

We Can't Hide Our P.R.I.D.E.

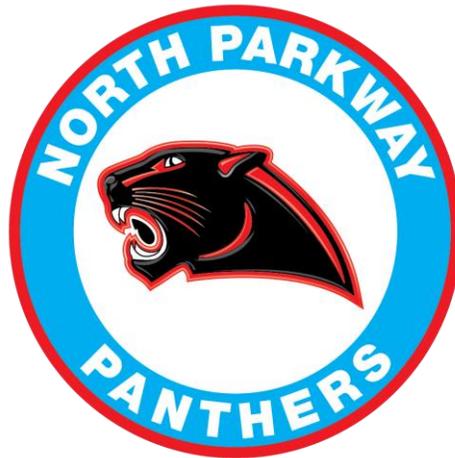
Progress

Respect

Integrity

Drive

Excellence



2023-2024

Scholar Handbook

North Parkway Middle School

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#WeAreNorthParkway



INTRODUCTION

The agenda book is designed to provide information concerning our school. Please review this material with your child. The policies and procedures in this handbook could not possibly address each and every situation that could occur at North Parkway Middle School during the year. We have diligently tried to provide not only all of the information required by law but also the information needed throughout the school year to make the transition to North Parkway Middle School a truly enjoyable one. Thank you for your support and we continually work hard to maintain your confidence in the important work we, as educators, do at North Parkway Middle School. For additional information regarding JMCSS policies, please refer to the district's website at www.jmcss.org or contact the school.

VISION / MISSION STATEMENT

Mission: *North Parkway Middle School is dedicated to providing the highest quality of education for ALL scholars while promoting a safe environment through fostering relationships with **scholars**, families, and our community.*

Vision: *Every scholar at N.P.M.S. will achieve academic growth annually with effective instruction, parent, and **scholar** involvement.*

Motto: ***"Winning in Everything"***

SCHOOL HOURS/ORDER OF THE DAY

School hours are from 7:15 A.M. to 2:05 P.M. **Scholars arriving at school prior to 7:00 A.M. need to report directly to their dens.** **Scholars** are not allowed in the rooms before 7:00 A.M.

Arrival: **Scholars** should not come to school before 6:45 A.M. No **scholars** or parents are allowed in the halls, classrooms, or office prior to 7:00 A.M. The doors are open from 6:45 A.M. to 7:00 A.M. During this time, bus and car riders enter the building through the designated doors and report to the cafeteria. All students arriving at school after 7:15 A.M. are expected to enter the building through the Main Office and a designated official will buzz him/her in through the office door. **All scholars arriving after 7:30 A.M. must be accompanied by a parent/legal guardian.** Breakfast is served in the classroom at 7:00 A.M. on a daily basis. **Scholars** who arrive at school after 7:30 A.M. will not receive breakfast for that day. ALL **scholars** will have their temperature checked upon arrival to school.

6:45 A.M. – 7:30 A.M. **Scholars** report to their den.

****Standing for the pledge is expected; however, if it is against a scholar's belief a note from the parent is necessary and will be honored.****

Early Dismissal: **Parents** are urged to leave their child in school all day. Appointments should be scheduled outside school hours and on school holidays whenever possible. **Front office dismissal is only for early pickup/d dismissal during the school day.** Parents must go directly to the office to sign a **scholar** out when being dismissed early from school. **Scholars may only be signed out by authorized persons listed on the registration forms in the office.** No one under 18 is allowed to sign out a student from school. A **scholar** is not to be released by the teacher unless directed to do so by the office. If there is a question concerning custody, both the teacher and the principal should be notified immediately.

Dismissal: **Scholars** are dismissed each day at 2:05 P.M. Please note: **scholars** who leave school prior to 2:05 P.M. are not eligible for perfect attendance. All dismissals are announced from the office daily. **Front office dismissal is only for early pickup/d dismissal during the school day. All scholars must be off the campus by 2:45 P.M. Any scholar who is not picked up at that time is turned over to a representative from the Department of Children's Services.**

Please discuss with your child where he/she is to go after school before they leave home rather than waiting to call the school with this information. A note must be sent and given to the teacher when a student is to be transported in a different manner if someone other than a parent or guardian is to pick him/her up from school. Parents are responsible for scholars left at school before 6:30 A.M. and after 2:45 P.M. A note is required if your child is going to ride a different bus other than his/her assigned bus.

TARDINESS

Scholars entering the school building after school begins **MUST REPORT TO THE OFFICE TO OBTAIN AN ADMIT SLIP. All scholars arriving after 7:30 A.M. must be accompanied by a parent/legal guardian. IF A STUDENT IS TARDY 3 TIMES OR MORE A NINE-WEEKS, THEY WILL RECEIVE DISCIPLINARY ACTIONS!!** During class transitions, if a **scholar** is late to class more than 5 minutes, he or she is considered to be skipping class. A **scholar** who is tardy does not qualify for a perfect attendance award at the end of the year. (**Board Policy**) **Scholars** who are late will remain in the front office until after the morning announcements and **will NOT be admitted to class without a tardy slip from the office. Scholars will be sent back to the office and not allowed to enter classrooms after 7:30 procedures.**

ASSEMBLIES

Assemblies are held throughout the year for many different reasons. On days of assemblies and club meetings, we will use an abbreviated schedule. **Scholars** may be held back from attending any assembly for behavior purposes. Inappropriate behavior during the assembly results in disciplinary action. **Scholars** are expected to act appropriately and abide by the following rules:

1. **Scholars** proceed to assemblies with their teachers and sit with their class.
2. **Scholars** should move quickly, quietly, orderly, and are not allowed to talk.
3. Applauding and laughing at the appropriate time is acceptable, but whistling, screaming, and booing is never appropriate behavior.

Dismissal from assemblies is always accomplished in an orderly manner following the same procedure as entering.

ATHLETICS

North Parkway Middle School offers the following sports for **scholar** participation:

basketball, cheerleading, cross country, football, girls' softball, soccer, track, tennis, and volleyball. 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.

A recent physical exam must be on file with the office and coach before a **scholar** can participate. The parent/guardian is responsible for the cost of the examination. It is strongly recommended that scholars purchase school insurance or have medical insurance. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all **scholars** participating in interscholastic athletics. Violation of school and team rules may subject athletes to disciplinary action or removal from a squad.

Scholars who are repeating a grade are ineligible. **Scholars** who are 15 years of age prior to September of the current school year are ineligible. To retain eligibility to participate, the **scholar** must maintain a C average or above in all subjects in a 9 weeks period. If a **scholar** is failing more than one subject, he/she will become ineligible until at least one of the failing grades improves. If the **scholar** does not maintain his/her average, he/she will be ineligible to play until the deficiencies are removed at the end of the next 9 weeks grading period. **Scholars** who participate in any school-sponsored athletics are subject to school authorities and officials. Misconduct will be dealt with appropriately by the school's administration or his/her designee. Please see athletic participation guidelines. We will follow these guidelines to determine student eligibility to play.

Athletic GUIDELINES: Participation in athletics and extra-curricular activities is a privilege earned by **scholars** who consistently display responsible behavior, maintain good attendance, and earn passing grades. Failure to behave responsibly, maintain good attendance, or not pass academic classes will result in loss of extra-curricular privileges.

Guidelines described below will be applied to determine eligibility for participation in all sports, non-academically related trips or performances, and in all extra-curricular activities such as Student Government, Beta Club, Gospel Choir, and any other student organizations.

Academic Guidelines The main goal of North Parkway Middle School is to educate **scholars** and prepare them for the high school level and beyond. While sports and extra-curricular activities are an important part of a well-rounded individual, they cannot be the primary focus of **scholars**. **Scholars** must be committed to meeting their academic requirements before engaging in any extra-curricular activities.

Therefore, in accordance with requirements established by the Tennessee Middle School Athletic Association and in conjunction with North Parkway Middle School policy, guidelines for maintaining academic eligibility are as follows:

- To be eligible at the beginning of the school year, the student must have been promoted at the end of the previous school year. **Scholars** who are repeating a grade are not eligible to participate in athletics or extra-curricular activities during the first semester.
- The **scholar** must have earned a 2.0 grade point average the previous year (or semester in the case of 2nd semester activities) in order to try out or participate in an activity.
- The **scholar** who receives 2 or more failing grades at the end of the first semester will be ruled ineligible for participation in sports and/or extra-curricular activities for the remainder of the school year.
- The scholar who receives a failing grade at the end of a 9-week grading period will not be permitted to participate in athletics or extra-curricular activities until the failing grade(s) is documented to have become a passing grade in that particular subject.

Participation Guidelines The **scholar** must have on file with the Coach/Sponsor/Athletic Director a pre-participation physical before trying out or practicing for any sport. This form should detail medical history and pre-existing conditions.

- A Concussion form must be signed by the parent and player before a student may participate in athletics. This form must also be on file with the Coach/Sponsor/Athletic Director prior to participation.
- All equipment from previous sports/activities must be turned in/accounted for by the previous coach/sponsor before a **scholar** may participate in any other sports/activities. The **scholar** must have no outstanding fines/charges to be eligible.

- The scholar may not have had 4 discipline referrals or 2 Out of School Suspensions in order to try out for a sport/activity.

Behavior Guidelines

Discipline referrals **Scholars** are generally referred to the office after multiple warnings and other progressive discipline strategies have been implemented by the classroom teacher and administrative staff. The most common behaviors for which **scholars** are referred to the office are class disruptions, fighting, disrespect of authority, insubordination, and harassment.

Consequences for infractions resulting in office referrals are as follows:

- 1st referral- The coach or sponsor of the activity/sport will have discretion as to the consequence for that **scholar** as it relates to the specific sport/activity.
- 2nd referral- The **scholar** will receive a 1 game/event suspension. The suspension will take place at the next scheduled game/activity after the 2nd referral. The **scholar** is required to attend the game/event but may not dress out or participate. Failure to attend will result in further disciplinary action.
- 3rd referral- The **scholar** will be dismissed from the team/organization for the remainder of the season/activity schedule. The **scholar** also may not go out for another sport or activity which coincides with the sport/activity from which he or she was dismissed.
- 4th referral- The **scholar** will no longer be eligible for sports or activity participation the remainder of the school year.

Out of School Suspension (OSS) policy:

A **scholar** who receives the consequence of Out of School Suspension during the time of participation for a sport or activity will be dismissed from that team/organization for the remainder of the season. Should a **scholar** receive OSS a second time, that **scholar** will be ineligible for sports/activities the remainder of the year. The scholar also may not attend any extra-curricular activities at any Jackson/Madison County facilities during the OSS period.

Zero Tolerance offenses:

A **scholar** deemed to have committed a zero-tolerance offense will be immediately disqualified from participation in and/or attendance to all athletic and extra-curricular activities. Examples of zero tolerance offenses are possession of weapons on school grounds, assault on school staff, use or possession of illegal drugs/controlled substances on a school campus.

Attendance Guidelines:

All scholars are expected to attend school on a regular basis. Therefore, **scholars who desire to participate in athletics or extra-curricular activities must maintain a record of consistent attendance in order to become/remain eligible. Consequences for excessive absenteeism are as follows:**

- 5 unexcused absences- **scholar** will be placed on probation. Beginning with the 6th unexcused absence and each absence thereafter, the **scholar** will be disqualified from participation in the next athletic event or extra-curricular activity.
- 10 unexcused absences- **scholar** will be disqualified from participation for the remainder of the athletic season or extra-curricular activity.
- 12 unexcused absences- **scholar** will lose eligibility for all athletic and extra- curricular activities.

These additional guidelines will also apply:

- A **scholar** must be at school for half the day to participate in athletic contests, extra- curricular activities, rehearsals, and/or practices on that particular day. A **scholar** must be present by 10:30 am to be in attendance for a half day.
- Any scholar who is consistently absent or tardy on the day following an athletic contest or extra-curricular activity will be disqualified from participation in the next contest or activity.

ATTENDANCE POLICY

Attendance is not only a key factor in student achievement but is also a cooperative effort between the parents and school. **Scholars** are expected to be present each day that school is in session. **In order for students to be considered present, he/she must attend school for 3 hours and 16 minutes. Scholars arriving at school after 10:59 A.M. or leaving school before 10:31 A.M. are considered absent. Scholars** who leave school prior to 2:15 P.M. are not eligible for a perfect attendance award at the end of the year Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Parents of middle school **scholars** are allowed two (2) discretionary days per year. A written request must be given to the principal to have the discretionary days approved. The principal will notify the teachers.

Make-up work: All missed assignments or tests (whether from excused or unexcused absences) may be made up. The teacher is responsible for providing all missed assignments. The **scholar** or parent/guardian may make the request for make-up during the period of absence, or on the day the **scholar** returns to school. **A teacher's instructional time may not be interrupted by these requests; however, information regarding make-up work will be provided within two (2) days.** The **scholar** will have a minimum of two (2) days per day absent to complete the make-up

work. (Refer to Board Policy 6.200-Attendance)

ACADEMIC RECOGNITION/HONOR ROLL

Those **scholars** who have all A's on the report card will be eligible for the Principal's List.

Scholars who have A's and B's, on the report card are eligible for Honor Roll and Beta Club.

Scholars will be awarded each nine-weeks as well as at the end of the year.

GRADES

Report cards are issued at the end of each nine-weeks grading period. If there is a concern regarding a **scholar's** progress in a particular class, please call, write a note, or e-mail the teacher to clarify the situation. We appreciate your support and cooperation. A numerical value of letter grades for each subject is as follows:

A-----90-100

B-----80-89

C-----70-79

D-----60-69

F-----Below 69

BUS TRANSPORTATION

Bus transportation is provided for scholar stops. Locations are available from the bus garage or school office. **Scholars** may be assigned seats on the bus, which may be changed at the discretion of the driver. If any questions arise, please feel free to contact the bus garage (988-3890) or central office (664-2500). **(Please refer to Policy 6.308-Bus Conduct Policy & Administrative Procedures)**

CAFETERIA/FOOD SERVICES

All **scholars** eat breakfast and lunch for free. They are welcome to bring their own lunches. **(Please refer to Policy 3.500-Food Service Management)**

A basic meal is prepared each day along with several optional menu choices. Professional cooks

working in cooperation with a registered dietician prepare school lunches. **Scholars** who bring lunch may purchase milk. **Individual items such as fruit drinks or potato chips cannot be brought to the cafeteria unless it is in a packed lunch. No canned sodas or glassware is allowed in the cafeteria. Scholars with food allergies must have a doctor's statement.**

CAFETERIA RULES

Scholars must exhibit appropriate behavior at all times in the cafeteria. The following is expected of all students at NPMS. All students are to:

- remain quiet in the lunch room.
- sit with their assigned class.
- fill each seat; no skipping seats.
- raise hand and get permission to get up for any reason.
- refrain from throwing food.
- refrain from talking to people at other tables.
- refrain from banging, yelling or making noises of any kind.
- refrain from going to the restroom or the water fountain during lunch.
- be quiet and remain seated until their teacher comes to their table to pick them up from lunch.

(**Scholars** who fail to follow rules may receive isolation lunch or other disciplinary actions.)

Note: **Scholars** are not allowed to bring food into the cafeteria to eat with their school lunch. Only students bringing their entire lunch may bring food. This includes drinks.

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CAMPUS VISITORS

It is North Parkway Middle School's policy that all visitors register at the Main Office and obtain a visitor's pass. **ACCORDING TO TN LAW, ALL VISITORS MUST REPORT TO THE OFFICE TO SECURE A VISITOR'S PASS. If you wish to see a teacher, the principal or counselor, please call to schedule an appointment prior to your visit. Scholars / parents are not allowed in the halls prior to 7:00 A.M.** Parents may visit classrooms, but must **obtain permission** from the principal, vice-principal, consulting teacher, or instructional coach. **Scholars** are not to be released during the school day to any individual who is not designated on the registration cards. **Scholars** are not permitted to bring other **scholars**, siblings, or relatives as guests to visit the school. Any individual on campus or anyone picking up a **scholar** may at any time be asked for identification. Parents please do not take this as an insult if this happens to you.

We do this to insure the safety of your student and others.

CELL PHONES

Scholars may not display, use or have on or in an operational mode any electronic device. Such devices include but are not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; any mobile telephone, cellular telephone, laptops, tablets, mp3 players, laser pointer or pen or any other type of telecommunications or imaging device during school day hours. However, a teacher may grant permission for the use of these devices to assist with instruction in the classroom, and teachers are encouraged to integrate the devices into their course work.

Scholars are prohibited from using electronic devices in any manner that interferes with or is disruptive of the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers or visitors.

Unauthorized use or improper storage of a device will result in confiscation of the device until such time as it may be released to the student's parent or guardian. **A scholar in violation of this policy is subject to disciplinary action at the discretion of the principal.**

CELL PHONES ARE PROHIBITED! IF THEY ARE SEEN IN USE, THEY WILL BE CONFISCATED. PARENTS WILL BE REQUIRED TO PICK THEM UP. NO EXCEPTIONS! IF IT IS KNOWN THAT A SCHOLAR MADE A PHONE CALL FROM THEIR CELL PHONE WITHOUT PERMISSION FROM A TEACHER, THE STUDENT WILL BE DISCIPLINED.

CHANGE OF ADDRESS/TELEPHONE

It is very important that **scholar** maintain a current address and current telephone numbers for all contacts listed on the registration form in the office and for all school records. The school may need the information in the event of an emergency. This information should be updated throughout the year whenever any change occurs.

CHEATING

Cheating is a serious compromise of a student's integrity and is not to be tolerated. If cheating is

discovered, the **scholar's** work is confiscated. The parent will be notified and the **scholar** will be required to take another test resulting in only 75% maximum credit being given.

COMPUTER USE

North Parkway Middle School will be in compliance with the JMCSS Board Policy in relations to internet and technology use. In addition, we suspend a student's privilege of laptop and technology use if **scholars** abuse the privilege. (Ex. Visit inappropriate sites, cyberbullying, use without permission, cheating, mishandling device, gang or violent images displayed, and any other inappropriate action)

NORTH PARKWAY MIDDLE SCHOOL DRESS CODE

Scholar's dress and grooming should be appropriate to the educational environment. Extremes in dress and grooming are:

1. a disturbing influence in school;
2. a distraction to the learning process;
3. hazardous to health and safety are inappropriate school attire.
4. any gang-affiliated or associated symbolism

The principal or other duly authorized school official is to determine whether any particular mode of dress or grooming interferes or causes a distraction to the educational process by announcement or posting a notice in the school. **All large coats, gloves, scarves, and backpacks, are to be placed in a bookbag.** Small jackets and sweaters may be worn in the school building; however, they must follow the JMCSS dress code. Jackets worn throughout the school must be mostly red, white, light blue or black. Hoodies cannot be worn on their heads while in the building. **During cold weather scholars may put their coats or jackets on while in the cafeteria during late bus. However, they may not wear them in the classrooms at the end of the day, during dismissal, or to the cafeteria.** In addition, the following are NPMS's dress code expectations:

1. No handwriting is permitted on **scholars'** bodies.
2. No bandanas. No other objects may be worn in the scholars' hair. **Scholars may not comb, brush, or pick hair during class or walking throughout the**

school.

3. Sunglasses, non-prescription glasses, or fashion glasses may not be worn inside the school.
4. **No colored jeans of any type are permitted.** However, on approved jean day, **solid dark blue denim jeans** are permitted. All pants must be worn on the outside of the shoes. No rubber bands are to be worn around the ankles.
5. All shoes are to be laced, tied, and velcroed. Shoes, socks, and shoelaces **MUST** match. No house shoes, slippers, flip flops, crocs, or rolling shoes are permitted. No shoes with heels higher than 2 inches are permitted.
6. Belts are expected to comply with the JMCSS Board Policy. Belts are outer garments. No designs on belt buckles or belts.
7. **Scholars** may carry a **small bag** for personal articles. However, the bag must fit inside the **Scholars' desk**. Backpacks may not be carried to PE.
8. A pullover sweater may be worn with a polo shirt underneath.
9. **LEGGINGS ARE NOT PANTS.** The only leggings are permitted should be worn under skirts, jumpers, or shorts.

To address any dress code violation, a parent will be contacted. If proper dress code cannot be corrected, the student may receive consequences from administration which could include in school suspension.

Student Dress Code/Regular School Day

(6.310) as adopted by Jackson Madison County Board of Education (6-10-10)

Jackson-Madison County School System schools must be environments in which work can be accomplished by adults and **scholars**. Staff will dress professionally, and **scholars'** dress will fall within the following guidelines 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. Standardized expectations related to **scholar's** dress will assist our mobile **scholar** population and **scholars** move from school to school within the district.

The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines and appropriate dress during extracurricular activities. **Teachers and school administrators will be held accountable for the enforcement of these guidelines.** These guidelines will be applied consistently to all **scholars** unless a student's

Individual Education Plan (IEP) indicates otherwise. All requirements except the one for skirts apply equally to boys and girls. Principals are allowed, with the Director's authorization, to designate discretionary days (i.e., picture day, homecoming week, etc.)

General:

- no hats/caps or bandannas may be worn in the building
- no underwear, undershirts or camisoles are to be visible
- no hoods over the head at school
- other items determined by the school leadership team and approved by the Director to be distracting to education environment are prohibited
- no "grilled" teeth
- no sweatshirts no sweat pants, wind pants, pajama pants, or jeans
- no jeans/denim pants

Jewelry:

- large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry ("large" is to be determined by the school administrator)
- no items with spikes
- no items with symbols related to drugs, alcohol, adult clubs or magazines, gangs or violence are allowed

Shirts:

- polo style ---collared---black or white color (one additional color as approved by that school—(North Parkway Middle School chose Red or Light Blue as their school colors)—short or long sleeved (sleeve must cover the shoulder)
- no writing, logos, or any type of design should be on the shirt (except the school colored shirt)
- no hoodies
- sized to fit, neither skintight or sagging
- turtlenecks are allowed if they are black, white or a school approved color and are worn under a polo style shirt or sweater (NPMS is red.)
- **no scarves of any type or vest are permitted**

Pants: All pants must have belt loops and be:

- flat fronted or pleated –khaki, navy, or black color

- Capri pants – flat fronted or pleated – khaki, navy, or black color
- no cargo style pants or pants with deep pockets in the front or back
- no writing, logos, or any style of design should be on any pant
- no holes, frayed cuffs, cuts or rips of any kind are allowed; sized to fit, neither skintight or sagging; **All pants must** be worn at the waist.
- **must be worn on the outside of the shoes**

Shorts:

- flat fronted or pleated — khaki, navy, or black color (must be knee length when standing)
- skorts (K-4 only) – khaki, navy, or black color (must be knee length when standing)
- sized to fit, neither skintight nor sagging: must be worn at waist

Skirts:

- solid color (same colors note above)
- hemline must at least touch the top of the knee when standing
- **Leggings are permitted. However, shorts, skirts, jumpers must touch the top of knees when standing.**

Jumper:

- Khaki or navy in color (must be knee length when standing)

Belts: (Grades 1-12)

- must wear a black or brown belt with a silver or gold buckle
- buckle no larger than 2" x 2" square and no specialty, logo, oversized or wording allowed
- **may have holes in belts, but no other designs, names, or logos may be on the belt**

Sweaters:

- cotton, cotton/poly blend or fleece style – black, white or approved school color
- **must** be collared and no hood
- may have a full length or ¼ zipper
- short or long sleeved
- vest styles are acceptable (**Pull over sweater vest are permitted, but must be black, white, or red and a school acceptable polo worn underneath.**)
- If a student wears a sweater, an approved uniform style shirt or turtleneck must be worn

Shoes:

- no shoes with heels higher than 2 inches
- no house shoes/slippers
- no flip flops, no crocs, no rolling shoes
- **all shoes must be laced and tied. Shoes that have Velcro must be fastened.**

Outer garments:

- Each principal will submit to the Director and provide for parents the requirement at that school regarding the wearing of coats and jackets within their school. Please refer to NPMS's policy under the dress code section of the student agenda. **(Policy 6.310) as adopted by Jackson Madison County Board of Education (6-10-10)**

EMERGENCY CLOSINGS

The board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency, which presents a threat to the safety of students, staff members or school property. As soon as the decision to close schools is made, the director of schools is to notify the public media and request that an announcement be made. In addition, school closings are listed on the JMCSS website: www.jmcss.org. If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which **scholars** are involved are postponed or canceled. **(Please refer to Policy 3.202 – Emergency Preparedness Plan)**

EMERGENCY PREPAREDNESS PLAN

The director of schools is responsible for developing, maintaining and acquiring procedures for cases of nuclear bomb threat, civil disturbance, earthquake, fire, tornado, and other severe weather. Emergency preparedness drills are taught and practiced throughout the school year. Fire drills and additional safety drills are practiced throughout the school year. These drills may include inclement weather, earthquake, intruder or other emergency drills that do not require full evacuation. **(Please refer to Policy 3.202 – Emergency Preparedness Plan)**

EMERGENCY PROCEDURES

Emergency procedures are implemented at North Parkway Middle School in the event of early dismissal due to inclement weather or other unforeseen events that necessitate closing school early. **Please note that school officials request identification for releasing the **scholar** to any person, which officials do not recognize as the parent or designee.** It is important to

realize that under some emergency situations, it may not be possible to notify everyone by telephone, but the school is going to do our best with your cooperation. The staff and administration, in some circumstances, reserves the right to use reasonable discretion concerning the release of any **scholar**. Your assistance is necessary in order to have a safe and orderly dismissal. **To assist us, parents need to verify and update registrations cards which include emergency telephone numbers to ensure accuracy throughout the school year when changes occur.**

In the event of a serious emergency condition that requires the evacuation of the campus or the early dismissal of students before the regular dismissal time, local media is informed if at all possible. Parents should listen to the local radio/TV stations for such information, rather than calling the school. Parents also need to discuss with their child what to do or where to go in the event of an emergency/early dismissal from school. Staff periodically receives review and training in safety issues. **Thank you for your cooperation in helping to keep our scholars safe! (Please refer to Policy 3.202 Emergency Preparedness Plan)**

EMERGENCY DRILLS

Fire drills requiring full evacuation are practiced during the school year. Three additional safety drills are given during the school year. If a fire alarm sounds, **scholars** never know whether the occasion is a drill or a real emergency. It is essential that **scholars** remain absolutely quiet and follow instructions exactly. Please follow the directions of your teacher. If an emergency drill occurs during the activity period or at lunch, go out the nearest exit and report to the assigned area for your class period. Scholars should not talk, run, or push so that order can be maintained during the evacuation of the buildings. Once all **scholars** and teachers are clear of the building, remain together so that the teacher can take roll. A signal is given for returning to class. It is the student's responsibility to know and follow these rules for his/her safety. **IT COULD SAVE YOUR LIFE! (Please refer to Policy 3.202 Emergency Preparedness Plan)**

FEES

The school charges a variety of fees for different services and materials. Some of these fees are optional activities and some are required of all **scholars**. Fees should be paid promptly. If a **scholar** or his/her family has a financial problem which affects the payment of school fees, the situation should be brought to the attention of the principal where suitable arrangements can be made.

(Please refer to Policy 6.709- Student Fees and Fines)

FIELD TRIPS

Various classroom teachers throughout the year schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum. Parents receive notices and permission forms for field trips well in advance of the scheduled trip date. Sometimes a small amount of money may be requested from each **scholar** to help defray transportation or facility use costs. Parents are encouraged to attend field trip outings with their children.

FIGHTING/PROFANITY/SKIPPING CLASS

Gang affiliation, gang signs, fighting, profanity, and skipping class is strictly forbidden in the school or on campus. Immediate and automatic suspension from school is the consequence for fighting, profanity, and/or skipping class. These behaviors could also lead to potential alternative school placement per administrative discretion. If a **scholar** knowingly does not attend an assigned class for **any period of time** it is considered skipping. **These types of behaviors will be subjected to Jackson-Madison Code of Conduct.**

NO BULLYING PROGRAM

We know parents not only want the best for their child, but also want the school environment to be safe and free from violence. At North Parkway Middle School, we have implemented the **NO Bullying Program** which addresses the issue of bullying. It is our desire to make our school a violence-free zone. We have not only developed strategies, but also consequences regarding bullying behaviors. **Scholars** are introduced to the program by his/her teacher during the first week of school. The School Counselor will address bullying behaviors throughout the school year. As part of the **No Bullying Program** the students are involved in activities designed to help him/her:

1. Define bullying and understand what behaviors are considered bullying.
2. Understand the effect of bullying behaviors and develop empathy for targeted students.
3. Learn ways to respond to bullying behaviors.
4. Learn when and how to report bullying behaviors.
5. Accept the consequences the school establishes for engaging in bullying behaviors.

The overall goal of the **No Bullying Program** is to empower **scholars** to report bullying behaviors (Bully Box) and to give school staff the tools to recognize, intervene, and issue consequences for bullying behaviors that the **scholar** witnesses or hears about from other **scholars**. **Scholars who**

bully receive appropriate consequences to help them realize that bullying behaviors are not tolerated. (Please refer to Policy 6.304) (Refer to Bullying Chart.)

HALL PASS

Students must have an official hall pass to travel in the hallway. Any **scholar** who is in the hall when he/she is scheduled to be in class, must have a hall pass. **Scholars** are **NOT allowed** to visit other teachers or classrooms for any reason. No exceptions!!!

HEALTH

Scholars who are ill should remain at home. **Scholars** who become ill or injured in a minor nature at school are required to have an official school hall pass to report to the school nurse. If the nurse determines that the **scholar** needs further treatment or should be sent home, she will contact the parents. **Scholars** are never excused to go home unless the school contacts a parent or guardian, and the **scholar** is picked up and signed out by a parent or legal guardian. In case of serious illness or injury, 911 is called.

There is an isolation room where sick **scholars** will wait separately from their peers for a parent to arrive.

STATE LAW: All medication must be delivered to the principal's office in person by the parent or guardian of the scholar unless the medication is required for immediate self-administration (i.e., asthma inhalers). Parental authorization will be required for a child to keep an asthma medication on his/her person, otherwise, all asthma medications, including inhalers and nebulizers, will be kept in the office. A written statement will be required from the physician that provides the necessary information. **Scholars are not to carry any type of medication on their person, in purses, backpacks, or in lockers.** Medication taken during the school day must be left in its original container and administered in the office. Nonprescription medications may not be administered without prior written consent of the parent. Under no circumstances may school personnel nor another **student** provide medication to a **scholar**, not even aspirin or Midol. **Scholars** with special medical conditions **MUST** have information concerning this condition on file in the office. **(Please refer to Policy 6.405-Medicines)**

HOMEWORK

Homework will consist of reviewing or practicing a skill recently taught. Your child's homework should be communicated to you via email, REMIND app, newsletter or website. **Scholars** should

have homework weekly.

LOCKER USE

Scholars will not use lockers.

PARENTAL CONTACT

We encourage parental contact. Please feel comfortable contacting your child's teacher with any questions or concerns that you may have throughout the course of the year. If you would like to request a meeting, please call or email to make an appointment. Due to the congested schedule of the day, please allow 24 hours for a response. If your child is faced with a conflict with another **scholar**, please call the main office and ask to speak with an administrator. It is our goal to do our best to serve the needs of our students as we work together with our parents.

RESTROOM BREAKS

Scholars will have scheduled restroom breaks. This schedule is set to keep down on congestion in the restroom. We also believe that it is necessary for an adult to always be in the proximity of the restroom to supervise students. Horse playing, cell phone use and other inappropriate behavior during restroom breaks will receive an appropriate consequence.

SAFETY

SCHOOL WIDE DISCIPLINE PLAN

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is the foundation for the whole educational process. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, one can form a correct attitude toward it, and not only do one's part in making our school an effective place of learning, but develop the habit of self-discipline which will create a better person. At North Parkway Middle School, we are committed to creating a positive learning environment which is the joint responsibility of students, parents, and staff. When all of the parties work cooperatively to prevent problems, it reduces the necessity for disciplinary action. It is important for students to learn their rights, but even more important to

remember their responsibilities. Our intention is for our students to develop self-discipline.

(Our behavior expectation matrix is attached.)

Knowing that at times inappropriate behavior may occur, the school reserves the right to administer appropriate consequences for any behavior not listed above. These rules and policies apply to any student who is on school property, in attendance at school, or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. Consequences for these actions are progressive from the lowest level of discipline to the highest level. Please see the section titled: **(Please refer to Policy 6.313-Discipline Procedure)**

Jackson-Madison Secondary Code of Conduct



Jackson-Madison County School System

Secondary Code of Conduct / Suspension Referral (6-12)

Student Name _____ Grade _____ School Name _____ Date of Infraction _____

Homeroom _____ Referring Faculty/Staff _____ Location of Infraction _____

Behavioral Infractions	Minimum Disciplinary Options	Maximum Disciplinary Options
Level 1: Behaviors that impede the orderly operation of the classroom / school.		
<input type="checkbox"/> Physical aggression <input type="checkbox"/> Dress code <input type="checkbox"/> Violation of electronic devices or webservice <input type="checkbox"/> Possession of (or drawing) obscene material <input type="checkbox"/> Disruptive behavior / materials causing classroom disturbance <input type="checkbox"/> Blatant defiance / insubordination <input type="checkbox"/> Use of profanity or abusive language <input type="checkbox"/> Bullying / Cyberbullying <input type="checkbox"/> Vaping / Vape paraphernalia <input type="checkbox"/> Violation of School Norms Specify: _____	<input type="checkbox"/> Parent/Guardian conference <input type="checkbox"/> Detention (after school) <input type="checkbox"/> Restorative practices and restitution <input type="checkbox"/> Restricted or excluded from activities <input type="checkbox"/> Verbal Reprimand <input type="checkbox"/> School Counselor Referral <input type="checkbox"/> Behavior Intervention Plan <input type="checkbox"/> ISS <input type="checkbox"/> Restorative computer modules	<input type="checkbox"/> Out of School Suspension (5 days) <input type="checkbox"/> Virtual: Out of School Alternative Placement (5 days)
Level 2: Behaviors that do not directly pose a threat to the health and safety of others, but disrupt the learning environment.		
<input type="checkbox"/> Repeat / Continuation of Level 1 offenses Specify: _____ <input type="checkbox"/> Accessory <input type="checkbox"/> Public display of affection <input type="checkbox"/> Instigating a fight or altercation <input type="checkbox"/> Discrimination / Harassment / Intimidation of another student or staff <input type="checkbox"/> Pornography possession (social media, electronic, or print) <input type="checkbox"/> Indication of gang activity / affiliation <input type="checkbox"/> Vaping / Vape paraphernalia <input type="checkbox"/> Other: _____	<input type="checkbox"/> Detention <input type="checkbox"/> Restorative practices and restitution <input type="checkbox"/> Restricted or excluded from activities <input type="checkbox"/> Verbal Reprimand <input type="checkbox"/> School Counselor Referral <input type="checkbox"/> Behavior Intervention Plan <input type="checkbox"/> ISS <input type="checkbox"/> Restorative computer modules <input type="checkbox"/> Trauma-Informed practices	<input type="checkbox"/> PLC (45 days) <input type="checkbox"/> Virtual: Out of School Alternative Placement (45 days)
Level 3: Behaviors that are directly against a person or property, but do not seriously endanger the health or safety of others.		
<input type="checkbox"/> Repeat / Continuation of Levels 1 and 2 offenses Specify: _____ <input type="checkbox"/> Fighting <input type="checkbox"/> Threatening others <input type="checkbox"/> Sexual misconduct <input type="checkbox"/> Use, possession, influence, distribution of alcohol / tobacco / paraphernalia <input type="checkbox"/> Vandalism <input type="checkbox"/> Theft <input type="checkbox"/> Other: _____	<input type="checkbox"/> Detention <input type="checkbox"/> Restorative practices and restitution <input type="checkbox"/> Restricted or excluded from activities <input type="checkbox"/> School Counselor Referral <input type="checkbox"/> ISS <input type="checkbox"/> Restorative computer modules <input type="checkbox"/> Trauma-Informed practices	<input type="checkbox"/> PLC (90 days) <input type="checkbox"/> Virtual: Out of School Alternative Placement (90 days)
Level 4: Behaviors that result in violence to another person or property or pose a threat to the safety of others.		
<input type="checkbox"/> Repeat / Continuation of Levels 1, 2, and 3 offenses Specify: _____ <input type="checkbox"/> Bomb Threat / Arson <input type="checkbox"/> Intentional striking of staff <input type="checkbox"/> Gang activity that results in violence and bodily harm <input type="checkbox"/> Electronic threat to cause bodily injury or death <input type="checkbox"/> Use or transfer of unauthorized substances <input type="checkbox"/> Possession, use, and / or transfer of dangerous weapons <input type="checkbox"/> Other: _____	<input type="checkbox"/> Restorative practices and restitution <input type="checkbox"/> Trauma-Informed practices <input type="checkbox"/> School Counselor Referral <input type="checkbox"/> Restorative computer modules	<input type="checkbox"/> PLC (135 days) <input type="checkbox"/> Virtual: Out of School Alternative Placement (135 days)
Level 5: Behaviors that are zero tolerance offenses result in immediate removal from the regular school program.		
<input type="checkbox"/> Aggravated assault / Assault that results in bodily harm <input type="checkbox"/> Possession of unauthorized drugs (controlled, analogue, or legend) <input type="checkbox"/> Unauthorized possession of firearms	<input type="checkbox"/> Assignment to alternative school or program at the discretion of the Director of Schools / designee. Must attend DHA hearing. <input type="checkbox"/> Restorative computer modules / practices	<input type="checkbox"/> Expulsion from regular school program for one (1) calendar year unless modified by the Director of Schools.

SUBSTITUTE TEACHERS

Scholars are expected to follow all school and classroom rules when any adult is present, including substitute teachers, guest speakers, parents, etc. Exhibiting a disrespectful or defiant behavior to not only a substitute, but any authority figure is not tolerated. A referral written for inappropriate behavior when the classroom teacher is not present results in a discipline consequence.

TELEPHONE USAGE

The telephones at North Parkway Middle School are business telephones. **Scholars** will only be allowed to use the telephones for **EMERGENCIES** with an official school hall pass. **Therefore, all plans that are made concerning transportation, after-school meetings, club/ team practices, signatures, money, forms, deadlines, etc. should be made prior to your child leaving home in the mornings.** Failure to do so does not constitute an emergency. Only in urgent situations should a student be called at school. **Scholars** will not be called out of class to answer a telephone call. If there is an extreme emergency, please talk to the principal or designee. **Scholars** must have an official school pass from the teacher to use the telephone. **PLEASE DO NOT TEXT OR CALL SCHOLARS DURING SCHOOL HOURS ON THEIR CELL PHONES. Please feel free to call, and the office staff will deliver the message to the student.**

TESTING ETIQUETTE

Several tests are administered throughout the school year. **Scholars** are to comply with the following when any type of testing occurs:

- Attendance: If at all possible, be present and on time. Tardy **scholars** will be held in the office until testing has been completed.
- Testing-When a "Testing, Do Not Disturb" sign is on the door, **scholars** should not knock or interrupt a class in any way.
- Testing Schedule-**Scholars** are to follow the testing schedule that has been provided by the administration.
- Paper, pencils, 3-inch binder, or any other necessary supplies are to be brought to each class daily.
- Halls-**Scholars** should not be in the halls during school-wide testing.

All students are expected to comply with testing etiquette.

TEXTBOOKS

Textbooks are school property provided by the taxpayer for student use and are to be returned at the end of the school year. **Scholars** are responsible for damaged or lost textbooks. A price list is available in the office. **(Refer to Policy 4.401-Textbook Selection, Distribution & Care) The agenda book is considered a textbook and is to be returned to the student's homeroom room when a student withdraws.**

TITLE I

SCHOLAR COMPACT/ SCHOOL LEVEL PARENT INVOLVEMENT PLAN

North Parkway Middle School is a federally funded Title I school wide program. Title I is intended to help ensure that all students have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. Title I provide resources to make available services that address identified scholar needs. Title I funding is used to provide additional staff, professional development, extended-time programs, technology, and other strategies for raising student achievement.

UNSAFE SCHOOL CHOICE POLICY

Under the State Board of Education's Unsafe School Choice Policy, a public-school **scholar** who is the victim of a violent crime (as defined in Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined in Tennessee Code Annotated 39-12-101) shall be provided an opportunity to transfer to another grade-level appropriate school within the district. For additional information, contact the school principal or Supervisor of Student Services at the school system's central office (664-2568).

VALUABLES

Scholars are asked to leave items that are valuable or easily damaged at home. Cassette/CD Players, i-pods, video/TV devices, electronic games/cartridges, radios, beepers, pagers, laser pens, collectible cards, etc. **are not allowed at school. The school assumes no responsibility for loss or damages to valuables brought to school.** If a **scholar** is required to bring a valuable item to school, it should be taken to the office for safekeeping or locked in their locker. The school is not responsible for stolen goods. **(Please refer to Policy 6.312-Use of Personal Communication Devices in School)**

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a **scholar** is allowed to return to class. If a **scholar** accidentally causes damage, they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism. **(Please refer to Policy 6.311-Care of School Property)**

WITHDRAWALS

The parents of any **scholar** who is withdrawing in the middle of a semester should complete an application for withdrawal. Teachers/staff summarize the **scholar's** progress and prepare the **scholar's** file for forwarding to their next school of enrollment. School textbooks, library books, agenda books, or other school property should be returned to the school. Transfer of **scholar** records may be delayed as a result of failure to return school property.

Jackson Madison County Schools
Special Education Department

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

Tennessee Department of Education contact information

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/alsoeeced/index.htm>.

Legal Services Division

Division of Special Education, Tennessee Department of Education
Regional

710 James Robertson Parkway

Andrew Johnson Tower, 7th Floor

Nashville, Tennessee 27243-0380

Phone: 615-741-2851

Fax: 615-253-5567 or 615-532-9412

West Tennessee

Resource Center

100 Berryhill Drive

Jackson, TN 38301

Phone: 731-265-0415

Fax: 731-421-0418

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

Support and Training for Exceptional Parents (STEP) is on the internet at <http://www.tnstep.org/>

712 Professional Plaza

Greeneville, TN 37745

West Tennessee:

901-726-4334

derek.flake@tnstep.org

Middle Tennessee:

615-463-2310

joey.ellis@tnstep.org

East Tennessee:

423-639-2464

linda.burrows@tnstep.org

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

West Tennessee: (Jackson Area)	Middle Tennessee: 701 Bradford Ave., Nashville, TN 37204	East Tennessee: (Knoxville Area)
Telephone: 731-984-8599	615-269-7751 FAX: 615-269-8914	865-609-2490
Fax: 731-984-8599	TN Toll Free: 800-670-9882	Fax: 865-0609-2490
<u>E-mail: TVC@tnvoices.org</u>		

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.”

For further information on any of the board policies listed below please refer to the following website: www.jmcass.org

Policy 1.802 Grievances and the Americans with Disabilities Act

Policy 1.8021 Non-Discrimination

Policy 1.803 Tobacco-Free Schools

Policy 3.202 Emergency Preparedness Plan

Policy 3.203 Crisis Management

Policy 3.403 Traffic and Parking Controls

Policy 4.301 Interscholastic Athletics

Policy 4.401 Textbook Selection, Distribution and Care

Policy 4.406 Use of the Internet

Policy 6.200 Attendance

Policy 6.2051 Student Desegregation (Rescind Pending 5/5/11)

Policy 6.300 Code of Behavior and Discipline Policy

Policy 6.301 Rights and Responsibilities

Policy 6.304 Student Discrimination/Harassment/ Bullying/Cyber Bullying/ and Intimidation (Sexual, Racial, National Origin, Ethnic, Religious, Disability)

Policy 6.305 Student Concerns, Complaints, and Grievances (policy and administrative procedures)

Policy 6.307 Drug Free Schools

Policy 6.3071 Student Alcohol and Drug Testing

Policy 6.308 Bus Conduct (policy and administrative procedures)

Policy 6.309 Zero Tolerance Offenses

Policy 6.310 Student Dress Code/Regular School Day

Policy 6.310e Código de Vestuario Estudianti

Policy 6.311 Care of School Property

Policy 6.312 Use of Personal Communication Devices in School

Policy 6.313 Discipline Procedures

Policy 6.314 Corporal Punishment/Paddling

Policy 6.315 Detention

Policy 6.316 Suspension/Expulsion/Remand

Policy 6.405 Medicines

Policy 6.601 Student Records Annual Notification of Rights

Policy 6.604 Media Access to Students

Policy 6.704 Student Publications

Policy 6.709 Student Fees and Fines

Policy 7.702 Student Clubs and Organizations

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 school.

North Parkway Middle School

School-wide Title I School