

# Rose Hill K-8 School

Inspiration, Imagination, Innovation

## **STUDENT HANDBOOK**

**Dr. Teresa McSweeney, Principal**

**Melissa Helton, Assistant Principal**

**Jeannette Coleman, Instructional Coach**

2233 Beech Bluff Road

Jackson, TN 38301

Office Telephone: 731-423-6170

Fax Number: 731-423-6171

## ROSE HILL SCHOOL

### **Parent/Student Acknowledgement:**

Parent(s) or guardian(s) must sign and return this form stating they have received and reviewed the student handbook with their child/children.

By signing and returning this page I acknowledge that I have received and reviewed the student handbook with my child/children.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Dear Rose Hill Scholars and Families,

We are honored to have the opportunity to help facilitate academic success for your Rose Hill student(s). We cherish the sacred bond between educator and student and have worked hard to continually establish, revisit, and revise our policies, procedures, and guidelines to ensure consistency throughout your school experience at Rose Hill.

Our administrative team is committed to **instruction** and **learning** for every student. Please know that every decision we make and every action we take is for the sake of our students, for their physical, emotional, and educational well-being. With that as our goal, we respectfully request that you read this handbook and review each and every item with all family members, especially our students.

If you have additional questions, please visit the Jackson-Madison County Schools web site for a complete and detailed list and explanation of school board policies at [www.jmcss.org](http://www.jmcss.org). We appreciate the warm welcome so many of you have already shown us through social media, messages, and visits to school. You will see revisions and modifications to some of the policies outlined in this handbook and procedures within the school, and we appreciate your support and confidence as we strive to cultivate what we believe are the three most important pillars of learning: **INSPIRATION, IMAGINATION, and INNOVATION.**

Eagerly Learning & Serving,

Dr. Teresa McSweeney, Principal  
Melissa Helton, Assistant Principal  
Jeannette Coleman, Instructional Coach

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## **General Information**

Rose Hill School is a Pre-K through Grade 8 Title I School. The students at Rose Hill will be served by highly qualified and effective teachers and support staff. Our commitment is to establish high academic standards and expectations for all students. School hours are 8:15 a.m. until 3:15 p.m.

### **MOTTO**

Inspiration, Imagination, Innovation for every student, every day

### **MISSION STATEMENT**

The mission of Rose Hill School is to provide a quality education that prepares students both academically and personally to become independent and productive individuals in a diverse environment.

### **VISION STATEMENT**

Rose Hill K-8 School will, through inspiration, imagination, and innovation, become a Tennessee Reward School.

### **BELIEFS**

At Rose Hill School we believe that:

- (1) Our school decisions are based on learning and instruction, driven by scientific-based research and data gathered from all assessments.
- (2) Education is a continuous process involving students, parents and the community.
- (3) Every student's education will include academic, social, emotional, physical, and moral growth.
- (4) The faculty and staff will challenge all students to think critically and creatively at every level.
- (5) We will provide a safe, clean and comfortable school environment for learning.
- (6) Teaching styles will address the learning styles of each student by using a variety of strategies, technology and various methods of instruction and assessments.
- (7) The faculty and staff should continue to grow professionally.
- (8) A strong relationship with open communication, both written and oral, shall exist between all stakeholders: the home, our school and the community.
- (9) We will manage fiscal and physical resources for all funding.

### **SCHOOL COLORS AND MASCOT**

Our school colors are maroon, black and white. Our mascot is the Raiders.

## **ABSENCES (See Board Policy 6.200)**

### **JMCSS Board Policy 6.2**

Each time students are absent from school they are missing very important learning time in the classroom. It is important that students attend school daily. Absences are classified as either excused or unexcused as determined by the Principal or Assistant Principal. Each time a student is absent, the parent or guardian **must** send a note (the next day) with an explanation for the reason for the absence. The note must be dated with the student's full name.

Any time a student is absent from the school day, the parent should notify the school office that morning along with sending a note explaining the reason for the absence the following day. Excused absences are granted for personal illness, illness of immediate family members or death of a family member, extreme weather conditions, family emergency, religious observances, or circumstances, in the judgment of the Principal or Assistant Principal which create an emergency over which the student had no control, or school related activity. Three to five consecutive absences require a doctor's statement. Any other reason is considered unexcused.

If a student is K-5 (ages 6-12) and absent 10 days unexcused, a referral should be made to the Department of Children Services for Educational Neglect at (1 (877) 237-0004 Ms. Henning will follow up with the department as to the status of each case. (At the Principal, Assistant Principal or School Counselor's discretion)

## **ABSENCES/TARDINESS Any student arriving to school late misses valuable instructional time and information.**

All students are expected to be in their classrooms by 8:15 a.m. Teachers will begin classroom instruction immediately following the National anthem and morning announcements. A student is considered tardy at 8:15 a.m. **Students arriving late to school must have an adult report to the office to sign the student in and pick up a late slip before reporting to homeroom.** A Parent-Principal Meeting will be required for students who are excessively tardy or accumulate unexcused tardies.

## **ACTIVITIES**

A very important part of the development of young people comes from their participation in activities other than academic classes. We encourage students of Rose Hill School to take advantage of the social experiences available in the wide variety of interests represented in the activities and athletics of our school:

**Activities:** Art Club, Band, Beta Club, Drama Club, Chorus

**Athletics:** Cheerleading, Cross Country, Boys/Girls Soccer Football, Tennis  
Boys/Girls Basketball, Boys/Girls Track, Girls Softball, Girls Volleyball

No school shall permit a student to become a member or participate in any activities of a club or organization if the parent or legal guardian of such student has tendered a written

communication prohibiting such student from such membership or participation. In order to be valid, the written communication shall be signed and dated by the parent or legal guardian.

**Art Club (Grades 4 -8)** – Our mission is to provide every student with the opportunity to further their visual art skills outside of the regular classroom setting. Students will try-out for Art Club in August and in January. There is no fee for Art Club. The materials are provided that students need to participate. Art Club meets weekly.

**Beta Club (Grades 5-8)** is a nationally recognized independent, non-profit, educational youth organization committed to recognizing high academic achievement, nurturing worthy character, fostering leadership skills and service to others. The four principles we stress are as stated in the National Beta Club's Mission Statement:

**Achievement** – Recognizing and honoring high academic achievement

**Character** – Preparing young people for life and empowering them to be successful

**Leadership** – Developing the leaders of tomorrow

**Service** – Demonstrating our motto: Let Us Lead by Serving Others

Throughout the school year we volunteer for various service projects in school and the community, hosts monthly meetings, and plan for field trips, etc. Beta Club at Rose Hill rewards meritorious achievement to students **who maintain the grade of "A" in all subjects and has no disciplinary infractions**. Beta Club has an induction ceremony each year for new coming members usually in September. For additional information, please talk with the school counselor.

**Drama Club** – The Rose Hill Players Drama Club brings together students who share a passion for theatre and performing arts. The club promotes learning about theatre mainly through productions, but also through other art activities. It also strives to foster appreciation of all forms of the performing arts. **Fees/Costs:** The Rose Hill Players Drama Club is a self-sustained club and receives no school funding. Ticket sales are the main source of revenue. Participation is basically free although cast members occasionally incur costs when finding necessary costumes, accessories, or props. Cost: \$5.00-\$10.00

**Membership and Meetings:** Membership is open to all Rose Hill students who share the club's goal of promoting awareness of theatre and performing arts in school and in the community. Currently, the Rose Hill Players are composed of the cast members of the current production. At times there are regularly scheduled meetings, but generally Rose Hill puts on one play in the fall and one in the spring.

**Band** – The Rose Hill Band brings together students who share a passion for performing arts. The club promotes learning about music mainly through concerts, but also through other band activities. It also strives to foster appreciation of all forms of the performing arts.

**Fees/Costs:** The Rose Hill Band is a self-sustained club. The only cost to participate in Band is the purchase of an instrument.

**Cheer** – The mission of the RHS Cheer squad is to encourage school spirit. The purpose of the RHS Cheer squad is to uplift self-esteem while empowering students to become strong community leaders.

**Fees/Costs:** The approximate cost to participate in Cheer is \$700.00. This cost includes uniforms, and competition fees.



**Sports** – The purpose of the sports program at RHS is to provide a positive athletic experience for all student athletes, coaches, parents, and fans. RHS athletic programs aim to instill in our student athletes that their participation in these extra-curricular teams is a privilege, not a right. With this understanding, we strive to develop a high level of competition without losing sight of educational values, such as sportsmanship, dedication, hard work, determination, commitment, team-work, scholastic achievement, and a strong sense of respect for self and others.

## **ADMISSIONS**

Any student entering school for the first time must present:

- (1) A valid birth certificate (must be 5 years old on or before September 30<sup>th</sup> of the school year).
- (2) Evidence of a current medical exam.
- (3) Evidence of state required immunizations.
- (4) Child's social security number.
- (5) Three proofs of current address.

Students transferring from other schools must have:

- (1) Proof of previous school attendance.
- (2) Evidence of state required immunizations.
- (3) Child's social security number.
- (4) Three proofs of current address.

## **ARRIVAL**

The doors open at 7:45 a.m. for car riders. Buses will unload at 8:00 a.m. For your student's safety, do not drop them off unattended before 7:45 a.m. All students are expected to be in their classrooms by 8:15 a.m. Morning work begins immediately following breakfast. **Note:** All students are encouraged to walk alone to their classroom after the first week of school to promote independence.

## **ASSESSMENTS/TESTING/UNIVERSAL SCREENING**

**AIMSweb is a universal screening**, progress monitoring, and data management system that supports Response to Intervention RTI<sup>2</sup> and tiered instruction. AIMSweb uses brief, valid, and reliable measures of Reading, Math, and writing performance for grades K-12. It is used to assess Reading, Language Arts (spelling and writing), Math, Early Numeracy, and Early Literacy Skills. AIMSweb is given three times per year. (Beginning, middle, and end of the year.)

**TNReady** is part of the **Tennessee Comprehensive Assessment Program (TCAP)** and is designed to assess true student understanding, not just basic memorization and test-taking skills. It is a way to assess what our students know and what we can do to help them succeed in the future. Students in third through eighth grade take TNReady assessments in English Language Arts, Math, Science and Social Studies at the end of each school year. Dates for this assessment may be found of the school or district website.

Additional assessments (tests, quizzes, etc.) are administered by classroom teachers throughout the school year.

**ATTENDANCE (See Board Policy 6.200)/TARDINESS**  
[JMCSS Board Policy 6.2](#)

***Every minute that your child is absent from school, your child will miss valuable instruction necessary for his/her academic progression and educational success.***

Regular attendance is a **law** by which parents are held accountable because our teachers cannot teach an absent child. Students are expected to attend school each day that school is in session. **All students should arrive and be seated in their classrooms by 8:15 a.m.**

Students should remain in school for the **entire day**. Appointments should be scheduled after school hours and on school holidays whenever possible. If a student has a scheduled appointment that must occur during the school day, parents are to send a written excuse and/or obtain a doctor's statement.

Students absent from school must bring notes from parent/guardian explaining the reason for being absent. Note(s) should be brought on the first day present after being absent. Students should bring notes to the classroom teacher. Notes are kept on file by the attendance secretary.

Any student who reports to class after being turned in as absent must come by the office and receive an admit slip. If they do not come by the office, they will be counted absent for the day. Students signing in after 11:45 a.m. or leaving before 11:45 a.m. will be counted absent for that day. Students must attend school at least **3 ½ hours per day**.

**ATTENDANCE POLICY SPECIFIC TO THE STATE DEPARTMENT OF SAFETY**

Students under eighteen (18) years of age, who lack a diploma or certificate of graduation from high school, must be enrolled in school and making satisfactory progress in order to obtain or retain a driver's permit or license. For the purposes of this section only, satisfactory progress is defined as having no more than ten (10) consecutive or fifteen (15) total unexcused absences in a semester and passing at least two (2) full units per semester (3 courses in middle grades).

**GRADES K-8**

1. Attendance records as they relate to skills mastery may be used in determining the awarding of grades or the passing of a course or promotion and retention.
2. All missed assignments or tests (whether from excused or unexcused absences) may be made up. The teacher is responsible for providing all missed assignments. The student or parent/ guardian may make the request for make-up work during the period of absence, or on the day the student returns to school. A teacher's instructional time may not be interrupted by these requests; however, information regarding makeup work will be provided within two (2) days. The student will have a minimum of two (2) days per day absent to complete the make-up work.

3. Each school will establish an Attendance Review Team for intervention purposes. This team will consist of the Principal or Assistant Principal, School Counselor, and a minimum of one teacher.
4. This team will review a student's attendance record after a maximum of ten (10) absences and/or tardies and discuss intervention strategies to reduce absenteeism. When appropriate, the team will refer parents to community resources to assist in alleviating problems creating truancy.
5. Any administrative decision regarding attendance may be appealed to the director of schools and ultimately to the Board. The appeal may be made in writing to the director of schools within five (5) school days following the action or the report of the action, whichever is later.

### **AWARDS and HONORS**

Students receive special recognition at school throughout the school year. Awards are given in specific areas. Ribbons are given at the end of each 9 week grading period. Yearly, awards are given on a designated Awards Day which is scheduled the last week of school. The awards received are:

**Academic Excellence Award**

**Principal's List/Honor Roll**

**A/B Honor Roll**

**Athletic Awards (Each Sport)**

**Citizenship Award**

**Raiders on the Right Track**

**Duke Talent Search Recognition**

**Most Improved Student**

**Outstanding Student (Each Subject)**

**Perfect Attendance**

**Presidential All-American Fitness Award**

**Principal's Award**

**Raider's Award**

### **CAFETERIA/FOOD SERVICES**

All of the students at Rose Hill School are offered breakfast and lunch daily at no cost (free) regardless of their household's economic status. Breakfast will be served in the classrooms from 8:00 a.m. until 8:15 a.m. Parents/Guardians are welcome to eat with their students. In some cases we will ask students with visitors to eat at the faculty tables. Visitors should dress in appropriate attire similar to school student and/or faculty dress code. Reservations are only needed on the following designated days (if applicable): Grandparent's Day Lunch, Mother's Day Luncheon, and Thanksgiving and Christmas Lunch.

Please do not bring treats or food from outside vendors to the students during lunch. Visitors are asked to check in the office prior to going to the cafeteria and must pay for their lunches in the cafeteria and to wear a visitor's badge or tag. Parents/guardians should check with the child's teacher to receive lunch times and for a complete list of breakfast/lunch prices/costs.

This institution is an equal opportunity provider.

### **BREAKFAST and LUNCH PRICES**

Meals and beverages sold or served at school meet state and federal requirements. Breakfast is served in the classroom /homeroom to all students at no cost to students. Additional item prices are as follows:

Staff Lunch	\$2.50
Visitor Lunch	\$3.00
Adult Breakfast	\$1.50
Thanksgiving and Christmas Visitor Lunch	\$4.50
Second Student Lunch	\$2.00
Lunch Entrée (a' La Carte)	\$1.75
Roll or Bread	\$0.30
Extra Milk or Juice	\$0.40
Vegetables	\$0.60
French Fries	\$0.80
Fruit	\$0.60
Drinks	\$0.75-1.25
Ice Cream	\$0.75-1.00
Desserts	\$0.75
Cookie	\$0.35 each

### **BUS TRANSPORTATION, RULES AND CONDUCT (See Policy 6.308)**

[JMCSS Policy 6.308 Bus Conduct](#)

Riding the bus is a privilege. Our utmost concern is the safety of the students and the driver. Students should board the bus in an orderly manner, sit down, and remain seated until the bus has come to a stop and it is time to exit. It is the responsibility of each family to review these rules with their children.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

[JMCSS Board Policy 6.312 Electronic Devices](#)

JMCSS Board Policy 6.312 states that “students may not display, use or have on or in an operational mode any electronic device. Such devices include but are not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; any mobile telephone, cellular telephone, laptops, tablets, mp3 players, laser pointer or pen or any other type of telecommunications or imaging device during school day hours. However, a teacher may grant permission for the use of these devices to assist with instruction in the classroom, and teachers are encouraged to integrate the devices into their course work. Students must store any electronic devices in the school office or in vehicles, backpacks, purses, pockets or carry-alls so that the devices are not visible during the school day. Electronic devices which are visible during school day hours will be presumed to be on and operational and in violation of this policy.

We caution families that we are not responsible for lost or stolen electronic devices.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

It is extremely important that the school maintain up-to-date phone numbers and addresses for all students. Please notify the school immediately if you have a change of address or telephone number during the school year.

### **CHECK-OUT PROCEDURES**

Parents/Guardians wishing to pick their child up early must come to the office and sign them out at the front counter. Office personnel will help with this. Anyone other than a parent/guardian needing to sign a student out must have written permission from the parent/guardian and a phone number to verify this pick up. All persons signing a student out will be asked for picture identification – **NO EXCEPTIONS**. No child will be allowed to leave the school without this important information being presented. Students miss valuable instructional time when they leave school early, so we ask that you limit appointments during school as much as possible. Thank you for your cooperation. **STUDENTS CANNOT BE CHECKED OUT BETWEEN 2:45 – 3:15 UNLESS THERE IS AN EMERGENCY.**

### **CHILD ABUSE AND NEGLECT**

[JMCSS Board Policy 6.409: Child Abuse and Neglect](#)

Per school board policy, all school personnel shall be alert for any evidence of child abuse or neglect and shall immediately and without investigation report any knowledge or suspicion that a child may be a victim of abuse or neglect. The report shall be made to law enforcement or to the Department of Children's Services.

### **CLASSROOM PARTIES/TREATS**

[JMCSS Board Policy 6.411: Student Wellness/Nutrition](#)

There are three scheduled classroom parties allowed per year; Christmas, Valentines, and End of the Year. Parties are scheduled from 2:00 p.m. – 3:00 p.m. Healthy classroom snacks or treats may be brought at other special times such as holidays or students' birthdays; however, always make arrangements prior to sending treats to school with your student's teacher. You will need to check in at the office, and an office staff member will take the snacks to the classroom. Parents who are not registered with the district as a volunteer will not be permitted to go to classrooms during the instructional day.

**IMPORTANT:** Please adhere to the school board policy for healthy snacks and check with your child's teacher about students in the class with allergies such as peanut allergy. Do not send snacks such as cupcakes on the school bus.

**Party Invitations:** Invitations to private parties will not be handed out at school unless the entire class is invited. Class phone numbers or addresses cannot be given out without parent's permission.

## **CONFERENCES**

We welcome your requests for conferences to help keep you informed and involved in your child's education. Team conferences will be arranged by the team leader or by the Principal, Assistant Principal or School Counselor. Conferences with an administrator may be scheduled between 8:30 – 2:30. Please respect our needs to start and end the day efficiently. Call 423-6170 to schedule an appointment.

Parent-Teacher Conference days are scheduled each year in the fall and spring. However, a teacher may find it necessary to ask a parent to come to school for a conference. We strongly encourage frequent communication between parents and teachers.

## **CORPORAL PUNISHMENT/PADDLING** (School Board Policy 6.314)

### [JMCSS Board Policy: Corporal Punishment](#)

Corporal Punishment is prohibited in the Jackson-Madison County School District.

## **CRISIS MANAGEMENT** (School Board Policy 3.203)

### [JMCSS Board Policy Crisis Management](#)

The principal of each building shall be responsible for the development of emergency procedures which shall be distributed to building employees, parents, and members of the Crisis Team. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school.

## **CURRICULUM**

Rose Hill School offers instruction in Reading, Math, English, Science, Social Studies, Computer, Physical Education, Library and Reference Skills, Handwriting, Art, and Music. Programs are provided for students with special needs including those who have speech learning impairments and those who are academically talented and gifted. Academic support services are available for all students. The school library supplements the curriculum with many varied resources. Enrichment activities are offered throughout the school year.

All students have at least 2 hours of structured Physical Education each week. Students not participating in Physical Education classes will be required to send a written explanation and a doctor's statement.

The school counselor is available to provide group instruction, individual counseling, and/or assist any student or parent. A school psychologist is available upon request for testing students, providing special counseling to students and to work with parents who have special concerns about their student(s).

## **DISMISSAL**

Dismissal time is a very busy time of day for teachers and office staff. **Please do not request dismissal of your child during the last 45 minutes (2:45-3:30) of the school day, if possible. In the event a student has to be dismissed from school (emergency situation), parents are required to come into the school office and sign the student out.**

It is important to discuss with students, before they leave home, where they are to go after school. Since it is difficult to identify parents over the phone, the school will, in extreme cases only, allow a student to change procedures for going home based on a phone call. When a student is to be transported in a different manner or if someone other than a parent/guardian is to pick up a student from school, **a written notice explaining any changes must be sent to school with a contact phone number.**

School is dismissed beginning at 3:10 p.m. with car riders. Car riders are dismissed from the side parking lot near the playground area. Every effort should be made to pick up students at dismissal. School staff will assist the students as they move to vehicles in the afternoons.

Students who ride the school bus will be dismissed to their bus at the end of the instructional day from their classroom. Buses are called beginning at 3:15 p.m. The order of buses may vary daily. Occasionally there is a late bus. If your child is more than 30 minutes late arriving home from their bus ride, please call the office or the bus garage at (731) 664-2500.

ALL students must be picked up from the school by 3:30 p.m. ***A note must be sent when a student is to be transported in a different manner of if someone other than the parent or guardian is to pick him/her up from school.*** If no communication is received from the parent/guardian, the student will go home as they normally do in the afternoons.

### **DOCTOR OR DENTIST APPOINTMENTS**

Parents are expected to make every effort possible to schedule doctor and dentist appointments outside the uninterrupted reading and math times. Appointments should be scheduled after school hours and on school holidays whenever possible. However, if a student has a scheduled appointment during the school day, parents are to send a written excuse and/or obtain a doctor's statement. Regular doctor or dentist check-ups/appointments are not excused absences.

### **EARLY DISMISSAL (WEATHER RELATED/EMERGENCIES)**

No student will be released during school hours to anyone other than parents or their properly identified contacts. **Early dismissal accumulates toward days absent from school.** Students should be signed out early for valid reasons **ONLY**. Teachers and students are engaged in instructional activities until dismissal time. Please help us by not interrupting class unless it is an emergency. In case of an emergency, parents must go directly to the office and sign their student out. The office will contact the classroom teacher and the student will report to the office. Students will not be released by the teacher unless directed to do so by the school office.

All students are expected to stay at school all day, every day. Only authorized persons (those persons listed on a student's registration) will be allowed to sign a student out. These persons must be 18 years or older.

### **E-MAIL**

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All

data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

### **EMERGENCY INFORMATION**

In case of an emergency, each student is required to have on file:

- (1) Parents/Guardians name
- (2) Complete and up-to-date home address
- (3) Home and work telephone numbers of parents/guardians
- (4) Emergency phone numbers of a friend or relative
- (5) Doctor's name and telephone number
- (6) Medical alert information
- (7) Authorized persons allowed to pick-up student(s)

***(NOTE: IF ANY PERSONAL INFORMATION CHANGES DURING THE SCHOOL YEAR, IT IS VITAL TO PROVIDE THE CORRECTED INFORMATION TO THE SCHOOL OFFICE IMMEDIATELY.)***

### **EMERGENCY PROCEDURES**

Rose Hill School maintains and regularly practices emergency drills and procedures for the following: fire, tornado, earthquake, bomb threats, and lockdowns (intruders).

### **EMERGENCY SCHOOL CLOSINGS/CANCELLATION OF SCHOOL**

#### **[JMCSS Board Policy School Closing](#)**

Cancellation of school, the delayed opening or early dismissal of school will occur at the direction of the Superintendent unless life threatening emergencies occur. Tune to local radio and television stations for information on altered schedules. Depending on the timeliness of the delay, cancellation or release, the student "all-call" messaging system will be used to notify parents and/or legal guardians.

If for any reason school is cancelled or dismissed, you will be notified through the district's phone messaging system, local television, radio, and news media. In case of school closing or being cancelled due to snow or inclement weather, please tune in to the local television and radio stations for information. (See Policy 1.801)

**ENRICHMENT/GIFTED (GEMS)** The Jackson-Madison County School System has the GEMS program available to students who are high academic achievers.

**GEMS** – Gifted Education in Madison County Schools: This Special Education program addresses high academic achievers who meet the State of Tennessee criteria. The program for high achievers, whose needs go beyond what the general education class can meet, is the GEMS Program.



## **FIGHTING**

Fighting is not tolerated at Rose Hill School. A violation of this rule will result in suspension from the school and a call to parents to come to pick up the student(s) involved.

## **FLOWERS and BALLOONS**

Neither flowers, nor stuffed animals, toys, nor balloons may be delivered to the school for students.

## **FOOD/DRINKS/GUM**

Students may not take food or drinks into their classrooms at any time.

***Food and drinks brought for lunch must be nutritional.***

**No carbonated drinks such as Coke, Dr. Pepper, energy drinks, etc. may be brought to school.** Gum and candy is not allowed at school. The exception for gum and candy in school will be special permission granted by the teacher or Principal/Assistant Principal. Parents are not allowed to bring fast food items to students at school.

## **GRADING, REPORTING TO PARENTS, AND REPORT CARDS**

[JMCSS Board Policy: Grading System](#)

[JMCSS Board Policy: Reporting Student Progress](#)

Grades are recorded daily for each core subject. Parents are encouraged to use Power School to regularly and routinely monitor your child's progress. Progress reports are sent home each 4 ½ weeks. Report cards are distributed every nine weeks. A student is graded against grade level objectives/state standards. Parents of elementary students will receive weekly graded papers from teachers to keep you informed of your child's progress in class. **Note:** Please notify the Principal/Assistant Principal if weekly signed papers have not been received. We encourage parents/guardians to review graded papers, homework, progress reports, and report cards with students. If questions arise or if there are concerns regarding your child's academic performance, grading or conduct marks, please address them with the teacher.

Subject area grades shall be expressed by the letters A, B, C, D, and F and corresponding numerical values (A/96) with the exception of grades 1 and 2 Science and Social Studies which shall be expressed by the letter S to signify Satisfactory and the letter N to signify Needs Improvement.

Conduct grades shall be marked S for Satisfactory or N for Needs Improvement. **(See Policy 4.600)**

## **GRADING SYSTEM**

The numeric value of letter grades for core subjects shall be as follows:

**A----93 – 100**

**B----85 – 92**

**C----75 – 84**

**D----70 – 74**

**F----Below 70**

A numeric grade of **seventy (70)** is required for a passing mark in the core subject areas of language arts/reading, mathematics, science and social studies. A student passes or fails on a yearly basis.

**Kindergarten** will employ a standards based rubric progress report consistent with the state kindergarten curriculum as it addresses the common core standards. The key used will be as follows:

4 = Exceeding Expectations

2 = Working Towards Expectations

3 = Meeting Expectations

1 = Not Meeting Expectations

**Grades 1 through 5** subject area grades shall be expressed by the letters A, B, C, D, and F with corresponding numerical values (A/96) with the exception of grades 1 and 2 science and social studies which shall be expressed by the letter S to signify Satisfactory and the letter N to signify Needs Improvement.

**In Grades 1-8, test grades will count for 60% of grades and daily grades including quizzes will count for 40%.**

Conduct is based on student behavior and shall not be deducted from scholastic grades to determine grades. Attendance records may be used in determining the awarding of grades or the passing of a course or promotion or retention.

For students in **Grades 6 through 8**, the method of determining grades will be presented to each student at the beginning of each course. All grades, including semester and final exams, will be expressed numerically. Attendance may be used as a basis to determine a student's grade. Students must pass three of the four subjects in order to be promoted to the next grade. A numerical/letter grade will be assigned to P. E. and Encore classes, but these subjects are not included in the academic core.

(Grades 6-8 will count all midterm exams as 1/5 of the fall semester grade. TCAP will count as 15% of the spring semester grade. (State Law)

Note: Cheating is a serious compromise of a student's integrity and will not be tolerated. The Principal/Assistant Principal will determine academic consequences in the event that a student is found to have plagiarized or cheated on an assignment, test, quiz, or other academic activity.

## HOMEWORK

The main goal of assigning homework is the development of effective and independent study skills. Homework is an extension of the instruction that has taken place in the classroom during the day. Homework is very important! Please encourage your student to take it seriously.

All students are expected to complete their homework assignments(s) as required by their teacher. As a rule, homework should not require more than one hour to complete.

Occasionally, longer projects may require some home study over several evenings. **PLEASE supervise and check homework each night.** Failure to complete homework will affect the student's daily grade which in turn could affect the final grade. Repeated problems may result

in denial of activities, or being placed in ISS. Homework will be not be assigned on Wednesday unless the student has incomplete classroom work.

### **INTERNET ACCESS**

The Board of Education supports the right of staff and students to have reasonable access to various information formats and believe it incumbent upon staff and students to use this privilege in an appropriate and reasonable manner. A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. **(See Policy 4.406)**

### **INTERSCHOLASTIC ATHLETICS/HOME SCHOOL – GRADES 6-8 ONLY**

Please review the district's policy regarding athletic eligibility and participation.

**[JMCSS Board Policy 4.301: Interscholastic Athletics](#)**

### **LOCKDOWNS**

Rose Hill School, in collaboration with the Jackson Police Department and the Madison County Sheriff's Department, has developed a Critical Response Plan. Lock-downs will be handled in accordance with the critical response plan. Each teacher will be trained to handle all situations found in this plan.

### **MEDIA ACCESS**

School administrators shall be authorized to grant permission and set parameters for media access to students. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. **(See Policy 6.604)**

### **MEDICATIONS**

School Board Policy requires a doctor's written explanation before authorized school personnel can administer any medication to students. A form to be completed by your doctor is available in the school office which is placed in the child's file. The medicine can be administered from the office or by the school nurse or authorized personnel. We do not provide students with any over-the-counter medications. **(See Policy 6.405)**

### **NURSE**

The school nurse is in the building daily. She is here to administer first aide, attend to illnesses of students, and for emergencies. Parents/guardians of students who become ill at school will be called to pick up the student. Any student with contagious diseases or conditions such as pink eye, ringworm, chicken pox, impetigo, head lice or nits will be sent home from school and must remain there until the disease is no longer contagious. A note or letter will be sent home with the students notifying parents.

## **PROMOTION AND RETENTION**

### [JMCSS Board Policy 4.603: Promotion and Retention](#)

Promotion and retention are based on evaluation of academic, physical, social, and emotional growth of the students during the school year. Some of the reasons for retention may be: grade specific skills or abilities below appropriate grade level, indifference or lack of effort by a capable student, physical or social immaturity, or frequent absences. In the State of Tennessee, the final decision to promote or retain a student is made by the classroom teacher and Principal.

## **PTA**

The Parent-Teacher Association is an integral part of our school operation. Strong parent participation is encouraged. Faculty and staff are to set the example by joining the PTA and being actively involved.

## **RECORDS**

### [JMCSS Board Policy 6.601: Student Records](#)

School records are maintained for every student. These records are accessible, by law, only to a child's legal guardian. Information included in these records may not be released without written parental consent. When a student transfers to another school, a transcript of grades and the cumulative record will be forwarded to the new school.

## **RESPONSE TO INTERVENTION (RTI<sup>2</sup>)**

RTI is both a process of helping struggling students succeed and model used to determine eligibility for special education services (Specific Learning Disability). RTI focuses on how a student responds to a specific intervention. Tier I interventions are delivered to the full class, and is an assurance that a research-validated core curriculum and differentiated instruction is used to meet individual learning needs. Tier II interventions are delivered to students who are not progressing in Tier I. Specific interventions are provided to a small group of students with similar skill deficiencies and progress monitoring is provided frequently to determine if interventions are working. Tier III interventions provide interventions with greater intensity with either more time or in a smaller group setting. Progress monitoring is performed for each tier. Tier III progress monitoring is provided weekly to determine if interventions are working and progress is documented. RTI<sup>2</sup> is mandated in the State of Tennessee.

## **ROLE OF OUR PARENTS/GUARDIANS**

Parents/guardians are expected to take an equal responsibility with the teacher for their child's achievement academically as well as for their behavior; be active participant in school events and activities; work with the faculty and staff to support student learning at school and home environment. As a parent/guardian we welcome you and encourage full acceptance of our parent involvement plan and encourage you to take advantage of the opportunities offered through our PTA, parent meetings, workshops, etc.

## **SCHOOL COUNSELOR**

Our school counselor provides group instruction and individual counseling to students. The counselor welcomes the opportunity to talk with any student or parent.

**SCHOOL PICTURES**

Individual and/or class group pictures will be taken during the school year. Announcements will be sent home to parents prior to pictures being made.

**SCHOOL SUPPLIES**

Teachers will provide a list of supplies that students will need throughout the school year. Parents are expected to provide basic school supplies for their child.

**TEXTBOOKS AND LIBRARY BOOKS**

Textbooks and library books are loaned to students for their use during the school year. Students will be able to check out library books throughout the school year. Textbooks and library books should be kept clean and handled carefully. Parents are responsible for lost or damaged textbooks and library books. (See Policy 4.401, 6.709)

**TITLE I**

Rose Hill School is a Title I schoolwide program. All students benefit from Title I federal funding. Title I funds also may be used to provide parent meetings and/or workshops, conferences etc.

**TOYS/DVD's/GAMES/CANDY/GUM**

Toys, DVD's, games, gum, and candy are not allowed at school or on the school bus. Any of these items brought to school will be collected and the parent notified to pick the item(s) up.

**TELEPHONE USAGE**

The telephones at Rose Hill School are business phones and are used for emergencies only. Students without a pass issued by their teacher will not be allowed to use the phone. Materials, band instruments, homework, and textbooks are not considered emergencies. Only in urgent situations should a student be called at school. Messages will be given to a student only if they are from a parent or guardian. Students will not be called out of class except in emergency situations.

**VISITORS**

Parents, community members and relatives of staff members are invited to visit the campus at any time. All visitors to Rose Hill must check in at the front office immediately upon entering the building to sign in to obtain a printed visitor's pass. The visitor's pass must be worn at all times inside the building. Visitors are not allowed in classrooms or instructional areas without administrator approval.

### Common Expectations for Rose Hill

We are **RAIDER READY**.

R- **RULES**. I will remember the rules.

E- **EDUCATION**. Everyone deserves the best education.

A- **ACTIONS**. My actions will focus on learning.

D- **DO-Do NOW**. Do what is best for learning Now.

Y- **YOU** are loved at Rose Hill School.

### Common Expectations for Learning

**S**-Sit Up

**A**-Ask and Answer Questions

**L**-Listen, Lean forward

**N**-Note Key Information

**T**-Track the Talker

### **RULES FOR SUCCESSFUL LEARNING**

- (1) I will do what I am asked, the first time I am asked, by any adult in this school.
- (2) I will RESPECT all people, do good deeds, and say good things.
- (3) I will be prepared for class and do my best at all times.
- (4) I will walk quietly from place to place, in a straight line.
- (5) I will tell the truth at all times.

**DISCIPLINE PHILOSOPHY**: Discipline is an attitude which begins at home is reinforced at school, and is applied through life. The faculty, staff, and students of Rose Hill School believe quality discipline is everyone's responsibility. Our school has developed a schoolwide discipline plan in accordance to the discipline policy adopted by the Jackson-Madison County School Board and follows all discipline policies as mandated.

[JMCSS Board Policy 6.300: Code of Behavior and Discipline](#)

[JMCSS Board Policy 6.301: Rights and Responsibilities](#)

[JMCSS Board Policy 6.302: Procedural Due Process](#)

**O Students must respect all faculty and staff. Breaking this rule will result in a conference with the Principal/Assistant Principal, faculty or staff member, and student's parents and suspension from school. (See Policy 6.316)**

### **ALTERNATIVE SCHOOL**

Students that refuse to abide by the rules and regulations imposed by the school board, and Rose Hill Middle School, may be referred to the Parkview Learning Center by school administration. This school provides an alternative educational setting for those struggling to meet positive behavior guidelines. Students referred to PLC will be withdrawn from their zoned school and will no longer be allowed to participate in extra-curricular activities: sports, band, etc.

### **ZERO TOLERANCE OFFENCES**

#### [JMCSS Board Policy 6.309: Zero Tolerance Offenses](#)

Weapons, Drugs, Assault

Any student committing assault upon any teacher, principal, administrator, or any other employee of a local education agency shall be expelled for a period of not less than one calendar year.

#### **BULLYING, Cyberbullying, Discrimination**

#### [JMCSS Board Policy 6.304: Discrimination/Harassment/Bullying](#)

In accordance with Jackson-Madison County School Board policies, Rose Hill school will maintain a safe, civil, and supportive environment for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

### **BUS TRANSPORTATION, RULES and CONDUCT/MISBEHAVIORS (See Policy 6.308)**

Riding the bus is a privilege. The privilege may be removed if infractions are serious and/or repetitive. The school bus is viewed as an extension of the classroom. Failure to observe school bus rules will result in disciplinary action and suspension from the bus. Of the utmost concern is the safety of the students and the driver. A list of bus rules are provided at the beginning of the school year. Extra copies are available upon request. It is the responsibility of the parents/guardians to review these rules with their children. Students should board the bus in an orderly fashion, sit down and remain seated until the bus has come to a stop and it is time to exit. The following consequences shall occur when student misbehaviors result in disciplinary referrals by transportation personnel to the school Principal or Assistant Principal.

### **CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT**

#### **DISCIPLINE REFERRAL**

Students who do not follow the school rules outlined in the Code of Student Conduct may be issued a discipline referral which will be processed by the Principal or Assistant Principal. Parent contact will be made and a consequence will be enforced. The discipline referral is then placed in the child's permanent school record.

### **ISS (IN-SCHOOL SUSPENSION)**

When a student violates a rule/s of the Code of Conduct the consequence may be ISS. In-School Suspension requires the student to report to one designated teacher for the entire day. The student will complete course work from his/her teachers, as well as a packet of TCAP practice material. ISS rules are strictly enforced. Students that cannot abide by ISS rules may be subject to Out-of-School Suspension.

### **OSS (OUT-OF-SCHOOL SUSPENSION)**

When a student violates school board policy, he/she may be assigned OSS. Parent/guardian is responsible for picking the student up from school at the time of suspension and for keeping the OSS student home for the duration specified by the school administrator.

### **CARE OF SCHOOL PROPERTY**

Students should not mark school furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. They are not to tamper with fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be referred to the proper law enforcement agency.

### **CARE OF TEXTBOOKS**

Students are responsible for loss or damage regardless of circumstances. If textbooks are lost or misplaced, they must be paid for before a new book will be issued. If the original book is found, the money will be refunded.

### **DRESS CODE**

[JMCSS Board Policy 6.310: Dress Code](#)

**All students must follow the Jackson-Madison County School System Dress Code Policy.** Those in violation will be: warned, parent/guardian will be called and the student will be given an opportunity to change or make the appropriate clothing adjustment.

**If a student does not comply with the dress code, he/she will be placed in In-School Suspension. After the third dress code violation, the student will be sent home to serve Out-of-School Suspension.**

#### **Shirts**

- **Must be polo style** – collared – black, white, or maroon – short or long sleeves (sleeves must cover the shoulder)
- **No writing, logos, or any type of design should be on the shirt** (except a school issued shirt)
- **No sweatshirts**



- No holes, rips, or cuts of any kind are allowed
- Shirts **must remained tucked in at ALL times**
- Sized to fit
- Turtlenecks are allowed if they are black, white, or maroon and are worn under a polo
- **No underwear, undershirts, or camisoles are to be visible**

### Pants

- **NO JEANS**
- All pants must have belt loops
- All pants must be flat fronted or pleated – khaki, navy, or black in color
- Capri pants are allowed but must be flat fronted or pleated – khaki, navy, or black in color
- **No cargo pants** or pants with deep pockets in the front or back
- **No writing, logos, or designs should be anywhere on the pants**
- No holes, frayed cuffs, cuts, or rips of any kind are allowed
- Pants must fit – not skin tight – not sagging and must be **worn at the waist**
- Underwear may never be visible
- Tights may be worn, but must be black and skirts must be knee length

### Belts

- Must wear a **black or brown** belt with a silver or gold buckle – must be kept at the waist
- **Buckle no larger than 2x2 square** and no specialty, oversized, logos, or wording allowed

### Jackets/Sweaters/Hoodies

- Sweaters may be worn, but must be **solid** in color (black, white, or maroon) with no logos, designs, or color variations.
- Jackets and hoodies may be worn, but must be solid in color (black, white, or maroon). Jackets and hoodies may **never** be worn inside the school building.

### Other Information

- No items with spikes, large chains, key chains or other objects may be worn
- Students may not have **piercings** other than the earlobe
- No hats, caps, do-rags, or bandanas may be worn in the building
- No sunglasses or other non-prescription glasses may be worn
- No bracelets, rubber bands, necklaces, etc. may be worn
- **Backpacks, string bags, and purses must** remain in student lockers throughout the day.
- **T-Shirts worn underneath polo shirts must be black, white, or maroon and must not be visible.**

**\*Students must arrive, remain, and depart school in dress code.**

## **DRUG FREE SCHOOLS/STUDENT ALCOHOL AND DRUG TESTING**

**(See Policies 6.309, 6.3071)**

Any student who brings or unlawfully possesses any narcotic, stimulant, or prescription drug on school property, on a school bus, or while attending any school activity or event, shall be expelled for a period of not less than one calendar year, except that the director or superintendent modify this expulsion on a case by case basis.

## **PROFANITY**

Profanity is strictly prohibited at school or on the bus. **(See Policy 6.316)**

## **RULES IN THE CAFETERIA**

Students are expected to display good conduct and manners in the cafeteria. The same general rules for behavior apply in the cafeteria as in the classroom. 1. Students should walk in the cafeteria quietly, pick up trays, utensils, milk, etc. and go through the serving line. 2. Students may not get out of their seats without permission from the cafeteria monitors. 3. Students may talk softly only when seated in their designated areas. 4. Students are expected to contribute to a pleasant eating atmosphere in the cafeteria. Violating cafeteria rules by talking loudly, throwing food, leaving lunch trays or taking food out of the cafeteria without permission may result in the student being suspended from the cafeteria.

### **CAFETERIA RULES**

- Students will follow all directions given to them by the cafeteria monitor.
- Students are to remain quiet in the lunch line and keep their hands to themselves.
- Students are not allowed to save places in line or at the table.
- Students **MUST** sit with their class.
- Students may leave their table only if they have been dismissed by the lunch monitor.
- Students must leave their lunch tables clean, free of any food or trash.
- Students caught throwing food will face automatic suspension.

### **RULES IN THE HALLWAYS**

1. Talking is not allowed in halls.
2. Always walk to the right when in halls.
3. Running in hallways is not allowed.
4. No running, jumping, skipping, flipping, etc. in halls.
5. Walk in the hall with hands behind the back.
6. Wave to the Principal or adults; do not get out of line to hug them.

### **RULES IN THE RESTROOM**

1. Enter restroom quietly.
2. Upon completion of using the restroom, wash hands, sanitize or dry hands with paper towels, throw towels in trash cans.
3. No climbing, standing, or sitting on sinks or doors.

4. Writing objects are not allowed in the restroom.
5. Do not play in or throw water on the floor.
6. Do not throw objects out the window.

### **RULES ON THE PLAYGROUND**

Playground rules are designed for the safety of our students. Any infraction of these rules may result in loss of recess time and/or other appropriate actions taken by the Principal or teacher.

1. Stay in the playground area near the teacher at all times.
2. Skateboards and roller skates nor roller tennis shoes are not to be brought or worn to school.
3. Children may not leave the playground areas without receiving permission from the teacher.
4. Balls or other toys may not be brought from home for use on the playground.
5. Playing tackling games are not permitted on the playground.
6. Keep hands and feet to yourself.
7. Play on playground equipment in an appropriate manner.
8. The playground is off-limits during school dismissal.
9. Slide down on your bottom, not your stomach or back.
10. Go up slide using steps only.
11. Do not jump out of swings.
12. Do not jump from the top of any playground equipment.
13. Only Pre-K through 5<sup>th</sup> Grade may use the playground equipment.
14. Pre-K playground equipment is for Pre-K students only.
15. Do not play on the gravel road areas.
16. Please stay away from the wooded areas.
17. Never throw balls, rocks, sticks, etc. at others.
18. Do not bring rocks or other objects into the building from the playground.

### **RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

### **INFRACTIONS THAT WARRANT IMMEDIATE OFFICE REFERRAL**

Fighting, Excessive Cursing/Foul Language, Possession of a weapon, Arson  
Major destruction of or defacing school property, threatening a teacher or others, theft,  
possession of tobacco, drugs, alcohol, cigarette lighter or matches, assaulting a faculty/staff  
member or administrator.

## **SAFETY FIRST**

Administrations, as well as Law Enforcement, reserve the right to search students, student lockers, and backpacks for items that violate school board policy with regards to safety in schools.

## **SCHOOL RESOURCE OFFICER (SRO)**

The School Resource Officer is a sworn law enforcement officer who is responsible for providing security and crime prevention in the school environment. The SRO is employed by local law enforcement (police or sheriff's department) and works closely with administrators in an effort to create a safer environment for students and staff. The responsibilities of the SRO are similar to regular police officers/sheriff's in that they have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School resource officers typically have additional duties to include mentoring and conducting presentations on youth-related issues.

## **SEXUAL HARASSMENT**

[JMCSS Board Policy 6.304: Discrimination/Harassment/Bullying](#)

Every child is entitled to a school environment which is free from any type of harassment. Inappropriate comments or touching should be reported to a teacher, Principal or Assistant Principal. This type of behavior will not be tolerated.

## **SMOKING (See Policy 1.803)**

[JMCSS Board Policy 1.803: Tobacco Free Schools](#)

By school board policy, smoking is prohibited on school property, or in a school building. Possession of tobacco by a student is also prohibited.

## **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

[JMCSS Board Policy 6.305: Student Concerns, Complaints, and Grievances](#)

## **STUDENT PUBLICATIONS**

[JMCSS Board Policy 6.704: Student Publications](#)

## **SUSPENSIONS**

[JMCSS Board Policy: 6.316: Suspensions, Expulsions, Remand](#)

Suspensions from school are given by the Principal or Assistant Principal. Suspensions cannot be given by teachers. A student may be suspended from one to ten school days. Suspensions signify that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the Principal or Assistant Principal and the student's teacher are satisfied that

the reason for misconduct has been effectively eliminated. Parents must meet with the Principal or Assistant Principal before a student can be readmitted in school.

### **THREATS (See Policy 6.316)**

### **VANDALISM (See Policy 6.311)**

#### [JMCSS Board Policy 6.311: Care of School Property](#)

Willfully damaging school equipment or property is vandalism, and cause for immediate suspension. The school system requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

### **WEAPONS (See Policy 6.309)**

The possession of a weapon on school property or a school bus is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies. State law considers possession of a weapon on school property a felony, and prescribes a maximum penalty of six years imprisonment and a fine not to exceed \$3,000.00.

### **ZERO TOLERANCE OFFENSES**

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated: weapons and dangerous instruments, firearms, drugs, battery. **(See Policy 6.309)**

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- † “It is the policy of the Jackson-Madison County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act. Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.” (See Policy 1.8021)
- † Under the State Board of Education’s Unsafe School Choice Policy, a public school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district.
- † In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.
- † To meet requirements of Tennessee Legislature’s Public Chapter 585; “parent(s) guardian(s) must sign and return a form stating they have received and reviewed the student handbook with their child/children.

**Note:** In addition to our school's handbook, please review policies:

**Policy 1.802** Section 504 and ADA Grievance Procedures

**Policy 4.301** Interscholastic Athletics/Home School

**Policy 6.304** Student Discrimination/Harassment/Bullying/Cyberbullying and Intimidation

**Policy 1.802** Grievances and the American with Disabilities Act

All other school board policies may be accessed online at [www.jmcass.org](http://www.jmcass.org).

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*Communication between the home and school is vital to the success of Rose Hill School's faculty, staff, and students. If you have questions or concerns, please tell us. If you are pleased with us at Rose Hill School ...Tell Others!*

## **GRADE 6 THROUGH 8 STUDENTS: FREQUENTLY ASKED QUESTIONS...**

***What happens if my child is caught making video or audio clips on a cell phone or camera at school?***

- Making video or audio clips with any electronic device is not allowed at Rose Hill School unless permission is granted from the school's Principal or Assistant Principal. This includes creating video clips and audio clips on cell phones. If a student is found guilty of this infraction the following will be administered:
- 1<sup>st</sup> offense: 3 day out-of-school suspension
- 2<sup>nd</sup> offense: 5 day out-of-school suspension

**Please note that administration and Law Enforcement always have discretion in the handling of manners such as this.**

***What is the penalty for fighting at Rose Hill School?***

- If a student fights at school, the punishment is up to the discretion of the Principal or Assistant Principal, and can be an out of school suspension up to 10 school days. Also, the Principal or Assistant Principal can prosecute any student involved in a fight as outlined by county and state laws. Instigation of fights will also be punished. Since many fights are caused by rumors that begin in the neighborhood, anyone spreading a rumor will be considered an instigator. If a student is found guilty of instigating a fight the following will be administered:
- 1<sup>st</sup> offense: Minimum 1 days in OSS and a **mandatory** conference with parent
- 2<sup>nd</sup> offense: Minimum 2 days OSS
- 3<sup>rd</sup> offense: Minimum 5 days OSS
- 4<sup>th</sup> offense: Referral to alternative school at Parkview Learning Center

### **Is cyber-bullying punished at Rose Hill School?**

- Yes. Bullying and cyber-bullying is defined as any type of harassment, using an electronic device that would make a student uncomfortable in the school setting. Examples would be harassing emails, or texts sent during school hours and the creation of or addition to “text lists” that may circulate that criticize or make fun of other students. If a student is found guilty of this infraction the following will be administered:
- 1<sup>st</sup> offense: 3 day out-of-school suspension
- 2<sup>nd</sup> offense: 5 day out-of-school suspension

**Please note that administration and Law Enforcement always have discretion in the handling of matters such as this.**

### **What happens if a student curses or threatens a teacher?**

- In the event that a student becomes disrespectful and curses a teacher or calls a teacher a derogatory name, a 2 day suspension will automatically be enforced.
- If a student threatens a teacher or staff member, the punishment will be decided by the Principal or Assistant Principal, with punishment ranging from suspension to alternative school.

### **Where were some of the most common dress code violations at school?**

- The most common dress code violations include the wearing of t-shirts under approved knit shirts that were not maroon, black, or white. Policy states that undershirts are not to be seen, however, we understand that they are necessary. Undershirts have to be maroon, black, or white.
- Other violations included wearing a belt that was not brown or black, and the wearing of cargo pants and shorts.
- A few things to remember about the dress code: Backpacks cannot be worn at any time during the school day, jackets must be a solid color that is maroon, black, or white, hoodies are never allowed to be worn during the school day, and ears are the only thing that can be pierced. **The school board policy will be used in correcting dress code violations.**

### **What happens if my child is caught buying or selling items in school?**

- The buying and selling of items at school that is not directly related to school is prohibited. This includes the buying and selling of cell phones, electronics, etc. If a student is found guilty of this infraction a **2 day outof-school suspension** will be given. Also, if anything bought or sold can be proven to be stolen, Law Enforcement will be called.

