



3900 Decatur Road

Knoxville, TN 37920

(865) 579-2133

www.knoxschools.org/southdoylems

PRINCIPAL

Taiwo (Tye) Sutton

School Mission Statement

To provide an environment where all students may attain knowledge, skills, and attitudes to meet the challenges of high school and beyond.

Motto

Remember who you are, and who you represent.

Greetings South-Doyle Middle School Family,

Welcome to the 2015-2016 school year. I am Taiwo (Tye) Sutton and I am very excited to serve as your new principal for this school year. In the greeting I addressed you as “Family”. That is exactly what I mean. When we think of the term family, I’d like us to keep a few things in mind. It is important that we operate like a close family when it comes to preparing students for high school and ultimately college and career readiness. Everyone in the family has a very important part for getting students ready for success and higher achievement. Everyone in the family is dependent on each other to do their part to ensure that our students receive the very best.

The word “Family” is inclusive of all-students, parents, teachers, support staff and community. A successful school cannot exist without complete participation of each. We must remember that all families are unique and even have differences. South-Doyle Middle School is no different. It is important to embrace these qualities and utilize them to create and maintain an environment that is student-centered. We will work hard at creating an atmosphere where there is always an open invitation to learn and grow. I encourage everyone to “plug in” to the wonderful things happening at South-Doyle Middle School. We want you! We need you!

Sincerely,

Taiwo (Tye) Sutton, Principal

This 2015-2016 Agenda belongs to:

Name _____

Address _____

City/State _____ Zip Code _____

Locker Number _____ Homeroom Teacher _____

Grade _____ Bus Number: _____ Walker or Car Rider (Circle One)

Parents and Students: Please sign below signifying that you have read and understand all policies of Knox County Schools and procedures of SDMS outlined in this agenda.

Student Signature _____ Parent Signature _____

Disciplinary Terms and 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. (BIS) is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for at least one-half 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, 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 shall be removed from the base school for a period of not less than one (1) calendar year.¹ The Director of Schools 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 possesses a legend drug or any other controlled substance; or
- b. knowingly possesses a firearm as defined in 18 U.S.C. § 921; or c.
- c. commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system.

It is the Board's intent that the Director of Schools 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 Director of Schools 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 after 4:00 without staff supervision for a school activity.

Harassment, Intimidation, and Bullying or Cyber-bullying

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1,2} Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. All Knox County School's staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or

- Creating a hostile educational environment; or

If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

To view this policy (JCADA) in its entirety visit: www.knoxschools.org

Guidelines for Medication

No medication of any kind shall be self-administered by students, even with the assistance from school nurses or other school personnel, 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:

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.

- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

To view this policy (JGCB) in its entirety visit:

www.knoxschools.org

Failure to follow the medication policy may result in a Zero Tolerance offense.

Attendance

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

For these reasons, the Knox County Board of Education has adopted the following policy on student absences.

Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness;
2. Illness in family temporarily requiring help from the child;
3. Death in family;
4. Recognized religious holidays regularly observed by persons of the student's faith;¹
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and fifteen (15) minutes per school day. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

To view this policy (JB) in its entirety visit: www.knoxschools.org

Bus Conduct and 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)

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

STUDENT DRESS CODE

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.

To view this policy (JCBF) in its entirety visit:
www.knoxschools.org

Relationships

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

Guidelines for Student 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 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 and 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 Communication Devices and/or Electronic Devices

Personal Communication Devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads **WILL NOT** be used in the classroom unless approved for an academic activity by the principal or teacher. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Teachers will confiscate cell phones or devices from students who violate this procedure. **Refusal to turn in the device will be considered insubordination and may result in a two day suspension from school.** On the first offense, the phone will be returned at the end of the day. On the 2nd offense, a parent will be required to pick up the phone. **Please know that the school will not be responsible for lost or stolen phones. Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events.**

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.

To view this policy (JCBEA) in its entirety visit:
www.knoxschools.org

Fighting

Fighting will result in a disciplinary hearing and recommendation for 10-day suspension. Fights are considered an assault and disorderly conduct, which may lead to arrest, by Knox County Police. A fight is defined as the mutual and major exchange of physical and aggressive contact (including but not limited to hitting, punching, kicking).

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

The Tennessee Comprehensive Assessment (TCAP) results will compose 15% of second semester grades in math, reading/language arts, science and social studies for students in grades 3 – 8.

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 Schools 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

Unsafe School 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 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

To view this policy (JCCF) in its entirety visit:

www.knoxschools.org

Knox 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, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. KCS 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 statuses 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.

does not immediately and willingly leave, law enforcement may be called.

Knox County Board of Education
Civility Code BK 4/11
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 facilities. 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.
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

Knox County Schools
2015 – 2016 Calendar

Aug. 10	First Day for Students (1/2 day)
Sept. 7	Labor Day Holiday – no school
Sept. 9	End 4 ½ weeks grading period
Sept. 17	Constitution Day
Sept. 28	Student Holiday-Inservice Day
Oct. 9	End first 9-week grading period
Oct. 12-13	Fall Break
Nov. 13	End 4 ½ weeks grading period
Nov. 25-27	Thanksgiving Holidays
Dec. 18	End second 9-week grading period (1/2 day for students)
Dec. 21-Jan. 1	Winter Holidays
Jan. 4	Student Holiday – Administrative Day
Jan. 5	First Day for Students
Jan. 18	Martin Luther King Jr. Day – Holiday
Feb. 5	End 4 ½ weeks grading period
Feb. 15	Student Holiday- Inservice
Mar. 1	Student Holiday- Inservice
Mar. 11	End of third 9-week grading period
Mar. 13	Student Holiday – Inservice
Mar. 14-18	Spring Break
Mar. 25	Good Friday – Holiday
April 20	End 4 ½ weeks grading period
May 19	Last Day for Students (1/2 day)
	End fourth 9-week grading period
May 20	Administrative Day

South-Doyle Middle School Student Handbook

FORWARD

The 2015-2016 Parent/Student Handbook contains information for parents and students of South-Doyle Middle School. Parents are asked to read this agenda and go over the information provided to you.

South-Doyle Middle School takes pride in our positive approach toward student behavior. Major emphasis is placed on training and developing individual responsibility and mutual respect. The aim of this approach is to create a school environment favorable to the development of self-discipline and self-direction.

ACADEMIC PROGRAM

All students will have either High School Preparatory or Honors courses in Language Arts, Mathematics, Social Studies, and Science. Related arts classes include physical education, art, music, computer, health, band, chorus, Spanish, Science Olympiad and technology.

Additional programs for qualified students include AVID, intervention classes, advanced art, Jazz Band, Cherokee Singers, Advanced and Honors classes- including Spanish, Physical Science and Algebra I. Our students also participate in special activities such as Cherokee Television, Schooled for Success, Student Government Association, Outdoor Classroom Club, Science Olympiad, 4H, and Model Building Club. There are also many sports activities available.

STUDENT PROGRESS REPORTS

Knox County Middle Schools operate on a semester schedule. Progress reports will be sent home every 4½ weeks. Report cards will be sent home at the end of each semester. Students' TCAP scores will count as 15% of second semester grades.

STUDENT AWARDS PROGRAMS

Students are recognized for outstanding achievement by school personnel through the Honor Roll Recognition Programs, President's Physical Fitness Awards, Good Citizenship Awards, Perfect Attendance Certificates, personal improvement recognition, and awards assemblies.

OFF CAMPUS TRIPS

Field trips are activity based on or related to the curriculum. ***Participation is a privilege.*** If a student has demonstrated difficulty in behavior or

cooperation in the classroom, teachers will assume that the problems will be greater away from the school setting, and deny field trip participation until the problems are corrected. ***The school is not obligated to refund field trip money.*** Signed permission slips are needed for participation in off campus trips and some after school events.

VISITING THE SDMS CAMPUS

Anyone visiting SDMS must report to the office to check-in and receive a visitor's pass. This requirement is for the safety of all students. Violators will be asked to leave the campus.

If you are planning to visit a classroom, you must have a *signed, current* confidentiality agreement on file in the office. Copies of this agreement are available in the office.

Parents are also welcome to bring and/or eat lunch with their student. Special seating is available in the cafeteria. No student is allowed to eat lunch with an adult other than their own parent without expressed permission of their parent or guardian.



ATTENDANCE

Absence Procedure

On the morning following an absence, the student should bring a note from a parent/guardian to the Student Office which includes: *student's full name, homeroom, date(s) of absence, specific reason for absence, parent/guardian signature, and phone number where they may be reached.* Students have five days to turn notes into the office.

Tardy Procedure

Students are released to homeroom from the gym and cafeteria at 8:00 each morning. Students must report to the Student Office with a note from a parent in order to be issued a tardy pass if they arrive after 8:30 a.m.

Early Dismissal

A child may not be dismissed from school without specific written instructions from a parent or guardian. This note should include a phone number where the parent can be reached. During homeroom, students should take the note to the office, and a secretary will verify the note. Then a parent or guardian must come into the school office and check out the child. Persons picking up students must be on that student's record and have photo identification. **No student is dismissed after 3:15 due to safety reasons.**

CAFETERIA

Once a student goes through the serving line and has paid for his/her meal, he/she is not to go back to buy extra food. All purchases should be made before the student leaves the serving line. **Open food items are not allowed to be taken from the cafeteria after lunch.**

Parents or visitors who wish to eat lunch at South-Doyle Middle School will be charged the published adult rate (see the School Nutrition webpage for current breakfast and lunch prices).

Healthy choices for lunch help students concentrate and do well. Items brought to school for lunch should consider the recommendations of MyPlate.gov, noted in the picture.



TAKING CARE OF SCHOOL PROPERTY

South-Doyle Middle belongs to you, and it is your responsibility to help keep it clean. Anyone who damages or destroys school property will be expected to pay for that property and will be subject to disciplinary action. Let's show pride in SDMS!

LOCKERS

Because of a shortage of school lockers, your child may share a locker with another student. It will not be adequate for excessive items, but there will be room for coats, books, etc. **Locks MUST be placed on the lockers.** A duplicate key or written combination must be filed with the homeroom teacher. Students must use their assigned locker.

BIKES/SKATEBOARDS

Skateboards are *NOT* allowed on school campus at any time. We have bike racks located in the back parking lot. SDMS is not responsible for lost property.

THE SDMS LIBRARY AND MEDIA CENTER

The purpose of the library is to support and enhance the school curriculum as well as the needs and interests of the students and staff. Behavior conducive to study and recreational reading is maintained at all times. Library books are checked out for two weeks and may be renewed as needed. Overdue fines are \$0.05 per school day. Students are responsible for replacing lost or damaged materials. According to the Knox County Board of Education Policy Manual, Descriptor Code JCBG, the grades, diploma and/or transcript of the student responsible may be held until the student or the student's parent/guardian has paid the debt.

KNOX COUNTY BOARD OF EDUCATION POLICY

MISBEHAVIORS AND DISCIPLINARY OPTIONS

The following levels of misbehavior and disciplinary options are designed to protect all members of the educational community in the exercise of their rights and duties.

MISBEHAVIORS:

LEVEL 1

Level 1 infractions are defined as: minor misbehavior on the part of the students which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can be handled by an individual staff member.

Examples include, but are not limited to:

- ~Classroom disturbances
- ~Classroom tardiness
- ~Cheating and lying
- ~Abusive language
- ~Non-defiant, failure to do assignments or carry out directions

Disciplinary Options:

- ~Verbal reprimand
- ~Special assignment
- ~Restricting activities
- ~Assigning work details
- ~In-school counseling
- ~Withdrawal of privileges
- ~Strict supervised study
- ~Detention
- ~Parent notification, if applicable

MISBEHAVIORS:

LEVEL 2

Level 2 infractions are defined as: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to health and safety of others but whose educational consequences are serious enough to require corrective actions.

Examples include, but are not limited to:

- ~Continuation of unmodified Level 1 behaviors
- ~School or class tardiness
- ~School or class truancy
- ~Use or possession of tobacco products
- ~Using forged notes or excuses
- ~Disruptive classroom behavior
- ~Harassment and/or bullying

Disciplinary Options:

- ~Schedule change
- ~Modified probation
- ~Behavior modification
- ~Social probation
- ~Peer Counseling
- ~Referral to outside agency
- ~ISS
- ~Detention
- ~Suspension from school sponsored activities
- ~Suspension from riding the school bus
- ~OSS, less than 10 days
- ~Parent notification

MISBEHAVIORS:

LEVEL 3

Level 3 infractions are defined as: acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples include, but are not limited to:

- ~Continuation of unmodified Level 1 and 2 behaviors
- ~Fighting
- ~Vandalism
- ~Stealing
- ~Threats to others
- ~Harassment and/or bullying

Disciplinary Options:

- ~ISS
- ~Detention
- ~Restitution from loss, damaged or stolen property
- ~OSS not to exceed 10 days
- ~Social adjustment or behavior modification activities
- ~Long term OSS
- ~Parent notification

MISBEHAVIORS:

LEVEL 4

Level 4 infractions are defined as: Acts with result in violence to another person or property or that pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions that result in the immediate removal of the students from the school, the intervention of law enforcement and action by the Board.

Examples include, but are not limited to:

- ~Unmodified Level 1, 2 or 3 behaviors
- ~Extortion
- ~Bomb Threat
- ~Possession/transfer of weapons
- ~Assault/battery
- ~Vandalism
- ~Theft/possession/sale of stolen property
- ~Arson
- ~Possession/use/transfer of unauthorized substances
- ~Possession/use/transfer of alcohol
- ~Possession/use/transfer of drug paraphernalia
- ~Harassment and/or bullying

Disciplinary Options:

- ~OSS and/or expulsion
- ~Alternative School
- ~Board Action resulting in alternative placement

SOUTH DOYLE MIDDLE SCHOOL OFFICE REFERRAL

DISCIPLINARY VIOLATIONS AND CONSEQUENCES

Violations dealt with by teachers

Cafeteria misconduct, class tardiness, being out of area, class disturbances, disrespect, inappropriate language/gestures, cheating, misuse of school property, horseplay and dress code issues are dealt with by teachers. However, an accumulation of 6 or more problem behaviors anywhere on campus from any adult results in administrative action.

Consequences from teachers include:

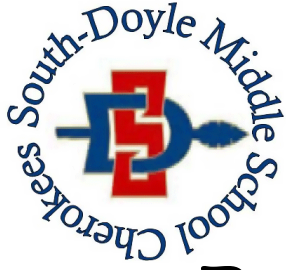
Re-teaching expectations, notes home to be signed, parent phone calls, class period isolation, full day isolation, cross-team isolation (isolated in different team/grade), and referrals to administration.

Administrative Action

Note: BIS stands for Behavior Intervention Support and OSS stand for Out of School Suspension.

	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>
Forged notes/documents	1 day BIS	3 days BIS	1 day OSS
Class Cut	1 day BIS	3 days BIS	1 day OSS
Leaving Campus without permission	2 days OSS	4 days OSS, S-team, contract	Disp. Hearing, Long-term Suspension
Defiance (refusal to respond to requests)	1 day BIS	3 days BIS	2 days OSS
Immoral Disreputable Conduct (Vulgar/Profane/Inappropriate language towards staff)	2 days OSS	4 days OSS, S-team, contract	Disp. Hearing, Long-term Suspension
Bullying/Harassment	3 days BIS	2 days OSS	Disp. Hearing, Long-term Suspension
Possession/Use of Tobacco Products	2 days OSS	4 days OSS, S-team, contract	Disp. Hearing, Long-term Suspension
Failure to Serve Detention	1 day BIS	3 days BIS	1 day OSS
Misbehavior in ISS	1 day OSS	3 days OSS	4 days OSS, S-team, contract
Fighting	Recommended 10 days OSS	10 OSS, S-Team, Disp. Hearing	Disp. Hearing, Long-term Suspension
Theft	Restitution and 3 days BIS	Restitution, 2 days OSS	Restitution, Disp. Hearing
Vandalism	Restitution and 3 days BIS	Restitution, 2 days OSS	Disp. Hearing, Long-term Suspension
Excessive Discipline Referrals from Teachers/Staff (>6)	2 days OSS and Behavior Contract	4 days OSS, S-team	Disp. Hearing, Long-term Suspension
Bus Misbehavior	Can result in suspension from the bus		

This chart is a guideline. The final decision for disciplinary action will be made by SDMS administration.



School Wide Expectations



Be Safe

Be Respectful

Be Responsible

Be Positive

	Be Safe	Be Respectful	Be Responsible	Be Positive
Classroom	~Hands and feet to self ~Use materials appropriately ~Sit appropriately	~Raise your hand ~Keep comments appropriate ~Keep head up ~Accept correction from all staff ~Follow first request ~Follow dress code	~Come to class with materials ~Stay seated ~Stay focused	~Encourage yourself and others ~Show kindness to others ~Avoid negative statements
Transition	~Hands and feet to yourself ~Walk to the right ~Report safety concerns	~Keep comments appropriate ~Appropriate voice level ~Accept correction from all staff ~Follow first respect ~Follow dress code	~Clean up after yourself ~Trash in the trash can ~Get your items and be in class on time ~Stay in appropriate area ~Have your hall pass	~Show kindness to others ~Avoid negative statements
Restroom	~Hands and feet to yourself ~Walk ~Report safety concerns	~Keep comments appropriate ~Appropriate voice level ~Acknowledge privacy ~Use restroom supplies appropriately ~Follow dress code	~Clean up after yourself ~Report maintenance issues ~Use restroom for intended purpose	~Show kindness to others ~Avoid negative statements

	Be Safe	Be Respectful	Be Responsible	Be Positive
Cafeteria	<ul style="list-style-type: none"> ~Hands and feet to yourself ~Walk ~Stay seated 	<ul style="list-style-type: none"> ~Keep comments appropriate ~Appropriate voice level ~Accept correction from all staff ~Follow first request ~Follow dress code 	<ul style="list-style-type: none"> ~Clean up after yourself ~Get what you need before you sit down ~Raise your hand if you need anything ~Keep your table clean 	<ul style="list-style-type: none"> ~Show kindness to others ~Avoid negative statements
Office	<ul style="list-style-type: none"> ~Hands and feet to yourself ~Walk ~Stay seated 	<ul style="list-style-type: none"> ~Keep comments appropriate ~Appropriate voice level ~Accept correction from all staff ~Follow first request ~Follow dress code 	<ul style="list-style-type: none"> ~Only enter with a pass ~Stay where you are placed 	<ul style="list-style-type: none"> ~Show kindness to others ~Avoid negative statements
Bus	<ul style="list-style-type: none"> ~Hands and feet to yourself ~Stay seated ~All objects in the bus 	<ul style="list-style-type: none"> ~Keep comments appropriate ~Appropriate voice level ~Accept correction from all staff ~Follow first request ~Follow dress code 	<ul style="list-style-type: none"> ~Put trash in the trash can ~Stay seated ~Hands and feet to yourself 	<ul style="list-style-type: none"> ~Show kindness to others ~Avoid negative statements
Assemblies or Events	<ul style="list-style-type: none"> ~Hands and feet to yourself ~Walk to the right ~Stay seated 	<ul style="list-style-type: none"> ~Stay quiet ~Be focused ~Accept correction from all staff ~Follow first request ~Follow dress code 	<ul style="list-style-type: none"> ~Participate actively and appropriately ~Clean up after yourself ~Leave with what you came with 	<ul style="list-style-type: none"> ~Encourage yourself and others ~Show kindness to others ~Say positive things