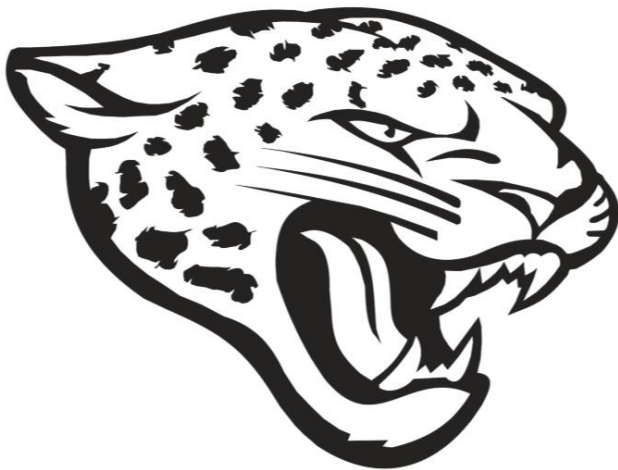


# Northeast Middle School Student Handbook

## 2024-2025



Our mission is to encourage and challenge students to *excel* in a safe, nurturing, learning environment of high expectations and rigorous academics

**Dr. Quinn, Ed. D**  
*Principal*

**Dr. Doaks, Ed. D**  
*Assistant Principal*

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*Assistant Principal*

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*Academic Coordinator*

### **Northeast Middle School**

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## **Mission**

Our mission is to encourage and challenge students to *excel* in a safe, nurturing, learning environment of high expectations and rigorous academics.

## **Core Beliefs**

We believe in providing an exemplary instructional program to students that is grounded in rigorous academics and emphasizes problem-solving and critical-thinking skills. Learning should be an interactive process where students must be challenged to ask questions, solve problems, and think creatively.

Education is paramount when students take ownership of and responsibility for their learning. Helping students to view education as their responsibility is a key to success.

It is important to nurture the social and emotional development of students. Students deserve to feel safe, supported, and engaged in their environment.

Students perform best in a safe and orderly learning environment. Mutual respect between staff, students and parents is needed to provide an optimal learning environment for our students.

Our school community must work together in helping students become responsible, caring, and contributing citizens.

Students need to acquire technology skills to be successful in the 21<sup>st</sup> century. Incorporating technology into teaching and learning will help students improve their learning processes and outcomes.

**School Colors:** Our school colors are royal blue, orange and white.

**School Mascot:** Our school mascot is the jaguar.



## **SCHOOL POLICIES**

### **Arrival and Dismissal (Policy 6.208)**

#### **Arrival**

Students are not to arrive at school before 6:40 A.M. No provisions are made for their supervision before this time. Students who arrive between 6:40 A.M. and 7:15 A.M. will enter the school and report to their homerooms. School staff will supervise students during this time.

The gymnasium entrance is locked at 7:15 A.M. Students arriving after 7:15 will need to enter through the main entrance of the school.

The National Anthem is played at 7:20 A.M. Students who arrive after 7:15 A.M. are considered tardy.

Due to building security, parents will not be allowed to walk students into the building unless they have arranged to meet with the teacher beforehand. All parents and visitors must sign-in at the school office.

Student bookbag, etc. will be searched prior to entering the building and students must walk through a metal detector each day.

#### **Dismissal**

School is dismissed beginning at 2:07 P.M. Students are dismissed in groups in order to avoid confusion. All students must be picked up and off the campus by 2:30 P.M. ***Parents must send a note with their child if there is any change in the way he/she is to get home after school. No change will be made without written notification from the parent. In addition, changes will not be made after 2:00 P.M.***

If parents need to pick up their child from school early, they must do so by 1:50 P.M. Students will not be dismissed through the office after 1:50 P.M.

#### **Walkers**

Students who will be walking home from school must live within 1 mile of the school building. Upon enrollment, parents must give the office a note that gives their child permission to walk home.

### **Attendance and Absences (Policy: 6.200, 6.201 and 6.301)**

Regular attendance is important to each child's education, and it is a law by which parents are held accountable. The school day begins at 7:15 A.M. and ends at 2:15 P.M. To be eligible for perfect attendance, a student cannot have any absences, tardies, or early dismissals.

When parents know that a student will be absent from school, they are expected to notify the office and classroom teachers to make arrangements for all work that will be missed.

A student may not participate in athletic practices, games, plays, musical performances, or rehearsals if he/she has been absent during the day. The principal determines any exception to this rule.

Anytime a student is absent for the school day, the parent must send a note explaining the reason for the absence within three (3) school days of the absence.

According to school board policy, excused absences are granted for illness, death of a family member, family emergency, extreme weather conditions, religious holidays, or circumstances, which in the judgment of the principal created an emergency over which the student had no control. Students will be allowed two (2) discretionary days per year when prior arrangements have been made with the principal.

### **Bullying**

Bullying/Intimidation/Harassment is defined as an act that interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property.
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property.
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or **persistent** and creates a hostile environment.

Cyberbullying is defined as a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing is defined as an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

### **COMPLAINTS AND INVESTIGATIONS**

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, 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 actions to

resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

### **Cafeteria Services**

Breakfast is served in the classrooms from 7:00 A.M. until 7:15 A.M. each morning. Lunch is served from 10:30 A.M. – 1:00 P.M. by class assignment.



### **Cafeteria Rules and Conduct**

Appropriate student behavior is required at all times. Students are expected to proceed to lunch in an orderly manner. Running, cutting in line, talking loudly, rudeness, getting out of seats without permission, or failing to properly dispose of lunch trays or litter will result in disciplinary action. Students who throw food or items in the cafeteria will be suspended. Students are encouraged to eat nutritional school lunches. Soft drinks are not to be brought to school in cans or bottles. Students wishing to bring soft drinks with a lunch brought from home should bring it in a thermos type container. Parents may not bring restaurant or fast food into the cafeteria.

Free breakfast and lunch will be served at no cost to all students in Jackson-Madison County Schools. On half days of school only breakfast will be served. The breakfast and lunch menus are posted monthly on the JMCSS website under "School Nutrition Department" located under the "Departments" tab on the district main page.

### **Nut and Peanut Free School**

Northeast Middle School recognizes that nut and peanut allergies represent a health and safety hazard, which can have serious consequences for some of our students. We are a NUT and PEANUT FREE SCHOOL. The use, serving, or selling of nuts/peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff, visitors, or guests is prohibited.

### **Campus Visitors (Policy: 1.501)**

All parents and visitors will report to the school office when entering the school and will sign a log sheet. The principal or designee will determine authorization to visit elsewhere in the building or on the campus. Guest passes shall be issued for all persons other than students and employees of the school. ALL guests' belongings must be searched and pass through a metal detector.

To maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school building during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises. The principal and his/her designee have the authority to exclude from the school premises any person disrupting the educational programs in the classroom or in the school, disrupting the teachers or students on the premises, or the premises to commit an illegal act. The principal shall engage law enforcement when he/she believes the situation warrants such measures.

Parents may come and observe classrooms at the discretion of the principal, but their visit shall be limited to 30 minutes to avoid distracting the learning environment. Parents are asked to schedule these visits in advance with the teacher in case testing or a special circumstance is occurring in the classroom. All visits must be approved by the school principal or designee and scheduled through the main office.

### **Cancellation of School (Policy 1.8011)**

If, for any reason, school is canceled or dismissed, the local TV, radio, and newspaper media will be notified. In case of snow or inclement weather, please tune in to local radio or TV stations for information. Principals are not normally notified in advance except when snow/inclement weather begins during the school day.

### **Care of School Property (Policy 6.311)**

Our school is public property. The school requires that damage due to vandalism be paid for by the parents of the student who caused the damage. If students accidentally cause damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

### **Cell Phones and Electronic Devices (Policy 6.312)**

**Cell phones may be brought to school, but they must be turned off and kept in the student's backpack. Backpacks and purses must be placed on the wall in the teachers classroom. Use of a cell phone during the academic day will result in disciplinary consequences. The cell phone may also be confiscated until a parent comes to school to claim it. Students with multiple phone infractions will not be able to bring cell phones to school. The school is not responsible for lost or stolen cell phones or electronic devices.**

- Cell phones are to be turned off before scholars enter the building. They are to be placed in backpacks where they are to remain for the duration of the day. Purses must be with backpack.

- Phone calls that need to be made to parents can be made from the school office phone, during transition or noninstructional times.
- If a parent needs to get a message to a scholar, they can call the school office phone at (731) 422- 6687 or send an email to our front office secretary, who will confirm receipt.
- Scholars will not be allowed to use their phones during the day.
- If visible (at all) cell phones will be confiscated, turned into an administrator and **a parent must pick up the phone.**

CD players, iPods, iPads, MP3 devices, electronic games, and similar equipment are not permitted at school and must not be used during the school day unless they are needed as part of a class project or demonstration. **Violation of this policy will result in confiscation of the device until reclaimed by a parent or guardian and may result in other disciplinary consequences at the discretion of the principal.**

### **Change of Address and Phone Number**

For emergency purposes and for your child’s safety, it is extremely important for the school to have current phone numbers and addresses of all students. Please notify the school immediately if there are any changes in this information.

According to policy 6.205, parents are required to notify the school when there is a change of address within three weeks of the move date. Parents may choose to transfer their children immediately or at the end of a semester to the appropriate school, except in cases where a false address is provided. Students for whom a false address is identified will be immediately reassigned to the appropriate school.

### **Conferences**

Frequent communication between the school and home is strongly encouraged. Parent-teacher conference days are scheduled each year in the fall and spring. Parents are expected to attend both conferences. Parents and/or teachers may also request a conference during a teacher’s planning time. Conferences can be scheduled by contacting the classroom teacher directly or by calling the school office. Teachers will not meet with parents for unscheduled conferences during instructional times.

### **Crisis Management Plan (Policy 3.203)**

The principal shall develop a Crisis Management Plan for use in times of crisis, including suicides, shootings, and death of a student, parent, or employee. Within the development of such a plan, the principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff members designated by the principal.

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.

In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If he/she determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

### **Directory Information Notice to Parents (Policy 6.601)**

The Jackson-Madison County School System may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the school system release any or all of this information. If you do not want this information released, you must send a written notice annually to the school principal within two weeks of this notification.

The following information regarding students is considered directory information:

- 1) Name
- 2) Address
- 3) Telephone number
- 4) Electronic mail address
- 5) Date and place of birth
- 6) Major field of study
- 7) Participation in officially recognized activities and sports
- 8) Weight and height of members of athletic teams
- 9) Dates of attendance
- 10) Grade level
- 11) Degrees, honors, and awards received
- 12) Most recent previous educational agency or institution attended
- 13) Photographs, interviews, and videography of student at school events

### **Doctor and Dental Appointments**

Parents are expected to make every effort to schedule doctor and dentist appointments outside the school hours. When this is not possible, try to schedule appointments so that your child misses a minimal amount of instructional time.

### **Dress Code (Policy 6.310)**

Students' dress must abide by the Jackson-Madison County School Board Dress Code Policy. In order to create an orderly setting in which teaching and learning can occur without distraction and to help young people prepare for the world of work, a dress code has been established. Clothing which is appropriate for the school includes: .

### **Backpacks**

- **Backpacks and string bags for athletics** will remain on the wall of the teacher's classroom instructing the scholar.
- Young ladies can have **purses**, but they must be stored in their backpacks until they are needed for personal use.

### **Shirts**

- All shirts must be polo style, sleeved, collared: black, white, royal blue, or orange



without logos or writing of any kind

- Shirts must be tucked at all times-sized to fit the scholar
- **Turtlenecks or undershirts** of any kind must be in the school colors mentioned above and worn under a polo.
- On school-designated out-of-uniform days shirts must be school-appropriate with no obscene or distracting messages and free of holes, rips, or cuts.

### **Pants**

- must be worn at the waist, with no visible underwear, and accompanied by a belt.
- **All pants/ shorts/ skirts/ capris** must be flat front or pleated: black, navy or khaki
- **All skirts** must be knee length when standing
- No jeans, joggers, leggings, sweatpants, wind suit pants, or pajama pants can be worn.
- No cargo or deep-pocket pants are to be worn.
- Pants must fit being neither baggy nor skintight.
- **Leggings** can only be worn if covered by a knee-length skirt, not as pants, and must be in school colors.
- On designated out-of-uniform days jeans may be worn but must be free of holes and exposed skin.

### **Belts**

- Belts must always be worn in pants and shorts.
- Belts are to be solid black or brown and free of holes, spikes, jewelry, or other decor.
- Belt buckles should be small and standard (no large or decorative belt buckles will be allowed).

### **Shoes**

- Closed-toe shoes are always encouraged for the safety of scholars' feet.
- Sandals and other shoes are discouraged but can be worn at the scholars; own risk.
- No slides or flip-flops are to be worn.
- No crocs are to be worn unless there is a special school incentive day.

### **Coats**

- **Hoodies are not to be worn at any time.**
- Heavy jackets/coats must be removed once in the building and placed/left with bookbag.
- No hoods will be worn in the building.
- Sweaters, pullovers, and jackets (without hoods) can be worn but must be black, grey, white, royal blue, navy blue, or orange.
- Logos on jackets can be no larger than a standard business card.
- Jackets and sweaters should be free of designs and color variations.
- Solid school-colored (black, white, grey, orange, or royal blue) sweatshirts, free of logos can also be worn over polos

### **Things NOT to wear**

- Spikes, large chains, key chains or other objects cannot be worn.
- No sunglasses or non-prescription glasses are to be worn.

- No hats, caps, do-rags, bandanas, wraps (unless for religious purposes), scarves, or bonnets are to be worn

**All Northeast Middle scholars must follow the Jackson Madison County School System Dress Code Policy. All scholars must arrive, remain, and depart school in dress code. All scholars found in violation of the dress code will be warned, parents will be contacted, and the scholar will be given an opportunity to correct the dress code violation by changing or making appropriate clothing adjustments. If the scholar does not comply, he or she will be placed in In-School Suspension. After a third dress code violation, the scholar will be sent home to serve Out of School Suspension**

**Please note that any type of hair design, i.e., Mohawk, brightly colored hair..., or other designs or outward worn items deemed distracting are also in conflict with the uniform dress code and are prohibited. Also, all bandanas are prohibited from campus.**

**Drug-Free Schools/Student Alcohol & Drug Testing (*Policy: 6.301, 6.307, 6.3071 and 6.313*)**

Our school is a drug free school. In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, the Board’s plan for dealing with alcohol and drugs shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered “high risk” to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines, the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students’
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities
3. Implementing the relevant portions of the Drug-Free Youth Act
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student’s parent or guardian and the appropriate law enforcement officials.

Disciplinary sanctions will be imposed on students who violate the standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, students will not consume, possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.



Disciplinary sanctions will be imposed on students who violate the standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Students are subject to testing for drugs and alcohol testing during the school year. Principals are authorized to order test for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drug and/or alcohol on school property.

### **Early Dismissal (Policy: 6.208)**

No students will be released during school hours to anyone but parents or their properly identified representative. If there is a question concerning custody, both the teacher and the principal should be notified immediately. Only those persons who are listed on a student’s registration card may sign out the student. These people must be 18 years of age or older.

No student will be dismissed early unless there is a valid reason such as a doctor’s appointment. It is very disruptive when we have to call a teacher’s room to request a student to come to the office. The teachers and students are engaged in instructional activities until dismissal time. We will not interrupt a class unless it is an emergency. If such an emergency occurs, parents must go directly to the office when a student is being dismissed early from school. Teachers will be notified to send the child to the office. Students will not be released by the teacher, unless directed to do so by the school office. Early dismissals accumulate toward days absent from school. All early dismissals will be considered to be unexcused unless you send a note explaining the dismissal or a doctor’s statement.

### **Emergency Preparedness (Policy 3.202)**

Each month of school and twice during the first month of school, students will have a fire drill. Students are expected to follow the evacuation routes provided by their teachers and to take the drill very seriously. We want students to learn the proper procedures for exiting a building so that we can keep them safe. Failure to follow the safety procedures will result in disciplinary action.

During the school year, students will also learn and participate in other emergency drills such as tornadoes, earthquakes, intruders, etc.

In the case of a tornado or when tornado sirens sound, students will be seated next to an interior wall in their classrooms. All students in the portables will come into Hall B. Students are expected to remain quiet during this time. Students will be seated on the floor and will use their hands to cover their heads. If the tornado sirens were to sound during the dismissal process, students would not be dismissed. Students will remain inside the building until the sirens have stopped and it is safe to leave. Parents who may be in the car rider line during the dismissal process will be encouraged to come into the building during this time.

At the beginning of the school year, students will receive instructions about our lockdown or school intruder safety drill. No visitors will be allowed to enter the school during a lockdown drill or in the event of an actual lockdown.

In the case that staff and students must evacuate from the school grounds and building, we will report to Parkview Baptist Church located at 2644 Christmasville Road. We will use the All-Call System to communicate with parents regarding directions and information regarding how to pick-up their child.

The director of schools shall be responsible for developing, maintaining, and acquiring Board approval of the district Emergency Preparedness Plan, which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies. The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the director of the schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students, and parents. In the event of any threats to safety, students will be retained at school when less than one hour of warning time is given, unless parents or persons authorized by the parents pick up their children.

### **Medical Emergencies/Pandemic Flu**

In the event of medical emergencies, such as a pandemic flu or COVID-19 outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The director of schools shall develop procedures for health emergencies in accordance with state law and regulations.

### **Automated External Defibrillator**

An Automated External Defibrillator (AED) is available for emergencies in the school foyer. AED devices purchased or donated for use in Jackson-Madison County Schools must meet the specifications provided by the system.

### **Student Fees and Fines (Policy 6.709)**

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips
2. Fees for activities and supplies required to participate in all courses offered for credit or grades.
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit.
4. Fees or tuitions for courses taken for credit or grade during summer school
5. Fees required for graduation purposes
6. Fees for a copy of the student's records
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or grade.

School fees are not:

1. Fines for overdue library books
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property
4. Charges for debts owned the school
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities
6. Costs to participate in not-for-credit extracurricular activities, including athletics
7. Tuition for non-resident students.

**No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.**

### **Fines**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials, or equipment. The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to the school may be held until the student or the student's parent/guardian has paid for the damages. When the student or parent is unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diplomas, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault. Failure to remit the cost of replacing or repairing such materials or to make satisfactory

arrangements with the administration for payment may result in the suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and the book number shall be recorded by the teacher issuing it. The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear, there will be no charge. Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the cost of replacing the book. Failure to remit the cost of fines or debts to the school, or make satisfactory arrangements with the administration for payment, may result in loss of Good Standing and/or suspension of the student. In addition, the grades, grade cards, diploma or transcripts of a student who has incurred a debt to the school may be held until the student or student's parent/guardian has paid for the fine and/or debt and, your child will not be allowed to participate in extra-curricular activities such as pictures, special school days, movie days, award day programs, field trips, etc., **until this obligation is paid.**

#### **Flowers and Balloons (Policy: 6.308 and 6.313)**

Flowers and balloons delivered to students at school will be held in the school office until dismissal time. Bus regulations prohibit helium balloons or glass containers on school buses. They cannot be taken home on a school bus.

#### **Grading, Reporting to Parents and Report Cards (Policy 4.600)**

Report cards are distributed every nine weeks. A student is graded against grade level and course objectives. Grades of A, B, C, D, and F reflect the student's performance against grade level requirements. Students in special education are graded according to their individualized education plan.

The accepted grading system is:

90-100 = A 80-89 = B 70-79 = C 60-69 = D below 60 = F

Mid-term reports will be sent home for every child after the first four and one-half weeks of each grading period.

#### **PowerSchool**

Parents have access to their child's grades anytime via the internet. Parents will first need to set up an account. To do this, parents will need to follow these steps:

1. Open the internet browser on your computer
2. Type <https://powerschool.jmcss.org> into the address bar
3. Click the link to Create Account

At the beginning of the school year, parents will receive a form with their child's name and access code. Parents will need this information to create the account.

#### **Grievance Procedures- Discrimination & Harassment (Policy 1.802 and 6.305)**

Any student or parent who has a complaint which he/she feels cannot be resolved at the school level may file a discrimination/harassment grievance against another student or an employee of

the district. This complaint must be filed in writing with the Pupil Personnel and Federal Projects Office at the Central Office. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform the school principal and the Pupil Personnel and Federal Projects Office of the allegation. After a grievance form has been submitted, the grievance procedures will be followed.

### **Grievances and the Americans with Disabilities Act (Policy: 1.802)**

Our school and the School Board are committed to maintaining equitable employment/educational practices, services, programs, and activities that are accessible and usable by qualified individuals with disabilities.

Definition: Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the U.S...solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions, and privileges of employment.

The director of schools shall designate a central office employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

ADA/Section 504 Coordinator

JMCBOE Office, 310 N. Parkway, Jackson, TN 38305 (731) 664-2500.

Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

### **Complaint Procedure**

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted in writing to the coordinator who will endeavor to accomplish prompt and equitable resolutions of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

### **Section 504, Due Process Hearing Request**

At any time, a complaining party may request a hearing before an impartial hearing officer designated by the LEA. The request for a hearing must be in writing and signed by the requesting party and sent to the ADA/504 Coordinator. The LEA shall ensure that not later than forty-five (45) days after receipt of a request for a hearing- a.) a final decision is reached in the hearing; and b.) a copy of the decision is mailed to each of the parties.

A grievance shall mean a complaint by an individual that he has been discriminated against because of some real or perceived disability.

All grievances must be presented in writing to the ADA Coordinator. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

The Board will hear only complaints, which have been carried through the proper procedures from the point of origin.

### **Healthy Snacks**

**\*Snacks will only be allowed if they are inside a lunch container.**

**\*No large bags of chips allowed.**

Parents should check with the classroom teacher before taking food to school for the class. Please use the list below to guide decisions about appropriate foods to send to school. These items meet the JMCSS Student Wellness Initiative.

#### Fresh Fruit Such As:

Apples  
Pears  
Strawberries  
Watermelon  
Peaches  
Bananas  
Cantaloupe  
Orange Slices  
Pineapple  
Kiwi  
Mango  
Fruit Trays  
Fruit Salad  
Dole's Fruit Bowls  
Grapes (can be choking hazard for young children)  
Fruit Smoothies

#### Vegetables Such As:

Raw Vegetable Trays w/ Low-Fat Dip  
Carrot Sticks  
Celery Sticks  
Cauliflower

Red Bell Pepper  
Green Bell Pepper  
Green salad w/ Low-Fat Dressing

#### Dried Fruits Such As:

Raisins  
Craisins  
Fruit Bits  
Apples  
Peaches  
Pineapple

#### Cereal Party Mix without Nuts Such As:

Chex Mix Hot-n-Spicy  
Simply Chex

#### Crackers/Graham Cracker Snacks Such As:

Giant Goldfish Grahams  
Bug Bites Graham Crackers  
Scooby Doo Graham Snacks  
Belly Bears (Choco, Grahams, Cinnamon Grahams, Honey Grahams)  
Fig Newton's  
Staufer Animal Crackers  
Goldfish Crackers  
Crackers w/ Humus Dip  
Mini Cheese Nips



Cheeses Such As:

Mozzarella String Cheese  
Low-Fat Cheeses

Cereal/Granola Bars Such As:

\*Nutri-grain Bars  
\*Fruit and Oatmeal Bars  
\*Nature Valley Granola  
\*Quaker Chewy Granola  
\*Special K Bars (90 calories)  
\*General Mills Cereal Bars  
\*Kellogg's Cereal Bars

Baked Chips Such As:

Cheez-it Scrabble Jr.  
Baked Cheetos  
Baked Doritos  
Baked Lay's  
Sun Chips  
Cheetos Fantastix  
Baked Tostitos

Ice Cream Frozen Desserts Such As:

Low-Fat Ice Cream Cups  
Luigi's Sherbet Cups  
Yogurt Fruit Smoothies  
Yogurt Parfait  
Fruit Juice Popsicles

Miscellaneous Items Such As:

\*Mini Cupcakes (not full size)

Low-Fat Puddings

\*Low-Fat Muffins  
\*Low-Fat Granola  
Popcorn  
\*Rice Cakes  
Pretzels  
\*Almonds (unless there is an allergy)  
\*Cashews (unless there is an allergy)  
\*Sunflower Seeds  
Pumpkin Seeds  
Fruit Crisps  
Fruit Roll-Ups  
\*Rice Krispy's Treats  
Turkey, Chicken, or Beef Jerky  
\*100 Calorie Packs such as: Kraft Chips  
Ahoy Thin Crisps  
Oreo Thins

Beverages Allowed:

100% Fruit Juice  
Capri Sun 100% Fruit Juice  
Water (flavored or plain)  
Low-Fat Milk (flavored or plain)  
Reduced Calorie Drinks and Sports Drinks  
Such As:  
Powerade Zero  
Gatorade G2  
Sugar-Free Kool-Aid  
Crystal Light

\*Check ingredients for peanuts, peanut  
flower, and tree nuts

**Homework**

The main goals of homework are to provide reinforcement of classroom learning and to help students develop effective, independent study skills. Parents can best help their children with homework by providing a comfortable place to work and setting a designated time to do their work. It is the student's responsibility to complete all assignments on-time and in the way that the teacher has prescribed. If an absence is known in advance, the student should make arrangements for make-up work with the teacher prior to the absence.

**Immunizations (Policy: 6.203 and 6.402)**

No student will be permitted to enroll (or attend) school without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parent/guardian to have their children immunized and to provide such proof to the principal of the school.

**Insurance (Policy: 3.601)**

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of this service.

**Interference/Disruption of School Activities (Policy 6.306)**

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order. A teacher, principal, school employee or school bus driver, in exercising the person's lawful authority, may use reasonable force when necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another person. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither should s/he urge other students to engage in such conduct.

Harassment, intimidation, and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

**Interscholastic Athletics (Policy 4.301)**

Northeast Middle School offers a wide variety of interscholastic athletics.

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes. Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her designee must accompany an athletic team on trips.

Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for transportation costs. Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of middle and secondary athletics, including magnet schools, except that to the extent any TSSAA bylaw permitting participation by students who are not enrolled and attending during the regular school year in the Jackson-Madison County School System is consistent with this policy. In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage, and liability coverage, with the school system as a named insured, of not less than the limits set forth in Tenn. Code Ann. § 29-20-403.3.

There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics. The parent or guardian of the student shall bear the cost of the examination. These records shall be on file in the principal's office. Parental permission must be obtained before physicals are conducted. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics. No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of permitting them to practice or play baseball, football, basketball or any similar game within the regular school hours of any school day of the week without written permission from the Board or the Board's designee. This does not prevent the inclusion of regular physical training lessons in the daily school program. Students shall not be disqualified from participation on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks. The Board specifically forbids the recruitment of students in any fashion. Participation in interscholastic athletics or marching band shall not be substituted for the lifetime wellness graduation requirement. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program. Administrative procedures governing the activities of extracurricular groups, including but not limited to, athletic teams and bands, during times of extreme weather shall be followed (Refer to 4.301 Administrative Procedures). All coaches of a sport or cheerleading and/or band directors shall be CPR certified.

#### **Media Access to Students (Policy 6.604)**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. 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. Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents will be advised of the Board's media access to students' policy at the time of the students' registration and each fall in the student/parent handbook.

#### **Non-Discrimination Policy (Policy 1.8021)**

"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."

### **Parent-Teacher Organization**

Our PTO is involved in a variety of programs. Many activities, events, and meetings will be scheduled throughout the year. Parents are updated on all activities through notes, newsletters, and the school website. **Parents are encouraged to be a vital part of their children's school and join the PTO.**

### **Pictures**

Individual pictures will be taken in the fall and spring. Sports group pictures will be taken in the spring. Notices will be sent home when specific dates are set. Students will remain in the dress code for school pictures unless announced otherwise by the school principal.

### **Promotion and Retention (Policy: 4.603)**

Promotion and retention are based on evaluation of academic, physical, social, and emotional growth. Some of the reasons for considering retention are indifference or lack of effort by a capable student, physical or social immaturity, and frequent absences.

Decisions regarding student promotion, retention, and special placement are the responsibilities of the individual school's professional staff, including the student's teacher(s), the school counselor, and the principal; however, the final decision in regard to student placement is the responsibility of the principal.

### **Records (Policy 6.601)**

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parents or the eligible student at the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record, which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law and regulations, or where the school system has designated certain information as "directory information."

Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be

limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

“Directory information” means information contained in an education record of a student which would not be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Student directory information for 11<sup>th</sup> and 12<sup>th</sup> graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States. The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

School records are maintained for each student. These records are accessible, by law, only to a child's parent and/or legal guardian as well as appropriate school personnel. Information included in these records may not be released without written parental/guardian consent.

When a student transfers to another school, a transcript of student records will be forwarded to the new school.

#### **Sickness/Accidents/Medications (Policy: 6.405)**

If a student becomes too ill to remain in class or has a serious accident, school staff will reach parents by phone and recommend that they come to school and pick up students. It is critical that the school have updated, working phone numbers on the registration card. If school staff cannot reach parents by phone, they will use the emergency information provided on the registration card.

If a student is ill, parents should not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or head lice, will be sent home from school and must remain home until the disease or condition is no longer contagious or the condition is corrected. A student who is running a temperature or is vomiting may not return to school until 24 hours after the condition returns to normal.

A student cannot bring to or from school prescription and non-prescription medication. It must be brought to and from school by the parent/guardian and must be in its original container. Medication will be administered according to school board policy. The principal or his/her designee will administer the medication. A medication form must be completed by the parent/guardian before any medication can be administered. The forms are available in the school office. The parent/guardian is responsible for informing the school office personnel of any change in the student's health or change in medication.

#### **Smoking and Possession of Tobacco (Policy: 1.803, 6.301, and 6.313)**

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. The use of tobacco or

tobacco products, including smokeless tobacco, will be prohibited in all vehicles owned, leased, or operated by the district. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district. Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer.

### **Student Awards**

Students receive special recognition at school through four award programs. These awards are given at the end of the first three grading periods. Yearly awards are given on a designated Awards Day scheduled for the last week of school. The four types of awards are:

- Principal's List- All A's on the report card
- Honor Roll- All A's and B's on the report card
- Perfect Attendance- No Days Absent. No tardiness or early dismissal
- Most Improved Awards
- Good Citizenship Awards

### **Student Clubs and Organizations (Policy 6.702)**

Clubs are an opportunity for students to take ownership in and develop pride in their school while at the same time participating in a specific area of interest to them. Clubs give students an opportunity to foster friendships with others across the grade-levels who have similar interests. Because the nature of clubs can be that of academics, athletics, community service, or artistic creativity, students will have a plethora of opportunities to develop a deeper understanding of topics that interest them, to participate in projects that benefit the school community and even the greater Jackson community, to compete with other students in the region, and to express their own unique talents and gifts. Examples of clubs that we offer to students are STEM, Beta, Honor Choir, and Academic Pentathlon. Additional information about specific clubs will be provided throughout the school year.

For more information about student organizations, see School Board Policy 6.702.

### **Student Equal Access (Policy 4.802)**

**STUDENT MEETINGS-** Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that: 1. The meeting is voluntary and student-initiated; 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees; 3. The meeting will not materially and substantially interfere with the

orderly conduct of the school's educational activities or conflict with other previously scheduled meetings; 4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and 5. Non-school persons will not direct, control or regularly attend.

**SCHOOL SPONSORED EVENTS-** If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that: 1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject; 2. There is an appropriate method of selecting student speakers which is based on neutral criteria; 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use. 4. To the extent possible and practical, prior to events in which students will speak, notice shall be provided; 5. orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position; 6. or the expressions of the Board and its employees.

#### **Student Publications (Policy 6.704)**

The student shall be allowed to responsibly express himself/herself and to disseminate his/her views in writing. Any student may submit articles and editorials for school-sponsored publications. The procedure for submission of materials shall be published and distributed to all students. School-sponsored publications shall adhere to commonly accepted community standards, and no printed material may be distributed which is obscene or libelous or which may create a material and substantial disruption of the normal school activity or appropriate discipline in the school. School publications shall be under the control of the principal and each school shall have a faculty sponsor who reviews all publications proposed to be distributed in the school by a student or school group. If a request for distributing any portion of a student publication is denied by the faculty sponsor, the decision may be appealed to the principal, then to the director of schools, and ultimately to the Board.

#### **Student Solicitations**

Students are not permitted to make solicitations or sales at any place other than the students' own home. The principal must approve all fundraising. For more information, see JMCSS School Board Policy 6.701.

#### **Telephone Messages and Student Use of Phone**

The office telephone is a business telephone and is not to be used by students before, during, or after school. If a genuine emergency arises during the day, a student may come to the office with a pass from the teacher and the secretary or assistant will make the necessary call. Parents are urged not to call the school during the day to leave messages for their children. Only in case of extreme emergency can we relay messages to students. Please make arrangements each morning before school as to your child's transportation needs, lunch or lunch money needs, etc.

#### **Testing Programs (Policy 4.700)**

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to: 1. Assist in promoting accountability; 2.

Determine the progress of students; 3. Assess the effectiveness of the instructional program and student learning; 4. Aid in counseling and guiding students in planning future education and other endeavors; 5. Analyze the improvements needed in a given instructional area; 6. Assist in the screening of students with learning difficulties; 7. Assist in placing students in remedial programs; 8. Provide information for college entrance and placement; and 9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes: 1. Determining specific purposes for each test; 2. Selecting the appropriate test to be given; 3. Establishing procedures for administering the tests; 4. Making provision for interpreting and disseminating the results; 5. Maintaining testing information in a consistent and confidential manner; and 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education. Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject of mathematics, reading/language arts, science, and social studies. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades in the subject areas of Mathematics, English/language arts, science, and social studies if scores are not received by the district at least five (5) instructional days before the end of the school year. The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the course. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: 1. The name of the test; 2. The purpose and use of the test; 3. The grade or class in which the test will be administered; 4. The tentative date or dates that the test will be administered; and 5. The time and manner in which parents and students will be notified of the results of the test.

#### Textbook Selection, Distribution and Care (Policy 4.401)

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board. The director of schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks prior to their final adoption, including public notice of time and location at which textbooks may be examined.





### **Care and Distribution of Textbooks**

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

#### *Age of Book and Amount Collected*

1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

### **Traffic and Parking Controls (Policy 3.403)**

In order to keep our students safe and our school orderly, parents and guests are requested to follow these guidelines during arrival and dismissal.

1. Parents who drop students off between 6:40-7:15 A.M. must drive through the car rider line. Parents cannot drop off students on the street. After going through the car rider line, parents must drop off students at the sidewalk nearest the gym.
2. Parents who are picking up their students between the times of 2:15 P.M. and 2:30 P.M. must use the car rider line. Parents may not park on the street and have students walk to their vehicles. Only students who live within 1 mile of the school will be allowed to walk.
3. During the afternoon dismissal process, parents must use the approved car rider tag to pick-up their student. Vehicles without the appropriate car rider tag will be asked to pull over and report to the main office for student pick-up.
4. Parents and guests utilizing the car rider line must be courteous and orderly. No loud music is permitted.

Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated areas until the end of the school day unless permission is obtained from the principal.

### **Unsafe School Policy**

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. For additional information contact the school principal or the school system's central office.

\*Violent crime as defined in Tennessee Code Annotated 40-38-111g. \*\*Attempted to commit one of these offenses as defined in Tennessee Code 39-12-101.

### **Use of the Internet (Policy 4.406)**

A written, parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by students and parents at the beginning of each school year.

Students shall not engage in prohibited and/or illegal activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming, or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet
- Violating regulations prescribed by the network provider

**Withdrawing From School (Policy: 6.207)**

Parents of any student who is withdrawing during the school year should notify the school and clear all debts owed to the school.

Teachers will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. The child's record will be mailed to the next school.

### School-wide Expectations for Students

<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Gymnasium and Library</b>	<b>Restroom</b>	<b>Assemblies</b>
<p>Be on time and begin the Jaguar Jumpstart immediately upon entering the classroom.</p> <p>Bring materials to class and be prepared to learn.</p> <p>Participate and be involved in your learning.</p> <p>Respect yourself and others.</p> <p>Report problems to school staff.</p>	<p>Walk on the right side of the hallway.</p> <p>Walk directly to your destination.</p> <p>Keep your voice low during transitions.</p> <p>Show respect to others in the hallway.</p> <p>Have a hall pass when you leave the classroom during instructional times.</p> <p>Respect school property and other's property.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Report problems to school staff.</p>	<p>Walk at all times.</p> <p>Enter and exit in an orderly manner.</p> <p>Keep voices low.</p> <p>Clean up your area after eating.</p> <p>Throw trash away.</p> <p>Use eating utensils appropriately.</p> <p>Report problems to school staff.</p>	<p>Enter and exit in an orderly fashion.</p> <p>Go to your designated areas.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Respect school property.</p> <p>Report problems to school staff.</p>	<p>Only 2 students in the restroom at a time.</p> <p>Throw trash away.</p> <p>Respect each other's privacy.</p> <p>Use the restroom quickly. Flush.</p> <p>Throw trash in the trash can.</p> <p>Respect school property.</p> <p>Avoid using the restroom during transition times. Obtain a hallway pass from your teacher once the bell rings.</p> <p>Avoid bringing cell phones into the restroom.</p>	<p>Enter and exit in an orderly fashion.</p> <p>Sit in your designated area.</p> <p>Watch for hand signals to stop talking.</p> <p>Respect the speaker.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Report problems to school staff.</p>

## ***Procedure Highlights***

### **Morning Arrival**

- Blankets (not allowed) and all non-religious headwear should be put inside the backpack before entering the building.
- Before entering the building, students must be in dress code. Remember, no hoodies.
- No electronics or earbuds should be visible in the hallway. Must remain in book bag
- Students should go straight to class; they should not be roaming the halls, visiting students or teachers, or using the restroom.

### **Hallway Procedures**

- The dress code is consistent. No hoodies, shirts are tucked in, and electronics and/or earbuds are in their bookbags.
- Walk on the right side.
- Students should not make any physical contact with other students.
- The noise level should be monitored and at an acceptable level.
- Students are not allowed to take their backpacks to the restroom.
- Hall passes must be visible.

### **Classroom Procedures**

- Students should not speak or leave their seats without permission.
- Students cannot leave the first 10 minutes or the last 10 minutes of the class.
- Students must obtain permission to leave the classroom and must sign out so teachers will have documentation.

### **Cafeteria**

- Walk with your teacher to the cafeteria in an orderly fashion.
- Students will get everything needed from kitchen before going through the checkout line.
- Students will sit at the assigned table.
- Students will remain seated for the duration of the lunch period unless given permission by a staff member.
- Students will keep their conversation levels reasonable and limited to their tables (no table-to-table conversations)
- Students will remain facing forward.
- Students will not be permitted to leave the lunchroom to use the restroom.

### **End of the Day Dismissal**

- Students cannot leave their 8<sup>th</sup> period class after 1:45.
- Students will remain in their 8<sup>th</sup> period class until their specific mode of transportation is announced over the intercom.
- Students will walk in an orderly fashion to their dismissal areas.

***Consequences for Minor Offenses:***

Verbal warning

Steps

Teacher conferences with students and/or parent

Loss of privileges

Parent notification by phone call or note

Referral to the school counselor

In-school suspension

After-school detention

Step logged in Step Sheet

***Consequences for Major offenses:***

The student will be sent to the assistant principal or principal

Conference involving student, parent/guardian, and/or teacher

Parent notification by phone call or note

Lunch Detention

Establishment of a behavior plan

In-school suspension, out-of-school suspension, referral to alternative school

**\*Severe Clause** -- Behavior unacceptable such as pushing, fighting, possession of weapons (real or toy), drugs, bullying, vulgarity, profane or threatening language will automatically result in a referral to the office. Measurements taken may include:

- a) student, parent, and/or teacher conference
- b) in-school suspension
- c) corporal punishment
- d) out-of-school suspension
- e) contacting law enforcement official in the case of criminal behavior

**NMS Step System**

In an attempt to reduce the number of minor referrals a student accumulates and give students chances to modify their behavior, we have instituted a step plan for minor offenses. Each student will be given 9 opportunities to modify minor behavior infractions before a major referral is written (All subject to principal/designee discretion).

- After the first 3 steps, the student will have a conference with his or her teacher to address the recurring behaviors. At this level, parent/guardian will be notified by teacher and student will be issued lunch detention.
- After 6 steps, the student's parent/guardian will be notified of the recurring offenses by phone, and the student will receive one day of in-school suspension.
- After 9 steps, the student's parent/guardian will be required to attend a behavioral conference to address the recurring offenses, and the 10<sup>th</sup> step will be written up as a major referral.
  - 1<sup>st</sup> major referral will result in 1 days ISS
  - 2<sup>nd</sup> major referral will result in 3 days ISS
  - 3<sup>rd</sup> major referral will result in 2 days OSS
    - At this juncture, student will be assessed for a Student Behavior Plan at

- principal/designee discretion
- 4<sup>th</sup> major referral will result in 3 days OSS
- If behavior persists, student may be eligible for change of placement at principal/designee discretion

### **Positive Reinforcement for Good Behavior**

Teachers use lots of positive reinforcement in the classroom. Teacher options for positive reinforcement may include but are not limited to the following:

- A) verbal praise
- B) positive notes
- C) extra privileges
- D) treats
- E) classroom free time

### **Board Policies and Information Pertaining to Student Discipline**

#### Corporal Punishment (Policy: 6.301, 6.313, and 6.314)

Corporal Punishment (paddling) is another form of disciplinary action that may be used in accordance with the guidelines of the Jackson-Madison County School Board. A parent or guardian may indicate in writing that Corporal Punishment may not be administered.

#### Disciplinary Measures (Policy: 6.301, 6.313, and 6.315)

Students may be detained before and after school as a means of disciplinary action in accordance with the guidelines of the Jackson-Madison County School Board.

#### Gangs and Gang Activity (Policy: 6.301, 6.3101, and 6.313)

Groups/gangs that initiate, advocate, or promote activities, which threaten the safety, or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm or personal degradation or disgraces resulting in physical or mental harm to students are prohibited.

#### In-School-Suspension (Policy: 6.301, 6.313, and 6.316)

In school suspension, suspension, and expulsion may be used as disciplinary measures in accordance with the guidelines of the Jackson-Madison County School Board.

#### Suspension/Expulsion/Remand (Policy 6.316)

*Suspension:* dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be applied to avoid expulsion from school.

*Expulsion:* removal from attendance for more than (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

*Remand:* assignment to an alternative school.

Reasons for suspension/expulsion:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising, or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun, or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene, or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101 or alcohol;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive, or destructive device including chemical weapons on school property or at a school sponsored event;
12. Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school. [part of the Code of Behavior and Discipline policy]

*Harassment /bullying of students shall not be tolerated. Students who harass or bully shall be disciplined according to the provisions of 6.313.*

Zero Tolerance Offenses (Policy: 6.301, 6.309, and 6.313)

In accordance with the guidelines of the Jackson-Madison County School Board, the following offenses are considered **zero tolerance offenses**: weapons and dangerous instruments, electronic threats, drugs, and battery on any school employee. When it is determined that a student has violated this policy, the principal will notify the parent/guardian and the criminal justice or juvenile delinquency system as required by law.

***Violators will be expelled for a period of not less than one calendar year.***

**Please note that the possession of toy weapons will result in out-of-school suspension and referral to the Disciplinary Hearing Board.**

### Student Rights and Responsibilities (Policy 6.301)

The Board expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of gender, race, color, creed, religion, national origin or disabilities<sup>1</sup>
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
9. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker



### Bus Rules and Conduct (Policy: 6.301, 6.308, and 6.313)

Riding the bus is a privilege. Of utmost concern is the safety of students and the driver. A list of bus rules follows. Each teacher conducts lessons on bus safety and the importance of following bus rules. Parents must review the bus rules with children. It could save their lives. Field trip transportation is provided by bus, so all students may ride a bus at some time during the school year.

The driver reports misconduct on the bus to the principal. A bus misconduct report is filled out and sent home with the student. A warning is given the first time a student is reported. All further notices may result in suspension from riding the school bus. If a student continues to misbehave on the bus, he/she can be removed from the bus for the remainder of the school year.

Upon arrival on a school bus, students should go to the gym. Bus drivers will not unload students until 6:40 A.M. each morning.

### **Bus Rules and Regulations**

1. To ensure safety, the driver must be totally in charge. Students must respond promptly to instructions given.
2. If students have to walk along the road to a bus stop, they should do so on the left side of the road facing the traffic. They should walk as far away from the lane of traffic as is practical in a single file.
3. Do not run to or from the bus. Students could fall and become injured.
4. While waiting for the bus, stand 10 feet back from the road, and stand in a single file line to get on the bus. Do not play, push, or shove while waiting for the bus.
5. Regular schedules must be observed. The bus cannot wait for tardy students. Students must be at the bus stop when the bus arrives. The driver is not required to blow the bus horn and he/she may leave the bus stop if the student is not there at the proper time.
6. Don't litter while waiting for the bus. Stay out of other's yards.
7. If students have to cross the road, they must do so under the driver's direction.
8. Stand still at the bus stop until the bus comes to a complete stop.
9. Go directly to a seat and sit down after getting on the bus. Be sure to use the handrail. Face the front and keep legs, books, and other objects out of the aisle.
10. Keep the bus clean.
11. The use of tobacco, drugs, alcohol, food, or drinks on the bus is prohibited. Animals and oversize objects as well as glass containers are prohibited.
12. The driver may assign seats.
13. Do not put any part of your body out of the window, and do not throw anything out of the window.
14. If a student damages the bus, payment will have to be made before he/she is allowed to ride again.
15. Students must observe the same rules of conduct as they do in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language, or gestures are unacceptable.
16. When leaving the bus, do so under the driver's direction. Wait until the bus comes to a complete stop before getting up to leave. Use the handrail and move quickly (but do not run) away from the bus.

17. Stay clear of the bus after getting off. If students have to cross the road, they must move out 10 feet in front of the bus before crossing, watch for the driver's signal and cross when the way is clear. Never cross the road behind the bus.
18. Do not delay the bus by going to check the mailbox or visit a friend, etc. Cross the road as soon as the way is clear, and the driver has given the O.K.
19. Drivers will not unload passengers at a place other than the regular stop unless the student shows the proper authorization. Proper authorization consists of a note with a request signed by a parent and also signed by the principal. No student will be delivered to a business.
20. A student desiring to ride a bus other than his assigned bus must have the same authorization as in rule #19.
21. Failure to observe these regulations may result in disciplinary action and possible suspension from the bus. School bus transportation is a privilege - not a right.
22. Parents are responsible for their children before the children get on and after they get off the school bus.

Regular schedules must be observed. The bus cannot wait for tardy students. Students must be at the bus stop when the bus arrives. The driver is not required to blow the horn and he/she may leave the bus stop if the student is not there at the proper time.

**Bus Stop times can be 10 minutes either way – Ex: A 6:30 A.M. pick-up could arrive at 6:25 A.M. or 6:35 A.M. Please make note of this.**

All Buses have Video/Audio Surveillance and GPS tracking to ensure safety.

Parents and students should never run after a moving school bus. Parents should never board a bus while at the bus stop. Parents should contact the school administration if issues arise. Failure to observe *JMCSS Rules and Regulations* may result in long-term suspension from the bus.

School bus transportation is a privilege, not a right.

Major infractions including cursing the driver, bullying and intimidation, throwing objects inside or out of the windows, and fighting will be grounds for immediate suspension for the remainder of the semester or the school year. Students will continue their school assignments while suspended from bus privileges but will be required to find another means of transportation to and from school. Truancy laws will remain in effect for the period of bus suspension.

If you have any questions or comments please call 988-3890 or email [ghward@jmcSS.org](mailto:ghward@jmcSS.org).

Regular Routing call 988-3895, Special Education routing call 664-2555 or 988-3898

**Jackson-Madison County Schools  
Special Education Department**

The following information is provided to meet the requirements of the Tennessee Legislature's Public Chapter 585.

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/soeced/index.htm> .

**Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>

151 Athens Way, Suite 100, Nashville, TN 37228

Phone: 615.248.5878 Toll-free: 1.800.835.7077

Fax: 615.248.5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org) Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/> 712 Professional Plaza, Greeneville, TN 37745

**Disability Law and Advocacy Center of TN** is on the Internet at <http://www.dlactn.org>

2693 Union Avenue, Suite 201

Memphis, TN 38112

1-800-342-1660 (Toll free)

901-458-6013 (TTY) 901-458-7819 (FAX)

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder> on the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit."

Other Important Informational Notices:

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.

PUBLIC CHAPTER NO. 990

HOUSE BILL NO. 2548

By Representatives Hill, Hardaway  
Substituted for: Senate Bill No. 2488  
By Senator Gresham

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 6, relative to student participation in extracurricular activities.  
BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, is amended by adding the following as a new, appropriately designated section: 49-6-

(a) Each school shall notify the parents or legal guardians of all clubs and organizations available to students attending such school by prominently displaying the information in the school's student handbook, or other standard or policy guidebook that contains the policies and procedures of the school and is distributed annually. The list shall include:

- (1) The names of the clubs and organizations, including any abbreviations or acronyms;
- (2) The mission and purpose of the clubs and organizations; and
- (3) All financial requirements associated with membership in the club or organization.
- (4) Notification of the option set forth in subsection (b) to prohibit a student from participating in any club or organization.

(b) 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.

SECTION 2. This act shall take effect July 1, 2012, the public welfare requiring it.

***\*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 IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.***

### **Northeast Middle School Level Parent Involvement Plan**

Northeast Middle School has a written parent involvement policy/plan based upon the requirements of Title I. The plan meets the district requirements as outlined in the Jackson-Madison County Family Engagement Policy. Recognizing the responsibility shared by the school and family, Northeast Middle School is committed to involving families in the development of a parent involvement plan. The written plan, including the development of a family compact, outlines the expectations and provisions needed to support families, school, and community.

Standard 1: Welcoming all families into the school community – Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

- \* The school will host an Open House at the beginning of school each year. During this meeting, parents will be made aware of its Title I status and requirements, the family involvement plan, and parents' right to be involved in the school.

- \* Parents will be invited to attend school functions such as sports programs, parent workshops, fine arts programs, etc. scheduled before, during, and after the school day.

- \* District and school staff members will present themselves in a friendly, respectful, and helpful manner, will be accessible to parents, and will welcome parents as volunteers and observers.

- \* Professional development will be provided to all staff members on the value and usefulness of parent contributions, improved communication techniques and the coordination and implementation of parent programs.

Standard 2: Communicating effectively – Families and school staff engage in regular, meaningful communication about student learning.

- \* Parents will be invited to (2) formal Parent Teacher Conferences per year. Parents and teachers will be encouraged to meet as needed through informal conferences throughout the year.

- \* The staff of Northeast will maintain current, up-to-date websites. Teachers will post their course syllabus onto the main website so that parents know what skills will be covered each quarter.

- \* At the beginning of the year, parents shall receive instructions for how to login to the PowerSchool website. This website will give parents information regarding their students' grades. Teachers will be required to update their students' grades on a weekly basis.

- \* A copy of a written school level family involvement plan will be sent home to parents annually and will be available as a link on the district website for the local community and updated periodically to meet the changing needs of parents and the school. Translation of the document will be provided to ELL families upon request.

- \* The school provides parents with timely information about school programs from the All-Call System, Remind Text System, and school newsletters..

- \* Student progress assessments and curriculum information will be made available through written and verbal communications.

Standard 3: Supporting student success – Families and staff continuously work together to support students' learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

\* Assistance shall be provided to parents in understanding topics such as academic content standards, State, and local academic assessments, how to monitor a child's progress and working with educators to improve student achievement.

\* A link to the Tennessee State Department of Education from the state website will allow parents to view the state curriculum for each grade and subject and the aligned curriculum will be available for viewing at the school site. <http://www.tn.gov/education/>

\* Parents will be notified of scheduled parent conferences, parent meetings and workshops in a timely manner with reminder notices prior to the meeting time.

\* A Telephone Notification system informs parents of important information concerning students, as well as the Office Communicator system provided by the district. The school website will also feature current and important information for parents.

\* Parents will be notified by the school of their child's frequent absences or tardies. The school's Attendance Review Committee shall meet with parents and students to help them improve in school attendance when needed.

\* Title I funds may be used to provide parent information sessions. These sessions will be relevant topics for students and families in promoting social, emotional, and academic success. The Title I Site Committee will plan these events.

\* Parental involvement strategies are coordinated and integrated as applicable to the school.

\* Parents have access to the district website ([jmcss.org](http://jmcss.org)), the school website, and PowerSchool – a program to access attendance and grades.

Standard 4: Speaking up for every child – Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

\* As a component of the school level parental involvement policy/plan, the parent-school compact, jointly developed with parents, describes how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build a partnership to help children achieve the State's high standards.

\* The compact describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment to meet the State's student academic achievement standards.

\* The compact describes the ways parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom, and participating as appropriate, in decisions relating to their children's education, and positive use of extracurricular time.

\* The compact addresses the importance of communication between teachers and parents on an ongoing basis. At minimum, the compact has been discussed with parents at parent/teacher conferences, frequent reports have been provided to parents on their children's progress, and parents have reasonable access to staff, opportunities to volunteer and participate in their child's class and to observe classroom activities.

\* Parents with limited English proficiency, disabilities and migrant will be provided informational materials in an understandable format and language to the extent practicable.

\* Services may be provided to assist parents/guardians to improve parent participation and to formulate suggestions in decisions relating to the education of their children, per parent request.

\* The school site-based team will review the School-Parent Compact annually and seek input from parents, teachers, and students.

Standard 5: Sharing power – Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

\* Parents and staff members will have an opportunity to provide input through school level surveys and district parent surveys which are available on the school system's website.

\* The plan will remain available for review at the school site and will be updated annually to meet the changing needs of parents and the school.

\* Comments by parents of students concerning dissatisfaction with the School Parent Involvement Plan will be collected, reviewed, and included in revisions of the plan.

\* Parents will have an opportunity to discuss and provide input through the Site-Based Committee and the committees for formulating the School Improvement Plan.

Standard 6: Collaborating with community – Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

\* Staff members and parents recognize the importance of building a partnership between the school, families, and the community to improve student academic achievement through training, information, and coordination of activities.

\* The School-Parent Compact and information concerning family involvement programs will be made available to parents/guardians and the community at the school site and on the school system's website.

\* Opportunities will be provided to promote school-home communication and opportunities to volunteer and collaborate with the community.

Student Responsible Use of Technology Agreement 2024-2025  
Northeast Middle School  
Jackson-Madison County Schools

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**Overview.** Northeast Middle School (NMS) makes a variety of communications and information technologies available to students through devices, a secure network, and Internet access. These technologies, when effectively used, promote educational excellence in the school by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical, or inappropriate use of these technologies can have serious consequences, but NMS believes that the digital resources, information, and interaction available on the devices, network, and Internet far outweigh the disadvantages. The devices will remain in the building and will not be taken home with the student; therefore, the students will not be expected to complete homework assignments or projects at home that require the use of the device itself. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating NMS students and setting standards which will serve to protect the school and its students.

**At this time, the school district has chosen not to collect technology/insurance fees from students. The school district will ensure computers are accidentally damaged; however, a fine may be given to students who have intentionally caused harm to their device.**

**Mandatory Review by Parent/Guardian and Student.** To educate students on proper device, network, and Internet use and conduct, students are required to review these guidelines each school year. \*The parent or legal guardian of a student user is required to acknowledge receipt and understanding of NMS Student Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual registration process, which includes signing and submitting a Responsible Use Agreement at the beginning of each school year in order for a student to receive a device for that school year.

**Accessories.** With the exception of small, in-ear headphones (such as ear buds) for educational purposes, absolutely no device accessories will be permitted. A device accessory is defined as, but not limited to the following:

- Cases
- Stickers
- Wired or wireless mice
- Wired or wireless keyboards
- Wired or wireless speakers
- External hard drives
- Screen protectors



**Student Use Expectations.** The school's information technology resources are provided for educational and instructional purposes. If you have any doubt about whether an activity is acceptable, consult with your teacher, supervisor, or administrator to help decide if use is appropriate. You must do all of the following to keep your school technology privileges:

Respect and protect your own privacy and the privacy of others.

1. The student will use only accounts assigned to him or her
2. The student will only view or use passwords, data, drives, or networks to which he or she authorized
3. The student will never distribute private information about his or herself or others

Respect and protect the integrity, availability, and security of all electronic resources.

1. The student will observe all District internet filters and posted network security practices
2. The student will report security risks or violations to a teacher or network administrator
3. The student will not destroy or damage or harm equipment, networks, or other resources
4. The student will not remove device from school building
5. The student will immediately notify a staff member or administrator of computer or network malfunctions

Respect and protect the intellectual property of others

1. The student will follow copyright laws (not make illegal copies of music, pictures, images, videos, games, software, apps, files, or movies)
2. The student will cite sources when using others' work

Respect your community

1. The student will communicate only in ways that are kind and respectful
2. The student will report threatening or discomfoting materials to a teacher or administrator
3. The student will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages/content that is obscene, threatening, discriminatory, harassing, intimidating, or bullying)

4. The student will not intentionally access, transmit, copy, or create material that is illegal (such as obscenities, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works)
5. The student will not use the resources to further other acts that are criminal or violate the school's standards for student behavior
6. The student will participate positively in all digital learning environments and refraining from behaviors that negatively impact his or her peers or staff members

**Consequences for Violation.** Violations may result in the loss of your privileges to use the school or District's information technology resources. Violations may also result in disciplinary action, imposed in accordance with the District's Standards for Student Behavior up to and including suspension or expulsion depending on the degree and severity of the violation. Violations could also result in criminal prosecution by government authorities. Students may be charged a fine if they have intentionally damaged any part of the device.

**Digital Learning Environments.** Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-provided digital tools. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for use of educational software tools and applications. Parents wishing to deny access to these curricular resources must do so in writing to the site principal indicating their child should be denied access to these tools.

**Device and Network Monitoring.** In order to enforce policy statements regarding the use of NMS devices and the District's network, NMS and JMCSS reserve the right to monitor its user's activity on the devices/networked systems. In addition, NMS and the District reserve the right to access messages and/or files for back up, maintenance, and other administrative purposes. Therefore, users should not expect personal privacy with respect to any message sent or received, websites or information accessed, or any files stored on any NMS device at any time.

**Disclaimer of Liability.** The District is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his or her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Due to the nature of

electronic communications and changes in the law, it is also impossible for the District to guarantee confidentiality of email sent and received over any computer network.

*This policy is written in accordance with Jackson-Madison County School Board Policy. Specific policies include, but are not limited to, JMCSS School Board Policies 4.0 and 6.0.*

<http://boardpolicy.net/documents/default.asp?iBoard=15>



## Northeast Middle School Student Handbook Review Form

Please sign this form and return it to your child's teacher.

Your signature confirms that you have received and reviewed the Northeast Middle School Student & Parent Handbook. The handbook is available at <https://www.jmcss.org/northeast>.

I would like a paper copy:

Yes

No

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

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

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

