



**KNOX DOSS MIDDLE SCHOOL**

**At**

**DRAKES CREEK**

**Student and Parent Handbook**

**2021-2022**

## **Knox Doss Middle School at Drakes Creek**


### **Student and Parent Handbook**

1338 Drakes Creek Rd  
Hendersonville, TN 37075  
Telephone: (615) 824-8383  
Fax: (615) 824-8448  
<http://www.kddc.sumnerschools.org>

#### **ADMINISTRATION**

Principal ..... Mitch Flood  
Assistant Principal ..... Michele Rogers  
Guidance Counselor ..... Michelle Mercer  
Marilyn Hendon

## OFFICE STAFF

Secretary ..... Darla Oglesby  
Bookkeeper ..... Jean Cushenberry  
Attendance Clerk ..... Kim Young  
Office Clerk..... Julie Gulas

## Vision and Purpose

The school communicates a vision, a statement of beliefs, and a mission that provides a focus for improving the performance of both the student and the school.

The prevailing mission of our school is visible throughout all that we do here at Knox Doss Middle School at Drakes Creek. Statements are provided to all parents and students as well as posted throughout the building and on our school website. We will revisit our school mission each and every year to make sure that our mission is meeting the expectations of our students, parents and community stakeholders.

### **Beliefs**

- **We** believe in striving to provide a stimulating academic environment in which students find both challenge and support.
- **We** are committed to high levels of achievement by setting challenging goals for both students and staff through the use of data to continually assess our progress.
- **We** believe in students, parents, school employees and community members working collaboratively to challenge the learner to reach their full potential.
- **We** provide an environment where the student feels safe and accepted regardless of their background or learning style.
- **We** believe in playing an active role in not only the academic achievement of our students but also the character development (respect, responsibility, and personal integrity).

### **Common Mission**

- The mission of **Knox Doss Middle School at Drakes Creek** is for all stakeholders to be committed to developing the whole child, by providing a nurturing and safe environment

that fosters a rigorous academic and technological curriculum, and that will prepare students to become productive citizens and future leaders.

**Shared Vision**

- **Knox Doss Middle School at Drakes Creek** will provide a supportive learning environment to foster growth of all students’ social, emotional, and academic needs to prepare them to be lifelong learners.

**Bell Schedule**

7:30 - 8:17                    1<sup>st</sup> Period and 4 minutes for MTV  
 8:19 - 9:02                    2<sup>nd</sup> Period  
 9:06 - 9:49                    3<sup>rd</sup> Period  
 9:51 - 10:34                  4<sup>th</sup> Period

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
10:35 – 10:54 Advisory	5 <sup>th</sup> period 10:39 -11:22	5 <sup>th</sup> period 10:39 – 11:22
10:54 – 11:19 Lunch	11:22 – 11:40 Advisory	6 <sup>th</sup> period 11:24 – 12:07
11:24 – 12:07 5 <sup>th</sup> period	11:40 – 12:05 Lunch	12:07 – 12:26 - Advisory
		12:26 – 12:51 Lunch

12:09 - 12:52                  6<sup>th</sup> Period for 6<sup>th</sup> and 7<sup>th</sup> grade  
 12:58 - 1:44                    7<sup>th</sup> Period (Extra time for afternoon announcements)

1:46 - 2:30

8<sup>th</sup> Period

**2021** **Approved November 17, 2020** **2022**  
**Sumner County Schools Calendar**

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 day (13 running)

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 days (22 running)

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 days (42 running)

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 days (58 running)

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 days (74 running)

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 days (87 running)

- July 21 New Student Registration @ schools
- July 23 New Hire Orientation
- July 26 Administrative Day 1 [no students]
- July 26 Evening Registration @ schools
- July 27 Evening Registration @ schools
- July 28 Board-Required PL Day 1\* [no students]
- July 29 Board-Required PL Day 2\* [no students]
- July 30 [schools closed]
- August 2 Administrative Day 2 [no students]
- August 3 First full day of school
- September 6 Labor Day [schools closed]
- September 20 Parent-Teacher Conferences
- Administrative Day 3 [no students]
- October 1 End of Quarter 1 (43 days)
- October 4-8 Fall Break [schools closed]
- November 1 Board-Required PL Day 3\*
- November 22-26 Thanksgiving [schools closed]
- December 17 Abbreviated Day
- End of Quarter 2 (44 days); End of Semester 1 (87 days)
- December 20 - January 3 Winter Break [schools closed]
- January 4 Administrative Day 4 [no students]
- January 5 First day of second semester
- January 17 Martin Luther King, Jr. Day [no students]
- February 21 Presidents' Day [no students]
- February 28 - March 4 Sumner County Schools Teacher Appreciation Week
- March 11 End of Quarter 3 (46 days)
- March 14-18 Spring Break [schools closed]
- April 15 [schools closed]
- April 29 Kindergarten Registration @ schools
- May 3 Professional Development Day [Election Day; Stockpiled Day; no students]
- May 25 Administrative Day 5 [no students]
- May 26 Abbreviated Day
- End of Quarter 4 (47 days); End of Semester 2 (93 days)
- End of School Year (180)

State regulations require 10 administrative & professional learning days. At least 3 of these days must be used for professional learning, and 1 administrative day must be a parent conference day. This calendar schedules four (4) administrative days in addition to one (1) parent conference day.

**\* Professional Learning Days 1 - 3 require MANDATORY attendance for all educators.**

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18 days (105 running)

February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

19 days (124 running)

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 days (142 running)

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 days (162 running)

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 days (180 running)

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Time is stockpiled as per statute to allow for up to 13 days of school being missed due to "dangerous or extreme weather conditions" or "upon approval by the commissioner, the excess instructional time may be used in case of natural disaster, serious outbreaks of illness affecting or endangering students or staff, or dangerous structural or environmental conditions rendering a school unsafe for use... for faculty professional development under rules promulgated by the board of education" (TCA 49-6-3004). Stockpiled days are not subject to being "taken off" if not used in a school year. SCS will use one stockpiled day on May 3, 2022 for professional development. This will keep 12 days available to use for weather-related conditions if necessary.

## ABSENCES

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.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who has been absent six days (this means a total of six days during the school year and not necessarily six consecutive days) without adequate excuse is considered truant will be referred for progressive truancy interventions at the school level. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting shall be held at the school to assist the family and improve student attendance via an attendance contract. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

The following are official/adequate excuses that should be turned in to the attendance secretary in the school office

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (five parent notes per semester)
- Court note for the student
- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

### Appeal Procedure for Unexcused Absences

The initial appeal shall be to the building principal or designee. If not resolved at the building level, the parent can request in writing an appeal to the Attendance Office at the Sumner County Board of Education. The appeal will be heard by the Appeals Committee consisting of Director of Schools Designee, an Attendance personnel representative and a principal/assistant principal representative. The burden of proof rests on the student or guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. 49-6-3010.

A principal may verify absences for the following:

- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

**Tardies:** Any student not in the classroom when the class begins is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court. A tardy is only excused by a doctor's note.

**Unexcused Early Dismissals:** For any student that is dismissed from school without a valid reason, the absence will be considered an unexcused early dismissal. A doctor's note excuses the early dismissal. A parent note may only be used to excuse a full day of absence.

### **PROCEDURE TO FOLLOW WHEN RETURNING FROM AN ABSENCE**

The student must bring a written excuse note signed by a parent or guardian, stating the child's full name, grade, date(s) of the absence(s), reason for the absence, and a daytime phone number so we can verify the note.

1. The student should obtain an absentee note from the attendance office before 7:25 a.m. so the student will not be late to first period. The student will not be admitted to class without this note.
2. The student has a maximum of three (3) school days to bring a note or documentation for an excused absence. Failure to comply will result in an unexcused absence and the student will receive a zero for all work missed.
3. Any class work missed must be made up at the teacher's convenience. It is the responsibility of the student to contact the teacher concerning a make-up schedule. This should be done before or after class. All work must be completed prior to the next grading period. The teacher will allow three (3) days to turn in make-up work.

### **EARLY DISMISSALS**

If it is necessary for a student to leave early, the parent/guardian must come in the office to sign out the student. The student will not be called from a class until the parent is in the office to pick up the child. If a student becomes ill at school, school personnel will assist the student in contacting a parent/guardian. Only the parent/guardian or someone the parent/guardian designates may sign out the student. It is a parent's responsibility to notify the office if this information changes during the school year. In cases where custody is an issue, we must have copies of any pertinent legal paperwork. Upon returning to school, the student must obtain an absentee note from the office to be admitted to class. A note from a parent/guardian should be presented at this time to excuse or verify the absence from class.

It is state and county regulation that students are not released during school hours unless actually delivered into the custody of the child's parents or persons acknowledged on the emergency contact list. We will not comply with any request for release of the child contrary to these regulations.

### **TARDY TO SCHOOL**

Any student not in his or her first period class by the 7:30 a.m. bell is considered late to school and must check in through the office. The student must have a note from the attendance office to be admitted to class. Tardies to school may be verified, excused, or unexcused in the same manner as absences. Excessive tardiness will be considered a discipline problem because of the disruption to class. Following the fifth unexcused tardy, and every tardy thereafter, students will be issued a detention by their respective administrator. If the problem persists, the matter may be turned over to the Sumner County Schools Attendance Supervisor for further action.

### **TARDY TO CLASS**

Students are expected to be in class when the tardy bell rings. Students who have a valid pass from an administrator, the attendance clerk, counselor or another teacher will not be counted as tardy.

**Students will be issued a detention after their third tardy to each class.**

### **ACCESS TO STUDENTS**

Under the law, school officials are required to remain neutral in their contacts with parents who are separated or divorced. *The faculty and staff of Knox Doss Middle School are committed to preserving the emotional well-being of each student and to protecting him or her from undue emotional stress when separated or divorced parents cannot agree on school related issues.* Under ordinary circumstances, both the custodial and non-custodial parent has equal access to the student's school records. Both parents are granted equal status relative to the education of their child.



In some cases, a court decree may be issued that limits or restricts a parent's rights in educational matters. Please be advised that the Sumner County Board of Education will grant equal parent access to school records (and to eligible children) unless a court order is provided specifying any special conditions, which may exist. It is the responsibility of the parent to provide the school principal the court order, if one exists.

### **ACCIDENTS**

Every accident or injury in the school building, on the school grounds, at practice sessions or at any school-sponsored event must be reported immediately to the school personnel in charge and to the main office.

### **ARRIVAL TO SCHOOL**

Students arriving at Knox Doss Middle School at Drakes Creek before 7:20 a.m. should report to the gymnasium. Students are not allowed to go to their locker before the 7:20 a.m. bell. *Cell phones, iPod's, and MP3 players must be turned off before entering the school building.*

It is a student's responsibility to make arrangements a day in advance to make up work or receive extra help from a teacher in the mornings before class. A permission note from the teacher is required in order to meet the teacher in the classroom.

### **BUILDING PRIDE**

We are very proud of our school building and facilities. We urge each and every student to take pride in his or her school and campus. It will require each of us taking responsibility to keep our campus neat and clean. Students who destroy or deface school property are responsible for the cost of replacing or repairing the property. Further disciplinary action may be necessary.

### **CELL PHONES**

Students may possess personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, while on school property. However, the personal communication device must be powered off and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours.

The teacher/administrator may grant a student permission to use a personal communication and/or electronic device at his/her discretion for educational purposes within a classroom setting. A device used outside these parameters may result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

Use of personal communication and/or electronic devices shall be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to have such technology nor be penalized in any manner for not having such technology. The use of any such technology shall be governed by Policy IFAF, Student Use of Technology resources, when being used in conjunction with this provision.

Students may carry personal communication and/or electronic devices while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of these devices in the event of an emergency or serious situation.

Use of cameras on personal communication and/or electronic devices, without the permission of a teacher and/or principal, is strictly prohibited on school property or at school functions, including

restrooms and locker rooms. A student in violation of this policy is subject to disciplinary action and possible legal action, if warranted.

The first time a cell phone is confiscated from a student, a warning will be issued and the phone can be picked up in the front office by the student. The second and third time a cell phone is confiscated from a student, a detention will be issued and the phone will be held in the front office until it can be picked up by the parent/guardian. Future offenses will result in ISS and the phone will be held in the front office until it can be picked up by the parent/guardian.

### CONFERENCES

Parent and teacher conferences can occur before school, after school or during teachers' planning time. *Please make appointments, by email, a day or two in advance.* Parents wishing to schedule an IEP meeting should contact the Special Education teacher assigned to the student's grade. Conferences will always take place in the front office.

### DISCIPLINE

Knox Doss Middle School at Drakes Creek has a school-wide discipline plan that includes school and classroom rules, consequences, and rewards.

### RULES FOR MUSTANGS

- Must be Responsible
- Must be Respectful
- Must be Safe

### CONSEQUENCES

#### *Minor Offenses*

- First offense = warning from teachers
- Second offense = contact parent/guardian
- Third offense = detention and parent contact

#### *Major Offenses*

- Office referral – Discipline determined by administration and parent contact

### REWARDS

- Mustang Moolah
- Verbal/Written Praise
- Individual Awards
- Class-wide rewards to be assigned by the teacher
- Grade-level rewards
- School-wide rewards

### DEFINITIONS

**Detention** - Detentions are held in the main office. Students need to bring work to detention. Eating, sleeping or talking is not allowed in detention. A student will receive a day of ISS for every detention after 5 per semester. **Failure to serve a detention by the third day will result in one day of ISS.**

#### Detention Schedule

Morning Detention: Monday-Friday 6:45 a.m.-7:25 a.m.

Afternoon Detention: Monday-Thursday 2:35 p.m.-3:15 p.m.

**Class Isolation** – A student will be placed in class isolation if behaviors are continuously exhibited in one particular class that interrupts the learning environment for other students. The student is placed in an isolated, supervised situation and will be expected to continue regular classroom assignments. The student is counted as present at school and is granted credit for all work completed. The student will resume their regular classes for the day once the isolation is served for that particular class period.

**In School Suspension (ISS)** - The student is placed in an isolated, supervised situation and will be expected to continue regular classroom assignments. The student is counted as present at school and is granted credit for all work completed. If the student's conduct is deemed inappropriate while in ISS, additional days may be recommended or the administration may exercise its right to place the student in out-of-school suspension for the remainder of the ISS days.

Students assigned to ISS will not be allowed to participate in school dances for the rest of the semester in which the student served ISS.

**Out of School Suspension (OSS)** - When behavior becomes detrimental to the good order of the school, it may become necessary to suspend a student from school and its activities for a period not to exceed ten (10) consecutive days. Students will be allowed to make- up their work during a suspension.

Out of School Suspension may result from, but not limited to the following violations:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct or vulgar or profane language;
3. Violence or threatened violence against any person or any personnel attending or assigned to any public school;
4. Willful or malicious damage to real or personal property of any person attending or assigned to said school;
5. Inciting, advising, or counseling of others to engage in any of the acts, herein before enumerated;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun, or firearm on school property;
8. Possession of a knife, etc., on school property;
9. Assaulting a principal or teacher with vulgar, obscene, or threatening language;
10. Unlawful use or possession of barbital or illegal drugs;
11. Any other conduct prejudicial to good order or discipline in any public school.

Students assigned to OSS will not be allowed to participate in school dances or field trips for the rest of the semester in which the student served OSS.

### **DISRESPECTFUL CONDUCT**

Students are expected to be respectful and courteous to all school personnel. Disrespect toward any employee will be considered a serious infraction and will result in severe disciplinary action. Students found guilty of hitting or pushing an employee must appear before the Sumner County School Disciplinary Committee.

### **DRESS CODE**

Knox Doss Middle School at Drakes Creek expects our students to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. When, in the opinion of the administration and staff, a student is not dressed appropriately or exhibits grooming which is considered detrimental to the educational environment, appropriate action shall be taken. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Consequences for dress code violations include changing clothes, ISS, or other

penalties authorized by the administration. **Continual dress code violations warrant more severe consequences.**

The following shall **NOT** be worn at school:

- Apparel considered revealing will not be permitted (measure hand's breadth with fingers together and straight across the chest).
- Saggy or sagging pants - pants are to be belted at the waist. *Pants must not drag the floor.*
- Spandex or Yoga pants
- Holes in clothes – holes should not be higher than 5 inches from the knee. Patches or leggings underneath are not acceptable to cover holes higher than 5 inches above the knee.
- Clothing carrying negative statements against any person or group is disruptive to learning and is not allowed - Suggestive slogans, vulgar captions or pictures, advertisements for drug, tobacco, or alcoholic products, sexual innuendo, or gang references.
- Caps, hats, scarves, bandanas, or any other head dressings.
- Clothes must be worn that are sized to fit appropriately. Shirts, when hands raised above head, must not reveal the stomach.
- Bare midriffs, halters, fishnet, tank tops, camisoles or spaghetti strap shirts.
- No house shoes, pajamas, or pajama separates may be worn.
- Cleated shoes or Heelies

In addition, the following guidelines shall be enforced:

- Leggings may be worn ONLY with appropriate length skirt/dress or shirt (5 inches from the bend of the knee). A student's clothing must cover the entire middle portion of the body at all times.
- Both male and female students are allowed to wear walking length shorts to school (no stretchy or tight shorts). Shorts must not be higher than 5 inches from the bend of the back of the knee. No cut-offs.
- Shorts, skirts and dresses must not be higher than five inches from the bend of the back of the knee. *This policy also includes the slits in the skirt and dress. Wearing leggings under shorts, skirts and dresses does not permit a student to break the five-inch rule.*
- Underclothing is not to be seen at any time.
- Jewelry must not be distracting, disruptive, or unsafe. NO body piercing jewelry except for earrings and nose rings may be worn during school hours. Nose rings will only be allowed in stud form (clear or otherwise, and 1-2mm or smaller in diameter only) with only one stud allowed. Hoops, bull nose rings, or studs greater than 2mm, etc, are not allowed.
- Shorts and/or pants are not to have writing on/or across the back or front of the clothing.
- Shirts, blouses, and dresses must have sleeves that cover the end of the shoulder.
- No tinted glasses or sunglasses, unless doctor prescribed. *Sunglasses should not be worn on the head.*
- The beltline of all garments must fall at or above the hips. Underwear may never show.
- Valuable clothes and jewelry are discouraged.
- Tattoos or body art is not allowed and must be covered up or washed off. This includes drawing on hands/arms using markers or pens.
- No extreme hair color is permitted.

**A student in violation of the dress code must change or will spend the day in isolation after attempts have been made to notify parents. Repeated violation of the dress code will result in disciplinary action from the administration.**

### EMERGENCY PROCEDURES

Knox Doss Middle School at Drakes Creek has a comprehensive emergency plan, which is practiced and reviewed annually. Basic contingencies include the following:

1. In drills requiring students to exit the building (fire, bomb threat, etc.) everyone should move quietly and quickly to the designated exits, move away from the building to their designated areas.
2. In severe weather (high winds, tornado, etc.) drills, everyone should report to the hallways and assume the safety position per directions given.
3. In the event of a lockdown, everyone (students, employees, and guests) should remain in place. If you are in a hallway, enter the nearest classroom and remain there until told to do otherwise. Your safety and the safety of others may depend on your responding as directed during a lock down.

### EXAMS

Semester exams will be given at the end of each semester and count 10% of the student’s final semester grade. Semester exams will not be given early under any circumstances. Any student who misses an exam due to unexcused absence or does not make-up an exam within the allotted timeframe will receive a zero on the exam.

### EXTRACURRICULAR ACTIVITY BEHAVIOR

Knox Doss Middle School at Drakes Creek offers a variety of extracurricular activities after normal school hours. Students who attend these events are expected to be in and stay at the correct location throughout the activity. Students who attend athletic events are expected to remain at the field or in the gym. All dress code rules of the school are in effect at athletic events, school dances and other extracurricular activities.

### GRADING POLICY

Progress reports will be sent home at the mid-point of each nine-week grading period. *The progress report is not a guarantee of the student’s final grades but an indicator of academic progress.*

The Sumner County Board of Education has set the following grading scale for use by all middle schools:

		<b>1<sup>st</sup> Semester Grade</b>	<b>2<sup>nd</sup> Semester Grade</b>	<b>Full Year</b>
A	93-100			
B	85-92	1 <sup>st</sup> Nine Weeks Grade = 45%	3 <sup>rd</sup> Nine Weeks Grade = 45%	1 <sup>st</sup> Sem. 50%
C	75-84	2 <sup>nd</sup> Nine Weeks Grade = 45%	4 <sup>th</sup> Nine weeks Grade = 45%	2 <sup>nd</sup> Sem. 50%
D	70-74	Exam = 10%	Exam = 10%	
F	<i>Below 70</i>			

### GUIDANCE SERVICES

Students are encouraged to use the services of the guidance counselors. A counselor is available to help students and parent with educational, vocational, personal and social needs. This service is provided in an atmosphere of friendship, cooperation and confidentiality.

The guidance counselor works with students individually and in small groups. Parents, teachers and students may refer a student to the counselor. Students who need to see the counselor should schedule an appointment and let the counselor send for them at the earliest time available. Students who wait around, without an appointment, in the hope of having a conference are not considered to have a legitimate reason to miss or be tardy to class.

### **GUM**

In an effort to protect the cleanliness of Knox Doss Middle School at Drakes Creek, gum is not permissible.

### **HALL PASSES**

Students must carry a designated hall pass while in the hallway during class time.

### **HANDS-OFF POLICY**

Knox Doss Middle School at Drakes Creek adheres to a hands-off policy. Physical contact or any public display of affection is not appropriate at school and will be considered a disciplinary infraction. The hands-off policy also includes horseplay between students, which many times lead to physical or verbal altercations.

### **HARASSMENT**

Knox Doss Middle School at Drakes Creek is committed to safeguarding the right of all students to learn and work in an environment that is free from all forms of sexual harassment, harassment and bullying. We insist that all students and employees be treated with dignity, respect and courtesy at all times. Any person who believes he or she has witnessed or been the victim of harassment or bullying should report the incident immediately to a teacher, guidance counselor or administrator. *It is essential that students report information about every instance of such conduct in a timely manner.*

### **SEXUAL HARASSMENT**

Sexual harassment toward any student will not be tolerated. Sexual harassment is defined as unwelcomed and unwanted sexual behavior or conduct whether verbal, physical or visual, which create an intimidating, hostile, or offensive environment.

Sexual harassment may include but is not limited to:

1. Physical contact, such as hugging, kissing, grabbing, pinching, patting, brushing against, touching or blocking one's path or egress;
2. Implicit or explicit sexual propositions, requests, demands or other forms of pressure for sexual favors or dates; especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
3. Sexually suggestive or degrading remarks, including jokes, kidding or teasing;
4. Unwelcomed verbal or physical flirtation, sexual gestures or comments, or comments about another person's body or appearance; including touching oneself sexually or talking about one's sexual activities in front of others;
5. Vulgar or obscene language;
6. Display of sexually explicit or offensive printed or visual material, including but not limited to photographs, calendars, graffiti, cartoons, emails, drawings or notes including making and playing sexually explicit audio/video tapes;
7. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
8. Spreading rumors about or rating other individuals as to sexual activity or performance.

### **BULLYING**

No child should be subjected to bullying by another student or group of students. Bullying is any word, look, sign or act that intimidates a person, excludes a person, or intentionally hurts a person's body, feelings or things. Bullying may include but is not limited to gossiping, spreading rumors, teasing, eye rolling, name calling, intimidating, harassing, hitting, and pushing.

### **CYBER BULLYING**

Cyber Bullying is verbal harassment using electronic forms of contact. Cyber Bullying can take many forms, which may include the following:

- An unwelcomed or threatening instant message or e-mail
- An unwelcomed or threatening text message
- Repeated text messages or phone calls
- A website set up to mock, rate, or poll others
- Bullying others in online chat rooms
- “Borrowing” someone’s screen name and pretending to be them while posting a message.
- Forwarding supposedly private messages, pictures, or video of others.
- Any social networking sites used to harass others.

Students who violate the privacy or defame the character of others will be disciplined. In addition, the school may consider these actions as a form of bullying, which falls under the harassment policy of the Sumner County Board of Education.

### **HONOR ROLL**

Knox Doss at Drakes Creek recognizes student’s success in the classroom with the Honor Roll. Related arts classes are always included when calculating honor rolls.

- A Honor Roll- Student receives all A’s on the report card
- A/B Honor Roll- Student receives all A’s and B’s on the report card

### **INCLEMENT WEATHER POLICY**

Inclement weather sometimes causes delayed school openings, early dismissals or closings. Parents are advised to monitor radio or television stations for announcements related to school closings during inclement weather.

If inclement weather causes a delayed school opening or early dismissal, we will adhere to the following guidelines:

- When school is delayed opening due to inclement weather students will always report to the class period specified by the principal. In the event of a two-hour delay, the doors of the school will open at 8:45am and school will start at 9:30am.
- When school is dismissed early there will be no practices or club meetings held that day. *All students will be dismissed and must leave school grounds.*

Emergency dismissal information should be listed on students’ online registration information to explain how your child will get home in an emergency dismissal. If this information is not on file, the student will be sent home on the bus that serves his or her area.

### **INAPPROPRIATE LANGUAGE**

Inappropriate language should not be used at any time at school or at any school-sponsored activity. Use of inappropriate language at school will result in an automatic detention.

### **INTERNET POLICY**

Students are permitted to access the Internet only with a signed technology use agreement form on file and the permission of a supervising staff member.

Use of the Internet shall be consistent with the Sumner County School Board policies and objectives. The use of the Internet is a privilege, not a right, and inappropriate use could result in

cancellation of those privileges. Students are prohibited from the following actions when using a computer at school:

1. Accessing e-mail or chat rooms;
2. Storing personal files or data;
3. Installing or removing software;
4. Modifying system settings;
5. Introducing resource-draining applications;
6. Bypassing existing security restrictions;
7. Accessing other Internet services;
8. Publishing inappropriate content; or
9. Viewing threatening, obscene, or objectionable materials.

### **LEAVING THE SCHOOL BUILDING OR SCHOOL GROUNDS**

Students should not leave the school building without permission of the administration. Class activities supervised by the teacher will sometimes occur outside the building. Also, there may be times when school-wide activities will take place outside.

At no time, should a student leave school campus without checking out in the main office. Once a student arrives at school, the student may not leave campus without permission from a parent/guardian and approval from the main office.

### **LIBRARY POLICY**

The library is open daily from 7:30 am - 2:30 pm. Students must have a pass from their teacher to come to the library during normal school hours. Books checked-out by a student are the responsibility of the student. When a student returns a book, he/she may check-out another book. Lost and/or damaged materials are the responsibility of the student to replace. (Report cards and records will be withheld at the end of the year, if all charges have not been paid).

1. Students may check out two books at a time for two weeks with one renewal for each book. Students will not be allowed to check out new material if they have fines or overdue materials.
2. Fines for overdue books accrue at \$0.05 per day starting the second day the book is late. There is no charge for day where school is not in session or for excused absences. Fines may be paid in full or by installment.
3. Overdue and fine notices are sent out every two weeks through first period teachers.
4. Missing books will be paid for at the replacement price. If the book is found at a later time, a refund will be issued to the student minus any fine that had already accrued.
5. Report cards may be held for students with library fines or overdue book more than a month old.
6. The library is open daily from 7:15 a.m. to 2:45 p.m. with additional time added as needed for projects.

### **LOCKERS**

Each student will have the opportunity to be assigned a school locker to be accessed over the course of the school year. The school is not responsible for lost or stolen items. Each student is responsible for the appearance and care of his/her locker. Stickers or inappropriate materials may not be displayed in lockers. Lockers are the property of the school; therefore, they are subject to inspection at any time by the school administration.

### **LOST AND FOUND**

Lost and found items should be turned in to the main office. Lost textbooks and workbooks will be returned to the appropriate teacher. Valuables (purse, wallet, phone, etc.) will be kept in the main office. Students will not get an excused tardy note to class to look through lost and found.



## LUNCH

Weekly lunch menus can be viewed on our website at [kddc.sumnerschools.org](http://kddc.sumnerschools.org). This menu allows you to choose between bringing lunch from home and purchasing from the cafeteria. Student lunches are free of charge. Additional lunches and ala carte items will be available to purchase.

Students should be quiet and orderly while going to and from the cafeteria for lunch. Students should not return to their classroom for any reason, unless given permission from a teacher or administrator. Purses or valuables should not be left in the classroom during lunch. Any student outside the cafeteria without permission during their lunch period will face disciplinary action.

The serving area must be quiet and orderly for the lines to run efficiently. There is to be no talking except to cafeteria staff, no cutting in line, and no horseplay of any kind in the serving area. While in the eating area, students must remain seated except for disposing of trash and returning trays. Sack lunches from home are allowed but students cannot bring in food from outside competitive food companies (McDonalds, Subway, etc.). Energy drinks are also not allowed in the cafeteria.

## MAKE-UP WORK

**It is the student's responsibility to ask each teacher for the work missed upon returning to class.** During the school year, make-up work must be completed within three days.

Tests that are missed due to a verified or excused absence must be made up before or after regular school hours at the teacher's discretion. The student should request a make-up time the first day he or she returns from an absence.

Long-term projects which are due during a student's absence must be turned in the day the student returns to school. Failure to turn in these projects will result in a late grade of minus ten points (one letter grade) per day.

## MEDICATIONS

School personnel will only administer medications, which must be given during normal school hours. Any medications that should be administered three times a day can be given at home before school, after school and in the evening. Students should never have any medication, including aspirin, Tylenol or Motrin, on themselves, in their locker, or in their possession while on school property. Board policy allows a student to keep an inhaler with them at all times provided this is authorized through the office. All permission for long-term medication shall be renewed at least annually. All changes in prescription medication, such as any increase or decrease in the amount given, must be accompanied by written authorization from the physician. The school nurse will review all medications.

The form, Permission for Administration of Non-Prescription Medicine, is available in the office and must be filled out and signed by the parent before any non-prescription medication will be given at school. Non-prescription medication must be in the original unopened container and instructions from the student's parent/guardian for administering the meds must be included.

The form, Permission for Administration of Prescription Medicine, is available in the office and must be filled out and signed by the doctor and parent before any prescription medication will be given at school. Prescription medication must be in the original, pharmacy-labeled container with the student's name, type of medication, dosage, and the doctor's name.

### MESSAGES

As a general rule, the office will relay only emergency messages from a parent or guardian during the school day. If possible, non-emergency messages will be delivered to students at the end of the school day.

Please send any change in transportation arrangements in a note to the office in the morning. Students are responsible for knowing how they will go home each day. Transportation arrangements should not be made over the phone, except in emergencies. Many times, the same parent will call one or two times a week to change instructions. This is very confusing to the child and causes an unnecessary disturbance to the child's time at school.

### NON-DISCRIMINATION POLICY

It is the policy of the Sumner County Schools System not to discriminate on the basis of sex, race, national origin, or handicap in its educational programs or activities. The following are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Ms. Selena Elmore  
Section 504 Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-6598

Ms. Norma Dam  
ADA Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5423

Ms. Katie Brown  
Ms. Naomi Aitchison  
Title VI and IX Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5227

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of handicap. Americans with Disabilities Act prohibits discrimination on the basis of disability. Title VI of the Civil rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Family Education Rights and Privacy Act (FERPA) afford parents certain rights with respect to the student's education records. Information regarding these rights is available in the guidance office.

### PROHIBITED ITEMS AT SCHOOL

Problems arise each year because students bring items to school that are not necessary for class. These items may be a safety hazard or interfere with the smooth operation of school. Items such as skateboards, electronic games, headphones, toys, laser pointers, shocking devices, playing cards, dice, hacky sacks, toys of any kind, and any other items that are a distraction may be taken up from the student. The administration will determine if the confiscated items will be returned to the student at the end of day or the parent or guardian will be required to pick-up the item(s). The school does not assume responsibility for any personal property, which has been confiscated, should the items be lost, damaged, or stolen. Any property not retrieved by the end of the school year will be donated to local organizations.

### PUBLICATION RIGHTS

Knox Doss Middle School at Drakes Creek reserves the right to publish and release students' names and pictures in an effort to promote their success in academics, athletics and extracurricular activities. Students' names and pictures may be released through the Internet, newspapers, school website, yearbook, and other forms of the media. Permission and release of Knox Doss Middle School at Drakes Creek from liability resulting from or connected with publication of such work and information is assumed granted unless the school receives written notification to the contrary by the parent or guardian.

## REGISTRATION REQUIREMENTS

Knox Doss Middle School requires the following information in order to enroll your child:

1. **Two proofs of residence in our school zone-** Each proof of residence should have the legal guardian's name and current address. The residency of a student is where the legal guardian or parent resides. This does not include family members or childcare providers. A copy of such verifications shall become a part of the student's record and shall be updated each year. When a student moves, it is the student's (parent's) responsibility to notify the principal and to provide the required proof of change of residence (Board Policy JBCCA).
2. **Birth Certificate** - The Sumner County Board of Education requires all students to present a certified copy of the birth certificate at the time of registration. This copy should have a state identification number at the top. A mother's copy or hospital certificate of live birth is not acceptable. A school copy will be made for the child's record.
3. **Tennessee Immunization Record (Health Card)** - An official State of Tennessee record card, signed by the health provider (doctor or Health Department) must be given to the school prior to school attendance. Students who do not have the official state health card will not be permitted to attend school.
4. **Custody papers (if applicable)**
5. **Photo identification for custodial verification**
6. **Withdrawal information from previous school, if available**

In the event that a student is improperly enrolled in a particular school district, the parent or guardian shall be notified that the student will be asked to leave the school or school district in five school days and enroll in the correct school or school district, unless the legal guardian can procure credible evidence that the student is correctly enrolled in said school or school district. (Board Policy JBCCA)

## SCHOOL STORE

The Knox Doss Middle School at Drakes Creek store is available on the KDDC website for students or parents to purchase KDDC Spirit Wear.

## SEARCH OF STUDENTS AND VISITORS

Any principal, or his designee, having reasonable cause for a search may search any student, place or thing on school property, including buses, if he receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of school rules or regulation or proper standards of student or faculty conduct;
2. Any object of substance, which because of its presence presents an immediate danger of harm or illness to any person; or
3. Evidence of any violation of the law.

All of the following standards of reasonableness shall be met:

1. A particular student has violated school policy;
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

The student using a locker that is the property of the school system has no right to privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises

remain the property of the school system and are provided for the use of students' subject to inspection, access for maintenance and search.

### **SELLING ITEMS AT SCHOOL**

The principal must approve all merchandise sold at school by a student in advance. Failure to do this will result in the confiscation of the merchandise. The merchandise will be returned to the student's parent/guardian.

### **SIGNS OR POSTERS**

Any signs or posters placed in the building must have approval from the administration. Nothing should be placed on doors.

### **TELEPHONE**

Students' use of the telephone is limited to approval of calls to a parent or guardian. Approval must come from an administrator or office personnel. Students are required to sign-in prior to using the phone. Students should make calls between classes only and with teacher permission. Office personnel will not excuse a tardy to class because a student is in the office using the phone. The office telephones are for school business and not for student's personal use.

### **TEXTBOOKS**

All textbooks are furnished by the Sumner County Board of Education. Students are expected to take care of their books and return them in good condition at the end of the school year. Students are not to mark or damage books in any way. **Students must pay for any loss or damage to books.** In order to obtain a second book, payment must have been received on the first (lost) book unless arrangements have been made with an administrator.

### **TRANSPORTATION: SCHOOL BUS REGULATIONS**

It is a privilege to ride a Sumner County school bus. This privilege depends on the student's behavior and observance of the bus rules. These rules exist for the safety of everyone on the bus. The principal may suspend a student's right and privilege of transportation due to misconduct or misbehavior of each student in route to and from school.

1. The driver is in full charge of the bus and the students.
2. Students should be on time at the bus stop. The buses are on a tight schedule and cannot wait for students who are late.
3. Students must get on and off the bus at their assigned bus stop.
4. Students should not stand in the road while waiting for the bus.
5. Students should occupy the space designated for them on the bus by the driver.
6. Students must keep aisles and exits clear.
7. Students should not be out of their seats or making excessive noise.
8. Students must keep their arms, hands, and head inside the bus at all times.
9. Students should not throw any objects on the bus or outside the bus windows.
10. Students cannot carry anything on the bus that won't fit on their lap. Flowers, balloons and breakable objects are not allowed.
11. All school and Sumner County Board of Education rules and regulations are in effect when students are on the school bus.

Violations of bus rules will result in the student being suspended from the bus for a specified time. Persistent violation of bus rules will result in a student losing the privilege of riding the bus for the remainder of the school year. Bus suspensions are considered a serious matter and will be reported to the

Director of Transportation and the School Board. Transportation to and from school then becomes the sole responsibility of the student's parent/guardian.

### **SCHOOL BUS PASS**

We are happy to accommodate your written requests to have your child ride a different bus or ride to a different location as long as the following criteria are met:

- a. The student must turn in a written note into the office prior to 7:25 a.m. containing the following information:
  1. The student's name and address
  2. Parent's name and phone number
  3. The address of the destination
  4. The bus number the student will ride
  5. Date(s) the student will ride
- b. Students will not be allowed to make calls home to arrange for bus passes. All arrangements and the written notification must be taken care of prior to the school day beginning.
- c. All requests for riding a bus are subject to the capacity of the bus in question. If a bus has a full route, no extra students will be allowed to ride.

### **CAR RIDERS**

If you are a car rider in the morning or the afternoon, please adhere to the following guidelines:

- All car riders should be dropped off and picked up at the main entrance of the school. Do not drop off or pick up your child in front of the gym or at a side entrance of the school.
- Advise the driver to pull forward as far as possible. Stopping directly in front of the main entrance doors does not allow as many cars to load/unload at the same time and slows down the lines.
- Be careful when entering and exiting your car.
- In the afternoon, students should pay attention for your vehicle in the car rider lines.

### **VANDALISM**

Any damage or destruction to school property or other students' property will result in immediate disciplinary action. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item.

Any person, who has witnessed vandalism or believes he or she has information regarding vandalism, should immediately report the incident to a teacher or administrator.

### **VISITORS**

We do require that visitors enter the building through the main office, sign in, and wear a name tag while visiting. For safety reasons, never open an outside door for a visitor. Strangers without visitor name tags should be reported to the office immediately. Parents may not eat lunch with their student in the cafeteria during lunch hours. Students from other schools or school systems are not allowed to visit during school hours, including lunch.

The principal or designee has the authority to exclude from the school premises any persons disrupting the educational program in the classroom or in the school, disturbing the teacher or children on the premises, or on the premises for the purpose of committing an illegal act.

## **ZERO TOLERANCE BEHAVIOR**

### **WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.<sup>1</sup>

### **DEFINITIONS**

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup>

"Expelled" for the purposes of this policy means removed from the pupil's regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by Disciplinary Hearing Authority. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school.

### **POLICY**

Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population at the principal's discretion and referred to Disciplinary Hearing Authority for disposition as determined by the committee.

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

### **FIREARMS** (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

### **DRUGS**

In accordance with state and federal law, any student who unlawfully possesses/distributes or is under the influence of any drug including any controlled substance, legend drug or prescription drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

### **ASSAULT**

In accordance with state law, any student who commits aggravated assault, as defined in 39-13-102, upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

### **VANDALISM OF SCHOOL PROPERTY OVER \$500**

Any student who commits vandalism of school property which results in the student being criminally charged with vandalism over \$500 pursuant to T.C.A. § 39-14-408 shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

### **OTHER OFFENSES**

Any student who makes bomb threats, commits sexual misconduct that results in the student being criminally charged with sexual battery, sexual assault, indecent exposure, rape or aggravated sexual battery, shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

### **THREATS**

Any student who makes a threat of violence, whether written or verbal, which creates actual disruptive activity at the school that requires administrative intervention may be suspended and/or expelled as determined by the principal. Students may be suspended and/or expelled for a time commensurate with age, maturity level, and intent as determined by the principal or other authorities. Depending on the circumstances, the principal may refer a student who make a threat of violence to the disciplinary hearing authority for disposition as determined by the committee.

### **ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>6</sup>

### **FACSIMILE WEAPONS**

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. Students may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile to the disciplinary hearing authority for disposition as determined by the committee.

The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

### **NOTIFICATION**

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>7</sup>

It is the duty of a school principal who has reasonable suspicion to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of this policy to report such reasonable suspicion to the appropriate law enforcement officer. School personnel have the duty to report any reasonable suspicion that a student is committing or has committed a violation of this policy to the principal, or, if the principal is not available, to the principal's designee. If neither the principal nor the designee is available, school personnel may report violations of this policy to the appropriate authorities.

### **COMMUNICATION**

Communication to the school board, parents, appropriate school staff, and the larger school community about specific incidents under this policy will be handled in on a case-by-case basis in consultation with the Director's Office determined by the following factors:

1. Was the threat specific to an individual, group of individuals, or the larger school community
2. Was the threat credible based on the assessment of law enforcement officials

3. Is the threat potentially a criminal act that could impact the system's ability to release information to parents and the general public
4. The age, maturity, and intent of the student involved to commit an act inflicting death or serious bodily injury.<sup>2</sup>