

Hardeman County Schools Student Handbook Middleton High School 2018 -19

Welcome to Middleton Middle/High School

Darlene Cardwell **Principal**
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MIDDLETON HIGH SCHOOL STUDENT HANDBOOK 2018 - 2019

Dear Students and Parents,

This student handbook is designed to be an important source of information for you. We urge you to read it and share its contents with parents and the community. We believe that all individuals are responsible for their own actions at MHS. Each person should know the positive and negative results of his or her actions before making a decision. The handbook is an excellent reference for successful students throughout the school year. Keep your book with you daily for recording assignments, checking the calendar, locating MHS policies and procedures. Our responsibility as administrators is to provide a safe, positive environment for learning and teaching. We want to encourage you in every way possible. However, you must do your part to be a winner at MHS. We ask everyone at MHS to do the following:

- Be Respectful of yourself and others.
- Be Outstanding to follow your dreams.
- Be Accountable to being challenged academically.
- Be Responsible for your actions and decisions.

MISSION STATEMENT

To prepare responsible, productive citizens who are life-long learners

BELIEFS

- Learning requires personal responsibility while developing problem solving, critical thinking, and communication skills.
- Instruction is centered on student needs and addresses various learning styles.
- Assessment is individualized to measure continuous success.
- Decision making includes all stakeholders and focuses on a safe and positive learning environment.
- School policies are for the well-being of all persons involved in school activities.

Our administrative team is committed to providing an environment that will enable each person to do his or her very best. Please let us know if we can assist you in any way.

School Telephone Number

Main Office ----- 731-376-8391

2018 - 19 Academic School Year Calendar

First Semester: 87 Days

August 1, 2018 (Wednesday) – Professional Development
 August 2, 2018 (Thursday) – Professional Development
 August 3, 2018 (Friday) – Administrative Day
 August 6, 2018 (Monday) – Administrative Day
 August 7, 2018 (Tuesday) – Administrative Day
 August 8, 2018 (Wednesday) – First Day of School (1/2 day for students)

September 3, 2018 (Monday) -- Labor Day

September 4, 2018 (Tuesday) -- Parent-Teacher Conference (8-11 a.m. & 3-6 p.m.)*

October 8 – 12, 2018 -- Fall Break

November 21 – 23, 2018 -- Thanksgiving Break

December 19, 2018 (Wednesday) -- Dismiss for Winter Break (1/2 day); end first semester

December 20, 2018 -January 1, 2019 -- Christmas Break

Second Semester: 93 Days

January 2, 2019 (Wednesday) -- Professional Development Day*

January 3, 2019 (Thursday) – Students return from Winter Break

January 21, 2019 (Monday) -- Martin Luther King, Jr. Day

February 18, 2019 (Monday) – President's Day

February 19, 2019 (Tuesday) – Parent –Teacher Conference (8-11 a.m. & 3-6 p.m.)* Professional Development 12-3

March 25 – 29, 2019 – Spring Break

April 15 - 18, 2019 -- Kindergarten Registration

April 22, 2019 (Monday) -- Pre-K Registration Begins

May 23, 2019 (Thursday) -- Last Day for Students (1/2 day)

May 24, 2019 (Friday) – Administrative Day*

*Denotes no school for students

Reporting Periods 2018 - 19

Reporting Period	Nine Weeks Ends	Report Cards Go Out
First	October 17	October 23
Second	December 19	January 8
Third	March 13	March 20
Fourth	May 23	May 23

Graduation

**Bolivar Central High School – Thursday, May 16, 2019
Middleton High School – Friday, May 17, 2019**

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2017-18 TEST ADMINISTRATION WINDOW

Assess. Name Subjects Student group Window

NAEP	Reading Math	Students in grades 4 and 8 in selected schools	January 28- March 3
ACT	ELA Math Reading Science	11 th	March 19
TN Ready 3-8	ELA Math Science Social Studies	Grades 3-8	April 15-May 3
TN Ready 9-12	ELA I,II, III Alg.I,II Geometry Biology Chemistry U.S. History	High School	April 15-May 3
ACT	English Math Reading Science	Seniors	TBA

Attendance/Absentee Policy

Attendance is a key factor in student achievement. Students are expected to be present each day that school is in session. If a student must be absent due to illness or an emergency, he/she should be aware of the following guidelines concerning this school's attendance policy: All absences are considered unexcused until acceptable documentation (doctor's note, court document, etc.) is given to the attendance secretary in the office. This documentation must be turned in within three (3) days upon the student's return or it will be unexcused. A limit of five (5) parent/guardian written notes will be accepted per school year. Additionally, students will only be allowed 10 excused absences. Any absence beyond 10 will be unexcused regardless the reason unless approved by the principal or his designee. The documentation will be reviewed by the attendance committee. Students participating in school sponsored activities whether on or off campus shall not be counted absent. Absences constitute truancy. Under Tennessee state law, minors are required to attend school. If they accumulate unexcused absences, they may be in violation of this law as well as school policy. Truancy is defined as an unexcused absence from all or any portion of any class, study hall, or activity during the school day for which the student is scheduled. Truancy may result in disciplinary action and/or court action. Students are responsible for following these guidelines, requesting work missed, or making arrangements with the instructor concerning missed work.

Tardies

All students are expected to be at school in their assigned classroom at 8:00 a.m. each school day. In the event a student arrives at school after 8:00 a.m. or if they are not seated in their class on time, they will be counted tardy. All students have ample time between classes to reach their assigned classroom. **The classroom doors will be locked after the bell sounds, if you are not in you classroom, you will be considered tardy. On your third classroom tardy**

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you will be sent to In-School Suspension for the rest of the day. If you continue to have tardies, alternate measure will be considered.

Students who arrive at school after 8:00 must check in at the office. The first three times will be counted as tardies. The fourth tardy and each one thereafter you will be required to go to in-school suspension.

Late Check-In/Early Check-out Procedures:

Hardeman County Schools has a closed campus policy. This means that a student who arrives late or a student who must leave before the end of the school day must check in or out through the office.

Once a student arrives on campus, he/she will not leave the campus without being dismissed through the office. A student will be allowed to sign out

only under the following conditions: the parent or guardian comes into the front office to sign his/her student out for a **legitimate reason**, or written request is received in the front office **prior to the beginning of the first period**. The note must have the student's name, date and time of dismissal, phone number where parent or guardian can be reached for verification, and parent/guardian's signature. **We no longer can accept phone calls from parents, we must have written**

documentation. Even a student over the age of eighteen must have a parent or guardian check the student out before the student is dismissed from campus. The student will remain in class until the parent or guardian has made contact with the office. The office will then contact the teacher to send the student to the office to sign out.

All check out/in must be done in between class times if at all possible to eliminate classroom interruptions. See below:

Bell Schedule High / Middle School

1 st period	8:00 to 8:50
2 nd period	8:54 to 9:43
3 rd period	9:47 to 10:36
4 th period (lunch)	10:40 to 11:54
5 th period	11:58 to 12:47
6 th period	12:51 to 2:06
7 th period	2:10 to 3:00

Class Changes/Protection of Class Time

No student will leave the classroom until the bell has rung and the teacher has dismissed the class. Class changes should be orderly with students keeping to the right side of the hallway. Students will not be allowed in the hallway to get materials from their lockers after the bell has rung for class to begin. Students are encouraged to take all materials needed to class. Students should go directly from one class to another. Loitering in the halls is not permitted.

Students are prohibited from interrupting a class to give a message to a fellow student. The student who interrupts a class will be sent to the office for appropriate disciplinary action.

All deliveries of gifts and flowers to the school must be made through the school office. The office will accept delivery of personal gifts from florists after 2:00 p.m. only.

Students who receive gifts during the school hours may pick them up at the office at the end of the school day.

Sex Equity Guidelines

It is the policy of the Tennessee Department of Education and Hardeman County Schools not to discriminate against any student, employee, or applicant on the basis of sex. Students will not be excluded from participating in or having access to course offerings, student athletics, counseling services, extracurricular activities, or other school

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resources based on unlawful discrimination. Anyone, employees or students, will be able to address grievances should they feel that they have had a student or employee intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy. Any students who feel their rights have been threatened or violated should take the following steps to correct the situation:

1. The student will notify the teacher in charge as quickly as possible.
2. If the student cannot notify the teacher, he/she will notify the principal, assistant principal, or guidance counselor.
3. The teacher, guidance counselor, or assistant principal will notify the principal.
4. The principal or his designee will investigate the allegations and contact the Director of Student Services.
5. A written report, with findings and outcome, will be on file with the Director of Student Services.

Grading Policies

Senior Ranking: All students will be ranked on their longitudinal average based on all courses and the 1st nine weeks of the last courses.

Grading System: Grades are determined by the teacher. For end-of-course classes, the EOC test will be figured in as a percentage of the student's fourth quarter grade and will also count as the final semester exam. The semester exams will count as a percentage of the semester grade. These percentages are mandated by the state and are subject to change. In order to be eligible for the Honor Roll, a student must have as many or more grades in the 93-100 range as in the 85-92 range, with no grade below 85 in any subject, and no "U" in conduct.

Grade classification: A=93-100, B=85- 92, C=75-84, D=70-74, F=0-69. Honors Classes are more difficult and move at an accelerated pace. Therefore,

students taking honors classes will receive three (3) points added to their nine weeks' average per grading period.

Report Cards

: Report cards are distributed during first period on the fourth day following the end of each grading period. If the fourth day falls on a Friday, report cards will be issued the following Monday. If the fourth day falls on the day preceding a holiday, report cards will be given out on the first day following the holiday. MHS report cards are computer generated and report card slips may be kept by parent/guardian or returned to school with signature of parent/guardian as directed by some instructors.

Final Exams Exemptions:

All students who have shown academic integrity through regular attendance, good conduct, and classroom excellence will be rewarded. Therefore, these students will be exempt from final exams. The following criteria will determine eligibility:

1. Incentive, if you have a grade of:
A and 5 or less absences the entire year will be exempt from final exam.
B and 4 or less absences the entire year will be exempt from final exam
C and 3 or less absences the entire year will be exempt from final exam

Suspensions are counted as unexcused absences. No exemptions for mid-term exams

Each teacher will determine exemption eligibility for their class.

Classification of Students:

Sophomore	(10 th grade)	6 credits
Junior	(11 th grade)	12 credits
Senior	(12 th grade)	18 or more credits

Code of Student Conduct

Development of Good Discipline is one of the most important goals of education. In order for Middle High School to maintain the best possible

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and safest learning environment, the administration and faculty have expectations of the students. These are as follows:

1. Demonstrate appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach in a safe and secure environment. Appropriate out-of-class behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
2. Appropriate use and care of the buildings and facilities of the school.
3. Adherence to acceptable standards of courtesy, decency, morality, and compliance with provisions of civil law.
4. Use of alcohol, tobacco in any form, or e-cigarettes is prohibited.
5. Unless involved in after-school activities, students are expected to depart for home by bus or car at the end of the school day. Loitering, either before or after school will not be allowed.
6. Any students in the building after school hours must have a sponsor in the area in which the activity is taking place.
7. MHS students are not to go to Middleton Elementary School unless they have prior permission from school administration.
8. Any material to be placed on bulletin boards must be cleared by the office. Material placed on class bulletin boards must have prior approval from the classroom teacher.
9. No chewing gum allowed in school.
10. Outward signs of affection are inappropriate at school.
11. All students are under the supervision of all teachers and school employees whether the teacher has the student in class or not. This includes all activities or events sponsored and supervised by the school as well as in the hallways. Students will demonstrate respect for school employees at all times.
12. Students who have been suspended or assigned to the Hardeman County Learning Center are not permitted to attend any school functions,

practices, activities, etc., or to be on school property while the suspension is in effect.

13. Students with excessive office referrals, tardies, or absences will not be allowed to attend credit recovery or summer school.

14. There should be no visible signs of any type of gang affiliation to include but not limited to: dress, bandanas, hand towels, hand signs, etc.

15. Off campus activity deemed detrimental to school safety can be subject to school disciplinary actions and may lead to suspensions.

16. For the purposes of this policy, a "personal communication device" is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise summons, or delivers a communication to the possessor.

Examples of such devices are, but not limited to, pagers, cellular phones, beepers, ipods, mp3 players, two-way radios, and other similar electronic devices used for the purpose of communication.

Electronic communication devices have become a vital part of our lives. While understanding the fact that these devices are useful to our students, they will not be allowed to be used at school or on school buses. These devices are disruptive to the educational process when used during the school day. Therefore, students are not permitted to possess cell phones or other personal communication devices on school property or on school busses. Students are not permitted to make or receive calls, or transmit or receive text messages on a cell phone, or use these or other personal communication devices for any reason at any time during the school day on school property including school buses. The office phone should be used for all incoming and outgoing student calls.

Cell phones or other personal

communication devices shall not be seen or heard during the school day. For the purposes of this policy, the school day is defined as 7:30 am to 3:00 pm. The school day for students transported by bus will begin when they enter the bus in the morning and depart the bus in the afternoon. **Any**

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student determined to be using or handling a cell phone or other personal communication device during the school day shall have the cell phone or other such item confiscated and kept in the office for thirty (30) school days at which time the item will be given to a parent or guardian upon request.

On the second offense the cell phone or other device will be confiscated and held for sixty (60) school days.

On the third offense the cell phone or other device will be confiscated and held for the balance of the academic year, but not less than ninety (90) school days. Students who violate this policy for the third offense may be placed in an alternative educational setting such as in-school suspension or in the Learning Center.

All confiscated personal communication devices that are not claimed by the parent or guardian by the end of the school year will become the property of the Hardeman County Schools.

Any use of a cell phone or other electronic communication device for immoral or pornographic purposes, or for photographing of tests, or text messaging during an exam, or for the purposes of harassing a student, faculty, staff, or administrator, or for any other such infractions of school policies may result in suspension and/or reprimand. These actions may also result in the arrest and referral of the student to the court system.

The school or the Hardeman County Board of Education or any of its employees will not be responsible for the loss or theft of such devices. Students who bring the device to school do so at their own risk. Incidents of theft may be reported to the proper law enforcement agency by the student or his/her parent or guardian.

Visitors on Campus

All visitors must check in at the main office. Visitor passes are not issued for visitors to visit a

school all day. A visitor's pass must be approved by the administration.

Bus Rules

For the safety of our students, adherence to the following rules is required for all who use the county school busses:

1. Bus Driver is in charge. Students must promptly listen to instructions.
2. If students have to walk along the road to a bus stop, they should do so on the left side of the road facing the traffic. They should walk as far away from the lane of traffic as is practical in a single file.
3. Do not run to or from the bus.
4. While waiting for the bus, stand 10 feet back from the road and stand in a single file to get on the bus. Don't play, push, or shove while waiting.
5. Students must be at the bus stop when the bus arrives. The driver is not required to blow the bus horn and he/she may leave the bus stop if the student is not there at the proper time.
6. Don't litter while waiting on the bus. Stay out of others' yards.
7. If students have to cross the road, they must do so under the driver's direction.
8. Stand still at the bus stop until the bus comes to a complete stop
9. Go directly to a seat and sit down after getting on the bus. Be sure to use the handrail. Face the front, and keep legs, books and other objects out of the aisle. 10. Keep the bus clean.
11. The use of tobacco, e-cigarettes, drugs, alcohol, food or drinks on the bus is prohibited. Animals and oversize objects as well as glass containers are also prohibited. 12. The driver may assign seats.
13. Do not put any part of your body out the window, and do not throw anything out of the window.
14. If a student damages the bus, payment will have to be made before he/she is allowed to ride again.
15. Students must observe the same rules of conduct as they do in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and

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obscene language or gestures are unacceptable.

16. When leaving the bus, do so under the driver's direction. Wait until the bus comes to a complete stop before getting up. Use the handrail, and move quickly (but don't run) away from the bus.

17. Stay clear of the bus after getting off. If students have to cross the road, they must move out 10 feet in front of the bus before crossing. Watch for the driver's signal and cross when the way is clear. Never cross the road behind the bus.

18. Do not delay the bus by going to check the mailbox or visit a friend, etc. Cross the road as soon as the way is clear and the driver has given the okay.

19. Drivers will not unload passengers at a place other than the regular stop unless the student shows the proper authorization. Proper authorization consists of a note with a request signed by the parent and also signed by the principal. No student will be delivered to a business. 20. A student desiring to ride a bus other than his/her assigned bus must have the same authorization as in Rule 19.

21. Failure to observe these regulations may result in disciplinary action and possible suspension from the bus. School bus transportation is a privilege, not a right.

22. Parents are responsible for their children before the children get on and after they get off the school bus.

Bus Discipline

Due to the seriousness which involves the safety of other students, any discipline problems on the bus will be handled as follows:

1. Warning
2. 5 day suspension from the bus
3. 10 day suspension from the bus and meeting with a parent or guardian
4. Suspension for the remainder of the semester from the bus
5. Suspension for one(1) year from the bus

****Remember riding a school bus is a privilege, NOT A REQUIREMENT.**

Disciplinary Policy

The Hardeman County Schools Disciplinary Policy consists of 4 levels and operates with the following being understood:

1. Punishment does not negate financial responsibility.
2. ALL RULES apply to campus and off-campus school activities.
3. Situations listed are intended to be general in nature. Individual incidents could result in a modification of the levels or consequences.
4. Multilevel disciplinary policy provides due-process to all students.

Notations: The following consequences are not all-inclusive and the administration may use whatever techniques they deem necessary and effective.

Once a student achieves a specific LEVEL they remain at that LEVEL unless progressed to the next higher level.

Students placed in ISS (In School Suspension) will be allowed to do or to make up their school work. **Students sent home or placed on home suspension will have unexcused absences and will not be permitted to make up work.**

LEVEL 1

Discipline handled by the staff or teacher—Examples of Behaviors: Disrupting class, chewing gum, sleeping, horse playing, not following instructions, etc... **Keep your hands to yourself!**

Consequences:

1. Verbal Warning

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2. Teacher intervention techniques (isolation, writing assignment)
3. Teacher intervention techniques
4. Teacher Parent Contact

Movement to next level when: Student commits 5th infraction within the semester.

LEVEL 2

Discipline handled by the administrator—Examples of Behaviors: Leaving class without permission, Skipping class, dress code, disrespect, kissing, disruptive argument, non-directed profanity, excessive/unmodified level 1 behavior

Consequences:

All approved actions short of suspension

1. ISS or 1 day suspension
2. 1 day suspension
3. Parent – Administrator Conference
4. Suspension

Movement to next level when: Student commits 4 level 2 offenses within the school year.

LEVEL 3

Discipline handled by the administrator – Examples of Behaviors: Simple fighting, bullying, drama, verbal sexual misconduct (having your hands where they don't belong), tobacco, theft, vandalism to school or private property, gambling, leaving campus without signing out, threats or harassment to employees or students, knives (not weapons), directed profanity, excessive/unmodified level 2 behaviors.

Consequences: Minimum 3 day home suspension

Movement to next level when: Student commits 3 level 3 offenses within the school year.

LEVEL 4

Discipline handled by the administrator ---Examples of Behaviors: 2nd Offense – knives, fighting, zero tolerance offenses, severe fighting, sexual acts, and excessive/unmodified level 3 behaviors.

Consequences: Long-Term Suspension (5 days), expulsion, long-term placement in alternative school

CD Players, Headphones, etc...

All electronic devices (other than school allowed calculators) found at school will be taken up. If there is a second offense, disciplinary action will be taken.

Zero Tolerance

Zero tolerance means these activities will not be tolerated and punishment will be swift, reasoned, and certain. Zero tolerance violations include:

1. Battery upon any teacher, administrator, or other employee of the local education agency, bus driver or other contracted personnel, or any authorized volunteer
2. Possession /Use/Transfer of dangerous weapons or tasers.
3. Unlawful possession of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana), or huffing.
4. Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana)

Zero tolerance offenses will result in expulsion for a period of not less than one calendar year subject to modification by the Director of Schools on a case-by-case basis.

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Arriving at School Each Day

Upon arriving by bus or car to the school you must go to the cafeteria to eat breakfast. After eating breakfast, you will be allowed to go to your locker then to first period. No one should be roaming the halls before the morning bell sounds.

Other Information

Medicine:

With the exception of emergency medicines such as asthma inhalers, if a student has to take medication, the medicine should be left in the main office. This includes over-the-counter medications. A parental consent form and physician's order must be brought to the office before we can dispense any medication including over-the-counter medications. A student may get a pass to come and take his/her medicine. The medicine must be brought to school by a responsible adult in the original unopened pharmacy container which lists the following information:

1. Student's name
2. Prescription number
3. Medication name and dosage
4. Special directions for administration
5. Date
6. Licensed prescriber's name
7. Pharmacy name, address, and phone number

Private Property

Students are warned and advised not to bring valuables, expensive personal property or belongings, or large amounts of money to school, including cell phones. **School will not be responsible for the lost or stolen items.**

Parking Guidelines

You must have a current approved application and assigned permit number to park on campus. Any student driving must have a valid driver's license and insurance card. There is a \$10.00 charge for a parking permit per year. Parking will be allowed in the designated student parking lot. No one will be permitted to loiter in the parking lot. Students may not occupy cars after arriving at school. All cars are to turn right only when exiting the parking lot. Students who leave campus without

the school's permission will be subject to the loss of their parking privileges, whether driving a vehicle or not. **Arriving to school late or checking in between classes will be limited to 3 after the 3rd. tardy parking permit will be pulled for 2 weeks. Every tardy after the 3rd. will result in the loss of permit for an additional week. At the end of each nine weeks if you are failing, parking permits will be pulled until the progress reports go out for the next nine weeks.** Protect your property. **Lock Your Vehicle.** Read the instructions on the front of the parking application.

Telephone Usage

Students are not allowed to use the phone for personal calls. In case of an emergency, parents will be contacted by the school staff. Incoming calls for students will be taken and delivered at an appropriate time.

School Closings

In the event of inclement weather, students are advised to listen to local radio stations and the Memphis and Jackson television stations for announcements concerning school closings. **Please note:** The Hardeman County School System has an automated telephone system to inform parent when there is no school. In order to receive this phone call the school must have a contact phone number.

Lockers

A locker will be assigned to each student. He/she is to keep and use only the locker assigned to them. The student may place a lock on his/her locker if not shared by another student. Middleton Middle/High School assumes no responsibility for items stolen from locker.

School Records

School records will be released only to authorized personnel.

Fire/Tornado Drills and Earthquake Procedures

These will be explained by the teacher of each class. Maps and detailed instructions will be posted in all rooms and areas of the school.

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Selling on Campus

Solicitations of funds or the sale of merchandise and/or services on campus for outside organizations or individuals is not allowed by students or faculty. All fund-raising activities by school organizations and adult support groups must be approved in advance by the administration.

Driver's License

When any student who is age 15 or older applies for a Tennessee Driver's License, they must present certification that they are in compliance with the present compulsory school attendance laws.

1. Get a request for driver certification in the main office.
2. Fill out and return to the office.
3. Request must be turned in by Wednesday in order to receive certification on Friday.

Juvenile Offender

Act TCA §55-10-701

(a) When a person, younger than eighteen (18) years of age, but thirteen (13) years of age or older, commits any offense or engages in any prohibited conduct described in this subsection (a), then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the department of safety, driver control division, within five (5) working days of the conviction or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine, or beer, or any controlled substance as defined and enumerated in Title 39, chapter 17, part 4, or involving the possession or carrying of a weapon on school property, as defined and enumerated in §39-17-1309(b) or (c). The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender is eighteen (18) years of age, regardless of when a

conviction or determination occurs. The department shall promulgate the form "Order of Denial" for use by the courts. (b) If a court has issued an order of denial of driving privileges pursuant to this section, the court, upon motion of the offender, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:

(1) A court may not withdraw an order for a period of ninety (90) days after the issuance of the order if it is the first order issued by any court with respect to the petitioning person;

(2) A court may not withdraw an order for a period of one

(1) Year after the issuance of the order if it is the second or subsequent such order issued by any court with respect to the petitioning person; and

(3) A court may not withdraw an order involving a violation of part 4 of this chapter, concerning the operation of a motor vehicle while intoxicated or impaired.

(c) For a motion for withdrawal under this section to be properly before a court for consideration, the local district attorney general must have received at least ten (10) days' Hardeman County Schools prior notice of the motion, together with the time and place where it will be considered. The motion must be joined in by a custodial parent or legal guardian of the offender, if the offender is a non-emancipated juvenile at the time the motion is made. A custodial parent or legal guardian must appear in court with the offender if the offender is a non-emancipated juvenile at the time the motion is made. The motion shall state whether any prior orders of denial have been issued by any court and shall include as exhibits any prior orders of denial issued. (d) The local district attorney general or assistant district attorney general has the right to appear, present evidence and be heard at proceedings under this section.

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Cafeteria

1. Breakfast will be served from 7:30 a.m. until 7:52 a.m. allowing students time to be in first period no later than 8:00 a.m.
2. At lunchtime, students will pass to and from the cafeteria in an orderly manner.
3. **All students must stay in the cafeteria during their assigned lunch time.**
4. **Permission to leave the cafeteria before dismissal time must be obtained from the on-duty staff member.**
5. Table manners and good conduct are expected from all students.
6. Federal regulations states that no commercially prepared foods will be allowed in the cafeteria. They will be taken up.

Administrators and Counselors

If you need to see an administrator or counselor, please sign up to see them by either signing the roster in the counselor's waiting area. DO NOT miss class to see them.

End of School Year Obligations

Any student that owes money for lost books, damaged books, library fines, fundraiser fines, etc... will have his/her report card held at school until the debt is paid. A person will be at school between 8 – 11 a.m. one week after school is dismissed for summer break to collect fines and issue report cards.

Tenn. Code Ann. ~49-6-4017

The policies set forth in this handbook have been adopted by the Hardeman County Board of Education in accordance with Tenn. Code Ann. ~49-6-4017. The discipline policies described within this handbook are posted in the display case outside the school office, and copies are available upon request within the office. This handbook is being distributed to all teachers, administrative staff, and students. The policies herein are to be discussed in detail with each student. The student is to carry the handbook home to be reviewed by the parents/guardians. **Both the student and parent/guardian are to sign the last page to signify that they have reviewed the school**

policies. Students should return this page which will be kept on file.

Family Educational Rights and Privacy Act

(FERPA) The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance

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committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520 If you do not want the Hardeman County Schools to disclose directory information from your child's educational records without your prior written consent, you must notify the School in writing. Hardeman County Schools has designated the following information as directory information: Student's name Dates of attendance Major field of study Grade level Participation in officially recognized activities and sports Weight and height of members of athletic teams Degrees, honors, and awards received The most recent educational agency or institution attended

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Parental Notification under NCLBA

(No Child Left Behind Act)

As the parent of a child attending a school that receives federal funds, you have certain rights. You have a right.....

- ~ To request information about the professional qualifications of your child's teacher.
- ~ To be provided information on the achievement level of your child on state academic assessments as soon as possible after the test is given.
- ~ To be informed that your child is placed in a Limited English Proficiency program.
- ~ To be notified if your child's school has been identified for improvement or corrective action and what this means.
- ~ To school choice and supplemental educational services if your child's school fails to make adequate annual progress.

- ~ To be involved in an ongoing manner in planning, review and improvement of your child's school program.
- ~ To be informed of the content of safe and drug-free programs and to request in writing that your child be withdrawn from the program
- ~ To refuse to participate in the National Assessment of Education Progress
- ~ To request that your high school child's name, address, and phone number not be released to a military recruiter without prior written consent
- ~ To protect your child's privacy relative to third party surveys, sensitive information, instructional materials, etc...
- ~ To be notified of any waiver the school district requests of the U.S. Secretary of Education concerning provision of (No Child Left Behind)
- ~ To comment on the proposed terms of any flexibility agreement entered into with the US Department of Education.
- ~ To request information on homeless education at the Board of Education (658-2510)

The school system does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or disability in the operation of its educational programs and activities, including employment practices.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) PPRA

Affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;

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2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility. • Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or Hardeman County Schools Student Handbook Bolivar Central High School 2016-17 11 screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. • Inspect, upon request and before administration or use

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. This school district has developed and adopted policies, in

consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520 The school system does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or disability in the operation of its educational programs and activities, including employment practices. Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-10, shall be provided an opportunity to transfer

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to another grade-level appropriate school within the district.

STANDARD DRESS FOR HARDEMAN COUNTY SCHOOLS WILL BE AS FOLLOWS:

Shirts – Only golf-type shirts (no zippers) and button-front shirts will be permitted. Only the top 2 buttons may be unbuttoned.

1. Must have a collar.
2. Must be a solid white, black, or orange.
3. Must be the appropriate size.
4. May be long or short sleeves.
5. Must not have any writing or pictures.
6. Must be tucked in and remain tucked in at all times.

7. Logos shall be no larger than an inch on the left side of the shirt.

8. Only white tee shirts may be worn underneath the approved golf or button-front shirt.
9. Short sleeve t-shirts may be worn with the approved short sleeve shirts.

Sweatshirts/Sweaters must be solid white, black, or orange. Solid color sweaters with v-necks, crew necks, cardigans or vests in the approved colors may be worn, but must be worn over the approved shirts.

1. Sweaters, sweatshirts, and vests should hang at the waist/belt line.
2. **Hooded sweatshirts/sweaters of any kind will not be worn to school.**
3. Sweaters or sweatshirts are not to be tied over the shoulders or around the waist.
4. Mock turtlenecks or turtlenecks in approved colors may be worn under the approved shirt. They must be solid color, and either white or the approved school color, and they cannot be worn alone. Short sleeved turtlenecks may be worn under the approved short sleeve shirts.

Pants – Color choices for pants are khaki, black, or navy (Hemmed or cuffed) and of cotton twill blend.

1. Pants must be worn and fitted at the waist line.
2. Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.

3. Students in all grades Pre-K – 12 may wear knee-length shorts of a cotton twill blend in khaki, navy, or black.

4. No jeans are allowed (**except on special days designated by the school principal**)
5. No rivets on pants
6. Shirts must be tucked in at all times.
7. Pant legs cannot be rolled up exposing the leg.
8. There are to be no holes, rips or tears.
9. Capri style pants may be worn by female students. Capris are defined as trousers which end at the mid-calf area or just below the calf.

Belts – Belts must be worn through the belt loops and buckled. The belt buckle must be a plain buckle and shall not exceed 1 ½ inches in width. The belt must be **brown or black**, and not have any writing or logos. Uniform pants which have a completely elasticized waist with no belt loops do not require that a belt be worn.

Skirts/dresses – All skirts must be solid, khaki colored or navy blue, and be twill cotton or blend.

1. Skirts must go to the knee.
2. There must be no slits in skirts above the knee.
3. All dresses that are worn must be solid khaki colored or navy blue and go to the knee.

Footwear-

1. Shoes are to be worn at all times.
2. Dress/casual shoes, sandals, or athletic shoes are to be worn and must be properly fastened.
3. Flip flops **and skeletoe shoes** are **not** to be worn.
4. Boots are **permitted with the pants leg worn outside the boot.**
5. Shoes with heels taller than 1 ½ inches are **not** permitted.

Coats/Jackets – Students may wear any color heavy coat to school, but it must be stored in a locker or designated location when the student gets to school. Heavy coats may not be worn in the class room. Sweaters or pullover windbreakers **without hoods** may be worn with the standard dress policy clothing in the classroom in white or black or orange.

2. Large, oversized coats and jackets or trench coats are not permitted within the school building.

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3. Coats and jackets must not have drug, alcohol, gang related, gambling, or other such messages or pictures.
4. **No coats or jackets with hoods are to be worn to school.**

Headwear

1. No **caps or hats** are to be worn in the school building.
2. No sweatbands are to be worn in the school building.
3. Headwear may be worn on school buses but must be removed and stored upon arrival at school.
4. Girls may wear head bands such as those worn to hold hair in place while in the school building.

Male Students:

- Earring (must be a stud).
Pants must be worn over shoes and cannot be tucked in shoes.
Socks must be of the same color.
No gang related attire.
No hoods can be worn.
No jackets or sweatshirts with hoods!!
No sagging pants

Female Students:

- Only wear one necklace at a time
Socks must be of the same color
No knee high boots
No large hoop earrings (decided by administrator)
Pants must be worn over shoes and cannot be tucked in shoes
Belts must be black or brown no colored belts allowed
No hoods can be worn.
No jackets or sweatshirts with hoods!!
- NO hoods to be seen or worn at school...they will be taken up and not returned until the end of school.**

Expectations & Consequences-

Students are expected to adhere to the standard dress policy at all times during the regular school day. If a student arrives at school and is not in compliance with the standard dress policy he/she will not be allowed to attend classes. The student will be detained and a parent will be called to bring appropriate clothing for the **first violation**. The **second violation** will result in a one-day in-school suspension; and **subsequent violations** will result in a conference with parents for further disciplinary consequence.

In matters of opinion pertaining to the standard dress policy for the students and the expectations for the staff, the judgment of the administrator will prevail.

Parent-Student Compact

PURPOSE

Middleton High School is a school-wide Title I school and receives government funding as such. As required by the No Child Left Behind Act of 2001 (NCLB), Middleton High School has formalized a partnership among our stakeholders to share in the academic achievement of all students. This partnership is outlined in this Parent-Student Compact.

Parent/Guardian Agreement:

I want my child to be successful as he/she pursues his/her academic goals. Therefore, I shall encourage him/her by doing the following:

- Communicate and work with the teachers and staff to support and challenge my child in his/her academic endeavors.
- Ensure that my child attends school regularly and arrives on time
- Support the school in its efforts to maintain proper discipline
- Encourage my child to complete his/her homework on a daily basis
- Respect the school staff and the diversity and cultural differences of others

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- Attend and support school activities
- Encourage my child to resolve conflicts in a positive, non-violent manner

Student Agreement:

It is imperative that I work diligently to achieve my academic goals. Therefore, to achieve success, I shall strive to do the following:

- Attend school regularly, arrive on time for each class, and bring all necessary supplies and materials with me
- Complete homework assignments and study on a daily basis
- Continue to do my part in keeping my school safe
- Follow the rules and code of conduct for students
- Respect and cooperate with my parents, other students, teachers and administrators in order that I may be successful

School Agreement:

Student achievement is our primary objective. Therefore, the faculty and administration at Middleton High School shall strive to do the following:

- Set high expectations for all students
- Provide high quality, standards-based curriculum and instruction to meet local, state, and federal benchmarks
- Communicate with parents on a regular basis in regard to academic progress and behavior
- Provide assignments that reinforce instruction and ongoing assessments that inform instruction
- Incorporate instructional activities that will make learning enjoyable
- Commit to the individual needs of each student
- Provide a safe environment that supports positive communication among the student, teacher, and parent.

- Foster an instructional climate that emphasizes diverse learning styles, incorporates assignments that reinforce instruction, and prepares students for all forms of assessment.
- Encourage students to excel and to strive toward academic excellence
- Provide parents an opportunity to participate in their child's education
- Schedule parent-teacher conferences each semester to discuss the child's academic progress.

Refer to Hardemancountyschools.org for the entirety of the following school policies:

- Student Discrimination, harassment, Bullying, Cyber-bullying and Intimidation: 6.304
- Student Concerns, Complaints and Grievances: 6.305

Hardeman County Schools operates under the 1969 Federal Court desegregation order. Under this order,

Transfers from one school zone to another are permissible when the student wishing to transfer is in the racial majority at the home school and will be in the racial minority at the receiving school. All transfer requests meeting these criteria are subject to approval by the Director of Schools and the Chairman of the Board of Education. There must be space available at the receiving school for a transfer to be approved. Parents may find the Student Transfer Request at:

www.hardemancountyschools.org/schoolforms.html

Student Transportation Management

School buses shall be maintained and operated in accordance with state law and State Board Rules and regulation. Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper. To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to replace a certain number of buses each year on a rotating basis. All accidents, regardless of the damage

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involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle. The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program. The following procedure will govern how students, teachers, staff and community members shall submit a bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor, and
2. Forms may be submitted in person, via phone, mail, or email. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four hours of receipt. Within forty-eight hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint. An annual notice of the complaint process shall be provided to parents and students. Please go to www.hardemancountyschools.org Board police 3.400 for entire policy.

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Print Student's Name: _____

By signing below, I indicate that I have read, understand and agree to the following:

- All students will be expected to abide by the rules and regulations of Middleton High School. These expectations are stated in the school handbook.
- All parents will support and encourage their child's educational efforts as set forth in the Parent-Student Compact in order to improve student academic achievement.
- All students will abide by the Parent-Student Compact and share responsibility for improving academic achievement.
- All students may attend school-sponsored field trips, honor roll trips, and athletic trips under the supervision of Middleton High School faculty and staff by means of school transportation.
- All students may be photographed during school activities, in recognition of awards or honors, or during any GEAR UP activity or event. These images may be published/used in newspapers, on web pages, in brochures and newsletters, or in promotional videos. Names are not attached to pictures published on web pages or last names included with publicly distributed images.

Note: If you request an exemption from any of the above, it must be submitted in writing and attached to this page.

Parent/Guardian Signature: _____ Date ____/____/____

Student Signature: _____ Date ____/____/____

This page must be signed and returned to your English Teacher. To be filed in the office.

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