

# WEST VIEW MIDDLE SCHOOL

## MISSION STATEMENT

West View Mission Statement: *Empower all students to reach their greatest potential.*

- Provide a safe and friendly learning environment.
- Incorporate various teaching methods to accommodate the diverse needs of all students.
- Utilize assessment data to make informed instructional decisions.
- Involve all stakeholders in the decision making process.
- Promote all local, state, and national educational policies.

## □ **ACADEMIC PROGRAM** □

### CURRICULUM

The school calendar is comprised of one hundred eighty days. A student's academic day consists of seven hours and thirty minutes. Classes begin at 8:00 A.M. and end at 3:00 P.M. The school day is divided into six class periods with four minutes between classes to get books, go to the restroom, etc. The academic program includes math, science, English, social studies, world geography, American history, reading, and academic advancement. Advanced mathematics is offered in the seventh grade and Algebra I and pre-algebra are offered in the eighth grade. Seventh grade advanced mathematics is required for students wishing to take Algebra I during their eighth grade year. Students are enrolled in related arts which include social health, keyboarding, art, chorus, instrumental music, technology, and physical education. Each related arts class lasts for nine weeks, except band which lasts the entire year. Students wishing to join band must do so in the sixth grade unless admitted by the instructor at a later date. Additional programs include resource and family life curriculums.

### GRADING PROCEDURES

Grade cards are issued at the end of each nine weeks and are to be signed by the parent/guardian and returned immediately. Grade cards may be supplemented by conferences and written reports. The teacher will weigh the value of grades given for various assignments within the nine-week period in computing the grade. This procedure will enable the teacher to allow for individual differences in grading. Regularly scheduled parent/teacher conferences are held in September and March. A parent/guardian may request an additional conference by calling the school's guidance department or the teacher at 581- 2407. The following grading scale is used at West View Middle School:

- A 93-100
- B 85-92
- C 75-84
- D 70-74
- F Below 70 (failure)

### HONOR ROLL AND BETA CLUB

Honor students must earn all "A's" and "B's" in all subject areas each nine weeks grading period. Highest honors are awarded at the end of the school year for students who have all "A's". Students must maintain a 90 average in all subjects for the entire school year to qualify for Beta Club. In addition, they must not receive two or more disciplinary actions or bus infractions during the school year. Students who are enrolled in Algebra I must make a "C" or better to meet academic standards for Honor Roll or Beta Club participation.

### PROMOTION AND RETENTION

Students who make a year-end average of "F" in two major subject areas may be considered for retention. Other factors considered in making a final decision include age of the student, previous retentions, attendance, teacher recommendations, Tennessee Achievement test scores, and school board policy. The final decision rests with the school's staff.

## WEST VIEW DAILY SCHEDULE

| <u>Period</u> | <u>Time</u>               | <u>Description</u>                            |
|---------------|---------------------------|---|
| <b>1</b>      | <b>8:00 - 9:00 a.m.</b>   | <b>60 Minute Class</b>                        |
|               | 9:00 - 9:04 a.m.          | 4 Minute Break                                |
| <b>2</b>      | <b>9:04 - 10:04 a.m.</b>  | <b>60 Minute Class</b>                        |
|               | 10:04 - 10:08 a.m.        | 4 Minute Break                                |
| <b>3</b>      | <b>10:08 - 11:08 a.m.</b> | <b>60 Minute Class</b>                        |
|               | 11:08 - 11:12 a.m.        | 4 Minute Break                                |
| <b>4</b>      | <b>11:12 - 12:52 p.m.</b> | <b>60 Minute Class<br/>&amp; Lunch Period</b> |
| <b>5</b>      | <b>12:56 - 1:56 p.m.</b>  | <b>60 Minute Class</b>                        |
|               | 1:56 - 2:00 p.m.          | 4 Minute Break                                |
| <b>6</b>      | <b>2:00 - 3:00</b>        | <b>60 Minute Class</b>                        |

### LUNCH SCHEDULES

**6<sup>th</sup> Lunch**                      11:12 - 11:42 a.m. Lunch Period

**8<sup>th</sup> Lunch**                      11:47 - 12:17 p.m. Lunch Period

**7<sup>th</sup> Lunch**                      12:22 - 12:52 p.m. Lunch Period

## □ **SCHOOL SERVICES** □

### GUIDANCE/COUNSELING OFFICE

The West View Middle School Guidance Department's sole focus is to address the very unique concerns of middle school students. The office is staffed with a certified School Counselor who assumes many roles such as fostering academic and social development of students, enrolling new students, sending and receiving transcripts, testing, and working closely with teachers, administrators, special services, and community agencies to provide information and support necessary for a positive middle school experience. The counselor also addresses the areas of grades, attendance, and behavior, and the other areas involving school progress, academic and career goals, and decision-making skills. Students are encouraged to see the counselor with personal, educational, or vocational issues. The Guidance Office is open during regular school hours (7:50 - 3:20). Items may be faxed directly to the Guidance Office at 585-3845.

## □ **SCHOOL POLICIES AND PROCEDURES** □

### ASSISTANCE OF LAW ENFORCEMENT AGENCIES

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to (1) search any area of the school premises or any student; or (2) identify or dispose of anything found in the course of a search conducted in accordance with this policy. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

### BOOK BAGS

Students must place their full sized book bags in their lockers upon arrival at school. If a student wishes to carry a small draw string bag with them during the school day, it must be made of mesh material.

### **CAFETERIA**

Breakfast begins at 7:20 A.M. and ends at 7:55 A.M. The menu varies but generally consists of cereal, toast, rolls, Pop Tarts, biscuits, etc., and is served in the school cafeteria. The West View school cafeteria offers a choice of a hot lunch or a salad bar. Additional items may be purchased in addition to lunch if desired. Information about free and reduced-price lunches is distributed to each student at the beginning of the year. All students are required to be in the cafeteria during their assigned lunch period. Students are not allowed to remain in their educational wings during lunch. Students may pay for their breakfast/lunch as they go through the line or prepay for an extended period of time. The cafeteria personnel keep records of prepayment by computer. Student lunch charges must have administrative approval. When students have guests for lunch, they may eat in the cafeteria. In keeping with federal guidelines regulating the National School Lunch Program and in an effort to encourage eating school meals and incorporate the school nutrition program as part of the students' overall health education, the Hamblen County School Board prohibits food to be brought into school cafeterias from outside commercial food service establishments. **The State Department of Education does not allow carbonated beverages (Coke, Sprite, Pepsi, etc.) in the cafeteria. Students may not bring classmates with them when they have lunch with family members.** Students may not leave campus for lunch. After finishing breakfast/lunch, students are to return trays and utensils to the proper racks and dispose of trash in appropriate containers.

### **CAR RIDERS**

Students should be dropped off at the front entrance to the gymnasium near the flag pole. Drivers should enter and exit the campus via the front road to the school only. In the afternoon students with last names that begin with the letters A –L should be picked up in front of the main office. Students with last names that begin with the letters M –Z should be picked up in front of the gymnasium near the flag pole. Due to the fact that buses are loading behind the gymnasium, all cars should enter and exit the campus via the front road to the school. When dropping a child off or picking him/her up, parents/guardians should allow themselves extra time in case there are long delays due to traffic. Supervision will be provided for students until 3:45 P.M. only in the afternoons.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or cause damage to school property or equipment will be required to pay for the damage or to replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension or dismissal from school.

### **CHANGE OF ADDRESS**

All students must inform the office of any changes of address or telephone number.

### **COMPUTING, NETWORKING, AND INFORMATION RESOURCES**

The purpose of the Hamblen County Schools' educational computing, networking, and information resources is to benefit teachers and students by providing access to unique resources. Access is conditional on maintaining security and responsible use of these resources. Misuse of computing, networking, or information resources can result in disciplinary action consistent with the school system's standard policies and practices, and/or revocation of access privileges, and/or appropriate legal action.

### **DANCES**

Three dances are permitted annually by the Board of Education. The dances are for West View students only. Parents and teachers chaperone the students. Advanced tickets to the dances may be purchased at the school prior to the dance.

### **DISRUPTIVE DEVICES**

Disruptive devices such as I-Pods, CD players, radios, electronic games, lasers, pagers, cellular phones, skateboards, playing cards, sports cards, balls, or any other devices that may interfere with the educational process are not permitted at school, on school buses, or at any school function.

### **FACILITATING SEARCHES**

Dogs or other animals trained to detect drugs by odor, or otherwise, may be used in searches, but such animals shall be used only to pinpoint areas in need of search. In determining when a search is necessary, the principal may consider reports from faculty members, students, and other sources.

### **FIELD TRIPS**

All educational and extra-curricular field trips must have prior approval of the principal. A student must have a “C” average in all core academic classes, owe no fees, not be on attendance contract, and have no office referrals or bus suspensions to be eligible. Students are reminded that all school policies are in effect during all field trips. Any policy infractions will be dealt with at school.

### **FIREWORKS**

No fireworks of any kind are allowed on school grounds. Possession of fireworks is in violation of the City Ordinance and will result in immediate suspension of the student.

### **HALLWAYS**

Students shall not be in the hallways or out of area during class without a pass from their classroom teacher. Students out of class without a pass will be escorted back to their respective class. Students should always ask the teacher to issue a pass prior to their leaving the classroom. Students should not be in the hallway during class except in an emergency or on official classroom business, such as going to the library or office.

### **HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION**

The Hamblen County School System prohibits any form of harassment, sexual harassment, or discrimination based upon age, religion, disability, race, or national origin. It will be a violation of this policy for any student or employee of the school system to harass, sexually harass, or discriminate against a student or an employee through conduct or communication in any form as defined by this policy.

### **HEALTH RECORD**

Each student’s parents or guardian is responsible for providing immunization (shot) records in accordance with public law, State of Tennessee.

### **INSURANCE**

School accident insurance is offered at the beginning of each school year.

### **LIBRARY**

The West View library exists to support and carry out the school's curriculum. It provides opportunities for reference work and pleasure reading. Library hours are from 8:00 A.M. to 3:20 P.M. Books may be checked out for a two-week period. Books may be renewed for an additional two weeks. A student will not receive his/her grade card until all lost book payments are cleared. Students are expected to conduct themselves in a quiet and courteous manner while in the library. A list of library regulations will be posted in the library for your convenience.

### **LOCKERS**

Lockers are assigned to students upon availability. Students are advised to keep locks on their lockers. If fourth period teachers do not have a duplicate key or the locker combination, it will be necessary to cut off locks if combinations or keys are forgotten. Each student is responsible for the care of his/her own locker and liable for any damage to the locker. Students are also responsible for the contents of the assigned locker. The school reserves the right to inspect or search student lockers at any time.

### **LOST AND FOUND**

Articles found in and around the school should be turned into the main office where the owner may claim his/her property by identifying it. Identification is much easier when the name of the owner is written on clothing, bags, shoes, etc. (Items will only be held five school days.)

### **PARENT PORTAL**

Parent Portal is a convenient home-to-school collaboration tool that allows parent/guardians to keep track of their children’s school information and get more involved with their child’s day-to-day education. Parents/Guardians may visit a password-protected website to view their child’s grades, discipline, and attendance. To maintain the integrity of student data, the Parent Portal application is a “read-only” system and the data resides on a special server. The actual student data resides on servers safely behind a firewall. The data is also encrypted as it is transferred over the web.

### **PRESCRIPTION & NONPRESCRIPTION DRUGS**

There is a clinic. In cases where students need more care than the nurse or office personnel can give, parents will be notified and asked to come provide that care. There is no one at the school to treat pre-existing conditions. If, however, a student has medicine to take, office personnel will store the medicine and assist the student to take the medication. All prescription and nonprescription drugs including cough drops, Tums, and ibuprofen must be delivered to the main office by a parent/guardian upon arrival at school and a written request (JGCB - Exhibits 2, 3) must be obtained from the office requesting that the medication be given during school hours. No medication of any kind can be given to students until this information is completed and on file in the main office. All nonprescription medication needs to be in manufacturer's original container with the child's name attached to the container. Prescription medication must be in the original, pharmacy labeled container. It is the parent or guardian's responsibility to ensure that the written request and medication are brought directly to the school office. Students who do not follow these provisions will be subject to the provisions and guidelines of his/her school's assertive discipline policy.

### **SCHOOL TELEPHONES**

School telephones are reserved for office use during the school day. Only in cases of emergency may a student be called from class to answer the phone and then only to talk with parents or relatives.

### **SEARCH OF LOCKERS**

Lockers and storage areas are the property of the Hamblen County Board of Education and remain such even though provided for student use. Therefore, the student using the locker that is the property of the school system has no expectation of privacy in that locker or its contents. All lockers or other storage areas provided for student use on the school premises are subject to inspection and access for maintenance and search. The principal of each school shall insure that notices are posted in each school notifying the students and parents that the lockers and other storage areas are school property and are subject to search. When individual circumstances in a school dictate, a principal may order that lockers or other enclosures used for storage by students, and other areas accessible to students, be searched in the principal's presence or in the presence of other members of the principal's staff. Individual circumstances requiring a search may include incidents on school property (including school buses) involving, but not limited to, the use of dangerous weapons, drugs, or drug paraphernalia by students which are known by the principal or other staff members; information received from law enforcement, juvenile, or other authorities indicating a pattern of drug dealing or drug use by students of that school; any assault or attempted assault on school property with dangerous weapons; or any other actions or incidents known by the principal which give reasonable suspicion that drugs, drug paraphernalia, or dangerous weapons are held on school property by one or more students.

### **SEARCH OF PERSONS AND CONTAINERS**

A student may be subjected to physical search, or may be required to empty his/her pockets, purse, or other container because of the results of a locker search, or because of information received from a teacher, staff member, or other student, as such action is deemed reasonable by the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated school policy
2. The search may yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia, or drugs
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision of rights and education of students.
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.

### **STUDENT DELIVERIES**

No special (flowers, balloons, candy grams, etc.) deliveries will be accepted during the school day.

### **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, expensive jewelry, radios, cameras, etc. to school, or leave money or other valuables in lockers or in the P.E. dressing rooms. West View Middle School is not responsible for articles stolen at school.

### **TEXTBOOKS**

Textbooks are available, without cost to students, as a loan. Students are accountable for all free textbooks. The Hamblen County School System must be reimbursed for any books that are damaged, destroyed, stolen, or misplaced. If a student loses a book during the school year, he/she must pay for the lost book before another one can be issued. Classroom teachers and the librarian make the decisions regarding book damage.

## VISITORS

All visitors must report to school office. Visitors must have permission from the school office and a visitor's pass to be in any section of the school building at anytime before, during, or after school hours except to attend approved scheduled activities. School policy does not permit students from other schools to visit classes during the school day. Visitors may see teachers only during their unencumbered class periods.

### □ **ATHLETICS** □

West View is a member of the Middle Eight Athletic Conference. All sports are regulated by conference or state rules. To be eligible to participate in athletics a student must:

1. Be in good standing at West View.
2. Meet all Middle Eight Conference regulations.
3. Have insurance.
4. Have permission of his/her parents.
5. Have a physical examination.

#### **Fall Sports Coaches**

|                        |                     |
|------------------------|---------------------|
| Cheerleading (Girls)-  | Amanda Frazier      |
| Cross Country (Girls)- | David Haas          |
| Cross County (Boys)-   | David Haas          |
| Football (Boys) -      | Tyler Ray           |
| Volleyball (Girls)-    | Katy<br>Bridgewater |

#### **Winter Sports Coaches**

|   |                 |
|---|-----------------|
| Varsity Basketball (Girls)-               | Michelle Wright |
| Junior-Varsity Basketball (Girls)         | Gabe McKinney   |
| 6 <sup>th</sup> Grade Basketball (Girls)- | Jenny Galyon    |
| Varsity Basketball (Boys)-                | Tyler Estepp    |
| Junior-Varsity Basketball (Boys)          | Caleb Horner    |
| 6 <sup>th</sup> Grade Basketball (Boys)-  | Marvin Thompson |
| Wrestling (Boys)-                         | Jason Spoone    |

#### **Spring Sports Coaches**

|                     |               |
|---------------------|---------------|
| Track (Girls)-      | Toni Jill Cox |
| Track (Boys)-       | Kevin Polk    |
| Golf (Boys & Girls) | Caleb Horner  |

### □ **ASSERTIVE DISCIPLINE** □

This year there will be a continuation of the Assertive Discipline Program. Students should be sure to familiarize themselves with this process if they are first time students. Returning students need to review this process carefully. The program is a systematic means of rewards for students who choose to view their school experience as a springboard to a better life. It is a program to alter the behavior of students who choose not to conduct themselves in a positive manner. The basic purpose of assertive discipline is to create a setting where teachers can teach and students can learn. This requires respect between students and teachers, so that the rights of both groups are not violated. To help teachers and students understand the underlying principles of assertive discipline, it will be useful to develop a common language which will improve understanding between all groups during regular school hours and at school functions.

1. Civility- To understand that there is a right and wrong way to conduct oneself, depending on the situation.
  2. Honesty- A respect for truth and for the property of others.
  3. Integrity- Following your conscience and keeping your head regardless of what other people do.
  4. Courtesy- Treating others as you want to be treated.
  5. Prudence- To think before you act; to consider the consequences before you act; to consider alternatives.
  6. Tolerance- To make an effort to understand others, even if you do not agree with them; to live and let live.
- What this school is or wishes to become depends on what the students are or wish to become. This is not something that can

be given to you; rather, it must come from within. The faculty may initiate it, but the student body must complete it - or it won't be completed at all. Don't wait on someone to make your situation better; begin the task yourself. We promise to help you and support you along the way. If you win, **we win**.

### **ASSERTIVE DISCIPLINE PLAN**

#### 1st REFERRAL TO ADMINISTRATOR

Warning or ALP or OSS or Placement in the Alternative School or Recommendation for expulsion and parent conference or call (optional),  
Behavior contract (optional).

#### 2nd REFERRAL TO ADMINISTRATOR

ALP or OSS or Placement in the Alternative School or Recommendation for expulsion and parent conference or call (optional),  
Behavior contract (optional).

#### 3rd REFERRAL TO ADMINISTRATOR

ALP or OSS or Placement in the Alternative School or Recommendation for expulsion and parent conference or call (optional),  
Behavior contract (optional).

#### 4th REFERRAL TO ADMINISTRATOR

ALP or OSS or Placement in the Alternative School or Recommendation for expulsion and recommended referral to guidance,  
and recommended parent conference,  
Behavior contract (optional).

#### 5th REFERRAL TO ADMINISTRATOR

OSS or Placement in the Alternative School or Recommendation for expulsion and required referral to guidance,  
Behavior contract (optional).

#### 6th REFERRAL TO ADMINISTRATOR

OSS or Placement in the Alternative School or recommendation for expulsion and referral to guidance, and require Parent conference with the Administration of the Alternative School  
Behavior contract (optional)

#### 7<sup>TH</sup> REFERRAL TO ADMINISTRATOR

OSS pending placement in the Alternative School or Recommendation for expulsion

(If a student has already been placed in the alternative school during his/her middle school career, the student would receive OSS pending a recommendation for expulsion. If a student returns from Miller Boyd Alternative School during the academic school year, he/she will be placed on level four in the Assertive Discipline Plan)

### **EXPLANATION OF PROCESS**

1. To allow for flexibility and creativity between the teacher and the administrator, if adjustments need to be made in the hierarchy of punishment(s), they should be made only after consultation between the administrator and the teacher.
2. If in the teacher's and administrator's opinion, a student's behavior requires special attention, the student may be put on a behavior contract.
3. If a teacher perceives that a student might be having a behavioral or academic problem that would interfere with his/her learning or that of the other students, the teacher may refer the student to the appropriate counselor as an alternative to referral to an administrator.
4. Teachers are encouraged to make frequent parental contact concerning students with behavior problems. Conferences with the students, the teacher, and administrator, and parents should be held as often as needed.
5. The PURPOSE of this plan is to establish a clear and consistent hierarchy of punishment to enable the administration to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. Common sense usually tells us what type of behavior is or is not acceptable at school. All students are expected to conduct themselves in a manner

that reflects respect and consideration for the rights and property of others. Although the handbook may not specifically identify a certain behavior as inappropriate, it is assumed student know the difference between right and wrong. The principals, teachers, and staff reserve the right to determine whether or not a student's behavior is inappropriate. The hierarchy of punishments ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious implications for the student and his/her family, it is a step which circumstances necessarily dictate either because of the severe nature of the offense(s) committed or because of the habitual nature of the violations committed by the student. The guiding principle of this or any other good system of school and classroom management is that its purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions, and to regard the rights of others with as much reverence as their own.

6. Most referrals come from teachers as a result of a violation of the classroom discipline plan. In order for a student to be referred to an administrator as a result of a violation of the teacher's classroom discipline plan; one or two types of infractions would have to have occurred. Either the student would have to have committed a severe classroom disruption (consisting of an overt refusal to obey a teacher, fighting, vandalism, or any action which stops the class from functioning); or the student would have had to commit five violations of the classroom rules during a six weeks period. At either of those two points, the student would be referred to an administrator. Classroom steps will follow students throughout the academic day, and will start over at the beginning of the six weeks period.
7. On the first referral to an administrator, the student will be given either a warning, one (1) day ALP, or OSS, or placed in the alternative school (depending upon the severity/nature of the offense). Additionally, the parent is contacted either by way of a conference, a phone call, or a copy of a letter sent home by regular mail. If a conference is required, the administrator is to set it up with the parent. If the parent fails to show, the student is then to be suspended out of school until the parent attends a conference. A behavior contract may be used at this point.
8. Upon the second referral to an administrator, the student will be given one (1) day ALP, or OSS, or placed in the alternative school (depending upon the severity/nature of the offense). Additionally, the parent is contacted either by way of a conference, a phone call, or a copy of a letter sent home by regular mail. If a conference is required, the administrator is to set it up with the parent. If the parent fails to show, the student is then to be suspended out of school until the parent attends a conference. A behavior contract may be used at this point.
9. Upon the third referral to an administrator, the student will be given one (1) day ALP, or OSS, or placed in the alternative school (depending upon the severity/nature of the offense). Additionally, the parent is contacted either by way of a conference, a phone call, or a copy of a letter sent home by regular mail. If a conference is required, the administrator is to set it up with the parent. If the parent fails to show, the student is then to be suspended out of school until the parent attends a conference. Referral to the guidance counselor is also recommended and the teacher is urged at this point to also make contact with the parent. A behavior contract may be used at this point.
10. Upon the fourth referral to an administrator, the student will be given two (2) days ALP, or OSS, or placed in the alternative school (depending upon the severity/nature of the offense). A parent conference is also required, at this point, and, as with the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> offenses, failure to attend a conference will result in the student receiving OSS until a conference with the parent can be held. Referral to the guidance counselor is also recommended, and the teacher is urged at this point to also make contact with the parent. A behavior contract may be used at this point.
11. Upon the fifth referral to an administrator, the student will receive one (1) day OSS, or placed in the alternative school, or recommended for expulsion (again depending upon the nature/severity of the offense). A parent conference is required with the administration of the Alternative School. Failure to attend the conference will result in the student being placed on the sixth level of the Administrative Assertive Discipline Plan. Referral to the guidance counselor is also required, and the teacher is urged at this point to also make contact with the parent. A behavior contract may be used at this point.
12. Upon the sixth referral to an administrator, the student will receive three (3) days OSS, or placed in the in the alternative school, or recommended for expulsion (again depending upon the nature/severity of the offense.) pending placement in the alternative school, or recommended for expulsion. A parent conference is required with the administration at the alternative school. Referral to the guidance counselor is also required, A behavior contract may be used at this point.
13. Upon the seventh referral to an administrator, the student will be given OSS pending placement in the alternative school or will be recommended for expulsion.
14. Disciplinary plans written in a student's I.E.P. will take precedence over the normal Assertive Discipline Plan.
15. Consequences of disciplinary actions that cannot be served at the end of a school year due to time constraints will be carried over to the beginning of the next year.

(If a student returns to West View from alternative school, he/she will be placed on level Four in the Assertive Discipline plan. Students may only be placed at the alternative school once in their middle school career. )



## □ **RELATIONSHIP BETWEEN STUDENT AND TEACHER** □

A student's most direct and frequent contact with a school official is with the classroom teacher. Specific classroom expectations will be clearly posted in each room. It is student's responsibility for following the rules.

### **CLASSROOM RULES**

1. Bring supplies to class.
2. Remain seated-keeping hands, feet, objects, and inappropriate comments to yourself.
3. Be on time.
4. No food, candy, gum, or drinks are allowed without permission.
5. Follow the teacher's directions.
6. No inappropriate language. Examples of inappropriate language are:
  - a. abusive language of any kind
  - b. crude or indecent talk
  - c. derogatory comments based on race, religion, or creed
  - d. offensive name-calling
  - e. untruthful statements
  - f. inappropriate or obscene gestures/materials, etc.

### **CLASSROOM LEVEL CONSEQUENCES**

- |                |  |
|----------------|--|
| 1. First Step  | Warning/ Parent Notification                 |
| 2. Second Step | Warning/Modification/Intervention conference |
| 3. Third Step  | Detention                                    |
| 4. Fourth Step | Detention                                    |
| 5. Fifth Step  | Office referral/Parent notification          |

A student's record is wiped clean of classroom level consequences at the end of each nine weeks. The classroom teacher, instead of issuing an additional classroom level consequence, may place students who continue to misbehave in the Alternative Learning Program for the class period. ALP placements by the classroom teacher accumulate for the entire semester, not each nine weeks. The fourth such ALP placement would result in the student receiving an automatic office referral. When a student continues to have a problem that relates to a specific class, the following steps should be followed in trying to solve the problem:

1. The student should discuss the matter with the teacher at a time other than class time and which is mutually convenient.
2. If that fails, the student, the parent, and the teacher should meet.
3. The next step would be to involve the administration.
4. Actions, which cannot be resolved at the school level, would go to the Director of Schools and the School Board, in that order.
5. At any point, particularly in the early stages, the guidance counselor can be involved to help solve the problem.

**It is strongly recommended that all students become totally familiar with the rules and guidelines of the school and use them to make this the best school year of their career.**

### **BEHAVIOR CONTRACTS**

A teacher may, after discussion with an administrator, place a student on a behavior contract. This contract will be more severe than the typical classroom plan. The typical behavior contract results in accelerated classroom steps or in the student being referred to an administrator sooner than would occur under the normal classroom discipline plan.

### **ALTERNATE LEARNING PROGRAM (ALP)**

One of the disciplinary options used at West View Middle School is the alternate learning program. It is isolated study for students who have violated certain school policies. Students work the entire day under the supervision of a certified teacher. Students are assigned to the alternate learning program by the administration and teachers (for that classroom period only). Students must report to the ALP with all books, pencil and paper at 8:00 A.M. on the date assigned. Full day assignments will be sent to the ALP program by the classroom teacher. If all regular assignments are completed the student may be assigned additional work by the supervising teacher. Students are given a copy of the ALP rules. Failure to comply with ALP rules

could result in the student being assigned extra time in the ALP or being placed on OSS. Students who are absent on the day they are assigned to ALP, must report to ALP upon their return to school. A student cannot re-enter the regular program until all assigned ALP time is served. The class is located in the main office.

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

According to T.C.A. 49-6-3401, any principal, principal-teacher or assistant principal of any public school in this state is authorized to suspend a pupil from attendance from such school, including its sponsored activities, or from riding a school bus, for good or sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct or vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any public 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 before enumerated;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or other firearm on school property;
8. Possession of a knife, etc. as defined in T.C.A. 39-16-1301 on school property;
9. Assaulting a principal or teacher with vulgar, obscene or threatening language;
10. Unlawful use or possession of barbitol or legend drugs as defined in T.C.A. 53- 10-101; and
11. Any other conduct prejudicial to good order or discipline in any public school.

T.C.A. 49-6-3401 also provides that if a principal, principal-teacher or assistant principal determines that an offense has been committed which would justify suspension for **more than ten (10) days**, he/she may suspend a student unconditionally for a specified period of time or upon such terms and conditions as may be reasonable. The student, the parent or guardian, or any other person holding a teaching license who is employed by the school system (if requested by the student) may file an appeal to a student disciplinary hearing authority (SDHA) for any suspension over 10 days. The appeal must be in writing, and it must be filed with the director of schools within five (5) days after receipt of the notice of suspension.

### **□ SCHOOL-WIDE DISCIPLINE □**

The Board of Education believes that acceptable behavior is an essential ingredient of effective education programs. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both in and outside the classroom and to help students develop self-discipline and self-direction. To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school district. This authority to control student conduct 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 include use of reasonable force to restrain or correct students and maintain order. It is the philosophy and belief of West View Middle School that the responsibility for dealing with student discipline violations rest with the parents, faculty, and administration. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the Board and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the Board and school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings. School board approved assertive discipline plan may be used to supplant the following student conduct policies when the site level school administrators deem appropriate. In addition to the penalties listed below, each violation will be added as a step on the Assertive Discipline Plan.

### **ALCOHOL AND DRUG USE**

#### **Drugs**

Students will not possess, distribute, or be under the influence of illegal drugs (e.g., schedule drugs as defined by state law), or drugs for which they do not have a prescription in school buildings or on school grounds, or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. If it is determined that board policy has indeed been violated, the principal will notify the student's parent or guardian and the appropriate law enforcement officials, and the student will be placed in the alternative school for not less than one calendar year. Unlawfully possessing or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, including but not limited to marijuana, will result in the student being expelled for one calendar year. If a student is found guilty of distributing and/or selling such substances, a student will be subject to permanent expulsion. If a student violates this policy while

assigned to the alternative school, he/she will be subject to expulsion from the school system for a minimum of one calendar year from the date of infraction. Students will not possess, market, or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance 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. The penalty for possession, marketing, or distribution of such substances shall result in placement of student in the alternative school. Students will be in compliance with JGCD Medicines concerning prescription and nonprescription medicines. Students who do not follow the provisions of JGCD will be subject to the provisions and guidelines of his/her school's assertive discipline policy.

### **Alcohol**

Students will not possess, distribute, or be under the influence of alcoholic beverages, in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. The penalty for first offense violation of the alcohol policy will be placement in the alternative school for ninety days.

After completing 45 days in the alternative school, students may request, through the director of schools, admittance to the regular school program. The director/designee may reduce the placement to time served upon satisfactory proof of all the following:

1. Completion of the 45 "good" day alternative school program.
  2. Twenty hours community service (approved by the alternative school principal).
  3. An alcohol/drug counseling and education program that would include the effects and consequences of alcohol use on personal health and safety (approved by alternative school principal).
- Parents/students would be responsible for any expenses for counseling and community service.

If a student violates the alcohol policy a second time or while assigned to the alternative school, he/she will be subject to expulsion from the school system for a minimum of one calendar year from the date of infraction.

### **ASSAULT POLICY**

Any physical assault by a student on an employee of the Hamblen County Board of Education shall result in expulsion for one (1) year, with possible petition to court. According to T.C.A. 49-6-4301, any teacher observing or having knowledge of an assault and battery or vandalism which endangers life, health, or safety which is committed by a student on school property is to report the action immediately to the principal of the school. The principal, having knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or who receives a report of such action, is to report such action immediately to the local Police Department or the Sheriff's Department.

### **BULLYING POLICY**

Any bullying behavior by individuals or organizations of any kind directed toward another that, if carried out would pose a potential danger to the safety of students, staff, faculty, or administration will be regarded as a serious matter and will be treated accordingly. Bullying is described as "repeated and systematic harassment and attacks on others, perpetrated by individuals or groups". Bullying takes many forms and can include many different behaviors, such as, but not limited to: physical violence or attacks, verbal taunting, or name calling, ethnically-based verbal abuse, gender put-downs, threats or intimidations, extortion or stealing of money and possessions, or exclusion from the peer group. Students found guilty of bullying will be punished in accordance with the school discipline plan.

|                |   |
|----------------|---|
| First offense  | Written contract of appropriate behavior by student                               |
| Second offense | ALP for one period/<br>Think About It worksheet                                   |
| Third offense  | Office referral<br>ALP/OSS/Alternative school/Expulsion-<br>Parent contact        |
| Fourth offense | Office referral<br>OSS/Alternative school/Expulsion<br>Parent contact and meeting |
| Fifth offense  | Office referral<br>OSS/Alternative school/Expulsion<br>Parent contact and meeting |
| Sixth offense  | Office Referral<br>Alternative school/Expulsion<br>Parent contact and meeting     |

### **DISRESPECT POLICY**

In cases of general disrespect, the consequence is up to ten days ALP or out-of-school suspension. In cases of severe disrespect, or in the threatening of an employee, the minimum consequence for first offense will be ten days out-of-school suspension and/or placement in the Alternative School or expulsion and/or petition to court. Second offense will result in placement in the Alternative School or expulsion and/or petition to court. Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan.

### **ELECTRONIC COMMUNICATIONS DEVICE/CELL PHONE POLICY**

Students may possess personal communication devices, such as cell phones, while on school property; however, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used upon student's morning entry into the facility, until a student leaves the supervision of school personnel in the afternoon.. The principal or his designee may grant a student permission to use a personal communication device at the principal/designee's discretion. A device used outside these parameters will result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action as outlined below.

Personal electronic devices such as CD players, iPods, or MP3 players may be stored in backpacks, purses, or personal carry-alls; however the use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below.

|                 |  |
|-----------------|--|
| First offense:  | One-day ALP placement and an Office referral to the administration, may be greater than one day in ALP depending upon student's prior level in the assertive discipline plan), (after 7 days, device released to parent/legal guardian only; may be released prior to 7 days for a fee of \$50.00.                                   |
| Second Offense: | Three-day ALP placement and an office referral to the administrator, (may be greater than three days ALP depending on student's prior level in the assertive discipline plan), alternative school orientation (after 14 days, device released to parent/legal guardian only; may be released prior to 14 days for a fee of \$100.00) |
| Third Offense:  | Placement in alternative school for 45 days  |

### **FIGHTING POLICY**

When students are involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, shoving, grabbing, etc.), the aggressors shall receive the following discipline:

|                 |  |
|-----------------|--|
| First Offense:  | Three days out of school suspension or recommendation for placement in the Alternative School or expulsion |
| Second Offense: | Ten days out of school suspension or recommendation for placement in the Alternative School or expulsion   |
| Third Offense:  | Placement in the Alternative School or expulsion   |
| Fourth Offense: | Expulsion  |

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report it to a teacher or administrator. Incidents of this nature may require reporting to the appropriate law enforcement agency. In sum, fighting will not be tolerated on the campus, on the school bus, or at any sanctioned event.

### **PROFANITY POLICY**

The use of profane or vulgar language is prohibited on the grounds of Hamblen County Schools.

|                |  |
|----------------|--|
| First Offense: | Warning and parent notification.             |
| Any Offense:   | Placement on assertive discipline hierarchy. |

### **TERRORISTIC THREATS**

A student commits the offense of a terroristic threat when threatening to commit any crime of violence or when threatening to burn, damage, or destroy property with the purpose of terrorizing another, or causing the evacuation of a school building, place of assembly, athletic facility, or school bus, or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. Any student found guilty of terroristic threats will be subject to expulsion from the school system.

### **TOBACCO POLICY**

Use and/or possession of all tobacco products by students are prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours shall be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the morning and ending with the last bus drop and/or departure from

school in the afternoon. This policy also applies to all school bus trips. For the purpose of implementing the non-smoking policy, no two or more persons shall occupy a bathroom stall at any one time. According to the Youth Access to Tobacco Act, any student who violates the tobacco policy will be referred to Juvenile Court. In addition, each violation will be added as a step on the assertive discipline plan.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Student will not possess, handle, transmit, use or attempt to use any firearm or dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses, or off the school grounds at a school-sponsored activity, function, or event. It is a criminal offense to carry specified weapons on school grounds with the intent to go armed, including (in addition to firearms) such things as bowie knife, hunting knife, hawk-bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, and knuckles. Any of the above, including pocket knives, will be confiscated and held by the principal for parent pick up. Students are further forbidden to use any substance such as chemicals or any instruments such as pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent/guardian, and the appropriate law enforcement officials as required by law. If, after appropriate inquiry and obtaining of the facts of the accusations, the student is found to be guilty, he/she must be expelled for not less than one year. According to the Gun Free Schools Act of 1994, any student who brings a firearm to school must be referred to the criminal justice or juvenile delinquency system in addition to the above-stated procedure.

### ITEMS NOT DEFINED AS WEAPONS

Students will not possess a starter gun, toy gun, or water gun which resembles a real gun on school property, even though it may not be considered a weapon. Students who violate this policy will be placed at the alternative school for a minimum of 45 days. Students who bring other types of water pistols to school will be placed on the appropriate level for assertive discipline, and the instrument will be confiscated and held by the principal for parent pick up. Laser light instruments will be confiscated and held by the principal for parent pick up, and student will be placed on appropriate level of assertive discipline.

### **□ BUS CONDUCT □**

In view of the fact that bus service is an extension of the classroom, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by him/her are to be followed. Students shall remain well back from the roadway while awaiting the bus. Pupils shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached. Students shall keep their hands, arms, and heads inside the bus. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisle. The emergency door must be used for emergency only. Students who must cross the street at a bus stop shall wait until they receive a signal from the bus driver. When students must cross a street to enter or upon leaving the bus, it shall always be done in front of the bus far enough ahead of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed. **In the afternoon, any student who desires to get off the bus at any location between the school and the pick-up point must present the bus driver with a note granting permission from his/her parent/guardian and approval by the principal or designee (signature required) of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission with approval by the principal or designee (signature required).** Transient students shall be expected to abide by the discipline policies adopted by the Hamblen County Board of Education and rules adopted by the staff of their terminal school. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation. A first offense will result in five (5) days suspension from the bus. A second offense which results in a suspension will be for thirty (30) days. The third offense will result in expulsion from riding the bus for one calendar (1) year. Assault by a student on a bus driver shall result in expulsion from school for a minimum for one calendar (1) year. The first offense for fighting on a bus will result in the student's suspension of bus privileges for thirty (30) days. The second offense for fighting on a bus will result in expulsion of students from riding the bus for one calendar (1) year. Use of tobacco in any form on school buses will result in the following penalties:

|                 |   |
|-----------------|---|
| First Offense:  | Suspension off the bus for five (5) days    |
| Second Offense: | Suspension off the bus for thirty (30) days |
| Third Offense:  | Suspension off the bus for one (1) year     |

An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice shall be mailed. The parent is required to discuss the matter with the principal or assistant principal before transportation privileges are restored. The suspension of a student from riding the school bus shall

follow the same procedures as for any other school suspension. It is the responsibility of the principal or assistant principal (or designee) to notify the bus driver of disciplinary action taken (the same day of occurrence if possible). Students are not permitted to sell food products on school buses. Eating on field trips while on the bus may be allowed due to the length of the trip; however, a time shall be designated when students are permitted to eat (they are not permitted to eat continuously during the trip). The teacher(s) and students on the trip are responsible for cleaning up all waste.

## □ **STUDENT DRESS CODE** □

It is the goal of the Hamblen County Board of Education to provide a quality education for its students in an atmosphere that is conducive to learning. It is the board's belief that a learning atmosphere is maintained when students wear clothing that is neat, modest, moderate, and decent, and that does not draw attention to the individual rather than the learning environment. In matters of opinion, the judgment of principals, exercised in a reasonable manner, will prevail.

### **SLACKS, BLUE JEANS, PANTS**

Leggings and stirrup pants will be permitted provided the top garment meets the guidelines outlined for skirts, dresses, or shorts.

Pants will be neat and worn at the waistline.

Pants will be hemmed.

### **SKIRTS, DRESSES**

Skirts and dresses will be a minimum length of mid thigh and may include pleated, A-line, or straight styles.

Skirts and dresses with a pleat or vent will be permitted if the top of the split or vent is no higher than mid-thigh.

No wrap-around skirts shall be permitted.

Skirts will be hemmed.

### **SHORTS**

Walking shorts or Bermuda shorts will be permitted and will be a minimum length of mid-thigh.

Shorts will be hemmed.

### **SHIRTS, BLOUSES**

Tank tops or halter-tops will not be permitted.

Shirts will not have written slogans or messages which contain advertisement of drugs or alcohol.

Shirts will not contain vulgar or sexually explicit messages (direct or implied).

Shirts will not contain any messages, slogans, or symbols that promote racial discord or are related to gang activity.

Sleeveless shirts will cover the area from the base of the neck to the edge of the shoulder and will fit appropriately around the underarm.

Shirts and blouses will be an appropriate length, coming to the top of pants, shorts, or skirts at all times.

### **JACKETS**

Biker jackets, trench coats, and large bulky jackets will not be permitted.

### **WINDSUITS AND WARM-UP SUITS**

Wind suits of the nylon variety will be permitted.

Cotton sweat pants and jammer-style slacks will not be permitted.

### **FOR ALL APPAREL**

Clothing must be neat.

No large or revealing holes, rips, or tears will be allowed in any wearing apparel.

Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.

Students will wear appropriate undergarments.

Women will wear a bra.

Undergarments will not be visible.

No sunglasses

### **SHOES**

All students will wear shoes.

Flip-flops will not be permitted.

### **HATS**

No headwear of any type will be worn inside the buildings.

Hair bows and barrettes will be permitted, provided they are of reasonable size and subtle color.

#### **HAIR**

Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

#### **JEWELRY**

Facial jewelry will be limited to the ear.

Three earrings per ear will be permitted.

Tongue bars and tongue rings are not permitted.

#### **TATTOOS**

Tattoos will not contain written slogans or messages which exhibit references to drugs or alcohol.

Tattoos will not contain vulgar or sexually explicit messages (direct or implied).

Tattoos will not contain any symbol that promotes racial discord or is related to gang activity.

#### **SYMBOLISM**

The board prohibits the display of any symbol on school property or on any object (such as a book bag, automobile, school locker, etc.) that promotes racial discord or is related to gang activity.

#### **OTHER**

Principals have the right to take appropriate actions to correct any student whose clothing or appearance, while not specifically covered by this policy, is considered by said principal to be out of compliance with the board's stated goal or to be disruptive to the educational process.

### □ **ATTENDANCE POLICY** □

The Hamblen County Board of Education recognizes that absenteeism is a hindrance to the efficient education of students. Realizing that punctuality and regularity of attendance is necessary for progress of a student at school, the Board has adopted the following attendance policy. The parents, guardians, or other persons having charge and control of a child are held responsible for the child's school attendance. Our intent is to clearly establish teaching and learning tasks as the priority activity in Hamblen County. This emphasis will mean that class interruptions must be limited only to emergencies. Any outside interference with the continuous progress of teaching and learning shall be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next change of classes. Furthermore, in order for students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time. When a student is absent, parent/guardian must call in each day their child is absent and a written excuse from the parent/guardian must be turned into the first period teacher on the first day the student returns to school. A student is considered absent from a class if he/she misses more than twenty-six (26) minutes of the class. Students who participate in recognized school functions or events are not counted absent and are responsible for any work missed.

#### **EXCUSED ABSENCES INCLUDE:**

1. Personal illness (parent/guardian note will be accepted for five days each semester; after five days a physician's statement will be required to receive an excused absence)
2. Death in the immediate family (should not exceed three days)
3. Illness of parent/guardian requiring student to be absent (written note required)
4. Recognized religious holiday
5. Medical/dental appointment (Documentation required)
6. Court appointment (Actual court time only)
7. Hardship absences approved by principal
8. Church related trips
9. Out of town trip (Counts as part of five excused days allowed each semester).

#### **MAKE-UP WORK:**

Middle school students cannot receive credit for a class if they miss more than ten (10) days within a semester regardless of the grade received. However, a class absence can be waived for grading purposes if missed assignments are turned in within the guidelines listed below:

1. Upon their return to school students will have one day for each day they were absent from school/class to pick up their missed assignments, complete them, and turn them in to the teacher for grading.
2. It is student's responsibility to request any missed assignment from the teacher upon their return to school.
3. All work made up for grades must fall within the excused/unexcused guidelines for absences.
4. The first five excused absences with a parent/guardian note (limit five per semester) will be honored for full credit.
5. Absences accompanied by a physician's statement will be counted as excused absences and will be honored for full credit.
6. Students who receive an unexcused absence will be given their make-up work upon their return. However, it will be graded as late work and will not receive full credit.
7. Students who will be out of school for three or more days may make arrangements to have work picked up. Students absent less than three days should pick up their work upon their return to school.
8. Middle school students who follow these guidelines when turning in assignments may have the absences waived for promotion/retention purposes.

## **EXCUSED AND UNEXCUSED TARDIES**

### **A. Excused tardies**

1. Late bus
2. Illness with doctor's note
3. Death in family
4. Religious holiday
5. Medical/dental appointment
6. Court appointment

### **B. Unexcused tardies/ early dismissals**

Students who are late to first period with no excuse must report to the office. These students will receive two warnings. Further tardies will be penalized. The principal may substitute other penalties in lieu of after school detentions. Tardies after first period may be counted as a classroom level step.

- Tardy/ early dismissal #1 Warning
- Tardy/ early dismissal # 2 Warning
- Tardy/ early dismissal #3 One-hour detention
- Tardy/ early dismissal #4 Two-hour detention
- Tardy/ early dismissal #5 Three-hour detention (parent contact required)
- Tardy/ early dismissal #6 One day ALP (parent contact required)
- Tardy/ early dismissal #7 Two days ALP (parent conference required)
- Tardy/ early dismissal #8 Student will be subject to further ALP placement, office referrals and/or juvenile court

## **SIGN-OUT PROCEDURES**

Parents/Guardians may sign their children out at the office for early dismissal. If someone other than the parent /guardian is to sign them out, that individual must bring written authorization with a phone number where the parent/guardian can be reached. If the parent/guardian cannot be contacted the student may not be granted permission to sign out early. The student must also bring a written excuse when he/she returns to school. If students and parents/guardians will use these procedures, unnecessary delays can be avoided when signing student out of school.

## **ATTENDANCE ACCOUNTING - GENERAL INFORMATION**

The purpose of this attendance policy is to provide a uniform method of attendance accounting in Hamblen County and to assist in ensuring accuracy and equity among schools, particularly as it relates to the distribution of funds for educational purposes.

1. Attendance accounting shall begin with the first day of the scheduled one hundred eighty (180) days and shall continue each day throughout the school year.
2. The actual time that pupils are required to be in school shall be at least 7 hours.
3. A pupil who is in attendance for three hours and thirty one minutes will be considered present.
4. A school sponsored activity must be school planned, school directed, and staff supervised.
5. Truancy or unexcused absences is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class or activity during the school day.



□ **ORGANIZATIONS** □

**AEROSPACE CLUB**

The Aerospace Club is open to all seventh and eighth grade students interested in aerospace technology. A large variety of activities are enjoyed throughout the school year.

**ART CLUB**

The Art Club offers students the opportunity to use their imaginative talents in a variety of ways. Any students interested in art may join the club.

**BETA CLUB**

The Beta Club is an organization for all students who earn all “As” and “Bs” for the entire school years. Members must not have received two or more office steps or bus infractions.

**BOOK CLUB**

The Book Club is open to all students interested in literature. A large variety of activities are enjoyed throughout the school year.

**FELLOWSHIP OF CHRISTIAN ATHLETES**

The Fellowship of Christian Athletes is an organization open to all athletes at West View Middle School. The main purpose is to encourage Christian fellowship in the school environment.

**FIRST PRIORITY**

First priority is a Christian-based organization open at all students of West View Middle School. The club meets periodically throughout the school year to engage in Christian fellowship.

**KEEP AMERICA BEAUTIFUL CLUB**

The focus of the KAB Club purpose is to promote a safe, clean, and attractive school and community. Members are often involved in saving and recycling aluminum cans, glass, and newspapers.

**SCHOLARS BOWL**

The Scholars Bowl Team is an academic quiz team, which competes in the middle school tournament at the end of the year. Knowledge, quickness, teamwork, dedication, and competitiveness are necessary skills. Practice sessions are held after school.

**SOCIAL HEALTH CLUB**

The Teen Living Club is an arts and crafts based group that includes activities such as sewing, painting, baking, and service projects.

**WYLDLIFE**

The Wyldlife organization is open to all students at West View Middle School. This organization meets with representatives from Carson Newman College to encourage Christian fellowship in the school environment.

**CLUB & ORGANIZATION SPONSORS**

|                                       |                 |
|---------------------------------------|-----------------|
| AEROSPACE CLUB .....                  | Royce Theissen  |
| ART CLUB .....                        | Samantha Helton |
| BETA CLUB .....                       | Candace Bible   |
| .....                                 | Johnette Banks  |
| .....                                 | Rolanda Ryans   |
| FELLOWSHIP OF CHRISTIAN ATHLETES..... | Tyler Ray       |
|                                       |                 |
| FIRST PRIORITY.....                   | Erin Roth       |
| KEEP AMERICA BEAUTIFUL CLUB.....      | Darlene Burke   |
| SCHOLARS BOWL .....                   | Cassie Doty     |
| TEEN LIVING.....                      | David Dollar    |
| WYLDLIFE.....                         | Samantha Helton |

## □ **NON-SCHOOL DAYS** □

|                        |                           |
|------------------------|---------------------------|
| September 3            | Labor Day Holiday         |
| October 8-12           | Fall Break                |
| November 6             | State Election            |
| November 21-23         | Thanksgiving Holidays     |
| December 20            | 11:15 AM Dismissal        |
| December 21- January 1 | Winter Break              |
| January 2              | Students Return to School |
| January 21             | Martin Luther King Day    |
| March 25-29            | Spring Break              |
| April 19               | Spring Holiday            |
| May 7                  | City Election             |



**The information in this student handbook is not inclusive of all school board policies and is subject to change through administrative decision and/or school board action.**