

Chilhowee Middle School Student Handbook

2025-2026

SCHOOL MOTTO

Promoting each student's academic success and well-being.

SCHOOL VISION STATEMENT

The vision of Chilhowee Middle School is to inspire and empower students to excel both academically and socially, while preparing them to be productive citizens and future leaders.

SCHOOL MISSION STATEMENT

The mission of Chilhowee Middle School is to provide a nurturing and safe environment that fosters a rigorous academic and technological curriculum to prepare students to become lifelong learners.

TEACHER RESPONSIBILITIES

Teachers are responsible for providing the best instruction that they are capable of providing. They will 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 faculty and staff at Chilhowee Middle School. They will take ownership of their learning and behavior.

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 a doctor's note to have an absence excused.

Chilhowee Middle School will follow guidelines for the Progressive Truancy Intervention Program in partnership with the Polk County Juvenile Court System.

Tier 1: Prevention-Oriented Supports

Each school will be responsible for contacting the parent/guardian of a student who accumulates 5 days of unexcused absences. If the student accumulates another unexcused absence after contact is made with the parent/guardian, a referral to Tier 2 will be made and the Campus Court Mediation process will begin.

Tier 2: Campus Court Mediation

- *School personnel will schedule a meeting with the student, parent/guardian, relevant school personnel, and Juvenile Court Staff Mediator.

- *During the meeting, an agreement will be drafted and signed by the student, parent/guardian, school personnel, and Juvenile Court Staff Mediator. A review date will be set for each agreement. The agreement will include, but will not be limited to:

 - *Attendance expectations

 - *Penalties for additional absences

 - *Any additional expectations determined necessary by meeting members; and/or if necessary, referral of the student to counseling, community based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

 - *A report of the meeting will be drafted and maintained in the Campus Court System. The report will include the basis for the student's absences provided by the parent, as well as a report from the school concerning the student's absences.

Tier 3: Campus Court Review and Services

- *If following the Tier 2 process, a student accumulates one or more unexcused absences, a review meeting will be scheduled with the student, parent/guardian, relevant school personnel, and the Juvenile Court Staff Mediator.

- *The Mediator may recommend any services deemed necessary by the mediator.

- *The student may be referred to the "Behavior Unit" for a service assessment.

- *Further absences or non-compliance will result in a Juvenile Court Petition for truancy pursuant to T.C.A. 49-6-3009 through Polk County Juvenile Court.

If Tier 2 and Tier 3 is unsuccessful with a student and the school can document that the student's parent/guardian is unwilling to cooperate with the truancy intervention plan, then a referral may be made to Polk County Juvenile Court without first having to implement subsequent intervention tiers, if any, pursuant to T.C.A. 49-6-3009 (f)(1-2). Evidence that a

parent/guardian's failure or refusal, on multiple occasions, to attend meetings scheduled for Tier 2 or 3 interventions, return telephone calls, attend follow-up meetings, enter into an attendance agreement, or actively participate in any of the tiers of the truancy intervention plan.

SCHOOL HOURS / TARDIES / CHECK OUTS

The first bell for class to begin rings at 7:45 a.m. and students are expected to be in their first class by 7:50 a.m. If students are not in class and in their seats when the 7:50 a.m. bell rings, they are tardy. 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 slip. The bell to dismiss for bus riders rings at 2:50 p.m. The bell to dismiss car riders rings at 2:53 p.m.. For our student'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.

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.

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	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	Below 60	Not Passing

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 4 core classes taken. State laws, school board policies, administrative directives, and teacher input must be adhered to in these decisions.

DRESS CODE

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 to be worn inside the building, except for medical reasons. These items will be taken up and not returned until the end of the school day.
2. All shirts and tops (which must be no lower than three inches from the collar 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. Bottom wear must be size appropriate for the wearer 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 or tears higher than 3 inches above the top of the knee. Leggings may be worn under pants with holes or tears higher than 3 inches above the top of the knee to avoid exposure to the body.
4. Shorts, skirts, dresses, etc. cannot be higher than 3 inches above the top of the knee.
5. Spandex, short shorts, boxer shorts, tights or thermal underwear are not permitted.
6. Leggings that are not able to be seen through are acceptable if the shirt worn with leggings is within 3 inches above the top of the knee.
7. Dresses must have sleeves and a modest neckline (no lower than three inches from the collar bone).
8. Clothing which advertises alcoholic beverages, tobacco products, illegal substances, weaponry (guns, knives, etc.) or which displays sexual innuendos or offensive language is not permitted.

9. The American flag will not be worn on clothing in an unpatriotic manner.
10. Shoes must be worn at all times.
11. Inappropriate writing on the body or clothes is not permitted.
12. No pajamas or house shoes are permitted.

*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. In the case of a dress code violation, the student will be required to call home for more appropriate clothing. Students who are in violation of the dress code may be placed in ISS for the day if they are unable to attain a change of clothes.

BACKPACKS

Backpacks and bookbags must fit in lockers and be kept in lockers throughout the day. This does not apply to lunch boxes, purses, or small carry cases.

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

Step I - official warning/conference with student

Step II - demerit, lunch detention, or held out of SRT (student reward time), and phone call home

Step III - office referral resulting in one or more of the following: parent call/conference, lunch detention, after school detention, paddling, ISS (in school suspension), OSS (out of school suspension), alternative school

Chilhowee Middle School uses a point system for tracking discipline issues. Each infraction incurs points based on the severity of the situation. After the accumulation of 20 points in a calendar year, a student will be placed at alternative school for 15 days. When the student returns, he/she will return to alternative school for the remainder of the year if 10 points accumulate. Students have an opportunity to decrease the point accumulation. Each student will lose 1 point for 10 consecutive days of perfect attendance and no discipline referrals. The points return to zero at the beginning of each school year.

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. Eighth Grade Promotion Ceremony
5. 6th and 7th Grade Awards 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 **minor infractions** would be a code violation punishable with lunch detention, after school detention, loss of student reward time, corporal punishment or in-school suspension, incurring a point value of 1 to 3 for each offense.

- Insubordination
- Profane, vulgar or obscene words or gestures
- Public display of affection
- Gambling
- Pushing, shoving, kicking or other physical aggression
- Malicious jokes or 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 infractions** 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 incurring a point value of 4 or more for each offense.

- 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 of 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

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

GENERAL SCHOOL CONDUCT

- In the hallways, students will keep to the right and not run.
- Students are not to linger in hallways or around lockers, drinking fountains, or doors.
- All garbage must be placed in the garbage cans provided.
- Public displays of affection are not permitted with same or opposite sex individuals.
- All students are required to attend all student body assemblies unless excused by the office.
- When attending assemblies, students will sit with their assigned grade group unless taking part in the program.
- There will be no excessive or inappropriate noises before, during, or after an assembly.

JUVENILE CITATIONS

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

DRUG, ALCOHOL, TOBACCO

This school is a DRUG-FREE ZONE. Students shall not possess nor use tobacco, alcohol, drugs, (substance that mimic drugs), vapes, 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.

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 of 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 referrals, he/she may not be allowed to ride the bus for a limited time or the remainder of the school year.

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

PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES

All Chilhowee Middle School Students will be issued a Chromebook at the beginning of the school year. Chilhowee Middle School will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. Use of technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

A personal communication device (PCD) is a device such as a cell phone that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image sound file, data file or message. PCDs may be stored in backpacks, purses, or personal carry-alls. Teachers will also provide device holders in their classrooms where students are encouraged to place their phones during each class period. The use of the devices during class-time is forbidden unless approved by the administration for an academic activity. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

Students at Chilhowee Middle School may possess PCDs while on school property. The devices may be used **after school only. At all other times the PCD must be in the OFF mode.** Parents/Guardians, please **DO NOT** ask your students to leave their cell phone/device on during the school day so that you can communicate with them. If you need to get in touch with students during the school day, you can accomplish that by contacting the office. If students need to contact parents/guardians during the school day, they should do this using the phone in the office. The administration may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the administration deems appropriate.

VIOLATION OF PERSONAL COMMUNICATION DEVICES

Each time there is a violation of the PCD rules, the following procedures will be followed:

1st Offense: On the first offense of this policy, the student's phone/device will be confiscated, and the student will receive a demerit. The student will be able to pick up the PCD at the end of the day.

2nd Offense: On the second offense, the student's phone/device will be confiscated, and the student will receive lunch detention. The parent or their designee may pick up the PCD the next day after communication with the principal or the principal's designee, agreeing upon who will be able to pick up the PCD. If the PCD is unable to be picked up by the parent or their designee, the school will continue to keep the PCD for up to 5 working days. At this time, the PCD can be turned over to the student.

3rd Offense: On the third offense, the student's phone/device will be confiscated, and the student will receive after-school detention. The PCD will be held for 5 calendar days by the school. After 5 calendar days, the PCD can be given back to the student.

Further offense of this Policy for PCD will result in repeating the rules for the 3rd offense.

INAPPROPRIATE USE OF PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal Law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal Agencies.

SOCIAL/EMOTIONAL LEARNING (SEL)

CMS will provide Social Emotional Learning opportunities during Morning Meeting time each day which will include the use of interactive videos, movement, and creative expression to help students, educators, and families develop emotional intelligence skills for long-term wellbeing. CMS will incorporate the SEL Curriculum seamlessly into their day with a short prompt or video each morning that introduces a common language and methods for expressing emotion. The SEL Program will lead to deeper self-awareness, stronger relationships, more effective communication, and a culture of safety and support.

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.

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. All visitors must present a picture ID to be scanned into the Raptor Visitor Management System.

VOLUNTEER POLICY

All volunteers must be approved by the school board after an 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 account upon enrolling at CMS. 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.

MEALS/CONDUCT IN THE CAFETERIA

A free 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. Students are to be quiet and orderly in the cafeteria at all times. Students should only take the food/drink provided and no more than their portion. Students should stay seated in the cafeteria other than to take trash/trays to empty or to make a food purchase.

OUTSIDE FOOD/DRINKS

It is at the discretion of individual teachers as to whether they allow outside food and/or drinks in their classrooms.

DEVICE MAINTENANCE FEES/SCHOOL FEES

Student issued technology maintenance fees are \$20 and are due at the beginning of the school year. This fee covers normal wear and tear, along with accidental damage. Families are responsible for the cost of the repairs or to replace the device if it is lost, stolen, or intentionally damaged. Some courses/activities may have nominal fees for materials or equipment necessary. These fees have been approved by the Polk County Board of Education. Students who owe for Chromebooks/chargers, textbooks, library books, fines, 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. Report cards will be held until items are returned or money is paid.

IMMUNIZATION RECORDS

State law requires adequate immunization prior to school attendance. Please keep your student'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. Students may also receive immunizations from their pediatricians/primary doctors.

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, and the Chilhowee Middle School Facebook page. 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 paperwork has been completed in the office. This includes any "across the counter" type drugs. Parents must be sure that the office, as well as the teachers, know of specific health problems that a student might have, such as diabetes, epilepsy, or allergic reactions. Do not send any medications to school by the student. All medications must be brought to the school by the parents so that the appropriate paperwork can be completed. Medications will then be administered by the school nurse.

If a student becomes ill at school, the parents will be contacted and asked to pick up the student. 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/ BED BUGS

If a student is found to be infested with lice/bed bugs the school nurse will be contacted. After a confirmed check, the parents will be notified.

ATHLETICS POLICIES

Before the beginning of each athletic season, each athletic team will have a parent meeting where at least one representative for the athlete must be present in order for the athlete to start the season. Students and parents will be given a copy of the academic eligibility rules, a game schedule, practice information and other pertinent information when they make a school team. The practice schedule will be sent out on a communication app of the coach's choosing and the athlete is responsible for communicating any changes to it. Please do not call the office for this information because they may not have been in communication with the coach. If you need clarification, please contact the coach.

Any athlete representing Chilhowee Middle School must pass every subject at every reporting period. If a teacher sees that an athlete is not turning in work or making up missing work, and their grade is below 60, the athlete will be told to have this grade up by a certain date. If the athlete does not get the grade up to 60 or higher in all subjects, they will sit out any practices or games until they can accomplish this. A teacher must notify the coach that the student/athlete is passing, not the athlete. Students with an IEP will be the exception. Appropriate behavior is expected from all athletes in school and on the playing surface. If an athlete is disciplined in school with ISS or suspension, they will miss time for time - 3 days of ISS = 3 practices/ games. All athletes participating on any athletic team must have insurance coverage. All athletes must follow the policies and procedures as stated in the athletic handbook.

SEARCHES

Any school administrator who has probable cause has the right to search a locker, clothes, books, car, or other personal property of students on school grounds. Observe this and do not bring any materials/substances 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. No student can access the Internet without a signed parental permission form on file. Teachers have access to a program called Classwize which provides them with the ability to see the computer screens of all students while they are in class, at home, or in any other location. This accountability keeps students on track and on task.

School and Central Office Administrators also have access to Gaggle, a system which helps districts manage student safety on school-provided technology.

WITHDRAWAL

To withdraw a student, a parent must come to the school to complete appropriate paperwork. Students will be given withdrawal forms and instructions from the office. All textbooks, fines, and all school issued technology devices/chargers must be turned in 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, and emergency 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.

FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

During after-school extracurricular activities, students must remain in their designated areas with school personnel in charge of the activity and will not be permitted to loiter in the halls or bathrooms unsupervised. Students who are absent that day may not participate in after-school extra-curricular activities.

All disciplinary rules in force during the school day in the classroom are applicable for extracurricular activities and field trips. Students are expected to follow all school rules and policies. Permission forms for field trips will be sent home and should be signed by the parent/guardian and be promptly returned to the school to be kept on file. Students may lose their privilege of going on a field trip if they do not return a signed permission form or if they have poor attendance, grades, or behavior.

SPRING FORMAL

CMS sponsors a Spring Formal Dance in the spring each year. Students who participate must not have 12 or more discipline points and must not have 8 or more unexcused absences before April 1st. Guests from other middle schools or PCHS must be pre-approved by administration.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are scheduled two times during the school year (see school calendar). These dates are posted on the school calendar, the school's website, and Facebook page. Please make an appointment with your students' teachers to ensure a meeting time is available and to avoid wait time. Chilhowee Middle School's teachers are also 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 or contact your student's teachers to schedule an appointment.

TESTING

Students are required to complete multiple benchmark tests throughout the year in all grade levels. They are also required to take the Tennessee Comprehensive Assessment Program Test in the spring. TCAP scores will account for 15% of their final grade in the four core classes.

ACCESS TO STUDENT RECORDS AND DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act (FERPA), parents and eligible students (those 18 years or older) have the right to:

- Inspect and review the student's education records within 45 days of a written request.
- Request the amendment of education records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information

FERPA allows schools to disclose certain “directory information” without written consent unless parents or eligible students request otherwise in writing. Directory information includes, but is not limited to: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, awards received, and previous schools attended.

To opt out of directory information sharing, a written request must be submitted to the school principal within 10 days of receiving this handbook.

For more information, please contact your school principal.

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 lead contact for Chilhowee Middle School is Stephanie Bates, Principal.

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/TECHNOLOGY USE STATEMENT

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 or technology devices issued to or used by the student. We further pledge to pay for any textbooks, technology devices, or library books damaged or destroyed.

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 administer corporal punishment.

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

Student's name

Date

Parent's name

Date