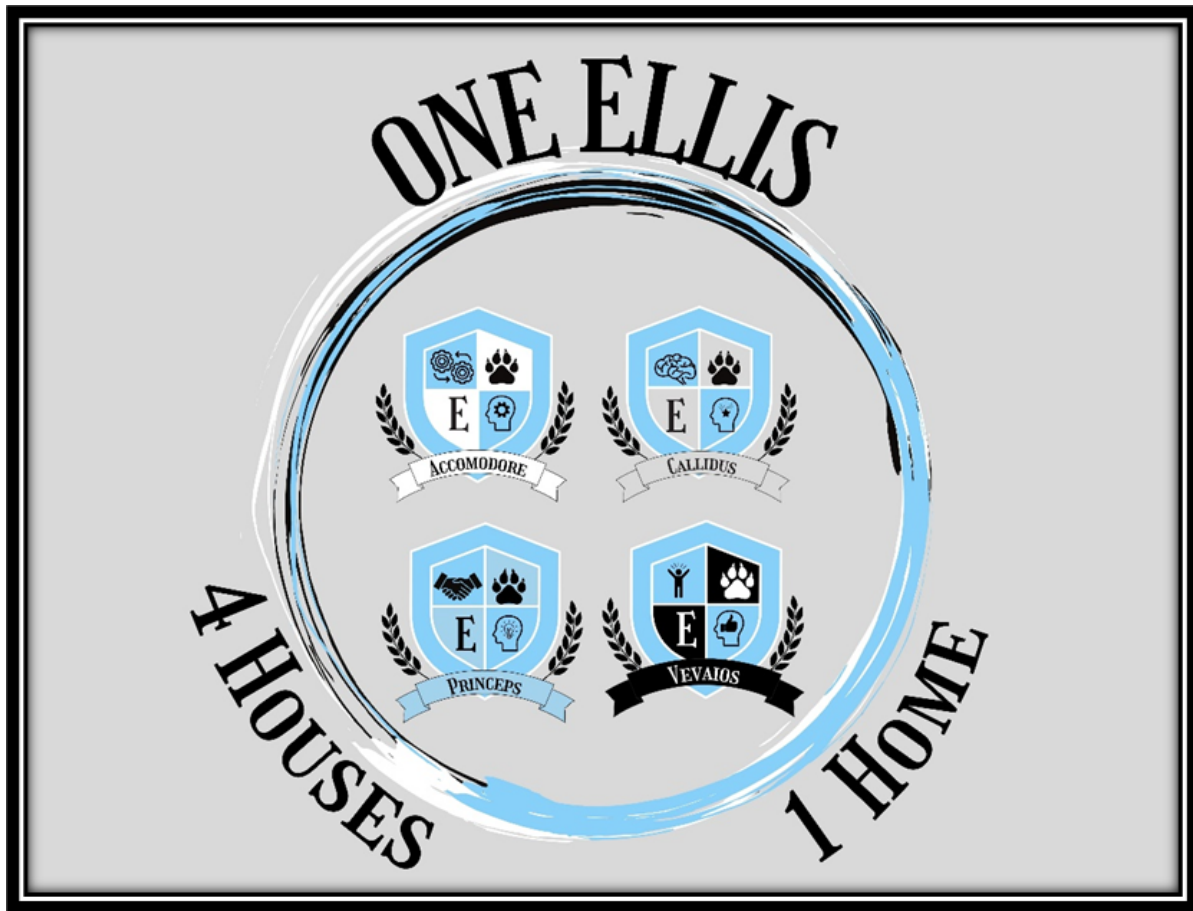


Robert E. Ellis Middle School

Student Handbook

2022-2023



EMS MISSION

Robert E. Ellis Middle School serves all students through high quality instruction, collaboration, and authentic problem-solving experiences in a safe and empowering environment.

ROBERT ELLIS MIDDLE SCHOOL

Student and Parent Verification Page

Student _____

Teacher _____

I have read these policies and understand what they expect and require of students. A staff member from my school was available for a verbal explanation to answer questions about these policies. I understand that these procedures, practices, and policies are subject to change to support the needs of our students, teachers, and community. Communication will be transparent as changes are made.

NOTE: MY SIGNATURE INDICATES I HAVE READ THESE POLICIES AND UNDERSTAND THEM. MY SIGNATURE ALSO INDICATES THAT I WILL BE RESPONSIBLE FOR DISCUSSING THESE POLICIES WITH MY PARENT/GUARDIAN. MY SIGNATURE DOES NOT NECESSARILY INDICATE THAT I AGREE WITH THESE POLICIES. BY MY SIGNATURE, I AM INDICATING THAT I UNDERSTAND THAT I MUST COMPLY WITH THESE POLICIES.

Student Signature _____

Parent Signature _____

Date _____

(Please sign and return to the teacher during the first week of school)

ROBERT ELLIS MIDDLE SCHOOL
100 Indian Lake Road
Hendersonville, TN 37075
Phone - 615-264-6093
Fax – 615-264-5800

School – <http://ems.sumnerschools.org>
Twitter - @ellis_school
Instagram - @ellismiddleschoolcougars
County – www.sumnerschools.org
Transportation – www.sumnerbus.com

Office Hours – 7:00 – 3:00 Faculty Hours – 7:15 – 2:45 Student Hours – 7:30 – 2:30

EMS Vision:

Robert E. Ellis Middle School (est.1994) is a community of students, parents, and teachers who engage in authentic problem-solving experiences to grow academically, socially, and civically.

Beliefs:

A **collaborative culture** at Ellis Middle School is–

- created by supportive relationships among students, parents, teachers, and the community, and
- maintained by working as a team, involving and inviting different thoughts and opinions, and engaging in active problem solving.

Shared resources at Ellis Middle School are–

- sought after and utilized so that students have full access to relevant learning experiences,
- protected so that teachers are given time and research-based materials to work with students, and
- appreciated so that our community sees an inviting campus seeking to represent the needs and values of our students and parents.

Quality instruction at Ellis Middle School is–

- evident by structured learning environments of students who are actively engaged in a variety of activities, tasks, and
- planned by exemplary teachers focused on goals relevant to each student’s future.

Leadership at Ellis Middle School is–

- the collective work of students, parents, teachers, and staff taking pride and ownership in the responsibility and success of the school through
- communicating with mutual respect and
- student-focused and always by example.

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Attendance Policy

Procedure To Follow When Absent:

1. The student must bring a written excuse signed by a parent or guardian. A note from a doctor is very important if a visit has been made. Absentee notes must include the following:
 - a. Student's first and last name
 - b. Reason for absence
 - c. Date of absence(s) – Please indicate if the absence is a full day or if the absence is for coming in late or leaving early.
 - d. Parent or legal guardian's full name (signature).
2. The student must receive an admit slip before entering class. This pass is to be obtained from the attendance area in the office.
3. The student who does not have a note from home must report to the attendance area before 7:30 am.
4. The student has a maximum of three (3) school days to bring in a note for an excused absence. Failure to comply will result in an unexcused absence.
5. Any class work missed must be made up according to the following makeup policy. **It is the responsibility of the student to contact the teacher concerning makeup work.**

Tennessee Compulsory School Attendance Law: T.C.A. 49-6-3001. Every parent, guardian, or other person residing within the state of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive (the child must attend school from six (6) until eighteen (18) years of age), shall cause such child or children to attend public or nonpublic school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

Penalty for Violation - Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this part shall be guilty of a Class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

Absences Defined:

Present: means a student being in attendance at the school or class to which he/she is assigned. For truancy purposes and perfect attendance, present shall mean attending for a full school day. *****PERFECT ATTENDANCE RECOGNITION IS BASED UPON BEING PRESENT FOR THE FULL SCHOOL DAY WITH NO EARLY DISMISSALS AND NO TARDIES IN SCHOOL.**

Absent: means a student not being in attendance at the school or in the class to which he is assigned. There are three categories of absences which follow:

1. Excused Absences: Absences excused by the school system because of the cause and benefits of the absence to the student, as verified with proof, outweigh the benefits which would have been achieved by attending school. For absences of a full day to be considered excused, a written note from the parent or legal guardian must be provided. These absences will be excused as parent notes. **After an accumulation of five excused absences per a parent note during a semester, the parent/guardian must provide more formal documentation with the principal to verify the absence. Additional parent notes will not be sufficient.**
2. Verified Absences - Absences that are excused per doctor note or other formal documentation of an appropriate event causing the student to be absent from school (examples - court, funeral, doctor)
3. Unexcused absences: Absences which are not verified, or which do not meet valid reasons for excused absences. Absences due to personal athletic competitions, family vacations, or other absences not outlined above will be considered excused with prior approval from the principal as a part of the five parent-note excused absences per semester. Additional excused absences for vacations or other events will not be provided. All out-of-school suspensions are unexcused.

Adequate reasons for absences include the following:

- Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences.
- Death of a family member. Death of a non-family person if approved by the principal.
- Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.
- Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
- Approved school related activities. Prior approval by the principal is required.
- Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal or designee.

Reporting Procedures

The EMS attendance clerk will make every reasonable effort to make daily contact with parents/guardians regarding student absences whether excused or unexcused. These efforts shall be documented in writing. Each teacher is responsible for keeping an accurate attendance record on each student enrolled in his/her class. For those students who have three unexcused absences, an attendance review discussion will occur with recommended interventions. An attendance contract will be signed after the 5th unexcused absence. Excessive absences could subject a student to possible retention.

Makeup Work

Assignments missed during absences must be made up within 3 school days of the student's return to school. It is the student's responsibility to request work when returning from an absence. Parents/Guardians may request work after the 3rd day of a student being absent due to illness. Under extenuating circumstances, the due date for this work shall be adjusted at the discretion of the principal if more than 3 days is needed. Schoolwork missed during days of suspension will be determined at the discretion of the teacher and principal. Assignments will not be provided in advance for planned absences.

Tardy Policy

Students late to school with a "**Verified**" tardy, (for a dental or medical appointment), must present a note from the dentist/doctor upon arrival. All other tardies will be **unexcused**. A pattern of student tardiness to school will result in an attendance contract to be signed and possible referral to an SCS attendance officer.

EMS Tardy to Class Progression (per semester)

Purpose – The primary purpose of the EMS tardy policy is to protect instructional time for each individual student and to ensure that all students understand the importance of punctuality as an essential professional trait for college and career success.

Tardy Intervention – Teachers and administrators will work with students to establish efficient transitional practices to support being on time to class.

Tardy Defined – Students will be counted as tardy if they are not fully in a classroom and moving in the direction of their seat as the bell sounds.

Tardy Passes – All students will receive 2 tardy passes per semester from their 1st period teacher.

Excuse Note - Students will receive an excuse note from faculty and staff members if official school business has prevented them from being on time to a class.

1st Tardy – Student will sign the tardy record in the classroom and be reminded of the expectation.

2nd Tardy – Student will sign the tardy record in the classroom and be reminded of the expectation.

Additional Tardies – Student will receive a minor infraction for each additional tardy per semester.

Early Dismissals

Students are not to be released during school hours unless they are provided into the custody of the child's parents or designated individual. This will occur when the parent or designated individual enters the main office and verifies identity. The student is expected to return to school as soon as possible after a doctor's appointment or other verified purpose. Remember that the time missed for these appointments will be counted as an absence from the class or classes missed. If a student becomes ill during school hours, he/she is to come to the office and be seen by the nurse. Students who leave without securing official permission will be considered truant and subject to disciplinary action.

Morning Procedures

Arrival Procedures for Students

Upon arriving at school, whether by bus or self-transport, students should report to the gym if prior to 7:23. Students are not allowed to leave campus. Failure to comply will be considered as skipping school. Loitering is not allowed anywhere on campus. It is the student's responsibility to make arrangements a day in advance to make up work or receive extra help from a teacher in the mornings before classes. A pass is needed to meet the teacher in the classroom.

Announcements

Announcements may be made twice a day (1st and 7th periods only). All messages must be sent prior to announcements. Students are responsible for any announcement that is made and must be quiet in order to hear them. Classroom instruction will not be interrupted for message delivery.

Moment of Silence

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

Telephone

The school telephone is for business purposes only. Calls will primarily be made by students for the following three reasons: (1) illness (2) lunch (3) to confirm transportation (4) extracurricular activities. Callers are asked to leave a message since students will not be called to the phone. Only emergency calls will be delivered during a class period. If the student needs to call home, he/she may do so with teacher permission between classes or during their lunch time using the office telephones. Student personal cell phones are not an approved method of communication and will be removed per our Electronics Policy on page 15.

EMS Dress Code and Grooming Policy

The appearance of our students reflects the quality of the school and influences student conduct and performance. Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance. The following is the Standardized Dress Code adopted by the Sumner County Board of Education. Consequences for dress code violations will begin with an opportunity to change clothing. Repeated offenses will be addressed by minors and majors according to the discipline progression.

- Extreme or unnatural hair color is not permitted.
- Shorts, skirts, and dresses (front and back) must not be higher than 3 inches from the bend of the back of the knee. Shorts worn during physical education must provide full coverage of all private/personal areas.
- Apparel considered revealing will not be permitted including tops with revealing necklines and body conforming clothes.
- Spandex pants, including leggings and yoga pants may be worn with appropriate length skirt/dress or shirt that provides full coverage of private/personal areas.
- Students may not wear sagging or dragging pants. Underclothing is not to be seen at any time.
- Students may not wear pajamas or any other sleep wear unless on an identified dress-up day.
- A student's clothing must cover the midriff at all times. Underclothing is not to be seen at any time.
- No clothing with holes, frays, or tears may be worn unless they are completely backed by material under the hole, fray, or tear. Excessive holes, frays, or tears will not be permitted even with material backing.
- Tops must have sleeves that cover all underclothing. Spaghetti straps, muscle shirts, or mesh shirts will not be permitted.
- Students are not allowed to wear head apparel, such as hats, bandanas, etc., inside the building.
- Students may not wear clothing that mentions drugs, vulgar captions, cigarettes, alcohol or any other obscene suggestive, provocative, or disruptive apparel. Students may not wear clothing or articles related to gangs or weapons.
- Shorts and/or pants are not to have writing on/or across the back or front of the clothing.
- Shoes must be worn at all times. Cleated shoes, roller shoes, or house slippers are not permitted.
- Sunglasses are not to be worn inside the building except when prescribed by a doctor.
- No body piercing jewelry except earrings in the ear may be worn during the school hours or at after school sponsored events.
- Jewelry must not be distracting, disruptive, or unsafe (Examples: excessive chains, locks, spikes, or collar-like jewelry)
- Valuable clothes and jewelry are discouraged.
- Tattoos or body art is not allowed and must be covered up or washed off. This includes drawing on hands/arms using markers or pens.
- Excessive, distracting, make-up is not allowed.

Visitors

Parents, interested adult citizens, and professional staff from other schools are welcomed and encouraged to visit our school. Please call the school and schedule an appointment. We require that you come to the office, sign in, and wear a name tag while visiting. Students from other schools or school systems are not allowed to visit during school hours, including lunch and after school activities. Tours of the school are scheduled after school hours by appointment only.

Cafeteria – Phone # 615-264-6096

Breakfast and lunch will revert back to a paid meal for students during the 2022-2023 school year. Payments for extra items may be made on-line at www.mypaymentsplus.com using your child's student I.D. # or in the cafeteria by check or cash only. Checks should be made payable to EMS Cafeteria. Your

child's first and last name, their student I.D. #, and a phone number must be on the check for proper processing. Sumner County's School Nutrition Program is now using Nexcheck as the service provider for collection of insufficient fund checks. The fee is \$30.00 in addition to the amount of the check. Student payments for lunch will be maintained in the cafeteria computer. No change will be given on \$20, \$50, or \$100 bills or checks. Any student having financial issues should see the Principal or Assistant Principal. Lunch guests are not allowed due to available space in the cafeteria. Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the table and surrounding area clean and orderly. At no time are students allowed to take food, beverages, or utensils out of the cafeteria. Glass containers are not allowed. Students are expected to remain seated at all times and must request permission to use the restroom or purchase additional items in the kitchen area.

Gift Delivery

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

Grading and Report Cards

The purpose of grading is to provide feedback and communicate levels of progress or mastery to students, parents, and other appropriate stakeholders. Assessments will be weighted more heavily than practice or effort-based grades. A report card will be sent home for parent/guardian signature after each grading period.. In addition, progress reports will be available on Skyward at the 4½ week period. Skyward is available for parents to electronically monitor their child's progress.

Grading Scale

A=93-100 B=85-92 C=75-84 D=70-74 F=0-69

Homework

Time is allotted during the school day to complete most assignments. Students will find it necessary to work some time each evening on tasks they were unable to complete during the school day. Students may spend up to 60 minutes on homework or reading each evening. Students that repeatedly fail to complete classwork/homework as expected will be provided additional opportunities through lunch and learn, extended days, and other strategies to ensure that the proper practice occurs.

Exams

Mid-term and final exams will occur at the end of each semester. Exams can also be conducted in the form of a PBL project. Exams will not be given early. Make-up exams can be arranged with the principal for excused absences only. Per Board Policy, exams will count as 10% of each semester.

Student Assessments

Ellis Middle School follows the assessment schedule provided by the state board of education as well as the Sumner County Central Office. Assessment dates will be announced and published as soon as they are released from those entities.

Requesting Parent-Teacher Conferences Procedure

Parents wishing to schedule a conference with a teacher should contact that teacher via email or phone call. Appointments are to be made with teachers before or after school or during their planning time by calling the office. Please make appointments a day or two in advance. A teacher will not be called out of a class for phone calls. Parents wishing to call an IEP meeting should contact the case manager assigned to the student.

School Counseling Services

The middle school counseling program is directed toward providing counseling and support services to all students. The counselors are available to help parents and students. These services are focused on the following needs of the students: personal, social, educational, attendance, and vocational. The service is provided in a safe, cooperative, and confidential environment. Students may stop by between classes or notify their classroom teacher to arrange for an individual session with a counselor. The student must then be on time for class and wait for the counselor to call him/her to the school counseling department. Students should not wait in the office for a counselor. Parents and teachers may refer a student to a counselor. The school counselors work with students individually, in small groups, and in the classrooms.

Athletics

At Ellis Middle School, interscholastic athletics can play an important role for the students. We strive to mentor our students through competitive athletics, emphasizing teamwork, setting goals, and sportsmanship. All our student-athletes abide by TMSSA guidelines as well as maintain exemplary academic performance. A set of athletic policies and guidelines has been established and is available from the principal upon request. This includes tryout information and eligibility standards.

Sample Programs and Activities Available to Students

<u>Athletics</u>	<u>Clubs and Activities</u>	<u>Academic/ Arts</u>
<u>Fall</u>	Art Club	Geography Bee
Football	Book Club	Spelling Bee
Boys/Girls Cross-Country	Drama Club	National Junior Honor Society
Girls Club Soccer (Club Sport)	Fellowship of Christian Athletes	BETA Club
Girls Volleyball	Geography Club	Math Competition Team
Cheerleading	Cougar Chronicle	Band
Dance (Club Sport)	Game Club	Jazz Band
<u>Winter</u>	Chess Club	Orchestra
Boys/Girls Basketball	World Culture Club	Chorus
6 th Boys/Girls Basketball (Club)	Cougar Council	Stage Crew
Cheerleading	Creative Writing Club	Theater Performances
Dance (Club)	Talent Show	
<u>Spring</u>	Yearbook Staff	
Boys Club Soccer (Club)	School Dances	
Boys/Girls Club Golf (Club)	House Celebration	
Boys/Girls Club Swimming (Club)	Cougar Concessions	

Example Awards at the End of the School Year

Academic Awards

All A's for the Year
Presidential Academic
Math
ELA
Science
Social Studies
Related Arts

Service Awards

Citizenship
Junior Beta
NJHS
House Officers
Office/Library

Performance Awards

Band
Chorus
Robotics
Spelling Bee
Geography Bee
Math Team
Perfect Attendance

Hall Privileges

Any student in the hall must have a hall pass from the teacher to whose classroom he/she is assigned during the period. Students are expected to travel directly to the location in which permission was given and then return to the classroom. Cameras will be used to determine if students are abusing hallway privileges. A buddy system may be used as necessary to limit abuse.

Nursing

Illness and Accidents

Any student who becomes ill or injured must report symptoms to the teacher and be sent to the office to see the nurse. The school nurse or office clerk will make the appropriate calls to the parent/guardian as necessary. **Students should not use their personal phone to call.** The primary phone will be tried first, work phone second, and the emergency phone number will be called last. This procedure makes it imperative that your primary, office, and emergency numbers are current. The parent/guardian is expected to come in and sign his/her child out when they are too ill to remain at school. A parent/guardian who is aware of any serious illness, such as epilepsy or diabetes, whether chronic or acute, should notify the nurse. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse. The appropriate reports and communication will be completed. Parents/guardians are expected to follow the “send home, stay home” guidelines provided by the school nurse. Students that return to school before the criteria is met will be sent home.

Medication

Parents/guardians should review the Sumner County Schools Medication Administration Protocol on the Student Health Information Form. All medication must be stored with the school nurse and administered in the clinic. This includes prescription and non-prescription medication. Additional health plans can be created in collaboration with the school nurse beginning during registration. Severe disciplinary consequences may be issued for students that are in possession of medication.

Immunization Requirements

Pursuant to TN state law, all students entering 7th grade must submit the immunization certificate showing they have received both a tetanus-diphtheria-pertussis booster (Tdap), and a second dose of varicella vaccine (a vaccine against chickenpox) if they have never had chickenpox or a documented history of chickenpox. ***Students will **NOT** be allowed to attend class unless the Official Immunization Certificate showing the required immunizations has been provided to the school. All new students enrolled for the first time must submit an up-to-date immunization certificate. Exemptions are allowed only for religious or medical reasons; exemption requests must be submitted on the official form.

Library

Library hours are 7:30 A.M. – 2:30 P.M. Students must have a pass from their teacher to come to the library during school hours; students must also follow sign-in and sign-out procedures when entering and leaving the library. Orientation will be provided for students at their first library visit. Books may be checked out for a two-week period; additional books may not be checked out until previous books are returned. While fines will not be assessed for overdue books, a student will be expected to replace any lost material; the price of a lost book is determined by the current replacement value based on retail prices. Lost books will be assessed at the end of each quarter. Library computers are to be used for academic purposes, and students must have a pass from a teacher to use a computer.

Textbooks

Textbooks are issued for use by students to support curriculum development. Each student is responsible for the textbooks issued. Students are not to mark or damage books in any way, and the assigned numbers are not to be changed. Books that are lost or damaged must be paid for by the student.

Lockers

A locker will be issued to each student. The lockers are the property of Ellis Middle School and are subject to inspection by authorized school personnel. Locks are not provided by the school. Students may bring their own lock and must provide a key or combination to the school administration. The school is not responsible for lost or stolen items. Lockers offer minimal security and items of unusual value should not be placed in the locker. Any student using a locker that is the property of the school system has no right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance, and search. Students that tamper or alter/adjust the lock/locker to bypass a lock will forfeit use of their locker and the student will be responsible for consequences and cost of repair. If your locker is damaged or needs repair, report it to the office immediately. ***Students are never allowed to switch lockers without permission from the administration. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

Physical Education Requirements

Students are required to dress out for physical education class wearing a plain gray t-shirt, dark colored shorts or sweatpants, and athletic shoes. Shorts must fully cover all person/private areas. Students should keep valuables in their school locker and not in the P.E. locker room. The school and P.E. teachers are not responsible for valuables left in the locker room. A physician's note is needed if the student has limited physical activity. The P.E. teachers will assign alternate assignments when a student has limited physical activity. The P.E. teachers need to be made aware if the student suffers from any medical or physical disabilities that would hinder him/her in the P.E. class. Grades will be derived from participation, dressing out, and sportsmanship. If a note is on file from the doctor limiting physical education activities, that student may not try out for any athletic team, event, or cheerleading until the restriction is lifted.

Safety

Safety Drills (weather, fire, intruder, AED)

Student and staff safety is our top priority. A Crisis Management Plan has been developed and is updated each year through collaboration with our SRO and Safe Schools Coordinator. Safety drills will be conducted each semester that focus on fire evacuation, lockdown, severe weather, and other medical emergencies. Fire alarms are located throughout the building. They should only be used in case of a fire. If any student is found guilty of pulling a false alarm, he/she will be automatically suspended from school for five (5) days and referred to the State Fire Marshal for prosecution.

When a drill is conducted, we expect our students to move in a quiet and orderly manner. Drill plans for evacuation or lockdown have been given to each teacher. Students are to follow the specific instructions of the adult in charge, regardless of the period of the day when the alarm is sounded. Stay with your teacher and do not mix with other classes. Because of the safety issues involved, it is critical that every student give total cooperation to the school or emergency officials on the scene. If a student is between classes when the alarm is sounded, he/she should walk immediately to the nearest teacher. Proactive communication will occur to all stakeholders including a reunification plan if necessary in the event of a real emergency.

School Resource Officer

A School Resource Officer (SRO) is a law enforcement officer who is assigned to either an elementary, middle, or high school. The Sumner County Board of Education has entered into an agreement with the Sumner County Sheriff's Office to have a Certified Deputy at these schools full-time during the school year. The SRO performs all law enforcement related duties and can investigate all criminal activity that occurs on campus. He/She is also responsible for the overall safety and security of the school.

SRO's are not just "cops" on campus. They educate the students by teaching law related classes and other related subjects in the classrooms and are available to counsel students, parents, and staff on various topics. The intent is that the positive experiences students have with the SRO will bridge the gap between juveniles and law enforcement, and in doing so, help prevent juvenile crime.

Student Records/Annual Notification of Rights

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

- Inspect and review the student's education records.
- Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request.
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records.
- Obtain a copy of this policy and a copy of such educational records.

Special Education Services

Programs and services for students with an IEP are available. Interventions are provided and data is collected in accordance with the State of Tennessee RTI program. Please contact the school for specific information about your child's needs and referrals for special education services.

GIFTED: Programs (Scholar Seminar) for academically talented students certified as gifted under the State of Tennessee criteria are supported in the classroom to extend learning opportunities. A gifted education teacher coordinates a variety of activities appropriate to the needs of the gifted student and services under each IEP.

Section 504 for Student Disabilities

The Sumner County School District complies with all federal requirements for pursuing ~ non-discriminatory practices toward individuals with qualifying handicapping conditions, both in employment and in student participation in school activities. Section 504 is the part of the Rehabilitation Act of 1973 which applies to persons with disabilities. Section 504 is a civil rights act protecting civil and constitutional rights of persons with disabilities. Section 504 states "No otherwise qualified individual with a disability...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to any discrimination under any program or activity receiving Federal financial assistance. Please contact jenna.lee@sumnerschools.org or blair.bergner@sumnerschools.org for assistance with 504 eligibility determination or plans.

Withdrawals and Transfers

If a student is moving to another school during the year, he/she should notify the guidance office at least one day prior to the final day at school in order to secure the proper clearances for a transfer. Records will not be sent to the receiving school if there are any outstanding school debts (i.e. textbooks, library books, school equipment or lunch charges).

Cougar Code of Conduct and Discipline

Learning can only take place in a safe, orderly, and respectful environment. Therefore, the Ellis Middle Code of Discipline aligns with 3 non-negotiable expectations:

Be Safe Be Respectful Be Responsible

Choices and behaviors that do not match these expectations will not be tolerated. In addition to the Sumner County Board policies that govern student discipline, Ellis will use our “Cougar Code of Conduct” to 1) secure the student’s attention; 2) provide feedback about the misconduct; and 3) effect change or correct the behavior through intervention and/or consequences, thereby creating a better learning atmosphere for the entire class. The disciplinary action must relate to the student’s misconduct and the development of the student’s more appropriate behavior. **See the expectations chart on page 16.**

ONE ELLIS CODE

The ONE ELLIS CODE provides a higher level of emphasis for our students to refrain from using behaviors that include bullying/harassment, violence/promotion of, and defiance. Maintaining a school environment and culture with the highest level of safety, security, and emotional support is a top priority at EMS. The ONE ELLIS CODE has been implemented to minimize the occurrence of such behaviors. See the code below:

I will protect my school community by avoiding behaviors:

- that intentionally bully, embarrass, isolate, or discriminate against other students in person or online.
- that promote or participate in violence of any kind.
- that are defiant and disrupt learning which hinders the school’s ability to maintain a safe, secure, and positive learning environment for all students.

*****Consequence – A combined use of level 2 interventions with parent and counseling consultation will be used with all ONE Ellis Code violations.***

Ellis Essential 18

The Ron Clark Academy Essential Skills and House System is a new approach that EMS will be using to teach and reinforce essential skills that students will need to be successful in all areas of their lives. Students will earn points for their house by demonstrating the following:

1. Respond to adults and others in a respectful manner. (example: Yes, Ms. or Yes Sir)
2. Make eye contact when someone is speaking.
3. Congratulate the winner or when someone does something well.
4. Respect other students’ comments, opinions, and ideas.
5. Always say thank you when given something.
6. Do not ask for a reward.
7. When a substitute is present, all class rules still apply.
8. Make an effort to keep the school clean, pick-up trash and respect school property.

9. If someone drops something and you are close to it, pick it up.
10. Hold the door for people rather than letting it close on them.
11. If someone bumps into you, say excuse me, even if it was not your fault.
12. Be positive and enjoy life.
13. Learn from your mistakes and move on.
14. No matter the circumstances, always be honest.
15. If you win, do not brag, if you lose, do not show anger.
16. Do not show disrespect with gestures.
17. Be as organized as possible.
18. Be the best person you can be.

4 Houses 1 Home – EMS House System

The House System is a new approach that EMS will be using to reinforce the EMS Essential 18. All students, staff, and faculty will join one of four houses to compete against each other by earning points when using the E18 and winning House competitions. Houses leading in points at the end of each quarter and semester will earn privileges and celebrations. Check out the full House System details using the link on the front page of our website at <http://ems.sumnerschools.org>.

Student Celebrations

Student celebrations for conduct and academic achievement are scheduled quarterly. Celebrations include both individual and school-wide events/incentives. Some past examples include: Cougar Concessions Celebration, Lunch Reward Celebrations, and Extended Recess Celebrations.

Standard Discipline Plan

We expect our students to conduct themselves in a manner that shows responsible, safe, and respectful actions towards teachers, other students, and the school environment. Students will be provided clear examples of the expectations. All persistent behaviors that do not meet the expectations will be documented as minor or major infractions. Teachers and staff will issue infractions for minor offenses (examples: persistently chewing gum, unprepared for class, minor horseplay, etc.). More serious offenses that significantly disrupt instruction and the safety of others will equal major infractions (examples: inappropriate language or contact, disrespect, defiance, damage to property, truancy, theft, harassment, etc.) Students will receive due process when found to be in violation of a school expectation and given the opportunity to give an account. While most minor infractions will be addressed by classroom teachers, students suspected to be in violation of any major infraction will be referred immediately to an administrator in most situations. The accumulation of minor and major infractions will be resolved using a level intervention approach (see below). Student discipline records are secured at the school and can be reviewed by a parent upon request. A student's record of minor infractions reverts to zero at each semester. Major infractions will revert to zero in the second semester if the student accomplishes 30 days without being issued a major infraction.

Level Interventions

EMS uses a leveled system to identify interventions to restore student conduct to meet school-wide expectations for individual social, emotional, and academic success. Please see table below for specific details and examples (subject to change):

Level 1	Level 2	Level 3	Level 4
<p><u>Student Actions</u></p> <p>Accumulation of Minors Initial Major Infraction</p>	<p><u>Student Actions</u></p> <p>Accumulation of Minors Accumulation of Majors ONE Ellis Code Violations</p>	<p><u>Student Actions</u></p> <p>Accumulation of Minors Accumulation of Majors Persistent Defiance Fighting Vaping/Tobacco ONE Ellis Code Violations</p>	<p><u>Student Actions</u></p> <p>Accumulation of Minors Accumulation of Majors Assault, Drugs, Weapons, Threats, and Other Criminal Activity ONE Ellis Code Violations</p>
<p><u>Interventions</u></p> <p>Restorative Conference Counseling Detention School Service Conduct Intervention Class Loss of Privileges No Contact Contract Restorative Circle Restitution Parent Conference Classroom Intervention</p>	<p><u>Intervention</u></p> <p>Restorative Contract Behavior Plan In-School Suspension Restorative Circle Extended School Service Guardian Education Class Social Worker Support Phoenix Academy Student Support Team Extended Loss of Privileges Student Support Team</p>	<p><u>Intervention</u></p> <p>Student Support Team with Central Office Support Extended ISS Out-of-School Suspension Extended Loss of Privileges Guardian Education Class Schedule Change Behavior Plan Modification</p>	<p><u>Intervention</u></p> <p>Extended OSS Disciplinary Hearing Law Enforcement Alternative Placement</p>

Discipline Progression

Classroom teachers and the school administration will make every effort to create clear and consistent expectations, environmental routines and procedures to maintain safety, and behavioral interventions to support individual needs. As students fail to meet these expectations after prompting and interventions, students will be issued minor and major infractions. See the below progression of consequences.

Progression of Minor Infractions (per semester)

1st Minor Offense – Teacher conferences with student about expectations and contacts parent/guardian. The teacher may issue a classroom intervention and level 1 intervention.

2nd Minor Offense – Teacher conferences with student about expectations and contacts parent/guardian. The teacher may issue a classroom intervention and level 1 intervention.

3rd Minor Offense – Administrator conferences with student about expectations, level 1 intervention, and contacts parent/guardian. A conduct intervention class will be scheduled for the student.

4th Minor Offense – Administrator conferences with student about expectations, issues level 1 intervention, and contacts parent/guardian.

5th Minor Offense – Administrator conferences with student about expectations, issues level 2 intervention, and contacts parent/guardian. A meeting with a school counselor and parent is scheduled to consider a contract or behavior plan.

6th Minor Offense – Administrator conferences with student about expectations, issues level 2 intervention, and contacts parent/guardian. Review of the contract or behavior plan will occur for adjustments. ***Student will lose privileges such as dances and field trips for the remainder of the semester or 30 days whichever is longer.***

7th Minor Offense – Administrator conferences with student about expectations, issues level 3 intervention, and contacts parent/guardian. A parent conference is scheduled with administration and counselors to consider next steps.

8th Minor Offense – Administrator conferences with student about expectations, issues level 3 intervention, and contacts parent/guardian. ***Student loses privileges such as dances and field trips for 60 school days.***

9th Minor Offense – Administrator conferences with student and parent/guardian about expectations, issues level 3 intervention, and schedules parent/guardian conference with counselors and other Central Office personnel to determine next steps.

10th Minor Offense – Administrator conferences with student and parent/guardian about expectations, issues level 4 intervention, and provides information about the potential of a behavior hearing for alternative placement.

11th Minor Offense – Administrator conferences with student and parent/guardian about expectations, level 4 intervention, and schedules disciplinary hearing for consideration of alternative placement.

Major Infractions (clears in 2nd semester after 30 school days major free)

***The below progression represents the sequence of interventions that will be used to address most major infractions. Major infractions that include threats, bullying, drugs, or violence will equal level 3 or 4 interventions on the first offense.*

1st Major Offense – Administrator conferences with student about expectations and issues level 1 intervention. Parent/guardian is contacted.

2nd Major Offense – Administrator conferences with student about expectations and issues level 1 intervention. A meeting with a school counselor is scheduled. Parent/guardian is contacted.

3rd Major Offense – Administrator conferences with student about expectations, issues level 2 intervention, and schedules a meeting with a counselor and parent/guardian to consider a contract or behavior plan.

4th Major Offense - Administrator conferences with student about expectations, issues level 2 intervention, and contacts parent/guardian. A parent/guardian conference is facilitated to review behavior plan or contract. Student will lose privileges such as dances and field trips for the remainder of the semester or 30 days whichever is longer.

5th Major Offense - Administrator conferences with student about expectations, issues level 3 intervention, and contacts parent/guardian to review behavior plan or contract .

6th Major Offense - Administrator conferences with student about expectations, issues level 3 intervention, and schedules parent/guardian conference with counselors and other Central Office personnel to determine next steps. Student loses privileges such as dances and field trips for 60 school days.

7th Major Offense - Administrator conferences with student about expectations, issues level 4 intervention, contacts parent/guardian to review behavior plan or contract, and provides information about the potential of a behavior hearing for alternative placement.

8th Major Offense - Administrator conferences with student about expectations, issues level 4 intervention, and contacts parent/guardian and Central Office personnel to schedule a disciplinary hearing.

Consequences

Detention

A student may be assigned to an after-school detention by an administrator for major infractions or the buildup of minor infractions. After school detention is served for 1 hour from 2:30-3:30 and will be supervised by an administrator or designee. Failure to serve a detention within a reasonable time frame (usually 3-4 school days) will result in ISS. Students serving a detention must arrange their own transportation promptly at 3:30. Alternative detention times may be scheduled in the morning for unique situations.

In School Suspension (ISS)

Any principal or principal-teacher may suspend any pupil from attendance at the school pursuant to an in-school suspension policy adopted by the local board of education. Good and sufficient reasons for such in-school suspension shall include, but not limited to: (A) Behavior which adversely affects the safety and well-being of other pupils; (B) Behavior which disrupts a class or school sponsored activity; or (C) Behavior prejudicial to good order and discipline occurring in class during school sponsored activities or on the school campus. ISS provides students an opportunity to receive credit for their academic work through a structured approach to restoring appropriate behavior. The student will spend the assigned time in a designated area under a very strict set of rules and will be required to do all work assigned by their general classroom teachers. In addition to classroom assignments, students will also complete conduct restoration activities. Students will not socialize with the other students and will not be allowed to participate in any school functions during the school day. Any student who must be removed from in school suspension, will be changed to out of school suspension and may not be assigned to ISS for the remainder of that semester. ***Students receiving multiple incidences of ISS may not attend field trips, school dances, or similar school sponsored events for the remainder of the semester or 30 days whichever is longer.**

Out of School Suspension (OSS)

[TENNESSEE CODE ANNOTATED 49-6-3401, 49-2-203(a)(8), 49-6-4216 (Suspension of Students)]

Any principal or Principal-Teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to (1) Willful and persistent violation of the rules of the school or truancy; (2) Immoral or disreputable conduct or vulgar or profane language; (3) Violence or threatened violence against the person of any personnel attending or assigned to any public school; (4) Willful or malicious damage to real or personal property of any person attending or assigned to said school; (5) Inciting, advising or counseling of others to engage in any of the acts hereinbefore enumerated; (6) Marking, defacing or destroying school property; (7) Possession of a pistol, gun, or firearm on school property; (8) Possession of a knife, etc., as defined in Section 39-17-1301 on school property; (9) Assaulting a Principal or Teacher with vulgar, obscene or threatening language; (10) Unlawful use or possession of barbitol or legend drugs; (11) Any other conduct prejudicial to good order or discipline in any public school. **Note: Suspended students are not to return to school for any reason during their suspension without a parent.**

Unaccompanied students will be considered trespassers and prosecuted as such. In the event a suspension occurs during the last ten (10) days of any semester, however, the student may be permitted to take such final examinations or submit such required work as is necessary to complete the course of instruction for that semester, subject to the actions of the principal, or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension. ***Students receiving OSS due to multiple minor or major infractions will not attend field trips, school dances, athletic events, or extracurricular activities and clubs for the remainder of the school year. *Extracurricular activities for students that receive OSS from a single incident will be handled on an individual case-by-case basis based on the facts of the incident.**

Bus Conduct

The principal of the student transported shall be informed by the bus driver of any serious discipline problems and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Parents/students must provide transportation to and from school if they are denied transportation because of bus suspension. 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 and signed by the principal of the school that the student attends. Any student wishing to ride a bus other than the student's designated bus must have written parental permission and approved by the principal or designee prior to boarding the bus.

Fighting

There is no place for fighting at Ellis Middle School. Fighting will result in stern disciplinary action not only because we want our school to be a safe learning environment but also because we want our students to learn positive ways to solve conflicts in their future. The punishment for a fight will be determined by the degree of involvement of the individual students. Most fights have loosely defined stages or steps including mouthing, taunting, cursing or other put-downs, threatening, pushing, shoving, and wrestling as well as actual hitting. All of these steps are considered contributing factors to, and a part of, the fight. In most cases both students are deeply involved in several of these steps. For that reason, except in very rare instances, all parties involved in any of the steps of a fight will be disciplined. Each of the developing stages of a conflict presents the opportunity for a student to simply walk away or to notify an adult of the problem. To refuse to do so is a choice to continue the development of the fight. Suspension will almost always result for both parties: ISS for pushing-shoving fights, OSS if punches are thrown. In addition, any student who actively encourages the fight or contributes to its developing stages may also be disciplined. The School Resource Officer will be involved as necessary based on the degree of physical contact/battery. Students may be arrested and charged for fighting. Repeated fighting will result in a referral to the School Board Disciplinary Committee for a hearing.

Cheating Policy

If a teacher suspects or catches a student of cheating to earn a grade, then that teacher shall consider an alternative test or measure. Further disciplinary action will be considered by the teacher and/or administration.

Student Relationships

Our school adheres to a "HANDS OFF" policy for student relationships. Any public display of affection or aggression is not appropriate at school and will be considered a disciplinary infraction. The hands-off policy also includes horseplay between students, which many times lead to physical or verbal altercations. When there is a major violation, the parents will be contacted and they may be required to come to school for a conference concerning the problem. The penalty will be referred to the administration for disciplinary action and parent notification.

Electronic Devices Policy

Handheld electronic devices – including but not limited to: cell phones, smart watches, game devices, etc.

Appropriate Use – Electronic devices are strictly prohibited to approved communication only. Approved communication includes arranging transportation or equipment needs for extracurricular activities before and after school. All electronic devices **must be turned off and put away in lockers or backpacks** when students enter the building each morning. They **must remain off** and away from the student's immediate possession once entering the building and until the student exits the school in the identified dismissal vehicle. This includes the car rider area while students wait.

Progression of Electronic Violations

Unintentional Use- Students will be issued a minor infraction and device will be sent to the office for student pick-up at dismissal for the following:

- Device is in the student's possession
- Device rings while in the possession of the student.

Intentional Use - Students will be issued a minor infraction and a level 1 intervention. Device will be sent to the office for parent pick-up for the following:

- Intentional use of device without violating the privacy of other students. Includes device to device communication or students looking at social media accounts.

Intentional Use with Privacy Violation - Students will be issued a major infraction and level 2 or 3 intervention Device will be sent to the office for parent pick-up for the following:

- Intentional taking pictures or filming of students on school property.
- Intentional posting pictures or videos on social media of other students on school property.

Additional Notices:

- Students will be prohibited from having a device on school property after the 3rd violation of any kind.
- Severe violations that bully/harass, invade privacy, or other harmful actions may equal students being suspended in or out of school on the first offense and referred to our SRO.

Selling Items at School

Students are not allowed to sell or solicit any items at school or during school events unless it is part of a school sanctioned fundraiser. Approval for fundraisers requires prior written permission of the principal.

Toys, Recreational Items, and Gaming Devices

Toys, recreational items (example- skateboards), and video game systems are not allowed at school and will be confiscated. The school will not assume any responsibility for personal property.

Tobacco Products, Vaping, or other Nicotine Devices

Students shall not use or possess tobacco products, vapes, or other devices in any form while on school property, attending or participating in a school-sponsored event, or while on school buses. On the first offense, a student shall automatically be given a three (3) day out of school suspension. On the second offense, the student shall automatically be given a five (5) day out of school suspension. On the third offense, the student shall be required to appear before the Disciplinary Hearing Authority. Any student found in an area where smoking is taking place on school property may be punished for condoning smoking. This includes other nicotine delivery devices that are smoke-free. Students are not at any time to have matches or lighters in their possession. Major infractions will be issued for the possession of matches or lighters.

Vulgar and Offensive Materials/Objects

Students may not bring or possess vulgar or offensive materials that are identified as inappropriate to the school environment due to content that promotes sexual activity, violence, racial slurs/discrimination, drug use, or other offensive topics that significantly disrupt the school environment.

Weapons/Dangerous Objects

The Sumner County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population at the discretion of the administration and could be subject to suspension from Sumner County schools for a minimum period of one (1) calendar year. The Director of Schools may modify the suspension requirement on a case-by-case basis where appropriate. The Director must report each case to the Board at its next regular meeting. Where appropriate, criminal charges may be brought. When a student is determined to be a Special Education student, an IEP meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action. Any student who brings to school or who is found in possession, on school property, of any dangerous instrument will be immediately removed from the general student population. Within five school days, a disciplinary committee shall recommend the disposition, including suspension, of the student. The Director of Schools may modify the recommendation on a case-by-case basis. The Director must report each case to the Board at its next regular meeting. Toy weapons or facsimiles of weapons including water guns will be suspended as determined by the principal. The principal may refer a student possessing a toy weapon or facsimile to the disciplinary committee for disposition as determined by the committee. The term weapon shall be defined as any dangerous instrument. **The principal shall use his discretion in ascertaining whether an object is a weapon as defined in this policy.** Each case regardless of the circumstances must be reported to the Director of Schools. Full documentation is required including written statements from all witnesses. The principal shall notify the parents or legal guardian of any student found in violation of this policy. The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools. An employee found to possess a weapon on school property shall be disciplined up to and including dismissal. Criminal charges may be filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun except a person acting under the authority of a governmental law enforcement agency shall be exempted.

Procedural Due Process

Before school authorities shall administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto. For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident shall be conducted to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knows the consequences of the offense for which he is accused. Students will be given an opportunity to provide a statement. In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give a detailed explanation. Parents will be contacted. If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing authority.

ROBERT E. ELLIS MIDDLE SCHOOL
SCHOOL-WIDE EXPECTATIONS

Location	Responsible Student are expected to	Safe Student are expected to	Respectful Student are expected to
Classroom	<ul style="list-style-type: none"> be on time by being completely in the classroom and ready to learn at the bell. follow the expected procedure as they enter the classroom. be prepared for class with materials and assignments. refrain from having gum, food, sugary drinks, or candy in classrooms. Only water in a sealed container will be permitted. help keep rooms clean and orderly. 	<ul style="list-style-type: none"> walk inside the classroom. remain in their seats unless instructed otherwise by the teacher. use classroom materials as designed. remain at their seats and will be dismissed by their teacher from the classroom. leave backpacks in their locker except during 7th/8th period. Cinch sacks are allowed. 	<ul style="list-style-type: none"> follow the direction of the classroom teacher without arguing or negotiating. wait for the teacher to acknowledge them before speaking in class. respect the feelings of others through positive conversations. respect the personal space of others by not touching others and their property.
Hallways	<ul style="list-style-type: none"> walk directly to class (lockers and restrooms only exception) 	<ul style="list-style-type: none"> refrain from touching others. walk at all times. 	<ul style="list-style-type: none"> keep volume to a conversation level. respect the work of other students outside of classrooms.
Bathrooms	<ul style="list-style-type: none"> use the restroom and exit immediately. • Students are expected to wash hands. 	<ul style="list-style-type: none"> refrain from touching others. use the restroom equipment as intended. wash hands. 	<ul style="list-style-type: none"> help keep restrooms clean and in good condition and to report problems to a teacher. respect the privacy of others.
Assemblies	<ul style="list-style-type: none"> transition to assemblies escorted by the teacher sitting by class (except for pep-rallies). sit in the area directed by the classroom teacher. dismiss from assemblies in an orderly manner by row directed by teachers. 	<ul style="list-style-type: none"> walk to all assemblies and pep-rallies escorted by the classroom teacher. refrain from touching others or throwing objects. remain in their seat or stand as directed. 	<ul style="list-style-type: none"> use positive or intended conversation during assemblies. use the appropriate volume and only speak when prompted by the presenter. respect the personal space of others.

Location	Responsible Student are expected to	Safe Student are expected to	Respectful Student are expected to
Gym in Morning	<ul style="list-style-type: none"> walk directly to the gym through the designated entrance. Students will not be allowed to go to classrooms, lockers, or restrooms without permission. sit in the designated area per grade level. keep all electronics, food, candy, or drink items in their backpack. 	<ul style="list-style-type: none"> select one seat and stay seated until the bell rings. refrain from touching others or throwing objects. exit orderly as directed and through the appropriate door. 	<ul style="list-style-type: none"> respect the feelings of others while in the gym. respect the authority of the gym monitors.
School Bus	<ul style="list-style-type: none"> follow the direction of the bus driver. Students are expected to obey all bus rules create by the SCBOE. walk directly to the bus exit when dismissed by the classroom teacher. refrain from having gum, food, sugary drinks, or candy. Only water will be permitted. 	<ul style="list-style-type: none"> walk directly to their bus and to their seat as directed by the bus driver. refrain from touching others or throwing objects. obey all bus rules create by the SCBOE. 	<ul style="list-style-type: none"> respect the feelings and personal space of others while on the school bus. respect the authority of the bus driver. obey all bus rules create by the SCBOE.
Recess	<ul style="list-style-type: none"> transition to and from recess escorted by the teacher. Running ahead is not permitted. stay in the areas directed by the classroom teacher. 	<ul style="list-style-type: none"> remain safe by careful and controlled physical activity. refrain from touching others or throwing objects not designated as play items. 	<ul style="list-style-type: none"> respect the feelings of others and personal space of others. respect the authority of the classroom teacher. leave the recess area immediately on the teacher's command.
Cafeteria	<ul style="list-style-type: none"> transition quietly to and from lunch escorted by the teacher. Running ahead is not permitted. go directly to the kitchen or their seat and get everything that is needed. keep their tables and surrounding area clean. 	<ul style="list-style-type: none"> select one seat and stay seated until dismissed. refrain from touching others or throwing objects. raise their hand for assistance. 	<ul style="list-style-type: none"> respect the feelings of others. respect the personal space of others. respect the authority of the lunch supervisors. keep their tables and surrounding area clean.

Sumner County Schools Board Policy and Contact Information

Please Review full SCS Handbook for Complete Policy/Procedure Understanding

SCS School Board Policies -

<http://www.boarddocs.com/tn/scstn/Board.nsf/goto?open&id=9CCLKY534F34>

CONTINUOUS NOTICE OF NON-DISCRIMINATION

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

SCS Title IX Coordinators:

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

Mr. Craig Ott (if adults are involved), Assistant Director for Human Resources, 695 East Main Street, Gallatin, TN 37066, 615-451-5226, craig.ott@sumnerschools.org

SCS 504 Coordinator:

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

SCS Special Education Contacts:

Norma Dam, ADA Coordinator - 615-451-5200, norma.dam@sumnerschools.org