

# Bearden Middle School

Student Handbook

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*This agenda belongs to:*

Name: \_\_\_\_\_

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City/Town: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_

Student No: \_\_\_\_\_

## **Building Many Strengths**

WELCOME TO BEARDEN MIDDLE SCHOOL. The faculty and administration at Bearden hope that your time here will be a positive and productive experience. We encourage students and parents to become involved in BMS academic, extracurricular, and social activities. Parental involvement is encouraged through the PTA and the school program.

The policies and procedures contained in this handbook are the result of a collaborative effort between the faculty and administration. The policies and procedures outlined in the handbook are intended to provide you with a readily available reference of our expectations and goals. Please review this information with your parent(s).

### **MISSION STATEMENT**

*Bearden Middle School promotes and nurtures a supportive, dynamic learning environment, by challenging every child to meet high expectations and therefore succeed in a diverse society.*

### **VISION STATEMENT**

*Learning Today to Lead Tomorrow*

## DISCIPLINARY TERMS & DEFINITIONS

**CONFISCATION:** Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items may be returned to the student or parents at the Administrator's discretion. (Note: beepers, cell phones, etc. may be turned over to Knox County Security.)

**HAZING:** Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.

**IN SCHOOL SUSPENSION (I.S.S.):** I.S.S. is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for the entire day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

**OUT OF SCHOOL SUSPENSION (O.S.S.):** This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed on campus at any time.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, Time for Time sessions, or school performances.

**LONG TERM SUSPENSION:** Any out-of-school suspension that is longer than four consecutive days is considered "long term." A disciplinary hearing will be held before any long-term suspension has been given.

**INITIAL HEARING/ DISCIPLINARY HEARING:** When information is received by the Administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

**Hearing Notification** (Includes Administrator and Student + Parent/Guardian)

- To present information concerning the violation.
- To hear the student's statement or statements of others who may have information relative to the violation.

### **I.E.P. Team**

- To determine if violation is a manifestation of the Special Ed certification.
- To determine if placement/programming is needed.

**Disciplinary Hearing** (For Special Ed. if not manifestation and all regular Ed.)

- To determine guilt or innocence.
- To determine the appropriate consequences for the violation

**SEARCH AND SEIZURE:** According to Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, etc. are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.) Parents will be contacted after the student is searched.

## ZERO TOLERANCE POLICY

According to Knox County Board Policy Handbook JCCC2:

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to removal from school for a period of not less than one (1) calendar year. The Superintendent (or designee) has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

Any student who while on a school bus, on school property or while attending any school event or activity:

- a. unlawfully possess a legend drug or any other controlled substance<sup>1</sup>; or
- b. knowingly possesses a fire arm as defined in 18 U.S.C. § 921<sup>2</sup>; or
- c. Commits a battery on a teacher, a School Resource Officer (SRO), and office of the law assigned to patrol s Knox County School property or other employee of the school system<sup>1</sup>

It is the Board's intent that the Superintendent exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Superintendent shall consider each zero tolerance case for placement in the alternative school program.

## RESTRICTED AREAS

Students are not allowed in the following areas:

- ✓ Parking lots during school hours without administrative permission.
- ✓ Rooms or areas designated "Staff Only."
- ✓ Any unsupervised area during classes w/o permission.
- ✓ In the building or on campus after 4:00 without staff supervision for a school activity.

## INTIMIDATION, BULLYING, SEXUAL, RACIAL, ETHNIC, AND RELIGIOUS HARASSMENT OF STUDENTS

Knox County Schools prohibits acts of harassment, intimidation and bullying. Harassment, intimidation or bullying means any gesture, written on **paper or electronically**, verbal, physical or psychological act that takes place on school property, outside of school and impacts the good order of the school, or school-sponsored function or on a school bus that:

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and
- A reasonable person should know, under the circumstances, that the act (s) will have the effect of harming an individual or damaging the individual's property, or

placing an individual in reasonable fear of harm to his/her person or damage to his/her property; or

➤ Has the effect of insulting or demeaning any individual or group in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

➤ Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing behavior (e.g. bullying). This policy for student conduct will be suited to the age level of the student. This policy requires all students to adhere to these rules and to be aware of such disciplinary measures as are appropriately assigned for violation of these rules and guidelines.

➤ Sexual harassment is defined as any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing, or sexual comments directed at a person because of his or her sex. (*KC policy JCADA*)

➤ **WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and or/federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

Students are expected to treat their fellow students with dignity and respect at all times on school property and during school programs and activities. **Students are strongly encouraged to report acts of harassment to teachers or administrators immediately.** The school will investigate any report of such behaviors take prompt and fair action to resolve the situation and prevent its continued occurrence.

**Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or school sponsored events.**

## GUIDELINES FOR MEDICATIONS

No medication of any kind shall be self-administered by students at school except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations: (*K.C. Board Policy JGCB*)

- All medications (prescription and nonprescription) that must be administered during the school day require written orders on a Knox County Physician Form from a physician, dentist, nurse practitioner, or D.A. who has the legal right to write a prescription. Parent/Guardian signature is also required on this form. Only **one** medication per Physician Form is allowed. These forms are available in the school office. The original Knox County Physician Form must be kept in the office. A parent/guardian must bring the medication to the school office to be checked in or to administer the medication to his/her own child.
- Students are not allowed to transport medication to and from school.
- Over-the-Counter medication prescribed for a student must be in an unopened original container and must be labeled with the student's name. Prescription medications must be in the original bottle from the pharmacy with the student's name, medication name, date, and dosage clearly marked.
- All medications must be secured and dispensed in the school office. This applies to both prescription and nonprescription medications.
- **Failure to follow the medication policy may result in a Zero Tolerance offense.**

## ATTENDANCE POLICIES

**According to School Board policy, maximum effort is made in all classrooms to provide a quality learning experience each day; therefore, time out of a class represents a loss of valuable learning. Knox County's policies for attendance are designed to encourage students to take personal responsibility for their class attendance and tardies, to provide an opportunity for students to make up work missed, and to eliminate excessive absences from their attendance record.**

1. Students with 5 unexcused absences from school may receive a letter from Juvenile Court warning of potential court action. At 10 unexcused absences, student and parent may be required to attend a Juvenile Court hearing. When a student is absent, the parent will be notified by School Messenger. These absences are cumulative for the entire school year and relate to school absences only, not individual class absences. Excused absences for the following reasons do not count toward those reported to Juvenile Court. Documentation must be submitted within 5 days of absence(s).
  - a. Personal or family illness
  - b. Hardship in family
  - c. Death in family
  - d. Court
  - e. Religious holidays
2. Students who are TRUANT may be subject to disciplinary actions.
3. Students may sometimes be absent from the regular classroom for required class activities (i.e. Band concerts, special tests, etc.) or for activities at which students represent the school (i.e. basketball games, track meets, 4-H, etc.).

## BUS INFORMATION & EXPECTATIONS

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Guidance Office or the Knox County Transportation Office.

Discipline on our school buses is a priority in order to insure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with driver may result in removal of student riding privileges and/or suspension from the bus.

### BUS DISCIPLINE CODE (Handled by Administration)

<b>LEVEL I VIOLATIONS</b>	<b>LEVEL II VIOLATION</b>	<b>LEVEL III VIOLATIONS</b>
<ul style="list-style-type: none"> <li>Eating or drinking on the bus</li> <li>Failure to remain seated</li> <li>Improper boarding/departing procedures</li> <li>Refusing to obey driver</li> <li>Loud, rude, or abusive behavior</li> <li>Profane language/obscene gestures</li> <li>Any behavior jeopardizing safety</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Third violation of Level I behavior</li> <li>Tampering with bus equipment</li> <li>Fighting/pushing/tripping</li> <li>Bringing articles aboard the bus of injurious or objectionable nature</li> <li>Destruction of property (Principal to determine if parent/guardian is responsible for damages and the appropriate amount.)</li> <li>Possession and/or use of tobacco products</li> <li>Profane language/obscene gestures</li> <li>Throwing objects in or out of bus</li> <li>Hanging out bus window</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Third violation of Level II behavior</li> <li>Physical assault/verbal threat directed to bus driver</li> <li>Attempting to set fire to seat, hair, clothing, etc.</li> <li>Possession and/or use of alcohol, drugs, or drug paraphernalia</li> <li>Possession of weapon</li> <li>Use of chemical substance with intent to do bodily harm</li> <li>Unapproved use of emergency exits on bus</li> <li>Other</li> </ul>
<p style="text-align: center;"><b>CONSEQUENCES –</b></p> <p style="text-align: center;"><b>LEVEL I VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>Written reprimand (maximum 1 warning)</li> <li>Bus riding suspension (3 to 5 days)</li> <li>Out-of-school suspension</li> <li>Assigned seating</li> </ul>	<p style="text-align: center;"><b>CONSEQUENCES –</b></p> <p style="text-align: center;"><b>LEVEL II VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>Bus riding suspension (minimum 5 school days)</li> <li>Repeat occurrence of Level II violation (minimum 15 school days bus riding suspension)</li> <li>Out-of-school suspension</li> </ul>	<p style="text-align: center;"><b>CONSEQUENCES –</b></p> <p style="text-align: center;"><b>LEVEL III VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>Bus riding suspension (minimum 30-maximum 180 school days)</li> <li>Out-of-school suspension</li> <li>Action by the Board of Education (up to and including expulsion)</li> <li>Appropriate legal action</li> </ul>

## STUDENT DRESS CODE

Approved July 2000  
By Knox County School Board  
(Revised June 2009)

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts or skirts with no midriff visible. **Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.**
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry and notebooks must not display: (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy: such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses and shorts must be beyond **fingertip length**.
7. **Sleepwear, pajamas, and/or blankets cannot be worn in school.**
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex.

- The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty
- The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.
- Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:
  1. Correct the violation or spend the remainder of the day in in-school suspension
  2. Repeat offenders shall be subject to additional measures that include parent conferences, in-school suspension and out-of-school suspensions as described in the county-wide discipline policy.

## RELATIONSHIPS

- ✓ **No** pushing, scuffling, or horseplay
- ✓ **No** harassing, or name-calling.
- ✓ **No** P.D.A (public display of affection)
- ✓ **No** Fighting (totally unacceptable)

## GUIDELINES FOR STUDENTS MESSAGES, PACKAGES, FLOWERS, BALLOONS, ETC...

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc. will be distributed to students at the end of the school day. The school will not accept deliveries on high volume days – i.e. Valentine's Day.

## CAFETERIA GUIDELINES & RULES FOR FOOD AND DRINK

- All food and drinks must be consumed in DESIGNATED AREAS only unless by special permission.
- Eating areas are to be left **clean and trash-free and trays properly returned to designed area.**
- **Visitors are not** permitted in the cafeteria during lunch periods without administrative approval.
- Each student is to use his/her personal cafeteria number only. **This number is not to be used by any other student**, with or without the permission of the owner.
- Students must present all food and drink items to a cashier for payment. **Food or drink not presented and paid for will be considered stolen**, and appropriate disciplinary actions will be assigned.
- All school behavior guidelines should be followed during lunch.
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.

## PERSONAL BELONGINGS

Students should not bring iPods, MP3 players, CD players, headsets, large amounts of money or other personal belongings to school due to the risk of loss or theft. iPods, MP3 players, CD players, headsets, cell phones, etc, should not be used during instructional time. The school will not be liable for loss or theft or for conducting searches or investigations for lost or stolen items.

## GRADE REPORTING AND GRADING SCALE

All class grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report.

Progress reports and report cards will be distributed within 5 days of the end of the grading period.

Grade	Percentage Range
A	93 – 100
B	85 – 92
C	75 – 84
D	70 – 74
F	0 - 69

- Honors Exams will count 10% of the final grade for the semester.
- Honors Exams and End of Course Algebra I in May count 25% of final grade.

## EQUAL OPPORTUNITY NOTICE

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

*No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.*

Anyone who believes that Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

Title VI Coordinator  
Tennessee Department of Education

and/or

The Office for Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, Georgia 30301-2048

## SAFE SCHOOLS CHOICE NOTICE

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

## KNOX COUNTY SCHOOLS STATEMENT OF COMPLIANCE

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, age, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. The Knox County Schools will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox county Schools (TN) continue to be committed in its support of all equity statutes as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

# KNOX COUNTY BOARD OF EDUCATION

## Civility Code BK 4/11

4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

### PHILOSOPHY OF PERSONAL CONDUCT

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

### EXPECTATIONS

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

**RESPONSE TO UNCIVIL BEHAVIOR**The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.



# KNOX COUNTY SCHOOLS - SYSTEM INFORMATION

## 2014 - 2015 Calendar

Aug. 11	First Day for Students (1/2 day)
Sept. 1	Labor Day Holiday – no school
Sept. 10	End 4 ½ weeks grading period
Sept. 17	Constitution Day
Oct. 10	End first 9-week grading period
Oct. 13-14	Fall Break
Nov. 4	Student Holiday -- Inservice
Nov. 17	End 4 ½ weeks grading period
Nov. 26-28	Thanksgiving Holidays
Dec. 19	End second 9-week grading period (1/2 day for students)
Dec. 22-Jan. 2	Winter Holidays
Jan. 5	Student Holiday – Administrative Day
Jan. 6	First Day for Students
Jan. 19	Martin Luther King Jr. Day – Holiday Writing Assessment
Feb. 6	End 4 ½ weeks grading period
Feb. 16	Student Holiday – Inservice
Mar. 12	End of third 9-week grading period
Mar. 13	Student Holiday – Inservice
Mar. 16-20	Spring Break
April 3	Good Friday – Holiday
April 23	End 4 ½ weeks grading period
May 21	Last Day for Students (1/2 day) End fourth 9-week grading period
May 22	Administrative Day

### Agenda Acknowledgment

We ask that you sign this form to acknowledge that you are informed about our school's rules and procedures as presented in this Agenda Planner. These policies are consistent with the policies approved by the Knox County School Board. A complete copy of School Board policies can be found on the Knox County School official website as follows: [www.knoxschools.org](http://www.knoxschools.org)

If you have any questions, please contact one of your school's teachers or administrators.

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*Parent's Signature/Date*

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*Student's Signature/Date*

## Academic Program

**Classes:** Bearden Middle School follows Tennessee State Education Guidelines. Students will have classes in language arts, mathematics, social studies, and science. The related arts classes available to students are: physical education, art, music, health, technology, band, and chorus. Additional programs include library, Spanish, drama, computer, and special education programs.

**Field trips** are an enrichment of the overall educational experience and will be included as part of the total curriculum. **Acceptable student behavior at school is required for students to attend field trips.**

### After-School Activities

During the year, there will be extracurricular activities at Bearden Middle School sponsored by the school or a school organization.

### **ONLY BEARDEN MIDDLE SCHOOL STUDENTS ARE ALLOWED TO ATTEND SCHOOL DANCES.**

Basketball games are from 4:30 – 6:45 p.m. All students are to be picked up no later than 15 minutes past the scheduled ending time.

**Any student picked up later than 15 minutes past scheduled ending time will be unable to attend future activities for a period of time designated by the administration.** Students staying after school for any activity are **not**

**allowed** to leave campus unless accompanied by their parent/guardian.

### After School Dismissal

1<sup>st</sup> bus riders and car riders/walkers will be dismissed at 3:30 p.m. Student supervision will be maintained until the last bus leaves at approximately 4:05 p.m. daily.

### Bus Transportation

- For concerns and commendations contact: KCS transportation 594-1550

Students who come to school on the bus should return home on the **same** bus. **Students are not permitted** to ride a bus that is not their designated bus. Students should be at their bus stop 15 minutes before the bus is scheduled to arrive. The following rules should be observed regarding transportation to and from school:

- Obey the driver; follow bus driver's first request; driver is authorized to assign seats.
- Avoid loud, rude, abusive, or profane language.
- No eating or drinking allowed; keep the bus clean.
- Keep hands and head inside the bus; no throwing objects in/out of the bus.
- Stay out of the road at the bus stop.
- Possession and/or use of tobacco, alcohol, or drugs is prohibited.

- Parents/students will be financially responsible for any act of vandalism.

## Cheating

Giving or receiving information during an assessment of any kind (or assignments given) is considered cheating. If a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and the office immediately as to the action taken.

## Clubs & Extracurricular Opportunities

Basketball  
 Bearden News Network (BNN)  
 Cheerleading  
 Cross Country  
 Dance Team  
 Girl's Ensemble  
 Golf  
 Green Club (Environmental)  
 International Club  
 Jazz Band  
 Manga/Anime Japanese Art Club  
 National Junior Honor Society  
 Science Olympiad  
 Step Team  
 Student Council  
 Technology Student Association (TSA)  
 Teens for Christ  
 Tennis  
 Track  
 Volleyball  
 Yearbook  
 YOKE

## Disciplinary Guidelines

- Be on time for school and classes.
- Attend school regularly.
- Adhere to all bus rules, procedures, and driver requests.
- Refrain from engaging in immoral conduct and

vulgar/obscene language or gestures.

- Chewing gum will not be permitted during school hours.
- Comply with all school, team, and classroom rules.
- Conduct yourself in a manner which promotes good order: refrain from horseplay, bullying, harassment (including sexual harassment), fighting, vandalism, stealing, and/or instigating any of the above behaviors. If a student observes any of the above behaviors, he/she is responsible for **reporting** the incidents to an appropriate **adult**. Failure to report may result in consequences.
- Misbehaviors may result in, **but are not limited to**, the following consequences: warning, parent conference, in-team consequences, restriction, in-school suspension, out-of-school suspension, loss of bus riding privileges, financial restitution, charges in juvenile court, and/or expulsion.

## In-School Suspensions

Administratively assigned in-school suspensions may carry a restriction penalty that will include **EXCLUSIONS** from field trips, ball games, dances, and all extracurricular activities.

## Suspensions Out of School

Suspensions from school shall be used in an attempt to correct serious inappropriate behavior. Students have the opportunity to make-up and receive credit for all missed work. Suspension from school will also carry a penalty of restriction, which will include exclusion from field trips,

ball games, dances, or all extracurricular activities during the probationary period. If there are no additional disciplinary referrals during the probationary period, the student will be reinstated to full privileges. Additional referrals will result in extension of the restriction as determined by the school administration.

### **Interrogations and Searches (Knox County Board Policy JCAB)**

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, **without the presence of parent(s)** and **without giving the student constitutional warnings.**

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police instigated, a parent **shall** be notified and **constitutional warnings shall be given** to the student before interrogation begins.

Knox County Schools Security will periodically conduct random searches. Our KPD Officer randomly and periodically schedules canine searches of lockers throughout the year.

### **Early Dismissal**

If it is necessary for a student to leave school early, **parents** must **sign** out children in the office. Children will only be released to adults on the emergency card with proper ID.

### **UNDER NO CIRCUMSTANCES MAY A STUDENT SIGN HIMSELF/ HERSELF OUT OF SCHOOL**

At no time may a student leave campus without confirmed parental permission. **Because of transportation logistics, no early dismissals after 3:10 p.m., please.** Students must attend school for 3 hours and 16 minutes per day in order to be counted present (this means a student must be in school until **11:46 a.m. or check into school by 12:14 p.m.**). Students will be tardy if arriving late or checking out early.

### **Guidance Services: 539-7835**

Guidance services are available for students in the school. These services include assistance with educational planning, interpretation of test scores occupational information, study skills, assistance with home, school, and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor.

### **Library/Media Center**

Use of the library/media center at every opportunity is encouraged along with appropriate behavior. Students may enter the library with signed permission from their teacher.

- The library print collection consists of over 12,000 books. Students may check out books for a three-week period with the privilege of renewal.

- The student must pay for any lost or damaged library books and for any overdue fines. Fines for overdue books are assessed at a rate of 5 cents per day after a three-day grace period.
- Thirty-one computer workstations provide students with access to the library catalog and the Internet. Students must attain permission from the librarian to use the computers. Computer use is limited to school-related activities.
- Non-print databases available to Knox County School students include the Tennessee Electronic Library (Gale databases), ABC-Clio, and Learning Express Library. The librarian will provide the passwords needed for use of databases away from school.
- Students who violate the Guidelines for Acceptable Use of Electronic Media (Form MC-108, available on the Forms tab on the Knox County Schools homepage) will be subject to revocation of computer privileges for a period of time deemed necessary by school administration.

### **Lockers**

The homeroom teachers will assign students a locker within the first three weeks of school. All lockers are equipped with internal combination locks. Homeroom teachers will provide each student the combination to his/her locker (**personal locks will be removed unless prior administrative approval**). No more than 2 students will share lockers. Locker combinations should **NOT** be given to others. Students are to go to their lockers only at the times assigned by their grade level teachers. **Lockers**

**are school property and are subject to search at any time.**

### **Parent Conferences**

Conferences with administrators, teachers, and parents are encouraged, and they should be set up by appointment. The preferred time for conferences is the teacher planning period. **If a conference is necessary, contact the appropriate teacher through e-mail (addresses are available at <http://beardenms.knoxschools.org>) or leave a message at 539-7839 and request a conference.**

### **Parent Teacher Association**

Bearden Middle School has an active PTA organization. Parent involvement in PTA activities will be greatly appreciated. Parents and teachers work together to provide a meaningful education for each student. Information about events will be provided through the automated phone system, Parent Portal, and online newsletter.

### **Personal Property**

Gameboys, PSPs, iPods, Blackberries, CDs, Kindles, walkmans, radios, laser pointers, toys (electronic or otherwise), playing cards, card collections, large sums of money, or any other personal paraphernalia not related to academics should **not** be brought to school (the school is not liable for damage or theft of these items). Students are asked to bring all found articles to the office. Any of the above items that are confiscated by the staff or administrators will be held in the office for 24 hours until picked up by a parent or guardian. The school is **not** liable for loss, damage, or theft.

**CELL PHONES, IF BROUGHT TO SCHOOL, ARE TO BE TURNED**

## OFF DURING THE SCHOOL DAY AND MUST BE OUT OF SIGHT.

### Rights and Responsibilities (Knox County Board Policy JCA)

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Be secure in his person, papers and effects against unreasonable searches and seizure.
3. Expect that the school will be a safe place.
4. Have an appropriate environment conducive to learning.
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities.
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board.
2. Respect the human dignity and worth of every other individual.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Study and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
8. Refrain from behavior that would lead to physical or emotional harm or disrupts the

educational process.

9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials.
11. Possess on school grounds only those materials that are acceptable under the law and accept the consequences for articles stored in one's locker or other student's storage area.

### Safety Management Plan

Our Safety Response Team has developed a Safety Management Plan, which provides direction in an emergency situation. Practice drills for the Safety Management Plan are scheduled during the year.

### Skateboards, Roller Skates/Shoes, Roller Blades, & Motorbikes

**STUDENTS MAY NOT HAVE SKATEBOARDS, ROLLER BLADES, ROLLER SKATES/SHOES, OR MOTORBIKES AT SCHOOL OR ON SCHOOL PROPERTY.** Bikes are welcome on campus as long as proper safety procedures are followed. **The school is not liable for damage or theft.**

### Soliciting

Students or groups shall not sell **anything** on school property during the regular school day without authorization by the administration.

### Student Fees

Student fees are needed for instructional supplies in our schools and have been approved by the Knox County Schools Board of Education. This funding provides

items that are necessary to make your students' learning experiences the best they can be. School fees shall be waived for students who are eligible for free and reduced price school meals. Any other student may have their fees waived by completing a fee waiver form and submitting this form to the classroom teacher. These forms may be obtained from the school office or the district website.

### **Tardiness**

School officially begins at 8:30 a.m. Students will not be able to enter the building until supervision begins at 7:15 a.m. Any student entering after 8:30 a.m. is considered tardy. Students entering after 8:30 a.m. need to go to the office for a note before following their regular schedule. Students who show a pattern of excessive tardies will be referred to the attendance and social services department.

### **Tobacco**

Possession and/or use of tobacco products is against school rules and against the law for minors. In addition to facing disciplinary consequences imposed by the school administration, school security officers may also cite the offender to juvenile court.

### **Telephone Messages**

Students will be given phone messages at the end of the school day (after 2:30 p.m.) in **extreme emergencies only**. Students should make arrangements with parents regarding transportation, destination, etc., before leaving home. **Students will be allowed to use the office telephone only in the case of illness or other emergencies.**

### **Traffic**

During the hours of 7:30-8:30 a.m. and 3:00-4:00 p.m., only buses are permitted to use the Francis Road (front) entrance. **DO NOT DROP STUDENTS OFF IN THE FACULTY PARKING AREA AT THE FRANCIS ROAD ENTRANCE (FRONT).**

Parents are asked to enter and exit by the Middlebrook Pike entrance (back) when **dropping off** or **picking up** in the morning or afternoon. Please observe the 10 mph speed limit.

### **Visitors**

We welcome visitors at any time; however, because we are a closed campus, we require **all guests** to sign in and out at the office. All visitors must **enter from the Francis Road (front)** side and must display a form of identification or obtain a BMS visitor's pass for the duration of their stay. Classroom visits must be pre-approved with the grade level administrator.

2014-15  
 Bearden Middle School  
 Disciplinary Guidelines

Minor Violation - Teacher Consequence	Teacher Consequences include:		
Bullying	In-Team, Off-Team, Silent Lunch, Call home, Documentation,		
Cafeteria Misconduct	Conference, Parent conference, Student conference, Required agenda signature		
Disrespect	Extra work assignment, etc.		
Forgery/Cheating	↓	↓	↓
Inappropriate language			
Minimal class disruption	↓	↓	↓
Minimal property damage			
Mis-use of school equipment	↓	↓	↓
Out of Area			
PDA (kissing, hugging, etc.)	↓	↓	↓
Rough Play			
Tardiness to class	↓	↓	↓
Major Violations - School Administration	BMS & KCS Consequences include:		
	First Offense:	Second:	Third:
Arson	OSS (45)	OSS (90)	OSS (180)
Assault (physical, sexual)	OSS (90)	OSS (90)	OSS (90-180)
Assault of a staff member	Zero Tolerance (180 days)		
Bomb Threat	OSS (45)	OSS (90)	
Bus Misconduct	Bus Suspension (1-5)	Bus suspension (5-10)	Bus susp. (15-45)
Class Cut	ISS (1-3)	ISS (1-3)	ISS (3-5)
Continuation of Violations	OSS (10-45)	OSS (10-45)	
Dangerous Weapon (knives, brass knuckles, box cutters, etc.)	OSS (30)	OSS (45-180)	
Defiance	ISS (1-3)	ISS (1-3)	ISS (3-5)
Disrespect	ISS (1-3)	ISS (2-5)	OSS (1-5)
Disreputable conduct (vulgar or profane language)	ISS or OSS (1-3)	ISS or OSS (3-5)	OSS (5-10)
Dress Code	Warning/Get in Compliance	ISS (1-2)	ISS (3-5)
Electronic Device Violation	24 hours confiscation	ISS (1-3) 48 confiscation	ISS (5)
Fighting - mutual	OSS (4)	OSS (10)	OSS (30+)
Fire Alarm	OSS (15)	OSS (45)	OSS (90)
Harassment (sexual, racial, religious, etc.)	ISS or OSS (1-3)	ISS or OSS (3-5)	OSS (5-10)
Leaving Campus w/out permission	ISS (1-3)	OSS (1-3)	OSS (3-5)
Misbehavior in ISS	OSS (1-3)	OSS (3-5)	OSS (5-10)
Pornography - possession	OSS (30)	OSS (45)	OSS (46-90)
Possession of a weapon	Zero Tolerance (180 days)		
Possession of alcohol	OSS (30)	OSS (45)	OSS (46-90)
Possession of drug paraphernalia	OSS (30)		OSS (60-180)
Possession of drugs	Zero Tolerance (180 days)		
Possession of fireworks or incendiary device	OSS (30)	OSS (45)	
Possession of own prescription drugs	ISS(3-5) - OSS(1-29)	OSS (30)	OSS (30)
Theft (major)	OSS (10-30) plus restitution	OSS (60) plus restitution	OSS (60) plus restitution
Theft(minor)	ISS(1-5) plus restitution	OSS (1-4) plus restitution	OSS (10+) plus restitution
Threatening Others	OSS (4)	OSS (10)	OSS (30+)
Tobacco Use or Possession	OSS (2-4) & citation	OSS (2-4) & citation	
Vandalism	ISS(1-5) - OSS(1-9)	OSS (10)	OSS (30+)