

**White County Middle School
2014-2015**

“Home of the Warriors”



**White County Middle School
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Sparta, TN 38583**

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WCMS is accredited by AdvancED
Information and Regulations supplied in this handbook are in effect at the publication date of this manual, but are subject to change.

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School Calendar 2014-2015

August 6	Student Registration, 8:00 – 9:30 AM
August 8	First Full Day of School
August 9	Back To School Celebration 8:00 to 10:00 am
August 14	County-Wide Open House, 3:15 - 6:15 PM
September 1	Labor Day, <i>schools closed</i>
October 13-17	Fall Break, <i>schools closed 5 days</i>
October 23	K-12 Report Cards
October 28	WCMS Parent/Teacher Conf. 3:15-6:15PM
November 4	Election Day, <i>schools closed</i>
November 26-28	Thanksgiving Holidays, <i>schools closed</i>
December 19	Dismiss for Christmas Holidays 9:30 AM
January 5	Schools Re-Open
January 9	K-12 Report Cards
January 19	Martin Luther King Day, <i>schools closed</i>
February 16	Presidents' Day, <i>schools closed</i>
March 16-20	Spring Break <i>school closed</i>
March 24	K-12 Report Cards
March 31	WCMS Parent /Teacher Conf. 3:15-6:15PM
April 3	Good Friday <i>schools closed</i>
April 6	Teacher In-Service <i>schools closed</i>
May 23	Last Day of School, <i>dismiss at 9:30 AM</i>

Academics

The curriculum offerings at WCMS include four core subjects—mathematics, reading/language, science, and social studies, and seven related arts courses—art, music, physical education, technology, band, STEM, and vocabulary/library. Students must pass at least three core classes and maintain an overall average of 70 in order to be promoted to the next grade.

Activities & Athletics

White County Middle School offers students many opportunities to participate in athletics, extracurricular activities, and clubs. All students are encouraged to join.

- Football (7th & 8th Grade boys)
- Boys and Girls Basketball
- Boys and Girls Soccer
- Boys and Girls Golf
- Softball (7th & 8th Grade girls)
- Baseball (7th & 8th Grade boys)
- Volleyball (7th & 8th Grade girls)
- Cheerleading

Students must maintain passing grades to remain eligible to participate in any interscholastic sport. TSSAA guidelines for eligibility are used. To be eligible to participate in an athletic contest, a student must have been academically promoted to the next higher grade. Any student repeating a grade is ineligible to participate. A student who is ineligible at the beginning of the school year may gain eligibility the second semester by passing four (4) subjects the first semester.

Clubs and Extracurricular Activities

(Other activities and clubs may be established during the school year.)

Band	Annual Staff
Math Club	Drama
S.W.A.T.	Student Council
4-H	Art Club
Chorus	FCA—Fellowship of Christian Athletes
Junior Scholastic	Chess Club

Attendance Policy

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Tennessee law specifies that in addition to earning satisfactory grades, a student must attend class for a specified number of hours to be eligible to receive credit for a course. The board affirms that the primary responsibility for regular attendance resides with the parents/guardians and the individual student.

The White County Board of Education shall adhere to Tennessee State Laws pertaining to student attendance. Furthermore, the board is committed to the implementation of a student attendance policy that is non-discriminatory, discourages dropouts, and encourages regular attendance.

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

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

- Personal illness;
- Serious illness of immediate family member;
- Death in the family;
- Religious observances or circumstances, which, in the judgment of the principal, create emergencies over which the student has no control.

In order to qualify as “school-sponsored,” the activity must be school-planned, school-directed, and teacher-supervised. Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent provided they have prior approval for the trip from the principal, supervisor, or director of schools. Mass exodus, early dismissal, or late arrival of all or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations unless instructional time is made up in full.

Excused/Unexcused Absences

1. Documentation for an excused absence must be made in writing by the parent(s)/guardians(s) and should include the name of the student, the date(s) he/she was absent, the reason for the absence, and the parent's/guardian's signature. A statement from a health provider must specify the date(s) to be excused. Written documentation must be presented within three (3) school days.
2. In grades K – 12, following an absence, a student must present documentation to school attendance personnel explaining the absence.
3. In grades K – 12, a student must be in attendance for a major portion of the school day to be counted present for reporting purposes.
4. In grades K – 12, three (3) unexcused tardies will be equivalent to one unexcused absence.
5. In grades K – 12, after five (5) unexcused absences in a school year, the student will be referred to juvenile authorities.
6. In grades 6 – 12, attendance is recorded for individual class periods; therefore, to be considered present for that period, a student must be in attendance at least one-half (1/2) of the period.
7. In grades 6 – 12, all unexcused absences beyond three (3) must be made up through Saturday School or an after-school program. Unexcused absences must be made up within ten (10) school days. Excessive absences will result in credit being withheld. (See Time for Time)
8. In grades K – 8, five (5) parent notes per year will be accepted.
9. Once a student has missed three (3) unexcused days in a course, the administrators will notify the student's parent(s)/guardian(s). Each notification will be documented by the administrators and placed in the student's record.
10. If notification of parents/guardians does not correct the student's attendance problem, the White County Attendance Supervisor will be notified.
11. Student suspensions will not be counted against the student in awarding of grades, but will follow the procedures for unexcused absences.
12. A one day excused absence is provided for students when their parent or custodian is deployed into active military service. A one-day excused absence is also provided for students when the parents or custodian returns from active military service. Students shall be permitted to make up schoolwork missed during the excused absences.

Make-up Work

All missed class work or tests for excused absences may be made up provided the student makes the request immediately upon returning to school the first day and provided class time is not taken away from other students. The administrators and/or teacher will determine whether class work can be made up when absence is unexcused.

Absentee Notes from Parents

After being absent, a student should report to the office or attendance table with a written excuse from the parent to obtain an admission note. This should be done prior to reporting to homeroom. Remember, a student will be excused for only four reasons: (1) sickness, (2) serious family illness, (3) a death in the family, and (4) religious holidays. It is the student's responsibility to check with the teachers to obtain missed work and to turn in the work when completed. If a student is absent 3 or more days, parents/guardians may call the office for assignments. **Remember:** Only (5) parent notes per year will be accepted to excuse absences.

Checking In – Out

Students arriving late to school must sign in at the office and obtain a pass to class. Students are not to leave school early unless officially excused with the approval of the administration and signed out by a parent/designee. ***Due to safety reasons, no student will be allowed to walk to or from WCMS for any reason.*** All students must be picked up or delivered by parent, guardian, or school bus.

Time-for-Time

Teachers will chart absences toward time-for-time as follows:

- Green absentee slips, given for absences that can be excused, will not count toward time-for-time. Doctor notes, school related trips, and prior approval requests would be examples.
- Red absentee slips, given for absences that cannot be excused, will count toward time-for-time, (No Exceptions). Any absence that does not meet White County attendance policy and is over the (5) five-parent-note limit will fall into this category.

Remember that on the 4th red slip absence, the student will begin owing time-for-time. Red slip absences must be made up within ten (10) school days. If students do not make up absences in the allotted time, students will be referred to the Attendance Supervisor.

Emergency Early Dismissals

If school dismisses during the school day for an emergency, such as inclement weather, we advise that *all students ride a bus*. Please make sure that you put a working phone number on the school messenger list that will reach you during the day. If your child is unable to ride a bus, please make sure you submit a departure plan on the enrollment forms. Your cooperation will help us in our team effort to provide safety for every student. Please stay in contact with the media for current advisories.

Bus Conduct

The school bus is an extension of school activity; therefore, students are to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior and safety.

Students are under the supervision and control of the bus driver while on the bus. All reasonable directions given by the bus driver must be followed.

The bus driver is to inform a student's principal of any serious discipline problem, and the principal may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal, after consulting with the driver, determines that the student's behavior causes disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus will follow the same procedures as for any other school suspension. No student will be allowed to ride any other bus when suspended from his/her own assigned bus.

Students must follow these rules of bus behavior:

1. *Remain well back from the roadway while awaiting the bus.*
2. *Wait until the bus has fully stopped before trying to board.*
3. *Remain in seat until destination is reached.*
4. *Keep hands, arms, and heads inside the bus.*
5. *Keep articles such as athletic equipment, books, and musical instruments out of the aisles.*
6. *Use the emergency exits for emergencies only, and do not touch safety equipment on the bus.*
7. *Ask the bus driver's permission before closing or opening windows.*
8. *Do not throw objects in and out of the bus.*
9. *No lighting matches, spitting, littering, or using tobacco on the bus.*
10. *Refrain from rude, discourteous, and annoying conduct.*
11. *No fighting, pushing, tripping, or scuffling types of behavior on the bus and at bus stops.*
12. *Wait for a signal from the bus driver before crossing the street at a bus stop. When crossing a street is necessary, always do so far enough ahead of the bus so that the bus driver's face is always visible.*
13. *Allow younger students to board the bus first.*
14. *Items that may obstruct the view of the bus driver are not permitted.*

Any student wishing to ride a bus other than the student's designated bus must have written parental permission and the approval of the principal or his designee. All authorization notes must be processed by **12:00 noon**.

Any student who gets off the bus at any point between school and the drop-off point must present the bus driver with a note of authorization from the parent and principal. All authorization notes must be processed prior to the dismissal of bus students.

Cafeteria

The cafeteria is located at the main entrance of the building. Students may select from plate lunch or bar.

1. Students must walk in the cafeteria and not run.
2. Students must remain at assigned tables and not visit other tables.
3. Students should be up only to get food or to return a tray.
4. Each student must return the tray to the proper place before leaving the cafeteria.
5. Teachers will bring students to the cafeteria and then return to escort the students back to their class.
6. Food and drink must remain in the cafeteria and not be taken to the classrooms or academic wings.
7. Students may bring their own lunch from home but by state law lunch from a restaurant is not allowed in the cafeteria. (Example bring in McDonald's food to a student in the cafeteria)

Cell Phones/Telephone Use

Cell phones and other electronic devices may not be used on school grounds from 7:40-3:15. Cell phones and other electronic devices may not be used during bus duty, afterschool program or time-for-time. An electronic device is defined as a cell

phone, a DVD/CD/ MP3 player, video games, electronic accessories, etc. Cell phones that ring, beep, or are being used (talking or texting) will be confiscated. If a student has a phone OUT in plain sight, it will be assumed that the phone is in use. Cell phones being used to bully, harass, or threaten a student or teacher will be confiscated and possibly turned over to the School Resource Officer for investigation. Please keep in mind that anything brought onto school grounds is subject to search by school officials, according to Tennessee state law.

When any communication device is turned on or is in a place that is visible, the following will occur:

- 1st offense- ISS (in-school suspension) for one (1) day. Parent must pick-up device.
- 2nd offense- ISS for three (3) days. Parent must pick-up device.
- 3rd offense- ISS for (3) days and phone will be held for the rest of the semester.

Note: Students caught using a cell phone to film a violent, vulgar, or offensive act will be punished as if it is their 3rd offense and lose their phone privileges for the rest of the semester. Exception: Students may use their cell phone during the school day in emergency situations only, or if they get permission by their teacher or school administrator. All other excuses will not be tolerated and the above rules will apply. Emergencies are situations that are critical and must be real and confirmable. A student feeling sick and calls or texts someone to pick them up is not an emergency situation. WCMS has a full time nurse and if the student is sick, she will call the parent or allow the student to call from the office.

Some cellular phone usage may require the Administrator to move immediately to the level of the offense as warranted by the gravity of the act. Therefore, it is possible for a student with no prior cellular phone violations to be given (10) days out of school suspension and a student disciplinary hearing or any other level of punishment as determined solely by the principal.

Violations that may require such actions are:

- texting during a test
- sexually explicit pictures
- threats against students or staff and refusal to cooperate with rules governing cellular phone usage
- school related threats made by cellular phones

The principal's actions are in no way limited by the aforementioned categories. White Co. Board of Education, its schools, and employees assume no liability or responsibility for the loss or damage of a device. Devices used on school buses are at the discretion of the driver. Violations will be reported to the principal for disciplinary measures.

Examination of Cell Phones/Electronic Devices

If the administrators has reasonable suspicion that a cell phone, personal communication device, or camera is used in violation of this policy, the administrators may review the history of the cell phone with respect to the call list/log text messages sent, and/or photographs taken. The administrators may also review the contents of a cell phone if they have reasonable suspicion to believe that any student's or other individual's safety and/or health are in danger. This shall be set forth in the handbook for each school and disseminated to the parents and/or guardians of each student.

Student's Code of Conduct

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school.

Students are expected to:

- 1) Follow rules at all times.
- 2) Respond to directions of all teachers and staff at all times.
- 3) Conduct themselves properly in the hall (running, shouting and pushing will not be permitted)
- 4) Be courteous and respectful to fellow students, faculty and staff.
- 5) Be in class prepared to start by 7:55 a.m. **Students who are continually late fall behind and suffer in their academics. It is important to be on time!**
- 6) Care for the school campus, inside and outside the building.
- 7) Cooperate and get along well with others.
- 8) Keep their hands to themselves at all times.
- 9) Use proper language at all times. Profanity, inappropriate comments or unkind remarks to or about other students, parents, teachers, or personnel are not permitted.
- 10) Keep the following items at home; **radios, CD players, MP3 players, valuable personal items, electronic games, trading cards, or toys of any kind.**
 - 1st offense: Taken and returned to student at the end of the day
 - 2nd offense: Taken and returned only to parent
 - 3rd offense: Taken and parent must see Principal or Director of Schools to have item returned

- 11) To keep knives and any other items that can be considered a weapon at home. These will be confiscated.
- 12) To remain on school premises at all times unless checked out through the office. All students leaving early or coming late must be checked out or signed in by parents or guardians.

Discipline

General school rules violations are usually handled by the classroom teacher, hall monitors, cafeteria monitors, or bus monitors. Each teacher posts his/her classroom rules, which provide the guidelines for disciplinary actions within the classroom setting. While not a complete list, the following are some examples of general misbehaviors:

- Tardiness
- Running in the building
- Student in the hallway without a pass
- Possession of objects that disturb learning (laser lights, yo-yo's, cds, cd players, etc.)
- Disruptive noises or behaviors
- Chewing gum
- Failure to do assignments or carry out directions

Major violations, which would endanger the personal rights and/or safety of students or school personnel, will be referred to school administration for disciplinary action. Some examples of major infractions are as follows:

Repeated or severe classroom disturbance	Fighting
Vulgar language	Theft
Obscene gestures	Vandalism
Possession or use of unauthorized substances	Forgery
Possession or use of weapons	Dress code
Possession or use of tobacco	Cheating
Gambling	Making threats
Bullying	Hazing
Sexual harassment	
Possession of electronic communication devices, including cell phones	

Disciplinary options for Minor and Major violations include—

- Verbal reprimand
- Special assignments
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Detention, either during lunch or after school
- Corporal punishment (by administrator)
- In-school suspension (by administrator)
- Out-of-school suspension (by administrator)
- Restitution for lost, damaged, or stolen property
- Alternative school
- Appearance before the school board

Suspension for a period of not less than one (1) calendar year, subject to modification by the Director of Schools on a case-by-case basis.

Fighting

Fighting cannot and will not be condoned under any circumstances at White County Middle School. Any student participating in a fight at WCMS will be dealt with severely.

1st offense = Ten days in-school suspension

2nd offense = Twenty days alternative school

3rd offense = Suspended and referred to the White County Board of Education discipline committee

These are minimum penalties. Circumstances of a fight may alter the order or degree of punishment.

Dress Code

At WCMS, students will dress and be groomed in a clean, neat, and modest manner that does not distract or interfere with the operation of the school, nor pose a safety risk for the student. The principal or designee will make the final determination of the appropriateness of student dress when unresolved by the teacher and student. Students who fail to comply with this dress code will be sent to the office immediately. They will be asked to call home to have a parent bring appropriate clothing. Students will not be allowed to return to class until dress code conforms to policies. They will be placed in in-school suspension if the correction cannot be made immediately.

Students are ***not*** to wear the following:

- Pants that sag, bag, drag, or expose flesh or undergarments.
- Spandex and jeggings
- Holes in clothes (All holes repaired must be patched or sewn. Any patch or repaired area that is suggestive in placement or appearance is not permitted.)
- Suggestive slogans on clothes, such as death/violence, vulgar captions, pictures or advertisements for tobacco, drugs, or alcoholic products
- Bandannas for boys or girls
- Form fitting or body conforming clothes
- See-through clothing, tank tops, spaghetti straps, or clothes revealing the midriff, stomach, back, chest or shoulders.
- Revealing necklines
- Flip-flops/ shower shoes/ beach shoes/ cleats / shoes with wheelies
- Clothing or articles related to gangs, including wallet or belt chains
- Extreme hair color (unnatural colors, distracting slogans in hair, distracting styles such as mohawks etc.)
- Extreme make-up/nail polish
- Leggings without standard length dresses/skirts
- Shorts, skirts, or slits in skirts higher than 3 inches from the bend in back of the knee
- Tinted glasses/sunglasses, unless doctor prescribed
- Shirts with revealing bare shoulders
- Body piercing jewelry, except for earrings
- Tattoos must be covered at all times
- Distracting, disruptive, unsafe jewelry
- Safety pins on clothes or personal items
- Oversized backpacks or bags (All must fit into lockers.)

Any mode of attire that disrupts the learning environment or has the potential for creating a negative influence in the classroom is not to be worn. ***Take pride in yourself.***

Fee Waiver

To improve your student's learning experience, fees for certain supplies may be necessary. Tennessee law regarding school fees states the following: "School systems may request but not require payment of school fees. No fees may be required of any student...as a condition to attending the public school, or using its equipment while receiving education training"...however; students shall be responsible for normal school supplies such as pencil and paper. Fees are waived for students when requested by parents.

Field Trips

To provide a unique learning experience, WCMS offers several opportunities for students to go on field trips. Students who have been suspended from school, assigned to alternative school, or assigned two or more times to in-school suspension may forfeit a minimum of one field trip during a semester.

Fire, Disaster, or Emergency Drills

Upon hearing a fire drill signal, students will leave the classroom in an orderly line following the instructions of the teacher. When the building has been entirely cleared, a signal will be given for all persons to return to their classes in the same order as they left. There will be no talking, pushing, or playing of any kind during a drill. All teachers will have drill information posted in their rooms.

Grading Policy

Report cards are issued every 9 weeks. Progress reports will be sent home twice each nine-week grading period. The first report will be at the first midterm interval. The second time they will accompany the report cards at the end of the nine-week grading period.

Grading Scale

A = 100- 93

B = 92- 85

C = 84- 75

D = 74- 70

F = Below 70 – Failure

Handwriting

Cursive handwriting is required for all students' county-wide beginning in 4th grade. Legible handwriting is expected in every grade and subject area. WCMS will require all student class work and homework to be written in cursive handwriting. Exceptions will be made for assignments completed on the computer or for students with disabilities. In addition, individual teachers may revise the requirement if needed for specialized projects and or assignments.

Parent-Teacher Conferences

Please plan to attend the two school-wide parent teacher conferences. Those dates are October 28th and March 31st. Teachers will be available on these dates from 3:15 until 6:15 P.M. Also, if you have concerns please call to set up an appointment with an administrator or guidance counselor. WCMS will host an open house on August 14th.

Severe Weather Policy

Students' safety must always be guarded. Severe storms and the threat of tornados have the potential to challenge school safety. The White County School Board has implemented the following procedures in the event the National Weather Service issues a tornado warning for White County:

- Students will be moved to appropriate locations within the building. They will remain in these locations until the warning has been lifted.
- If the warning is still in effect at dismissal time, dismissal will be delayed until the warning has been lifted.
- Buses will not run until the warning is lifted.
- All students will remain in the building.
- For the duration of the warning, students will be released only if parents insist, but parents are encouraged to remain in the building during this time.

These procedures are system-wide and are designed with student safety as the most important factor. Your understanding and cooperation are appreciated.

Special Education Child Find Policy

The White County Department of Special Education uses a variety of media and methods to raise the public's awareness of services available for children who have special needs. If you suspect that a child has special needs contact us. The White County school district adheres to all federal and state requirements as outlined in the Individuals with Disabilities Education Act.

Special Honors

Students at WCMS are recognized for academic achievement, scholarly attitude, and good citizenship. The following are various honors or awards for these accomplishments:

Honor Roll

Perfect Attendance Certificates

"Fantastic Fridays"

"Spotlight" Awards

"Who's Who" Achievement and Service Award

End of year teacher awards in subject areas

Academic Field Trip

Technology and Internet Terms and Conditions

White County Schools are progressively attempting to make advanced technology accessible to our students, faculty and staff. Within our system these individuals have the opportunity to access the internet. The use of the internet is consistent with educational objectives. Precautions have been taken to restrict access to controversial materials. In addition, students and employees will be instructed in the acceptable use of the internet and internet etiquette. However, on a global network, it is impossible to control all materials that may be discovered.

Use of the internet is a privilege, not a right, and inappropriate use will result in loss or suspended privileges and disciplinary actions may be taken. White County Schools reserve the right to review any material on user accounts and monitor fileservers

space in order to make determinations on whether specific uses of the network are inappropriate. Decisions of the White County Schools regarding unacceptable use are final.

A. Introduction

It is the policy of White County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No.106-554 and USC 254(b)].

B. Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the White County Schools online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

D. Terms and Conditions

1. Acceptable Use – Your access to the Network and Internet must be in support of education and research and consistent with the educational objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any or state regulation is prohibited. Prohibited or illegal activities include but are not limited to the following:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws including downloading of copyrighted music or software
 - Trespassing in other's folders, work or files
 - Intentional misuse of resources
 - Using another's password or identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the internet
 - Assisting in a campaign for election of any person to any office or the promotion of opposition to any ballot proposition
 - Violating regulations prescribed by the network provider
2. Net Etiquette – You are expected to abide by the generally accepted rules of Network and Internet etiquette. These include (but are not limited to) the following:
 - Avoid offense or inflammatory speech. Be courteous and polite.
 - Use appropriate language. Profanity or obscenity is not permitted at any time.
 - Do not reveal your personal information, address or phone or that of another person.
 - Note that electronic mail (e-mail) is not guaranteed to be private. Designated district personnel have access to mail. Messages to or in support of illegal activities shall be reported to the authorities.
 - Do not use the Network or Internet in such a way that would disrupt the work of others.
 - All communications and information accessible via the Network and Internet should be assumed to be private property. Do not quote personal communications without the author's prior consent.

3. Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data or another user, the Network, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
4. Security – Security on any computer system is a high priority, especially when the system involves many users. Never share your password with anyone. You have full responsibility for the use of your password, and can be held responsible for any policy violations that are traced to you.

Tobacco

The use of, or possession of, tobacco on school property is a violation of school board policy and Tennessee Code Annotated, Section 39-17-1505(b), which specifies that a law enforcement officer or school principal will issue any student who violates this section a citation. The citation will require the student to appear in the Juvenile Court.

Unlawful Use, Sale or Possession of Drugs

As defined in section 52-1201 (TCA) the unlawful use, sale, or possession of any illegal drugs, marijuana, and drug paraphernalia is prohibited on school campuses in White County. Violation of this policy will result in a student being suspended from WCMS and referred to the White County School Board with *zero-tolerance* recommended.

Vandalism

It is the objective of the faculty, staff, and students of White County Middle School to keep and maintain our school at its highest performance level. Any student or person who defaces or destroys school property will face appropriate disciplinary action, as well as charged the total dollar replacement cost of the defaced or destroyed item.

Visitors

Visitors are always welcome at WCMS, but to ensure the safety of our students, we require that all visitors sign in, obtain administrative clearance to enter the academic areas, and then obtain a visitor's pass at the office. This pass will be returned to the office when the visitors leave the building. Any visitor in the school building without a visitor's pass will be asked to leave. WCMS students are not permitted to bring visitors at any time unless approved by the administration.

WCMS Language and Math Labs

WCMS has established tutorial labs in language arts and math to remediate students who have not achieved proficiency of skills and objectives as evidenced by a state assessment such as TCAP. Students will be placed based on their need for additional assistance to achieve mastery of the objectives. The labs will function as a regular class but will focus on skills students need to help become proficient on the TCAP test.

Weapons on School Property

It is an offense for any student to possess or carry, whether openly or concealed, with the intent to be armed. This would include but not limited to; any firearm, explosive, knife, or other weapons of any kind which are not used solely for instructional or school sanctioned ceremonial purposes. Also, it is an offense for any person to possess or carry a weapon in any public or private school building or bus, on any public or private school campus or grounds, recreational area, athletic field or any property owned, used, or operated by any board of education, school, etc., of any public or private educational institution. A violation of this is a Class E felony. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars for carrying weapons on school property. In addition, any student that brings a weapon to WCMS for the purpose of being armed may be suspended from school for a period of no less than one (1) calendar year.

Zero Tolerance

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The superintendent will have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Any student who brings or possesses a drug, unassigned prescription drug, marijuana, drug paraphernalia, or a dangerous weapon on a school bus, onto school property, or to any school event or activity
2. Any student, who while on a school bus, on school property, or while attending any school event or activity:
 - is under the influence of a drug
 - possesses a drug, drug paraphernalia or dangerous weapon
 - commits battery upon any teacher, principal, administrator, or any other employee

Asbestos Statement

An inspection of White County Schools has been completed in compliance with AHERA (Asbestos Hazard Emergency Response Act). The results of the inspection are on file at the Board of Education Office. The report may be viewed during office hours. A school copy is available at each school.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that White County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, White County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the White County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook, displays, websites, newspaper publications;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want White County School System to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of the current school year or within 30 days of enrollment. White County School System has designated the following information as directory information:

-Student's name	-Participation in officially recognized activities and sports
-Address	-Weight and height of members of athletic teams
-Telephone listing	-Degrees, honors, and awards received
-Electronic mail address	-The most recent educational agency or institution attended
-Photograph	
-Date and place of birth	
-Major field of study	
-Dates of attendance	
-Grade level	

Notification of Rights under FERPA for White County Schools

The Family Educational Rights and Privacy Act (FERPA) also affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Parent Information Brochure

- Parents of a student identified as having limited English proficiency (ELL – English Language Learner) must be notified in a timely manner of the child's participation in the ELL program, details of the program, right to waive participation, and specific information on the child's level of English proficiency.
- Parents will be notified of their child's eligibility for service in migrant, homeless, or Limited English Proficiency programs.
- Parents must be informed of and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child's exemption from participation in such activities.
- Parents will be notified regarding their rights before any third-party surveys are distributed to students.
- Schools in which at least 40% of the children are from low-income families have school-wide program authority under which schools may consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school.
- Parents of secondary school students have a right to request that their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Requests should be addressed to the federal projects director at address shown on front of this brochure.

Federal law affords parents and students over 18 years of age certain rights with respect to educational records. School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and at the central office. Notification of Rights and Release of Directory Information under FERPA (Family Education Rights and Privacy Act) will also be conducted through local media announcements.

Parental Rights

The White County School System is committed to providing the best education possible for each student. We realize that parents play a vital role in the accomplishment of this mission so we encourage their involvement and strive to keep them informed of their rights.

- White County School System does not discriminate on the basis of race, sex, color, national origin, age, religion, or handicap in the provision of educational opportunities, activities, or other administered programs.
- A parental involvement policy and parent-teacher-student compact will be distributed to parents by each Title I school. A copy of each document may also be obtained by contacting the school office. In schools eligible for Title I funds, a written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. Each Title I school will also hold at least one annual meeting for parents to inform them of the

school's participation in programs funded under the No Child Left Behind Act. All elementary schools in White County are identified as school-wide Title I schools.

- Parents have the right to request information regarding the professional qualifications of classroom teachers who instruct their children. If students are provided services by paraprofessionals, parents may also request information regarding the qualifications of paraprofessionals. Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing Web site (www.k-12.state.tn.us/tcertinf) or by contacting the school principal or the school system's federal projects director.

Parents must receive notification if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

- Parents will have access to system and school report cards as developed by the State Department of Education (usually available in late fall of each year) through the web site (www.state.tn.us/education) or at the school and/or system office. Results will also be publicized through local media.
- Parents must receive information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. Assessment results will be distributed by the child's school.
- Parents have access to district and school information and reports through the media (local newspaper and radio), the System/School Report Cards available on the State Department of Education website (www.state.tn.us/education), or at the school or system's administrative offices.
- Parents may visit the State Department of Education web site (<http://tennessee.gov/education/ci/standards/index.php>) or visit the school to access a description of the Tennessee Curriculum Standards, assessment information, and proficiency levels students are expected to meet.
- Parents must be notified if their child is enrolled in a school identified for improvement, corrective action, or restructuring.
- If a school fails to make adequate yearly progress, parents will be informed regarding the availability of school choice options and supplemental education services.

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Mrs. Sandra Crouch, Director of Schools
136 Baker Street
Sparta, TN 38583
Phone (931) 836-2229

Parent Involvement Policy White County Board of Education

The White County Board of Education is committed to providing a quality education for every child in the district and endorses the concept that parents and school personnel must work together to improve the quality of education for all students. When schools and parents form strong, equal partnerships, all children's potential for academic success improves significantly. Research has shown that when parents and community stakeholders are connected to education, the following student results are evident: improved attendance; increased motivation and better self-esteem; higher grades, test scores, and graduation rates; decreased usage of drugs and alcohol; fewer instances of violent behavior; and fewer suspensions from school. The White County School System will welcome all families into the school community and ensure that families are active participants in the life of the school and to what students are learning and doing in class and school. Families and school staff will be encouraged to engage in regular, meaningful communication about student learning and to continuously work together to support students' learning and healthy development to effectively strengthen their knowledge and skills. The LEA will ensure that families are informed and enabled to speak up and be advocates for their own children, to ensure that students are treated fairly and have access to learning opportunities that will support their success. The LEA will follow all requirements of the Title I regulations including involvement of parents in all aspects (planning, implementation, and evaluation) of the district's family involvement program. The LEA will exert effort to identify the desires of parents and will act responsibly when considering those desires.

Through surveys, meetings, and/or personal consultation, this plan has been developed with and agreed upon by parents of

participating students. This plan will be reviewed annually and updated as needed and will be distributed to parents by schools each school year through handbooks, annual meetings, etc. If the LEA plan is not satisfactory to the parents of participating students, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education. Each school has its own parent involvement plan that also will be reviewed annually and will be distributed to parents at the beginning of the school year.

The LEA will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement programs and in building schools' and parents' capacity for strong parental involvement. The LEA will provide materials and training to parents to assist them in working with their children to improve their academic achievement. They will assist parents in the monitoring and review of a child's progress through the understanding of the state and local academic content standards and assessments. The LEA will educate staff members in how to reach out to and communicate with parents in an effort to implement and coordinate an effective parent program that values parents as an equal partners in the education of their children. The LEA will offer accessibility for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. The LEA will ensure that school related information is sent to parents in a format and language that parents understand. In order to foster parental involvement, support may include funding, materials, and other resources, staff development, family literacy training, and technological support.

The LEA will collaborate with the community in coordinating and integrating parent involvement with other programs including Head Start, Even Start, Pre-Kindergarten, Adult Basic Education, and Homeless Education. This collaboration will connect students, families, and staff to expand the learning opportunities, community services, and civic participation provided to the students in our schools. The types of coordination provided include provision of information to parents about each program and information to each agency pertaining to family involvement programs/activities. Space for meetings and computer labs for training will also be provided.

In order to make families and school staff equal partners in the decisions affecting students and families, the LEA will conduct through meetings and/or surveys an annual evaluation of the parent involvement program. This sharing of power will enable the LEA to (1) determine the effectiveness of the program in increasing the participation of parents, (2) identify barriers to greater participation by parents in such involvement activities, and (3) design strategies for the support for parental activities, school improvement and revision of parent involvement plans if necessary.

Not less than 1% of the LEA's Title I allocation shall be reserved to carry out parent involvement activities. Through surveys, questionnaires, and/or meetings, parents of participating students will be involved in the decisions regarding the allocation of these funds.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

White County School System has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. White County School System will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

School Security Act

Under state law, personal searches may be conducted if the principal has a reasonable suspicion that a student has in his/her possession a prohibited item or substance. The search shall be reasonably related to the objectives of the search and not excessively intrusive in the light of the age and sex of the student as well as the nature of the infraction alleged to have been committed. The search law now applies to visitors to the campus as well as to students and it authorizes searches of vehicles and containers or packages brought onto school grounds. Students and visitors may be subjected to search by metal detectors. Trained dogs may be used to search places and things but not people.

Title VI, Title IX Policy Notification Statement

It is the policy of the White County School System not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries or complaints regarding compliance with: *Title VI, Title IX, or the Americans with Disability Act*

Kemberly Marcum
White County School District
136 Baker Street, Sparta, TN 38583
(931)-836-2229 Office

Section 504

David Copeland
White County School
136 Baker Street
Sparta, TN 38583
(931)-836-2229 Office

And /or

Office for Civil Rights
District U.S. Department of Education
61 Forsyth Street S.W., Suite 19T70
Atlanta, GA 30303-3104
(404)-562-6350 Office

Transfer Option for Students Victimized By Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Cindy Langford at (931) 836-2229.

School Health

Medication: Schools do not routinely dispense any medications at schools. If your student needs medications during school hours in order to adequately participate in his/her school day, including over-the-counter medications such as ibuprofen or Tylenol, please have a parent bring the medication to the nurse or principal's office. Papers must be signed before medications are given. TCA 49-5-415, School Board Policy J-41.

Immunizations: Students must have proof of immunization in order to attend classes for the 2014-15 school year. Seventh grade and Kindergarten requirements changed in 2010. Please turn in a completed Tennessee Department of Health Certificate of Immunization form to your principal or school nurse prior to the first day of school, August 2014. TCA 49-6-5001 (d), TCA 49-6-5002

Eye, Hearing, and Dental Care Awareness: Please be aware of the importance of vision, hearing, and dental care to your student's success in school. A list of providers for these areas listed will be made available to you in our community upon request to your school nurse. Hearing and vision checks are routinely done at school in grades K, 2, 4, 6, 8 and 9. TCA 49-6-5004. Tennessee School Health Screening Guidelines 2008.

Common Childhood Diseases

Our School Principals, Teachers, and other School Staff follow these general guidelines for symptoms of possible sickness that may come about during the school year.

These guidelines do not take the place of the professional opinions of our School Nurses or health care providers in our community.

Parents/Guardians:

- Schools do not routinely notify parents of the diseases listed below; however, notification is at the discretion of the principal and/or school nurse.
- Anyone who may be pregnant should exercise caution and recognize the danger of exposure to the diseases.
- Exposure may occur, thus encourage your student to practice good hand washing, covering of coughs and sneezes, and avoidance of drinking or eating after other students.
- Notify the school nurse, principal, or teacher of the student's illness.
- Health plans are used for students with chronic illness or compromised immune systems.
- Refer to your school nurse for additional information.

Chicken Pox (Varicella)

School Action: In a known outbreak, children with apparent chicken pox should be excluded from school until all lesions have crusted over or until six days after onset of rash.

Conjunctivitis, Acute (PINK-EYE)

School Action: Refer children with eye irritation or discharge for medical evaluation and treatment. School exclusion is for 24 hours after starting antibiotic eye drops.

Diarrhea &/or Vomiting

School Action: Students with fever, vomiting or diarrhea that interferes with school activity should be sent home and excluded from school until symptoms do not interfere with routine school activities. Students may return when no fever and diarrhea/vomiting has improved to the extent that they can participate in normal activities. * **NOTE** – Some students vomit a few times with nasal drainage or for other reasons and feel well afterwards and therefore may remain at school.

Fever >100 and symptoms of feeling unwell.

School Action: Students with fever and symptoms that interfere with school activity should be sent home and excluded from school until symptoms do not interfere with routine school activities. Students may return when temp < 100 and no symptoms of illness after 24 hours.

Fifth Disease: Symptoms are a mild fever with flushed cheeks/ "slapped" cheeks appearance. Later in the infection, a lace-like or lattice-like rash may appear on the trunk and extremities accentuated by heat or sunlight. School action: school exclusion is not helpful

Hand, Foot & Mouth Disease (coxsackievirus A16, enterovirus 71 or other enteroviruses). It is characterized by fever, sores in the mouth, and a skin rash on palms and soles of feet. School Action: Exclusion from school is not recommended but may be necessary for first few days for symptom management or if weeping lesions that cannot be contained.

Herpes Simplex (Cold Sores or Fever Blisters)

School Action: School exclusion is not necessary. Cover lesions with loose dressing and clothing. Refer areas that cannot be covered to school nurse.

Impetigo Group A Strep, Staph

School Action: Refer suspected cases for medical evaluation and treatment. Exclude infected students from school until after 24 hours of antibiotic treatment is completed. Stress good personal hygiene and avoidance of contact with lesions. Monitor students with lesions and cover with clothing or a loose dressing as appropriate.

Influenza (FLU) type A and B

School Action: Exclude students and staff with clinical influenza until no fever (less than 100°F) and symptoms are subsiding and do not affect participation in routine school activities.

Meningitis (Viral or Aseptic): Symptoms include fever, headache, stiff neck, fatigue and vomiting. School Action: Refer suspected students for medical evaluation. School exclusion is not necessary unless prescribed by medical provider.

Mononucleosis (Mono) Epstein-Barr virus

School Action: Refer children with suspected infectious mononucleosis for medical evaluation. School exclusion is not appropriate unless student is unable to participate in routine activities. The student's physician should determine when the student can return to school and to athletics

Pediculosis (Head Lice)

School Action: Exclude infested students at the end of the school day until they have received treatment. In addition to treatment recommended, all nits should be removed by parent before returning student to school. Please accompany your student to school for recheck by the school nurse to return to school, do not place on the bus.

Scabies

School Action: Exclude infested students at the end of the school day until they have received treatment. Please bring the name of medication prescribed for treatment to school nurse.

Streptococcal infection (Strep throat)/Scarlet Fever

School Action: Refer potential cases for medical evaluation and treatment. Exclude cases until the infected individual has been on antibiotic treatment for at least 24 hours.

Tinea (Ringworm)

School Action: Request parent to initiate treatment for tinea corporis; refer possible cases of tinea capitis for medical evaluation and treatment. School exclusion is usually not necessary. Refer cases that cannot be covered immediately to School Nurse.

Meningococcal Vaccines

1. What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord. Meningococcal disease also causes blood infections. About 1,000 – 1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15% of these people die. Of those who live, another 11%-19% lose their arms or legs, have problems with their nervous systems, become deaf or mentally retarded, or suffer seizures or strokes. Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16-21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk. Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

2. Meningococcal Vaccines

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (**MCV4**) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (**MPSV4**) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

3. Who should get meningococcal vaccine and when?

Routine Vaccination Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16. Adolescents in this age group with HIV infection should get three doses: 2

doses 2 months apart at 11 or 12 years, plus a booster at age 16. If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed. Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses. MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age.

4. Some people should not get meningococcal vaccine or should wait.

Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine. Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. Tell your doctor if you have any severe allergies. Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine. Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

5. What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small. Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries. Sitting or lying down for about 15 minutes after getting the shot – especially if you feel faint – can help prevent these injuries.

Mild problems: As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4. A small percentage of people who receive the vaccine develop a mild fever.

Severe problems: Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

6. What if there is a moderate or severe reaction?

What should I look for? Any unusual condition, such as a severe allergic reaction or a high fever. If a severe allergic reaction occurred, it would be within a few minutes to an hour after the shot. Signs of a serious allergic reaction can include **difficulty breathing, weakness, hoarseness or wheezing, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.** **What should I do?** Call a doctor, or get the person to a doctor right away.

Tell your doctor what happened, the date and time it happened, and when the vaccination was given.

Ask your provider to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS website at www.vaers.hhs.gov, or by calling **1-800-822-7967**.

7. The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) was created in 1986. Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at www.hrsa.gov/vaccinecompensation.

8. How can I learn more?

Your doctor can give you the vaccine package insert or suggest other sources of information. Call your local or state health department. Contact the Centers for Disease Control and Prevention (CDC): Call **1-800-232-4636 (1-800-CDC-INFO)** or Visit CDC's website at www.cdc.gov/vaccines