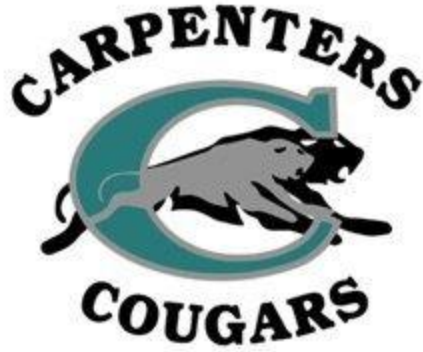


**CARPENTERS MIDDLE SCHOOL**  
**Student Handbook**  
**2023 - 2024**



**Mr. Jordan Ridenour, Principal**

920 Huffstetler Road  
Maryville, TN 37803  
Phone: 865-980-1414  
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Assistant Principal - Mrs. Molly Lyon  
Guidance Counselors - Mr. Addison Flynn  
Dr. Randy Echols  
Attendance Secretary - Mrs. Kelli Jones  
Bookkeeper - Mrs. Amy Hitson  
Receptionist - Mrs. Renee Hughes  
School Nurse - Mrs. Bethany Smith  
Head Custodian - Mr. Clarence White  
Café Manager - Ms. Earlean Cummings

*“Excellence from All, Success for All”*

*Carpenters Middle School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. David Murrell, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact to the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406*

*Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.*

*Section 504 prohibits discrimination on the basis of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*

*The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at [www.blountk12.org](http://www.blountk12.org) under Parent Resources.*

*Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.*

**\*\*The CMS handbook is not an extensive, comprehensive list of all BCS policies or laws in Tennessee.\*\***

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## Principal's Message

Dear Students, Parents, and Guardians,

Welcome to Carpenters Middle School, home of the Cougars! Beginning a new school year is always an exciting time. Our goal at CMS is to make the educational experience a safe and positive one for each of our students. We believe that by working together, every student will be successful in reaching our academic and behavioral expectations.

Students, we hope you had a great summer break. We are eager to see each of you be successful this school year. In order to provide you with the best possible educational opportunities in an environment that is safe and conducive to your learning needs, we expect you to contribute to our nurturing environment by displaying a positive attitude and appropriate behavior. In addition, obtaining a quality education takes effort; therefore, we expect you to give your best effort each day.

Parents and guardians-we are honored and excited to work with you in support of your children. We know that when parents and staff work together, students do their very best. For many of you, this may be your first experience with middle school and the ever-changing life of an adolescent. Our staff has years of experience and are here not only for your kids, but for you as well. Please feel free to contact any of us for help or insight at any time.

The purpose of this handbook is to inform you of the procedures at CMS and to serve as a supplement to the Blount County Schools Student Conduct Code and the Board of Education Policies. Please read this handbook and become familiar with the procedures, rules, and regulations so that your year will be productive.

CMS welcomes you to Cougar Nation for the 2023 - 2024 school year!

Go Cougars!

**The Administration**  
**Jordan Ridenour, Principal**  
**Molly Lyon, Assistant Principal**

### CMS Mission

- To provide the best education for the middle school students and families of South Blount County.

### CMS Vision of Excellence

- Excellence From All, Success For All

### CMS Motto

- "We don't expect students to be perfect; we expect them to be excellent. Excellence is determined by each individual's personal best. When you perform your best, your best keeps getting better and better resulting in excellence. You can and you will be successful if you choose to be. Go be excellent. Gooooooo Cougars!"

### THE CMS WAY:

- We asked our students to meet three expectations each and every day while at Carpenters Middle School:
  - **Come Prepared**
  - **Make Safe Choices**
  - **Show Respect and Responsibility**
  - **This is the CMS WAY. Now, go be EXCELLENT!!!**

### School Mascot

- Cougars

### School Colors

- Black, Silver, Teal

### School Hours

- Carpenters Middle School will begin the day at 8:20 a.m. and will end at 3:20 p.m.

### Office Procedures

- Students must have a signed hall pass or written permission from their teacher before visiting the office.

### Check In Procedures

- Upon entering after the start of school (8:20 a.m.), students must report to the office for admittance. An admit slip will be provided to the student and must be presented to the teacher before being allowed to enter class. Tardies are only excused with a doctor's note.

### Checkout Procedure

- Students must sign out in the office before leaving campus. Students will be allowed to leave only with a legal parent or guardian, or with a parent designee listed on the emergency form in case of an emergency. **This policy will be enforced with no exceptions.** In the event a student is permitted to leave with someone other than these persons, a note from the parent is required along with a phone number for verification. Notes should be presented to the main office in advance, no later than **before classes start on the morning (8:20 am)** the student is to leave. Parents or persons picking up a student must present a state issued ID before the student may leave. Early outs are excused only with a doctor's note or at the recommendation of the school nurse.

### **Riding Home with Other Students**

- For a student to ride home with another student by car or by bus, both students must have notes signed by the parent along with phone numbers for verification **turned in to the office before first period**. Due to crowded situations on many of our buses, students riding home with another student on a bus must also get approval from the bus driver in advance. Requests to ride home with a student on a bus will not be honored after 12:00 p.m.

### **Attendance (Policy 6.2002)**

- School attendance is very important to student success. State and county law also mandate it. Parents are obligated to see that students are in school every day. Three (3) unexcused tardies will be counted as an unexcused absence.
- Absences will be excused for the following reasons:
  - The child's personal illness.
  - Death in the immediate family (not to exceed three days).
  - Family illness requiring help. A doctor's statement is required in this case.
  - Religious observances.
  - Absences excused by the principal. These must be approved in advance.
  - Approved school related activities.
  - Circumstances which in the judgment of the principal create emergencies over which the student has no control.

\*A parent signature and/or a doctor's note will be accepted to justify any of the above seven reasons for 5 absences per semester. Upon the 6<sup>th</sup> absence, and all absences afterward, students must have a doctor or court note in order to be excused.\*

### **Make-up Work**

- It is the student's responsibility to get the assignments for the missed work. The time and nature of the make-up work is designated by the teacher(s). No make-up work will be provided for unexcused absences. **Students must be absent at least two days before requesting homework through the office.** BCS policy allows one day plus one day for each day absent to complete make-up work.

### **Guests**

- At CMS, we consider the safety of our students to be one of our primary concerns. Teachers will teach and students will learn more effectively in a secure environment. We know that you are interested in your child's total education, and we want you to join with us in providing a safe school in which all students will thrive. Please visit us frequently, and when you visit, please use the front entrance and come directly to the main office in order to register your attendance in our guest book. In the office we will provide you with the required visitor's pass and direct you to your destination. This will help make your visit with us convenient and pleasant.
- CMS students are not allowed to bring other students to visit during school hours. Guests are expected to follow all school policies and procedures while visiting CMS. Students will not be permitted to leave the building with a guest without checking out through the school office.

### Telephone Use

- Students may not use the office or classroom phone without permission from authorized staff. To use the office phone, students must have written permission or a signed hall pass from their teacher. Students are not permitted to use the classroom phone without permission of the teacher. This includes answering the phone without permission. These rules apply during a.m. and p.m. bus duties as well.

### Personal Items

#### Lockers

- Each student will be assigned a locker to use for the year. While the locker is the property of the school, it is your responsibility to keep it clean and in good condition. Pictures, drawings, or any other objects may not be taped or fixed to the outside of the lockers. Lockers must be cleaned at the end of the year. Locks are permitted, AND IT IS RECOMMENDED EACH STUDENT HAVE ONE, but they must be supplied by the student. It is recommended that students keep either a key or combination and give an extra key or copy of the combination to their homeroom teacher. If necessary, school officials will remove locks using cutters to gain access to a locker. Students should never open someone else's locker without permission. Borrowing items from someone else's locker without permission could be perceived as stealing. **School officials reserve the right to inspect all school property, including lockers, at any time to ensure school safety and public welfare.**

#### Lost and Found

- All your clothing and books should be legibly labeled with your name. Unclaimed, unlabeled clothing will be sent to a charitable agency at the end of each term. Lost and found items will be placed in boxes in the gym. Electronics, including phones, are located in the front office.

#### Storage of Personal Items

- Band instruments and athletic equipment should be stored in the appropriate practice areas (the band room or coaches' offices).

#### Valuables Policy

- Personal or valuable items should not be brought to school. These items are easily lost or damaged and are better left at home. CMS is not responsible for valuable items brought to school and lost or stolen.
- Skateboards are not permitted at CMS.

## Cell Phones/Communication Devices

**\*\*Please see [BCS Policy 6.312](#).\*\***

## Technology Expectations for Students

- Use technology (with permission from an administrator or teacher) appropriately to further your educational experience.
- Students may use their device in the classroom for educational purposes when allowed by the teacher. The use of these devices is based on teacher discretion. If a teacher does not give permission, yet a student chooses to use his/her device, it may be confiscated as a personal communication device violation. If a student is given permission to use the device for educational purposes, but uses it for personal reasons, **it may be confiscated as a personal communication device violation.**
- Refrain from using a school/personal iPad, iPhone, Tablet and other resources during instructional time for non-instructional purposes.
- Refrain from accessing social networking media while using school/personal devices.
- Accept all responsibility for security of device on school property. IT IS THE STUDENT'S RESPONSIBILITY TO KEEP UP WITH HIS/HER PERSONAL DEVICE. CMS and its administrators accept no responsibility for lost, stolen, or damaged personal communication devices. School officials will investigate to the best of their ability if/when an electronic device is said to have been stolen, but there are no guarantees that the device or the suspect will be found.

**\*\*All students/parents must sign a Chromebook Agreement form (includes repair/replacement costs) prior to students receiving his/her Chromebook. Forms are provided during pick-up, on [MySchoolBucks](#) website, or in the library/office.\*\***

## Media Center/Library

- Hours: Monday through Friday 8:00-3:30. Students will visit the library with their ELA class every 2 weeks.
- Students may visit the library before their first-period class or must have permission/a signed note from a teacher if outside of their ELA class time.

## Borrowing and Overdue Books:

- Students will be allowed to check out 2 books per 2-week loan period. Overdue notices will be sent out weekly and students may not check out additional books until all overdue books are returned. Replacement costs will be charged for lost books, or students may bring in age-appropriate books to replace their lost library books. Excessive overdue books or books not replaced will result in silent lunch until taken care of.

## Internet Use:

- Students are not allowed to participate in any online chat
- Students who use the internet inappropriately could lose the right to internet access

## School Donations

- The contribution fee for Blount County Schools' middle school students is \$25.00. The Blount County Board of Education will be paying the contribution fee for all students for the 2023-2024 school year.



### **Guidance Procedures**

- Teachers should call the guidance counselor for approval to send students. Students must have a signed note or written permission from their teacher before visiting the guidance office.

### **School-Home Communications**

- Communication between the school and home is essential for student success. Carpenters has the following channels through which parents may contact us:
  - Voicemail
  - Email
  - CMS Website ([cms.blountk12.org](http://cms.blountk12.org))
  - CMS APP
- Conferences: Scheduled conferences will be held after school or during teacher plan period during the school year. For individual conferences, parents are encouraged to schedule in advance with teams, teachers, administrators, or counselors.

### **Reporting Academic Progress**

- Academic progress will be reported in the following manner:
  - Grade Cards will be sent home the Friday following the last day of each nine-weeks.
  - Students will be responsible for taking grades home. The grading system is:
    - A= 90-100 Excellent
    - B=80-89 Above Average
    - C=70-79 Average
    - D=60-69 Below Average
    - F=59 or lower Failure
- Progress Reports will be sent home at the middle of each nine-week period.
- Academic achievement is recognized through honor rolls comprised each nine weeks. Grades in all subjects, including related arts, are used in determining honor roll students. Honor roll lists are sometimes printed and posted in newspapers, websites, and in places of recognition within the school. Parents objecting to their child's name being included in this listing should notify the administration in writing.

### **Assembly Procedures**

- During assemblies, students will be seated together according to grade levels. Each grade has a designated seating area in the gymnasium. Students at CMS are expected to behave in an excellent manner during assemblies. Talking, moving around, or other disrespectful actions will not be tolerated. No phones.

## **School Safety**

- The first priority of CMS is to provide a safe environment in which every student can learn. The following items are designed to meet this priority:

### **School Resource Officer**

- In cooperation with the Blount County Sheriff's Department, CMS will have a full-time SRO. This officer will assist in all matters concerning school safety, including dealing with any issues of a criminal nature, proactive student interaction such as individual consultation and small group instruction in legal matters, and development of a school-wide safety plan.

### **Safety Drills**

- Throughout the year, CMS will practice several safety drills for fires and other critical situations. Students are expected to follow the instructions of CMS staff and act quickly and quietly as directed.

### **School Closings**

- Should school be closed due to inclement weather or any other reason, the information will be reported to the local news media, by email, and shared on the CMS App/website.

## **Clinic Procedures and Medical Issues**

### **Clinic Visits**

- Students that need to be seen in the clinic must notify a staff member who will submit the request electronically. The nurse will call the classroom when she is available to see the student. In case of an emergency, the student must have a signed clinic referral before being sent to the office. If necessary, office staff will call parents. **Students should not contact parents directly using cell phones.**

### **Medication**

- If under exceptional circumstances a student is required to take medication (prescription or non-prescription) during school hours and the parent cannot be at school to administer the medication, the principal or designee will assist in the self-administration of the medication by the student in compliance with the following regulations:
  - Completion of a form with written instructions signed by the parent (and the doctor if medication is by prescription). Forms will be available in the CMS Main Office.
  - All medication must be in its original container and labeled with the student's name.
  - All medication must be delivered to and picked up from the office in person by the student's parent or guardian.
  - Parent or guardian is responsible for informing the principal or designee of any change in the student's health or medication. Changes in prescription medication dosage require written authorization from the licensed prescriber.
- **Students shall not be in possession of medication (prescribed or over-the-counter) at school. Use, possession, or transmission of medication is considered a violation of the [BCS drug policy](#).**

## **Café Procedures**

### **Breakfast**

- Breakfast at CMS is served in the Café after 7:15 a.m. Students should report to either bus duty (prior to 8:00 a.m.) or their classroom (after 8:00 a.m.) when finished with breakfast. Students are not allowed to go back and forth between bus duty and the Café during breakfast.

### **Lunch**

- Teachers will walk students to the Café by staying on the right side of the hall and entering in the lower set of doors closest to the school entrance. Students will enter the serving area in a dignified manner (without pushing, shoving or other forms of horseplay). Students are not permitted to eat while in line to pay. Students should be prepared with lunch ID numbers to enter in or with money ready and unfolded before reaching the cashier.
- Students are expected to remain seated during lunch. Students are permitted to talk during lunch as long as it is done at an acceptable volume level.
- Sitting areas will be clean before students leave the lunchroom. This includes the areas under and around the tables. Spills need to be either cleaned up or reported to teachers, café staff, or custodian.
- The teacher on duty will release students from the lunchroom. Students are to exit and proceed directly to their next assigned area.
- Parents, guardians, and adults listed as approved contacts may eat at the designated table with **THEIR STUDENT ONLY.**
- **Lunch Prices - Breakfast = \$1.75, Lunch = \$2.75.**

### **General Café Policies**

- Good manners are expected from all using the Café.
- Students are expected to sit at their assigned tables.
- To help in keeping the tables clean, you must always use a tray to carry your food.
- Line behavior should be orderly and respectful (no horseplay or "cutting").
- Conversations should be at an acceptable level.
- The table and surrounding area you use should be left clean and neat.
- All dishes, paper waste, and trays should be returned to the dishwashing area.
- You will be responsible for any damages to Café property.
- Only Café staff may go into the kitchen.
- **Food and drinks may not be taken out of the Café.**
- Guests are discouraged from bringing students food or drink. Either the teaching team or school administration must approve treats for students or groups. Depending on space and lunchroom requirements, **students and their guests may be provided an alternative space for eating with their student.**
- Parents are welcome to eat with their children after signing in the office. Parents must accompany other family members, such as brothers or sisters, in order to eat lunch with their siblings at CMS.

Students failing to keep these expectations will be subject to appropriate disciplinary action.

### **Hall Procedures**

- Avoid gathering in the hall in a manner that blocks traffic
- Walk quietly through the halls
- Go directly from one class to the next
- Unless going to Related Arts, lunch, etc. **STAY ON YOUR WING**
- **Keep to the right side of the hallway**
- Keep the halls neat and clean
- No horse-playing! Keep hands and feet to yourself
- Follow any teacher's first request
- You **MUST** have a signed hall pass or note from a teacher when in the hallway during class time.

### **Dress Code**

- For clarification on appropriate school attire, please consult Blount County Schools [Board Policy 6.310](#).
- When the student, in the judgment of the principal, is attired in a manner which is likely to cause a disruption or to interfere with the operation of the school, the principal shall administer appropriate consequences which may include suspension.
- If a student cannot comply with the code based on special conditions or religious beliefs, the parent or guardian may write a letter explaining the situation to the Director of Schools or designee with a copy to the principal. Each case will be reviewed on an individual basis.
- School administrators may allow special dress on special occasions such as field trips, theme days, and spirit days, etc.

### **Bus Duty, Car Riders, and Transportation Issues**

#### **Car Riders**

##### **Morning:**

- The doors at CMS are open at 7:15 a.m. Students must remain in their vehicle until 7:15 a.m. Cars dropping off students will enter the school grounds at the football entrance. Students will enter the school through the 6<sup>th</sup> grade wing and proceed directly to the gym for bus duty or to the café for breakfast.

##### **Afternoon:**

- All cars for our students who are car riders will enter the football stadium entrance and proceed to the access road and gate behind the school, then around the building to the end of the appropriate grade level wing where students will be waiting for pick up. Maps and directions will be distributed at the beginning of the year.
- **CARS ARE NOT PERMITTED in the parking spaces in front or to the side of the school, including in the staff parking area. Students are not permitted to board cars waiting in these areas.**
- **STUDENTS MUST BE PICKED UP BY 4:00 P.M.**
- **Students should not be playing games, football, etc.**

## **Bus Duty**

### **Morning:**

- After exiting the bus, students must enter the gym for bus duty or go directly to the café for breakfast. After 7:30 a.m., students will not be permitted to enter the gym, then leave to go to breakfast. Food and/or drinks are not permitted in the gym during bus duty. Students must sit in areas assigned to their grade level. At 8:00 a.m., students will be dismissed by grade level to go to class. Students may not leave the gym for any reason without permission by a bus duty teacher. This includes the locker rooms, weight room, and coach's offices.

### **Afternoon:**

- Students will be dismissed at 3:20 p.m. for car riders and first load buses, and 3:25 p.m. for remaining buses. Students will report immediately to the gym for bus duty. Students must sit in areas assigned to their bus. While talking is permitted, no horseplay, roughhousing, or other potentially hazardous behavior will be tolerated. Students may not leave the gym without permission of the teacher on duty. Food and/or drinks are not permitted in the gym during bus duty.

### **Missed Buses:**

- Students missing their bus must report immediately to the teacher on duty and come to the office to call for a ride.

## **FRIENDS**

- FRIENDS after-school students will report to the CMS front lobby at 3:20.

## **Bus Conduct**

- School buses are privately owned property and are a means of transportation provided to the students. To ride a school bus is a privilege, not a guarantee.
- Buses are considered an extension of school activity; therefore, students shall conduct themselves in an orderly manner following school rules at all times.
- Students are under the supervision and control of the bus driver and/or monitor while on the bus. Students are expected to follow their directions at all times.
- Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal at least one day in advance. This written permission must be presented to either the principal or the attendance secretary before school. The note should include a phone number where parents can be reached for verification.
- Any student who gets off the bus at any point between the pick-up/drop-off point and school must present the driver and principal with a note of authorization from the parent at least one day in advance. This written permission must be presented to the principal before school. The note should include a phone number where parents can be reached for verification.
- Students who transfer from bus to bus on the way to school will be expected to follow school policies and rules while waiting for the bus.
- The driver has the right to assign seats. Students shall remain seated at all times.
- Windows may be opened only by permission of the driver. At no time will a student be allowed to put their head, arms, or any other body part out of the window.
- Students shall load and unload in an orderly manner and cross roads at the driver's signal.

- Students are not permitted in the driver's seat at any time and shall not talk to the driver unless necessary.

**For clarification of Blount County Schools Board Policies regarding bus transportation, consult [Policy 6.308](#) on the Blount County Schools website.**

### **School Bus Disciplinary Code**

#### **Level I Violations:**

- Eating or drinking on bus after warning
- Failure to remain seated after warning
- Improper boarding/departing
- Refusing to obey driver
- Loud, rude, or abusive behavior
- Profane language/obscene gestures
- Behavior otherwise jeopardizing safety or good order

#### **Level I Consequences:**

- Warning
- Written reprimand/parental contact
- Riding suspension (1-5 days) unless repeat violations (minimum 5 days)
- School suspension
- Disciplinary Hearing referral for third violation of Level I misconduct

#### **Level II Violations:**

- Tampering with bus operating or emergency equipment
- Fighting/pushing/tripping
- Bringing injurious or objectionable articles on bus without approval by driver
- Destruction of property
- Violation of tobacco policy
- Profane language/obscene gestures
- Throwing objects out of bus
- Hanging out of bus window

#### **Level II Consequences:**

- Riding suspension (minimum of 5 days) unless repeated Level II violations (minimum 10 days)
- School suspensions
- Disciplinary Hearing referral for third Level II misconduct

#### **Level III Violations:**

- Physical assault/verbal threats of a violent nature, as defined in TCA, directed to the driver
- Attempting to or setting fire to the seat, hair, clothing, etc.
- Possession and/or use of illegal substances
- Possession of weapon
- Use of chemical substances with intent to do harm

#### **Level III Consequences:**

- Possible Disciplinary Hearing referral

## **INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES (6.306)**

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

To create the best possible learning environment, the following policies **in accordance to Blount County Schools Board Policy 6.313** have been established. They are based on the rights of others and each individual's responsibility to perform in the best way possible. Minimum or recommended consequences are set forth with these policies. When the circumstances of the violation warrant, after taking into account any relevant information, the school administration has the right to assess an alternative consequence. **Please refer to blountk12.org for all discipline policies including [zero tolerance offenses](#).**

- **Team Consultation** - Situations may occur when the student's academic team must meet concerning the student's behavior. Prior to consulting with the student, the team will meet to discuss behavior and a plan of action. Some cases will warrant parent participation.
- **Teacher Assigned Detentions** - Detentions are assigned by CMS staff to be served during flex times, lunch, or other break periods. Teachers and/or teams have the authority to set behavioral expectations in order to participate in school functions such as field trips.
- **Silent Lunch** - Some forms of misconduct may warrant students sitting in silent lunch during their lunch period as a consequence for minor misbehavior during class, etc.
- **Loss of Participation in Extracurricular or School-Sponsored Activities** - CMS reserves the right to set behavioral expectations necessary for participation in extra-curricular activities and/or school sponsored events such as dances, field trips, or other events. Expectations will be communicated to students prior to the event and will be documented by the teacher or teams.
- **In-School Suspension** - ISS will be assigned by the administration and monitored by CMS staff. Students are expected to complete all daily work provided by their classroom teachers.

Peer interaction will be limited. Students must also follow the ISS rules for conduct. Failure to follow CMS codes of conduct or ISS rules will result in out of school suspension.

- **Out of School Suspension** - While OSS is not considered an unexcused absence, students will not be allowed to make up work missed during this time. At the administration's discretion, however, students may be given the option to serve OSS at the Samuel Everett School of Innovation, or Everett. At SESI, students will be supervised and will be eligible to receive credit for schoolwork missed. Students must attend every day of their OSS to receive any credit for work done. Students will not be allowed to be on school grounds during the suspension, nor will they be allowed to participate in or attend any extra-curricular or school sponsored event.

- **Referral to the Disciplinary Hearing Authority** - When in the judgment of the principal a disciplinary offense has occurred that warrants more than a 10 day suspension, or cases mandated by Board policy, a student may receive a referral to the Blount County Disciplinary Authority. The DHA is a three member team that consists of the Samuel Everett School of Innovation administrator and two independent administrators. The committee will hear the case from the school, then responses to the charges from the student and parents. The committee will then decide on disposition of the case.

- **Referral to Law Enforcement Personnel** - In cases involving criminal behavior or threat to safety/order of school function, CMS will contact appropriate law enforcement personnel.

- **The staff at CMS reserves the right to amend or expand this Code of Conduct to act in the best interest of providing a safe and healthy environment for maximization of learning.**

#### **Athletics:**

- Carpenters Middle is proud to sponsor several athletic programs for our students. To be eligible to participate in these programs, students must comply with the following:

- TMSAA rules for academic progress.

- Students must also be regular in attendance. Students absent from school will not be allowed to participate in same-day events.

- Students must also have school insurance or a written statement from the parents giving the school assurance that insurance is provided. Proof of insurance must be made before participation in an athletic program.

- All students must have an up-to-date physical evaluation before participating in an athletic program.

- Students must comply with CMS codes of conduct and any additional codes of conduct set forth by the CMS coaching staff. **We expect our athletes to be representatives of our school and role models for our students.** Coaches will monitor progress reports and behavior reports. In addition to school consequences, coaches have the authority to assign additional consequences specific to the practice, game time, etc. Parents and fans are expected to exhibit good behavior at all CMS athletic events. In the event of unacceptable behavior, issues will be addressed by CMS staff and administrators.

Poor behavior could result in loss of game privileges. Parents and guests are not allowed on the field, court, or locker rooms. Parents and guests are expected to make appointments before addressing issues with the coaching staff.



## **CMS ANTI-BULLYING POLICY:**

- **We will not bully others.**
- **We will try to help students who are victims of bullying.**
- **We will try to include students in our social groups/activities who may feel left out.**
- **If we know or see someone who is being bullied, we will tell an adult at school immediately.**

**Not all forms of student behavior meet the criteria to be considered a form of bullying. CMS takes bullying as a serious offense when incidents are reported to teachers, staff, or administrators.**

## **DISTRICT POLICY AGAINST Student Discrimination/Harassment and Bullying/Cyberbullying/ Intimidation/Hazing (Policy 6.304)**

### **GENERAL STATEMENT OF POLICY**

It is the policy of Blount County Schools to maintain a learning work environment that is free from harassment because of an individual's race, color, national origin, or disability. The school district prohibits any and all forms of harassment because of race, color, national origin, and disability.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass a student regarding race, color, national origin or disability, as defined by this policy.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate harassment because of an employee's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written of harassment because of race, color, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

### **DEFINITIONS**

**Harassment because of race or color.** For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefits from an educational program or activity, or creates an intimidating, threatening or abusive educational work environment;
2. The harassing conduct has the purpose of effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- a. graffiti containing racially offensive language;
- b. name calling, jokes, or rumors;
- c. threatening or intimidating conduct directed at another because of the other's race or color;
- d. notes or cartoons;
- e. racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- f. written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- g. a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color; or
- h. other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment based upon national origin or ethnicity. For purposes of this policy, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- a. graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- b. threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;
- c. jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
- d. ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- e. written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin; or
- g. other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment because of disability. For purpose of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- a. graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- b. threatening or intimidating conduct directed at another because of their physical or mental disability;
- c. jokes, rumors, or name calling based upon an individual's physical or mental disability;
- d. slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- e. graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- f. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability; or
- g. other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

For more information or to make a referral, contact  
Blount County Schools  
Title VI Coordinator  
831 Grandview Drive  
Maryville, TN 37803  
865-984-1212

Tennessee Department of Education  
The Office for Civil Rights  
6th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243  
615-253-1550

United States Department of Education  
Office for Civil Rights  
Forsyth Street, S.W.  
Suite 19T70  
Atlanta, GA 30303  
404-562-6350

## **Bullying/Cyberbullying/Intimidation/Hazing**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances [6.305](#)).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

This policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

## **Title IX and Sexual Harassment - Policy 6.3041**

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.

All employees shall receive training on complying with this policy and federal law.

**TITLE IX COORDINATOR:** The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Title IX Coordinator

Mailing address: 831 Grandview Drive, Maryville, TN 37803

Phone number: 865-984-1212

Email: Alisa.Teffeteller@blountk12.org

### **DEFINITIONS**

- "Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- "Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.
- "Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:
  1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
  3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

“Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

### **Student Concerns, Complaints and Grievance (Policy 6.305)**

#### **REPORTING PROCEDURES**

Any student who believes he/she has been the victim of harassment based on race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the school district, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district, is encouraged to immediately report the alleged acts to an appropriate school district official designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of harassment based on race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the school district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district, is required to immediately report the alleged acts to an appropriate school district official designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim of harassment based on race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to an appropriate school district official designated by this policy.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to a district human rights officer or the director of schools.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of harassment based on race, color, national origin, or disability at the building level. Any adult school district personnel who receives a report of harassment based on race, color, national origin, or disability shall inform the building principal immediately.

Upon receipts of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request but may

not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the reports were given verbally, the principal shall personally reduce it to written form within 48 hours and forward it to the human rights officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the director of schools or the school district human rights officer by the reporting party or the complainant.

2. The school board has designated the supervisor of district wide services or the appointee of the director of schools as the school district human rights officer with responsibility to identify, prevent, and remedy harassment. The district human rights officer shall:

- a. Receive reports or complaints of harassment based on race, color, national origin, or disability;
- b. oversee the investigative process;
- c. be responsible for assessing the training needs of the district's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
- d. arrange for necessary training required for compliance with this policy; and
- e. insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a human rights officer, the complaint shall be filed directly with the director of schools.

The school district shall conspicuously post this policy against harassment and violence in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the human rights officer, (the name, mailing address, and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities), and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

3. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

4. The school board will develop a method of discussing this policy with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the school board in consultation with the district human rights officer determines is necessary or appropriate.

5. This policy shall be reviewed at least annually for compliance with state and federal law.

6. The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligation to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

For more information or to make a referral, contact

Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803  
865-984-1212

Tennessee Department of Education The Office for Civil Rights 6th Floor, Andrew Johnson  
Tower James Robertson Parkway Nashville, TN 37243 615-253-1550

United States Department of Education  
Office for Civil Rights  
61 Forsyth Street, S.W.  
Suite 19T70  
Atlanta, GA 30303  
404-562-6350

#### INVESTIGATION

Upon receipt of a report or complaint alleging harassment based upon race, national origin, or disability, the human rights officer shall initiate an investigation within 48 hours of receipt of the report. That investigation may be conducted by school district officials or by a third party designated by the school district. If a report is not initiated within 48 hours, the principal/designee shall provide the director of schools/designee with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider:

1. the nature of the behavior;
  2. how often the conduct occurred;
  3. whether there were past incidents or past continuing patterns of behavior;
  4. the relationship between the parties involved;
  5. the race and national origin of the victim;
  6. the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
  7. the number of alleged harassers;
  8. the age of the alleged harasser;
  9. where the harassment occurred;
  10. whether there have been other incidents in the school involving the same or other students;
  11. whether the conduct adversely affected the student's education or educational environment;
- and
12. the context in which the alleged incidents occurred.

The investigation shall be completed and appropriate intervention taken within twenty (20) calendar days from receipt of the initial report.<sup>2</sup> If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide to the human rights officer with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.<sup>2</sup> The school district human rights officer shall make a written report to the director of schools upon completion of the investigation. If the complaint involves the director of schools, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violation of this policy. The school district human rights officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.



## SCHOOL DISTRICT ACTION

Upon receipt of a report that a violation has occurred, the school district will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school district shall consider:

- a. what response is most likely to end any ongoing harassment;
- b. whether a particular response is likely to deter similar future conduct by the harasser or others;
- c. the amount and kind of harm suffered by the victim of the harassment;
- d. the identity of the party who engaged in the harassing conduct; or
- e. whether the harassment was engaged in by school personnel, and if so, the school district will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of Tennessee criminal statute, the school board shall also direct the school district human rights officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the school district in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

If the results of the school district's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions. If the results of the school district's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, and individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions.

Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained for a period of two years at the main administrative offices of the school district.

## RETALIATION AND FALSE ACCUSATIONS

Submission of a good faith complaint or report of harassment based upon race, color, disability or national origin will not affect the complainant's grade, learning, or work assignments.

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

## MINIMUM CONSEQUENCES

(Kindergarten through 2nd grade)

1st Offense Suspension until student/parent conferences and Sensitivity Training for student

2nd Offense Two day In-School suspension and additional Sensitivity Training for student

3rd Offense Five days Out of School suspension and student/parent Sensitivity Training

4th Offense Suspension pending referral to Disciplinary Hearing Authority

(3rd grade through 5th grade)

1st Offense Suspension until student/parent conferences and Sensitivity Training for student

2nd Offense Two day In-School suspension and additional Sensitivity Training for student

3rd Offense Five days Out of School suspension and student/parent Sensitivity Training

4th Offense Suspension pending referral to Disciplinary Hearing Authority

(6th grade through 8th grade)

1st Offense Five days Out of School suspension and student/parent conference and Sensitivity Training for student

2nd Offense Ten days Out of School suspension and student/parent Sensitivity Training

3rd Offense Suspension pending referral to Disciplinary Hearing Authority

(8th grade through 12th grade)

1st Offense Five days Out of School suspension and student/parent conference and Sensitivity Training for student

2nd Offense Ten days Out of School suspension and referral to Disciplinary Hearing Authority

## **SPECIAL EDUCATION SERVICES (6.500)**

All disabled students between the ages of three and twenty-one(inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily. Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education.

Individual School Discrimination Clause mandated by US Dept of OCR

*Carpenters Middle School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. David Murrell, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact to the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.*

**Title II of the Americans with Disabilities Act, 1990/ Section 504 of the Rehabilitation Act, 1973 (Policy 1.802)**

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Section 504 prohibits discrimination on the basis of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at [www.blountk12.org](http://www.blountk12.org) under Parent Resources. Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.

**BLOUNT COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**

Blount County Schools is an equal opportunity employer and does not discriminate in employment, recruitment, consideration, or selection on the basis of race, color, sex, age, national origin, disability, or veteran status. Blount County Schools complies with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1967; and Section 504 of the Rehabilitation Act of 1973.

**FERPA**

Student records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions which receive federal funds. The statute provides that such institutions must provide parents of students access to official records related to the student an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institution must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of the US Department of Education, charged with investigation and adjudication of violations and complaints under the US Department of Education, charged with investigation and adjudication of violations and compliance with Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting Amanda Vance, 831 Grandview Drive, Maryville, TN 37803, 984-1212. For clarification of Blount County Schools Board Policies regarding Student Access to Records, consult [Policy 6.600](#) on the Blount County Schools website.

### **Military Recruiter Access**

Parents have the right to request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.

### **Parental and Family Engagement (Policy 4.502)**

The board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

The board shall implement the following as required by federal or state laws or regulations:

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I schools are in compliance with the federal law.

The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

### **SCHOOL LEVEL POLICY**

Each school shall submit to the director and board, for review and comment, its Title I school parent involvement policy, which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to

parents of participating students. A copy of these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

### **SUPPORT FOR PROGRAM**

If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

### **FAMILY-SCHOOL PARTNERSHIPS**

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

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

**School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools.** Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. Each year parents/guardians shall be given the option to withhold permission for public news media interviews or photographs of their child at school. If any student is to be recorded and will be identified or a primary subject of the recording, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. This policy will also apply to in-house media sources such as our public service channel, school websites and social media. Parents will be advised of this policy at the time of the student's registration and each fall in the student/ parent handbook.

### **Release of Directory Information (Policy 6.601)**

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

The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;

- 2 Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

### **DIRECTORY INFORMATION**

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

### **HEALTH SCREENINGS**

The State of Tennessee requires all school systems to conduct yearly blood pressure, height, and weight screening on students in grades K, 2, 4, 8 and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K, 2, 4, 6, and 8, for new students, and for those suspected of having a vision or hearing problem by their teacher. **Please send a note by September 1<sup>st</sup>, 2023** if you **DO NOT** want your child to participate in blood pressure, height, and/or weight screening. Include the child's name, school, grade, teacher, and guardian signature.

### **MENINGOCOCCAL DISEASE AND VACCINES**

Meningococcal disease is a serious bacterial illness caused by the bacterium *Neisseria meningitidis*. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the US. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also caused blood infections. College freshmen who live in dormitories and teenagers 15-19 have an increased risk of getting meningococcal disease. The disease is spread person-to-person through the exchange of respiratory and throat secretions (e.g., by coughing, kissing, or sharing eating utensils). Meningococcal bacteria cannot live for more than a few minutes outside the body, so the disease is not spread as easily as the common cold or influenza. The most common symptoms are high fever, chills, lethargy, and a rash. If meningitis is present, the symptoms will also include headache and neck stiffness (which may not be present in infants); seizures may also occur. In overwhelming meningococcal infections, shock, coma, and death can follow within several hours, even with appropriate medical treatment. Vaccines against Meningococcal Disease are available at the Health Dept. and your Health

Care Provider. This is not a required immunization for school, however, a dose of MCV4 is recommended for children and adolescents 11-18 years of age. More information is available from the Centers for Disease Control and Prevention website ([www.cdc.gov](http://www.cdc.gov)).

Please use the following links to learn more about vaccine information:

- <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening-serogroup.pdf>
- <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/flu.pdf>

### **SAFE RELOCATION OF STUDENTS (Policy 6.4081)**

Teachers who are directly responsible for a student's education or other employees who interact with students on a professional basis may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or safety of others. If relocation is necessary, the process will comply with all special education laws. Such employees may also intervene in a physical altercation between two (2) or more students or between a student and a district employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate. If an employee is unable to resolve the matter with reasonable or justifiable force, the student shall be allowed to remain in place until local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until a parent/guardian can retrieve the student.

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of the student's permanent record. The principal/designee shall notify the employee involved of the actions taken to address the behavior of the relocated student.

The Director of Schools shall develop administrative procedures regarding the safe relocation of students consistent with state law. Each principal shall fully support the employees' authority to relocate a student and ensure appropriate implementation and reporting.

### **PARENTS RIGHT TO REVIEW TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

Parents of students may request information about the highly qualified qualifications of teachers who instruct their child and paraprofessional qualifications.

### **UNSAFE SCHOOL CHOICE POLICY**

Under the Tennessee State Board of Education's Unsafe Schools Policy, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

### **HOMELESS STUDENTS (Policy 6.503)**

Homeless students are individuals who lack a fixed, regular or adequate nighttime residence. Each homeless student shall be provided services comparable to services offered to other students in the district. The district's homeless coordinator is Kelly Roberts, 1500 Jett Road, Maryville, TN 37804, 681-6410.

## **STUDENT EQUAL ACCESS (LIMITED PUBLIC FORUM 4.802)**

### **STUDENT MEETINGS**

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

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

### **SCHOOL SPONSORED EVENTS**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees. Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

## **TESTING PROGRAMS (Policy 4.700)**

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;



6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes:

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

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education. Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies. Student scores on the Tennessee End of Course (EOC) grades nine through twelve (9-12) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subjects of Algebra I, Algebra II, Geometry, English I, English II, Biology I, and U.S. History. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.

#### Testing Information and Parental Consent

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31st of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered; and
5. The time and manner in which parents and students will be notified of the results of the test.
6. How parents can access the questions and answers on their student's state-required tests.
7. If a Board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose district from state-mandated tests.

The testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

### **Complaints Against School Staff (Policy 5.502)**

Decisions made by school personnel-such as teaching assistants, teachers, assistant principals, or principals-which students/parents believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or designated representative. To appeal, students/parents will follow these steps:

1. Shall have a conference with classroom teacher (or at level complaint originated)
2. If the complaint is not resolved, a conference with the principal will be held.
3. Consultation with appropriate grade level system supervisor
4. Conference with the Director of Schools-presenting appeal in writing (the director will respond in writing to the student/parent and school principal within five (5) days
5. Final appeal is the Blount County Board of Education.

### **Textbooks and Instructional Materials (4.400)**

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.<sup>1</sup> The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

#### **SELECTION**

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption, including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education.

#### **DISTRIBUTION**

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

#### **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children. The Director of Schools shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

#### **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

### **Physical Examinations and Immunizations (6.402)**

#### **PHYSICAL EXAMINATIONS**

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time and
2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office.

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.

#### **IMMUNIZATIONS**

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic. This exemption will continue to be an option in the event of a COVID-19 or any variant outbreak; or
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.

The Director of Schools shall ensure that appropriate immunization records are maintained for each student.

**BLOUNT COUNTY SCHOOLS  
INTERNET ACCEPTABLE USE POLICY  
FOR STUDENTS AND PARENTS**

**(Please Read Before Signing This Document)**

The board supports the right of staff and students to have reasonable access to various information formats and believes it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

**Students**

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

**INTERNET SAFETY MEASURES**

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them. The director of schools/designee shall establish a process to ensure the district's educational technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:
  - Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
  - Monitoring on-line activities of students

**E-MAIL**

Users with network access shall not utilize district resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. A written parental consent shall be required prior to the student being granted

access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/ guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

**CONTRACT AGREEMENT FOR LEARNING PARTNERSHIP (PARENT)**

I, \_\_\_\_\_, the parent(s) of \_\_\_\_\_, have read and understand the rules and regulations required by Carpenters Middle School to have a successful learning environment. I agree to help my child practice behaviors that contribute to his/her success.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Permission to visit Carpenters Elementary School**

On occasion, CMS students might visit CES for various learning opportunities (including the wetlands). Please notify the CMS front office, in writing, if you do not wish for your student to ever visit the CES campus.

## PEER COACHING GUIDELINES

Carpenters Middle School offers students the opportunity to peer coach. Peer coaches learn to work with other students and assist teachers in directing group instruction, helping with student projects, and serving as positive role models for their peers. Peer coach forms are given out at the end of each nine weeks.

Students interested in peer coaching need to meet the following criteria:

- You must have had the class/teacher in order to be a peer for the class. You should not request to peer coach for a teacher you have not had).
- Teacher permission. (Students will request to be a peer coach. Teachers will choose from the request list).
- Students may peer coach no more than three nine weeks each year.
- Students in a year-long class (Band, Choir, Library Assistant) may peer coach one nine weeks.
- It is recommended students wishing to peer coach do this when they have a study hall. Peer coaching is approved only if it still allows you to take required related arts classes over the course of the year.
- Peer Coaches stay in their assigned class each day. They do not leave to participate in RA activity. (Peer coaches still have the opportunity to participate in activity during their other related arts class and on grade level activity days).

### RELATED ARTS CLASS TIMES

<b>1<sup>st</sup> Period</b>	<b>8:20-9:00 -- 8<sup>th</sup> grade</b>
<b>2<sup>nd</sup> Period</b>	<b>9:04-9:44 -- 8<sup>th</sup> grade</b>
<b>3<sup>rd</sup> Period</b>	<b>10:48-11:28 -- 7<sup>th</sup> grade</b>
<b>4<sup>th</sup> Period</b>	<b>11:32-12:12 -- 7<sup>th</sup> grade</b>
<b>5<sup>th</sup> Period</b>	<b>1:56-2:36 -- 6<sup>th</sup> grade</b>
<b>6<sup>th</sup> Period</b>	<b>2:40-3:20 -- 6<sup>th</sup> grade</b>