

Welcome to Soldiers Memorial Middle School!

The administration, faculty, and staff welcome you to Soldiers Memorial Middle School. Our goal is to provide educational opportunities so that students become capable in all areas of learning. We preserve a high degree of achievement by using methods of instruction that include measurable rigor. We strive to implement data driven practices during instruction to improve academic growth. Every child will be safe, will learn, and will succeed.

Mission Statement

The mission of Soldiers Memorial Middle School as a shared community, transitional school is to promote responsible, lifelong learners by providing personal and educational growth through a challenging and meaningful curriculum.

School Opening / Closing Times

The school will be open for student arrival at 7:00 A.M. each morning. Students cannot be brought to school before this time. All students are to enter through the doors at the main entrance in front of the building. After Labor Day, we will begin our morning program which allows for students to be brought to school at 6:30 A.M. If you choose to bring your child to school before 7:00 A.M., (after Labor Day), you must enroll your child in the morning program. Application forms will be available prior to the program's beginning date in September.

All late pick-up students must be picked up from the cafeteria by 3:45 P.M. each day. After Labor Day, we will begin our After-School program which enables students to remain at school until 5:30 P.M. If your child needs to remain at school after 3:45 P.M., (after Labor Day), you must enroll your child in the After-School program. Application forms will be available prior to the program's beginning date in September.

Procedures for Early and Late Pick-ups

Vehicles are prohibited in front of the building between 2:40 P.M. and 3:15 P.M.

Early pick-ups will be released to go the gym at 2:55 P.M. Parents will enter the school property off Cedar Lane at the back of the gym and come to the side doors of the gym beside the softball field. Teachers will be at the side doors to release each child to

their parent/guardian. Parents will exit off the front of the school onto Legion Street. Early pick-ups will remain in the gym until second call is announced at approximately 3:10 P.M. If you wish for your child to be an early pick-up, he/she must be picked up at the gym by 3:10 P.M. If you cannot pick your child up by 3:10 P.M., he/she is considered a late pick-up student. At 3:10 P.M. all students remaining in the building are dismissed to go to the cafeteria. **If your child is an early pick-up, you must go through the pick-up line. Students will not be released to you at the gym unless you are in a vehicle.**

In order for students to be successful, instructional time must be protected; therefore, unless you have an emergency or an appointment, students will not be called out of class for early pick-ups. It is imperative for everyone to follow the afternoon pick-up procedure; we must be considerate and do what is best for all of our students and parents. After everyone gets adjusted to the procedure for early pick-ups, the traffic will flow more smoothly. If it is not necessary for your child to be an early pick-up, you are encouraged to wait until 3:15; at that time, you are able to pick up your child at the main entrance in front of the building.

Along with providing your child a quality education, your child's safety is a priority. Your child will not be released to leave the building with anyone who is not on his or her contact sheet. If your child is going home with another student or adult, please send a note or telephone the school. Otherwise, we will be unable to release your child. Without a note, a student will not be permitted to ride the bus with another student.

Late pick-ups are picked up at the cafeteria. Parents will enter school property off Fulkerson Street and come to the school's main entrance. Parents; the parking area in front of the school is one way only, north to south (office to gym). Parents/guardians pull to the front of the school, and your child will be sent out to you.

If your child is a pick-up, please complete the attached form in the back of the handbook.

Walkers will be released at 3:00 P.M. **If your child is a walker, please complete the attached form in the back of the handbook.** Walkers should be students residing close to school, and they should not be getting into vehicles.

Afternoon Dismissal

Students are to remain in their 6th period class until they are released.

2:50 P.M.	1 st Call Buses
2:55 P.M.	Early pick-ups are released to go to the gym.
3:00 P.M.	Walkers are released to the main entrance at the office.

3:10 P.M.	2 nd call buses are dismissed, and all other students report to the cafeteria
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Bus Rider Rules

In accordance with CCS 6.308, in order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Bus rider rules include the following:

1. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by the bus driver shall be followed.
2. Bus drivers shall not put children off the bus en route to or from school.
3. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.
4. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.
5. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board of Education and rules adopted by the staff of the terminal school.

The following rules must be followed by students while riding the bus:

- The bus driver CAN assign seats.
- Be Courteous
- No Profanity
- Violence is prohibited.
- Students are to remain seated at all times.
- Keep your hands and head inside the bus.
- Do not destroy school bus property.
- For your own safety and the safety of others, do not distract the driver through misbehavior.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if a student disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Refer to the attached *Student Code of Conduct*, Soldiers Memorial Middle School Website, or the Claiborne County Schools website.

Claiborne County Board of Education Attendance Policy

In accordance with CCS 6.200, absences shall be classified as either excused, unexcused or parental note as determined by the principal or his/her designee.

Excused absences shall include the following:

1. Personal illness verified by a medical note (Doctor of Medicine, Doctor of Dentistry, etc.).
2. Death in the immediate family (includes parent, legal guardian, step-parent, sibling, grandparent, aunt, uncle, other first degree relative or any other member of the family which resides in the student's household or spouse) verified by obituary not to exceed 3 (three) school days.
3. Extreme weather conditions verified by Claiborne County Transportation Supervisor.
4. Religious observance.
5. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Student absences may be excused by a parental note for a total of three days per semester. Each day of absence constitutes one parental note. Any parental note absence above the 3 days per semester will be unexcused. The principal must approve all exceptions.

Parental note absences shall include the following:

1. Personal illness
2. Serious illness of an immediate family (includes parent, legal guardian, step-parent, sibling, grandparent, aunt, uncle, other first degree relative or any other member of the family which resides in the student's household or spouse).
3. Family emergencies
4. Circumstances which in the judgment of the principal warrant a parent note.

Refer to the *Student Code of Conduct*, Soldiers Memorial Middle School website, or the Claiborne County Schools website.

Students and/or parents/guardians are responsible for putting all excuses in the "Excuse Box" located in the office. This box is checked and the excuses are updated daily. Excuses must be turned in within two (2) days after students return to school.

Truancy

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence (TCA 49-6-3007). A student with more than five (5) unexcused absences is subject to a juvenile petition (TCA 49-6-3007).

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised (Attendance Accounting Procedural Manual, '11-'12 (0104). Minimum Standards and Guidelines, State Department of Education). Refer to the attached *Student Code of Conduct*, Soldiers Memorial Middle School website, or the Claiborne County Schools website.

Make-Up Work

Make-up work will be provided for those students who miss assignments due to absences. The following conditions apply to make-up work:

1. Arranging to make up work missed is the responsibility of the student.
2. All requests for make-up work should be made to the teacher within 5(five) days of return from the absence.
3. Tests missed during absences will be taken during the regularly scheduled class time or another time agreeable to the teacher and the student,
4. A "0" (zero) may be recorded for all work a student fails to make up.
5. Make-up work will be given to students upon their return to school; teachers will not be interrupted during class time by students requesting make-up work. If a student is going to be out more than two days, you may call and request that a student's work be sent to the office to be picked up at the end of the day. If you call and request work after 9:30 A.M., you will need to pick up the work the following day. Students are encouraged to request work when they know in advance that they will be absent.

Telephone

Students must have permission from their teacher to use the telephone. Permission is granted for using the telephone only in emergencies. Please let your child know if he/she will be a pick-up or a bus rider before leaving home in the mornings. The school's telephone is busy throughout the day, and it can be difficult for you to get a message to your child. Students will not be called out of class to talk on the telephone.

Medications

Any medication a child takes while at school must be brought in by the parent/guardian and given to the nurse along with the required paper work.

Deadlines and Responsibility

Individual teachers, teams, and other school officials have the authority and responsibility to impose deadlines for student work, permission slips, notes, money, etc. Please do not expect school administration or teachers to extend or ignore a deadline. We must teach our students to be responsible.

School Dances

SMMS will have school-sponsored dances during the school year. The following guidelines will be enforced for all dances:

1. Dances are for SMMS students **only**.
2. Students who are suspended or at the Alternative School are not allowed to attend dances.
3. Students are not permitted to leave the building until the dance is over **unless** a parent comes to the door and requests a student.
4. Dances are from 6:00 P.M. until 8:00 P.M. Students are to be picked up on time. Students not picked up on time will lose the privilege of attending future dances.
5. Inappropriate behavior will not be tolerated. Students engaging in unacceptable behavior will call home to be picked up by their parent/guardian. Such behavior can also cause a student to be unable to attend future dances.
6. Dress code must be followed.

The formal at the end of the end will have alternate guidelines.

Activities

Students not displaying desired behavior will lose the privilege of attending activities held during the school day as well as extra-curricular activities. Students in in-school suspension, out-of-school suspension, and Alternative School will not be allowed to participate in school activities.

Athletic Activities

SMMS students attending after school athletic events without a parent / guardian are not allowed to leave the gym / lobby area. A student will not be permitted to leave the building prior to the event being over unless a parent / guardian comes to the door to pick up the student. We expect all of our students to display good sportsmanship at athletic events. Failure to do so will result in dismissal from sporting events. Students in out-of-school suspension and Alternative School will not be permitted to attend athletic activities.

Report Cards / Grading Policy

The grading system set and used by the Claiborne County Board of Education is as follows:

- A 93 – 100
- B 85 – 92
- C 75 – 84
- D 70 – 74
- F Any grade below 70

TCAP scores count fifteen percent (15%) of a student's final grade.

Report cards are issued every nine (9) weeks and must be signed by a parent or legal guardian and returned. Approximately three (3) weeks and again at six (6) weeks into each grading period a progress report will be sent home also requiring parent/guardian signatures. Grades received will represent the teachers' evaluations of the progress made by the student. The evaluations will emphasize not only scholastic achievement, but also worthwhile habits, attitudes, and skills necessary for the full development of the child.

A planned parent-teacher conference can be scheduled at the request of the parent/guardian. There will be a scheduled parent-teacher conference each nine weeks after the report card is sent home. Alert Now messages will notify parents/guardians as to when report cards are sent home as well as parent-teacher conferences. We encourage parents/guardians to attend conferences.

Cafeteria

Students choosing to eat breakfast must do so upon arrival to school. Waiting until dismissal for bus duty or first period is unacceptable and consequences will be implemented for not following the proper procedures.

Lunchtime should be a pleasant time for everybody. The following rules must be followed in the cafeteria.

1. All students must display good manners.
2. No throwing food or any other items.
3. Get everything you need as you go through the line. This includes napkins, utensils, milk, sauces, etc.
4. After you get your tray, you are to go directly to your assigned tables. Stopping to talk to students at other tables is not allowed.
5. Once you are seated, you are not to get out of your seat without permission from an adult doing cafeteria duty.
6. When it is time for your class to leave, you will be dismissed by an adult doing cafeteria duty. Your area must be cleaned before leaving. This includes the table and floor.
7. All food must be eaten at the table. Students cannot leave the cafeteria with food or drinks.
8. Students are expected to line up in an orderly manner to take their trays. After taking your trays and disposing of your trash, students should line up at the door in an orderly manner and wait for their teacher.
9. No food / drinks from outside vendors are to be brought into the cafeteria. Parents are discouraged from bringing their children lunch from area restaurants. These items will have to be eaten in the office.
10. All parents /guardians/ visitors must sign in at the office and get a visitor's pass before eating lunch in the cafeteria with students.

Failure to abide by the above rules will result in consequences.

Breakfast / Lunch Prices / Charge Policy

Claiborne County students will not pay for lunch or breakfast this year. Students will be charged for extra milk and extra food items.

Withdrawal from School Policy

On the date of withdrawal, the parent/guardian must complete a withdrawal form stating where the student will be enrolling. Students are to return all books assigned to them which includes all textbooks, and/or workbooks, library books, etc. Students who cannot return these items must pay for them. Students must pay any money owed to S.M.M.S (lunch charges, unreturned library books, picture money, etc.). Students are to enroll at another school as soon as possible. The new school will request the records of that student. The records will be released if that student has paid all debts and returned all school property.

Claiborne County Board of Education Cell Phone Policy

In accordance with CCS 6.312, students may possess personal communications devices, such as cell phones, while on school property; however, the personal communication devices must be in the “off” mode and be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in a confiscation of the device until such time as it may be released to the student’s parent or guardian. A student in violation of CCS 6.312 is subject to disciplinary action.

First Offense	Confiscation of the phone or device to be picked up by a parent/guardian.
Second Offense	Confiscation of the phone or device to be held for a 5 (five) day period then picked up by a parent/guardian.
Third Offense	Confiscation of the phone or device to be held for a 14 (fourteen) day period then picked up by a parent/guardian.
Fourth Offense	Confiscation of the phone or device to be held for a 30 (thirty) day period then picked up by a parent/guardian.
Fifth Offense	Confiscation of the phone or device to be held for the remainder of the school year then picked up by the parent/guardian.

Use of any device in an improper or illegal manner on school grounds such as (but not limited to), threatening texts or inappropriate pictures or videos, will result in the notification of the legal authorities. Refer to the attached *Student Code of Conduct*, Soldiers Memorial Middle School website, or Claiborne County Schools website.

Bullying / Harassment / Intimidation

Refer to the *Student Code of Conduct*, Soldiers Memorial Middle School website, or Claiborne County School website.

Zero Tolerance Offenses

Refer to the *Student Code of Conduct*, Soldiers Memorial Middle School website, or Claiborne County School website.

Dress Code Policy

1. All shirts and blouses must be long enough to go past the waistline to overlap the pants, skirt, shorts, etc. covering the back, with no cutout or see-through elements. If pockets are not mostly showing, the skirt or blouse must be tucked.
2. Pants, skirts, shorts, must be worn so that the waistband (top) is above the hips.
3. Clothing of a type, or worn in such a manner, so as to reveal undergarments or bare skin between the upper chest or mid-thigh is not permitted.
4. Dresses must cover the back with no cutouts or see-through elements.
5. Sleeveless shirts, blouses, and dresses must come up to the armpit.
6. Clothing must be worn appropriately (nothing inside out/backwards, no one rolled up pant legs or unfastened bib-overalls, etc.) and must not be tight fitting (e.g., knit/spandex bicycle/biker pants).
7. Students are prohibited from wearing clothing, headwear, jewelry, tattoos, or other articles of personal appearance that:
 - Depict profanity, obscenity, the use of weapons, or violence
 - Promote the use of tobacco, drugs, alcohol, or other illegal or harmful products
 - Contain sexually suggestive messages
 - Contain languages/symbols degrading gender/cultural/religion/sexual orientation/ethnic values
 - Endanger health or safety
 - Gang-related styles are prohibited. This includes any combination of clothing, which upon guidance of law enforcement agencies, is considered gang related. Due to changing “trends” in gang attire (such as clothing, jewelry, and grooming styles), restrictions may change as necessary.
8. Prohibited clothing includes but is not limited to the following:

bare midriff tops	belly shirts	
halter tops	capas	mesh tops
muscle shirts	off the shoulder tops	short shorts
bathing suits	trench coats	dusters
tube tops	tank tops	mini skirts
spaghetti straps	bedtime attire	knit or spandex bicycle/
clothing 2 or more	clothing with large	biker pants/shorts
sizes too large	pockets (cargo style)	

9. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.
10. There is to be no jewelry affixed to a student's nose, tongue, cheek, lip, or eyebrow. No visible pierced jewelry shall be worn except in the ears.
11. Non-jewelry chains that could injure others (e.g., wallet chains) cannot be worn or carried to school.
12. No duffle bags are allowed. Athletes are to leave their team bags with coaches or teachers upon arriving at school.
13. Shop and lab rules apply.

Exception to the policy shall be given consideration when an authorized activity, such as athletics or band, requires different attire. Other exceptions may be granted by the administration upon request.

The school administration reserves the right to disapprove any items not addressed in this policy but considered disruptive to the school. Decisions to disapprove items will be based on the goal of providing a safe and disruptive free environment for the education of all students.

Principals have the authority to suspend or waive restrictions of this policy for events such as, but not limited to, proms, homecoming dances, or school sponsored activities aimed at promoting school spirit.

Refer to the *Student Code of Conduct*, Soldiers Memorial Middle School website, or the Claiborne County Schools website.

Lockers

Lockers are assigned by the Guidance Counselor. Students are not to switch their belongings to an empty locker and are not to share a locker with anyone. No one can assign a locker to a student other than the Guidance Counselor. Random locker checks may be done to ensure students have the correct locker. Students are discouraged from keeping valuables in their locker unless they keep a lock on it. No decorations are permitted on the outside of the lockers.

Conferences

Parent / Teacher Conferences will be held three times a year. We encourage our parents to be active in their child's education and communicate with teachers. However, teachers cannot be interrupted during class. If you would like to talk to your child's teachers, please call during their planning time or schedule an appointment to come and meet with them.

Snacks / Drinks / Gum

Students have a scheduled snack/break time. Snack/break is taken outside at the gym area; however, there will be times when we are unable to have snack outside. It is up to the individual teachers if students eat or drink inside the classrooms. Water is the only drink allowed inside the classroom to drink, and it must be in a clear bottle. Chewing gum is not allowed.

Student Discipline

In addition to the *Soldiers Memorial Middle School Handbook*, your child has been given a *Claiborne County Schools Student Code of Conduct*. Policies regarding student discipline are located and explained in that handbook. The *Claiborne County Schools Student Code of Conduct* can also be accessed at the following websites:

<http://claibornecountyschools.com/smms>

<http://claibornecountyschools.com/>

Student Expectations

1. Be present and on time.

When students are tardy, it disrupts the learning process for all students in a class. To avoid losing valuable learning opportunities, please arrive at school and report to class on time. Students are dismissed from bus duty at 7:50 A.M., and class begins at 8:00 A.M. Any students arriving after 8:00 A.M. must sign in at the office. Regular every day attendance is a key factor for students to be successful. Unless excused by the office, all absences/tardies are unexcused. It is crucial for students to be present, on time, and in attendance for the entire day.

2. Be where you are supposed to be.

Students are to report to their first period class after being dismissed from bus duty. For students with lockers, they will go to their lockers prior to reporting to first period. Students are given restroom breaks throughout the day. Do not go to the restrooms between class changes. Should you have an emergency, you **must** get permission or a note from your teacher. There is no reason to be tardy to classes.

3. Follow all directives from all staff.

4. Take care of school property.

Students are required to protect and respect school property at all times.

5. Be respectful to your teachers and classmates.

Disruptive behavior is unacceptable and interfering with the learning process will not be tolerated.

6. Complete assignments.

7. Ask for help when needed.

8. Take responsibility for your behavior.

9. Help create a positive learning environment and school climate.

10. Know and follow all school rules.

Rules that should be followed in all classrooms:

- Follow teacher directions the first time they are given.
- Bring all materials to class.
- Remain seated with hands, feet, and objects to yourself.
- Fussing, fighting, teasing, and name calling are unacceptable.
- Follow school-wide handbook.

Title I Schools

“Parents’ Right to Know”

Parents of all children in Title I schools have the right to request and receive timely information on the professional qualifications of their children’s classroom teachers. Parents may request the following:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is teaching under emergency or other provisional *status* through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.

Non-Discrimination Statement

It is the policy of the Claiborne County Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its education programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act of 1997 and 2004, the McKinney-Vento Homeless Assistance Act and the Impact Aid Act. Inquiries regarding compliance with any of the above Acts should be directed to:

Dorothy Shuford, 504 Coordinator
Claiborne County Board of Education
1403 Tazewell Road
Tazewell, TN 37879
(423) 626-7979

Soldiers Memorial Middle School

Students and Parents,

By signing below, you are stating that you have read and fully understand the information provided in this handbook, and that you are responsible for following Soldiers Memorial Middle School's policies and procedures. These policies and procedures are consistent with the policies approved by the Claiborne County Board of Education. A complete copy of School Board policies can be found on the Claiborne County Schools official website at claibornecountyschools.com

If you have any questions, please contact your child's teacher, principal, or vice-principal.

This page must be signed, dated, and returned to your advisor within two (2) days after receiving this handbook.

Student Printed Name / Grade

Student Signature / Date

Parent Signature / Date

Note:

Advisors will collect this signed form and file it until the end of the year.

Walkers and Early / Late Pick-ups

Please check if your child is a walker or a pick-up.

Walker

Pick-up

Complete the following information if your child walks home in the afternoon.

Child's Name _____

Address _____

Distance from School _____

Students who walk home in the afternoons will be released at 3:00 from the main entrance of the building.

Complete the following information if your child is an afternoon pick-up.

Child's Name _____

Name of Individual Picking up Your Child _____

What time will your child be picked up from school? (Please check below)

Between 2:55 P.M. and 3:10 P.M. (This is the early pick-up time. These students are picked up at the back of the gym)

Between 3:15 P.M. and 3:45 P.M. (This is considered late pick-up. These students are picked up at the main entrance of the building)