

# Gresham Middle School 2020-2021



## Gresham Middle School Handbook and Policies

The policies and procedures contained in this agenda are the result of a joint effort on the part of the faculty and administration. This information was compiled with your best interest in mind. The policies and procedures outlined in the agenda are intended to provide you with a readily available reference of our expectations and goals. We ask that both student and parent/guardian review this information together.

**Please sign that you have reviewed the information in the GMS handbook and bring back to your homeroom teacher.**

I have reviewed the policies and procedures within the Gresham Middle School's Handbook.

Student's Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# GRESHAM MIDDLE SCHOOL



**WELCOME TO GRESHAM MIDDLE SCHOOL.** The faculty and administration at Gresham hope that your time here will be a positive and productive experience. You are encouraged to become involved in your school's academic and social activities. Parental involvement is desired at all levels of the school program.

The policies and procedures contained in this agenda are the result of a joint effort on the part of the faculty, parents and administration. This information was compiled with your best interest in mind. The policies and procedures outlined in the agenda are intended to provide you with a readily available reference of our expectations and goals. Please review this information together with your parents.

## SCHOOL MISSION STATEMENT

**The mission of Gresham Middle School is to develop responsible, lifelong learners by encouraging all students to reach their potential.**

## STUDENT MISSION STATEMENT

**As a student of Gresham Middle School, I will contribute to an environment that promotes self-discipline, motivation, and excellence in learning while becoming a responsible citizen in a global community.**

**Gresham Middle School Website:** <http://greshamms.knoxschools.org/>

### Beliefs:

- All students can learn when provided a variety of instructional strategies and opportunities.
- Teachers are dedicated to making sure each student is valued as an individual and can be successful.
- A commitment to continuous improvement is important if our school is going to help students become confident, self-directed, lifelong learners.
- Maximum learning occurs when students, teachers, administrators, parents, and the community share the responsibility for decision making and advancing the school's mission.
- A safe and physically comfortable environment promotes student learning and good choices that lead to success.

### Vision:

Gresham Middle School will strive to establish a positive learning environment where students, teachers, administrators, parents, and community members share the responsibility for advancing and promoting sound learning opportunities for all students. We will be committed to providing a relevant, challenging curriculum to prepare students with the interpersonal skills and knowledge base necessary to become productive citizens and life-long learners in an ever-changing global community.

### 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 through the front office and must display a form of identification and obtain a GMS visitor's pass for the duration of their stay. Classroom visits must be pre-approved with the grade level administrator 24 hours in advance and will be limited to 45 minutes.

## ABSENCES

Absences will be recorded as excused that come under board policy as listed under ATTENDANCE in the Knox County pages. It states, "... 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. School administrators and faculty are expected to develop programs and practices to achieve or exceed student attendance goals established by the State Board of Education. 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 the family temporarily requiring help from the child;
3. Death in the family;
4. Recognized religious holidays regularly observed by persons of the student's faith;
5. Verifiable family emergency

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Examples of unexcused absences are (a) family vacations taken during the school year and (b) Senior Skip Day."

## ABSENCE NOTES

Students are required to bring a note signed by their parent or guardian explaining each absence. The note should be brought to the office on the first day the child returns to school. If a student has visited a doctor, please bring or fax (689-1437) a statement from the doctor. Make-up work is the responsibility of the student.

Absence notes must have the following information:

1. Student's name (first and last name)
2. Date(s) of absence(s)
3. Reason for absence(s) must be specific
4. Signature of parent or guardian
5. Daytime phone number of parent or guardian to verify the note

A student may be absent, due to illness, no more than ten (10) days per school year with written parent/guardian excuse(s). Beyond ten (10) days per school year will require a medical statement.

## ILLNESS AT SCHOOL

If a student becomes ill at school, the teacher may decide if he/she is too ill to continue and will refer the student to the clinic/office. Parents will be contacted to come and sign the student out of school.

## MEDICATION

Students may not bring ANY medication to school and keep it in their possession during the school day. Failure to adhere to this policy will result in disciplinary actions, which could fall under zero tolerance guidelines listed in SCHOOL BOARD POLICIES section of agenda. Any student who is required to take medication during the regular school day must comply with school regulations.

1. Written orders must be provided by a physician, dentist, or nurse practitioner, who has the legal right to write a prescription, detailing the name of the drug, dosage, and time interval medication is to be given.
2. Written permission must be given by the student's parent or guardian requesting that the school comply with the health care provider's order.
3. Medication, including inhalers, must be brought to the school by a responsible adult in a container appropriately labeled by the pharmacy or health care provider.

Medication continued...

4. The initial dose must be administered by the school nurse or persons specifically approved by the school nurse, providing the opportunity for the nurse to discuss and instruct the appropriate school personnel in the proper administration, the potential benefits, and side effects of the medication.
5. The school system retains the right to reject requests for administering medication.

## TARDINESS

School officially begins at 8:30 a.m. Any student entering the building after 8:30 a.m. is considered tardy. The parent or guardian will walk the child to the entrance, NOT INSIDE THE BUILDING, and show office staff ID at the door before the student will enter. Three or more tardies during a nine-week period will result in a parent conference. Additionally, five or more tardies will require further corrective measures.

## EARLY DISMISSAL

If it is necessary for a student to leave school early, he/she must have written permission from the parent/guardian. In case of unavoidable medical appointments, the student must bring a note to the office before reporting to homeroom or class. Parents, legal guardians or others officially listed on the student's emergency card must sign children out. You will call the school, 865-689-1430, when you arrive to pick up your student and an office staff will come out to your car with the student to sign them out. You will be required to present proper identification to school staff before signing students out of school. This is for your child's protection. Students must attend school for 3 hours and 30 minutes per day in order to be counted present. Please do your best to pick your child up according to the time on the permission form. We will call for your child once you arrive. Please, NO DISMISSALS AFTER 2:45. Thank you for your help in this matter.

## TELEPHONE MESSAGES/USE

Students will be given phone messages in extreme emergencies only. Students should make arrangements with parents regarding transportation, destination, etc., before leaving home. Students will be allowed to use team telephones in the case of illness or other emergencies. The student may use the phone with permission from his/her teacher and/or the administration.

## FOOD

All food and drinks must be consumed in the cafeteria unless by special permission. Certain areas in the cafeteria are designated peanut and tree nut free zones and will be clearly labeled.

## ASSEMBLIES

Assemblies are a part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. At all times the student's behavior should be refined and courteous. Talking, whispering, whistling, stamping of the feet, booing, and yelling are discourteous and are not permitted.

1. Proceed to the auditorium quietly in single file.
2. When the chairperson of the assembly asks for your attention, give it immediately.
3. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between speakers to start a conversation.
4. Applause should be generous and courteous.

## PARENT CONFERENCES

Conferences between administrators, teachers, and parents are encouraged and should be set up by appointment. School personnel have the responsibility for classes and planning but will be pleased to hold conferences that have been previously scheduled. Call the school office at 689-1430 to set up an appointment with a teacher, a counselor, or an administrator.

## ACADEMIC PROGRAM

Gresham Middle School follows Tennessee State Educational Guidelines. With the move to more rigorous academic Tennessee State Standards, we are realigning our Master Schedule to address the needs of our students. All core classes will be at least 70 minutes in length. Related Arts courses will be 70 minutes in length and will alternate on our cardinal/grey schedule. Students will be enrolled in two Related Arts classes and will attend them on an alternating schedule. Year-long Related Arts classes are a 3 year experience. We will continue to offer intervention and enrichment opportunities each day. Students at each grade level will complete a project-based learning experience during the course of the year. Please feel free to contact the school, or your child's teacher, if you have any questions. A link with information about student syllabi and state standards is available on the Gresham Middle School website. Field trips are an enrichment of the overall educational experience and will be included as part of the total curriculum. However, acceptable student behavior at school is required for students to attend field trip.

## PTSO

Gresham Middle School has an active PTSO organization. Parents, teachers, and students are working together to provide a meaningful education for each student. Information on school events will be provided through a quarterly PTSO Newsletter. Our students have access to many items that would not have been possible without the PTSO's support. Your involvement in PTSO activities will be greatly appreciated.

## GRESHAM MIDDLE SCHOOL FOUNDATION

The Gresham Middle School Foundation is a 501(c)3 charitable organization, composed of a group of dedicated volunteer parents, staff members and Fountain City community leaders who have a vested interest in the on-going success of Gresham Middle School. Established in early 2014, the primary goals of the Foundation are to promote academic excellence at Gresham Middle School by raising funds that provide opportunities for students and the faculty that otherwise would not be available.

## BETA CLUB

Beta Club is an honor/service organization. To become a member, the student must have a first semester 3.50 GPA and have teacher and administration recommendation. Citizenship and conduct must be outstanding for membership. Each student must maintain a 3.00 GPA (overall) or be placed on probation for one full nine weeks. This organization also stresses service to school and community, good citizenship, and leadership. We encourage all students to strive for this goal.

## COUNSELING OFFICE

School Counselors are available for students and parents 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 that the student may feel he/she would like to discuss with the counselor. The school counselors also have a video series, which would be helpful in developing positive parenting skills. Counselor's may be contacted through the main office 689-1430.

## GRADING SCALE

Gresham Middle School adheres to the following grading scale as approved by Knox County Board of Education:

| <u>KCS GRADING SCALE</u>    | <u>STANDARDS BASED GRADING SCALE</u>  |
|-----------------------------|---------------------------------------|
| 93 -100 = A                 | <b>93 -100 = MASTERED</b>             |
| 85 - 92 = B                 | <b>85 - 92 = ON TRACK</b>             |
| 75 - 84 = C                 | <b>75 - 84 = APPROACHING</b>          |
| 70 - 74 = D                 | <b>0-74 = BELOW/INSUFFICIENT DATA</b> |
| 0 - 69 = F (Unsatisfactory) |                                       |

Up to the minute student grades may be found on the Parent Portal link on the Knox County School website (contact counseling office for more details).

## LIBRARY

The library collection includes over 12,000 books selected to support Gresham's curriculum and a wide variety of recreational reading interests. Students are encouraged to use the library for all their informational and pleasure reading needs. The library computer lab provides access to a wide range of tools, including Microsoft Office, educational databases, and the Internet. Library books are checked out to students for two weeks and can be renewed if not reserved by another student. Students must pay for lost or damaged books.

## CAFETERIA

Each full day that school is in session, breakfast and lunch will be served in our school cafeteria/commons. Gresham Middle is pleased to continue to participate in the National School Lunch and School Breakfast Program called Community Eligibility Provision (CEP). This means that all students at Gresham Middle are eligible to receive a healthy breakfast and lunch at no charge to your household for the school year. Additional food items like ice cream or chips will require purchase.

## CAFETERIA PROCEDURES

1. Students will sit at one of their teacher's three assigned tables.
2. Students are expected to get all necessary items while going through the serving line (napkins, utensils, condiments, etc.).
3. Students must raise their hand to get out of their seat.
4. Once up, students may not roam the cafeteria to socialize.
5. Students may talk to students at their OWN table at a reasonable volume.
6. When a teacher dismisses their table, students will take trays and all trash; the supervising teacher may require students to further clean the tables and surrounding areas before they will be dismissed.

## TRAFFIC

During the hours of 7:30-8:30 a.m. and 3:00-4:00 p.m., only buses are permitted in the upper drive (MAIN ENTRANCE). This is clearly marked with traffic signs. Parents are to use the back drive off Dahlia and around the tennis courts (lower drive) as the only acceptable means to drop-off and pick up students. THIS IS FOR THE SAFETY OF THE CHILDREN!

## IMPORTANCE OF GOOD CONDUCT

Acceptable student behavior is necessary for the creation of a school environment in which positive learning can take place. One of the most important lessons education should teach is good citizenship and character. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and respect. Students are expected to have a positive attitude toward school, abide by all school rules and regulations contained in the school agenda, attend school regularly, and complete and turn in all assignments on time. Students are expected to make appropriate choices which will help create a proper environment for themselves and others. Safety of the students and staff is of paramount importance. Students should never do anything which would jeopardize the safety of others. Students are expected to follow the 3 B's (Be safe, Be respectful, Be responsible) in all areas of the schoolhouse.

## BUS TRANSPORTATION

Riding the school bus is a privilege. Improper conduct on the bus may result in that privilege being revoked. Students who come to school on the bus should return home on the same bus. Variations of this routine will require a note from the parent and approval from the principal. From the time a student arrives at the bus stop in the morning until he/she leaves the bus stop in the afternoon, he/she is under the supervision of the school system. The bus driver has the responsibility for the student's safety. Bus safety is of the utmost importance, and we must have student cooperation to ensure safety. The following rules should be observed regarding transportation to and from school:

1. Obey the driver at all times\* (drivers and administrators may assign seats)
2. Refrain from making excessive noise.
3. Do not place head, hands, or feet outside the windows.
4. Do not throw any objects on or off the bus.
5. Do not bring articles aboard the bus of injurious or objectionable nature (laser pointers, water guns, rubber bands, toys, etc.).
6. Do not mark or otherwise deface the bus.
7. Do not smoke, chew, use profane language, eat, or drink on the bus.
8. Remain seated at all times.
9. Get off only at your stop or at school.
10. Be at your bus stop 5 minutes before scheduled stop.
11. All zero tolerance policies also apply to school buses.

\*Students should follow the driver's directions promptly, and with due respect.

# Gresham Middle School Behavioral Expectations & Discipline

## EXPECTED STUDENT BEHAVIOR (Be Safe, Be Respectful, Be Responsible)

1. Students will follow the first request of school staff.
2. Students will be respectful of others, verbally and non-verbally, at all times.
3. Students will be on time and in the proper area of the building.
4. Students will be prepared for each class.
5. Students will be active learners, completing assignments in a timely manner.

Students will be taught characteristics throughout the year that is aligned with helping them grow into safe, responsible, and respectful lifelong learners.

Each grade level has a policy regarding minor student behaviors. Please see the Gresham Middle School website for information or the summary policy below regarding minor infractions and Knox County Board of Education Policy Code: J-191.

## Minor Infractions

Inappropriate behaviors will not be tolerated in the classroom or in any area of the school building. These behaviors include, but are not limited to, the following . . . arguing—bothering other students—cheating—chewing gum—classroom disturbance—drawing/writing notes—harassment (minor)—horseplay—insubordination—not being prepared for class—not completing assignments—public displays of affection—sleeping/laying head down on desk—talking—tardiness—being in an unauthorized area—verbal and non-verbal disrespect—violation of dress code.

Consequences for MINOR INFRACTIONS include, but are not limited to . . . counseling, parent/guardian phone call or letter, parent conference, writing assignment, silent lunch, lunch detention, in-team isolation, detention, RLC, and out-of school suspension.

## Major Infractions

These behaviors will result in an immediate office referral. They include, but are not limited to the following . . . continuous school and classroom violations, possession, use or distribution of alcohol, drugs, weapons, pyrotechnics or pornography—battery/assault—bullying (continuous)—making a bomb threat— cutting class/truancy—extortion—fighting—forgery—harassment (including sexual)—profanity—theft—threats (verbal or written)—vandalism

Consequences for MAJOR INFRACTIONS will be administered in accordance with the Knox County Board of Education “Misbehaviors and Disciplinary Options” (Descriptor Code: J-191). Disciplinary consequences for fighting will be retroactive to 6<sup>th</sup> grade and cumulative. First offense = 4 days OSS, second offense = 8-10 days OSS, etc.

### **SUSPENSIONS**

Suspensions from school shall be used in an attempt to correct serious inappropriate behavior. The school will make every effort to notify parent/guardian if a suspension occurs. Students and parents should view this as a serious correction and follow up with a parent conference or phone call with the administrator assigning the suspension. Parents/guardians should make every effort to counsel your child to correct his/her behavior to avoid future problems. Upon returning to school from a suspension of four days or more, students must have a readmission conference with a parent/guardian present with the grade band principal to develop a transition plan for success

### **RESTORATIVE LEARNING CENTER (RLC)**

Our approach to In School Suspension has changed. We will now be referring to it as Restorative Learning Center. Please see the Gresham Middle School website to learn more about this new approach that includes goal setting and restorative justice practices. Students whose behaviors result in assignment to RLC must meet certain eligibility requirements to return to class. Not meeting requirements will result in extended days of RLC until requirements are met.

### **Alternative to Suspension (ATS)**

Alternative to Suspension (ATS) is an all-day or multiple day assignment. ATS will not be used for minor infractions or short blocks of time. Minor infractions will be handled by intervention staff and the student will be entered back into the learning environment or placed in RLC or Off-Team for a short period of time to allow the student to reset. Students can be placed in ATS as Response C or D option based off of KCS Policy J-191. No one will assign a student to ATS other than an administrator.

### **PROBATION**

Out of School Suspension will also carry the penalty of probation for thirty (30) school days, which will include exclusion from all extra-curricular activities during the probationary period including attending ball games, and dances (team teachers, coaches, and club sponsors may establish additional guidelines for participation in team incentives, school sports, and club activities). 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 probation as determined by the school administration. ATS/RLC and bus suspensions will carry the same probationary penalty as out-of-school suspension with the exception that the time limit will be 15 school days. The probationary period begins on the first day of the student's disciplinary consequences.

### **TO REDUCE PROBATION**

Students can do services to work off probation. It is the student's responsibility to set up a service project with a faculty or staff member. The service does not have to be performed for the faculty or staff member who gave the referral. Service projects are to be completed outside of the regular instructional day. It is the student's responsibility to complete and return the signed paperwork to the appropriate administrator to receive credit for services. One service is equal to one-half hour of supervised work and eliminates one day of probation. If a student works for one hour, two service record forms must be filled out to receive proper credit. If a student receives a referral while working off probation, they will lose all accrued credit.

Examples of Services include but are not limited to the following: clean desks, clean cafeteria tables, stamp books, tutor other students, clean classrooms, work in the library, pick up papers, clean unused lockers, clean storerooms, work in commons or complete tasks assigned by any faculty or staff member in the building.

### **Tennessee State Board of Education's Unsafe School Choice Policy**

Under the Tennessee State Board of Education's 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.

### **DISCIPLINE SUMMARY POLICY**

Gresham Middle School will follow Knox County Discipline guidelines J-191 found here at <https://www.knoxschools.org/Page/2107>

## **Knox County Board of Education MIDDLE AND HIGH SCHOOL 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.

The following standards will be observed in all Knox County Middle and High Schools:

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, (4) sleepwear, and (5) 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 policy shall be subject to the following consequences:

1. Correct the violation or spend the remainder of the day in Restorative Learning Center (RLC), shall be subject to additional measures; which include parent conferences, in-school suspension, and out-of-school suspensions as described in the county-wide discipline policy.

#### **ADDITIONAL DRESS POLICIES OF GRESHAM MIDDLE SCHOOL**

Outerwear, such as hats, gloves, and coats need to be placed in a locker at a student's first opportunity. Students may wear a light jacket, sweater, or sweatshirt during the day, if they choose. **The hood of all pullovers must be worn down at all times while in the school building.**

Since lockers will not be used this year, students will be allowed to have backpacks that they will carry throughout the day.

Just a reminder any personal belongings that a student brings to school, Gresham Middle School will not be responsible for items lost or stolen.

All shorts, skirts, and dresses need to be mid thigh length. This rule applies even if the student is wearing tights or something else under the shorts or skirt. Tears or holes in pants above the mid thigh length are not allowed (even if the student is wearing tights or something else under them).

## **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.

**Restorative Learning Center (RLC or formally I.S.S.):** RLC is sometimes given for inappropriate behavior. This 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.<sup>1</sup> 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. 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.<sup>1,2</sup> 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](http://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](http://www.knoxschools.org)**

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

## **Attendance**

“Across the country, [more than 8 million students](#) are missing so many days of school that they are academically at risk. Chronic absence – missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions, can translate into third-graders unable to master reading, sixth-graders failing subjects and ninth-graders dropping out of high school,” quoted by Attendance Works.

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;<sup>1</sup>
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](http://www.knoxschools.org)**

## **Knox County Schools Board Policies**

### **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 the 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 VIOLATIONS</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> </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> |
| <b>CONSEQUENCES – LEVEL I VIOLATIONS</b>  | <b>CONSEQUENCES – LEVEL II VIOLATIONS</b>  | <b>CONSEQUENCES – LEVEL III VIOLATIONS</b>  |
| <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>  | <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>  | <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>  |

## KCS MIDDLE AND HIGH SCHOOL 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. The following standards will be observed in all Knox County Middle and High Schools:

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) disruptive, vulgar, 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 mid-thigh 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, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied evenhandedly to male and female students.

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 this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 "Misbehaviors and Disciplinary Options."<sup>1</sup>

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

### 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 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 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 designated 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

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices including but not limited to CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls. However, the use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

### PERSONAL COMMUNICATION DEVICES

Use by Students in Grades 6-8:

Students may possess PCDs while on school property. The devices may be used before and after school. At all other times the PCD must be in the off mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or guardian. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

**All headphones, earbuds, or airpods must be placed in a student's locker or backpack at all times.**

### INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

## Cell Phone Permission

Dear Parent/Guardian:

Your student has requested permission to have a cell phone at Gresham Middle School for the 2020-2021 school year. In accordance to the Knox County Board of Education Policy Number J-240, students must abide by the following conditions:

- Upon arrival to school cell phones are to be off and stored in his/her backpack..
- Cell phones will only be used at times and for purposes directed **by the teacher.**
- Cell phones are not to be shared with other students.

Failure to agree to these conditions will result in any/all of the following:

- First offense: confiscation of the cell phone. **Only** a parent or guardian may pick up a student's cell phone. **Cell phones will not be returned to the student.**
- Second offense: confiscation of the cell phone. **Only** a parent or guardian may pick up a student's cell phone. 1-3 days of RLC will be assigned to student.
- Third offense: confiscation of the cell phone. Parent/Guardian will schedule a conference with administration. The cell phone will be returned to the parent/guardian following the conference. 1-3 days of ATS will be assigned to student.

**\*Refusal to turn in phone (after violation has occurred) will result in OSS.**

**Please note:**

Gresham Middle School is not responsible for the loss or theft of cell phones. School staff will not investigate the loss or theft of a cell phone.

\_\_\_\_\_

Date of Request

\_\_\_\_\_

Student Name (please print)

\_\_\_\_\_

Parent/Guardian (please print)

## 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.

## Standards Based Grading

Grades are the ultimate form of feedback to a student about their progress toward mastery of the standards. Grades need to be accurate and meaningful. Students and parents/guardians need a precise picture of what has been learned and what still needs to be learned. Grading and reporting around specific standards has been shown to significantly boost achievement and motivation for students. Research by Black and William (1998) and Hattie (2009) demonstrates that high quality formative assessment and feedback have a powerful impact on student learning. As students progress in their mastery of standards, they feel motivated and more successful because enhancing perceived competence is motivating in and of itself. Students begin to think about grades and other assessments that teachers use to provide informational feedback as helpful toward their success.

Our students will be assessed on each standard multiple times throughout the year to ensure that they have learned the standard. We will be sending progress reports home that will keep you informed of your child's academic status. Within our program, students have the opportunity to remediate (redo) any of the standards that they want to improve. Students will receive various forms of additional instruction as well as the opportunity to be re-assessed on a standard as per subject policy. This may take place after school, before school, or during class when appropriate.

For each standard throughout the year, students can achieve one of the following levels:

**Mastered 93%-100%**

**On Track 85%-92%**

**Approaching 75%-84%**

**Below/Insufficient Data 0-74%**

Assessments (quizzes, tests, projects, writing assignments, informal, etc.) will count for the majority of the student's grade, up to 95% in some classes. The remaining percentage of a student's overall average will consist of non- academic indicators such as homework, classwork, notebook checks, and participation with a focus on building reasoning, resilience, and responsibility.

## 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

## 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 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

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

### **FACE COVERINGS**

Please see the link below regarding the new face covering School Board Policy C-240

<https://www.knoxschools.org/cms/lib/TN01917079/Centricity/domain/974/board%20policies/C-240%20Face%20Coverings.pdf>

**To view all Knox County Board Policies please visit the Knox County Schools website:**

<https://www.knoxschools.org/Page/2107>

**See section J for policies regarding students.**