

# WELCOME TO SEYMOUR MIDDLE SCHOOL

## PRINCIPAL'S MESSAGE

We hope the upcoming school year will be a great year for you and that you will grow both mentally and emotionally. Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

The faculty and staff of Seymour Middle School want the best for our students. Parents are a key role in the education of their children. We encourage parents to come to school, meet with us, talk to us, join the Parent Support Group, and volunteer their time and energy. We encourage all students to work and study diligently and have a great year.

## MISSION STATEMENT

The students of Seymour Middle School will accept the challenge and responsibility of developing into lifelong learners by enriching past learning experiences in the attempt to ensure a quality future education.

## VISION STATEMENT

Seymour Middle School envisions a shared partnership with all stakeholders to enhance student life ensuring life-long achievement and success. We will provide an educational atmosphere that will enable students to maximize their full academic, physical, social, and emotional potentials. This will be achieved in a safe environment that encourages responsible decision-making and accountability.

Our vision will be accomplished through a concerted effort of faculty, staff, administration, students, parents, and the members of the community.

## MOTTO

"Striving for Excellence"

## STUDENT MISSION STATEMENT

As a Seymour Middle School student, I promise to respect myself and others, have the courage to do what is right, show loyalty to myself, my school and my community, have tolerance for all, and accept responsibility for my words, my actions and my education.

## BELIEF STATEMENTS

- We believe all students should be treated fairly by their peers, staff, and faculty members.
- We believe that education and curriculum should prepare students to be responsible students.
- We believe all students have the right to a safe and nurturing environment while at school.
- We believe all students have the ability and the capacity to learn.
- We believe that all students should have the opportunity to be educated in the use of the latest technology available to us and that it should coincide with all subjects.
- We believe that all students should have the opportunity to participate in a variety of extra-curricular activities to develop them into well-rounded individuals.
- We believe that all students should be taught to respect themselves as well as others.
- We believe that strong community involvement is essential for our students to be successful in their education as well as extra-curricular activities.
- We believe that all students have the right to a quality education by a dedicated and qualified staff.
- We believe that as positive role models, teachers, parents, and the community, we will develop meaningful relationships so students can experience a well-rounded education in core subjects, including the arts, technology, and wellness.
- We believe that all stakeholders should participate in a process of site-based management and be active in making, changing and enforcing school policies.

## APPROVED TRIPS

Parents should make requests for trips directly to the principal. Board policy allows the principal to approve **one** (1) family vacation of five (5) school days per school year for a family vacation prior to the student going on vacation. **Approval will be dependent upon student's attendance and academic record.** Longer periods of time must be requested and approved by the Superintendent of Sevier County Schools. Please do not request a vacation during the week of TCAP testing.

## ATHLETICS

Seymour Middle School sponsors several interscholastic sports for our seventh and eighth grade students. All Sevier County schools are members of the Tennessee Middle School Athletic Association (TMSAA). All students must meet academic and behavior standards in order to be eligible. The sports available are basketball for boys and girls, volleyball and cheerleading for girls, and football for boys. The TMSAA requires all students to have a physical before tryouts. Parents must provide proof of insurance (school or private policy), and a parent or guardian permission form. Teams are selected through a tryout process.

## ATTENDANCE POLICY

The requirements for school attendance are mandated as part of state law and county policies. When a student is absent, he/she must return with a note containing the following information: student's first and last name, date(s) of absence, reason for absence, and parent or guardian's signature. Students are allowed four (4) parental excuse notes per semester. Absences of more than three (3) days require a medical doctor's excuse. If a medical doctor was seen, a note from the doctor's office should be sent in place of the parent note. If an excuse is not received in the school office within five (5) school days following the absence, the absence will be unexcused. The excuse should be brought to the school office **before** classes on the day following the absence.

**When a student has an unexcused absence, the student will not be allowed to make up daily work and will receive a zero for that work.** Tests, however, may be made up.

Students with five (5) or more unexcused absences will be considered for possible truancy actions.

## BAND / CHORUS

Band and chorus instruction is available to all middle school students and is a special area course that is graded. Several performances will be scheduled during the school year for students and parents. The Eagle Ensemble is an auditioned choral group that performs in concerts, competitions and serves as Seymour Middle School's ambassadors to the community and surrounding areas.

## BOOKS AND SUPPLIES

Students will be held responsible for textbooks, library books and calculators. Grade cards will be held for overdue library books. A student's final grade card will be held at the end of the school year until all damage assessments and charges have been paid. (When a student transfers to another school system, his/her records can be held until all debts are paid.)

## BUS REGULATIONS AND TRANSPORTATION

Sevier County provides bus transportation for students according to state guidelines. Riding a bus is a privilege and students are expected to observe proper rules of conduct and good manners at all times. Failure to do so will result in appropriate disciplinary action, including bus suspension. Bus schedules, routes, and drivers are determined by the transportation department. Questions related to transportation should be made to Mr. Danny Ellis, bus supervisor, at the bus garage at 453-3568.

Students must ride the bus to which they are assigned to and from school. If a student plans to go home with another student, **both students** must have a written note containing the student's name, parent's signature and date. **These notes must be approved in the school office and exchanged for a gold-colored bus note.** No student will be allowed to use the school phone to change his/her means of transportation unless it is an emergency, which will be determined by the principal or vice principal.

## CAFETERIA

Breakfast is available to students each morning at 7:15 A.M. Only those students eating breakfast will be allowed in the cafeteria in the morning. Students will be dismissed by the bus duty teacher. Students will be responsible for cleaning their area after eating, which includes, but is not limited to, throwing of all trash into receptacles.

The school lunch program provides a regular plate lunch in accordance with Federal School Lunch Program. Students can pay for their lunch by the day, week, or month. The following have been approved for meal prices for the school year 2008-2009 by the Sevier County Board of Education:

<u>Students</u>	<u>Breakfast</u>	<u>Lunch</u>
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grades	\$1.65	\$2.05
School Personnel	\$1.85	\$2.75
Visitors	\$2.35	\$3.75

Students may also bring their lunches which must be eaten in the cafeteria. The classroom teacher will bring each class to the cafeteria. The students will stay in a **single file line** and be seated by classrooms. Students will remain in their seats until dismissed. It is the students' responsibility to help keep our cafeteria clean, neat, and orderly.

**CARE OF SCHOOL PROPERTY**

We try to instill in students pride in the appearance of their school. Students must not mark school furniture, walls, ceilings, floor, or equipment with pens, pencils, markers, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, landscaping, or any electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny will be required to pay for the damages and may be referred to the proper law enforcement agency.

**CELL PHONE POLICY OF SEVIER COUNTY SCHOOL SYSTEM**

Students in the Sevier County School System are prohibited from having cell phones turned on or visible during the school day. Cell phones that are used during the school day disrupt or interfere with the stated purpose of the school. School faculty members are to confiscate the cell phone of any student violating this policy and turn the phone in to the office. The phone will be kept in the office until the end of the day when a parent or guardian may pick up the phone. The Sevier County School System will not accept responsibility for student cell phones that are lost or stolen.

Students who violate the cell phone policy are subject to the following consequences:

- First Violation            Detention; Campus Clean-Up (5 Hours); In School Suspension (1 day); Other consequence at principal's discretion.
- Second Violation        Detention; Campus Clean-Up (5 Hours); In School Suspension; Out of School Suspension (1 day); Parent Conference; Other consequences at principal's discretion.
- Third Violation           Out of School Suspension; Alternative School Placement (3-5 days); Other consequences at principal's discretion.

**CHARACTER COUNTS**

Character education highlights six critical components or pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Classes meet weekly to discuss and learn about the pillar for that six weeks. The program builds a positive personality in the student and teaches him/her to have appreciation for his/her community.

**CHILD ABUSE AND NEGLECT**

School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

**CHILD ADVOCACY**

Child Advocacy Group contact information is available at <http://www.slc.sevier.org/>. The website lists organizations available to help with information, training, and advocacy. Additional information is available on the Tennessee Disability Services-Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder/default.aspx>. Links on the websites are provided as a service to individuals seeking additional avenues for help and information. The Sevier County School System does not intend this as an endorsement or recommendation for any individual, organization, or service represented on the pages.

## **CHILDREN AND YOUTH IN TRANSITION**

The Sevier County School System will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities for success in school. The system will follow the requirements outlined in the McKinney-Vento Homeless Education Assistance Act. A copy of the policies related to McKinney Vento will be available in the school.

## **CLINIC**

Our school has an excellent clinic staffed by every day by a registered nurse. Students must have a pass from their classroom teacher to visit the clinic. Cherokee Health Systems provides a pediatric or family nurse practitioner via telemedicine. **Telemed** is a way to connect your child to medical providers while your child stays at school. The telemedicine connection is a secure, two-way video link with your child and the school nurse on one end and a medical provider on the other. A registration form is included in your child's packet of information or may be obtained from the school office.

## **CLUBS**

- **4-H** – 4-H is a community service, project-oriented club that is open to sixth through eighth grade students. 4-H is electronics, photography, crafts, mechanics, other special interests and fun! Seventh and eighth grade students may volunteer to serve as Lead Team members for 4-H clubs.
- **Junior Beta Club** – The Junior Beta Club at Seymour Middle School is available to all students who maintain a 90 average in all academic areas for one complete semester at Seymour Middle School. These students are recognized for their achievements, character, and leadership qualities as they participate in school and community service projects.
- **Annual Staff** – This group of students are given the opportunity to assist sponsors in compiling the school annual.
- **Eagle Watch** – This is Seymour Middle School's Environmental Awareness Club, which has ongoing projects. The club is responsible for maintaining the butterfly garden, sponsoring Earth Day celebrations and decorating outside the school for various holidays.
- **Super Eagle Club** – All students are given the opportunity to participate in this athletic activity which is directly associated with the Presidential Physical Fitness Program.
- **Student Council** – This team of students promotes good decision-making and encourages students through positive peer pressure and leadership activities.
- **S.M.S. News Team** – This group of students produces a news program to provide daily announcements for the entire campus.

## **DISCIPLINE**

For our students, teachers and staff to learn, live, and work together in a productive, safe environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. Student behavior which disrupts the process or which infringes upon the rights of other individuals will not be tolerated. See S.M.S. Discipline Plan for more details.

## **DISCRIMINATION POLICY OF SEVIER COUNTY SCHOOL SYSTEM**

The Sevier County School System does not discriminate on the basis of race, sex, color, creed, religion, national origin, genetic background, age, disability, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to Larry Stott, Title VI Coordinator; or Mike Helton, Title IX Coordinator; at 226 Cedar Street Sevierville, Tennessee 37862.

## **DRUGS AND ALCOHOL**

The Sevier County Board of Education policy concerning drug and alcohol use is as follows: a student may be suspended for unlawful use, possession or distribution of barbitol or legend drugs, marijuana, and/or alcohol. A student selling drugs and/or alcohol will be suspended from school pending a superintendent's hearing.

## **EARLY ARRIVALS**

The building will be open at 7:00 A.M. Students who want to eat breakfast should report to the cafeteria and remain there until dismissed by the teacher on duty. Students who do not want to eat breakfast should report to the gym until they are dismissed by the teacher on duty.

## **EARLY CHECK-OUTS**

If it becomes necessary for a student to be picked up early, he/she must be checked out through the school office. Students who are checked out for a medical doctor or dentist appointment must bring an excuse from the appropriate doctor to the office on the following day. Students who have unexcused checkouts will not be allowed to make up daily work for classes missed. Each unexcused checkout will be a one point deduction from the student's grade if there is no graded assignment for that day. A student who requests permission to leave school because of illness must be referred to the school office by the school nurse or their teacher.

## **EDUCATIONAL ACCESS CHANNEL**

Throughout the school year, there may be school sponsored programs and events where photographs or videos may be taken by the media or school district staff. These photographs and/or videos may then be cablecast on the district's educational access channel, or website, thereby making it available to anyone with local cable or internet access. It is the policy of the Sevier County School System that neither students nor their works be identified by name when featured on the district's educational access channel or the district website without prior consent. *Your consent to these types of group photographs or videos is assumed, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING that you do NOT want your child included in such photographs or videos.*

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Sevier County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Sevier County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the system to the contrary in accordance with system procedures. Authorization forms will be sent home for parents to designate inclusion of directory information for their student.

## **FIELD TRIPS**

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to enhance the classroom curriculum and reward positive behavior. The same good manners, dress code, and rules of conduct that apply at school will be expected of students participating on field trips. Donations may be requested from each student to help cover the cost of transportation or admission. Information concerning the purpose of the trip, place to be visited, cost, chaperones, etc., will be sent to parents in a timely manner. Students participating in field trips must turn in a signed permission slip from parents. Phone calls for permission will not be accepted. If monies and/or permission slips are not returned by a designated due date, students may be denied participation in the field trip.

Students experiencing situations with poor grades, who have been suspended out of school, placed at the Alternative School or Parkway Academy, placed in in-school suspension for multiple offenses, or who have accumulated 5 unexcused absences will NOT be allowed to go on field trips during that semester. Parents are encouraged to participate and are welcomed as chaperones on SMS field trips. Because these outings require seating space on buses and reservations for many of the attractions to be visited, adults accompanying each group will have to pay depending on rules of bus companies and attractions. Please also note that students pre-paid monies are not refundable when situations arise such as poor behavior, truancy, and other situations that result in a student being withheld from going on the trip.

## **FIGHTING**

Fighting will not be tolerated. The following means of discipline will be administered for violation of the rule: 1<sup>st</sup> offense – Five (5) day placement at Alternative Learning Center (ALC) for 7<sup>th</sup>/8<sup>th</sup> graders or In-School Suspension (ISS) for 6<sup>th</sup> graders; 2<sup>nd</sup> offense – ALC or suspension; 3<sup>rd</sup> offense – ALC and conference with the representative of the Sevier County Board of Education.

## **GENERAL SCHOOL RULES**

### **Conduct:**

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Keep halls neat by keeping pencils, papers, etc. picked up.
3. Follow directions when first given.
4. Gang signing, clothing, or any related gang activity will not be tolerated.
5. Cheating is not permissible. Students giving or receiving help automatically receive a "0" for their work.
6. Discard trash in the containers provided.

7. Do not intimidate or harass others.
8. Do not take, borrow, or use other people's property.
9. No gum is permitted.
10. No student will be allowed to drive any vehicle to school.
11. No skateboards will be allowed.
12. No obscene, threatening, loud or abusive language will be tolerated. (This includes verbal or sexual harassment.)
13. No pornographic or obscene literature or other material will be tolerated.
14. No rough-housing or running will be permitted anywhere in the building.
15. The student relationship policy is no touching.
16. Students are not allowed to buy, sell, or trade articles at school.
17. Students are responsible for the proper care of books.
18. No tape players, radios, cameras, CD players, water guns, games, toys, or other devices that may interfere with the educational process will be allowed at school.
19. Cellular telephones & pagers must be turned off and placed in the student's locker and not used on school grounds until after school hours.
20. Concessions and drink machines are for students use after school only. Students may buy concessions during school only with teacher/administration permission for special occasions.
21. False statements pertaining to violence are grounds for dismissal.
22. Writing and/or passing notes is not permitted. Students should also refrain from writing on their bodies and clothing and the bodies and clothing of others.

**Consequences:** If a student violates classroom rules or school rules, that student may face disciplinary action. Consideration will be made for the situation and degree of infraction. Disciplinary options may include a talk with the student, an assigned report, telephone call to parents, In-School Suspension, Out-of-School Suspension, temporary placement at the Alternative Learning Center, or Corporal Punishment. Disciplinary records are kept on file, and parents are notified by writing or a phone call of disciplinary actions taken.

## GRADING SCALE

### Grade Scale #1

A = 95 – 100  
 A- = 93 – 94  
 B+ = 90 – 92  
 B = 85 – 89  
 C+ = 83 – 84  
 C = 75 – 82  
 C- = 73 – 74  
 D = 70 – 72  
 F = 0 – 69

### Other Codes

S = Satisfactory  
 N = Needs Improvement  
 U = Unsatisfactory  
 I = Incomplete  
 X = Exempt  
 P = Pass  
 F = Fail

## GUIDANCE

Our school has one guidance counselor. All students have the opportunity to meet regularly with the counselor. The counselor also meets with small groups, individuals, and consults with parents as needed.

## HARASSMENT

Students, faculty, and staff should treat one another with dignity and respect. Any acts of harassment (sexual, racial, ethnic, etc.) will not be tolerated and should be brought to the attention of teachers or school administrators promptly. Incidents of this nature should be reported to Dr. Faye Nelson or Tracy McCoy at Seymour Middle School (865-573-9320) or 737 Boyd's Creek Highway, Seymour, TN 37865.

## HOMEWORK POLICIES

### SIXTH GRADE

The sixth grade **homework policy** is as follows: Students are expected to turn in assignment(s) **ON TIME**. However, if students leave their assignment(s) in their locker, they will be required to turn in the assignment(s) **immediately** after class with a ten (10) point deduction from their score. Assignment(s) turned in late (end of the day, the next day, etc.) will result in a twenty (20) point deduction from their score. **\*\*Credit will not be given for assignment(s) turned in more than one (1) day late.\*\***

### SEVENTH AND EIGHTH GRADES

The seventh and eighth grade **homework policy** is as follows: Students are expected to turn in assignment(s) **ON TIME**. However, if students leave their assignment(s) in their locker, they will be required

to turn in the assignment(s) **immediately** after class with a ten (10) point deduction from their score. If the student attempts to turn in the assignment(s) later in the day or the next day, it will result in the grade of zero (0).

#### **SIXTH, SEVENTH AND EIGHTH GRADE MAKE-UP WORK**

When absent it is the student's responsibility to get the make-up work without being told to do so. The student must then complete the work and turn it back in to each teacher promptly the next day. If the student is absent two (2) days, then two (2) days are given to complete the assignment(s). The student gets as many days to complete the work as he/she is absent. Teachers do not remind students to get make-up work when absent or to turn that work in when it is completed. Make-up work not turned in on the day it is due will result in the grade of zero (0).

#### **UNEXCUSED ABSENCES IN REFERENCE TO MAKE-UP WORK**

When your child is absent, please send a note with your child explaining why he/she was absent. Not doing so will result in your child receiving an unexcused absence, which will also result in your child receiving the grade of zero (0) on any work conducted that day.

#### **LATE CHECK-INS**

Students arriving after 7:55 A.M. must check in at the school office to receive a tardy slip. If the student is late due to a medical doctor's appointment, a note from the medical doctor's office should be brought to the school office. Tardies in excess of five (5) will be unexcused unless a doctor's excuse is presented. Students who have unexcused tardies will not be allowed to make up daily work for classes missed. Each unexcused tardy will be a one point deduction from the student's grade if there is no graded assignment for that day.

#### **LEGAL DOCUMENTS**

The school must be given a copy of any legal document that concerns custody of children. If a child's natural parent is prohibited from picking up the child, we must have a legal document on file attesting to that fact. The legal guardian must provide proof of residency within the county to the school system. Students must attend school in the county in which their guardian resides. It is mandatory that the school has a working telephone number where a parent or guardian can be reached at all times.

#### **LIBRARY MEDIA / COMPUTER LAB / TECHNOLOGY LAB CENTER**

The library media center, computer lab, and technology lab are integral components of the overall learning environment of Seymour Middle. A variety of programs, books, media, and up-to-date technology affords our students many opportunities. An Internet rules and procedure form must be completed and returned to each student's homeroom teacher. The computer lab is open for student projects before and after school by appointment. Students and parents sign an Internet Acceptable Use Agreement, and it is kept on file at the school.

#### **LOCKERS**

Students will be issued a locker by their homeroom teacher. The locker is for personal use for keeping books, notebooks, supplies, coats, etc. Homeroom teachers need to be given the combination or extra key for the student's lock. Do not give your combination to other students.

Students should keep only their own items in their locker and use only the locker which they have been issued. Lockers are school property and students are expected to take care of them, not abuse them. Keep them neat and in good condition. Do not write on lockers or put any type of decals or stickers on or in the lockers. Lockers are subject to searches.

#### **LOST AND FOUND**

Articles that are found should be turned in at the school office. Anyone losing articles should inquire about them with their teachers and the office staff. Any unclaimed articles will be taken to Goodwill Industries after an appropriate period of time.

#### **MAKE UP WORK**

Students who have been absent from school with an excused absence are allowed to make up any missed work during this time. Board policy grants one school day for each excused absence to make up work beginning with the day the student returns to school. It is the student's responsibility to see each teacher and request needed assignments. Parents may request needed assignments for students who have been **absent 3 or more days**. You must call the school office to request needed assignments prior to 9:15 AM. The assignments will be available after 3:15 on the day requested.

One of the primary purposes of school is for students to learn and to be responsible for having assignments completed and turned in on time. Students that have missing assignments **will not be allowed** to attend special activities at school. This includes field trips assemblies, reward activities, field day, etc.

## **MEDICINE POLICY**

If a student is taking any kind of medication, it should be brought to the office on arrival to school. A signed note from the parent should accompany the medication. If a child is taking prescription medication the following procedures must be followed:

1. The medication must be clearly labeled with the child's name, direction for dosage, and the physician's name.
2. The medication is to be brought to the office and left there until it is taken. No more than five days of medications should be brought at one time.
3. The student will be responsible for returning to the office to take the medication at the appropriate time.
4. At the end of the day the remaining medication should be picked up and taken home.
5. Parents will be required to sign a medicine form giving the school permission to administer the medicine. School staff cannot dispense any medication without these forms.
6. Students should never carry prescription drugs or over-the counter medications.

**MEDICATIONS SHOULD NOT BE TRANSPORTED ON THE BUS. PARENTS NEED TO HAND DELIVER MEDICATION TO AND FROM SCHOOL. VIOLATION OF THE MEDICINE POLICY IS PUNISHABLE BY A FIVE (5) DAY PLACEMENT AT THE ALTERNATIVE LEARNING CENTER (ALC).**

## **NETWORK & INTERNET POLICY OF SEVIER COUNTY BOARD OF EDUCATION**

### **I. General Purpose**

The Sevier County Board of Education ("Board") remains committed to providing staff members and students with access to both a system-wide network and the Internet. However, use of the Board's network is a privilege, not a right. Therefore, any and all network users are responsible for knowing, understanding, and abiding by this Network & Internet Policy ("Policy").

### **II. Authorized Users**

Only current staff members employed by and students enrolled in the Sevier County School System may access and utilize the Board's network and Internet service. However, students may only access the network and Internet service while under the direct supervision of a staff member(s).

### **III. Internet Access**

The Board's Internet service should only be used for educational purposes or other school-related activities.

As such, prohibited activities include but are not limited to:

- (A) Uploading and/or downloading files without permission from an administrator;
- (B) Accessing pornographic and/or offensive material;
- (C) Utilizing the Internet for personal or commercial financial gain or fraud;
- (D) Participating in any form of harassment; and
- (E) Introducing or attempting to introduce viruses to the network.

The Board retains full ownership and control of its computers. As such, using those computers to access the Internet should be accomplished with the full knowledge that said access is not private. In fact, Internet access to school computers remains subject to monitoring and review.

### **IV. Network Use**

The Board's Internet service should only be used for educational purposes or other school-related activities.

As such, prohibited activities include but are not limited to:

- (A) Accessing staff members/students' private information for personal use;
- (B) Utilizing the network for personal or commercial financial gain or fraud;
- (C) Destroying network data without permission; and
- (D) Introducing or attempting to introduce viruses to the network.

The Board retains full ownership and control of its network. As such, using the network should be accomplished with the full knowledge that said usage is not private. In fact, network usage remains subject to monitoring and review.

### **V. Available Penalties**

Any violation of this Policy may result in the termination of network, Internet and/or e-mail privileges.

Penalties may also include but are not limited to:

- (A) School disciplinary action;
- (B) Restitution by a parent, guardian, or staff member, and
- (C) Appropriate legal action.

### **VI. System Warranties**

The Board makes no warranties of any kind regarding network, Internet and e-mail services. As such, the Board is not responsible for any damages, including but not limited to, the loss of data. Further, the Board is not responsible for the accuracy or quality of any information obtained by staff members or students via the Internet.

### **PARENT CONFERENCES**

There will be several scheduled parent-teacher conferences during the school year. Parents may **schedule appointments** as needed with teachers, the guidance counselor, S.R.O., the principal or vice principals, by telephoning the school office to schedule a time.

### **PARENT SUPPORT GROUP**

Our school is fortunate to have an active and involved Parent Support Group. All parents and friends are encouraged to join this beneficial group. The Parent Support Group meets at the beginning of the school year and several times throughout the year, including parent/teacher conference nights, supplement activities, programs and various needs at Seymour Middle.

### **PARENTS' RIGHT TO KNOW**

NCLB requires that all schools notify parents of all children that they have a right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children.

### **PHYSICAL EDUCATION DEPARTMENT**

Seymour Middle School has a very active physical education department. The physical education program concentrates on motor movement, individual and dual sports along with the various team sports. Specific athletic activities include a school-wide volleyball tournament and a county-wide track and field day which is open to all grade levels. Each grade level also participates in athletic field day.

Physical education is a required portion of a well-balanced educational program. Students are expected to participate in all P.E. activities unless excused by a doctor's note. Students are expected to dress out in the appropriate clothing and shoes.

### **PROGRESS REPORTS**

Mid-grading progress reports and/or grade cards will be sent to the parents every third week. The child will be expected to bring these progress reports and grade cards home to the parent the day it is handed out. The parent will be expected to sign these reports and return it to the school the next day.

### **RETENTION POLICY**

At the end of the first semester, each team of teachers will examine student grades. Parents of students who may be at risk for retention will receive a notice to attend a conference. At this conference, the student, parent(s), and teachers will develop an Academic Support Plan. Grades will be examined again at the end of the fifth six weeks, and there will be another conference to determine retention or promotion.

### **SAFE SCHOOL CHOICE**

Every public school shall annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district.

### **SCHOOL CLOSING FOR EMERGENCY**

Announcements by Director of Schools Jack Parton concerning the closing of schools in Sevier County will be made on local radio and television stations as well as the school system's website (<http://www.sevier.org>). In the event of an emergency or abrupt closing, the ParentLink messaging service will be utilized. When the primary phone number for a student changes, the primary parent or guardian should contact school officials and request that the child's phone numbers be updated on all enrollment information as well as in the ParentLink system.

### **SCHOOL RESOURCE OFFICER**

Seymour Middle School has assigned to its staff, through the joint cooperation of the Sevier County Board of Education, Dr. Jack Parton, Superintendent and the Sevier County Sheriff's Department, Ronald L. Seals, Sheriff, a full time deputy sheriff as its School Resource Officer. The SRO is on campus during school hours to provide a safe environment for our students, teachers, staff, and visitors and to develop a positive relationship between students and law enforcement. The SRO is also at school sponsored athletic activities and other after school functions.

## **SCHOOL SAFETY AND SECURITY ACT, SCHOOL DISCIPLINE ACT, TCA 49-6-2008**

Parents, please be aware of the following laws that relate to visitors on our campus:

- Personal searches may be conducted if the principal has a reasonable suspicion that a student or visitor has in his possession drugs, drug paraphernalia, and dangerous weapons.
- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.
- A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal.
- FELONY- State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand (\$3,000.00) for carrying weapons onto school property.
- No person shall enter onto the grounds or into the buildings of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents of the students, and other persons with lawful and valid business on the school premises.

## **SEVIER COUNTY BOARD OF EDUCATION POLICIES**

A Sevier County Board of Education website is available at <http://www.sevier.org>. The website features a copy of the Sevier County Board of Education Policy Manual as well as other meaningful school related information. A link is available from the website to Seymour Middle School's website.

## **SMOKING: CHAPTER 410 OF THE PUBLIC ACTS OF 2007**

Smoking is not permitted in any form at any time inside any school building. State law prohibits the use of tobacco in any form after regular school hours in any public seating areas, including, but not limited to, bleachers for sporting events, concession stands, or public restrooms. Smoking may be permitted in designated areas at outdoor athletic events, but such smoking must be restricted to a place far enough away from the seating areas, restrooms, and concession stands so that the smoke will not drift back into these areas.

## **STANDARDIZED DRESS AND GROOMING CODE FOR GRADES 6 THROUGH 12**

The Sevier County School System recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. Attire considered disruptive to health or safety is not appropriate. The following rules concerning dress and grooming are **mandatory** for grades 6 – 12, beginning with the 2005 – 2006 school year.

**Bottom Wear (Waist & Below - pants, skirts, shorts, skorts)** – Bottom wear must be size appropriate for the wearer with no **sagging** or **bagging**, and must be worn securely at and around the waist so as not to reveal undergarments and to prevent pant legs from touching the floor. Large bell bottoms which expose less than **one-fourth (1/4)** of the top of the foot, large pockets, spandex or leggings shall not be allowed.

Skirts, shorts, or skorts must be no shorter in length than **four (4) inches above** the knee.

**Top Wear (Waist & Above)** – Shirts must be appropriate for the wearer having sleeves which cover the Deltoid muscle, and be worn either tucked in or no more than **three (3) inches below** the top of the waist band but in no event shall the bottom of the shirt cover any portion of a pocket opening. Bare midriffs shall not be allowed. Size appropriate fleece pullovers, light jackets, long sleeve crewneck, v-neck or cardigan sweater vests, or sweatshirts may be worn over an appropriate shirt.

**Dresses** – Girls may wear dresses appropriately sized for the wearer with the length no shorter than **four (4) inches above** the knee. Dresses may either have sleeves or be a sleeveless dress as long as no undergarments are visible. Dresses will not have string or spaghetti straps but will have straps that come to the edge of the shoulder.

**Shoes** – Shoes must be worn at all times.

**Coats** – Coats, heavy jackets, or raincoats shall **not** be worn **inside** the building unless otherwise directed by the school principal or his/her designee in an unusual situation.

**All Apparel** – Clothing shall be **neat, clean, hemmed**, and shall not have **holes, rips, cuts, or frayed edges**. Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language.

**Head** – No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons and the results thereof).

**Accessories** – Any accessory that is studded, spiked, contains chains or can tabs, or in any way presents a potential danger or harm to self or others is prohibited.

**Other** – Tattoos, whether permanent or temporary, will be covered if possible. Visible body piercing jewelry (except of the ears) is prohibited. Hair is **not** to be sprayed or dyed in unnatural colors (such as **blue, pink, green, orange, yellow, etc.**), **spiked**, or **mohawked**.

**Special Days** – Schools may develop special dress days for special occasions at the direction of the school principal.

**Special Situations** – If a student cannot comply with the standardized dress code based on special conditions or religious beliefs, his/her parent or guardian may write a letter explaining the situation to the Superintendent of Schools or his/her designee, with a copy to the school principal or his/her designee. Each case will be dealt with on an individual basis. To insure the health and safety of students, the school principal or his/her designee is allowed to further restrict manner of dress or style of hair in specific curriculum areas (Shop, chemistry lab, etc.)

**Book bags** – Book bags must be constructed from materials which allow the contents of the book bag to be visible. Any band instrument or necessary sports bag must be dropped off at an area designated by the building level principal.

Any student not attired in accordance with the foregoing policy shall be subject to disciplinary consequences as per board policy. In addition to the foregoing, when a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action.

**Legal Reference: T.C.A. 49-6-4215**

## **STUDENT CODE OF CONDUCT**

The school has jurisdiction over its students during regular school days and while going to and from school on county transportation. The school's jurisdiction includes any school activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

## **TELEPHONE**

Students are not permitted to use the school phones except in case of an emergency. Students will not be called from class for incoming calls. Only **emergency** messages will be delivered to students. **Please do not routinely call to arrange last-minute transportation home for your child.**

## **TELEPHONE / ADDRESS CHANGES**

Please notify the school immediately if there is a change in your home address, home, work or cellular telephone number, authorized pick-up list, or person to contact in case of emergency. This information is needed to better serve students in the event of an emergency or accident.

## **TENNESSEE REPORT CARD**

The Tennessee Report Card is available at the State Department of Education website (<http://www.state.tn.us/education/>) and on the school system's website at [www.sevier.org](http://www.sevier.org). The Tennessee Report Card provides information about demographics, statistics, and performance indicators for both the system and school.

## **TOBACCO POLICY**

The tobacco policy at Seymour Middle School is taken from the School Board Policy BP609 which is as follows: the use of, or possession of, tobacco in **any** form is prohibited during school hours, on school premises, and on school buses during transportation to and from school and school activities. The use will mean any holding or smoking of a cigarette, cigar, or pipe; any inhaling of the smoke to tobacco; or any chewing or dipping of any tobacco product.

\*Violations of this regulation will subject the student to penalties as follows: 1<sup>st</sup> offense – In-school punishment or ALC (at the discretion of principal or vice principal); 2<sup>nd</sup> offense – place at the ALC or out-of-school suspension – not to exceed ten days and conference with parents; 3<sup>rd</sup> offense – place at the ALC or out-of school suspension with a superintendent's hearing before returning to school; 4<sup>th</sup> offense – student will be given out-of-school suspension and a superintendent's hearing will be convened within ten days to consider the student for possible expulsion. The parent or guardian of a student has the right to appeal any suspension or expulsion to the Board of Education. **TCA 39-17-1505**

Students who are minors (under age eighteen – 18) will be subject to civil penalties and will receive a **VIOLATION OF YOUTH ACCESS TO TOBACCO ACT CITATION** that will be handled by appropriate legal authorities.

## **VALUABLES**

It is recommended that students do not bring valuables or large sums of money to school. If it is necessary to bring such item(s), please leave the item(s) in the school office with the administrative staff. Do not leave money or valuables in your locker or unattended in classrooms.

## **VISITORS**

Parents, guardians, grandparents and community members are encouraged to visit the school. Conferences **must be planned with prior notice**. Teachers and students work on a class schedule and program. Unnecessary interruptions consume time and hinder the program.

For the safety and security of the students and the school, parents and other visitors **must** check in and sign in at the main office upon entering the building to receive a visitor's nametag. Students not enrolled in Seymour Middle School will not be allowed to visit at any time during school hours.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The Sevier County Board of Education weapons and dangerous instruments policy is as follows: student will not possess, handle, or transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses, or off the school ground at a school-sponsored function or event. (Hunter safety courses with proper supervision are excluded.)

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, and or compasses with the intent to do harm or in a manner which renders the items dangerous. The possession or using of any type cigarette lighter is prohibited. Students who violate this policy are subject to suspension or expulsion. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent or guardian and the appropriate law enforcement officials as required by law. After inquiry and obtaining the facts, the principal will take appropriate action.

## **ZERO TOLERANCE**

The zero tolerance violations listed below which occur on school property, on a school bus, or at school-sponsored activities, shall be reported to local law enforcement officials. The student violator will be dealt with according to Sevier County School Board policies. Zero Tolerance violations are as follows:

- Students will not possess, handles, transmits, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event. Violators will be subject to suspension and/or expulsion from school for periods up to one (1) calendar year.
- In accordance with law (18 USC 921, any student who brings or possesses a firearm on school property shall be expelled for a period on not less that one (1) calendar year.
- In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug will be expelled for a period on not less than one (1) calendar year.
- In accordance with state law, any student who commits batter upon any teacher, principal, administrator any other employee of the school system or school resource office will be expelled for a period of not less that one (1) calendar year.
- When is it determined that a student has violate this policy, the principal of the school will notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.
- The director of schools has the authority to modify this expulsion requirement on a case-by –case basis (TCA 49-6-4018)