

# STUDENT HANDBOOK 2018-2019

## CHARLOTTE MIDDLE SCHOOL

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SchoolWay code: ra4t5l

This Planner Belongs To:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Bus Number \_\_\_\_\_ Locker Number \_\_\_\_\_

Grade Scale:

A = 100-93 B = 92-85 C = 84-75 D = 74-70 F = 69 AND BELOW

# CHARLOTTE MIDDLE SCHOOL

## **Mission Statement**

By means of constant reflection, collaboration, high expectations, and a respectful culture, Charlotte Middle School students will become accountable, self sufficient, intrinsically motivated, productive citizens through mastery of 21<sup>st</sup> century skills.

## **Vision**

Charlotte Middle School will consistently strive for the highest level of academic excellence.

## **Beliefs**

1. CMS believes in a strong academic setting with learning as the top priority.
2. Collaborative efforts for learning and decision making are the responsibilities of students, families, the community, and the CMS staff.
3. Challenging and innovative lessons stimulate critical thinking, reasoning, questioning, and creativity.
4. Everyone learns and can perform with high standards, as measured through standardized assessments, when present and actively engaged in the learning process.
5. Teamwork is vital for success, and individuality is treasured.
6. A strong work ethic and personal responsibility is prized and rewarded.
7. Comprehensive development embraces intellectual, social, emotional, and physical well being as a vital component of each individual.
8. Grade level transition requires higher expectations and more responsibility that progress toward independence.
9. Community organizations and individuals offer unique and valuable contributions to our educational programs and are a part of our educational goals.
10. School policy is developed in a united effort between administration, teachers, parents, community members, and all other stakeholders.

## **School Hours**

School hours for the 2018-2019 school year are from 7:55 A.M. to 3:00 P.M. Doors will open at 7:00 A.M. and will be secured at 4:00 P.M. Students arriving prior to 7:45 A.M. will go directly to the gym or cafeteria upon arrival to school and sit in designated areas. **Students must remain in the gym or cafeteria until dismissed.** Students may not wander the halls or go to their lockers or classrooms without a written note from their teacher. Unless under the direct supervision of a teacher or other staff member, **students may only be in the building between 7:00 A. M. and 4:00 P.M.**

Students must be signed in to the office by a guardian if they are late to school. Parents may not just send their child inside after 7:55 A.M. Parents must also come inside to sign their child out for early dismissal. Students may not leave the building prior to being signed out in the front office.

## **ATTENDANCE AND ABSENTEEISM**

Regular school attendance is vital to the academic success of a student. Therefore, it is imperative that a student attend school every day. We focus on “**Strive for 5**” each year, which means students should aim to miss no more five days of the school year. Attendance matters every single day!

State and school board policies require that a student be in attendance 95% of the academic school year, and requires the principal to notify the parents when a child has accumulated five (5) unexcused absences.

**A note or phone call from a parent or guardian will be required the day you return after being absent.**

All missed work must be made up within three (3) days after returning to school. **It is the responsibility of the student to see that this is done.**

If the student misses one day and that day was a scheduled test, the student should be prepared to make up the test on the next day that he/she attends school. If a student misses one day and returns on test day, then the student shall take the test as scheduled – provided the test was announced prior to the absence.

### **Unexcused Absences**

Students may not be able to make up work or get full credit. After **five** unexcused absences a student and parent will be petitioned to court for truancy.

### **Excessive Absences**

Students who have excessive absences will need a doctor’s excuse for the absence to be excused. After three unexcused absences a parent meeting may be required. After five unexcused absences the student will be petitioned to court. **Please DO NOT ask teachers to send work home unless there is an extended absence beyond one day.** A student is considered chronically absent when they miss more than 10% of the school year (18 days), and considered severely chronically absent when they miss 20% of the school year (36 days).

### **Warranted Absences**

Absences for reasons other than illness may be excused; if, in the judgment of the principal they are warranted. For example, attendance at a special event of educational value (prior approval required by administrator.)

## DRESS CODE

The Charlotte Middle School dress code has been devised with the idea of promoting a positive, safe learning atmosphere for each student and the school. Safety, neatness, cleanliness, good taste, and common decency will be the guiding standard of appropriateness to all student dress.

1. **Shorts, skirts, and dresses must be worn so the cuff/hem (all the way around) extends past the fingertips to an appropriate length.**
2. Cutoffs with frays, pants with holes above fingertip length, pants split up the side, etc., may not be worn. (Fringed pants, pants which have a hem and fringe are acceptable). No fringed shorts.
3. Pants must be worn at the waist. If pants are too large, they must be secured with a belt. **Sagging pants are not acceptable.**
4. No pajama bottoms, loungers, pajama style pants or yoga pants.
5. Belts are to be buckled at all times. Suspenders and straps are to be worn over the shoulders.
6. Halter tops, low necklines, tube tops, muscle shirts, tank tops or any revealing clothing may not be worn to school. **Any shirt which comes above the top of the pant with the student holding their arms straight out will be deemed inappropriate.**
7. Sleeveless shirts are allowed for girls if they extend to the shoulders and are well fitted under the arm.
8. Clothing which advertises substances that are illegal for teens and pre-teens

(drugs, alcohol, tobacco products) or language or writing that is otherwise inappropriate or offensive (sex, profanity, racial or ethnic slurs, gang related attire, etc.) may **not** be worn.

9. Footwear must be worn at all times.
10. **Body piercings are limited to the ears only. Nose rings, lip/tongue rings, eyebrow piercings, etc. are prohibited and students will be asked to remove their piercings.**
11. Boxer underwear may not be worn as external clothing. Underwear may not be exposed.
12. Extreme make-up or attire, etc. that is disruptive to the school environment is not allowed. School disciplinary procedures will be enforced.
13. **Leggings may only be worn with an appropriate shirt that reaches beyond fingertip length all the way around.**

**Any mode of attire or appearance which has the potential of creating a disruption in the classroom should not be worn to school.**

Any student who fails to comply with the dress code will be sent to the office immediately. The student may not return to class until attire meets the school dress code. He/she may be placed in ISS if the correction cannot be made immediately. Continued violation of the dress code will result in further disciplinary action. The school may furnish appropriate clothing, if available.

Charlotte Middle School has the right to modify this policy as necessary and reserve the right to determine what may be disruptive or unsafe.

## GENERAL RULES

In keeping with the student goals and objectives established by the Tennessee School Board Association and the Dickson County Board of Education:

1. Students will not deliberately deface or destroy the school facility or any school property. If this action does occur, the students will pay for the cost of damages. In addition, disciplinary action will be imposed.
  2. Students will go directly to and from school and not play or quarrel en route. Any misbehavior which occurs while en route to or from school will be dealt with by the school. It should be noted also that parents have the right to file civil petitions against students who infringe on the rights of their children en route to and from school (i.e., fighting, harassment, etc.)
  3. After arrival, students may not leave the school campus without going through early dismissal procedures.
  4. Students using profane, indecent, insulting or threatening language on school grounds or while engaged in school-related activities will be subject to disciplinary action.
  5. Possession or use of explosives on school premises is prohibited.
  6. Gambling or possession of gambling devices including but not limited to playing cards or dice on school premises is prohibited.
  7. Food and drink AND GUM will not be consumed in the building except at a designated time and place. No eating or drinking in the gym at any time!
  8. Students will not have in their possession tobacco (in any form), lighters or matches.
  - 97 Students' will not have knives, box cutters, razor blades, guns, (toy or real) or other unlawful weapons in their possession while at school or at school functions outside of the regular school day.
10. The school allows students to bring many items to school, i.e., cell phones, tablets, iPads, iPods, kindles, etc. Students are responsible for securing these items. **The school is not responsible for the loss of such items.**
  11. Proper conduct is expected at all school related events during or after school. Students who do not exhibit proper conduct will be suspended for future events.
  12. Students are expected to behave in a courteous way at all assembly programs. Those who disturb will not be allowed to attend the next assembly. Instead those students will report to a designated area for detention where they will be expected to complete a special assignment.
  13. Students are **expected** to move through the halls **quietly** and in an orderly fashion. Running and other disruptive behavior is not allowed in the hallways
  14. Students are not permitted to enter the faculty lounge.
  15. Students must obtain prior approval from the office to sell or post items at school. Any unauthorized selling will result in disciplinary action.
  16. Bullying or harassment of any kind will not be tolerated. Bullying is an act repeated over time which involves an imbalance of physical, social or emotional power.
  17. Energy drinks (high caffeine/sugar) and soft-drinks are prohibited.
- All students will obey the rules of the school and the directions of all teachers and staff while on school property or at school related activities. If students fail to concur, they will be subject to consequences. Students must submit to consequences prescribed for inappropriate

conduct. If a student or parent refuses to accept consequences, the offending student is subject to suspension.

## **CONSEQUENCES FOR VIOLATION OF SCHOOL RULES**

Students who violate school wide and/ or classroom rules will receive disciplinary action which is appropriate for the particular offense. Efforts will be made to communicate with parents to help prevent further misconduct by students. Some of the consequences which could result if a student fails to adhere to established rules are:

1. Verbal reprimand
2. A student conference
3. Parent contact
4. Special duties / activities
5. Isolation
6. Lunch detention
7. Loss of privilege to participate in reward activities
8. After School Detention (one or two hours)
9. In-school suspension
10. Saturday School
11. Suspension/ expulsion
12. Any other form deemed necessary

## **DEFINITION OF DISCIPLINARY TERMS**

### **Behavior Contract:**

Contract between teachers, student, and parent which targets specific behaviors. Rewards and consequences are clearly defined.

### **Behavior Documentation:**

Teachers will maintain documentation of student behavior offenses and place a referral in Skyward. The word "offense" means any

significant behavior that is in violation of classroom rules, school rules, or district rules.

Teachers will inform students of each offense and of the following consequence if another offense occurs. Severe offenses are those behaviors which result in automatic office referral, the teacher will provide the administration with a detailed report in Skyward. Special education teachers will determine and inform the administration of behaviors which are or are not a manifestation of a student's handicapping condition. These students will be disciplined accordingly.

### **Discipline Documentation Record:**

A record of a student's discipline history (offenses and consequences)

### **In-School Suspension (ISS):**

A suspension within the school building in which students are removed from the regular classroom setting for a designated period of time. The students are closely supervised in a structured environment. In addition, students who are placed in ISS have the responsibility of completing their regular classroom work assigned by their teachers.

### **Lunch Detention:**

A detention which requires a student to be isolated from his/her peers during the lunch period.

### **Out-of-School Suspension:**

A suspension from school. Students who are suspended may have an option to attend NDA. A student who attends NDA "In lieu of suspension" will not be counted absent and students are still permitted to turn in all work.

### **Student Behavior Referral Form:**



A form sent through Skyward Student Management System to administration. This form describes the student's behavioral problem.

### **RESULTS OF OFFICE REFFERALS**

Office referrals will be dealt with on a case by case basis. Attention will be given to severity of the offense, discipline record, and any other factors the administration feels is relevant to the situation.

**Students may not reschedule a detention or Saturday School:** Parents may request that a detention or Saturday School be rescheduled by calling the school or by sending a written request including a telephone number where they may be reached for verification. Requests will be granted at the administration's discretion depending on the nature of the request. If the request is granted, the detention or Saturday School must be rescheduled at that time.

**If a student is absent on the day of their scheduled detention, he/she will be expected to attend the next scheduled detention. If he/she is absent a second time the result may be ISS, out-of-school suspension (OSS), or behavior modification class.**

### **BEHAVIORS RESULTING IN AUTOMATIC OFFICE REFFERALS.**

1. All violations of the law will be reported to the appropriate authorities.
2. Profanity
3. Leaving the classroom without permission
4. Continuous disruption in the classroom (teacher can't teach – students can't learn)
5. Serious public display of affection (PDA) – teacher discretion

6. Inappropriate physical contact, verbal language or body language
7. Aggressive Behavior
8. Fighting
9. Theft
10. Extortion, intimidation, or harassment
11. Verbal abuse of teachers or other adults
12. Skipping school/class
13. Destruction of school property
14. Possession and/or selling drugs or alcohol
15. Assault
16. Possession of weapons
17. Possession of tobacco products, including lighters
18. Acts of vandalism or property destruction involving safety of a student
19. Disrespect toward teachers and staff
20. Harassment (sexual, religious, racial, ethnic, etc.)
21. Bullying

### **STUDENT ELECTRONIC DEVICES/CELL PHONES**

Students are **NOT** to be on their cell phones or other electronic devices in class or hallways. Earbuds and headphones **MUST** be removed walking throughout the hallways. **Social media sites MAY NOT be accessed during the school day** by students using their cell phones or other electronic devices. **Pictures, videos, or other recordings with their cell phones or other electronic devices are strictly prohibited.** Inappropriate use of cell phones or other electronic devices will result in consequences for students at the discretion of the school administration. If a student is ill, they should come to the front office to seek assistance in making parent contact.

**Students may have their cell phones on before/after school and during their lunch**

**period. Cell phones should be in the off mode during class unless otherwise instructed by the teacher.**

### **TENNESSEE STATE LAW**

A minor shall not, directly or indirectly, purchase or acquire smoking material, smoking paraphernalia, or smokeless tobacco product. Any minor so purchasing or acquiring is subject to juvenile proceedings (Section 30-15-409, Tennessee Code Annotated)

### **ZERO TOLERANCE BEHAVIOR**

Prior to commencement of fall classes for the 1996-1997 school year, and annually thereafter, each local county Board of Education is required to file with the Commissioner of Education written policies and procedures developed and adopted by the Board.

1. To ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons; and
2. To impose swift, certain and sever disciplinary sanctions on any student who brings a drug, drug paraphernalia or dangerous weapon onto a school property or to any school event or activity; or who, while on a school bus, on school property or while attending any school event or activity is under the influence of a drug or possesses a drug, drug paraphernalia or dangerous weapon; or assaults or threatens to assault a teacher, student, or other person.

### **ILLNESS**

If a child becomes ill at school, his/her temperature will be taken and if there is a fever, guardians will be called. If guardians cannot be reached, the student will be sent back to class. In case of an emergency, and if care providers cannot be reached, an ambulance will be called. We suggest that care providers who work outside the home make special provisions for someone to call to take care of the student in the event of illness while at school.

### **POLICY ON MEDICATION**

All prescription and non-prescription medications shall be sent to school in original container and turned in to the principal's office immediately upon arrival to school unless the medication must be retained by the student for immediate administration (i.e. students with asthma). Non-prescription medication may be administered only with the written permission of a parent or guardian. The medication will be administered in accordance with the label directions or written instruction from the student's physician or parent. Verification from the care providers stipulating the medical use is required for all drugs. Medicines (i.e. acetaminophen, ibuprofen) will not be distributed to students unless furnished by care providers.

The parent or guardian will be responsible for informing the designated official of any change in the student's health or change in medication.

### **PARENT COMMUNICATION**

Charlotte Middle School will employ an automatic caller system for the 2018-2019 school year to help keep parents informed. Students and parents may also follow us on the CMS social media pages on Facebook and Twitter. We also have a school app on the SchoolWay app download. Parents are also encouraged to give the academic core team an e-mail address to help with communication.

**Please update contact information if your address, phone numbers, or email addresses change during the school year.**

### **BUS REGULATIONS**

Riding the bus is an extension of school. Therefore, bus students must conduct themselves in a manner that is consistent with the established safety standards of Charlotte Middle School as well as the guidelines for appropriate behavior set forth by Charlotte Middle School.

The students are under the supervision and control of the driver while on his/her bus. However, bus service, like all other school activities, is the responsibility of the building principal; therefore, all communication involving the bus will be directed to him/her or appointed designee.

To ensure a safe and orderly means of transportation, the following guidelines are established for the bus riders.

1. Students are to ride to and from school only on assigned buses. Students must be picked up and delivered to their assigned stops, and may not have friends who are not assigned to the particular bus ride with them.
- 11 2. Be at the bus stop prior to the arrival of the bus.

3. Go directly to an available seat and be seated.
4. Keep aisles and exits clear.
5. Keep noise to classroom level.
6. Keep head, hands and objects inside the bus.
7. Respect the rights and property of others.
8. Obey the driver promptly and respectfully.
9. Remain seated until the bus has come to a complete stop and use the emergency door only in an emergency.
10. Bring no drugs, weapons, hazardous materials, or animals onto the bus.
11. Do not throw or pass objects on, from, or into the bus.
12. Do not harass other students on the bus or at the bus stop.
13. Do not use profanity, or eat/drink any food item while on the bus.

Failure to adhere to these and other established rules and regulations will subject the student to disciplinary measures which may vary from a verbal reprimand by the driver to suspension from the bus by the principal.

The parent/legal guardian is held legally responsible for any damage done to the bus and/or bus equipment by his/her child.

### **CONSEQUENCES OF BUS MISCONDUCT**

Students who require disciplinary action due to bus misconduct are referred to the principal with a bus disciplinary report. A copy of this report with the summary of the action is distributed to the parent, the driver, the transportation department, and a copy is kept for the school records.

## BAND

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: 3 days off the bus

3<sup>rd</sup> Offense: 5 days off the bus

4<sup>th</sup> Offense: 10 days off the bus

5<sup>th</sup> Offense: Loss of bus riding privilege for the remainder of the school year.

Depending on the nature of the offense other consequences may be assigned. Also, depending on the severity of the offense, a student could be assigned up to the maximum consequence the first time the offense is committed.

## ATHLETIC ELIGIBILITY REQUIREMENTS

To be eligible for Charlotte Middle School athletics, a student must not be 15 years of age on or before August 1<sup>st</sup> and pass four (4) subjects the previous semester. To remain eligible and free from probationary status a student must maintain passing grades in four (4) subjects and maintain good conduct at school, games, and on trips. Student athletes are students **FIRST!** We **expect** all athletes to model high academic behavior, exhibit positive classroom and school behavior, and attend classes daily, even when their sport is not in season.

## CHEERLEADERS

Cheerleaders are selected during the spring. Cheerleading is a privilege and cheerleaders are expected to conduct themselves in a manner that is an asset to Charlotte Middle School. We expect cheerleaders to exemplify the high standards of our school. Cheerleading is a year long commitment. Cheerleaders will not be allowed to quit cheerleading to participate in any other athletic activity which coincides with cheerleading.

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Any student may become a member of the band. Students must have the approval of their parent or guardian and meet with the band director. Band is an elective class; therefore, students must provide their own instruments and instrument books. The school provides some large instruments, and music. **Because band is a year-long class, it is necessary for the student and parents to make a year-long commitment to the school as a member of the band.** This commitment may be re-evaluated by the students, parents, and band director at the beginning of each semester.

## ANNOUNCEMENTS

State law requires that we begin every day with a moment of silence. School announcements will be made each morning and at the end of every school day. Dress code will be checked by each teacher during announcements. **Students and teachers are expected to be silent and listen to all announcements.**

## LOST AND FOUND

Items that are found should be turned in to the office. Inquire about lost items there. Unclaimed items are disposed of periodically. Found items should be turned in to the front office.

## STUDENT LOCKERS

Students are issued lockers for personal use in keeping notebooks, supplies, coats, etc. Students who have locks must make sure that they remain locked and should not give their combinations to anyone. Lockers should be kept in good condition. Students shall not write on lockers. Decals and stickers shall not be

Combinations/spare keys to locks should be turned in to the team leader. Locks will be cut if students cannot open their lock. Should there be any reason to believe a locker contains stolen items and/or items that are hazardous to the health and welfare of the students, a search may be conducted. Student lockers are the property of CMS and DCBE and may be searched without consent.

### **TEXTBOOKS**

Textbooks will be issued to each student after the parent or guardian has signed a “Parent Agreement Form.” Any loss, damage or destruction of these books will result in a charge to the student.

### **TRANSFERS**

When a student transfers to another school his/her records will be forwarded to the new school when all debts are settled.

### **VISITORS**

Students are not allowed to bring visitors to school without permission. All visitors must report to the office immediately upon entering the building for a visitor’s pass.

### **PARENT INVOLVEMENT**

We encourage all families to become involved with the learning process at Charlotte Middle School. Anyone may go to our web site: ([www.cms.dicksoncountyschools.org](http://www.cms.dicksoncountyschools.org)) to find dates/times for meetings, events, and other important information. Parents are also

encouraged to follow us on Twitter (@Tigerscms) and like us on Facebook (Charlotte Middle School).

### **Facebook:**

### **Twitter:**

## **EVACUATION PLANS FOR DISASTER SITUATIONS**

**Fire Drills** will be held at regular intervals as required by law. It is essential that when the alarm is sounded everyone follows instructions and exits the building by their proper route. Students and teachers should remain outside until the all-clear signal is given.

1. Signal to Exit – Fire alarm or continuous blowing of coach’s whistle.
2. All-Clear Signal - Radio contact with each team leader.

**Tornado Drills** will be held as a safety precaution. Safe areas for each room are posted and your teacher will instruct you to these areas.

**Emergency Evacuation** – If an emergency should arise that would require evacuation of the building; fire drill routes would be followed.

Detailed instructions for school safety are documented in the Charlotte Middle School Crisis Plan.



**This page is to be signed by student and parent after handbook has been read. Please tear this page out of the handbook and return it to your first academic teacher.**

The Charlotte Middle School Student Handbook contains important information regarding the policies and guidelines governing the operation of our school. Information within the handbook includes, but is not limited to academics, attendance, bus regulations, dress code, discipline, and extra-curricular activities. Please read and discuss the contents of this handbook with your child. If you have any questions, consult any faculty member or the school.

After you and your child have read and understood the information contained within the Charlotte Middle School Handbook, please sign and date the form below. Signing the form does not mean that you agree with the rules and/or procedures; it simply means that you have read them and understand them. Teachers will check the form for signatures.

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**Charlotte Middle School Student Handbook  
Documentation Form**

I have read and understand the contents of the Charlotte Middle School Student Handbook. I understand that by signing this form, it does not mean that I agree with the policies and guidelines, but does mean that I was given the opportunity to read them and ask questions as needed for clarification.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

