

Johnson County Middle School  
2019-2020  
Parent – Student Handbook



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Mountain City, Tennessee 37683  
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Teresa Stansberry, Principal  
Mechelle Arney, Assistant Principal

**S**afety First  
**T**otally Responsible  
**A**ttitude Matters  
**R**espect Everyone  
**S**tudents Succeed

## JCMS Personnel and Contact Information

All staff members can be contacted at 727-2600 during school hours (8:00 a.m. – 3:30 p.m.). Teachers will return your call during their planning time. All faculty members may be contacted through their email address as well.

Teresa Stansberry	Principal ..... tstansberry@jocoed.net
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Marsha Marcela	Special Education.....mmarcela@jocoed.net
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Casey Sutherland	7 <sup>th</sup> Science ..... csutherland@jocoed.net
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Tammy Trivett	Art .....ttrivett@jocoed.net
Kaitlyn Cole	Band .....kflantry@jocoed.net
Nathan Jones	Music .....njones@jocoed.net
Dottie Phipps	PE .....dphipps@jocoed.net
Matt Bray	PE ..... mbray@jocoed.net
Lane Sentell	Technology ..... lsentell2@jocoed.net
Mark Humphrey	In-School Suspension..... mhumphrey@jocoed.net
Michael Murphy	Security Resource Office.....mmurphy@jocoed.net

# Johnson County Middle School

Students and Parents,

Welcome to Johnson County Middle School! I am very enthusiastic about the upcoming school year and the opportunity to work with all teachers, students, parents, and the community in order to ensure a quality education and continuous academic growth for every student.

Please read this handbook carefully, as it is filled with information about school policies and procedures. We will be working hard to make sure that each of these is followed to guarantee the best educational opportunity possible. Please sign and return the Parent/Student Agreement Form found at the end of the handbook.

I look forward to what will be accomplished in the 2019-2020 school year!

*Teresa Stansberry*  
Principal

## **Mission Statement for Johnson County Middle School**

*The mission of Johnson County Middle School is to provide a safe, non-threatening, enriching environment in which students achieve successful transitions between elementary and high school, as they meet and exceed academic standards for the middle grades.*

### **Vision Statements**

**At Johnson County Middle School, we are dedicated to the highest level of teaching and learning, where:**

#### **Students:**

- Take ownership of their own learning and education;
- Are personally involved in creating and tracking their own academic and behavior goals throughout the year;
- Are recognized and celebrated for growth and achievement in all academic and social areas of learning;
- Are seen leading instruction in the classroom.

#### **Teachers:**

- Participate in high quality ongoing professional development in order to increase student growth and learning;
- Are committed to using a variety of research based instructional practices and strategies to reach all students;
- Use professional learning community time to focus not only on data but also best practices and collaborative planning;
- Differentiate their instruction, grouping, and assessments to determine student growth.
- Are committed to and held accountable for student learning and growth

#### **School:**

- Structures and guarantees common planning times with norms for effective collaboration;
- Develops and implements a strategic, easily understood structure for sharing leadership and soliciting input from all stakeholders;
- Protects instructional and planning time so teachers and students are held accountable for effective teaching and learning in order to increase student growth;
- Procedures and discipline policies will be followed by all stakeholders in order to ensure a safe learning environment.

#### **Parents and Community:**

- Positively supports student progress and growth by supporting both academic and behavior achievement;
- Form instructional positive partnerships of communication so they are aware of progress that is being made, goals for growth, and are confident in ways to support students;
- Can describe the individual progress of their children.

### **Belief Statements**

- We believe that all students can learn!
- We believe that students learn in different ways and need to be provided with a variety of instructional approaches and assessments to support their learning.
- We believe that students deserve a welcoming learning environment that is safe and secure.
- We believe that education is the responsibility of educators, students, and their families, - the entire school community.
- We believe that each student is a valued individual with unique physical, social, emotional, and academic needs.
- We believe that the commitment to continuous academic improvement is necessary if our school is going to lead students toward a lifetime of learning.
- We believe that a student's self esteem is enhanced by positive relationships and mutual respect among and students, staff, and parents.
- We believe that students need to be provided the opportunity to apply their learning in everyday situations.

<b>Bell Schedule</b>
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Period	8th Grade	7th Grade
	8:00	8:04
1	8:04 – 9:09	8:07 – 9:12
2	9:12-10:17	9:15-10:20
3	10:20-11:25	10:23-11:28
4	11:28 - 12:49	11:31-12:52
5	12:52 - 1:53	12:55-1:56
6	1:56-3:01	1:59-3:04

**LUNCHES: (1<sup>st</sup>) 11:28 – 11:53 (2<sup>nd</sup>) 11:56 – 12:21 (3<sup>rd</sup>) 12:24 – 12:49**

**2 Hour Delay**

Period	8th and 7th
	10:00
1	10:04-10:15
2	10:19-11:04
4	11:08-12:46
3	12:50-1:30
5	1:34-2:14
6	2:18-3:04

**LUNCHES: (1st) 11:08-11:38 (2nd) 11:42-12:12 (3rd) 12:16-12:46**

<b>Grade Scale</b>
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TN Ready and EOC scores shall be included in students' final grade as 25% in grades 3-12. Any student that fails an academic subject will be required to attend summer school which is tentatively planned to begin the day following the last half day of school.

- 93 – 100 = A
- 85 – 92 = B
- 75 – 84 = C
- 70 – 74 = D
- Below 70 = F

<b>Visitor Policy</b>
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Parents are always welcome. You are encouraged to visit and work in partnership with our total school program. All visitors will report to the main office, scan in via RAPTOR, (Johnson County School’s Security System) and obtain a visitor’s pass. Visitors will exit via the main office where he/she will be scanned out. Parents must obtain permission before entering classrooms or instructional areas. Students from other schools are not permitted without administrative approval and must sign in at the office upon entering.

## Arrival and Pick-up Policies

### Morning Drop-off Instructions:

Morning drop off begins at 7:30 am. **Students are to be dropped off in the back of the building.** Students will report to the cafeteria if they choose to eat a hot breakfast. Students not eating breakfast must report to the gym. Students are not allowed in the classrooms or media center before the first bell unless they are enrolled in a tutoring session. Students may go to their lockers only after the first bell rings.

### Afternoon Pick-up Instructions

The bell rings to dismiss bus riders at 3:01 (8<sup>th</sup> grade) and 3:04 (7<sup>th</sup> grade) p.m. Supervision is provided for pick-ups until 3:30 p.m.

1. All students should leave the building unless participating in athletics or other scheduled events.
2. Students riding the bus will exit from their assigned back door and immediately get on their own bus and stay. **Students are not allowed to get off the bus once they have boarded. Students are not allowed to walk to the high school to board the bus. Students who get off or on at the high school without administrative permission will be suspended from the bus.**
3. Students being picked up will need to report directly to the pickup room. Parents will park in the side parking lot until all buses have been loaded. When the buses move, the pickup students will be dismissed out the new side exit, then continue around the back of the building to exit. We must keep traffic flowing around the building. **Students are not allowed to wait on cars in front of the building.**
4. Students that walk home should immediately leave the building by the front exit, cross the street, and walk down the terraced parking lots and exit onto Fairview Street. **No loitering in front of the high school!**
5. Students who ride home with a JCHS student must report directly to that car. These students will be issued a pass. If a student does not have a pass to wait on the high school driver, that student will be asked to report back to the JCMS office. **No loitering in front of the high school!**

## Early Dismissals

**A parent/ guardian must come to the front office and sign the student out in order to pick the student up any time before school is dismissed.**

*In the event that school should have to be let out early, please make sure that you and your child have a plan in place that will go into effect each time we have an early dismissal.*

**School schedule changes will be announced on the following local radio and television stations, as well as by our automated callout system.**

**Television Stations: WCYB, WJHL, and Fox**

**Radio Stations: WQUT, WXBQ, WMCT, and WETB**

## Tardy

It is important for students to be on time for school and classes. The student must report to the office for an admit slip if he/she reports to school after the tardy bell has sounded for their grade level. This slip must be given to the teacher when the student enters the classroom. This will be documented in school attendance records as a tardy. **Seven unexcused tardies to school will result in appearing before the Truancy Review Board.**

The following discipline procedures will be strictly enforced for students who report to any class with an unexcused tardy.

- 1 tardy = Written warning**
- 2 tardies = 2 days of lunch detention**
- 3 tardies = 30 minutes ASD**
- 4 tardies = 1 hour ASD**
- 5 tardies = 2 hours ASD**
- 6 tardies = 1 day ISS**
- 7 tardies = Referred to Office**

## After School Detention (ASD)

ASD will be held Monday, Tuesday, Thursday, and Friday from 3:15-4:15. Students must be signed out by parent/guardian. Failure to serve ASD on the assigned date will result in the reschedule of ASD **AND** one day of In-School Suspension. **Detentions may be rescheduled only by parental request (written or telephone).**

## Bus Pass

Any student wishing to ride a bus other than his/her regular bus must bring a note stating his/her destination signed by the parents, with a phone number verification, to the office before reporting to 1<sup>st</sup> period.

## Attendance

Students are expected to be at school. The Johnson County School System values the educational experience provided for all students. For a student to derive maximum benefit from these experiences, it is essential that each student be present each day school is in session. Research indicates that there is a direct correlation between school attendance and success in school.

The attendance supervisor, Rhonda Murray, oversees attendance at JCMS, implementing attendance laws enacted by the Tennessee legislature.

Absences will be classified as either excused or unexcused. **Students can not accumulate more than 8 unexcused absences in a school year.** All absences will be considered unexcused except:

1. Personal illness as documented by a medical/professional excuse;
2. Religious observances as defined by state regulations;
3. Circumstances over which, in the judgment of the principal, the student has no control;
4. Death in the family; or
5. Required court appearance (A written verification from appropriate authorities must be provided).

**Parent notes cannot be used to excuse a student's absence.**

Johnson County School System will use a Truancy Review Board for those students who are becoming a truancy problem. Parents will be required to attend this meeting with their child.

**Submitting Excuses for Absences:** Students who have been absent and have a doctor's excuse to turn in should take that excuse to the office and give it to the secretary before school begins for the day. Students will also be asked to sign a log indicating the date and to whom the excuse was given.

**Please note: Students accumulating over 8 unexcused absences will be required to attend Longhorn Academy.**

**Make-up Work Policy:** Students missing school will need to request missed work from their teacher the day they return to school. Students will have 3 days in which to complete and turn in all missed work for all classes. **It is the student's responsibility to ask for any missed work and then turn it in on time.**

**Transfer Students:** New students wishing to enroll in JCMS will need to schedule an appointment with the counselor, Mrs. Jessica Muncy. She will gain all the required forms and paperwork from the parent/guardian. No student will be allowed to remain at JCMS until all the required forms are turned into the counselor. When a student is officially registered, we will make every effort to help in the new environment. However, if a student leaves the previous school in less than good standing, s/he may not be permitted to enroll at JCMS.

**Withdrawing a Student:** Students who will be leaving JCMS during the school year will need to do a formal withdrawal from the school. Parents will need to bring the student to school and talk with the counselor regarding moving their child to a new school. Students will be given a withdrawal form to take around to all of their classes. Teachers will collect all books and necessary materials from the student before they may leave. All fines, dues, and debts must be paid before the student can officially be withdrawn from our school. Should your student owe money, no records will be sent to their new school until their debt has been paid.

## DRESS CODE

Student dress should exemplify an atmosphere of learning. Students may not wear any type of dress or look that is distracting or disrespectful to the learning environment. In terms of decisions regarding school dress, the professional judgment of teachers and administrators will prevail.

Consequences for violating the dress code:

- Student will be sent to ISS.
- Parent will be notified and clothes should be sent, if possible.
- If clothes cannot be sent, the student will remain in ISS until appropriate clothing can be obtained.

### Shirts:

Shirts, must be appropriate for school with no obscenities or advertisements of tobacco and/or alcohol

- Only top two buttons may be unbuttoned on collared shirts
- No low cut tops which might show cleavage
- Shirts must cover the stomach
- No tank tops, spaghetti straps, backless bra straps or bare midriffs showing
- No sheer or see-through material

### Shorts:

Pants/shorts

- Pants/shorts may not have inappropriate writing, graphics
- Pants having a rip, tear, or hole above the knee must be worn with an undergarment covering
- No skin should be visible through any hole, rip, or tear above the knee
- PE teachers will approve PE shorts for both fit and acceptable length
- Shorts must measure no more than 3 inches above the knees
- No sagging – must be worn at the waist
- No underwear may show
- No spandex pants/shorts
- Pajama pants **are not** allowed

### Leggings:

Shirts MUST come to the end of the students' fingertips if leggings are worn. Students will be asked to call home and have a change of clothing brought to the school if the shirt is not of the appropriate length.

### Skirts, dresses, and jumpers:

- a. All skirts, dresses, and jumpers must reach the knee or longer.
- b. The top of the dress must meet the shirt requirement of the dress code or have a shirt beneath it that does.

### Other general requirements:

Athletes are not allowed to wear their uniforms on game days unless they fit the dress code. Shorts with long socks do not fit dress code.

- a. Any article of clothing or accessory that serves to be a distraction to the learning environment is not allowed. While we certainly understand and encourage individuality among our students, it is absolutely necessary to maintain an orderly educational environment.
- b. See-through clothing or cutouts are not permitted.
- c. No head coverings are permitted. This includes hats, caps, scarves, sweatbands, hoods, etc.
- d. No industrial/pet chains, collars around the neck, wrists, or waist or **chains attached to wallets**.
- e. Clothing that displays the names or advertisements of drugs, alcohol or tobacco products, guns, profane, vulgar, violent, illegal, immoral, hate messages, or sexual innuendo are prohibited.
- f. Appropriate shoes must be worn at all times. House shoes/bedroom slippers are not allowed.
- g. Clothing that allows undergarments to be visible is prohibited.
- h. No blankets or wraps will be brought into the classroom.

It is the discretion of the administration and/or faculty as to what is appropriate for the learning environment. This includes whether garments are inappropriately tight or revealing. Any students wearing any questionable attire will be reported to the administrator. Corrective action(s) (i.e. changing clothes and/or other disciplinary consequences) will be required.



## Backpacks

Backpacks/Book bags are optional. Students are asked to keep the backpacks in their lockers throughout the school day due to space and safety. No backpacks with wheels are allowed.

## Lockers

At the beginning of the school year students will be assigned a locker in order to have a safe place to keep supplies and personal items.

Students will be allowed to visit lockers prior to 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup>, as well as at the end of the day. Students will not be allowed to be at lockers at other times without written permission from teachers.

Personal locks may not be used on lockers. It is your responsibility to keep your locker in good order and locked. Periodic locker checks will be made.

Please do not share your locker combination with anyone.

You will be responsible for all items in your assigned locker.

**JCMS is not responsible for lost or stolen articles.**

**Lockers are school property and may be searched by school authorities at any time. The police and canine unit may periodically check lockers.**

## Textbook Responsibilities

Students are fully responsible for textbooks issued to them. Books should reflect normal use at the end of the school year. Students will be charged for damaged or lost textbooks.

## Use of Telephone

Students must have written permission from their teacher in order to use the school telephone during the school day. We encourage you to plan your day before coming to school so that you will not need to make telephone calls. Students are not permitted to use cell phones unless permitted by administration and only in the office.

## Cell Phones/IPods/Electronic devices

Cameras, IPods, toys, electronic games, or other items which may interfere with instruction are not allowed at JCMS. Items will be confiscated by staff. Students are not allowed to bring items to school for buying, selling, or trading. No toys allowed at school.

We understand that many of you have a cell phone. You may have it on your person, but it must be off or silenced during all classes and class changes. Cell phones seen or heard during class will be confiscated by the staff. There will be a "charging station" in the cafeteria for student use during lunch.

Cell phones may be used during lunch. However, all cell phones must be turned off or silenced five minutes prior to leaving the cafeteria. Cell phones will be confiscated if not turned off at the required time. Students not following this policy will not be allowed to use their phone at lunch for a designated period of time.

Confiscation Procedures:

- 1<sup>st</sup> offense: student may pick item up at the end of the day
- 2<sup>nd</sup> offense: parent may pick up phone/one day of ISS
- 3<sup>rd</sup> offense: parent will be called to pick up phone/two days of ISS/It is required that the phone be kept in the office during school hours until the end of the nine weeks.
- 4<sup>th</sup> offense: parent will be called to pick up phone/parent and student will meet with administration. It is required that the phone be kept in the office during school hours until the end of the school year.

***JCMS is not responsible for any lost or stolen cell phones, IPods, cameras, electronic games, etc. The safest place for them is at home or in your locker.***

## Transportation

Student transportation is a privilege extended to students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done in order to provide a safe environment for other students on the bus. Drivers must demand that their full attention be given to driving the bus.

Following is a list of specific rules and regulations:

1. Students are under the supervision and authority of the bus driver from the time they leave home until they reach school in the morning, and from the time they board the bus at school until they reach home in the afternoon.
2. Students will not be permitted to have any dangerous items on the bus.
3. Students will be let off a bus only at their destination unless written permission from the school office gives authority for the driver to do so.
4. Students will be expected to remain in the seat until the bus comes to a complete stop.
5. Do not use profane language or obscene gestures.
6. Do not eat or drink on the bus.
7. Do not fight, push, or trip.
8. Do not throw objects or spit in or out of the bus.
9. Talk in a normal tone – do not yell.
10. Students will pay for any deliberate damage to buses.
11. If a student misbehaves on the way to or from school and refuses to obey, the driver will notify the principal or appropriate supervisor and the student may be suspended from riding the bus. The principal will notify the parents by phone or by letter. The parent must contact the principal and the principal will notify the bus driver as to when the student can ride the bus.

**1st offense:** the student will be suspended from riding the bus for three (3) days.

**2<sup>nd</sup> Offense:** the students will be suspended from riding the bus for five (5) days.

**3<sup>rd</sup> Offense:** the student will be suspended from riding the bus for ten (10) days.

**4<sup>th</sup> Offense:** the student and his/her parents may have to go before the Board of Education.

***Note:** This is not all-inclusive. Students must exercise good judgment to ensure that he/she remains eligible for bus transportation.*

## Media Center

The media center is open to students from 8:00 a.m. to 3:09 p.m. Monday through Friday. Students must have a pass from the classroom teacher to use the library during class time.

## Cafeteria

*Breakfast and lunch are free to all JCMS students. However, if your child wants extras, he/she must purchase those. Each student is issued a personal identification number for our computer system. Students may deposit money in their account at anytime. Checks should be made to JCMS Food Service. Include the name and account number of the student on the check. Extras may not be charged.*

Prices for the year are:

Extra Milk:	.75
Ice Cream:	.75

Visitors Meal Prices:

Breakfast:	\$1.75
Lunch:	\$3.25

Due to the new Wellness and Nutrition Regulations students are not allowed to have or purchase soft drinks during school hours (*they can not even bring them from home*). Students are not allowed to have lunch from any restaurant brought to them for lunch.

Students are to behave appropriately while in the cafeteria and use proper table manners.

A second chance breakfast is served between 1<sup>st</sup> and 2<sup>nd</sup> period. This is not a hot breakfast. This breakfast is free to any student who did not eat breakfast in the cafeteria before school. Students will be charged if they ate breakfast in the cafeteria before the school starts. Students who are planning on second chance breakfast will be allotted the first five minutes of 2<sup>nd</sup> period to finish, clean up and be settled for class.

**Nurse/ Medical Clinic**

The school nurse services both JCMS and JCHS. She is housed at JCMS and is available to students during school hours. When a student needs to go to the clinic the teacher will notify the nurse/office.

**Medicines:** The medication administration policy of the Johnson County School System states: medications shall be administered only when the student's health requires that they be given during school hours. All medication must be brought by the parent/guardian to the principal's office/school nurse in the original medication bottle. All medication must have the following: child's name, name of physician, time to be self-administered, dosage, and directions for self-administering the medication. Most prescriptions when filled by the pharmacy have an education sheet included; this will have the side effects listed on it. A medical information sheet must be completed by the parent in order for the medication to be administered to the student. Students are not allowed to transport medication. The parent must pick up unused medication. Students who have asthma may keep their inhalers with them, but the parent must complete the medical information sheet and the inhaler sheet.

All medication will be kept in the medical clinic in a locked vault. Students cannot carry any over the counter medications such as Tylenol, Motrin, etc. at anytime.

**School Counseling Services**

A school counselor can provide many services and information to help students and parents. When students or parents have problems or concerns please feel free to seek out our counselor.

**Posting Flyers, Signs, or Other Information at School**

Nothing will be posted at school or on school grounds without prior approval of the principal. All unapproved postings will be removed, and disciplinary action may be taken as necessary.

**Organized Activities or Celebrations at School**

Only school-sponsored and principal approved activities will be permitted at school, on school grounds, and at school-sponsored activities. The teacher-sponsor of the group requesting an activity must seek prior approval from the principal before any plans are made for the activity. To prevent disruption to the school day, any unapproved activity or celebration will be stopped, and disciplinary action may be taken as necessary.

**Academic Tutoring**

Academic tutoring in all subject areas is available each morning starting at 7:00 and afternoon from 3:15 – 5:30. More information about our tutoring sessions will be made available in our LEAPs packet.

**Lost and Found**

Individuals who have lost items are advised to check with Ms. Garr in the front office during a non-instructional time. Any items found and not claimed, please bring to Ms. Garr in the front office.

## School Discipline and Code of Conduct

One of our goals at Johnson County Middle School is to assist students in developing an effective sense of self through self-responsibility, social sensitivity and emotional maturity. In order for our students to receive maximum benefit from the opportunities offered, appropriate order and discipline must be maintained. Failure of students to maintain a positive, safe learning environment will result in quick and firm disciplinary action. ***Anything not listed here is subject to administrative decision.*** In the event that new rules are implemented, the student will be informed.

\*Suspensions may be carried out at home, or at the alternative school based on administrative decisions. All worked missed during suspensions should be turned into teachers on the 1<sup>st</sup> day back from the suspension.

\*The Disciplinary Hearing Authority (DHA) is a branch of the Johnson County Board of Education and consists of educators.

\*Any student involved in any extracurricular activity that is assigned ASD will not be allowed to participate in practice the day of the detention. Coaches and sponsors will be notified.

\* Any student involved in any extracurricular activity that is assigned ISS will not be allowed to participate in the upcoming event (example: game). Coaches and sponsors will be notified.

\* Any student involved in any extracurricular activity that is remanded to ESC for any length of time will automatically be suspended from the extracurricular activity that he/she participated in for the rest of the school year.

***All faculty and staff members have the right and responsibility to correct any student anywhere on campus or school sponsored event and to expect a proper response when doing so.***

***Administrators reserve the right to make executive decisions when they deem necessary in regards to the rules.***

### **School wide Discipline Rule**

Simply put - ***Respect yourself, respect others. Treat others the way that you want to be treated.***

**Students are S.T.A.R.'s who adhere to.....**

- Safety first in work and celebration
- Totally responsible for learning and becoming an adept member of society
- Attitude matters and affects everything
- Respect for everyone, including self

### **Special Cases with Automatic Consequences:**

1. **Fighting** – A fight is defined as an individual who takes part in a violent, argumentative, or antagonistic struggle involving the exchange of physical contact or the use of weapons. Fighting will result in immediate placement in ESC. Fighting can also result in suspension from school. A court referral for disorderly conduct or assault can also be issued to students who fight. The School Resource Officer has the right to take students who engage in fighting to the Johnson County Sheriff's Department, where the parents will need to pick them up. Fighting is not an acceptable behavior at school or any school function and **will not be tolerated.**

Consequences for fighting are as follows:

- a. First offense – Parent conference and **three** day placement in ESC.
- b. Second offense – Parent conference and **five** day placement in ESC.
- c. Third offense – Placement at ESC for the remainder of the school year.

2. **Bullying** – “Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.”

Please see Johnson County Board of Education, policy 6.304. This can be found at the following website:

[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6304\\_46.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6304_46.pdf)

Complaints/Investigations/Discipline:

- a. Alleged victims of bullying shall report these incidents immediately to a teacher, counselor, or building administrator.
  - b. School administration will determine whether an alleged act constitutes a violation of the Policy 6.304.
  - c. Upon the determination of a violation, administration shall conduct a prompt, thorough, and complete investigation of the incident, **and** the parents of the complainant will be required to complete a Johnson County Schools Bullying and Harassment Complaint Form.
  - d. A written report on the investigation will be delivered to the parents of the complainant, parents of the accused student(s), and to the Director of Schools.
  - e. Consequences for bullying are as follows:
    - a. First offense – Parent conference and a **three** day placement at ESC
    - b. Second offense – Parent conference and a **five** day placement at ESC
    - c. Third offense – Placement at ESC for the remainder of the school year.
3. **Tobacco** - Per state law, students found to be in possession of tobacco of any kind will be placed in ISS for three days. Reoccurring use will result in extended placement in ESC.
  4. **Cursing/using abusive language** - towards an employee or student will result in 5 days in ISS on the first offense. This also includes profane outbursts that are a result of correction or instruction by an employee. A second offense will result in an additional assignment in ISS. Reoccurring use of abusive language may result in ESC placement.
  5. **Students refusing to do or turn in assignments** – These students will be placed in the JCMS Homework Academy. Students will complete assignments during this time. Students will stay in the academy until the assignment(s) is completed. All completed assignments will be given to the appropriate teacher. The student will not be given full credit for the assignment. Students can be provide a quiet space for “working lunch” to complete assignments.
  6. **When a student is sent to ISS for the fifth time he or she may be sent to ESC for an extended placement.** - Upon returning, if he/she is sent to ISS again, he/she may be placed at ESC for the remainder of the school year. *Note: one infraction resulting in multiple days of ISS only counts as one time in ISS. Students removed from the classroom –*
    - a. First time removed from class will result in the remainder of that day and the next in ISS, and the parent will be contacted
    - b. 2<sup>nd</sup> offense – 3 days in ISS and contact parent
    - c. 3<sup>rd</sup> offense – 5 days in ISS and conference with parent
    - d. 4<sup>th</sup> offense – 5 days at ESC and conference with parent
    - e. 5<sup>th</sup> offense – extended placement at ESC
  7. **Public displays of affection** - will result in one day of ASD for both students on the first offense. They will serve their time on separate days. The number of days will increase with the number of offenses.

The Johnson County Board of Education Discipline Procedures (Levels 1-3 Misconduct) may be found at the following website:  
[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6313\\_44.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6313_44.pdf)

<b>Extended Service Center (ESC)</b>
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An alternative education program for middle school students with chronic behavior problems, endangering behaviors, or zero tolerance offenses is an additional service option offered by the Johnson County School System. This program is housed at the bottom of the hill on Fairground Lane. Students placed in this school must adhere to a strict dress code of a plain grey tee shirt and jeans. Students are not allowed to attend any school function (including ballgames and dances) or be on the school premises at all while assigned to ESC.

<b>Zero Tolerance Offenses Johnson County Board of Education Policy 6.309</b>
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In order to ensure a safe and secure learning environment, the following offenses will not be tolerated. This policy may be found at the following website:  
[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6309\\_46.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6309_46.pdf)

<b>Interrogations and Searches Johnson County Board of Education Policy 6.303</b>
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In order to ensure a safe and secure learning environment, JCMS enforces Policy 6.303. This policy may be found at the following website:  
[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6303\\_46.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6303_46.pdf)

# Parent/Student/Teacher Agreement Form

*Please read, sign, and return to your child's homeroom teacher.*

I agree that I have had the rules and regulations in this handbook explained to me, and that I have asked and received answers to any questions I may have. I agree that my success as a student at JCMS depends upon my abiding by these rules and regulations; therefore, I will do my best to abide by these rules and regulations and approach my time at JCMS as a valuable learning experience. I understand the consequences of any rule violation, and I also realize that any rule or regulation in this handbook may be subject to administrative decisions, which are made in the best interest of all students at Johnson County Middle School.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As the parent or legal guardian of the above student, I agree that I have read and understand the rules and regulations in place at the Johnson County Middle School. I understand these rules are in accordance with state and local policies regarding student actions and behavior.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

The rules, regulations, and consequences contained in this handbook were explained to the student named above.

\_\_\_\_\_  
Homeroom Teacher Signature

\_\_\_\_\_  
Date