

STUDENT HANDBOOK



WELCOME

Hello, Midway Families!

Welcome to the 2026-2027 school year! Whether you are new to Midway or you have been with us for generations, we are excited to see each and every one of your children back with us this year.

At Midway, our number one goal is to provide a safe, supportive environment where students succeed academically and socially, providing a foundation for them to ultimately become educated, productive adults who contribute to the community and their families.

This student handbook serves as an informational guide to both school-specific guidelines and expectations, as well as some of the major district policies for which you should be aware. After review, if you have any questions, please feel free to reach out to us, and we will be happy to assist you.

Jackie Massengill, Principal
Teresa Drummonds, Assistant Principal

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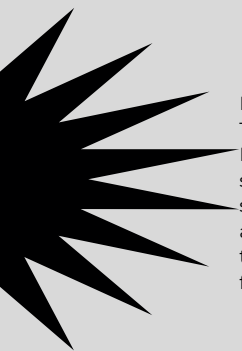
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A SMALL RURAL SCHOOL FOCUSING ON FAMILY VALUES



Midway Elementary School is in the beautiful Midway Community of New Tazewell, Tennessee. Surrounded by mountainous views and beautiful lakes and rivers, the Midway area has become a refuge for many people from all over the country who seek a small town life. Established in 1960 as a community school, MES has a long-standing tradition of pride, community, love of the land, academic excellence, and athletic success. We aim to continue these traditions and embrace the changes that have come with the 21st century. We will strive always to put our students first, focusing on safety and success.

Midway Elementary School strives to be a data-driven, student-centered school where we value all aspects of learning equally. We work diligently to build relationships by providing support, love, and structure. We provide academic rigor through a curriculum designed by the state of Tennessee to ensure student success. We offer support through intervention, special education services, and after-school tutoring. Our guidance counselor offers emotional and behavioral supports in weekly sessions and individual counseling sessions as needed.

At Midway Elementary School, we believe that children are more than test scores.





MIDWAY'S MISSION STATEMENT & VISION

Mission Statement

The Midway Elementary School believes in fully developing the potential of each individual student. We believe:

- In preparing students to serve as leaders for today and the future.
- In preparing and developing through critical, creative, and social development.
- In intense awareness and honor of individual integrity through cooperating with others in a respectful and productive manner.
- In making positive contributions to our school, community, and world.

Vision

Midway Elementary School believes in a learning environment where each student is empowered to achieve his or her potential through a data-driven, rigorous, stimulating curriculum. We believe our vision will positively contribute to our school, our community, and our world.

WHAT WE value

The beliefs we share that
make MES exceptional

CHILDREN FIRST

We believe all students can learn and have the desire to be the best that they can be. We believe that working with parents and community stakeholders strengthens our ability to meet students where they are and support them as they grow into young adults and Claiborne County citizens.

PERSONAL & PROFESSIONAL GROWTH

Learning is not just for children. Every day in many different ways, our teachers endeavor to improve their craft. Just as we believe and strive to ensure that our students view learning as a lifelong goal, our teachers and administrators are constantly seeking opportunities to gain knowledge and skills to better serve our students.

FOCUS ON SAFETY AND SUCCESS

Safety is the number one priority at MES. Unless a child feels safe and secure, no amount of teaching, coaching, or support provides success. We do our utmost to ensure that MES is a bully-free zone.

Success is our next priority. Every child can learn and will learn when he or she is loved, valued, and expected to do hard tasks. At MES, we keep our expectations high while providing the support and extra help that each child needs to meet his or her potential.

MIDWAY

26-27

YEAR AT A GLANCE

ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE

August 4th - Open House, Kindergarten Only, 5:00 PM

August 5th - Open House, 5:00

August 6th - No School

August 7th - First full day for students

August 28th - Progress Report

September 12th - Apple Fest 12:00 - 4:00

September 18th - Progress Report

September 21st Parent/Teacher Conference 3:30 - 5:30

October 2nd - Fall Pictures

October 5th - 9th - No School Fall Break

October 23rd - Report Card - 1st Nine Weeks

November 6th - Progress Report

November 9th - Parent/Teacher Conference 3:30-5:30

November 13th - Pictures/Fall Makeups/Clubs

November 25th - No School Inservice

November 26th & 27th - Thanksgiving Break

December 4th - Progress Report

December 21st - January 1st - No School

January 4th - Students return to school

January 8th - Report Cards - 2nd Nine weeks

January 15th - Class Pictures

YEAR AT A GLANCE

CONTINUED

ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE

January 18th - MLK/No School

January 29th - Progress Report

February 15th - Presidents' Day/No School

February 16th - Cap & Gown Pictures Kindergarten

February 26th - Progress Report

February 22nd - March 1st - Book Fair

March 1st - Literacy/STEAM Night 5:00 - 7:00

March 16th - Spring Pictures / Pre-pay only

March 19th - Report Card 3rd Nine Weeks

March 22nd - 26th - Spring Break

April 5th - Parent/Teacher Conference 3:30-5:30

April 19th - April 29th - TCAP Testing Window

April 30th - Progress Report

May 20th - Pre-K Graduation 5:30

May 20th - Kindergarten Graduation 6:30

May 21st - Awards Night

1st - 3rd @ 5:00

4th - 7th @ 6:00

May 21st - 8th Grade Graduation - 7:00

May 24th - No School

May 25th - Students Pick up Report Cards/No buses

SCHOOL RULES AND EXPECTATIONS

The following pages include all of the school rules and expectations. It is important that you and your student read through these together and discuss the importance of each.

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Section 1: Notices and Disclaimers

1.1 Statement of Non-Discrimination

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status, or disability in provision of education programs and services or employment opportunities and benefits on pursuant to the requirements of 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, the Americans with Disabilities Act of 1990, and other state and federal laws.

1.2 Board Policy 6.601 Student Records Annual Notification of Rights

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or eligible at the time of enrollment.

The notice will include the right of the student's parent(s) or the eligible student to:

- Inspect and review the student's education records;
- Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records; Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and
- Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

To access the full document for review, follow the steps below:

- 1.) [Claiborne County Schools Website](#)
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - *6.601 Student Records Annual Notification of Rights*

1.3 Notice of Claiborne County School Board Policy 4.802 – Student Equal Access (Limited Public Forum)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs have the same abilities to access facilities and advertise their meetings.

1.4 Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires notification of parents to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes and certain physical exams and screenings. If an activity is scheduled during the school year, parents and guardians will be notified and given the opportunity to opt-out their student from participating.

Claiborne County Board of Education Policy 6.4001 – Student Surveys, Analysis, and Evaluations defines the rights of students and families and can be found online at:

<http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6400115.pdf>

1.5 DCS Notification

It is an offense for a parent or guardian to knowingly fail to provide notification as required by subsection (a). A violation of this subsection (g) is a Class B misdemeanor, punishable by a fine only. For the purpose of this subsection (g), parent or legal guardian does not include the Department of Children's Services. If it becomes apparent that any employee of the Department of Children's Services knowingly failed to notify the school as required by subsection (a). The commissioner of children's services shall be notified and take appropriate action against the employee.

1.6 Title I Schools “Parents’ Right to Know”

Parents of all children in Title I schools have the right to request and receive timely information on the professional qualifications of their children’s classroom teachers. Parents may request the following:

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.

Access the full ESEA Document at <https://bit.ly/2C9Biuo>

1.7 English Learners Policy

Claiborne County Board of Education Policy 4.207 - English Learners provides information regarding English Learners and can be found online at: https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/EQODy07orftPgbigYLSFGR8BZjc8eqTQR29cmZxOWMtfVA?e=6hodkU

1.8 Asbestos Hazard Emergency Response Act (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Claiborne County School District’s Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities can be found on the district website’s Maintenance Department page.

1.9 McKinney-Vento Homeless Assistance Act

Claiborne County Board of Education Policy 6.503 – Homeless Students – requires that homeless students (youth in transition) shall have equal access to the same free, appropriate public education as provided to other children and youths. The Director of Schools has developed procedures to ensure that youth in transition are recognized administratively and that appropriate and available services are provided. Those procedures can be found online at:
<https://www.dropbox.com/home/Claiborne%20County%20Procedures%20Manual/6%20Students?preview=AP+6.503+Homeless+Students+Procedures.pdf>

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at:

<http://web.claibornecountyschools.com/parentinv/dispute-resolution-procedure/>

Section 2:

2.1 LEA Parent Involvement Policy

Families and community members should be engaged in the education of students. Claiborne County's Family Engagement Policy can be found online at
<http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies>

2.2 Midway PTO

We believe when the family, school and community works
Together Everyone Achieves More.

Midway welcomes all families and community members to become involved with TEAM Midway, promoting the success of our students. TEAM Midway meets monthly to incorporate family and community involvement.

2.3 Volunteer

Midway values the support of our community. If you would like to volunteer, please do not hesitate to contact the office staff. They'll be able to help with the necessary steps.

Students Can Become Involved

2.4 BETA

Midway Beta Student Membership Qualifications

Requirements of student membership are solely qualitative within the scope and regulations specified in these Bylaws:

- A student must be a member in good standing of a Beta Club at his/her current school of attendance to be considered an active National Beta Club member. Only active members may participate in state and national competitions and become candidates for and hold state and national office.
- Membership is a privilege and not a right.
- The qualifications for membership on the part of the student shall be:
 - (a) worthy, moral, and ethical character;
 - (b) exemplary achievement, and commendable attitude. The standards and means for appraising these qualities shall be determined by the grade level Beta Sponsors at Midway.
- All students must be performing at or above grade level in order to be eligible for membership. Midway Beta Sponsors are at liberty to limit membership to certain grades. Midway Elementary School requires that all Beta members maintain a **90 average per subject area**.

2.5 Student Council (Grades 6–8)

Student Council provides students with opportunities to develop leadership skills, serve their school and community, and represent the student body.

Membership Requirements

To be considered for Student Council, students must:

- Complete a Student Council Application
- Explain why they would be a good Student Council member.
- Share ideas for improving the school and Student Council
- Describe ways they can promote civic responsibility and serve their community
- Explain how they and Midway School would benefit from their participation.

Membership Expectations

To remain a Student Council member, students must:

- Complete at least 10 community service hours each school year. Service hours may be completed at school or through an approved community organization. Documentation signed by the supervising adult must be submitted to the Student Council sponsor.
- Maintain good behavior and follow all school rules.
- Demonstrate leadership, responsibility, and respect throughout the school year.
- Actively participate in Student Council meetings, activities, and school events.
- Be involved in serving either the school or the community through volunteer opportunities.

Student Council members are expected to be positive role models who represent Midway School with integrity, good character, and school pride.

Section 3: Operating Information

3.1 Procedures for Student Enrollment

When enrolling new students, the basic requirements are:

- Birth Certificate
- Physical Form completed within the past 6 months (New Kindergarten Students)
- Complete Immunization Record
- Proof of Residence in Midway Elementary Zone

Each year, all students (and all transfer students during the school year) will receive a registration packet. All information in this packet must be updated and completed each year and returned to the school within two weeks of receipt.

3.2 Out-of-Zone Students

Midway Elementary School welcomes all students and strives to provide a learning environment that creates the opportunity for them to reach maximum potential and success each year. Open enrollment allows 30 days prior to the beginning of each school year for students who are not zoned to attend Midway Elementary the opportunity to apply for enrollment by completing an application. The parent/guardian of any student granted enrollment in a school for which he/she is not zoned to attend is required to provide transportation to and from school. If accepted, according to CCBOE policy 6.206, Transfers Within the System, “the student must maintain satisfactory attendance, behavior, and effort to remain in the new school.” Parents or guardians of any out-of-zone student who is not complying with this policy will be contacted by the principal.

3.3 School Hours

The school opens at 7:00 A.M. daily. *Students can not be dropped off before 7:00 A.M.* The regular school day is from 7:55 A.M. to 3:00 P.M. Instruction begins at 7:55 A.M. Students arriving after 7:55 A.M. must receive a tardy slip from the office to be admitted to class. If a student needs to leave during school hours, a parent, guardian, or responsible adult with permission must sign him/her out of the building. If your child is a pick-up, we call pick-ups at 3:00 P.M. to avoid evening bus traffic. Children should not arrive earlier than 7:00 A.M. or remain on campus later than 3:30 P.M. unless they participate in the morning or after-school program.

Parents, please remember that all students must be picked up by 3:30 P.M. unless enrolled in the after-school program. On Fridays or days we do not have the after-school program, all students must be picked up by 3:30 P.M.

3.4 Morning Program

If funding is available, Midway Elementary provides a morning program for selected students. Leaps or HDLR Tutoring will start at 7:00 AM. You will receive information from the HDLR and the Leaps lead person. Pending funding, the Leaps morning program usually begins after Labor Day. Paperwork will be sent home when more information is available. Please note, that the morning program could be canceled if funding is cut or runs out.

HDLR Tutoring is for those students who have a promotion or retention plan.
Morning Hours 7:00 AM - 7:45 AM

3.5 After-School Program

If funding is available, Midway Elementary provides an after-school program for students. The Leaps Program hours are from 3:15 P.M. until 5:30 P.M., Monday through Thursday. There is no after-school on Fridays. All students must be picked up by 3:30 P.M. on Fridays. Please note that there are times when we must cancel the after-school program during the week. When this happens, students must be picked up by 3:30 P.M. The program will provide a snack, academic enrichment, and recreational opportunities for those who choose to stay. Enrollment information can be obtained in our school office. Please note that students must be signed up for the after-school program before they can participate. Students can be dismissed from the program for misbehavior. Also, any student picked up later than 5:30 P.M. on three (3) occasions will not be allowed to stay in the program after the third late pick-up. Pending funding, the after-school program usually begins after Labor Day. Paperwork will be sent home when more information is available. Please note that the after-school program may be canceled if funding is reduced or exhausted.

HDLR Tutoring will be on assigned days. The hours will be 3:15 - 4:15. The Parent/Guardian must come into the office and sign out their child. If your child is enrolled in the HDLR tutoring program, their attendance is a critical component in being compliant with their retention or promotion plans.

3.6 Morning Drop-Off and Afternoon Departures

The safety of our students is our #1 priority. If you bring your child to school, please follow these procedures to help ensure the safety of not only your child but all students being dropped off.

ALL students being dropped off will enter through the rear gym doors. Please stay in the right lane of traffic. Students will exit cars on the vehicle's passenger side and walk in the safety zone to enter the building. No student should be allowed to walk in front of any car. Please do not pull forward until you see your child is safely walking in the safety zone toward the end of the ramp.

Adult staff members will be available at the ramp to greet students but not to assist students exiting cars. Students should be ready to exit the cars by themselves. If your child requires assistance exiting the car, please park in one of the designated parking spots around the back of the building and walk your child across to the end of the ramp. NO CHILD should ever walk across traffic from the parking spot alone! The drop-off line can be long, so plan accordingly. We will not rush the line.

Afternoon Departure:

At the end of the school day, pick-ups will begin at 3:00 P.M. Please note that we will not call any students to the office for pick-ups between 2:45 P.M. and 3:00 P.M. All parents/guardians who are picking up their child should do so from one of the two pick-up lanes that go toward the back gym door.

Please do not begin parking in front of the school before 2:30 P.M. This is a safety hazard. If an emergency were to occur, emergency vehicles would not be able to access the front of the building.

Allow room for the buses to enter and exit as needed. For safety, you must remain in your car if you are in the pick-up line. We will walk your child out to you. Please use the name cards. This speeds up the pick-up process. All students must be picked up by 3:30 P.M. every day unless they enroll in the after-school program.

If a student is to go home with another student, both students must have a written note from their parent/guardian stating this intent and giving permission for this to occur. Students will not be allowed to call for permission at the end of the day. If a student is to ride a bus he/she does not normally ride (for example, riding home with a friend), he/she must have a signed permission note from a parent or guardian to present to the bus driver upon boarding the bus.

Section 4: Visitor Policy & Procedures

4.1 Visitor Code of Conduct

Parents, community members, and any other visitors to school property or during school programs/activities MUST NOT:

1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (i.e., classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (e.g., race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.
15. Violate any applicable federal or state statute, local ordinance, or board policy.

4.2 Visitors Procedures

To ensure the safety of all students at Midway Elementary School, all visitors must follow the following procedures:

1. All visitors must report to the office upon arrival.
2. All visitors must present their driver's license to be scanned into our Centegix system to receive a visitor's badge. We ask you to be patient during this process. We realize we know most of our parents, but this helps ensure that all students are provided with the safest environment possible.
3. All visitors must be escorted to their designated location.
4. Parents/Guardians are not allowed to walk their students to class in the mornings or walk to the classroom in the afternoon to pick up their students.

We appreciate your willingness to cooperate with our school in implementing the policies and procedures to provide a safe learning environment for all Midway students.

4.3 Visitors & Pets

Midway Elementary prohibits pets on school grounds during operational hours and at extracurricular activities this is to ensure a safe and conducive learning environment for all students, This is essential to maintaining cleanliness, and preventing potential allergies

4.4 Lunch with your Child

- 1.) Parents/Guardians will need to sign in through the office and receive a visitor pass.
- 2.) Parents/Guardians will report to the designated area in the cafeteria. You may only eat lunch with your child. Other students are prohibited.
- 3.) Due to dietary restrictions and allergies, parents may not share food with any other student other than their own.
- 4.) Special circumstances only.

4.5 Social Activities

We make a concentrated effort to protect our instructional time here at Midway Elementary School. However, there are certain activities throughout the school year that are social in nature, such as fall festival or field day. According to Claiborne County Board of Education policy 6.705 birthday parties are not allowed at school. We are limited to three (3) parties per year. These will occur at Halloween, Christmas, and Valentine's Day. Classroom parties will be for the following holidays: Halloween, Christmas, and Valentine's Day. All foods must be in the original store packaging.

Classroom parties are limited to students only.

Section 5: General Information

5.1 Breakfast/Lunch

Students arriving at Midway can enter the cafeteria from 7:00 A.M. until 7:40 A.M. to eat a hot breakfast. These students are not allowed to use the Grab-N-Go program. Students arriving after 7:40 A.M. who wish to eat breakfast will be given a Grab-N-Go breakfast. They may take this with them and eat in the classroom. The Grab-N-Go breakfast program will end at 8:00 A.M. each morning. Students arriving after 8:00 A.M. will not have an opportunity to eat breakfast.

Students have the opportunity to buy extra food and/or milk at lunch. Students may pay for the additional items as they go through the line, or students/parents may pay ahead on their account. Students will not be allowed to charge any amount on their accounts. If the account has insufficient funds to purchase the desired item, the user will not be permitted to obtain it. Students wishing to buy extra food must remember to bring their money to lunch with them. Students who bring their lunch, additional food, or drink items to eat during lunch must remember to take them with them to the cafeteria. Students are not allowed to return to the room to retrieve any items.

Staff members are not permitted to heat items brought from home.

Grubhub, DoorDash, Uber Eats, or any similar delivery services are prohibited for student use.

5.2 Child Nutrition Programs

Claiborne County Schools will participate in Community Provision Eligibility (CEP) for the 2026-2027 school year. All CEP students will receive breakfast and lunch at no cost.

5.3 Outside Beverages

Students are only allowed to have water in the classrooms. This water must be in a clear container with a screw-top lid. If a student brings another acceptable beverage for lunch or snack, it must be unopened.

Energy drinks are not allowed at Midway Elementary School.

5.4 School Nurse and Medications

Midway Elementary School has a school nurse on campus. In the event of illness or injury, your child will be referred to the school nurse for evaluation. She is also in charge of dispensing all medications to students and calling parents when necessary. Midway staff is prohibited from providing or dispensing any medication, including Tylenol or aspirin, to any student without parental consent. When a child is required to take oral medication during school hours and the parent cannot be at school to administer it, the school nurse will administer the medication.

In the absence of the school nurse, a faculty member will be in charge of administering the medication. **NO medications may be transported on the school bus. Parents must bring the medication in the original bottle to the nurse or office and fill out a form that gives permission for the school to administer the medication.**

5.5 Locker Use

Lockers to store school-related materials are provided as a courtesy for Midway students. After a student is assigned a particular locker number, that locker becomes the student's responsibility. The student is held accountable for any damage sustained to the locker and responsible for any illegal or inappropriate items found in the assigned locker. Keep the locker clean, and do not attach anything to the locker, including posters, pictures, and stickers. Writing in or on the locker will be considered destruction of Midway property.

Lockers and any other storage area, such as containers, packages, or backpacks brought into Midway School by anyone, are subject to search for any illegal items or items not belonging in the student's possession.

5.6 Textbooks and Technology

Students receive required textbooks, Chromebooks, and iPads during the school year. Textbooks, Chromebooks, and iPads must be kept clean and handled carefully. Parents must pay for lost or damaged textbooks, Chromebooks, iPads, and library books.

Current repair cost for damage to Chromebook (subject to change):

- Current replacement cost = \$335.00
- LCD/Glass = \$100.00
- Power adapter = \$32.00
- Keyboard = \$76.00

All other damage will be priced as needed. Pricing is subject to change based on current market prices available to the school district.

5.7 INTERNET, TECHNOLOGY, AND NETWORK ACCEPTABLE USE POLICY

Internet access is available to students in the Claiborne County School System. The Internet offers vast, diverse, and unique resources to students. Our goal is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication in support of our curriculum. Users may participate in distance learning programs, consult with experts, locate materials to meet educational needs, and access informational databases, university libraries, and the Library of Congress.

Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions. Even though ENA has placed a content filtering device on our Internet service, some unsuitable material may still be accessible. Misuse can come in many forms, but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, Cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. The only Internet that may be accessed from a District Campus is the Internet that the District provides. Use of the Internet, Technology and the Network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action. For additional information refer to the School Handbook and/or the Claiborne County Board of Education Procedures and Policy, including but not limited to: "3.300" Equipment and Supplies Management, "4.406" Use of the Internet, "4.407" Web Pages, "5.610" Staff and Student Relations, 6.709 Fees and Fines.

Users are expected to understand and abide by the acceptable use guidelines set forth by the Claiborne County Board of Education. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines. There is not reasonable expectation of privacy while using technology.

Appropriate Internet, Technology and Network Usage

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal address or phone number or those of other students or colleagues.
- Keep your password private.
- Use appropriate language and show consideration and respect for others at all times.
- Do not use offensive messages, pictures or suggestive statements.

- Do not use threatening or harassing communication.
- Do not use technology to steal. Do not illegally copy software, use resources without authorization, or plagiarize the intellectual property of others.
- Cite all quotes, references, and sources and always follow copyright rules and laws.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's work and abide by the policies and procedures of each network.
- Printing is a privilege and should be used for educational purposes only.
- Always think about the social consequences of what you do on the network and its lasting impact.

5.8 Email

CCSD uses G Suite for Education and students will be assigned an account that includes mail, Docs, Drive, Calendar, Classroom, and other features to enable students to complete assignments along with AppleIDs for iPad users. These accounts are in compliance with The Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA) and no student personally identifiable information is revealed to users outside the school district. AppleID and other accounts as necessary for educational purposes will be set up in accordance with these regulations. e-Mail accounts are filtered and monitored.

Email can be a powerful communication tool for students to increase communication and collaboration. Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach and will be respectful in their postings and comments. Google Apps is for school projects. Students using Google Apps for their own purposes are cautioned that the district offers no guarantees to the safety or permanence of ANY data in its Google system. When sharing a document, spreadsheet, presentation, sites, or other file with other users, one agrees to report any violations of school policies or government laws immediately, users are expected to contribute fairly, citing sources whenever necessary.

Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it. Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. District employees have the right to monitor all postings and activities in Google Apps.

Access to and use of the student's Google account is considered a privilege. Claiborne County School District maintains the right to terminate the access and use of their Google account when there is reason to believe the violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

General Email Guidelines:

- Email is to be used for school-related communication.
- Do not send harassing or offensive email or messages
- Do not send spam email or messages containing a virus or other malicious content.
- Do not send or read email or messages at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

Do not send e-mails to any person outside of the claibornecsd.org domain.

5.9 Permission to Publish

Students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and news media. No home address or telephone number will appear on the site. For the purpose of sharing with the community the programs and accomplishments of our schools, students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and possibly in other public forums as deemed appropriate by teacher sponsor.

The Acceptable Use Policy is part of the Student Handbook and by signing the handbook you agree to all included policies.

Section 6: Communication

6.1 Communication

Communication between parents and the school is necessary if you are to be part of your child's educational program. Below is a list of ways to communicate with your child's teacher.

1. **In person** - Make an appointment with the teacher during their planning time.
2. **Email** - Teachers check their email regularly; this is a convenient way to communicate regarding issues that are not time-sensitive. Allow a reasonable amount of time for a response.
3. **Phone call** - You may call and leave a message for your child's teacher to return a phone call during his/her planning time. e.a PreK—8th grade school. Not all grades will send out weekly newsletters and Friday folders. Most teachers will utilize the Talking Points App.
4. **Talking Points App** - Teachers and staff will send out important information via the Remind App. You may also use the App to contact your child's teachers and administrators. You should receive information from your child's teachers regarding steps to enroll.
5. **Talking Points App** - Claiborne County Schools has an automated phone system that alerts you to upcoming events, school cancellations, and school news. The school must have your most recent working telephone number for this system. You will not receive essential calls unless we have your number. If you change your number mid-year, please notify the office.
6. **Newsletters and Friday Folders**—We are a Pre—K—8th—grade school. Not all grades will send out weekly newsletters and Friday folders. Most teachers will utilize the Remind App.
7. **School Website** - The Claiborne County School District will utilize a website that focuses on streamlining all the schools. You can access the Midway Elementary School Website through the Claiborne County Schools District page.
<https://www.claibornecountyschools.com/>
8. **Aspen Portal** - Access student grades and attendance
9. **Facebook** - Midway will utilize Facebook to announce upcoming events, reminders, and classroom/school-wide happenings.



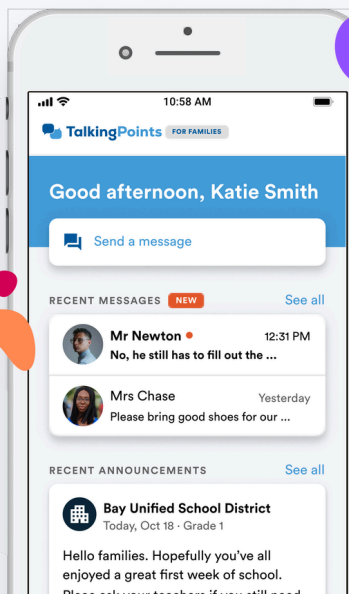
Welcome to TalkingPoints, Families

Stay connected with your child's teachers easily and effectively!



WHAT IS TALKINGPOINTS?

TalkingPoints is a communication tool designed to help families and teachers stay connected.



Getting Started with Text Messages

- No opt-in required!
- Save your school's and teachers' phone numbers in your contacts for easy access.
- Share thoughts about your child's needs and/or ask questions.



Scan to
Download



Other Ways to Connect

Using the TalkingPoints for Families app *(optional)*

The TalkingPoints for Families app offers more benefits. Share messages with family members, use speech-to-text and text-to-speech, and more.

- Download the TalkingPoints for Families app from the App Store or Google Play.
- Sign up using your phone number.

Messaging with the TalkingPoints Website *(optional)*

- Go to www.talkingpts.org.
- Login with your phone number to easily send and receive messages from your child's teachers.

6.2 Aspen Website (Student Portal)

Parents can request access to the Aspen portal to monitor their child's grades and attendance records. The request must be filled out and submitted to the attendance clerk at Midway Elementary.

The following information will need to be provided to verify the student and person(s) legal rights to a student's information before we release the Student Portal login and password:

1. Student Name
2. Date of Birth
3. Address
4. Verify that the person requesting access is one of the student's parents or guardians with rights to the student's personal information.

What is a portal?

The portal is a part of Aspen that lets parents and guardians see certain information about their own children. It also allows students to see information about themselves. Use your computer, Smartphone, or mobile device to access the following information:

- Family contact and emergency information: This can only be viewed and not edited. Notify your child's school to correct any errors.
- Academic information: Get real-time access to your child's assignments and grades. You can even see progress reports and report cards.
- Grades and Attendance Information: Sign up to receive email notifications when new information is available. Download the free Follett Notifications app for up-to-the-minute reminders, announcements, and alerts.

6.3 Inclement Weather / Early Dismissal

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. The parents/guardians are responsible for monitoring news reports via television and radio stations. WNTT and WIVK are radio stations that carry information. WATE (channel 6), WVLT (channel 8), and WBIR (channel 10) are television stations that carry closing information. Each of these television stations also has websites that provide up-to-date and accurate information. In the event of an early dismissal, you will also receive an Alert-Now message from either the school or the board of education.

Midway's responsibility is to get the children home in the manner they arrived at school. Please complete a form for your child's teacher that has information regarding where your child is to go in case school is dismissed early. This will become their "Emergency Plan." We will follow this plan during any early dismissal situation. Please update this information with your child's teacher if any changes need to be made to the plan.

*****Please make prior arrangements with your child regarding early dismissal due to inclement weather.**

6.4 Grading System Board Policy 4.600

A standards-based grading system will be used in grades K-2. Grades 1-2 will also receive grades from the following grading scale. The following grading scale will be used in grades 3 through 8.

To access the full document for review, follow the steps below:

- 1.) [Claiborne County Schools Website](#)
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 4.600 Grading System

Grading Scale

A = 93-100

(No grade will exceed 100 on the report card)

B = 85-92

C = 75-84

D = 70-74

F = 69 and below

Honor Roll

Principal's Honor Roll: All A's

Honor Roll: All A's and B's

6.5 Progress Reports/Report Cards

Progress reports will be sent home at 3 weeks and 6 weeks of the nine-week grading cycle to keep parents/guardians informed. The homeroom teacher will also send home report cards every nine weeks to show student performance in each subject area. Please sign and return report cards and progress reports within two (2) school days of receipt.

- 1st Nine weeks: Progress Reports 8/28 & 9/18 - Report Card 10/23
- 2nd Nine weeks: Progress Reports 11/06 & 12/04 - Report Card 1/08
- 3rd Nine weeks: Progress Reports 1/29 & 2/26 - Report Card 3/19
- 4th Nine weeks: Progress Reports 4/30 Report Card 4/25

***** All dates are tentative *****

6.6 Parent-Teacher Conferences

Parent-teacher conferences will be scheduled and announced each 9-week grading period. These will be held after the 2nd progress reports are sent home. This will allow time for adjustments and/or missing assignments to be completed before the end of the nine-week grading period. Parents and guardians may also schedule meeting times with teachers during planning time or after school if needed.

1st Nine Weeks 9/21 - 3:30 - 5:30

2nd Nine Weeks 11/09 - 3:30 - 5:30

3rd Nine Weeks 4/05 - 3:30 - 5:30

***** All dates are tentative *****

6.7 Makeup Work

6.200 Attendance

We encourage all students not to miss school unless it is absolutely necessary. If a student misses classroom time, it is instructional time that cannot be made up; it is simply gone. When a student is present and an assignment is made, he/she will be held responsible for that assignment on its due date. If the student is present when an assignment is made but absent on the due date, the assignment will be due the day he/she returns to school. Makeup work will be provided for those students who miss assignments due to absences. The following conditions apply to makeup work:

1. The amount of makeup time allowed will be equal to the time missed. For example, if a student misses two days of school, two days will be allowed after returning to school to complete makeup work.
2. Arranging to make up work is the responsibility of the student.
3. All requests for makeup work should be made to the teacher within five (5) days of return from the absence.
4. Tests missed during the absence will be taken during the regularly scheduled class time or at a time agreed upon by the teacher and the student.
5. A zero (0) may be recorded for all work a student fails to make up.

Section 7:

Testing, Promotion & Retention

7.1 State and Board-Mandated Tests

Each parent or guardian will receive a yearly TCAP Individual Student Profile report that explains the student's achievement scores. When student test data is made available to the district, individual performance reports will be sent to parents. The Claiborne County Board of Education has determined that TCAP scores shall comprise 15 percent of the final grade for the spring semester in the subject areas of math, reading/language arts, science, and social studies for all students in grades 3 -8.

7.2 K-8 Promotion & Retention

The classroom teacher and the principal shall closely monitor the progress of each student and notify parents of any student who demonstrates difficulty in meeting the requirements for promotion to the next grade level and may be considered for retention by February 1st. A Promotion and Retention Plan must be developed and implemented for the identified student. Such notification should be in the form of a parent-teacher conference preceded by a letter of invitation to the parent to visit the school to discuss the child's performance.

Factors used to identify students who may be considered for retention shall, at minimum, include:

- 1.) The student's ability to perform at the current grade level;
- 2.) The results of local or state assessments, screening, or monitoring tools, if applicable;
- 3.) The overall academic achievement of the student;
- 4.) The student's chance for success with more difficult material if promoted to the next grade;
- 5.) Attendance;
- 6.) Social and emotional maturity.

7.3 Kindergarten Readiness Assessment

The Kindergarten Readiness Test is a county-wide assessment used to determine whether kindergarten students are ready for promotion to the next grade level. The test will be administered twice per year in December and April. The first test is used to gauge how your child is performing. The final test will determine whether your child is promoted to first grade or retained in kindergarten. The teacher will communicate with you after each assessment to determine whether a promotion or retention plan is necessary.

Depending on your child's score on the assessment:

- Your child may be promoted to the following grade without additional supports
- Your child may need to attend Summer Camp and/or tutoring
- Your child may need to be retained.
 - If retained, your child will need to enroll in tutoring for the following school year.

7.4 1st & 2nd Grade Readiness Assessment

The 1st & 2nd Grade Readiness Test is a county-wide assessment used to determine whether 1st-grade students are ready for promotion to the next grade level. The test will be administered twice per year in December and April. The first test is used to gauge how your child is performing. The final test will determine whether your child is promoted to 2nd grade or retained in 1st grade. The teacher will communicate with you after each assessment to determine whether a promotion or retention plan is necessary.

Depending on your child's score on the assessment:

- Your child may be promoted to the following grade without additional supports
- Your child may need to attend Summer Camp and/or tutoring
- Your child may need to be retained.
 - If retained, your child will need to enroll in tutoring for the following school year.

7.5 3rd Grade Retention Law

Tennessee's third-grade retention law requires public school students to demonstrate reading proficiency on the English Language Arts (ELA) portion of the TCAP test or complete mandatory interventions, such as summer camps and/or tutoring, to avoid being held back. You can read the official guidelines provided by the [Tennessee Department of Education](https://www.tn.gov/education/learning-acceleration.html).

<https://www.tn.gov/education/learning-acceleration.html>

Informational Meeting: The administration and 3rd grade team will provide an informational meeting. Dates and times will be sent out prior to the meeting.

◦



Claiborne County

2025–2026 Assessment Calendar

Tentative Dates

Assessment Name	Administration	Administration Window
TCAP end-of-course (EOC)	fall block	November 30 - December 17
	spring block/traditional	April 19 - May 6
TCAP Writing Assessment 3-8	spring	April 7 - 14
TCAP 3 -8 ELA, Math, Sc., SS	spring	April 19 - May 6
TCAP ALT ELA/Math Online	fall block	September 14 - December 11
	spring block/traditional	February 1 - May 6
TCAP Alt Science & Social Studies	spring	March 15 - April 16
ACT	fall	~~Fall Testing (Senior Retake) —~~ October 13 - 23
ACT	spring	~~Spring 2026 (All Juniors) —~~ March 9 - 19
ASVAB(Juniors)	fall	September ?
NAEP	winter/spring	No schools were selected
TELPA	spring	Feb.1- March 19
District Assessments		
AimsWeb Plus	fall/winter/spring	Sept. 1 - 18, 2026 Dec. 1 - Jan. 22, 2026 April 27 - May 11, 2027
Mastery Connect	fall/winter/spring	Sept. 21 - Oct. 2, 2026 Dec. 1 - 15, 2026 March 2-16, 2027

The State of Tennessee passed Public Chapter No. 978, allowing students and parents to request additional time at the end of each subpart, if needed, to complete the subpart of the assessment. The Requested Time amount is calculated at 20% additional time, once the subpart time is completed. The Requested time begins immediately following the end of each subtest. The test administrator will read testing directions that offer the requested time to all students in the testing room.

Section 8: Attendance

8.1 Attendance Matters

Standardized Attendance Policy for Claiborne County Schools

Student attendance records shall be treated with the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may access student information without the consent of the student or parent/guardian.

Absences shall be classified as excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness verified by a parent/guardian or doctor (excuse must be turned in no later than two days after return to school);
2. Illness of immediate family member;
3. Death in the family (includes sibling, parent, legal guardian, grandparents, or spouse) not to exceed three school days;
4. Extreme weather conditions;
5. Religious observances; or
6. School sponsored or school endorsed activities
7. Summons, subpoena, or court order
8. Circumstances which, in the principal's judgment, create emergencies over which the student has no control.

Attendance Matters continued

Absences may be excused by a written parent note for a total of three days per semester. Each day of absence constitutes one parent note. The principal must approve all exceptions.

Written parent notes should be utilized for whole-day absences or tardies that constitute a whole day (entering after 11:30 a.m. or leaving before 11:30 a.m.)

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in / sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

Absences and tardies will impact students' participation in extracurricular activities such as rewards, dances, and field trips. Students who accumulate three unexcused absences and/or three unexcused tardies in any nine-week grading period will not be permitted to participate in any extracurricular activities for the remainder of the nine weeks. Unforeseen circumstances such as a death in the family, student hospitalization, or student quarantine, may be taken into consideration.

When students miss school (excused or unexcused), they cannot practice with athletics or play in any game on the day that is missed.

In order to meet the requirements for promotion and/or graduation, a student in Claiborne County Schools shall have an approved record of attendance. The parent/guardian is given access to the Aspen Student Portal, allowing him/her to monitor the student's school attendance.

Attendance is a key factor in student achievement, and therefore, students are expected to be present at school each day school is in session.

Claiborne County Board of Education's Attendance Policy 6.200

To access the full document for review, follow the steps below:

- 1.) [Claiborne County Schools Website](#)
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.2 Attendance

8.2 Truancy 6.200

Please note that all excuses must be turned in no later than three school days after returning to school. Students shall be present at least fifty percent (50%) of the school day in order to be counted present.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of School/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absences. If a parent does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement the progressive truancy plan described below prior to referral to juvenile court. The three-tiered progressive strategy will be used to provide for the provisions that are outlined in Tennessee Code Annotated 49-6-3007.

Tier I is initiated at 3 unexcused absences and will consist of the following:

- Three day notification letter. The parent/guardian is notified that his/her student has three (3) unexcused absences. The names of these students are sent to the Director of Schools.
- Conference with student and parent/legal guardian. A conference will be conducted in order to assess reasons why the student has been absent. The conference will include the principal or designee, parent/guardian, and the student.
- A signed contract. The contract will include attendance expectations and penalties for continued absences. The contract is signed by parent(s)/guardian(s) and student and will be valid for a calendar year.

Tier II is initiated at 5 unexcused absences and will consist of the following:

- Five-day notification letter. The parent/guardian is notified that his/her student has 5 unexcused absences and is considered truant. The names of these students are sent to the Director of Schools.
- Individual Assessment. An individual assessment by a school employee of the reason(s) a student has been absent from school.
- Referrals. A referral may be made for the family to have services in the home, such as, but not limited to Family Support Services (FSS).
- Truancy Board Meeting. At 6 or more unexcused absences, the parent/guardian is scheduled for a meeting with Judge Estep's Truancy Board to address ongoing attendance issues.
- Attendance Contract. An attendance contract is signed by the parent/guardian and student, placing the student on one calendar year of attendance probation.

Tier III is initiated by additional unexcused absences following the Attendance Contract and will consist of the following:

- Notification of violation. The parent/guardian will be notified that the student is in violation of the Attendance Contract and is subject to a petition to Juvenile Court.
- Petition to Juvenile Court. If absences remain unexcused, the child is petitioned to Juvenile Court.
- Juvenile Court. At the judge's discretion, the parent/guardian may be fined; the student may be placed on probation and assess community services, and the family may be referred to the Department of Children's Services.

8.3 Chronic Absenteeism

The state of Tennessee defines chronic absenteeism as a student missing ten (10) percent or more of the days the student is enrolled for any reason, including excused absences and out-of-school suspensions. Chronic absenteeism is a part of school and district accountability. If 175-180 days of school are attended, ten percent would be 18 days. If snow days are missed and 165-174 days of school are attended, ten percent would be 17 days. If 155-164 school days are attended, 10 percent would be 16 days. Your child's attendance is important for his/her academic and social success as well as the school's and district's accountability measures. When a student begins to reach the mark for chronic absenteeism (three absences within a nine week grading period), parents will receive a letter from the school principal to inform them of the amount of days missed and any scheduled activities that the student will not be permitted to attend for the remainder of the 9-week period. A letter will also be sent home each 9 weeks with students who are or are in danger of becoming chronically absent. Please make every effort for your child to be at school each day.

Section 9: Safety

9.1 Comprehensive Safety Plan

Drills/Emergency Evacuation/Inclement Weather

Midway Elementary School will conduct regular safety drills to comply with State Fire Marshal regulations, which aid in preparing for building evacuations in the event of an emergency. Teachers will assemble with their students in a designated, safe area. Midway has plans in place for emergencies, including tornadoes, fires, earthquakes, intruders, and shelter-in-place situations. All emergency plans, including necessary information, are posted in each room and area.

During times of inclement weather, an Alert Now message will be sent to parents/guardians using the phone number submitted on the student data form. Please keep your phone numbers up to date at the school. Additionally, please check your local television and radio stations for school closings or early dismissals. Please ensure you have a plan in place for your child in the event of early dismissal. The standard procedure for early dismissal is that students will ride their usual bus home unless we are notified otherwise.

9.2 Standard Response Protocol and Reunification

In the event of a fire, tornado, earthquake, or other natural disaster, it may be necessary to evacuate the building. Students will relocate to an alternative location within the building or follow established procedures to ensure their safety.

Below, you will find the Standard Response Protocol that will be implemented at Midway during drills and in the event of an emergency.



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



9.3 Reunification

Parent Notification About School Safety Events & Reunification Procedures

Dear Parent or Guardian,

At Claiborne County Schools, student and staff safety is our top priority. While we hope to never experience a crisis situation, we are committed to being fully prepared. Our schools follow emergency procedures developed in partnership with law enforcement and safety experts. In the event of a safety incident, we will use the **“I Love U Guys” Foundation’s Standard Response Protocol (SRP)** and Standard Reunification Method (SRM-R) to manage and communicate throughout the emergency.

What to Expect During a School Safety Event

In the event of a safety situation (such as a lockdown, evacuation, or shelter-in-place), the school will initiate its emergency protocols. Once first responders have secured the scene and it is safe to do so, the school will begin reunification procedures to ensure that students are safely returned to their families.

How You Will Be Notified

We will contact parents and guardians through the following communication channels:

- **Remind Notifications**
- **BlackBoard Connect Phone Call**
- **District Website and Social Media (if appropriate)**

Please make sure your **contact information is always up to date** with your child’s school to avoid missing important messages.

What is Reunification?

Reunification is the process of safely reuniting students with their families after an emergency. We use the **Standard Reunification Method** developed by the “I Love U Guys” Foundation, which is a nationally recognized best practice. This process ensures student safety, confirms authorized pick-ups, and provides accountability.

Parent Notification About School Safety Events & Reunification Procedures

Continued

What Parents Should Do During a Reunification

Bring a Photo ID: You will be required to show identification to pick up your child.

Follow the District's Instructions: Reunification may occur at a different location than your child's school. You will be informed where to go and when.

Be Patient: The process is structured and may take time. Safety and accuracy are our top priorities.

Do Not Go to the School Site: This can interfere with emergency personnel and delay reunification.

How You Can Help

- Keep your contact information current with your child's school.
- Discuss your family's emergency plan with your child.
- Reassure your child that schools are safe places and that practicing drills is an important part of staying prepared.
- Follow school communication during a crisis and avoid spreading unverified information.

Final Note

We thank you for your continued partnership in supporting school safety. By following these protocols, we can ensure that in the event of a crisis, all students are accounted for and returned to their families as quickly and safely as possible.

If you have any questions about these procedures, please contact your child's school or the district safety coordinator.

Sincerely,

Dr. Whitney Bowling Secondary Supervisor and Safety Coordinator
Claiborne County Schools

Section 10: Discipline and Procedures

10.1 School Rules

1. The Code of Conduct 6.300 and the Claiborne County Board of Education Policies will be followed.
2. Knives, matches, lighters, cigarettes, weapons, or any other article that may endanger the safety and lives of others will be prohibited under Claiborne County School Board Policy and the Code of Conduct.
3. Students who abuse or destroy school property will be expected to replace or repair the damaged property. Other disciplinary actions will be taken in accordance with the Code of Conduct and Claiborne County School Board Policy.
4. For their safety, students will not be allowed to make or receive phone calls without the classroom teacher's written permission. Emergencies will be handled through the office.
5. Students should always show respect to the principal, teachers, and staff, as well as other students. Any necessary discipline will follow the Student Code of Conduct and Claiborne County School Board Policy.
6. Fussing, fighting, teasing, name-calling, and foul language are not allowed at school. Please refer to the Student Code of Conduct and School Board Policy.
7. Food and drink are not permitted in the gym during school hours.
8. Proper athletic shoes are required for students to be on the gym floor.

To access the full document for review, follow the steps below:

- 1.) Claiborne County Schools Website
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.300 Claiborne Board of Education Code of Conduct

10.2 Cheating, Plagiarism, or the Unauthorized Use of AI Tools

If it is confirmed that a student is caught cheating, plagiarizing, or using any form of AI Tools on an assignment, test, or quiz, the following steps will be implemented:

Consequences:

- Verbal and/or written warning
- Documentation in Aspen
- Resubmission of work an/or assignment
- Grading penalty
- Detention (Special Class, Afterschool)

Depending on the offense, suspension may be necessary.

The use of AI tools to complete, or assist on any assignment, quiz, or test without the teacher's permission will be considered a form of academic dishonesty.

10.3 School Discipline

All students at Midway Elementary School are required to follow the Claiborne County Board of Education's Code of Conduct. The Code of Conduct can be found online at: **Claiborne County Schools Website**

To access the full document for review, follow the steps below:

- 1.) Claiborne County Schools Website
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.300 Claiborne Board of Education Code of Conduct

A paper copy may be requested from the school if necessary.

Students who fail to follow classroom and/or school rules will be subject to discipline or any other conduct prejudicial to good order or discipline in any public school. The discipline could/will consist of the following (not in any particular order but according to the severity of the incident and the individual student's discipline record): warning, parental contact, loss of privileges, in-school suspension, suspension from school, referral to agencies outside the school system. Other disciplinary measures may vary by grade level.

Any other conduct prejudicial to good order or discipline in any public school.

Please note that loss of privileges could include removal from basketball, cheerleading, archery, volleyball, dance, and/or other organizations or privileges within the school. Students serving in-school suspension or suspension from school are not eligible for activities such as field trips, rewards, etc. during this time.

Also, please note that under loss of privileges, students who have had repeated misbehaviors or have been found guilty of fighting, bullying, name-calling, or generally not getting along with their peers will not be eligible to attend any field trips and/or any other extra-curricular activities for the remainder of the semester.

10.4 Detention

Parents of students assigned to school detention will be notified. The detention slip should be signed by the parent/guardian and returned to the student's teacher. If after-school detention is necessary, a parent/guardian will be called to discuss the situation and the dates the student will serve.

10.5 Claiborne County Board of Education Use of Wireless Communication Devices

General

Students may possess wireless communication devices so long as such devices are turned off and stored during instructional time. Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, and gaming devices.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. When authorized by a teacher;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.¹

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by one or more of the following methods: phone, text, Remind message, and/or email.¹

To access the full document for review, follow the steps below:

- 1.) [Claiborne County Schools Website](#)
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.312 Use of Wireless Communication Device

10.6 Claiborne County School System Dress Code Policy

Claiborne County Board of Education's Dress Code Policy 6.310 can be found online at https://docs.google.com/document/d/1B_TBE4TKKz3ZXNW7YIQDf7JxsDRMmS3X/edit.

This policy has been revised. Please note the revision: 6. Clothing must cover areas from one armpit across to the other armpit. The length of bottoms cannot be shorter than mid-thigh. Rips or tears in clothing should be lower than mid-thigh.

This revision in regard to bottoms will be enforced. You may request a paper copy of this policy from the school if necessary. Please review this policy in-depth, discuss it with your child, and feel free to ask any questions for clarification.

To access the full document for review, follow the steps below:

- 1.) Claiborne County Schools Website
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.310 Dress Code

10.6 Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district.1 Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.2

Employees and students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district.

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*3

"Progressive Tobacco Intervention Procedures" Grades 5-12 (Beginning August 2025)

TIER I - 1ST OFFENSE

- IN-DEPTH ASSIGNED - Intervention for nicotine dependence
 1. \$25.00
 2. 4-hour class (4 sessions) on Saturdays (8:00 am - 12:00 pm)
 3. Parent must attend for the first hour of the class
- Middle School - 2nd Saturday of the month
- High School - 4th Saturday of the month
- Failure or refusal to complete the INDEPTH program will result in going to TIER II

TIER II - 2ND OFFENSE

- Petition to Juvenile
- Community Service Assigned (10 hours)
- INDEPTH Class rescheduled/repeated - Parent must attend 4-hour class (\$25.00)
- Assign 2 days of ISS
- Completion of Tier II will result in a dismissal of the petition
- Failure or refusal to complete the TIER II program will result in going to TIER III

TIER III - 3RD OFFENSE

- Petition to Court
- Fines up to \$50.00 plus court cost
- Community Service up to 50 hours
- Assign 3 days of ISS

TIER IV – 4th OFFENSE

- 45 days at Alternative School

To access the document for review, follow the steps below:

- 1.) [Claiborne County Schools Website](#)
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 1.803 Tobacco-Free Schools

10.7 Unsafe School Choice

If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of their rights.

10.8 Regulations for Bus Behavior

School bus safety is a major concern. The courts have held that the right of a student to bus transportation is a qualified right, dependent upon good behavior and can be lost. Students are under the supervision and control of the bus driver while on a bus. All students must follow directions from the driver. In cases where students chronically break the rules, suspension from the bus will be an immediate consequence.

The safety of all students on the bus is the major concern of the driver, the school, and the school system. Penalty for misbehavior on the bus is at the discretion of the principal. This penalty may include removal from the bus. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

10.9 Bus Safety Complaint Process

Effective August 2025, the following procedures govern how students, teachers, staff, and community members shall submit bus safety complaints:

Purpose

To ensure a consistent and timely process for addressing concerns related to student transportation, this procedure outlines how to document, investigate, and resolve bus-related complaints involving behavior, safety, or operations.

Follow the links provided below:

[Bus Complaint Process](#)

[Bus Complaint Form](#)

10.10 Board Policy 6.304 Concerning Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation

The Claiborne County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

To access the full document for review, follow the steps below:

- 1.) Claiborne County Schools Website
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation

10.11 Board Policy 6.3041 Title IX & Sexual Harassment

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.³ These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.³

All employees shall receive training on complying with this policy and federal law.⁴

TITLE IX COORDINATOR⁵

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Title IX Coordinator

Mailing address: PO Box 179, Tazewell, TN 37879

Phone number: (423) 626-3543

Email: sharon.tolliver@claibornecsd.org

To access the full document for review, follow the steps below:

- 1.) [Claiborne County Schools Website](#)
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.3041 Title IX & Sexual Harassment

10.12 Board Policy 6.305 Student Concerns, Complaints, and Grievances

Decisions made by school personnel – such as aids, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board of individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within two (2) school days. The appeal shall be decided confidentially and promptly, preferably within three (3) school days.

However, if the principal does not make a decision within three (3) school days, students or parent(s) may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also shall be sent to the student and the principal.

To access the full document for review, follow the steps below:

- 1.) [Claiborne County Schools Website](#)
- 2.) Click on the About Tab
- 3.) Policies & Procedures
- 4.) Search - 6.305 Student Concerns

2025-2026 Claiborne County School Calendar

Aug. 1 Teacher Work Day / Discretionary Day
Aug. 4 In-service/No School for students
Aug. 5 In-service/no school for students
Aug. 6 Student's First Full Day
Sept. 1 Labor Day / No School
Oct. 13-17 Fall Break / No School
Nov. 26 In-service
Nov. 27-28 Thanksgiving Break / No School
Dec. 22–Jan. 1 Christmas Break / No School
Jan. 2 - In-service/No school for students
Jan. 5 Student First Day Back / Begin 2nd Semester
Jan. 19 MLK Day / No School
Feb. 16 Presidents Day /No school / In-service
Mar. 16 -Mar. 20 Spring Break / No School
April 3 Good Friday / No School
May 20 Students' Last Full Day
May 21 Administrative Day / Discretionary Day
May 22 Abbreviated Day/Students pick up Report Cards

RED DEVILS