

2026-2027
Parent-Student Handbook
Policies, Procedures, and Other Information



Principal: Dr. Joseph Bradley

Assistant Principals: Dr. Andrea Bringard and Dr. Hubbell King

School Hours: 6:55-2:25pm

School Phone: (615) 382-4166

Mission

The mission of **Coopertown Middle School** is for all students to **SOAR**:

- **Strive for Excellence**
- **Overcome Challenges**
- **Achieve our Goals**
- **Respect Each Other**

Motto: Every Eagle, Every Day.

School Colors: Purple and Gold

Mascot: Eagles

Welcome to a great year at Coopertown Middle School. This student handbook is based upon the Robertson County Schools Student Handbook and Robertson County School Board Policy. **If a subject is not covered in this handbook, please refer to the county student handbook and/or school board policy.** Administration reserves the right to interpret, add, revise, amend or modify any school policy, procedure, or information contained in this handbook at any time as necessary.

Statement of Non-Discrimination

Robertson County Schools do not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

ACADEMICS

Grading System

Conduct grades shall be based upon criteria developed within each school and shall be:

E - Excellent S - Satisfactory U – Unsatisfactory

Grading Scale:

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

50 – 59 F

TCAP Achievement/EOC grades have a percentage impact on final grades as required in state law.

Grading Practices

- If grades are taken on practice (classwork/homework) assignments, they cannot represent more than 20% of the overall class grade.
- Penalty for late assignments is "behavior" to be reflected in the work habits grade. It can be noted in the gradebook as documentation and notification to parents/guardians, but points cannot be taken off.
- All students should be given one opportunity to re-do a test or assessment *after* re-teaching or additional practice and according to deadlines assigned by the teacher. The re-do should *not* be an average of the two test/assessment grades, because an average is *not* a reflection of what a student knows and can do. Re-do opportunities on assignments are limited to two attempts.
- PowerSchool's Parent Portal allows parents to view current grades, missing assignments, and attendance information for their student(s) at any time. If you need your Access ID and Password information, please contact the school office.
- Progress reports are distributed halfway through each grading period. Progress report dates are September 4, November 20, February 5, and April 23.
- Report Cards will be distributed this year on October 23, January 8, March 25, and May 21.

ATTENDANCE

Compulsory Attendance:

T.C.A. 49-6-3001(c)(1) states every parent, guardian or other legal custodian residing within this state having control or charge of any child or children between the ages of 6 and 17 years, both inclusively, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties provided in this part.

School attendance is an essential function of overall student success. Attendance is a factor in student achievement and students are expected to be present every day.

Absences shall be classified as either excused or unexcused by the Principal/Designee.

Excused absences may include, but not be limited to:

1. illness of student; after three (3) consecutive days, or repeated absences, a note from a physician may be required;
2. illness of an immediate family member; after three (3) consecutive days, or repeated absences, a note from a physician may be required;
3. death of a family member;
4. extreme weather conditions;
5. religious observances;
6. college visits;
7. pregnancy;
8. school endorsed activities;
9. Summons, subpoena, or court order;
10. circumstances, in the judgment of the principal/designee, created by emergencies over which the student has no control.

Schools may require an official verification of any appointment prior to excusing the absence. Schools may limit the number of excused absences for appointments.

Unexcused absences shall include but are not limited to:

1. car trouble;
2. personal business (e.g. cleaning house, shopping, babysitting, errands, hair appointment, work in the private sector).

Students in grades K-8 will be allowed no more than 3 parent notes per semester.

In order to receive attendance credit, a student must be present for 3.5 hours of the school day in accordance with State Attendance Accounting Policies. Perfect attendance is awarded to students who attend school every day for the full instructional day. Students who are checked out early or attend only part of the day are not eligible for CMS Perfect Attendance.

Reasons for absences or tardiness and requests for early dismissals before the close of school must be requested by the custodial parent or guardian or those authorized by the parent/guardian to request release. Students participating in school-sponsored activities whether on or off campus shall not be counted absent.

All missed class work or tests may be made up, upon the request of the student or parent/guardian. A reasonable effort must be made, and ample opportunities must be provided by school personnel. Grades may reflect less than full credit (exceptions include pre-announced tests and term assignments that will be due upon return). School work and tests missed for suspension may be required to be made up. If an extension of more than one week is needed to complete make up work, administrator approval is required.

An accumulation of 8 unexcused tardies/early dismissals will equal one (1) unexcused day, which will contribute to the number of unexcused days that trigger truancy interventions. Such absences may result in referral to juvenile court.

Chronic Absenteeism

Chronic Absenteeism is an indication of barriers or conditions that limit a student's opportunity to learn. All absences count (excused, unexcused, and disciplinary removal). Chronic Absenteeism is identified when a child has missed 10% or more instructional days (18 days). Excessive absences, no matter the type of absence, represent lost time for a student.

Truancy

Truancy is a legal violation that can result in a referral to juvenile court. A student is truant when he/she is in violation of compulsory attendance laws and is absent from school without a lawful excuse.

CMS Attendance Plan

Tier 1 will be implemented upon a student's accumulation of three (3) unexcused absences and must include communicating clear expectations to the parent (ie. Phone call, email, ParentSquare, etc.) School officials will continue to monitor unexcused absences and provide prevention-oriented strategies. Parent/guardian will recognize good attendance matters and work to improve a child's attendance.

Tier 2 will be implemented upon a student's accumulation of five (5) unexcused absences and must include: student/parent conference, attendance contract, availability of follow-up meetings, and individualized assessment aimed at addressing the student's attendance problems. Suspensions may not be used in the absence count.

Tier 3 will be implemented upon a student's accumulation of seven (7) unexcused absences and must include: school-based community services, school based restorative justice program and/or Saturday or after school courses designed to improve attendance and behavior.

Tier 4 will be implemented upon a student's accumulation of 10 (10) unexcused absences and must be referred to Student Services for the Truancy Review and Support meeting. Parent/guardians failing to attend the Truancy Review and Support meeting will automatically have a petition filed with juvenile court.

2026-2027 District Attendance Expectations (additional to CMS)

- Tardies to school or class 5 tardies- 3-Day detention (lunch) *and contact parent/guardian*
- 10 tardies- 1 day ISS, request parent meeting
- 15 tardies- 2-day ISS and loss of field trip opportunities, *including overnight club sponsored events*
- 20 tardies- *admin can assess additional ISS, if necessary, participation in school sponsored athletic events and/or extracurricular activities will cease. Discussion or referral to DHA for Code 24 takes place*
- 25 tardies- *loss of prom and participation in other extracurricular activities. Referral to DHA*

****Tardies will not reset during the school year. ****

Coaches/Club Advisor/Band Director will have standards for practice/game attendance. These standards shall be explained annually at the parent meeting before the season

starts. Coaches must include a section about failing grades at recorded grading periods within the contract.

BEHAVIOR

All students and parents/guardians are expected to read, understand, and comply with the policies, procedures, and expectations outlined in the Robertson County Student Handbook. Acknowledgment of the handbook is required as part of the student registration process. The handbook is reviewed with students at least quarterly during the school year to reinforce expectations and knowledge of school policies. Knowledge of the contents of the handbook is the responsibility of each student and parent/guardian.

RTI²-B

Response to Instruction and Intervention-Behavior (RTI²-B) is a Multi-Tiered System of Supports (MTSS) that offers a powerful, evidence-based approach for meeting the behavioral and social needs of students in Tennessee schools. The purpose of RTI²-B is to empower educators to equip all students with the opportunity to meet high expectations regarding behavior and the support to reach every student.

CMS Eagles Nest Expectations

CMS Behavioral Expectations Matrix

	Be Safe	Be Respectful	Be Responsible
CAFETERIA	- I stay in my seat. - I ask for permission before getting out of my seat. - I talk only to the people at my assigned table.	- I speak in my inside voice to my table-mates. - I will only touch and eat the food provided to me - I will keep my hands, feet, and other objects to myself.	- I get <u>all of</u> my item the first time through the line. - I sit in my assigned area. - I clean up after myself.
HALLWAYS	- I <u>keep both feet on the floor at all times</u> and walk wherever I go. - I keep my hands and feet to myself - I stay to the right of the hallway	- I keep the hallway clean - I use a quiet voice to talk to classmates	- I keep my locker shut and my belongings put away - I arrive on time to all classes.
ARRIVAL DEPARTURE	<u>Walk at all times</u> - I keep my hands and feet to myself	- I speak in <u>my</u> inside voice - I go straight to where I am expected to go	I arrive in time to get supplies I need
CLASSROOM	- I will keep hands, feet and objects to myself - Only adults will open any door, once it is closed. - I only enter the classrooms I am assigned to at that time.	- I speak and act kindly to my teacher, classmates, and other adults that come in. - I follow teacher directions and requests the first time they are given. - I listen quietly to teaching and <u>instruction</u>.	- I have all materials needed for class before it begins. - I participate in the lesson and do my assigned work. - I will use technology for its intended educational purposes.
RESTROOM	- I will be the only person in the stall. - I use the restroom for its intended purposes only.	I will honor my privacy and the privacy of other	- I take care of my bathroom needs, wash my hands, and make sure my paper towels go in the trash. - I use the restroom during designated breaks.
GYM/PE	- I will use equipment appropriately. - I will keep my hands, feet, and other objects to myself. - I walk up and down bleacher steps.	- I will follow teacher directions - I take turns when sharing equipment	- I put equipment where it belongs. - I keep my valuable items in safe and secure area.
ASSEMBLIES SPECIAL EVENTS	- I keep my hands, feet, and other objects to myself - I stay in my designated area	- I sit quietly when directed. - I follow teacher and staff directions. - I participate appropriately in activities.	I take <u>all of</u> my items with me when I leave.

The following behaviors are considered severe and will be addressed by administration:

Weapons, possession/transfer/use of tobacco, alcohol, or drugs, fighting or aggressive physical contact, aggressive language, threats, bullying, harassment of students or teachers, continuance of disobeying classroom and school rules, theft, vandalism, and social media actions that impede the school learning environment.

Consequences for misbehavior referred to the office will depend on the severity of the infraction and the pattern of behavior and may include the following:

- Conference with student
- Parent phone call
- Note home to parents (sign and return)
- Lunch isolation
- Time Out of Class (Solutions Room; Does not “count” as Restorative ISS)
- In-School Suspension (Located in Solutions Room)
- Parent Conference
- Out of School Suspension
- Referral to DHA
- Corrective Behavioral Practice

Restorative ISS

Restorative ISS (R-ISS) will be used to help reteach appropriate school behaviors as needed. Students can be assigned to R-ISS for a portion of a school day, an entire school day, or multiple school days. Students are expected to complete their regular classwork, as well as R-ISS reflective and re-entry assignments.

Cell Phones (Students)

Students may possess personal communication devices and personal electronic devices so long as such devices **are turned off and stored in backpacks, purses, or personal carry-alls**. Such devices include but are not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and ear buds or headphones of any kind. At no time shall a student operate an electronic device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy rights of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions.

At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property. If a teacher sees a cell phone or ear buds/headphones, they will be confiscated from the student and turned into the office as an offense.

Students can use personally owned devices in the classroom for educational purposes only, and this must be done under the direct supervision of the teacher. Consequences can include but are not limited to:

1st offense—Confiscation of device; return in 3 school days or \$10 fine.

2nd offense—Confiscation of device; return in 5 school days or \$20 fine.

3rd offense—Confiscation of device; return in 10 school days or at end of grading period, whichever is longer, or \$30 fine.

4th offense—Confiscation of device; return at end of semester or \$40 fine.

Subsequent offenses will be treated under 4th offense guidance and may result in more serious discipline.

Dress Code (Policy 6.310)

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited (TCA 1006.07(2)(d)). Specific guidelines appropriate for each level of school may be developed but include the following areas:

1. No head coverings, except for religious head coverings and coverings for medical reasons
2. No bare midriff, revealing necklines
3. No shorts, or jeans or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
4. No tube, tank, see through tops
5. No sagging pants
6. No attire promoting alcohol, tobacco, or drugs
7. No dusters or trench coats
8. No clothing containing advertising for objectionable causes or offensive language
9. No gang related clothing
10. Shoes/sandals must be worn at all times (tied/fastened)
11. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
12. No spikes, chains, piercings, or other items that cause safety concerns
13. Leggings may be worn; however, **must** be paired with tops that extend past the student's wrists with their arms at their side

When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action. Costumes are prohibited unless otherwise allowed on specific days approved by the principal.

THE SCHOOL DAY

Students should not arrive at school before 6:55 a.m. without administrative approval. The school day begins when the student enters the bus or the school building and ends when the student exits the bus or the school building. All policies are in effect when the student is on the bus or on campus. School dismisses at 2:25 p.m. Unless students are staying with a teacher, coach, or are under some type of supervision, the school is not responsible for the student after dismissal time.

School Bus

Student behavior that deviates from district expectations of being safe, respectful, and responsible shall result in disciplinary action up to, and including, bus suspension for the remainder of the school year.

Riding the school bus is a privilege and Robertson County Schools is committed to supporting decisions that support the safe operation of a school bus.

Violations that should be considered major offenses include, but not limited to the following:

- Throwing objects
- Excessive mischief / Yelling/Profanity
- Behavior that poses a distraction to the driver
- Hands / Head out of window
- Fighting / Assault towards another student or staff member
- Provoking “verbal / mental / physical” towards another student or staff member
- Smoking / Tobacco / Alcohol / Drug use
- Weapons, dangerous instruments, and explosive devices
- Sexual harassment

Such violations should be reported immediately to Pupil Transportation on a Bus Referral Form and forwarded to School Administration. If a student’s actions are illegal or judged by transportation to be a disruption to the safe operation of the vehicle, it could result in immediate action up to and including bus suspension for the remainder of the school year.

Addressing Misconduct

Driver or attendant shall address unsafe and inappropriate behaviors or habits while outlining what is an appropriate habit or behavior. Drivers/attendants may address student(s) directly, have a quick council with the student(s) away from others, and/or provide notification to parent(s)/guardian(s) at the bus stop so that they can be involved in assisting the driver to change unsafe or inappropriate riding habits.

Discipline

When student behavior escalates beyond driver control or is not improved after using appropriate correction steps, the bus driver will submit a bus referral form to Pupil Transportation who will forward it to school administration.

Administration will assign an appropriate consequence for first referral based on the severity of the misbehavior, and parent/guardian will be notified that any additional referrals will carry a bus suspension.

PUPIL TRANSPORTATION - NON-NEGOTIABLES

CONT.

Discipline cont.

Administration shall enforce the Disciplinary Level System listed below for major referrals. Depending on the severity of the offense, consequence may constitute immediate suspension of ridership privileges for the remainder of the year.

	Elementary School	Middle School	High School
1st Referral	Warning – School level discipline – Parent/Guardian notified	Warning – School level discipline – Parent/Guardian notified	Warning – School level discipline – Parent/Guardian notified
2nd Referral	1 Day Bus Suspension - Parent/Guardian notified	1 Day Bus Suspension - Parent/Guardian notified	1 Day Bus Suspension - Parent/Guardian notified
3rd Referral	3 Day Bus Suspension - Parent/Guardian notified	3 Day Bus Suspension - Parent/Guardian notified	3 Day Bus Suspension - Parent/Guardian notified
4th Referral	5 Day Bus Suspension - Parent/Guardian notified	5 Day Bus Suspension - Parent/Guardian notified	5 Day Bus Suspension - Parent/Guardian notified
5th Referral	7 Day Bus Suspension - Parent/Guardian notified	7 Day Bus Suspension - Parent/Guardian notified	7 Day Bus Suspension - Parent/Guardian notified
6th Referral	10 Day Bus Suspension or DHA	10 Day Bus Suspension or DHA	10 Day Bus Suspension or DHA

Transportation

If a student changes his/her regular afternoon transportation, a note from the parent/guardian must be turned in by 8:00 a.m. with a phone number to reach that parent/guardian to verify the change in transportation. In an emergency, parents/guardians may also call the school office before 2:00 p.m. to make a necessary change in afternoon transportation. Due to the heavy volume of traffic in the afternoon, ***students may not be picked up after 2:10 p.m.***

Morning Drop-Off

Car riders are to be dropped off in the back of the building at the athletic entrance near the football field. If students arrive at school after 7:25 a.m., they will need to enter the main office entrance which is located in front of the building.

Afternoon Pick-Up

Car riders are to be picked up in the back of the building at the athletic entrance near the football field. For safety reasons, ALL parents must enter the car rider line to pick up their student(s).

School-Home Communication

- **Grades:** PowerSchool's Parent Portal allows parents to view current grades, missing assignments, and attendance information for their student(s) at any time. If you need your Access ID and Password information, please contact the school office.
- **Teachers:** All CMS teachers utilize **Parent Square** to communicate information with parents.
- **School:**
 - **School Messages** - Phone, e-mail, and text messages will be sent out frequently through **Parent Square**. This system pulls contact information from PowerSchool, so it is important that we have accurate phone numbers and e-mail addresses in PowerSchool.
 - **School Newsletter** – E-mailed through **Parent Square** once a month
 - **Social Media**- Facebook, Twitter/X, and school website

Outside Food and Drink

1. No outside food or drink (i.e. Dunkin, Starbucks, Sonic, McDonalds, etc.) from restaurants is allowed.
2. No “Hot Snacks” are permitted at any time (i.e. Takis, Hot Cheetos, Hot Fires, etc.).
3. No Energy drinks are permitted at any time (i.e. Alani, Red Bull, Monster, etc.).
4. Only plastic, clear, water bottles with a screw cap are allowed. No metal drink containers with straws are allowed at any time during the school day (Stanley, Yeti, Simply Modern, etc.) with only water in them. No juice, flavored water, or soda.
5. Food for parties/events must be store bought and sealed.

School Meal Prices

Breakfast (\$-0-)

Lunch (\$ -0-)

School Clinic

Students with legitimate medical concerns may visit the clinic when necessary, with a pass from their teacher. The school nurse will issue a pass back to class or notify the teacher if the student is too ill to return to class. If the school nurse or administration determines it necessary for a student to be taken home or to the doctor, arrangements will be made through the office. If a student does not meet the nursing guidelines to be

dismissed from school, he or she must have a doctor's note for the absence to be excused.

No medicine shall be carried or dispensed by a student at any time. Any medicinal dispensation shall be done through the school nurse with proper parental/guardian documentation.

Emergency Medication:

1. Epi-pens and glucagon injections may be kept with the student. Students carrying epi-pens must have a physician's order stating they are capable of using the epi-pen without supervision. The physician's order must be accompanied by written permission from the parents/guardian.
2. Inhalers may be kept with the student if there is parent permission and a physician's order on file with the school nurse.

Lockers/Personal Property

The responsibility for your personal property is yours. If an article is lost, check to see if it has been turned into the main office. Lockers are provided for storage of books, coats, and personal belongings at school. Students may provide their own locks but must give the combination to their homeroom teacher. Keeping the locker locked is the best method of preventing problems. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from the locker. State law affirms that lockers are the property of the school; therefore, the contents may be examined at any time. Students will only access lockers at the beginning or end of the school day. Other times are at teacher discretion and under supervision.

Laptops

Laptops will be assigned to students within each of their classes. Students and parents are encouraged to purchase the \$35 laptop protection plan, otherwise students and parents will be held responsible for the cost of repairs. Students will not be issued laptops until we have received a signed copy of the laptop protection agreement, accepting or declining coverage. Technology privileges may be revoked for violations of the technology agreement.

Textbooks

Textbooks are the property of the Robertson County Board of Education. Students are responsible for their books, and a fee is assessed by the Robertson County Board of Education for any books which are lost, stolen, or damaged.

Office Telephone

The telephone in the office is a business phone. If a student has an emergency situation, he or she will be allowed to use the phone with permission from an administrator.

Visitors

Except on occasions, such as school programs, athletic events, open house, or public events, ALL VISITORS MUST report to the office when entering the school. You will be required to present your Driver's License, sign-in, and wear a visitor's badge while in the building. Authorization to visit the building will be determined by the principal/designee.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the school grounds or into the building during hours of student instruction except students, the staff, parents of students, and other persons with lawful and valid business on school premises. The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs, disturbing the teachers or students, or on the premises for the purpose of committing an illegal act.

The principal/designee shall engage law enforcement officials when he/she believes the situation warrants such measures. In general, visitors are not allowed to observe in classrooms due to privacy laws.

In accordance with the *Robertson County Schools Visitor Code of Conduct*, we partner to develop a quality educational environment, we ask that the *Visitor Code of Conduct* outlined below be followed:

- Use respectful language and refrain from the use of obscenities or cursing.
- Contribute to a productive environment by not disrupting or threatening to disrupt school or office operations.
- Promote safety by behaving responsibly and ensuring that your actions do not endanger the health or safety of others. This includes not taking pictures that include students that are not *your* personal student.
- Communicate in a peaceful and respectful manner, refraining from making verbal or written statements or gestures indicating intent to harm an individual or property.

- Resolve conflicts peacefully and show respect for others' property, refraining from verbal or physical attacks intended to harm individuals or significantly damage property.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege which may be revoked by the principal or sponsor at any time. To participate in extra-curricular activities, the following conditions must be met:

1. Students must be present for the day (at least 3 ½ consecutive hours unless approved by an administrator using a board approved excuse).
2. Unless approved by an administrator, coach, or sponsor, students will travel to and from school with a pre-determined designee.
3. Athletes must have a physical examination and school insurance or proof of other insurance coverage **prior** to participation.
4. Athletes must meet eligibility standards prescribed by the Tennessee Secondary School Athletic Association (TSSAA), which states the student must pass 6 credit courses or the equivalent of a possible 8 at the end of each school year. Middle school athletes must meet the requirements of the Robertson County Middle Grades Athletic Association.

Sports

Participation in middle school sports is encouraged. All student athletes and their parents/guardians will sign a Student-Athlete Behavior Contract outlining the guidelines and expectations for participation in sports at Coopertown Middle School.

The following school athletic opportunities are currently available to middle school students:

Football
 Volleyball
 Cross Country, girls and boys
 Cheer
 Basketball, girls and boys
 Baseball
 Softball
 Soccer, girls and boys

Wrestling

Performing Arts

Participation in middle school performing arts is encouraged, and students may participate in band and/or choir.

Clubs and Organizations

School-sponsored clubs and organizations must be approved by the administration and have a faculty sponsor. Membership in some organizations is based upon classes taken, academic requirements, and other qualifications. Dues may be charged for membership.

Clubs and organizations that may be available:

- Fellowship of Christian Athletes
- Jr. Beta
- Builders Club
- Drama Club
- 4-H

After-School Opportunities

Coopertown Middle may offer a tutoring/enrichment program two days a week with school bus transportation available. The YMCA provides an after-school program called Y-Quest at CMS.



Coopertown Middle
School Facebook Page



Coopertown Middle School
Athletic Page (Eagles Athletic
Club)