

# Portland East Middle School

STUDENT HANDBOOK  
2014 - 2015



THIS AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ GRADE \_\_\_\_\_

## **MISSION STATEMENT**

The mission of Portland East Middle School is to enable students to become confident, self-directed, lifelong learners.

## **VISION**

The vision of Portland East Middle School is to increase student success by strengthening our partnerships with families and community and by expanding learning opportunities through improved technology.

## **BELIEFS**

We believe that a safe and physically comfortable environment promotes student learning.

We believe that all students can learn and that we should provide engaging approaches and experiences to support their varied physical, social, emotional, and intellectual needs.

We believe that positive relationships and mutual respect among and between students and staff members build a student's self-esteem and enhance the learning atmosphere.

We believe that regular attendance is valued, expected, and essential for success in school, in the workplace, and in the community.

We believe that exposure to diverse cultures and people promotes student awareness and appreciation of our world's diversity.

We believe that technology as a teaching and learning tool is essential to prepare students for the challenges of the future.

We believe that students, teachers, administrators, parents, and our community share the responsibility for advancing the schools' vision and mission.

## **WELCOME TO PORTLAND EAST MIDDLE SCHOOL**

Middle School is a time for young people to not only develop and enhance their academic skills but also begin to explore different subjects and participate in a variety of activities which help them develop into well-rounded young adults.

The staff at Portland East Middle School is committed to the belief that all students can learn and succeed in a productive, orderly, safe and challenging learning environment. Our school's focus is on building a strong foundation of knowledge, developing critical thinking and problem solving skills while at the same time providing unique opportunities for physical and social development through extracurricular activities.

Portland East students are expected to be good citizens and knowledgeable of their rights and privileges. They should also be aware of their responsibilities to themselves and to others in order to be contributing members of an ever-changing society.

To help us achieve our goals, we encourage you to involve yourself in our children's ongoing educational development. Close cooperation between students, staff, parents and the community is the key to enable students to reach their highest potential. If you have any questions or need information not found on the website, we encourage you to call at a time convenient to you.

Respectfully,

Portland East Middle School  
Faculty and Staff

<b>2014-2015 SCHEDULE</b>				
<b>1st</b>	7:43	to	9:13	(90 min)
<b>2nd</b>	9:17	to	10:47	(90 min)
<b>3rd</b>	10:51	to	1:16	(145 min)
<b>4th</b>	1:20	to	2:50	(90 min)

-----

<b>3rd Block - 6th grade</b>				
<b>Lunch</b>	10:51	to	11:26	(35 min)
<b>Flex</b>	11:26	to	11:46	(20 min)
<b>Class</b>	11:46	to	12:31	(45 min)
<b>Class</b>	12:31	to	1:16	(45 min)

<b>3rd Block - 7th grade</b>				
<b>Class</b>	10:51	to	11:36	(45 min)
<b>Lunch</b>	11:36	to	12:11	(35 min)
<b>Flex</b>	12:11	to	12:31	(20 min)
<b>Class</b>	12:31	to	1:16	(45 min)

<b>3rd Block - 8th grade</b>				
<b>Class</b>	10:51	to	11:36	(45 min)
<b>Class</b>	11:36	to	12:21	(45 min)
<b>Lunch</b>	12:21	to	12:56	(35 min)
<b>Flex</b>	12:56	to	1:16	(20 min)

-----

<b>2014-2015 ACTIVITY SCHEDULE</b>				
<b>1st</b>	7:40	to	8:50	(70 min)
<b>2nd</b>	8:54	to	10:04	(70 min)
<b>4th</b>	10:08	to	10:43	(35 min)
<b>3rd</b>	10:48	to	1:16	(148 min)
<b>4th</b>	1:20	to	1:55	(35 min)
<b>Activity</b>	1:55	to	2:50	(55 min)

## **ANNOUNCEMENTS**

Announcements will be made each morning at the beginning of 1st block and at the end of the day during 4<sup>th</sup> block. Students need to listen carefully, so they will know about upcoming events and meetings.

## **ALCOHOL POLICY**

Possession or use of alcoholic beverages on school property is illegal. Any students who unlawfully uses, possesses, sells, or otherwise furnishes alcoholic beverages while on school grounds or during an activity off school grounds related to school attendance will be referred to the principal for administrative action.

A. Alcoholic Beverage includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

B. Use shall mean either the drinking of alcoholic beverages or the indication by action or behavior that such beverages have been consumed.

C. Possession shall mean either having alcohol beverages on the person, or in the immediate vicinity of the person, or among the student's personal possession (locker, backpack, car, etc.)

Whenever the local school determines that satisfactory evidence exists that a student used or possessed alcoholic beverages at any Sumner County school-sponsored activity or used legal drugs in inappropriate amounts for other than appropriate medical purposes, the principal will suspend the student for ten (10) days and may refer the student to the Sumner County Board of Education Disciplinary Committee for a hearing.

## **ALTERNATIVE SCHOOL**

The Sumner County School System operates an alternative school for the entire county in Gallatin at R.T. Fisher Alternative School. Students are assigned to alternative school by the Disciplinary Committee of Sumner County Schools. When it is determined by local school administration that a student has been involved in a serious discipline situation, his/her name will be turned into the Disciplinary Committee. Students may be assigned to alternative school for one calendar year. Students must complete the entire program. The program deals with academics, discipline and other behaviors. The alternative school has lower teacher/pupil ratios, more counseling, and more restrictive discipline policies.

## **ASSEMBLIES**

Portland East Middle School offers students many opportunities throughout the year to attend special assemblies. Attendance at these assemblies is considered a privilege, and as such, that privilege can be denied to any student who has not behaved appropriately or who has not completed his/her necessary school work.

## **ATTENDANCE**

In order to meet requirements for satisfactory attendance, a student may not miss more than five (5) days in any class per semester. Full or part of the day absences are to be considered excused, if a written note from the parent or guardian or more formal documentation is provided. A student is allowed five (5) days of parent notes per semester. Other absences require formal documentation to consider your child's absence excused.

Formal Documentation:

- Medical, dental, orthodontist, or other health agency, hospitalization

- Death in the family
- Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the principal prior to the student being absent for a religious holiday.
- Required court appearance. Verification of court appearance times from court authority must be provided.
- Approved school related activities. Prior approval is required.
- Vacation/trips with prior approval by the principal. A note from the parent/guardian shall be submitted prior to any vacation or trip. Vacations/trips taken without prior approval will be considered unexcused. Only one vacation trip during the school year will be excused.
- Other extenuating circumstances beyond the control of the student. For such absences to be considered excused, the principal or his/her designee must approve them.

Students have three (3) days to make up missed work.

### **BULLYING**

No child should be subjected by bullying by another student or a group of students. Bullying is a 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, email, or 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
- Socially networking sites, including MySpace, Facebook, Friendster, Live Journal, and Xanga, 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. PEMS faculty and staff have joined thousands of other school across the country, as well as many other middle and elementary schools here in Sumner County, in the implementation of the OLWEUS Bullying Prevention Program. All faculty and staff have been trained in the recognition of bullying behaviors, strategies for intervention, and a follow up procedure on students who are being bullied. The program implements class meetings as a way for students to connect with their classmates and teachers and continue to foster an environment of team and community within our school.

### **CAFETERIA**

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the table and surrounding area clean and orderly. At no time are students allowed to take food or beverages out of the cafeteria. All students will have their lunch during their 3<sup>rd</sup> block class. You may choose to eat from a salad bar, meat and vegetable bar, or a sandwich bar. The cost for student lunches will be announced at the beginning of the school year. Additional milk (.65), ice cream (.65) and bottled water (.60 or \$1.00) may be purchased. Glass containers are not allowed. Students are

expected to remain seated after obtaining lunch. Scuffling, breaking line, throwing items, and other displays of disrespect are unacceptable behaviors. Consequences are commensurate with the offenses. See attached form on page 24. Lunch payments may be made in advance, up to a month. This payment is to be made in the mornings (preferably Mondays) before school starts. Student payments for lunch will be maintained in the cafeteria computer. **At no time may a student accumulate more than three (3) lunch charges.**

### **CAR RIDERS / BUS NOTES**

If a student usually rides a bus, but will be picked up by a car on a particular day, a note needs to be sent to school. The note should include the parent's name and phone number and should be brought to the office by 8:00 A.M.

Occasionally students will need to ride a different bus in the afternoons. A parent note is required to make a bus change. The note should include the number of the bus the student is to ride, the address where the student will be left, the parent(s) name, and parent(s) phone number. These notes will need to be turned into the office by 9:00 to insure the student has the paperwork required to get on the bus.

### **CELL PHONES**

**Cell phones are NOT allowed in classrooms.** If a student must have a cell phone to communicate with a parent after school, it must be turned in to the office as soon as the student enters the building. The student may pick it up at the end of the day. If a student has a cell phone on their person, they will receive one day of ISS for their first offense. For the second offense, students will receive two (2) days of ISS. For the third offense, students will receive either three ISS or OSS days according to the discretion of the administrator.

### **CHEATING POLICY**

When a teacher discovers a student cheating to earn a grade, then that teacher shall administer an alternative test or measure. The highest possible score for the alternative test will be 70. Parents will be notified of the offense. For the second offense the student will receive two days of ISS.

### **COMMUNICATION**

Good two-way communication between families and schools is necessary for student success. Our faculty and staff will use a variety of methods to communicate with our families including but not limited to phone calls, emails, student agendas, texts and written correspondence. Parents may contact any of our faculty and staff by phone (615)325-4146 or by email, a list of email addresses can be found on our school website

[pem.sumnerschools.org](http://pem.sumnerschools.org) > Our Staff Pages

Written notes or messages within your student's agenda are also welcome.

### **CONFERENCES**

Appointments are to be made with teachers during their planning time by calling the office. Please make appointments a day or two in advance. A message can be left with the office personnel. Parents wishing to call an IEP meeting should contact the Special Education teacher assigned to their child.

### **CUSTODY DOCUMENTS**

We must have a copy of all legal documents concerning your child. All parents have legal rights to have access to educational records and to pick up their child, unless we have a legal document (signed by a judge) to the contrary.

## **DAMAGE TO PROPERTY**

Any damage or destruction of personal or school 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(s). The Sumner County Board of Education policy states that any student who is responsible for destroying or defacing school property shall be held responsible for the actual cost of replacing or repairing such material or equipment. Failure to comply with this policy within two weeks will subject parents or guardian to prosecution under the existing Public Law(s) number 37-100, covering destruction of public property.

## **DISCIPLINE**

Portland East Middle School has a school-wide discipline plan that includes school and classroom rules, consequences, and rewards.

### **PEMS SCHOOL RULES**

- Be Responsible
- Be Respectful
- Be Ready

### **CONSEQUENCES**

#### **Minor Offenses**

- First offense = verbal warning from teachers
- Second offense = write-up
- Third offense = detention and parent contact

Examples of minor offenses include but are not limited to: horseplay, dress code violation, out of area, disrespectful/defiant behavior, name calling/teasing, etc.

#### **Major Offenses**

- Office referral – Discipline determined by Administration and parent contact

Examples of major offenses include but are not limited to: severe or persistent disrespect/defiance, violence, defacing school property, theft, profanity, etc.

### **REWARDS**

- YES! Tickets
- Verbal praise
- Individual awards
- Class-wide rewards to be assigned by the teacher
- Grade-level rewards
- School-wide reward

### **DEFINITIONS**

**Detention** – Parents will be notified (per their requested method, see pg ##) by the issuing teacher in the event of detention. A written copy of the referral form will also be sent home with the student. Detention will be held 2 mornings and 2 afternoons each week. Transportation will need to be arranged to or from school when serving detention. Students need to bring homework, textbooks and necessary supplies to detention. Eating, sleeping or talking is not allowed. Failure to serve a detention within one week of being assigned will result in one day of ISS. Once a student accumulates three detentions within a grading period he/she will be assigned an ISS.



### *Detention Schedule*

*Morning Detention: Tuesday and Thursday 7:00 - 7:30*

*Afternoon Detention: Monday and Wednesday 2:55 - 3:2*

**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 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.*

**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.

**Corporal Punishment** – In compliance with the “School Discipline Act” (49-9-103 Tennessee Code Annotated) a principal or assistant principal may administer corporal punishment to any pupil when deemed necessary. The Sumner Board of Education allows use of corporal punishment; however, at Portland East, all other possible solutions and disciplinary measures will be tried first.

**Write-ups** - Write-ups serve as a record of a student's conduct and as a communication tool to parents that their help is needed to correct their behavior. Write-ups must be signed and returned to the issuing teacher the following day. Failure to do so will result in detention.

### **DRESS CODE**

Dress code guidelines help to provide an appropriate school environment. All final decisions concerning students' dress will be at the discretion of the administration and will include the following:

- Baggy/sagging pants, any oversized clothing
- Spandex, form-fitting or body conforming clothes
- Pants that have chains, other hardware, or straps
- Holes in clothes
- Bare midriff, halters, fishnet or tank tops
- Revealing necklines or shirts made of revealing material like lace or mesh
- Cleated shoes
- Large dangling earrings
- Clothing related to gangs
- Any extreme hair color, hair extensions, or hairdos
- Anything advertising or suggesting tobacco, drugs, alcohol, or any objectionable material
- Shirts without sleeves (must have a sewn in sleeve)
- Tattoos
- Shorts and skirts with slits in the skirt must be within 3” of the knees (measured from bend in back of knee)
- Suggestive slogans on clothing
- Cut-offs
- Headwear of any kind
- Pants that drag the floor
- Wrist bands
- Underwear showing at any time

- Dog collars or necklaces with studs
- Pajamas, sleepwear, or house shoes
- Distracting or disruptive jewelry
- Tinted glasses/sunglasses unless prescribed by a physician
- Body piercing, except in ears
- Large necklaces, big beaded necklaces, or multiple chains
- Autographing of bodies or clothing

In addition, the following will be enforced:

- No spray cologne or deodorant
- Boys will be allowed to wear stud earrings (no hoops or dangles)
- Girls' tops must cover their midriffs even when raising their hands.

### **EARLY DISMISSALS**

The student is expected to return to school as soon as possible after a doctor's appointment or funeral. Remember, the time missed for these appointments will be counted as an absence from the class or classes missed. If a student becomes ill during school hours, he/she is to come to the office, and the office personnel will call home for the student. **Students who leave without securing official permission will be considered truant and subject to disciplinary action.**

It is a state and county regulation that students are not to be released during school hours unless they are actually delivered into the custody of the child's parents or designated individual and that any request for release of the child contrary to these regulations will not be honored. We will not release students to walk to medical appointments during the school day. Parents are to report to the office should their child have to leave school prior to dismissal. Parents are not to pick up at the bus exit during the 2:30 dismissal. Car riders and bus traffic areas are kept separate.

### **EXTRA CURRICULAR ACTIVITIES/FIELD TRIPS**

Extra Curricular Activities/Field trips are considered an extension of the classroom and valuable experiences. The same code of behavior and dress that is expected in school will also be expected on extra curricular activities/field trips. Students failing to abide by this code may not be allowed to attend future extra curricular activities/field trips. Students who have been suspended (ISS and/or OSS) **may not** be allowed to attend extra curricular activities/field trips. Alternate work and assignments will be given to such students.

### **FIRE ALARMS**

Fire alarms are located throughout the building. They should only be used in the case of a fire. If any student is found guilty of pulling a false alarm, he/she will be automatically suspended from school for five (5) days and referred to the State Fire Marshal for prosecution.

### **GRADES AND GRADING SCALE**

We expect middle school students to be responsible for getting information to their parents. Report cards will be sent home with the students the 1<sup>st</sup>, and 2<sup>nd</sup>, and 3<sup>rd</sup> grading periods. Report cards for the 4<sup>th</sup> marking period will be mailed home. In addition, Progress Reports will be sent home with the students at the 4 1/2 week periods. Refer to the school year calendar provided in this agenda for approximate dates which signal the end of the marking period. If your son or daughter does not bring these reports home, the office should be notified. The grading scale for the 2012 -2013 school year is as follows:

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

### **GUIDANCE DEPARTMENT**

Mr. Sadler, school counselor, works to ensure that the students of Portland East are making the most of their education by helping them in areas of personal/social, career, and academia. He does this through classroom guidance, individual counseling, and programs such as CARE Teams. Mr. Sadler also collaborates with teachers and administration on student issues. He is available for parents who may have questions or issues dealing with their middle school child.

### ***Crisis Pregnancy Center (CPC)***

During the middle school years students are changing, and it is during this time that we want to equip them with practical knowledge. The CPC of Hendersonville will be speaking to our students this year. Below is a synopsis from the CPC on their different topics.

#### 6<sup>th</sup> grade - "Respect for Self, Peers, and Parents"

We believe that 6<sup>th</sup> graders are sometimes too young to hear a thorough presentation on abstinence, STD's, and pregnancy. However, a good foundation to the abstinence message is learning to respect yourself and others. We want to be sensitive and keep the topics of puberty, how to treat the opposite sex, and honoring parents on their level.

#### 7<sup>th</sup> grade - "Wise Choices: Teen Pregnancy and Waiting on Your Future Spouse"

Most 7<sup>th</sup> graders are at an age when they are becoming more curious about the opposite sex. They may feel pressured from within school or outside school to have sex, but they probably do not know the consequences of this. We want them to make healthy choices like waiting for marriage. We also want them to know the benefits of those choices and the consequences of deciding otherwise. The students will learn the difficulties of teen parenting and how waiting on their future spouse is the most beneficial choice.

#### 8<sup>th</sup> grade - "STD's: Love and Sex, Consequences of Pre-Marital Sex, and Condoms"

It is important for students to learn that love and sex are not equal. Students must also be able to consider the consequences of pre-marital sex. Living abstinent until marriage is our primary concern for the students. We discuss and prove that truly there is no safe sex and condoms are not the answer, but self-control is.

Our Guidance Department believes these to be excellent presentations that will enable our students to make better choices. However, we want to give parents and guardians the chance to choose whether or not their child attends. Contact Mr. Sadler if you **DO NOT** want your child to see the presentation.

### **HANDS-OFF POLICY**

In regard to boy/girl relationships, Portland East Middle School adheres to the hands-off policy. Physical contact is not appropriate at school and does not promote an environment in keeping with our philosophy and goals.

### **HARASSMENT**

Physical, and/or sexual harassment will not be tolerated in any form. Harassment can be either physical or verbal in nature. Any student using threatening or inappropriate language toward another person may be guilty of harassment. Any student who feels they are a victim of any form of harassment should report the incident to their teacher, guidance counselor, principal, or assistant principal as soon as possible. The Sumner County Board of Education is committed to safeguarding the rights of all students and employees with the school system on school campuses, at school events, and on school buses. It is the policy of the Sumner County Board of Education to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, or race/national origin. It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication of any form as defined by this policy. Title VI of the Civil Rights Act of 1964, Title XI of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy

statements of nondiscrimination on the basis of sex, disability, national origin and race. It is the policy of the Sumner County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by the herein-referenced federal statutes. Any employee or student of this school system shall be punished for infractions for this policy as provided for herein.

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment. Any sexual harassment as defined when perpetrated on any student of employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. Sexual advances
2. Verbal harassment or abuse
3. Subtle pressure for sexual activity
4. Touching of a sexual nature, including inappropriate patting or pinching
5. Intentional brushing against a student or employee's body
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
7. Demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
8. Graffiti of a sexual nature
9. Displaying or distributing sexually explicit drawings, pictures, or other written materials, including making and playing sexually explicit audio/video tapes
10. Sexual gestures, including touching oneself sexually or talking about ones sexual activities in front of others.
11. Sexual or "dirty" jokes
12. Spreading rumors about or rating other students as to sexual activity or performance.

### **HONOR ROLL**

Portland East has an honor roll at the end of each nine (9) week grading period to recognize students' success in the classroom:

- 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

### **ILLEGAL DRUGS**

The Board of Education and the Administration Staff of Sumner County Schools intend to deal firmly with drug offenders. Drugs have no place on the school campus. Any student in possession of illegal drugs or drug paraphernalia designed for the use of drugs, or any student found to be under the influence of drugs, will receive the maximum of a ten (10) day suspension or possible complete expulsion from school - depending upon the severity of the offense. Illegal drugs include marijuana, alcohol, prescribed pills, or any other form of illegal drug. It is against the Sumner County Board of Education's policy for any student to possess, sell, furnish, or barter any illegal drug on

school property or during any related school activity. Violators will be referred to the Sumner County Board of Education Disciplinary Committee which will review the alleged violation and recommend appropriate action. The violator is also subject to existing city, state, and federal narcotic legend drug laws.

#### **LIBRARY POLICY**

Students may check out two (2) books at a time for two (2) weeks with one renewal for each book. Fines for overdue books accrue at five cents per school day. Students cannot check out materials if they have a fine or overdue book. Lost and/or damaged materials are the responsibility of the student to replace. Students must present their signed TECHNOLOGY RESOURCES AGREEMENT (in this agenda) in order to use computers.

#### **LOCKERS**

A locker will be issued to each student. The lockers are the property of Portland East Middle School and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items. Students are allowed to purchase and use locks for their lockers. Lockers offer minimal security and items of unusual value should not be placed in a locker. **It is the student's responsibility to keep his/her own locker locked and not share it or the combination with others.** Any student using a locker that is the property of the school system has no right of privacy concerning the locker or its contents. Students are never allowed to switch lockers without permission from the administration.

#### **LOST AND FOUND**

Lost and found items should be turned in or claimed in the office.

#### **MEDICATION**

Parents should make every effort to administer medications at home. When that is not possible, school office personnel may administer medication with a written request from the parent, approval of the family physician, and school administration. **In such cases, medication should be brought to the main office at the beginning of the day and will be dispensed to the student from the office.** Students should arrange to take their medication during the class changes or at the lunch break. The permission forms for non-prescription and prescription medications are included in this agenda. Additional forms may be obtained from the office. Forms must be signed and are due when the medication is brought to the office. **No aspirin or products containing aspirin will be given without a physicians order. In the event a child receives a cut or scrape, the school can only apply soap, water and a bandage.**

#### **MESSAGES FOR STUDENTS**

All messages to students must be received in the office by 12:00 noon each day in order to insure enough time to deliver the messages.

#### **MORNING ARRIVAL**

All students must enter the school building through the main lobby. When entering the building, students should go immediately to the gym or cafeteria. Students are to obey the teachers in those particular areas. Students will be released to go to their lockers at 7:40 A.M., and should be in class by 7:45 A.M.

#### **OFFICE WORKERS**

Office workers will be selected by the administration. They will spend their Related Arts period in the office assisting school staff. Office workers must maintain above average

grades and must exemplify good behavior. Any behavior problems or drop in grades may result in a transfer into a related arts class.

### **PUBLICATION RIGHTS**

PEMS 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 web site, yearbook, and other forms of the media. Permission and release of PEMS from liability resulting from or connected with publication of such work and information is assumed granted unless the school office receives written notification to the contrary by the parent or guardian.

### **SAFETY DRILLS**

The safety of everyone at Portland East Middle School is very important. Various safety drills are planned and conducted in order for each person to know where to go and what to do to maximize safety during a crisis or potential crisis. Students are reminded to follow all instructions of the adult supervisors and/or emergency workers. Failure to cooperate may result in injury during a real crisis and disciplinary consequences during drills. Emergency plans are on file at Portland East Middle School and approved by the city's emergency service.

### **SCHOOL BUS REGULATIONS**

The bus drivers are in charge of all students who ride their buses. Any student who misbehaves on the bus may be suspended from riding the bus or may be assigned a specific seat. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and approval by the principal or principal designee. Parental permission must be submitted to the office by 9:00 A.M. It must include the following information: the destination address, the bus number, parent signature, and contact phone number. Any student who gets off the bus at any point between pick-up point and school must present the bus driver with a note of authorization from the principal of the school. When a bus is used to transport students to any away event, those students are expected to ride that bus to and from the event. The privilege of riding a Sumner County School bus is conditioned on the student's behavior and observance of the bus rules. Any student who violated any of these rules will be reported to the principal and is subject to suspension from the bus. Bus suspensions are considered a serious matter and will be reported to the Director of Transportation and the Board of Education. If your child's bus is late arriving, please call 452-1520 for information. The following website provides bus assignment information [www.sumnerbus.com](http://www.sumnerbus.com).

### **SCHOOL CLUBS AND ACTIVITIES**

BETA	Football	Care Team
Chorus	Track	TATTU
Football	Basketball	Just Say No!
FCA	Girls Softball	Band
Cheerleading	Math Team	Make a Difference
	Video Club	

### **SCHOOL INSURANCE**

Students who wish to purchase school insurance may pick up an insurance form in the school office. The money for insurance is to be sent directly to the company. All athletes and cheerleaders are strongly encouraged to participate in the insurance program.

### **SEARCHES**

Any principal or designee having reasonable cause for a search may search any

student, place, or thing on school property or in the possession of a student. Searches may be conducted during any organized school activity on or off campus. School buses are included. The principal may conduct a search if he receives information which would cause a reasonable person to believe that the search will lead to discovery of evidence of any violation of the law or any violation of the school rules or regulations of proper standards or conduct and/or any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person. A student may be subject to a physical search (with a witness). A student's pockets, purse, or other containers may be required to be emptied. Student lockers are school property and subject to search.

### **STUDENT ILLNESS AT SCHOOL**

Students who get sick and cannot attend class must report to the office. Being sick in the restroom is not an excuse for being tardy or absent from class unless the office is notified. Students should not report to the office to call home sick without permission and a note from a classroom teacher.

### **TARDY POLICY**

Students begin academics promptly at 7:45 a.m., therefore, being prompt to school is very important. Students arriving late to school should report to the main office to obtain an admit slip before reporting to class. Those students with a parent note or other parent communication (telephone call) that offers a legitimate excuse (see Attendance) will be issued an excused admit slip. Students without a legitimate parental note or telephone call will sign in and report to the appropriate classroom. The parent may come into the office and sign in the child and provide the reason for being late. The student will be given an admittance slip. Four (4) days of being tardy to school or class may become a day of ISS. Five (5) days of being tardy to school or five (5) days of unexcused early dismissals could result in a referral to the attendance officer.

### **TELEPHONE**

The school telephone is for business purposes only. A call will be made by school personnel if a student is sick. Callers are asked to leave a message since students will not be called to the phone. Only emergency calls will be delivered during a class period.

### **TEXTBOOKS**

Textbooks are issued for use by students, and the student is responsible for the book issued. Students are not to mark or damage books in any way, and the assigned numbers are not to be changed. Books that are lost or damaged must be paid for by the student.

### **TOBACCO PRODUCTS**

Students shall not use or possess tobacco products in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school or school-sponsored events. On the first offense, a student shall immediately be given a three (3) day suspension from school. On the second offense, the student shall automatically be given a five (5) day suspension from school. On the third offense, the student shall be required to appear before the Sumner County Board of Education Disciplinary Committee for a hearing. Any student found in an area where smoking is taking place on school property may be punished for condoning smoking. Students are not at any time to have matches or lighters in their possession.

### **VISITORS**

All parents, interested adult citizens, and professional staff from other schools are welcomed and encouraged to visit our school. Please call the school and schedule an appointment. We require that you come to the office, sign in and wear a name tag while

visiting. Students from other schools or school systems are not allowed to visit during school hours, including lunch and after school activities unless it is a competitive event or by a special invitation.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

The Sumner County Board of Education has **zero tolerance for weapons**. 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 populations and shall be **expelled** from attending Sumner County schools for a minimum of two semesters. When deemed necessary, a disciplinary committee may recommend expulsion longer than one year. When a student is determined to be a Special Education student, an IEP meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action. In such cases, the Director of Schools may modify the expulsion requirement on a case-by-case basis. The Director must report each case to the Board at its next meeting. Where appropriate, criminal charges will be brought against the student and parents or legal guardian. Any student who brings to school or who is found in possession, on school property, of any dangerous instrument will be immediately removed from the general student population, and within five school days, a disciplinary committee shall recommend the disposition, including expulsion, of the student.

Toy weapons or facsimiles will not be permitted on school grounds. Students, who possess toy weapons or facsimiles of weapons including water guns, will be suspended as determined by the principal. The principal shall report this action to the Director. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the disciplinary committee (see below) for disposition as determined by the committee. The term weapon shall be defined as any dangerous instrument. The term dangerous instrument shall include but is not limited to the following:

- Knives
- Box cutters
- Razor blades
- Clubs or police batons
- Paint ball gun
- Pellet guns
- BB guns
- Brass knuckles
- Chains
- Ice picks
- Spiked wristbands
- Any object used in such a manner that could cause bodily harm or inflict damage to property
- Any explosive device including but not limited to all fireworks
- Any firearm; and
- Any item which could be perceived to be a dangerous instrument such as a toy or non-working device.

**This is not all-inclusive; therefore, the principal shall use his discretion in ascertaining whether an object is a weapon as defined in this policy.** Each case regardless of the circumstances must be reported to the Director of Schools. Full documentation is required including written statements from all witnesses. The principal shall notify the parents or legal guardian of any student found in violation of this policy. 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. Any other person in violation of this policy will be removed and



appropriate criminal charges filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun, except a person acting under authority of a government law enforcement agency.

#### **WITHDRAWALS OR TRANSFERS**

If a student is moving to another school during the year, he/she should notify the school office as soon as possible in order to secure proper clearance for a transfer period. Records will not be sent if there are any financial obligations. All textbooks should be returned prior to the transfer.

**Sumner County Board of Education  
225 East Main Street  
Gallatin, TN 37066  
Phone (615) 451-5200  
Dr. Del Phillips, Director of Schools**

#### **CENTRAL OFFICE CONTACTS**

Mr. Jennifer Holdron  
Section 504 Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451- 5231

Ms. Tonja Trice  
Middle School Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451 -5235

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

Ms. Lisa Coons  
Middle School Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5235