

MOTTO: NOT SOME BUT ALL WILL KNOW SUCCESS.

SCHOOL VISION STATEMENT

The vision of Chilhowee Middle School is to provide quality academic opportunities while incorporating technology to produce successful, responsible citizens.

SCHOOL MISSION STATEMENT

The mission of Chilhowee Middle School is to nurture life-long learning in a secure environment.

TEACHER RESPONSIBILITIES

Teachers are responsible for providing the best instruction that they are capable of providing. They should help maintain a safe, disciplined learning environment in the classroom and throughout the school.

STUDENT RESPONSIBILITIES

Students will achieve academic excellence in accordance with their ability. Students will view themselves as lifelong learners who are given positive support and encouragement by the significant people in their lives. They will be responsible for their own behavior and learning.

ATTENDANCE POLICY

It is the belief of the school system that students are best served educationally when they are in attendance every day possible. Excused absences are outlined in the Polk County School Board Policy Manual Section 6.200: Polk County Schools allow 3 parent notes per semester to be used as excused absences. After three parent notes are used, a child must have doctor's note to have an absence excused. Students who are tardy for school or for a class must

report to the office to sign in and to receive an admit to class. At 7:45 a.m. a bell rings to notify students to go to class. At 7:50 a.m. when the bell rings, students are then tardy if they are not in class and in their seats. Students will be assigned a day of ISS when they are tardy for the 4th time and each successive tardy thereafter. When a child has 3 unexcused absences, a student and his/her parents are issued a Tier 1 referral. Tier 1 can consist of a conference with teachers or principals. This communication can be a phone call with a formal letter sent home or an in-person meeting at the school. Parents will be asked to submit all excuses that have not been turned in at this point. The letter will also state what steps must be taken to reduce unexcused absences, as well as the next steps if there is another unexcused absence.

Parents will generally receive a Tier 2 referral upon the student's 4th unexcused absence. Tier 2 requires the parent to come to a scheduled meeting at the school. The parent will meet with school administration and discuss problems and offer solutions for absences. If the parent refuses to attend the meeting, a court petition will be issued for the parent to attend court. This is considered a class C misdemeanor and carries a \$50 fine, approximately \$300 court cost and up to 30 days in jail per unexcused absence.

Parents will generally receive a Tier 3 referral upon the student's 5th unexcused absence. Tier 3 requires the parent to come to a scheduled meeting at the Central Office and meet with the attendance supervisor and/or the Director of Schools. Previous contracts will be reviewed, and a new action plan will be put in place for the student and parents. If the parent refuses to attend

the meeting, a court petition will be issued for the parent to attend court. Again, this is considered a class C misdemeanor and carries a \$50 fine, approximately \$300 court cost and up to 30 days in jail per unexcused absence. Parents will be issued a petition to court for any unexcused absences after a Tier 3 meeting. This will be written up as a class C misdemeanor and sent to Polk County General Sessions Court.

MAKE-UP WORK

Students must check with their teachers regarding any work missed within five days once they have returned to school after absences. Students will have at least 5 school days to make up work. Make-up work is totally the responsibility of the student. We ask that parents do not call the office for assignments unless the student has been absent for a lengthy medical reason of at least three days. If make-up work is requested, we ask that you pick it up on the day requested after two o'clock. We must have at least three hours notice to collect homework assignments. Students who are suspended will be required to complete class assignments during their suspensions.

SCHOOL HOURS/CHECK OUT / LATE ARRIVAL PROCEDURES

The first bell for class to begin rings at 7:50 a.m. If students are not in class and in their seats when the 7:55 a.m. bell rings, they are tardy. For our children's protection, they will not be permitted to leave school early unless a parent or parent-approved person comes to the office and signs them out. Students returning to school on the same day must sign back in. The bell to dismiss for bus riders rings at 2:45 p.m. The bell to dismiss car riders rings at 2:52 p.m.

When a student signs out early or signs in late, they are considered tardy. Three tardies will equal one absence.

REPORT CARDS / GRADING SCALE

Progress reports are issued every fourth week of the nine weeks period. Report cards are issued every nine weeks. The child is to return the report card/progress report no later than a week after it is issued with the parent's/guardian's signature in the appropriate place.

A	93-100	Excellent
B	85-92	Above Average
C	75-84	Average
D	70-74	Below Average
F	Below 70	Not Passing

The school year is divided into two semesters: fall and spring. A semester consists of 18 weeks with two 9 weeks tests. Students may be exempt from 9 weeks tests if they have perfect attendance or only 1 absence for that 9 weeks, at least a C average, and no in-school or out-of-school suspension. Students may be exempt from all four 9 weeks tests.

RETENTION / PROMOTION

Students must demonstrate proficiency in subject material to be promoted. Parents will be notified by progress reports and report cards when students are failing. Progress reports and report cards are issued every four weeks. Students' grades are also available to view on the Parent Portal Page. In order for a student to be promoted to the next grade level, he/she must pass 3 of the four core classes taken. State laws, school board policies, administrative directives, and teacher input must be adhered to in these decisions.

JUNIOR BETA CLUB

Students who are interested in joining the Jr. Beta Club must complete an application and meet the following requirements:

- *All grades must be A/B
- *Good attendance
- *Good discipline
- *Two positive teacher recommendations

Once accepted, students will remain in the Jr. Beta Club unless removed for the following reasons:

*Grade below an 85 on a report card results in academic probation. If the grade does not improve by the next report card, the student will be dismissed from the Jr. Beta Club.

*Absences that exceed 15 days. Includes excused AND unexcused.

*ISS/OSS for any offense

*Failure to complete required service hours or projects.

When students are accepted into the Beta Club, there is a \$30 fee to join.

If a student is removed, he/she will not be allowed to join the Jr. Beta Club again while a student at Chilhowee Middle School.

DRESS CODE—BACKPACKS, BOOK BAGS

Students are encouraged to be neatly dressed and well-groomed. There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and is not acceptable. Clothing must be size appropriate and be worn as intended. Clothing that would be dangerous to the health and safety of any student is unacceptable. For these reasons the following rules pertaining to dress will be enforced:

1. Caps, hats, sunglasses, or other head covering are not permitted inside the building, except for medical reasons. These items will be taken up and not returned until school is out at the end of the year.
2. All shirts and tops (which must be no lower than three inches from the neck bone) must have sleeves and must not be see-through. A buttoned shirt must be buttoned to the second button from the top of the shirt. Shirts must be long enough to be tucked in. Shirts, tops, and dresses with backs out, see through, or low cut are not permitted. **All pants and shirts should be worn to cover the waist at all times.**
3. All pants/shorts are to be worn fitting at the waist. Very wide-legged pants are not permitted. Bottom wear must be size appropriate for the wearer with ***no sagging or bagging***, and must be worn securely at and around the waist so as not to reveal undergarments. All pants and shorts must not have any holes above the knee or may not have any shreds that expose the body.
4. Shorts, skirts, dresses etc. cannot be higher than three inches above the top of the knee. Spandex, short shorts, boxer shorts, tights or thermal underwear is not permitted. Form fitting pants (i.e. leggings, yoga pants) that are not able to be seen through are acceptable if worn under a dress or tunic that extends to the fingertips. Dresses must have sleeves and a

modest neckline (no lower than three inches from the collar bone).

5. Clothing which advertises alcoholic beverages, tobacco products, illegal substances, weaponry (guns, knives, etc.) or which displays sexual innuendoes or offensive language is not permitted.
6. The American flag will not be worn on clothing in an unpatriotic manner.
7. Shoes must be worn at all times.
8. Body piercing jewelry is not allowed except earrings. Earring gauges are not permitted. Chains are prohibited. Protruding metal studs are not permitted on clothing or jewelry.
9. Painting, spraying, or marking of the face, hair, or other exposed body parts is not permitted. Hair is not to be sprayed or dyed in unnatural colors (such as blue, pink, green, orange, yellow, etc). All hair colors must be natural color tones with styles that do not distract from the learning process. All students are to wear their hair in such a manner that does not cover the eyes. Writing on body and clothes is not permitted.
10. No pajamas or house shoes are permitted.

Backpacks and book bags must be clear and/or mesh must be kept in lockers, and must be free of any writing other than the student's name. This does not apply to lunch boxes, purses, or carry cases. All bags carried as a purse should not exceed 21 linear inches in combined length, width, and height. (For example: Length + Width + Height). This is approximately 250 cubic inches. Any

bag larger than these requirements will not be allowed.

Other dress codes may be stipulated for specific classes or activities as administration deems necessary for safety and appropriateness. This dress code applies to all students. Students who are in violation of the dress code may be placed in ISS for the day. In the case of an extreme dress code violation, the student may also be required to call home for more appropriate clothing. Any class time that may be missed due to a dress code violation will be considered unexcused.

When a student receives a discipline infraction, each infraction is assigned points. When a student accumulates twenty (20) points, they will go to Alternative School for three (3) weeks. Upon returning from Alternative School, if a student continues to have discipline infractions, the points will be reduced to ten (10) and the student will return to Alternative School for the remainder of the year.

PHYSICAL EDUCATION

The Physical Education curriculum at Chilhowee Middle School shall follow the Physical Education curriculum as set forth by the State of Tennessee Department of Education and can be found at the state web site. A copy is also available in the PE instructor's office. The curriculum is supplemented with SPARK instruction for activities and skill development. Therefore, a typical physical education class will constitute the following:

1. Dressing out
2. Roll call
3. Flexibility exercises
4. Power and endurance exercises
5. Cardiovascular exercises

6. Class lesson (skill demonstration/practice)
7. Activity to reinforce lesson/free play.
8. Dressing out for next class

Students WILL BE required to change clothes and dress in appropriate attire for physical education classes each day. The dress code for dressing out shall constitute wearing athletic shoes. A type of shoe called VANS will not be allowed on the floor. They leave scuffmarks that will not come off. (NO street shoes will be allowed on gym floors for safety reasons and to protect the gym floors). Athletic shorts that follow school dress code or sweat pants may be worn. A short sleeve T- shirt shall constitute proper dressing out for physical education class. Tank tops, low cut tops, tops with narrow straps, muscle shirts, high cut shorts are not permissible. Students who do not observe this dress code may expect to have 5 points per day deducted from their nine weeks grade.

DISCIPLINE CODE

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected and will be insisted upon at all times.

A Five Step Discipline System will be followed for students who commit minor offenses:

Step I - Official Warning

Step II - Teacher/Team teacher conference with student and phone call home

Step III - Paddling or Written Referral to Detention with Teacher

Step IV - Referral to ISS by Administrator

Step V - Office referral from teacher - Parent phone call and/or conference - ISS, OSS, or Alternative School Placement

*A Detailed Discipline Letter will be sent home at the beginning of the school year to be signed by parents/guardians and returned to the school.

Students who are serving a placement to ISS or Alternative School will not be permitted to participate in any school activities until their placement has ended. This list includes, but is not limited to, the following activities:

1. Class trips
2. School functions: All dances , assemblies, etc.
3. Extra-curricular: Clubs, sports, etc.
4. 8th Grade Promotion Ceremony

Discipline will be administered fairly, but firmly when any individual's action interferes with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right and responsibility to correct unruly individuals at any time. Misbehavior which interferes with the orderly operation of the school will result in appropriate consequences. The complete Polk County Discipline Policy is available on request.

The discipline code covers those areas that disturb or impede the progress of education, but does not include lack of classroom materials or academic matters. However, disturbing class to obtain classroom materials would be a code violation. The following would be a code violation punishable with an after school or lunch detention, corporal punishment, or in-school suspension.

- Insubordination

- Profane, vulgar or obscene words or gestures
- Public display of affection
- Gambling
- Pushing, shoving, kicking or other physical aggression
- Malicious jokes of pranks
- Disrespect to faculty, staff or school employees
- Cutting Class
- Cheating
- Disturbing class or school
- Improper dress
- Tardy to class
- Misbehavior on a school bus
- Refusal to correct dress code violation.

The following are considered major discipline problems and should be reported to the administration immediately and punishable at the administration's discretion including, but not limited to, one of the following: ISS, suspension, assignment to alternative school, expulsion and/or a court citation.

- Gang related activity
- Bullying, threatening or hazing
- Racism/Racist remarks
- Fighting
- Sexual harassment or sexual behavior
- Possession of a weapon or use of any item as a weapon
- Public indecency
- Possession or distribution of pornographic materials, toys, adult novelties or illustrations
- Damage or theft to school or personal property
- Aiding, assisting, or encouraging others to commit an offense
- Possession, use or distribution of illegal drugs and/or paraphernalia or inhalants

- Being under the influence of illegal drugs
- Sale, possession and distribution of counterfeit drugs
- Misbehavior at a school sponsored activity on or off school property
- Hindering an investigation
- Use or possession of tobacco or paraphernalia
- Use or possession of any vaping paraphernalia.
- Use or possession of alcohol or under the influence of alcohol
- Possession or use of fireworks, smoke or stink bombs
- Leaving school without permission
- Refusing punishment
- Physical violence or threats toward any school employee
- Unauthorized use of prescription or over-the-counter drugs

Skateboards or roller blades are not permissible on the school campus or on a bus at *anytime*.

Each teacher may develop classroom policies that are appropriate for his/her subject matter. These policies will be made available to students and parents.

JUVENILE CITATIONS

Offenses which constitute juvenile citations include but are not limited to 1) possession or use of tobacco, drugs, and products, 2) assault or the threat of an assault, 3) disorderly conduct, 4) truancy, and 5) excessive accumulation of discipline infractions.

ZERO TOLERANCE

To ensure safe and secure learning environments onto a school bus, onto school property or to any school event or activity, the school will impose swift,

certain and severe disciplinary actions of any student who is guilty of the following:

****brings a drug, drug paraphernalia or a dangerous weapon, including but not limited to any knife or instrument with a blade of any type; or**

****Who, while on a school bus, on school property or while attending any school event or activity;**

1. Is under the influence of a drug; or
2. Possesses a drug, drug paraphernalia or dangerous weapon, including but not limited to any knife or instrument with a blade of any type, or
3. Assaults or threatens to assault a teacher, student, or other person.

The School Board also has a zero tolerance policy toward any student who engages in the aforementioned misconduct. Such misconduct will be promptly reported to appropriate law enforcement authorities and may also provide for deployment of law enforcement officers and/or school safety and security personnel, and use of dogs trained to detect marijuana and other drugs.

SCHOOL BUS DISCIPLINE CODE

Transportation to and from school is provided by the Polk County Department of Education for the convenience of students and parents. Students are expected to exhibit proper conduct at all times while riding a school bus including field trips and travel to athletic events.

A student will become ineligible for transportation when his/her behavior consistently causes disturbances on the bus. If a student receives excessive bus

discipline reports, he/she may not be allowed to ride the bus for the remainder of the school year.

OLWEUS BULLYING PREVENTION PROGRAM

OBPP is a well-known research based bullying prevention program that has been implemented throughout the world. The goal of the program is to change the norms around bullying behavior and to restructure the school setting itself so that bullying is less likely to occur or to be rewarded. The staff at CMS have been trained in the program, and they meet with students to discuss bullying at individual, school wide, classroom, and community levels. The definition of bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself/herself. Bullying can take many forms, such as physical hitting, verbal harassment, spreading of false rumors, intentional social exclusion, and sending nasty messages on cell phones or through social media.

TEXTBOOK POLICY

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Each student must have a textbook form signed by a parent or guardian who assumes responsibility for the textbooks and will be required to pay for the cost of any damaged or lost books.

TELEPHONE POLICY FOR STUDENT USE

Students are not to use the office phone except for an emergency or sickness. Students will not be excused from class to use the phone, nor will a student be

called from class for the phone unless it is an emergency. Hall passes or written permission will be required to use the phone.

VISITOR POLICY

Students who are not enrolled in a school are not permitted to visit classes. All visitors and parents **MUST REPORT** directly to the office to obtain a visitor pass.

VOLUNTEER POLICY

Parent volunteers are welcome. However, all volunteers must be approved by the School Board after a sheriff office check. Approved volunteers are to check with their child's teacher to set up dates and times for volunteering. Volunteers are subject to the same code of ethics, behavior, and privacy as school employees.

USE OF LIBRARY/FINES

Each student will be issued a library card upon enrolling at CMS. Students are responsible for the cards and must take the card with them when they go to the library. The first library card will be free; however, there will be a charge for replacement cards for cards that are lost or damaged. There is a limit of two books that may be checked out at a time. Books may be checked out for a limit of 10 days. After that, late fees will be charged at the rate of \$.25 a day. It is the responsibility of the student to keep up with the return date. You may renew the book, but you must bring the book to the library to have it renewed. If a book is lost or damaged, a replacement fee will be charged. If the book is later found and in good condition, a refund may be given. Library hours are posted, and **NO** food or drinks are permitted in the library.

LUNCHROOM PRICES, CONDUCT

A nutritious breakfast and lunch are served daily. Times will be determined based on bus arrivals, and the daily schedule and will be posted. All students are encouraged to participate in the breakfast and lunch program.

DEBTS TO SCHOOL

Students who owe for textbooks, library books, fines, lunch charges, fund raising money not turned in, or any other monetary obligation to the school, will be required to do so by the end of the school year.

IMMUNIZATION RECORDS

State law requires adequate immunization prior to school attendance. Please keep your child's shot record up-to-date. All transfer students **MUST** present proof of immunization before they will be allowed to attend. Students entering 7th grade (including currently enrolled students), must have the following immunizations: tetanus-diphtheria-pertussis booster (Tdap) and varicella – 2 doses.

The local health department is available for assistance with immunizations that are free or low cost.

SCHOOL CLOSINGS

In the event of severe weather or other emergencies, the school may be closed, opened late, or dismissed early. Announcements pertaining to school closings will be made on local television, radio stations, Chilhowee Middle School Facebook page and the school's website. Please do not call school officials, who receive the information in the same manner. Please have updated phone numbers and emergency arrangements for your child

in the event school is closed early. Please designate one child to call home in case of an emergency. If school dismisses early, parents may come to the office and inform staff they are here to pick up their child. Your child will be notified and will then be allowed to leave class at the designated time.

MEDICATION / ILLNESS

Medication cannot be administered to students by members of the school staff unless sufficient paper work has been completed in the office. This includes “across the counter” type drugs such as aspirin. Parents must be sure that the office, as well as the teachers, know of specific health problems that a child might have, such as diabetes, epilepsy, or allergic reactions. Parents must provide any aspirin or Tylenol to the school for their child. Do not send any medications to school by the child. All medications must be brought to the school by the parent so that the appropriate paper work can be completed. Medications will then be administered by the school nurse.

If a child becomes ill at school, the parents will be contacted and asked to pick up the child. Injuries requiring medical attention will be handled on an emergency basis. Parents will be notified immediately. Please keep an emergency record card accurate and up-to-date.

HEAD LICE

Periodically, teachers will conduct a class wide check for lice. If a child is found to be infested with lice, the parents will be notified.

SCHOOL ATHLETICS/INSURANCE

Any athlete representing Chilhowee Middle School must pass. Any athlete

with one failing grade per nine weeks will be placed on probation until the end of the next grading period. If the athlete fails a subject for two consecutive grading periods, he/she will be dismissed from the team. If at any time an athlete fails two or more subjects in one grading period, he/she will automatically be dismissed from the team. Appropriate behavior is expected from all athletes representing CMS. Behavior problems will be dealt with at the discretion of the coaches. Students will be given a copy of the rules for academic eligibility, practices, and other pertinent information when they begin to participate in school athletics. Parents will be required to attend a parent meeting at the beginning of the season. The coach will inform participants of the rules. It is the child’s responsibility to keep practice schedules. Please do not call the office for this information. Students participating in athletic programs are required to have insurance coverage.

SEARCHES

Any school administrator who has probable cause has the right to search the locker, clothes, books, car, or other personal property on school grounds. Observe this and do not bring any substance to school which violates school rules. State law gives school officials the right to search school storage areas.

INTERNET USAGE/POLICY/PERMIT FORM

Student usage of the Internet must follow the acceptable usage policy adopted by the Polk County Board of Education. Severe penalties, including alternative school, suspension, or expulsion may be included for students

intentionally accessing pornographic, terrorists instruction sites, drug, or cult sites. Students are to respect the rights and privacy of other students' e-mail and directories. Students accessing school records can also face severe penalties. Students cannot use computers without signing a log-in / log-out sheet. Each teacher must have a log-in sheet next to the computer, which must be kept updated. No student can access the Internet without a signed parental permission form on file.

WITHDRAWAL

A written request from a parent/guardian for withdrawal must accompany the student three days in advance. Students will receive withdrawal forms and instructions from the office. All textbooks and fines must be cleared before the student secures a transfer record to another school.

Under the Family Education Rights and Privacy Act (FERPA), school officials may disclose any and all education records, including disciplinary records and records that are related to special education services under Part B of the Individuals with Disabilities Education Act, to another school or postsecondary institution at which the student seeks or intends to enroll.

EMERGENCY DRILLS

Fire, tornado, emergency, and disaster drills will be held at regular intervals. These are to be taken seriously at all times since they are necessary safety precautions. It is essential that all students follow instructions when the signal is given. Talking is to be limited during drills.

FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

During extra-curricular activities at night, students must remain inside the building and will not be permitted to loiter in the halls or bathroom. Students who are absent that day may not participate in extra-curricular activities that day or night.

All disciplinary rules in force during the school day in the classroom are applicable for field trips. Students are expected to follow all school rules and policies. Notices of field trips will be sent home. They should be signed by the parent/guardian and returned to the school to be kept on file. A student may lose his/her privilege of going on a field trip if he/she has inappropriate attendance, grades, or behavior.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are scheduled three times during the school year (see school calendar). These dates are posted on the school calendar, the school's website, Twitter, and Facebook page. The staff is available to meet with parents to discuss student progress at any time during the school year if prior arrangements have been made. Please call the school office to schedule an appointment.

DRUG, ALCOHOL, TOBACCO

This school is a DRUG-FREE ZONE. Students shall not possess nor use tobacco, alcohol, drugs, (substance that mimic drugs) or have drug paraphernalia on school property. Use of alcohol, tobacco, or drugs is defined as being under the influence as evidenced by the actions, odor, or other symptoms regardless of the quantity consumed. Possession is defined as storing in a school locker or on any school property or on one's person. Any student found

in violation of the chemical abuse guidelines will receive a petition to court.

GENERAL SCHOOL CONDUCT

*In the halls, please keep to the right and do not run in the halls. Students are not to linger in halls, around lockers, drinking fountains, block the doors, or sit in the halls. Please put wastepaper in the containers provided. Keep paper off the hall and room floors and grounds. Public displays of affection are not permitted.

* All students are required to attend all student body assemblies unless excused by the office. Students will sit with their homeroom group in assigned seats unless taking part in the program. There should be no excessive or inappropriate noises before, during, or after an assembly.

* Students are to be quiet and orderly in the cafeteria. No one can save a place for others in line and all students should stay in line quietly.

PERSONAL COMMUNICATION DEVICES/CELL PHONES

Students may possess personal communication devices, such as cell phones, while on school property. *However*, the personal communication device must be in the off mode and must be concealed during the instructional day, unless the teacher is allowing a pre-approved (by the principal) lesson in which the device will be used as part of the lesson. Cell phones and other communication devices may *not* be used as rewards or at any time during the class period without it being part of the lesson as supervised by the teacher and approved by the principal.

A "personal communication device" is a device that emits an audible signal,

vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Students may use the cell phone or other communication devices before the start of the working school day and after the working school day.

A person who discovers a student using a person communication device shall report the violation to the principal. The first time the device is taken up, it will be held for a period of five (5) working days. Every time a device is taken up after that, the device will be held for a period of ten (10) working days. Students who use a personal communication device are in violation of this policy and school rules and are subject to the related action.

For the purpose of defining the working school day these are the guidelines for Chilhowee Middle School:

1. In the morning when students get off the bus or out of their car, that is the beginning of the school day.
2. When students are *on* the buses in the afternoon or are waiting *outside* the building on a ride, that is considered the end of the working school day.

The Polk County Board of Education and Chilhowee Middle School are not liable for the use, misuse, damage, loss, or theft of these devices.

ELECTRONIC DEVICES

Students shall not possess ANY electronic devices on campus during the instructional day unless pre-approved for instructional purposes. These include, but are not limited to, pagers, IPODS, audio recorders, radios, CD players, PSP, DVD players, MP3 players, game devices, smart watches, etc. A person who discovers a student in possession of these devices shall report the violation to the principal. On the first time it is taken

up, it will be held for five (5) working days and any time after that a period of ten (10) working days. Laser light pointers will not be allowed at school or at school activities and will not be returned to the student when taken up.

SCHOOL FEES

Some courses/activities may have nominal fees for materials or equipment necessary. These fees have been approved by the Polk County Board of Education. Teachers of these courses/activities with a fee shall inform students of the amount and set a reasonable deadline for fees to be paid.

STATE TESTING/GRADUATION REQUIREMENTS

The state of Tennessee requires students to complete multiple achievement tests throughout the year in the 6th, 7th, and 8th grades.

NONDISCRIMINATION/ EQUAL OPPORTUNITY

The Polk County School District does not discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies. Anyone who feels that he/she has been discriminated against should

contact the school principal. The 504 committee team contact for Chilhowee Middle School is Connie Dunn, Principal.

POLK COUNTY CHARGE POLICY

Polk County School District/LEA allows students to accumulate charges to 5 days. A la carte items cannot be charged. Written notices will be sent home with students twice a month requesting payment. A copy will be sent to the office for the principal's review. The cafeteria manager will make every effort to collect student charges. Parents may receive a citation to court for unpaid lunch charges. "This institution is an equal opportunity provider and employer."

DISCLAIMER STATEMENT

This handbook is not intended to detail or answer all possible questions concerning this school's policies, rules, regulations, etc. It is to serve as a guide only. Full policies and procedures are on file in the principal's office or superintendent's office and copies are available on request.

HANDBOOK AND TEXTBOOK USE

Student Name _____ **Grade** _____

THE STUDENT MUST RETURN THIS PAGE TO THE HOMEROOM TEACHER

By signing below, we signify that we have received, read and understand the contents of this handbook as well as acknowledge our responsibility for the use and maintenance of any textbooks issued to or used by the student. We further pledge to pay for any textbooks or library books damaged or destroyed. **Student planners (agendas) should be in a student’s possession at all times during the day and should be kept neat. Students will be required to use the planner daily. The cost to replace student planners will be \$5.**

DATE _____

STUDENT SIGNATURE _____

PARENT/GUARDIAN / SIGNATURE _____

CORPORAL PUNISHMENT PERMISSION FORM

State regulations require parental permission to be on file if it becomes necessary for school personnel to administer corporal punishment (paddling). Please check one of the following and sign at the bottom.

In the event that school personnel have tried various forms of discipline which have been unsuccessful,

_____ I do give permission for school personnel to administrator corporal punishment.

_____ I do not give permission for school personnel to administer corporal punishment, and I will pick up my child immediately when the school contacts me.

Student’s name

Date

Parent/Guardian Signature

Date

**Chilhowee Middle School
216 School House Hill
Benton, Tennessee 37303
423-299-0086**

SCHOOL-PARENT COMPACT

Chilhowee Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.

School Responsibilities:

Chilhowee Middle School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student achievement standards as follows:**
 - Up to date computer labs
 - Three grade-level assistants
 - Assessments in IREADY grades 6-8 Reading/Math
 - Staff Development Days
- 2. Hold parent-teacher conferences (at least annually in middle school) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences held:
 - **Parent/Teacher Conferences three times per year. Times and dates will vary to work around parents' schedules.**
 - **Parent Night Open Houses four times per year**
- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
 - **4 Nine Weeks Report Cards**
 - **4 Nine Weeks Progress Reports**
 - **TCAP Report- One per year along with the "Guide for Understanding"**
 - **3 IREADY Benchmark Results for Reading and Math**
- 4. Provide parents reasonable access to staff.** Specifically, staff will be responsible for consultation with parents as follows:
 - **Title I Parent's Night**
 - **Parent-Teacher Conferences three times per year**

- Individual Conferences before/after school and on planning time
 - IEP Meetings
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:
- Parent's Night
 - Field Trips
 - Field Day
 - Thanksgiving Lunch
 - Community Activities
 - Sports Events/Booster Events
 - 8th Grade Promotion
 - Annual Award's Day 6th/7th Grades

PARENT'S RESPONSIBILITIES

We as parents, will support our children's learning in the following ways:
 Descriptions of ways in which parents will support their children's learning.

- Monitoring Attendance
- Ensuring that homework is completed
- Volunteering in child's classroom
- Participating, as appropriate, in decisions relating to my child's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school and the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being on the Title I, Part A representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-Wide Policy Advisory Team, and the State's Committee of Practitioners

STUDENT RESPONSIBILITIES

We as students, will share the responsibilities to improve our academic achievement and achieve the state's high standards.

Specifically, we will: Description of ways students will support their academic achievement.

- Do my homework every day and ask for help when needed
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Parent Signature

Date

Student Signature

Date

Teacher Signature

Date
