

# White County Middle School 2018-19

“Home of the Warriors”



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Sparta, TN 38583

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WCMS

## Table of Contents

|  |    |
|--|----|
| School Calendar  | 3  |
| Academics  | 4  |
| Activities, Athletics, Clubs and Extracurricular Activities        | 4  |
| Attendance Policy  | 4  |
| Excused/Unexcused Absences   | 4  |
| Make-up Work   | 6  |
| Absentee Notes from Parents  | 6  |
| Checking In – Out  | 6  |
| Time for Time  | 6  |
| Emergency Early Dismissals   | 7  |
| Bus Conduct  | 7  |
| Cafeteria  | 7  |
| Cell Phones/Telephone Use  | 7  |
| Examination of Cell Phones/Electronic Devices                      | 8  |
| Code of Conduct  | 8  |
| Discipline   | 8  |
| Fighting   | 9  |
| Dress Code   | 9  |
| Fee Waiver   | 10 |
| Field Trips  | 10 |
| Fire, Disaster, or Emergency Drills                                | 10 |
| Grading Policy   | 10 |
| Parent-Teacher Conferences   | 11 |
| Severe Weather Policy  | 11 |
| Special Education Child Find Policy                                | 11 |
| Special Honors   | 11 |
| Technology and Internet Terms and Conditions                       | 11 |
| Tobacco  | 12 |
| Unlawful Use, Sale or Possession of Drugs                          | 12 |
| Vandalism  | 13 |
| Visitors   | 13 |
| Weapons on School Property   | 13 |
| Zero Tolerance   | 13 |
| <b><u>Federal Policies</u></b>                                     |    |
| Asbestos Statement   | 13 |
| Family Educational Rights and Privacy Act (FERPA)                  | 13 |
| Notification of Rights under FERPA for White County Schools        | 14 |
| Parent Information Brochure  | 15 |
| Parental Rights  | 16 |
| Parent Involvement Policy  | 16 |
| Protection of Pupil Rights Amendment (PPRA)                        | 17 |
| School Security Act  | 18 |
| Title VI, Title IX Policy Notification Statement                   | 18 |
| Transfer Option for Students Victimized By Violent Crime at School | 18 |
| School Health  | 18 |
| Medications, Immunizations, eye, hearing and dental care awareness |    |
| Common Childhood Diseases  |    |
| Meningococcal Vaccines, Influenza                                  | 20 |
| Bullying Policy  | 21 |

## School Calendar 2018-2019

|                     |   |
|---------------------|---|
| July 14             | Back-To-School Celebration<br>White County Agricultural Complex                   |
| August 3            | Student Registration 8:00 -9:30 A.M. (Friday)                                     |
| August 7            | First Full Day of School  |
| August 9            | County-Wide Open House All schools 3:15 – 6:15 P.M.                               |
| September 3         | Labor Day (Monday) <i>Schools Closed</i>  |
| September 6         | Student Progress Reports  |
| September 13        | White County High School<br>Parent/Teacher Conference 3:15 – 6:15 P.M.            |
| October 15          | End of 1st 9 Weeks (45 days)  |
| Oct 8-12            | Fall Break (Mon-Fri) <i>Schools Closed</i>  |
| October 19 K-12     | Report Cards - 1st 9 Weeks  |
| October 23 PreK-5th | Parent/Teacher Conference 3:15 – 6:15 P.M.  |
| October 25          | White County Middle School<br>Parent/Teacher Conference 3:15 – 6:15 P.M.          |
| November 16         | Student Progress Reports  |
| November 6          | Fall Teacher In-Service (Tuesday) <i>Schools Closed for Students/Election Day</i> |
| Nov 21, 22, 23      | Thanksgiving Holidays (Wed-Fri) <i>Schools Closed</i>                             |
| December 18         | Semester Test Day (Tuesday)   |
| December 19         | End of 2nd 9 Weeks<br>Dismiss for Christmas 9:30 (Wednesday)                      |
| January 3           | Students Return to School (Thursday)  |
| January 8           | PreK-12 Report Cards – 2nd 9 Weeks  |
| January 21          | Martin Luther King, Jr. Day (Monday) <i>Schools Closed</i>                        |
| February 5          | Student Progress Reports  |
| February 7          | White County Middle School<br>Parent/Teacher Conference 3:15 – 6:15 P.M.          |
| February 11         | White County High School<br>Parent/Teacher Conference 3:15 – 6:15 P.M.            |
| February 12         | PreK-5 Parent/Teacher Conference 3:15 – 6:15 P.M.                                 |
| February 18         | Presidents' Day (Monday) <i>Schools Closed</i>                                    |
| March 8             | End of 3rd 9 Weeks (45 days)  |
| March 15            | PreK – 12 Report Cards – 3rd 9 Weeks  |
| March 25 – 29       | Spring Break (Mon-Fri) <i>Schools Closed</i>                                      |
| April 17            | Student Progress Reports  |
| April 19            | Good Friday <i>Schools Closed</i>   |
| May 1               | Election Day – In-service – <i>Schools closed for Students</i>                    |
| May 22              | Last Day of School (Wednesday) Dismissal at 9:30 A.M.                             |

## Academics

The curriculum offerings at WCMS include four core subjects: mathematics, language arts, science, social studies, and related arts courses. Related Arts courses include: band, choir, music, physical education, computer literacy, art, library, health and safety, personal finance, and STEM. Students needing remediation in reading and/or math have the opportunity to be served through Response to Intervention. Students must pass at least three core classes and maintain an overall average of 70 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
- Baseball
- Volleyball
- 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            | Yearbook Staff                   |
| Drama/Theater   | S.W.A.T.                         |
| Student Council | Fellowship of Christian Athletes |
| 4-H             | Jr. Scholars                     |
| Choir           | Junior Scholastic                |
| Coding Club     | Run Club                         |
| Archery         |                                  |

## Attendance Policy

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

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.<sup>3</sup>

**Absences shall be classified as either excused or unexcused as determined by the principal/designee.**

**Excused absences shall include:<sup>4</sup>**

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;<sup>5</sup>
6. School sponsored or school endorsed activities;<sup>6</sup>
7. Summons, subpoena, court order; or
8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

**The principal shall be responsible for ensuring that:<sup>7</sup>**

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

## WCMS

3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

## TRUANCY

*General:* Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.<sup>8</sup> If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>9</sup>

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

### ***Progressive Truancy Intervention Plan***<sup>10</sup>

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

#### **Tier I**

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

#### **Tier II**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II. Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

#### **Tier III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

## **NON-SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITY** <sup>13</sup>

A principal/designee may excuse a student to participate in non-school-sponsored, extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent or custodian.

The request must include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent or custodian.

## WCMS

**MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>10</sup>

**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. Principal and teacher will determine whether class work can be made up when absence is unexcused.

**CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.<sup>12</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

**ATTENDANCE HEARING<sup>8</sup>**

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the director of schools/designee. The action of the board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

**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 **excused** absences, will not count toward time-for-time. Doctor notes, approved parent notes, school related trips, and prior approval requests would be examples.
- Red absentee slips, given for **unexcused** absences, 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 4<sup>th</sup> 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

Breakfast and lunch will be served to all students in elementary and middle school at no charge to the student. However, students will need money in their account for extra purchases beyond what is served with the regular school meal extra items **cannot** be charged.

Visitor Lunch price is \$3.00/ Staff \$2.50

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, after school program or time-for-time. An electronic device is defined as a cell phone, a DVD/CD/ MP3 player, video games, electronic accessories, smart watches, etc. Cell phones are to be turned off and put away during the school day. Cell phones that ring, beep, or are being used (talking or texting) will be confiscated. If a student has a visible phone, it will be assumed that the phone is in

## WCMS

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 3<sup>rd</sup> offense and lose their phone privileges for the rest of the semester. 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.
  - 1<sup>st</sup> offense: Taken and returned to student at the end of the day
  - 2<sup>nd</sup> offense: Taken and returned only to parent
  - 3<sup>rd</sup> 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 (as deemed by teachers/staff)
- Disruptive noises or behaviors
- Chewing gum



## WCMS

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.

1<sup>st</sup> offense = Ten days in-school suspension

2<sup>nd</sup> offense = Twenty days alternative school

3<sup>rd</sup> 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, we are preparing students for college and career. 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.

The following are prohibited:

- 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
- 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

## WCMS

- Flip-flops, shower shoes, beach shoes, cleats, shoes with lighted soles
- Clothing or articles related to gangs, including wallet or belt chains or trench coats
- Extreme hair color (unnatural colors, distracting slogans in hair, distracting styles such as mohawks etc.)
- Extreme makeup/nail polish
- Leggings without standard length dresses/skirts
- Shorts, skirts, or slits in skirts higher than 4 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 or body art of any kind must be covered at all times
- Distracting, disruptive, unsafe jewelry
- Detached sleeves. Gloves and dog/cat collars
- 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, teachers will lead students from the classroom in an orderly line. Student will listen for and follow the directions of the school staff. 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.

## White County Middle School Grading Procedures

The purpose of grading is to communicate the academic progress of WCMS students to the students, their families, and their teachers. Grading practices will provide feedback, communicate mastery of objectives, modify and enhance instruction, and set learning goals. There is a balance between the weight given to student performance on the Core Assessments, given twice each nine weeks, and student work in the classroom. Each of the two main components, the assessment grades and student work, will be equal to 60% of the student's nine weeks grade. Student grades will be comprised of the following components:

|  |             |
|--|-------------|
| ✓ <b>Mid Term Core Assessment:</b>   | 20%         |
| o Mastery of State Standards-based test given around 4 weeks                     |             |
| ✓ <b>Nine Weeks Core Assessment:</b>   | 20%         |
| o Mastery of State Standards-based test given at 9 weeks                         |             |
| ✓ <b>Academic Achievement:</b>   | 50%         |
| o Class assignments, projects, chapter tests and quizzes                         |             |
| ✓ <b>Academic Practice:</b>  | 10%         |
| o Independent practice of skills taught in class through<br>homework assignments |             |
| ✓ <b>Final Nine Weeks Grade</b>  | <b>100%</b> |
| <b>** No Extra Credit</b>  |             |

Testing Policy 4.700 is available online at [whitecoschools.net](http://whitecoschools.net) and the assessment calendar will be updated

## WCMS

annually online.

### **Incomplete/Inadequate Work:**

While grades at WCMS are important, our goal is to provide students with the skills to reason and problem solve that will carry them into their high school years and beyond. We try to instill students with the incentive to complete work with their highest ability and develop an initiative to master the standards.

- ✓ Students scoring below satisfactory scores may correct the assignment. A student will be allowed to earn credit on makeup work.
- ✓ Students will be allowed 1 opportunity to correct an assignment and the correction must be made within 3 days of the original assignment.
- ✓ This policy is in effect for After School Homework Detention. A student will be allowed to earn credit on Homework Detention Work

**After School Missing Assignments Detention:** If the student has missing or incomplete work for the week, a phone call will be placed on Friday informing the parent. A letter will also be sent with the student listing incomplete assignments. This will allow the student to complete work over the weekend.

If the work is not turned in on Monday, the student will then be assigned After School Detention for Tuesday. The student must attend on Tuesday afternoon regardless if the work is completed between Monday and Tuesday. Students will be completing missing work or working content skills during the detention time. The After School Detention will run from 3:00-5:00, and students will be required to attend the whole time.

After three Monday referrals for missing or incomplete work, instead of assigning the student After School Detention, the student will be placed in ISS for one school day. Repeat offenders to ISS will be referred to Alternative School for 10 days.

## Parent-Teacher Conferences

Please plan to attend the two school-wide parent teacher conferences. Those dates are October 25<sup>th</sup> and February 7<sup>th</sup>. 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 9<sup>th</sup>.

## Severe Weather Policy

Students' safety must always be guarded. Severe storms and the threat of tornadoes 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

## WCMS

actions may be taken. White County Schools reserve the right to review any material on user accounts and monitor file server 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. Each student who accesses the Network and Internet will be part of a discussion group with a faculty member pertaining to the proper use of the network.

### 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)].

### Access to Inappropriate Material

For practical purposes, technology protection measures (or "internet filters") shall be used to block or filter internet and other forms of electronic communications which may allow 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 such as child pornography or any other 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.

### 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

### Terms and Conditions

**1. Acceptable Use** – Your access to the Network and Internet must be in support of education and research while also being 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 including 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 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. (this includes e-cigs)

WCMS

## 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; however, we do require that all visitors sign in, obtain administrative clearance to enter the academic areas, and then obtain a visitor's pass at the office in order to ensure the safety of our students. 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.

## 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 the following; 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 shall have the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts which occur on a school bus, school property, or while attending any school event or activity are as follows:

- 1) Bringing or possessing drugs, drug paraphernalia, or a dangerous weapon
- 2) Being under the influence of a drug, possessing a drug, drug paraphernalia or bringing a dangerous weapon
- 3) Assaulting or threatening to assault a teacher, student or other person

## 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 also 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 District**, 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 District** 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 District** to include this type of information from your child's education records in certain school publications. Examples include the following:

- A playbill, showing your student's role in a drama production
- The annual yearbook, displays, websites, and newspaper publications
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for sports rosters and information

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 the following information – 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. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **White County School District** 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 District has designated the following information as directory information: **[Note: An LEA may, but does not have to, include**

WCMS

all the information listed below.]

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

-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

## Notification of Rights under FERPA for White County Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the White County School System 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 records 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. These complaints can be sent to the office that administers FERPA at the following address:

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

## WCMS

A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

## 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.

WCMS

## 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](http://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](http://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](http://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.

Kurt Dronebarger, Director of Schools      136 Baker Street, Sparta, TN 38583

## Parent Involvement Policy

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 Local Education Agency, 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 Local Education Agency, 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



## WCMS

school year.

The Local Education Agency, 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 the parent as an equal partner 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 Local Education Agency, 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 Local Education Agency'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:

## WCMS

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 Education 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*

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

#### Section 504

**Bryan Haley**  
**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 Shelia Felton at (931) 836-2229.

### School Health

**I. Medication:** Schools do not routinely dispense any medications at schools. If your student needs medications during school hours in order to adequately participate in their school day, including over-the-counter medications such as ibuprofen/Motrin or acetaminophen/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 6.405

**II. Immunizations:** Students must have proof of immunization in order to attend classes. 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. TCA 49-6-5001 (d), TCA 49-6-5002

**III. 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.

#### Chickenpox (Varicella)

School Action: In a known outbreak, children with apparent chickenpox 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 heartbeat, 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](http://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](http://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](http://www.cdc.gov/vaccines)**

## **Influenza Information**

Influenza is a contagious disease that spreads around every year, usually between October and May. Flu is caused by the influenza virus and is spread mainly through coughing, sneezing, and close contact. Anyone can get the flu. Flu strikes suddenly and can last several days. Symptoms vary by age but can include:

Fever/chills

## WCMS

Sore throat  
Muscle aches  
Fatigue  
Cough  
Headache  
Runny or stuffy nose

The flu is particularly dangerous for young children. The flu vaccine helps to prevent infection, make the flu less severe if you do get it, and keep you from spreading the flu to your family and other people. There is no live flu virus in flu shots. **They cannot cause the flu.** There are many strains of flu virus. Each year the CDC tries to protect against three to four strains that are likely to cause disease in the upcoming flu season. Even when the vaccine does not match exactly it may still provide some protection. **It takes 2 weeks for protection to develop after vaccination, and protection lasts through the flu season. If you develop the flu during this 2 week time period you were already exposed to the flu virus.** As always it is important to cover your cough and sneeze, always wash your hands and practice good personal hygiene, stay home when sick or running a fever 100 or greater, and seek medical attention when necessary.

## Bullying/Cyberbullying/Intimidation

### DISCRIMINATION/HARASSMENT (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment.<sup>1</sup> It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.<sup>2</sup> Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct will be used as a basis for determining the student's grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

### BULLYING/CYBERBULLYING/INTIMIDATION

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding.

J-78

White County Schools recognizes cyberbullying as bullying undertaken through the use of electronic devices; electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites; harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance.<sup>4</sup>

Behavior that facilitates or exacerbates harassment, intimidation, bullying, and/or hazing will not be tolerated under this policy. Facilitation includes behavior intended to prolong, expand, or escalate conflict including, but not limited to, delivering insulting or threatening messages on behalf of one of the parties involved, creating a video of interactions in which one student is being harassed, intimidated, bullied, or hazed by one or more other students, or disseminating information about such incidents via social networking sites and/or other telecommunications technologies such as telephones, cell phones, text messaging and camera phones.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.<sup>5</sup> Any allegations shall be fully investigated by a school administrator. Refer to Board Policy J-75 for complete details of grievance procedures.

The privacy and anonymity of all parties and witnesses to complain will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

### STUDENT DISCRIMINATION/HARASSMENT/BULLYING/CYBERBULLYING/INTIMIDATION

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. For information relative to levels of discipline, refer to Board Policy J-13.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary policies and procedures.

J-78 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the director of schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

The policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

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