

HAWKINS MIDDLE SCHOOL

2017-2018

Sumner County Schools
Preparing Graduates: Engaging Minds, Developing Character

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Our Anti-Bullying Policy:

- Step 1: Use the school wide “stop phrase” – Stop Phrase = TCP
- Step 2: If the person stops, say “cool” or “OK” and move on with your day
- Step 3: If the person does not stop, decide whether to ignore the person or seek support
- Step 4: If you decide to ignore, don’t look at our talk to that person. If you decide to seek support, select a school adult to approach and ask for support.

If you use the school-wide stop phrase and the person doesn’t stop:

- Step 1: Decide whether to ignore it or seek support.
- Step 2: If you seek support, select a school adult to report to.
- Step 3: Approach the adult immediately following the incident and say, “I’m having a problem with _____. I asked her to stop and she continued.”
- Step 4: If the adult doesn’t have time to help solve the problem right then, ask the adult when they will have time and make an appointment.

If a student approaches a teacher with a problem involving disrespectful behavior the following will occur:

- Step 1: Say “Thanks for telling me.”
- Step 2: Listen empathetically. Ask if this is the first time; determine who, what, when, and where.
- Step 3: Ask the student if the person who didn’t stop is likely to retaliate if confronted.
- Step 4: Help the student select a course of action. Possibilities include:

- Filing a report (To be reviewed by administration for disciplinary actions)
- A safety plan for minimizing contact
- Letting it go (“I just needed someone to talk to”)

A WORD ABOUT SAFETY AND CHARACTER IN OUR SCHOOL

Your school is as safe as we all make it. The best things that you can do to make it even safer are simple: don't tease, don't bully, don't make fun of other people, don't put people down, be friendly and polite to everyone, don't isolate or squeeze out other people and hurt their feelings. Treat each other the way that you want to be treated. Help each other. The focus of our school-wide bullying prevention program is to structure our school setting so that bullying is less likely to occur or to be rewarded.

Good Commandos have strong character traits. Respect, courage, honesty, caring, citizenship, cooperation, fairness, responsibility, and the pursuit of excellence are habits that we have to work on every day as we deal with each other at school. If you know of another student who is alone, talk with them. Tell an adult. If you have reason to think that someone has a weapon at school or if someone talks about hurting anyone here, tell an adult.

INTRODUCTION

This handbook was prepared by the student council, teachers, and staff of Hawkins Middle School to help our students and their parents better understand the policies of our school, and more fully appreciate the standards and high ideals for which our school stands. One of the goals of Hawkins Middle School is to provide for each student an opportunity to become self-directed and internally motivated in a safe, responsible and respectful atmosphere. Students and parents are encouraged to read these rules together and to refer to them when questions arise during the year. The rules given are for the sole purpose of helping the school to provide a healthy educational environment for the students, a place where people can get along and work together. Any cases of discipline not specifically addressed in the handbook shall be left to the discretion of the principal. In addition, the principal reserves the authority to amend any provision in this handbook when he deems it to be in the best interest of the educational process at Hawkins Middle School.

ATTENDANCE POLICY (School Board Policy JB K-12)

Tennessee Compulsory School Attendance Law: T.C.A. 49-6-3001, 3007, 3009. "Every parent guardian, or other person residing within the state of Tennessee, having control or charge of any child or children between the ages of seven (7) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or nonpublic school, and in event of failure to do so, shall be subject to the penalties hereinafter provided."

Definitions:

Absent: means a student not being in attendance at the school or class to which he is assigned. Missing more than half a day or a class counts as an absence.

Absences, Two Categories:

Excused: absences tolerated by the school system under the law because the cause and benefits of the absence to the student as verified by proof outweigh the benefits, which would have been achieved by attending school. For absences of a full or part day to be considered excused, a written note from the parent, guardian, or a doctor must be provided.

After an accumulation of five days of excused absences, the parent/guardian must file more formal documentation with the principal to assure classification as an excused absence.

Adequate reasons for absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist or health agency. If the illness or hospitalization is to exceed ten consecutive days, the parent or guardian should apply for homebound instruction after the first five days of consecutive absences.
2. Death of a family member or death of a non-family person if approved by the principal.
3. Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the principal **prior** to the student being absent for a religious holiday.

4. Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
5. Approved school related activities. **Prior** approval is required.
6. Vacations/trips with **prior** approval by the principal. A note from the parent/guardian shall be submitted **prior** to any vacation or trip. Principal approval is required. Vacations/trips taken without prior approval will be considered **unexcused**.
7. Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal. Students shall make up work missed during excused absences.

Unexcused: absences which are not verified or which do not meet valid reasons for absences.

Out-of-school suspensions are considered unexcused absences. Work missed during unexcused absences should be made up.

Procedure When Returning from an Absence:

1. The student must bring a written excuse signed by a parent or guardian, stating the child's full name, grade, date(s) of the absence, and a daytime phone number so that we can verify the note.
2. This should be brought to the office before school begins.
3. Even if a student does not have a note from home, he/she must still report to the office for an admit slip.
4. The student has a maximum of three (3) school days to bring a note for an excused absence. Failure to comply will result in an unexcused absence.
5. Any class work missed must be made up at the teacher's convenience. It is the responsibility of the student to contact the teacher concerning a make-up schedule. This should be done before or after class. All work must be completed prior to the next grading period. The teacher will allow three (3) days to turn in make-up work.
6. Please do not call the office for make-up work unless the student has been absent at least three (3) consecutive days.

EARLY DISMISSALS

Permission to be dismissed from school must be obtained from the office before first period begins. A note from the student's parent or guardian is to be on file in the office before a student leaves school. The student is expected to return to school as soon as possible after a doctor's appointment or funeral. Failure to do so will count as truancy from school. Remember that the time missed for these appointments will be counted as an absence from the class or classes missed. If a student becomes ill during school hours, he/she is to come by the office and let the secretary call home. **Students who leave without securing official permission will be given an unexcused admission upon their return.** It is state and county regulation that students are not to be released during school hours unless actually delivered into the custody of the child's parents or near relatives and that any request for release of the child contrary to these regulations will not be complied with.

ZERO-TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year:

1. Students who bring or are found in possession of a drug, drug paraphernalia or a dangerous weapon on a school bus, on school property or at any school event or activity on or off campus.
2. Any student who, while on a school bus, on school property or while attending any school event or activity on or off campus:
 - a. is under the influence of a drug; or
 - b. possesses a drug, drug paraphernalia or dangerous weapon; or
 - c. assaults or threatens to assault a teacher, student or any other person.

OUT OF SCHOOL SUSPENSION

Any Principal of any public school in this state is authorized to suspend a pupil from attendance at school or any school-related activity on or off campus, or from riding a school bus, for a period of one (1) to ten (10) days for good and sufficient reasons including, but not limited to (1) Willful and persistent violation of the rules of the school or truancy; (2) Immoral or disreputable conduct, including vulgar or profane language; (3) Violence or threatened violence against the person of any personnel attending or assigned to any public school; (4) Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to said school; (5) Inciting, advising or counseling of others to engage in any of the acts herein enumerated; (6) Possession of a pistol, gun, or firearm on school property; (7) Possession of a knife, etc., as defined in TCA 49-6-1701 on school property; (8) Assaulting a principal or teacher with vulgar, obscene or threatening language; (9) Unlawful use or possession of barbitol or legend drugs as defined in TCA 52-10-101; (10) Engaging in activity which disrupts a class or school-sponsored activity; (11) Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the education process; (12) Any other conduct prejudicial to good order or discipline in any public school.

Note: Suspended students are not to return to school for any reason during their suspension without a parent. Unaccompanied students will be considered trespassers and prosecuted as such. In the event a suspension occurs during the last ten (10) days of any semester, the student may be permitted to take such final examinations or submit such required work as is necessary to complete the course of instruction for that semester, subject to the actions of the principal, or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension.

IN-SCHOOL SUSPENSION

The principal may suspend any pupil from attendance in a class or classes at the school pursuant to the in-school suspension policy adopted by the Board of Education. Good and sufficient reasons for such in-school suspension shall include, but not be limited to:

- A. Behavior, which adversely affects the safety and well-being of other pupils;
- B. Behavior which disrupts a class or school sponsored activity; or
- C. Behavior prejudicial to good order and discipline occurring in class during school-sponsored activities or on the school campus.

In an attempt to provide a more constructive program and as an alternative to corporal punishment or out-of-school suspension, students who fail to uphold appropriate standards of safety, respect or responsibility will be assigned "in-school suspension" when deemed necessary by the principal. This will provide students an opportunity to receive credit for their academic work while being disciplined. The student will spend the assigned time in a designated area under a very strict set of rules and will be required to do all work for the classes missed. Students will not socialize with the other students and will not be allowed to participate in any school functions during the school day, including any club or team activities or pictures. A student who violates the rules in ISS is subject to OSS.

ALCOHOL AND DRUG USE

Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

1. **Alcoholic Beverage** includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
2. **Illegal drugs** includes controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances used for pain relief, substances used as an intoxicating inhalant, or any other substance which is portrayed as one of the above. Drug paraphernalia are also forbidden.
3. **Use** shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has taken place.

4. **Possession** will mean either having alcoholic beverages or drugs on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.)

If it is determined that Board policy has been violated, the principal shall notify the student's parents or guardian and the appropriate law enforcement officials, and the student shall be subject to suspension for a period of not less than one (1) calendar year.

TOBACCO PRODUCTS

Students shall not use or possess tobacco products in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events. On the first offense, a student shall automatically be given a minimum of three days of In School Suspension. Further offenses will result in increased levels of discipline up to and including referral to a Disciplinary Hearing before the SCS Disciplinary Hearing Authority. Any student found in an area where smoking is taking place on school property may be punished for condoning smoking. Students are not at any time to have matches or lighters in their possession. On the first offense, the student will be given a minimum of one day of ISS.

WEAPONS AND DANGEROUS INSTRUMENTS

The Sumner County Board of Education has **zero tolerance for weapons**. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be **expelled** from attending Sumner County schools **for a minimum of one (1) calendar year**. When deemed necessary, a disciplinary committee may recommend expulsion longer than one year. Where appropriate; criminal charges will be brought against the student and parents or legal guardian. When a student is determined to be a Special Education student, an M-Team meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action.

Any student who brings to school or who is found in possession, on school property, or at any school-sponsored activity on or off campus, of any dangerous instrument will be immediately removed from the general student population. Within ten school days, a disciplinary committee shall recommend the disposition, including expulsion, of the student. The Director of Schools may modify the recommendation on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns will be suspended as determined by the principal. The principal shall report his action to the Director. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile, including a water gun, to the disciplinary committee for disposition as determined by the committee.

The term weapon shall be defined as any dangerous instrument. The term dangerous instrument shall include but is not limited to the following: knives, box cutters, razor blades, clubs or police batons, paint ball guns, pellet guns, BB guns, brass knuckles, chains, ice picks, spiked wristbands, any object used in such a manner that could cause bodily harm or inflict damage to property, any explosive device including but not limited to all fireworks, any firearm; and any item which could be perceived to be a dangerous instrument such as a toy or non-working device.

This list is not all-inclusive; therefore, the principal shall use his discretion in ascertaining whether an object is a weapon as defined in this policy. Each case regardless of the circumstances must be reported to the Director of Schools. Full documentation is required including written statements from all witnesses. The principal shall notify the parents or legal guardian of any student found in violation of this policy. The use of weapons and

dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

An employee found to possess a weapon on school property shall be disciplined up to and including dismissal. Criminal charges may be filed. Any other person in violation of this policy will be removed and appropriate criminal charges filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun except that a person acting under authority of a governmental law enforcement agency shall be exempted.

SEARCHES

Any principal or his designee having reasonable cause for a search, may search any student, place, or thing on school property or in the actual or constructive possession of any student including during any organized school activity off campus, including buses, if he receives information which would cause a reasonable person to believe that the search will lead to the discovery of evidence of any violation of the law or any violation of the school rules or regulations of proper standards of conduct and/or any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person. A student may be subject to a physical search (with a witness). We may require a student to empty pockets, purse, or other containers.

SCHOOL-WIDE DISCIPLINE PLAN FOR ROUTINE MISBEHAVIORS

We expect our students to behave in a manner that shows safety, respect and responsibility to teachers and other learners. The student who cannot behave cannot be taught. Routine disruptions can be handled with detentions, or missed activity time. For severe violations of our expectation that student's behave in a safe, respectful and responsible manner a teacher may write that student up for immediate removal from class to be disciplined by an administrator. It is expected that if this occurs the student has been given several chances to comply with school policy or the action was so egregious that immediate removal from class was necessary. Discipline for a violation of this nature can range from ISS to OSS for any number of appropriate days. In all cases the parent will be notified when these instances occur. Continued willful violations of school policy may result in OSS and referral to the Disciplinary Hearing Authority.

GENERAL CONDUCT

1. Unexcused tardiness to class can result in a detention, followed by ISS, then OSS if necessary.
2. Students are not to buy, sell, or trade articles at school. Any student who violates this regulation is personally responsible for the consequences, and disciplinary action may be taken.
3. Students are not to chew gum in school or to eat in classes. Breath fresheners and mouthwash should not be used in class.
4. Bicycles are to be parked in the designated area.
5. Loitering in corridors and rest rooms is not permitted.
6. Laser pens, toys, radios, beepers, music players, video games, baseball or action figure cards, as well as any other personal property, including any large sums of money must be left at home. Anything over a few dollars will not be needed at school.
7. Skateboards are not to be used on campus except for arrival and departure.
8. Sumner County Board of Education Policy states that any student who is responsible for destroying or defacing school property shall be held responsible for the actual cost of replacing or repairing the property. Failure to comply within two (2) weeks will subject parents or guardian to prosecution.
9. Gambling at school is prohibited.
10. Any stealing or destruction of a fellow student's property may result in a suspension from school. Full reimbursement will be required.
11. Obscene or distasteful literature or illustrations are not allowed at school.
12. Any student in the hall during a class must have a hall pass.
13. Skipping a class or school will result in ISS for the first offense.

14. Students are not permitted to leave school grounds at any time without office permission. Anyone who rides a school bus or is dropped off here is considered to be on school property. A student who leaves campus after school, but then returns to catch a bus, will be considered skipping school.
15. Students are not to leave class without permission from the teacher. Doing so will be considered skipping class.
16. Students may not loiter around or visit in the areas of the building assigned to any grade other than their own.
17. Whiteout products and permanent markers are no longer allowed in the possession of students because of their potential for damage to school property and student health.
18. Backpacks, large bags, or oversized purses must remain in lockers and may not be taken to classes.

ANNOUNCEMENTS/MESSAGES FOR STUDENTS

Announcements will be made twice daily (2nd and 6th periods). Any messages from parents to their child must be called in by 8:00 am or before 1:20 pm. Students are responsible to listen for any announcement that is made and must be quiet and in their seats. Messages received after 1:20 pm may not reach the student in time for school dismissal.

ARRIVAL PROCEDURE FOR STUDENTS

6:45 – 7:15 am Students arrive and wait in the gym (7th/8th grades) or cafeteria (6th grade) as directed.

Note: Upon arriving at school, whether by bus or otherwise, students are not allowed to leave campus. Failure to comply will be disciplined as is skipping school. Loitering is not allowed anywhere on campus. It is the student's responsibility to make arrangements a day in advance to make up work or receive extra help from a teacher in the mornings before classes. A pass is needed in order to meet a teacher in the classroom. It is the responsibility of the student to get this pass from the teacher they need to see the day before. We regret that we cannot allow students to be dropped off here before 6:45 am because we have no one to supervise them before that time.

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the table and surrounding area clean and orderly. At no time are students allowed to take food, drinks, containers, or straws out of the cafeteria. **Students are expected to remain seated at all times.** Scuffling, breaking line, or throwing drinks or food will result in strict discipline, up to and including out-of-school suspension. Students may not call out or order food to be delivered here. Lunch payments may be made for one week up to a month in advance. Payments should be made on Monday or Tuesday morning before school. Student payments for lunch will be maintained in the cafeteria computer. Students are not allowed to charge their lunch. Any student who will miss lunch due to financial problems should see the principal or assistant principal.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Student cell phones and electronic devices may not be seen or heard at school. They must be turned off and locked in the locker. When a student is in violation of the cell phone or electronic device policy, the following steps will take place:

1st Time: The cell phone or electronic device will be taken to the office and locked up. Assistant principal will notify the parent.

2nd Time: Same 1st offense. The student will be assigned ISS.

3rd Time: Same 1st offense. The student will be assigned OSS.

CHEATING POLICY

If a teacher suspects a student of cheating to earn a grade then that teacher shall consider an alternative test or measure. When a teacher has proof of cheating by a student the student will receive a “0” for the work and a parent will be notified. Further disciplinary action may be required by the administration.

CONFERENCES

Appointments are to be made with teachers by calling the guidance counselor. Please make appointments a day or two in advance. A teacher will not be called out of a class for phone calls. A message can be left with the secretary. Parents wishing to call an IEP team meeting should contact the Special Education teacher assigned to their student. Please call the principal if you are unable to resolve an issue after having met with the teacher.

DETENTION

Routine disruptions can be handled with detentions. Students have 3 days after the issuance of a detention to serve. Failure to serve a detention will result in a day of ISS.

DISRESPECT

As respect is a major tenant of our school beliefs, students are expected to be respectful and courteous to all faculty and staff members. Disrespect to any teacher or staff member whether in the classroom or otherwise will be considered a serious infraction of school policy and will not be tolerated.

DRESS AND GROOMING

When, in the opinion of the administration and staff, a student is not dressed appropriately or exhibits grooming which is considered detrimental to the educational environment, appropriate action may be taken.

1. Girls are expected to keep dresses, skirts and shorts at reasonable lengths. The skirt/dress/shorts length or slits in the skirt must not end higher than 3 inches from the bend of the knee.
2. Apparel considered too revealing will not be permitted.
3. Tight shorts, form fitting body conforming clothes, micro-mini skirts, body suits, halter-tops, spandex shorts, etc. are not allowed. There should be no writing across the seat of pants.
4. Yoga pants and leggings will not be permitted as a stand-alone bottom. They will be permitted with skirts or shorts that meet the three inch above the bend of the knee rule as stated above.
5. A student’s clothing must cover the midriff at all times.
6. Mesh or sheer shirts are not to be worn unless a T-shirt is underneath.
7. Students may not wear holes or tears in clothes even if they are fashionable or store purchased this way. You may NOT put a patch under the hole. No holes or tears means exactly that!
8. All tops worn by either boys or girls must have sleeves that cover the shoulders.
9. All girls’ shirts must be modest; cleavage showing will require immediate change of dress.
10. Girls’ dresses must meet the three inch rule and have a cap sleeve unless covered by a sweater or shrug.

11. Students are not to wear head apparel inside the building. If hats, caps, scarves, or headbands are worn, school staff will collect them. The student should see an administrator to retrieve the hat. This includes dress-up days. Bandanas should not be worn at any time on any part of the body.
12. Extreme hair color is not allowed. All hair must be of a natural color and style.
13. Students may not wear clothing that mentions drugs, vulgar captions, tobacco, alcohol or any other obscene, suggestive, provocative, or disruptive apparel. No clothing or articles related to gangs will be worn. Clothing carrying negative statements against any person or group is disruptive to learning and is not allowed.
14. Shoes must be worn at all times. Cleated shoes are not allowed.
15. Students are allowed to wear shorts to school (no cutoffs or stretch, tight shorts). Shorts must end no more than 3 inches from the bend of the knee.
16. Sunglasses are not to be worn inside the building except when prescribed by a doctor.
17. The belt line of all garments must fall at or above the tops of the hips. Your pants may never sag. Underwear may never show and pants must not drag the floor.
18. Pajamas are not permitted.
19. Jewelry must not be distracting, disruptive or unsafe. No body piercing jewelry except for earrings may be worn during school hours.
20. Valuable clothes and jewelry are discouraged.
21. Chains of any type are not permitted.
22. Students are not to write or draw on themselves in any way that distracts them or other students from learning.

NOTE: Any student in violation of the dress code will be sent to the office and will have to change into appropriate clothing before returning to class. Absence from class due to dress code violations will be considered unexcused. Repeated dress code violations will result in disciplinary action. Please plan your daily outfits with the dress code in mind. When a student is in violation of the dress code (e.g. holes, sagging pants, etc.), the following steps will take place:

1st Time: The secretary will contact the parent and the student will be required to change into appropriate clothes. The student will not return to class until the violation is corrected.

2nd Time: Same 1st offense. The student will be assigned ISS.

3rd Time: Same 1st offense. The student may be assigned discipline up to and including OSS.

EXAMS/TESTS

Exams/tests will not be given early under any circumstances. Any student truant from a semester exam will receive an "F" on the exam

FIGHTING

Because fighting is a major violation of the tenants of a safe, responsible and respectful student and school; all fighting will result in stern disciplinary action not only because we want our school to be a safe learning environment but also because we wish our students to learn positive ways to solve conflicts in their future. The punishment for a fight will be determined by the degree of involvement of the individual students. Most fights have loosely defined stages or steps including mouthing, taunting, cursing or other put-downs, threatening, pushing and shoving, and wrestling, as well as actual hitting. All of these steps are considered contributing factors to, and a part of, the fight. In most cases both students are deeply involved in several of these steps. For that reason, except in very rare instances, all parties involved in any of the steps of a fight will be disciplined. Each of the developing stages of a conflict presents the opportunity for a student to simply walk away or to notify an adult of the problem. To refuse to do so is a choice to continue the development of the fight. Suspension will almost always result for both parties: ISS for pushy-shoving fights. OSS if punches are thrown. In addition, any student who actively encourages the fight or contributes to its developing stages may also be disciplined. Repeat fighting will result in notification of the Hendersonville Police Department for arrest, the filing of a petition in Juvenile Court for unruly behavior, and referral to the School Board Disciplinary Hearing Authority for a hearing.

FIRE ALARMS

Fire alarms are located throughout the building. They should only be used in case of a fire. If any student is found guilty of pulling a false alarm, he/she will be automatically suspended from school for five (5) days and referred to the State Fire Marshal for prosecution.

FIRE DRILLS

When a fire drill is conducted, we expect our students to leave the building in a quiet and orderly manner. Fire drill plans for evacuation have been given to each teacher. Students are to follow the specific instructions of the adult in charge, regardless of the period of the day when the alarm is sounded. Stay with your teacher and do not mix with other classes. Because of the safety issue involved, it is critical that every student gives total cooperation to the school or emergency officials on the scene. If a student is between classes when the alarm is sounded, he/she should walk immediately to the nearest exit. Once outside, quietly await instructions from an adult.

GIFT DELIVERY

Hawkins Middle School requests that you do not send special occasion balloons, flowers or gifts to your child at school. Such items will not be delivered to classrooms and cannot be transported on school buses.

GRADES AND GRADING SCALE

We expect middle school students to be responsible for getting information to their parents. Report cards will be sent home via the students the first 3 grading periods. Report cards at the end of the year will be mailed home. In addition, Progress Reports will be sent home with the students at the mid-point of each marking period. Refer to the school year calendar provided in this handbook for approximate dates that signal the end of the marking period. If your son or daughter does not bring these reports home, the office should be notified immediately. The Sumner County Board of Education has set the following grading scale for use by all middle schools:

A	100-93	D	74-70
B	92-85	F	69 and below
C	84-75		

GUIDANCE SERVICES

The middle school guidance program is directed toward providing counseling to all students. The counselor is available to help parents and students. These services are focused on the following needs of the students: personal, social, educational, and vocational. The service is provided in an atmosphere of friendship, cooperation, and confidentiality. Students may stop by between classes to sign up for an individual session with the counselor. The student must then be on time for class and wait for the counselor to call him/her to guidance. **Do not wait in the office for the counselor** who may be in a classroom conducting a class. Parents and teachers may refer a student to the counselor. The guidance counselor works with students individually, in small groups, and in the classroom.

HALL PRIVILEGES

Any student in the hall must have a hall pass from the teacher to whose classroom he/she is assigned during the period.

HOMEWORK

Time is allotted during the school day to complete most assignments, but often the student will find it necessary to work some time each evening on tasks they were unable to complete during the school day. We encourage you to limit TV and video game play on school nights.

HONOR ROLL

Students must have made an “A” in all subjects for the nine weeks to be placed on the “A” Honor Roll. The “AB” Honor Roll will include all students who have no grade lower than a “B” for the nine weeks.

ILLNESS AND ACCIDENTS

Any student who becomes ill or injured must report to the office. If necessary, the secretary will make every effort to contact the parents. The home phone will be tried first, work phone second, and the emergency phone number will be called last. This procedure makes it imperative that your home, office, and emergency numbers are current. The student is not to make his/her own call. The parent is required to come in and sign his/her child out when they are too ill to remain at school. A parent who is aware of a serious illness, such as asthma, epilepsy or diabetes, should notify the office **each year** and ensure that any vital treatment such as an inhaler is **on hand in the office** in the event of an emergency. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

LOCKERS

A locker will be issued to each student. The lockers are the property of Hawkins Middle School and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items. Lockers offer minimal security and items of unusual value should not be placed in the locker. It is the student’s responsibility to keep his/her own locker locked and not share it with others. Any student using a locker that is the property of the school system has no right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance, and search. If your locker is damaged or in need of repair, report it to the office immediately.

LOST AND FOUND

Lost and found items should be turned in or claimed in the office.

MEDICATION

Student medication should be administered by the parent at home whenever feasible. With written request of the parent and approval of the family physician and school administration, medication may be self-administered by the student in the presence of school office personnel. In such cases, medication should be brought to the office at the beginning of the school day to be self-administered by the student in our presence at the proper time. Whether prescription or otherwise, medication must be brought to school in its original container. (Pharmacies will give you a second labeled container for school if you ask.) A Consent for Medication Administration form must be completed and signed before we will accept or dispense any medications for your student. If the medication will be given routinely, send the proper amount to last one week. Students should arrange to take their medicine during the class changes and lunch break. At no time may any student be in possession of any medication outside of the above regulations. Inhalers may be carried by students only in extreme cases and with the expressed consent the principal based on the written orders of a physician.

MOMENT OF SILENCE

State law requires that we begin every day with a moment of silence. During this time all talking and movement shall cease. Any students in the hall are expected to stop movement and be quiet until the moment is over. Anyone failing to comply may be subject to disciplinary action.

PERFECT ATTENDANCE

At Hawkins Middle School, the Sumner County award for perfect attendance shall be given only to those students who have not been absent from school, have not had a single tardy to school, and have not had a single early dismissal. In this case perfect shall mean perfect.

PHYSICAL AND SEXUAL HARASSMENT

Physical and/or sexual harassment does not contribute to a safe, respectful and responsible school and will not be tolerated in any form. Harassment can be either physical or verbal in nature. Any student using threatening or inappropriate language toward another person may be guilty of harassment. Any student who feels they are a victim of any form of harassment should report the incident to their teacher, guidance counselor, principal, or assistant principal as soon as possible.

PHYSICAL EDUCATION REQUIREMENTS

A member of the class will participate unless physically unable to do so. The parent or doctor should verify any limitations. PE uniforms are required for health reasons. The uniform shall consist of a gray tee shirt and mesh basketball type shorts (shorts that come to or below the knee. **Girls are NOT permitted to wear running shorts.**) The grade will be derived from participation, dressing out and written tests. The PE teacher provides protection for all valuables left in his/her care. The school and the PE teachers are **not** responsible for valuables left in locker rooms during class. If a note is on file from a doctor limiting physical education activities, that student may not try out for any athletic or cheerleading until the restriction is lifted.

SCHOOL BUS REGULATIONS

The bus drivers are in charge of all students who ride their buses. Any student who misbehaves on the bus may be suspended from riding the bus. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and approval by the principal or his designee. Any student who gets off the bus at any point between pick-up point and school must present the bus driver with a note of authorization from the principal of the school. When a bus is used to transport students to any away event, those students are expected to ride that bus to and from the event. The privilege of riding a Sumner County School bus is conditioned on the student's behavior and observance of the rules that are posted in each bus. Any student who violates any of these rules will be reported to the Principal and are subject to suspension from the bus. Bus suspensions are considered a serious matter and will be reported to the Director of Transportation and the School Board.

SELLING ITEMS AT SCHOOL

Soliciting and/or sales are not permitted. School clubs and organizations must secure permission from the principal in order to sell items of any type. Failure to do this will result in the confiscation of the merchandise. The merchandise will be returned to the parents upon their request. Other disciplinary action may also be taken against the student.

STUDENT RELATIONSHIPS

Our school adheres to a "HANDS OFF" policy for student relationships. When the policy is violated, the parents will be contacted and we may require a conference. Have respect for yourself and your fellow students. Penalties will include: first offense-warning, second offense detention and parent notification, third offense punishment that could include ISS or OSS.

TARDY POLICY

Students arriving late to school in the morning must report to the office before going into the rest of the building. Students may present a parent note with legitimate reason for being late or the parent may come into the office and sign the child in. The student will be given an excused note to class. Students late without a note or parent to sign them in will be given an unexcused pass to class. A pattern of tardy to school will result in a referral to the attendance officer or in disciplinary action. Students tardy to any other class during the day may receive detention. A pattern of tardy behavior to class will result in a student's referral to an administrator for further disciplinary action. It is important to be responsible and to demonstrate good work habits by being in your seat ready to work when it is time to start class.

TELEPHONE

The office telephone is for business purposes only. Callers are asked to leave a message since students will not be called to the phone. Only emergency calls will be delivered during a class period. If the student needs to call home, he/she may do so between classes. A student who is sick is to come to the office where school personnel will contact a parent or guardian.

TEXTBOOKS

Each student is responsible for the book issued to him/her. Students are not to mark or damage books in any way, and the numbers are not to be changed. The student must pay for books that are lost or damaged. Additional textbooks will not be issued until the lost or damaged book has been paid for.

TORNADO AND BAD WEATHER DRILLS

The signal for a Bad Weather Drill will be given over the intercom system. The adult in charge will instruct students where to go. Remember to sit on the floor, cover the head, be silent, and listen for instructions. Because of the safety issues involved, it is critical that every student gives total cooperation to the school or emergency officials on the scene.

VISITORS

All parents, as well as professional staff from other schools, are welcomed and encouraged to visit our school. We do require that guests come to the office, sign in and wear a nametag while visiting. Strangers without visitor nametags should be reported immediately. Out of respect for the teacher as a professional and for the purposes of school security, parents may visit classrooms only with an appointment with the teacher and the advance permission of the principal. Students from other schools or school systems are not allowed to visit during school hours, including lunch. For safety reasons, never open an outside door for a visitor. All visitors must enter the building from the front doors.

WITHDRAWALS OR TRANSFERS

If a student is moving to another school during the year, he/she should notify the guidance office at least one day prior to the final day at school in order to secure the proper clearances for a transfer. Records will not be sent if any obligations remain.

CHEERLEADER SELECTION POLICY

- A. Selection Process: Cheerleaders will be selected by a panel of judges established by the school principal or his designee.
- B. Judges should be unbiased and have no direct knowledge or involvement with the cheerleading candidates. Each prospective judge shall be given a copy of this policy prior to his/her acceptance.
- C. Eligibility: Minimum cheerleader eligibility should be consistent with the TSSAA requirements governing all athletics. Each school may adopt school requirements in accordance with Section E below. These requirements may further specify eligibility.
- D. Further, the candidate must live within the school zone or must have been approved to attend school out of zone.
- E. Once students are approved as being eligible to try out, the committee vote on the day of tryouts will be the only determining factor for selection.
- F. Vote Verification: All votes will be turned over to a three member committee established by the school principal or his designee for the purpose of counting the votes. At no time will the sponsor(s) of a cheerleading team be present, or serve as member of this committee, until all votes are counted and reported.
- G. Further, this committee will be representative of the total school population. After the votes have been counted and verified, the ballots and all other pertinent information will be maintained in a secure place for at least one calendar year.
- H. Expense: The school should have a policy to assist those students who are unable to afford the expense of cheerleading or provide group funding-raising efforts which help to diminish the cost.
- I. It will be the responsibility of each school, along with the advisors; to be sure that all cheerleaders have catastrophic insurance.

CONTINUOUS NOTICE OF NONDISCRIMINATION

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, katie.brown@sumnerschools.org

Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources, 695 East Main Street, Gallatin, TN 37066, 615-451-5226, shawn.curtis@sumnerschools.org

504 Coordinator:

Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, selena.elmore@sumnerschools.org

