containers are not allowed. Lunch purchases/credits can be made through
https://www.sumnerschools.org/parents/school-nutrition
Students are not allowed to DoorDash or have restaurant food delivered to them at school. The use of microwaves are a privilege that may be provoked with continued misuse. Students are not allowed to bring popcorn.

Counselors

Students are encouraged to use the services of the guidance counselors. A counselor is available to help students and parents with educational, vocational, personal and social needs. This service is provided in an atmosphere of friendship, cooperation and confidentiality. The guidance counselor works with students individually and in small groups. Parents, teachers and students may refer a student to the counselor utilizing the following form. Students who need to see the counselor should schedule an appointment and let the counselor send for them at the earliest time available. Students who wait around, without an appointment, in the hope of having a conference are not considered to have a legitimate reason to miss or be tardy to class.

Conferences

Sumner County provides one day for family conferences in the fall semester. Please check our calendar for the specific date. **Teachers will send invitations to families who the team has determined requires a conference.** Teachers may call for extra conferences. If you would like to set up an additional conference, we welcome you to send a note, email teachers, or call the school office to arrange an appointment.

Deliveries

Due to the difficulty in making sure every child receives an intended delivery on special occasions, along with problems that may arise during transportation of flowers, balloons, glass containers, and similar items, the administration respectfully asks that all such deliveries be kept to a minimum. Please note that balloons and glass containers are not permitted on school buses.

Food and Drinks

In an effort to protect the cleanliness of our school, **gum is not permitted**. In addition, water is the only drink allowed in the classrooms and students are encouraged to bring in refillable containers with the exception of squirt bottles. We also discourage water bottles with straws due to frequent spills that occur. Energy drinks (i.e. Alani, Celsius, etc), or drinks with excessive caffeine or sugars are not permitted at any time during the school day.

Extra-Curricular Activities

Liberty Creek Middle School believes students learn just as much inside the classroom, as they do outside of the classroom. For this reason, a variety of extra-curricular activities are available for students to participate in at the middle school level. Students who attend these events are expected to be in and stay at the correct location throughout the activity. Students who attend athletic events are expected to remain at the field or in the gym. All dress code rules of the school are in effect at athletic events and other extracurricular activities

Library

Books in the circulating collection may be checked out by students for three weeks and may be renewed once. Books must be present in order to be renewed. Fines will not be charged for overdue books. Fees will be assessed if a book is damaged beyond repair or lost. Books with hold requests are not renewable. Students may have two books checked out at any one time. If a student has one or more overdue books, another book may not be checked out until the overdue books are returned. The library is open daily from 7:45 AM to 3:00 PM.

Students are allowed to come to the library any time during the school day with a teacher's permission, in order to check out and/or exchange books. The librarian will work with students to ensure availability to access the library before and after school if they are not able to come during the school day.

Picture Release

Pictures of students for promotion of Liberty Creek Middle School academics, sports, and extracurricular activities may be released to newspapers, yearbooks, school websites, and other forms of media. If you wish not to have your student's picture released, a written form is required.

Student Medications

Students must have the prescription or non-prescription medication form (signed by physician and parent/guardian) completed before the school can administer medication(s) to the student. No medication(s) will be given without the properly completed and signed form. All medications must be kept in the office. Additional information:

- Forms will not carry over from one school year to the next. A new medication form must be completed each school year.
- Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form.
- All prescription medications must be brought to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the physician's order.
- All non-prescription medications must be brought to school in their unopened original containers.
- Inhalers will be kept in the office and the student must have completed and signed orders from the doctor.

    - Inhalers may be carried by the student with doctor's orders specifying this.
- Any remaining medication must be picked up by the end of the last day of the school year. All remaining medications will be destroyed.

Student Illness

If a student feels ill, he/she must report to the front office to see the school nurse. **Students are not permitted to contact a parent/guardian via personal device**. A parent/guardian will be required to pick the student up from school if the school nurse deems it necessary. In addition, if your child is diabetic, the school should be provided with current doctor's orders.

Academics

Part of our mission is to teach students how to learn and achieve their life objectives. Academic success in middle school builds confidence and helps students prepare for high school and beyond.

Grading and Grade Reporting

Report cards are issued every 9 weeks and are visible in the student's Skyward Portfolio. Parents will also receive a progress report every 4.5 weeks but are encouraged to stay informed continually using the online grade books. For the purpose of reporting, the grading scale is as follows:

A	90-100
B	80-90
C	70-80
D	60-70
F	Below 60
I	Incomplete

In English, Math, Social Studies, and Science the first and second semester averages will be determined by counting each nine-week period grade as 50%. The final grade for the year will be determined by calculating both semester grades as 42.5% and the TCAP assessment score as 15%.

<u>1st Semester Average</u>
1st nine weeks 50%
2nd nine weeks 50%

<u>2nd Semester Average</u>
1st nine weeks 50%
2nd nine weeks 50%

<u>Final Average</u>
1st Semester Average 42.5%
2nd Semester Average 42.5%
TCAP Assessment 15%

In the event of test modifications or cancellations by the State of Tennessee, 6-8 student grades will be calculated by averaging the first and second semester final grades, weighted equally at 50% each.

Cheating / Honor Code

All students are expected to produce their own, original work. Violations of this policy include:

- Taking information of any form into a test situation for the purpose of responding to test items
- Submitting another person's words or ideas as one's own (Plagiarism). This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source
- Copying work of others when the copied material is to count as a part of the semester grade. This includes digital copies
- Relating test information to others in or out of class
- Taking test questions (complete tests, answer keys, teacher's edition)
- Selling or buying papers

When a teacher has proof of cheating, the student will receive a consequence and the parent will be notified. Further disciplinary action may be required by the administrator.

AI Tools

Middle school is a critical period for building foundational skills—writing structure, basic algebra, and research methods. AI can give our students an advantage as they move forward however relying on it to bypass the productive struggle of learning essential skills can be harmful. When AI is used to support students the way a tutor would, it can be an appropriate and valuable tool.

- Brainstorming & Unblocking: Helps students generate ideas while still doing the real work themselves.
- Simplifying Complex Concepts: Explains difficult material so students can understand and complete assignments independently.
- Creating Study Aids: Turns class content into tools that help students review and test their knowledge.
- Feedback (Not Rewriting): Offers guidance on clarity or completeness without rewriting student work.

Homework

The amount of homework assigned to students will vary by teacher, subject, and grade. While we recognize that students may have competing responsibilities, consistent completion of homework is expected as it reinforces learning and builds essential academic habits. Teachers may determine homework appropriate as a way to encourage reinforcement of learning and an opportunity to practice newly acquired skills, while also giving the students an opportunity to practice time management, studying, and responsibility skills in these formidable years.

Honor Roll

LCMS celebrates the hard work and achievements of all students. In addition to academic merit recognition, LCMS will offer additional recognitions that reward student contribution, collaboration, and growth.

- To be eligible for A Honor Roll, a student must earn all A's on the report card (including related arts classes)

Related Arts Classes

Students are exposed to a variety of educational experiences through many related arts options through the school year. To read more detailed information about each of our related arts offerings, please see our LCM Course Catalog linked here.

RTI

Response to Intervention (RtI) RtI, or Response to Intervention, is a systematic approach to identifying and servicing struggling learners who need additional assistance in a given subject. All students are given an assessment three (3) times per year (fall, winter, and spring) in the areas of reading and math. Teachers use this information as well as classroom performance/observations and additional assessments to determine an approach for improvement. Students who are identified as "below target" will receive an intervention/s to help "close the gap."

Student Support Services

LCM is passionate about cultivating an inclusive environment for students of all abilities. Teachers and staff will work collaboratively with parents in ensuring the success for each individual student. All accommodations and modifications will be followed in accordance with the students' IEPs and 504 plans. Special education teachers, paraprofessionals, and general education teachers will collaborate regularly to ensure appropriate supports are being provided and modified appropriately.

Student Code of Ethics and Behavior Support

Philosophy

At LCMS, we believe that students learn best in an environment that is structured, respectful, and supportive. This guide explains our approach to discipline, focusing on growth, responsibility, and the opportunity to reflect and improve.

Our Core Expectations:
We teach and expect students to follow these three schoolwide values:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

These expectations apply in classrooms, hallways, buses, the cafeteria, and online.

Foundations of Good Behavior
Our teachers build strong routines and relationships so that students know what to expect each day. We also use an approach to discipline that helps students learn from their mistakes rather than just punishing them.

Behavior Reminders
When a student makes a behavior mistake, we guide them back on track with a progressive system. These are:

1. **Step 1: Refocus Reminder**
2. **Step 2: Classroom Correction - (Minor)**
    a. If behavior continues, the teacher will issues a minor and parents will be notified via email or phone
3. **Step 3: Detention & Reflection (Opportunity to Improve- OTI)**
    Every third minor will result in an AM or PM detention. During detention, the student completes a reflection activity to think about

their behavior and how to improve.

Important: On a student's **third detention** in a quarter, they will be assigned **In-School Suspension (ISS)** with a more detailed reflection and support plan.

All minor Infractions and detentions **reset** at the start of each new academic quarter to give students a fresh start.

Office Referrals (Major Infractions)
Some behaviors are more serious and will result in an immediate referral to the office. These include but are not limited to:

- Physical aggression or fighting
- Threats or bullying *Tennessee law addresses school threats through a combination of criminal charges and school-based disciplinary actions, particularly focusing on threats of mass violence.
- Severe disruption
- Skipping class
- Inappropriate objects at school (i.e. weapon, vape, etc.)
- Extreme inappropriate language/behavior (i.e. middle finger, F word, etc.)
- Extreme disrespectful language/behavior
- Racial/derogatory phrases and name calling
- Explicit language/sexually inappropriate phrases/language/drawings
- Repeated and/or consistent minor offenses

The principal or assistant principal will work with the student and family to determine next steps, which may include ISS, out-of-school suspension, or restorative conversations.

Recognizing Good Behavior
We believe in catching students doing the right thing! Here's how we celebrate positive choices:

- Monthly student highlights
- Shout-outs from staff
- Notes or calls home
- Quarterly reward time for students with **no detentions**, held during related arts periods

When More Support Is Needed

If a student continues to struggle with behavior, a formal **Student Improvement Plan** may be created. This includes specific goals, adult support, and regular check-ins with staff.

Family Partnership

We value open communication with families and welcome your input. If your child receives a behavior reminder or detention, you'll be notified promptly. Please reach out to us with any questions or if your child needs additional support.

To support a schoolwide culture that is most conducive to learning we ask the following from all students.

1. Personal communication and electronic devices, including but not limited to games, and cell phones, are not to be seen at school, unless allowed and monitored at the discretion of the teacher. *(See more info below)*
2. Acknowledge and observe a strict hands-off policy at all times. For the safety and welfare of our students, this policy is strictly enforced. This includes, but is not limited to public displays of affection. *(See below)*
3. Respect of teachers and staff (including bus drivers, subs, and volunteers (*see below*)) is expected at all times. Following adult directions is a student expectation. Rudeness and disrespect in any form will not be tolerated. Such actions include, but are not limited to eye rolling and mumbling under one's breath.
4. Bullying and harassment will not be tolerated. *(See below)*
5. Students adhere to the LCM Wolf Code of Conduct *(See below)*

Bullying Policy

LCMS employs a zero tolerance bullying policy. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

Bullying involves aggressive behavior that typically is a pattern of behavior repeated over time and involves an imbalance of power.

Other forms of harassment based on a Student's or Employee's gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, and either affects tangible job benefits; unreasonably interferes with Student's learning

environment or an Employee's work performance; or creates an intimidating, hostile, or offensive learning or work environment is also expressly prohibited. Harassment can be in the form of any unwelcome conduct such as: written, verbal, physical, or visual.

Cyber Bullying is verbal harassment using electronic forms of contact. Cyber bullying can take many forms, which may include the following:

- an unwelcome or threatening instant message or e-mail
- an unwelcome or threatening text message
- repeated text messages or phone calls
- a website set up to mock, rate, or poll others
- bullying others in online chat rooms
- "Borrowing" someone's screen name and pretending to be them while posting a message
- Forwarding supposedly private messages, pictures, or videos of others
- Social networking sites, including Facebook, Snapchat, etc. to harass others

All claims of bullying and/or cyber-bullying will be investigated in accordance with Board Policy. Administration will determine appropriate disciplinary action *(see Board Policy 6.304).*

Bus Conduct

Transportation to and from school on buses operated by the county is a privilege. Students are to follow the same expectations on the bus as they do at school in order to ensure a safe environment. If students demonstrate behaviors that violate school policy on the bus, parents will be communicated and administration will determine appropriate consequences. Students may be issued bus referrals from the bus driver and be given a school consequence. Students may be denied the privilege of riding the bus if administration deems most appropriate. *(See board policy 6.308)*

- Physical behavior/fighting
- Skipping class
- Inappropriate objects at school (i.e. weapon, vape, etc.)
- Bullying
- Threatening/major unsafe behavior
- Extreme inappropriate language/behavior (i.e. middle finger, F word, etc.)
- Extreme disrespectful language/behavior
- Racial/derogatory phrases and name calling
- Explicit language/sexually inappropriate phrases/language/drawings

- Repeated and/or consistent minor offenses

In-School Suspension (ISS)

In-school suspension is a suitable consequence for offenses deemed detrimental to the good order of the school. ISS, unlike detention, can only be assigned by an administrator. Rules for ISS are established by the administration and will be posted in the ISS room. The number of ISS days assigned is situation specific and is determined by an administrator. An ISS assignment is considered satisfied if and only if the student serves all days assigned and is cooperative with the ISS supervisor. Failure to serve ISS in a satisfactory manner may result in additional days in ISS or even out of school suspension (OSS). Students assigned ISS during a semester may not be allowed to participate such as school dances, field trips, or other "outside of classroom" activities. The identification of such activities is at the discretion of the administration. Students are expected to complete independent work during ISS and/or a restorative piece dependent on the behavior that warranted the ISS. Having ISS will impact students' ability to participate in end of quarter celebrations and school-wide/grade level incentives.

Out of School Suspension (OSS)

Our goal at LCMS is to have students present and learning at school. However, out-of-school suspension is a suitable consequence for offenses of a more serious nature, resulting in conduct detrimental to good order or willful and persistent violation of school rules. OSS is for a period of time determined by the administration, depending upon the circumstances, and the offense.
Any principal or designee of any public school in Tennessee is authorized to suspend a student (OSS) from attendance at school, school sponsored activities, or riding a school bus.
Sumner County Board policy states that any student suspended from school may not be on the property of any Sumner County School for the duration of the suspension, and may not attend any school function
"Willful and persistent" violations of the school rules and/or conduct prejudicial to an orderly learning environment may warrant OSS as defined above.

Students may be suspended out of school for severe violations of school rules and policy and referred to a hearing at the Board of Education for possible removal to an alternative setting.The following non-inclusive list of offenses may result in OSS:

1. Fighting among students
2. Theft
3. Harmful substance(s) possession/use
4. Vandalism
5. Violence or threatened violence
6. Willful/persistent misconduct
7. Shanking
8. Extreme disrespect/profanity
9. Bullying

Students assigned OSS during a semester will not be allowed to participate in school dances, field trips, or other "outside of classroom" activities. The identification of such activities is at the discretion of the administration. Upon returning to school, students will be expected to follow-up with administration and/or involved staff members regarding the behavior that warranted the OSS and a restorative response may be expected. Having OSS will impact students' ability to participate in end of quarter celebrations and school-wide/grade level incentives including field trips and dances.

Dress Code

We believe that students and teachers should dress in a way that reflects our school's commitment to success. Dress should not be distracting and be reflective of students who are ready to learn. We abide by the Sumner County Schools county dress code. See below:

1. **Basic Principle: Certain body parts must be covered for *all* students.**
   - Clothing must be worn in such a way that undergarments are always covered. TN law prohibits exposing body parts in an indecent manner that disrupts the learning environment.
2. **Students <u>MUST</u> Wear**
   - Tops
     - must have sleeves or **<u>wide</u>** straps at the shoulder
       - non-see-through fabric from underarm to waistband
       - overlap waistband
       - hoods must remain down
   - Bottoms
     - sweatpants, non-see-through leggings, yoga pants, jeans, pants
       - holes or tears must be below mid-thigh as a halfway point between the hip and knee
       - leggings or yoga pants must be paired with tops that extend past the students' wrist with arms by their side
     - shorts, skirts, dresses
       - mid-thigh as a halfway point between the hip and knee
   - Shoes
     - students' shoes must be secured as designed
       - elementary students' shoes must have heel straps

3. **Student <u>MAY</u> Wear**

   (Within the guidelines provided in section 1 and 2)

   - Hooded tops
   - Jeans
   - Skinny jeans
   - Pants
   - Yoga pants
   - Leggings
   - Shorts
   - Sandals, slides, tennis shoes, boots
   - Non-natural hair color
   - Religious headwear
   - Hats
     - Outdoors on school property
     - Special occasion days
     - Health and/or safety requirements for certain classes

4. **Students <u>CANNOT</u> Wear**

   - Images, logos, or language depicting drugs, alcohol, illegal items or activities
   - Images of violence, demeaning or derogatory speech, profanity, or pornography
   - Sleepwear or slippers
   - Shoes with wheels
   - Clothing that reveals undergarments
   - Accessories that are considered a weapon, pose a threat, or are a potential safety hazard
   - Items that hide any part of the face (except as a religious observance or medical reasons)
     - Examples include but are not limited to medical masks, bandanas, and hoods
   - Articles of clothing that are not compliant with section 1 and/or 4

If a student violates dress code, students will be given the opportunity to change clothes or go to the office to contact home for a change of clothes, if necessary.

- If a student is out of dress code, but is **able to be** in dress code (i.e. put on a sweatshirt, button up shirt, etc.), they will be provided one verbal warning and ask that they return to dress code compliance. If the student is out of dress code again later in the day, the student will be assigned a detention.
- If a student is out of dress code and they are not able to be in dress code without changing clothes/contacting parents, the student will contact parents from office phone.
  - Every 3rd offense equals a detention.

Drugs/Alcohol/Tobacco/Vaping

Any student in possession of illegal drugs, drug paraphernalia, or found to be under the influence of drugs or alcohol will receive up to a ten-day suspension, and/or possible expulsion from school depending on the severity of the offense.

Drug paraphernalia will include, but is not limited to: pipes, clips, and papers. Illegal drugs include, but are not limited to: marijuana, alcohol, prescribed drugs that are not in compliance with medications policy, cocaine, narcotics, and hallucinogens. It is against Sumner County Board of Education policy for any student to possess, sell, furnish, or barter any illegal drugs on school property or during a school-related activity. Violators will be referred to the Discipline Committee of the Board of Education and will be subject to existing local, state, and federal laws.

Alcohol and alcoholic beverages are not permitted on school property or while attending, participating, or traveling to and from school-sponsored events. Any student in possession of or under the influence of alcohol will be liable to suspension from school.

Possession or use of tobacco products, including vape products, is not allowed on school property or while attending, participating, or traveling to and from school-sponsored events. Use of these products will result in the consequences determined by school administration. Possession of lighters, matches, vape pods, and vape paraphernalia will result in one day of ISS. Confiscated items will not be returned.

Electronic Device Policy

Electronic devices, including games, cell phones, etc. are to be <u>powered off and placed in a backpack or purse</u> between **7:50AM-3:00 PM.** If a backpack is not utilized, then the phone should be placed in the designated cell phone area in the classroom. Students should **not** keep phones in their pockets while at school. Smartwatches or wearable devices with communication functions (e.g., Apple Watches, Gizmos) will be treated as phones and confiscated if used during prohibited hours."

Students may carry personal communication and/or electronic devices while participating in off-campus activities such as field trips, if specifically authorized by the teacher. Principals may authorize the use of these devices

in the event of an emergency or serious situation. **LCMS is not responsible for lost, stolen, or confiscated devices.**

Use of cameras on personal communication and/or electronic devices, without the permission of a teacher and/or principal, is strictly prohibited on school property or at school functions, including restrooms and locker rooms. A student in violation of this policy is subject to disciplinary action and possible legal action, if warranted. *(See board policy 6.312)*

iPad Procedures

All students will receive an iPad to use for school purposes. The device will be issued to students at the beginning of the year. Students and parents are to be familiar with responsible use and follow the guidelines for appropriate use.
Click here for responsible use agreement
Replacement Costs:
- Broken, damaged, lost, or stolen iPad is $500
- Broken or defaced case is $100
    - Replacement Chargers are $35

Earbuds/Headphones

Usage of earbuds/headphones will not be allowed while a student is in the building, unless given specific permission from teacher/staff member for academic purposes.

Device Policy Violation Response

- 1st infraction - Student will receive an AM or PM detention. Phone is confiscated and taken to the office. Student may retrieve device at the end of the day. Teacher communicates to parents.
- 2nd infraction - Student will an AM or PM detention. Phone is confiscated and taken to the office. An adult must retrieve the device at the end of the day. Teacher communicates to parents.
- 3rd infraction - Student will receive an AM or PM detention. Phone is confiscated and taken to the office. **Parent must retrieve device at the end of the day**. Administration communicates to parents.

Hallway and Restroom Behavior

Hallways are monitored by cameras and adults to ensure the safety of all students. Any time a student is in the hall during class time, it will be his or

her responsibility to follow the signout procedures including utilizing the PBIS App. Students must carry a teacher/faculty designated hall pass if in the hallways during class time.

There will be designated restrooms and adequate supervised times for students to use the restrooms. Students are discouraged from leaving the classroom to go to the restroom unless it is an emergency. ***Phones are not to be used during hallway or restroom breaks as they should be turned off and in backpacks/purses from 8 AM-3 PM.***

Students are expected to help keep restrooms clean, safe, graffiti-free, and smoke free. Only one person at a time is allowed in a stall. Students who violate restroom policy will have a consequence assigned and may have limited restroom privileges.

Hands-Off Policy

LCMS enforces a strict hands-off policy. This policy includes, but is not limited to, hugging, kissing, hand-holding, horse playing, fighting, or any other type of physical contact. Consequences will be assigned accordingly to students who violate this policy and dependent on if it is a minor/major offense.

Students who seek help with problems in personal relationships before a fight occurs will find a positive response from school administration and counseling staff. LCMS believes that harmonious relationships can be developed among all students and promotes positive ways of handling disagreements. Administration will investigate each situation individually and determine appropriate action.

Inappropriate Language

Inappropriate language, either verbal or written, should not be used at any time at school or at any school-sponsored activity. Use of inappropriate language at school will result in the student receiving a consequence dependent on minor or major offense. Use of such language at school activities may result in the student being removed from the activity and not being allowed to attend other such activities. Examples of inappropriate language include but are not limited to:

- **Profanity and Obscenities**: Words or phrases considered vulgar or offensive, including explicit sexual references.

- **Insults and Derogatory Language**: Name-calling, racial slurs, sexist remarks, or any language that demeans or discriminates against others based on their race, gender, ethnicity, religion, sexual orientation, etc.
- **Hate Speech**: Language that promotes or condones violence or discrimination against individuals or groups based on attributes such as race, religion, ethnicity, nationality, sexual orientation, gender identity, or disability.
- **Threats and Harassment**: Direct or indirect threats of harm or violence towards others, or persistent and unwelcome comments or actions that cause distress or discomfort.
- **Inflammatory or Offensive Remarks**: Comments that provoke anger, hostility, or discomfort, often intentionally targeting sensitive topics or beliefs.
- **Disrespectful Language**: Statements or remarks that show disregard for others' feelings, opinions, or personal boundaries.

Internet Policy

Students are permitted to access the Internet only with a signed technology use agreement form on file and the permission of a supervising staff member. Use of the Internet shall be consistent with the Sumner County School Board policies and objectives. The use of the Internet is a privilege, not a right, and inappropriate use could result in cancellation of those privileges.

Students are prohibited from the following actions when using a computer at school:

- Accessing e-mail or chat rooms (including emailing parents)
- Instant messaging/DMing other students/people
- Storing personal files or data
- Installing or removing software
- Modifying system settings
- Introducing resource-draining applications
- Bypassing existing security restrictions
- Accessing other Internet services
- Publishing inappropriate content
- Viewing threatening, obscene, or objectionable materials

Leaving School Building/Grounds

Students should not leave the school building without permission of the administration. Class activities supervised by the teacher will sometimes occur outside the building. Also, there may be times when school-wide

activities will take place outside. At no time should a student leave the school campus without checking out in the main office. Once a student arrives at school, the student may not leave campus without permission from a parent/guardian and approval from the main office.

Navigating Campus

Students are expected to go directly to designated area upon arrival to school. Loitering and lingering in the parking area are not permitted. Once a student enter the building, he/she may not leave without following the designed early dismissal procedures.

Property Damage/Vandalism

Any damage or destruction of school property will result in immediate disciplinary action. In addition, students will be required to pay for repairing or replacing the damaged item. Sumner County Board Policy states that any student who is responsible for destroying, damaging, or defacing school property (books, equipment, buses, etc.) shall be held responsible for the actual cost of replacing or repairing such material or equipment. Students may also incur legal ramifications.

LCM Wolf Code of Conduct

- Respect other students' comments, opinions, and ideas. Seek first to understand and see other's perspectives.
- Respond to an adult respectfully, with eye contact, when spoken to.
- Be humble. If you win, do not brag, if you lose, do not show anger.
- Be grateful. Always say thank you when given something and do not ask to be rewarded.
- Be Proactive. Take initiative and do what it is right, even when no one is watching.
- Set Goals. Think about what you want to achieve and go for them!
- Prioritize. Do meaningful tasks first and always work to the best of your ability.
- Be a good teammate. Celebrate differences and work together.
- Speak kindly. Your words have power, don't mask unkindness with humor.
- Pay it forward. Surprise others by performing random acts of kindness.
- Develop healthy habits. Keep yourself mentally and physically strong.

- Laugh a little! Be positive and enjoy life.
- Learn from your mistakes and keep moving forward.
- No matter the circumstances, always be honest.
- Be inclusive. Do not save seats in the lunchroom or purposefully exclude others.
- Represent the pack. Demonstrate our Wolf Code of Conduct in the community, on your social media, and when you have a substitute.
- Respectfully advocate for your needs and wants. Your voice matters.
- Respect yourself and others' physical space. Keep your hands and feet to yourself at *all* times.
- Think flexibly. Be adaptable and consider all possibilities and options.
- Be the best person *YOU* can be.

School Wide Rewards

LCMS has a variety of school wide rewards that take place throughout the school year. Students can earn the ability to participate in these rewards by demonstrating positive behavior that contributes to a positive school community, demonstrating our LCM Wolf Code of Conduct, and/or academic achievement. Teachers will also have varying classroom incentives and grade levels will have opportunities for work collaboratively to earn grade level rewards.

Athletics

Participation in sports can play a significant role in the development of a student's character. We strive to help students see the value of teamwork, goal setting, and good sportsmanship through our athletic programs. Student athletes are held to a high academic and behavior standard. Per Board Policy, we offer the following sanctioned sports:

Fall Sports

Cheerleading
Cross-country
Football
Volleyball
Soccer (non-sanctioned)
Tennis (non-sanctioned)

Winter Sports

Boys Basketball
Girls Basketball

Spring Sports

Track

Sixth graders, according to the Board of Education, are prohibited from participating in middle school football.

In addition to the sports listed above, students will have the opportunity to participate in several club level or non sanctioned sports that have cooperative agreements to share the use of our athletic facilities and prepare students for high school athletics.

A student who elects to participate in athletics is voluntarily making a choice. Self-discipline requiring good training habits, sound judgment, and positive citizenship skills are necessary to successfully compete in interscholastic athletics.

In order to participate on an athletic team, students have an annual physical and be cleared to participate. LCM abides by TSSAA guidelines.

Non-Discrimination Policy

It is the policy of the Sumner County Schools System not to discriminate on the basis of sex, race, national origin, or handicap in its educational programs or activities. The following are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Ms. Brandi UBELHOR Section 504 Coordinator Sumner County Schools 695 East Main Street Gallatin, TN 37066 (615) 451-6598	Mrs Julie Daniel ADA Coordinator Sumner County Schools 695 East Main Street Gallatin, TN 37066 (615) 451-5423	Ms. Katie Brown Title VI and IX Coordinator Sumner County Schools 695 East Main Street Gallatin, TN 37066 (615) 451-5227

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of handicap. Americans with Disabilities Act prohibits discrimination on the basis of disability. Title VI of the Civil rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Family Education Rights and Privacy Act (FERPA) afford parents certain rights with respect to the student's education records. Information regarding these rights is available in the guidance office.

**All Liberty Creek Middle school students are expected to abide by the LCM Handbook and Sumner County Schools Handbook and Board Policies.*