

Rucker-Stewart Middle School Student Handbook 2018-19

**Pamela Harrison, Principal
Stephen Walker, Assistant Principal (A-K)
Jason Frech, Assistant Principal (L-Z)**



**Rucker-Stewart Middle School
350 Hancock Street
Gallatin, TN 37066
615-452-1734
Fax 615-451-5297
Hours 7:45 – 2:45
<http://rsm.sumnerschools.org/>
Sumner-bus.com
(For transportation information)
Transportation Dept. 452-1520**

Dear Students and Parents or Guardians,

Welcome to Rucker-Stewart Middle School!

It is with great pride and excitement that I write this letter to you as the newly appointed Principal of Rucker-Stewart Middle School. I am honored to have the opportunity to lead a school with such a rich tradition of education! This will be my twenty-fifth year working with students and each year brings new challenges and rewards. I am certain this year will do this as well. I am excited and eager to work with you as a partner to ensure your child's success.

The teachers, staff, and I will work hard to continue the legacy of success established by RSMS by building strong relationships with parents, students and community partners. We will focus on the whole student including social emotional supports, positive behavioral supports, the use of data to drive instruction, and to provide consistent implementation of the curriculum in a rigorous manner so that we can continue to increase the achievement of ALL students.

All of us at Rucker-Stewart Middle School are eager and excited to begin what promises to be the best year ever. This year is going to be amazing as we continue to provide academic experiences for our students the will challenge them as they continue to grow both socially and academically.

As your Principal, it is important to me that everyone who steps through our doors- teachers, students and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment.

My is door is always open and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

I look forward to working with you as a team to help each student at Rucker-Stewart have a successful school year!

Sincerely,

A handwritten signature in cursive script that reads "Pamela Harrison".

Principal

ATTENDANCE INFORMATION

REGISTRATION

An official State of Tennessee Immunization form signed by a health care provider (doctor or Health Dept.) must be given to the school prior to attending. **Children who do not have the official state form will not be permitted to attend school.** This includes 7th graders who are required to have a Tdap booster. Those children moving to Tennessee from another state must present the TN form before attending. Forms may be obtained from your doctor or the Health Department.

A physical examination is required of all children attending public school for the first time. The physical examination section of the official State of Tennessee Immunization form must be signed by a health care provider (doctor or Health Dept.) and given to the school prior to attending.

The Sumner County Board of Education requires a certified copy of the birth certificate at the time of registration in a public school. This copy should have a state identification number at the top. A school copy will be made for the child's record.

All students who attend RSMS must be zoned for RSMS. Two proofs of residence will be requested each year. These may include utilities that are tied to a specific house (water or electricity) and/or lease/mortgage agreement. If you are attending RSMS out of zone, you must have the proper paperwork approved by Ms. Harrison.

CHANGES TO STUDENT INFORMATION

Please notify the school immediately if there is a change in your address, telephone number, custody or person to contact in an emergency. This information is very important in the event your child becomes ill, injured, or school is dismissed early.

ARRIVAL TO SCHOOL

Students arriving at Rucker-Stewart Middle School between 6:45AM and 7:35AM are to report immediately to the cafeteria if eating breakfast or to the gymnasium if not eating. There is no eating or drinking in the gymnasium, so any eating or drinking should be done in the cafeteria only.

Cars with students who are being dropped off should remain in the drop off line in the front of the school. Students should then exit vehicles on the sidewalk side of the vehicle only. This will help provide a safe and efficient way to drop off students.

No student will be allowed to leave the gymnasium or cafeteria between 6:45AM and 7:35AM to go to his/her locker. Students are to be in their first block/session class no later than 7:45AM.

ATTENDANCE POLICY

The Sumner County School 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 five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. 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. 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.

Students will be considered absent in a class if they miss more than one half of that class period. Excused absences are those absences tolerated by the school system under the law because the cause and benefits of the absence to the student as verified by proof outweigh the benefits which would have been achieved by attending school. For absences of a full session/block/day to be considered excused, a written note from the parent or guardian must be provided. After the accumulation of five days of excused absences per semester, the parent/guardian must file more formal documentation to assure classification as a verified absence, i.e. note from doctor, court, etc.

Adequate reasons for verified or excused absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten consecutive days, the parent or guardian should apply for homebound instruction after the first five days of consecutive absences.
2. Death of a family member. (Note or program from the funeral home must be provided) Death of a non-family person if approved by the principal.
3. Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the principal for verification prior to the student being absent for a religious holiday.
4. Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
5. Approved school related activities. Prior approval is required.

Please note that students with any tardies or early dismissals, though counted present for the day, will not receive credit for perfect attendance. Therefore, every effort should be made to schedule doctor and dentist appointments after school hours.

Also, since Sumner County Schools has a fall break, winter break, and spring break, family trips, mission trips, and vacations that occur during school will be unexcused unless there are

extenuating circumstances. Prior permission for these trips must be approved by Ms. Harrison at least 5 days prior to the trip.

Upon the first day of returning to school, it is the student's responsibility to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence. Board policy JB.

PERFECT ATTENDANCE

Perfect attendance for Rucker-Stewart Middle School for 2018-2019 will be defined as no absences for ANY class during the day and NO tardies or early dismissals.

EARLY DISMISSAL

During the school day, all students are expected to remain in the school building from the time they arrive on school grounds until the end of school in the afternoon.

Parents (or others designated by the parent)* will need to park in the lot and come into the building with their ID to sign a student out.

Any student who is not sign out will be considered skipping.

Students must leave through the front entrance and must leave the campus immediately upon being dismissed.

If a student returns to school after having checked out, the parent must sign the child by in.

Any student dismissed before 2:45PM will be considered "Early Dismissal".

*Any person taking a child from school must be listed on the child's registration card. They will be asked to show proof of identification.

AFTER SCHOOL

Dismissal from a regular school day begins at 2:45PM in the following order.

2:45 All car riders and first load buses will be dismissed. Students who are car riders should report to the front entrance of the building. For safety reasons, cars should follow the normal drive through and should not park in the parking spaces unless directed to do so by the crossing guard. Parents should not leave their vehicles.

2:50 Walkers and students attending Unity will be dismissed. Students who are walking home should leave the building immediately through the bus lane entrance.

2:55 All other bus riders will report to the gym and sit by bus number.

Once students leave the building and campus at the end of the school day they should not return without approval from an administrator.

TARDINESS TO SCHOOL

Students arriving late to school must enter through the front entrance. Immediately upon entering the building, please sign-in at the office. Students arriving late will not be admitted to class without a note from the office. To avoid interruptions in instruction and to maximize the learning process, it is imperative that students make every effort to arrive at school on time.

In the event a student is late, he/she must conform to the following procedure:

1. Students reporting to school after 7:45AM are tardy and must report to the main office and sign in.

2. Students late to school will not be admitted to class without an admit note from the main office.
3. Any student who is late to school more than three (3) times in a nine-week period will be assigned detention.
4. Any subsequent tardiness will result in a detention.
5. Students will be assigned ISS if they arrive late to school six times or more. In addition, the Sumner County Attendance Office will be notified. Board policy JB.

TARDINESS TO CLASS

Students are expected to be in the classroom when class is scheduled to begin. Students who have a valid pass from an administrator, the attendance clerk, counselor, or another teacher will not be marked tardy.

1. First and second tardy without a pass will result in a warning.
2. Third offense will result in a detention.
3. Subsequent tardiness will result in suspension (ISS or OSS).

REQUEST FOR MAKEUP WORK

The office will provide make-up work once a student has missed more than two (2) consecutive days. Make-up work must be requested through the front office no later than 8:15AM on the day the work is to be picked up. Work will not be available on the same day if the request is received after 8:15AM. This will give teachers adequate time to prepare the materials. Work can be picked up in the main office after 2:45PM. If make-up work is not picked up, it is the responsibility of the student to collect the work upon his or her return.

RETURNING FROM AN ABSENCE

When returning to school after an absence, all students must have a note from the office in order to be admitted to class. Students should present a note from their parent(s) or guardian(s) for excused absences to the attendance clerk. Students without a parent note will be given an unexcused note to class.

DISCIPLINE INFORMATION

ALCOHOL AND DRUG ABUSE

The purpose of our alcohol and drug abuse policy is to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community.

DEFINITIONS

- (1) Alcoholic beverage includes alcohol, spirits, liquor, wine or 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.
- (2) Illegal drugs include controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances, substances used as intoxicating inhalant, or any substance which is portrayed as one of the above.
- (3) Use shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has occurred.
- (4) Possession will mean either having illegal drugs, drug paraphernalia, or alcoholic beverages on the person, or in the immediate vicinity of the person or among the student’s personal possession including but not limited to lockers, car etc.

POLICY

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community, the Sumner County Board of Education’s plan for dealing with alcohol and drugs shall include the following:

- (1) Appropriate ways for handling alcohol/drug-related medical emergencies;
- (2) Guidelines for reporting alcohol/drug incidents and illegal activities;
- (3) Guidelines for referral of students who may have an alcohol/drug problem and/or are considered “High-risk” to agencies and other sources of appropriate help; and
- (4) Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of Tennessee State guidelines, the Director of Schools shall be responsible for:

- (1) Developing and implementing an appropriate curriculum on alcohol and drug education for students;
- (2) Providing adequate information and training for all staff personnel as appropriate to their responsibilities.
- (3) Implementing the relevant portions of the Drug-Free Act by:
 - a. Informing all students in grades seven (7) through twelve (12) of its provisions;
 - b. Distributing to all students a pamphlet from the Department of Safety describing the laws;
 - c. Including the teaching of its components of the law in the annual pre-school year in-service training for teachers and principals; and
- (4) Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

Students will not use, possess, distribute, or be under the influence of illegal drugs, drug paraphernalia, or alcoholic beverages in school buildings or on school grounds, in school

vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified as soon as feasible. If it is determined that Sumner County Board of Education policy has been violated, the principal or appropriate designee shall notify the student's parent/guardian and, if necessary, the appropriate law enforcement agencies, as soon as feasible, and the student shall be subject to suspension for such policy violation. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Board policy JCBD.

EXTREME BEHAVIOR OFFENSES

An extreme behavior offense is a verbal or physical action by a student who threatens the safety of others or school property or negatively affects the efficient operation of the school. These include but are not limited to:

- Abusive/Inappropriate Language
- Fighting/Physical Aggression
- Defiance/Disrespect/Insubordination/Non-compliance
- Academic Dishonesty
- Harassment/Bullying
- Disruption
- Tardiness (per attendance procedure)
- Truancy
- Property Damage
- Forgery/Theft
- Dress Code Violation
- Use/Possession of tobacco, alcohol, drugs, combustible items, or weapons
- Vandalism
- Unserved Detention
- Inappropriate Displays of Affection
- Information and electronics Technology Violation

Extreme behavior offenses usually result in consequences such as detention, ISS, or OSS depending on the severity of the offense.

BUS CONDUCT

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students shall follow all reasonable instructions pertaining to conduct and safety that are given by the bus driver or appropriate adult on the school bus. Riding a bus is a privilege.

A student may be denied the privilege of riding the bus if determined by the administrator that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Parents/students must provide transportation to and from school if they are denied transportation because of suspension. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent and signed by the principal/designee of the school that the student attends. Any student wishing to ride a bus other than the student's designated bus must have written parental permission and approval by the principal or the designee. The request must be submitted to the office before 9:15AM.

Students who are written up on a bus will receive one verbal warning; any additional write ups will result in a bus suspension.

Students who are written up 3 times on the bus will be suspended for 5 days. Additional write ups will result in a 10-day suspension or possible removal from the bus based on the principal's discretion.

Transportation's Phone Number 615-452-1520

Board Policy JCBE.

DAMAGE TO SCHOOL OR STUDENT PROPERTY

Any damage or destruction to school property will result in immediate disciplinary action. Please remember that this costs everyone money and often the loss in usage of the damaged item. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item.

DETENTION

Detentions will be held daily following this schedule:

6:55AM – 7:35AM (Monday – Friday)

2:50PM – 3:30PM (Monday – Thursday)

Students must be in the designated room on time in order to be admitted. Morning and afternoon detention will be held in room 412. Not serving a detention in the five-day time frame or the accumulation of more than four (4) detentions during a nine-week period will result in further disciplinary action including, but not limited to In School Suspension. For extenuating circumstances, contact Mr. Frech or Mr. Walker in advance to reschedule a detention to avoid missing the detention due date and receiving further disciplinary action. Students may also be assigned lunch detention at the rate of two lunch detentions equal to one before/after school detention.

DISRESPECTFUL CONDUCT

To build an effective school, we must have confidence in and respect for our teachers. Please remember to be respectful and courteous to all teachers, substitutes, staff, and visitors. Disrespect (this would include negative comments, mumbling under the breath, etc.) will be considered a serious infraction of school policy.

DRESSING AND GROOMING

Rucker-Stewart Middle School 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. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of Rucker-Stewart Middle School.

Students dressed inappropriately will have to change into appropriate clothing and will be allowed to return to class. If a student is unable to change to approved clothing, he/she will be assigned to ISS. 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. The administration reserves the right to amend any provisions based on what is deemed to be in the best interest of the student(s) or the educational program.

1. No leggings (unless with an appropriate length top or dress that is covering their private areas)
2. No sagging pants.
3. Pants with ANY holes are not permitted unless patched or worn with leggings underneath.
4. Sleeveless shirts are allowed as long as the shirt is three inches wide at the shoulder. No cut offs, muscle shirts, or spaghetti straps are allowed.
5. Girls should not wear clothes with low cut necklines.
6. Sheer/lace clothes may not be worn by any student unless they are worn over other garments.
7. Clothing with advertisements for tobacco, alcoholic products, suggestive slogans, racial connotations, or gang related items are not permissible.
8. No slogans or writing on the rear of shorts or pants
9. Cleated shoes or shoes with wheels are not permissible.
10. Head gear - Hats, caps, wristbands, bandanas, and sweat headbands may not be worn
11. Excessive jewelry, body piercings, nose or lip rings, extreme hair color, tattoos, along with writing on, painting, or coloring of the skin are distracting to the teaching and learning process and are not allowed at school. Jewelry that could be a safety threat is not allowed.
12. Extreme hairstyles are not permitted (Mohawks, writing in hair, etc...) – hair styles must be worn to allow eyes to be seen at all times.
13. Extreme make-up is not permissible at school.
14. Backpacks and string bags must be kept in lockers. Small purses are allowed in classrooms.
15. No sunglasses may be worn inside the building or on the head during school; unless doctor prescribed.
16. Chains of any type are not permitted.
17. No house shoes, blankets, pajamas

Board policy JCBG

DISCRIMINATION/HARASSMENT

Harassment of any individual will result in disciplinary action. Any incident should be reported to an administrator, counselor, or teacher. The nature of the punishment will be determined by the severity of the harassment with possible referral to the local police department and the Sumner County Board of Education.

FIGHTING

Harmonious relationships should be developed among all students at Rucker-Stewart Middle School. Students who seek help with problems in personal relationships before a fight occurs will find a positive response from the school administration. Please inform your teacher or counselor of any potential problems. This will help avoid major problems and will protect both you and other students. Any matters reported will be handled discreetly and in your best interest. Students who choose to incite or resort to violence to solve problems with other students will be dealt with in a swift and severe manner. The nature of the punishment will be determined by the degree of involvement on the part of the individual students. Most often, students will be assigned no less than 3 days of OSS. Fight promoters (those students who encourage fighting by gossiping, videoing, etc.) will be severely disciplined.

FIRE ALARMS

Fire alarms are placed in the school building for the safety of students and are not under any circumstances to be falsely pulled. Any student guilty of pulling any fire alarm will be automatically suspended from school and reported to the State Fire Marshall's Office.

FOOD/DRINK/GUM

In an effort to protect the cleanliness of Rucker-Stewart Middle School, gum is not permissible. In addition, eating food, candy, or drinking is not permissible in the classrooms or building unless specifically authorized by an administrator. Violating this rule will be considered a minor infraction. Water in a clear container will be allowed in the class.

LUNCHROOM BEHAVIOR

Students will be escorted to and from the cafeteria by their teachers. It is expected that each student will walk through the hallways in an orderly and quiet manner. We encourage family members of students to join us during lunch. No non-family visitors will be allowed access to our food court during lunch.

Students are expected to display appropriate behavior in the cafeteria. The following rules should be followed:

1. Do not cut in line
2. Limit talking in the serving area
3. Sit at assigned tables
4. Do not get up from table unless given permission
5. Immediately be quiet and look to the administrator/supervisor when lights are dimmed
6. Return own tray
7. Dispose of trash in waste cans
8. Do not take food, drinks, or products outside of the food court unless they are closed and properly stored.

HALL PASSES

Students must carry the designated hall passes while in the hallways during class time. These will be checked by school personnel. Students who are found to be out of their assigned area without permission will be assigned appropriate discipline consequences.

HANDS OFF

In regard to student relationships, Rucker-Stewart Middle School adheres to a hands-off policy. Physical contact is not appropriate at school and does not promote an environment in keeping with our philosophy and goals.

HONOR CODE POLICY

All students are expected to produce their own, original work. Violations of this policy include:

1. Taking information of any form into a test situation for the purpose of responding to test items.
2. Plagiarism: "The submission of another person's words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source."
3. Copying work of others when the copied material is to count as a part of the semester grade. This includes the copying of computer disks.
4. Relaying test information to others in or out of class.
5. Taking test questions (complete tests, answer keys, teacher's edition) to provide assistance in later test situations.
6. Selling or buying papers.

If a teacher suspects a student of cheating to earn a grade, then the teacher shall consider an alternative test or measure. Unless a teacher has absolute proof of cheating, the student shall be given the benefit of an alternative measurement or test. When a teacher has absolute proof of cheating, the student will receive a "0" for the work and the parent will be notified. Further disciplinary action may be required by the administrator. Stealing a teacher's test or key is a theft and will be dealt with accordingly. In addition, students are expected to always tell the truth when dealing with faculty, administrators, and staff. Board Policy IHA

IN-SCHOOL SUSPENSION

Students may be assigned to in-school suspension for a designated number of days. Students who are assigned to ISS must report to the ISS room (Room 412) before 7:45AM. Students will be expected to continue regular classroom assignments while serving ISS. Once a student is assigned ISS he/she must earn his/her way out of ISS by conforming to strict guidelines. Students are evaluated each session while in ISS for being respectful, being responsible, and being safe. Students will not be allowed to return to their regular schedule until all work is completed and they have earned the appropriate points. A student in ISS will be counted present at school.

LEAVING THE BUILDING

At no time should a student be outside the building without adult supervision. A student should only be in the parking lot if he/she has been dismissed from school.

PROFANITY

Profanity or vulgarity will not be tolerated in classrooms, hallways, at any school activity, or on campus. Language used to convey a lewd, profane, or vulgar statement will not be tolerated whether in verbal or written form.

RESTRICTED ITEMS

Electronic games, playing cards, dice, cologne, perfume, aerosol-based products, laser pointers, hacky sacks, slime or slime type products, spinners, or any device that distracts from the learning environment are not allowed in the building at any time. These items will be confiscated and returned only to the parent or guardian. The school does not assume responsibility for any personal property which has been confiscated. Any property not properly retrieved by the end of the school year will be donated to local organizations. Backpacks and purses are to be placed in the student's locker during the school day. Drawstring bags may be brought to PE, but must be placed in the student's locker for the rest of the school day. Rolling backpacks are not allowed.

SEARCH OF PERSONS AND CONTAINERS

Any principal, or designee, having reasonable cause for a search may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized activity off campus, including buses, if information is received which would cause a reasonable belief that the search will lead to the discovery of:

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

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. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search (with a witness) or a student's pocket, purse, or other container may be required to be emptied as the result of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal. 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.

A principal or designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon or drugs or contains evidence of a violation of school rules or regulations

which endangers or has endangered the health or safety of any member of the student body.
Board Policy JCAB.

STEALING

Any student who commits or attempts to commit a theft or breaking and entering at school will be punished severely and may be referred to the local police department. Stolen or lost property should be reported to an administrator promptly.

SUSPENSION

The principal or designee may suspend any student from attendance at school or any school-related activity on or off-campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such students from attendance at school (in-school suspension), for a period of one (1) to ten (10) days, for good and sufficient reasons.

TOBACCO

Students shall not use or possess tobacco in any form (including smokeless tobacco) while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events. Board Policy CI

WEAPONS OR 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 population and shall be suspended from attending Sumner County schools for a minimum period of one (1) calendar year. The Director of Schools may modify the suspension requirements on a case-by-case basis. The Director must report each case to the Board at its next regular meeting. When appropriate, criminal charges will be brought against the student and parents or legal guardian.

When a student is determined to be a special education student, an IEP-Team meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action.

Any student who brings to school or who is found in possession, on school property or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be immediately removed from the general student population. Within five (5) school days, a disciplinary committee shall recommend the disposition, including suspension, of the student. The Director of Schools may modify the recommendations on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

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 his/her action to the Director. Depending on the circumstance, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the disciplinary committee (see item #15 below) for disposition as determined by the committee.

DEFINITIONS OF WEAPONS

1. Knives;
2. Box cutters;
3. Razor blades;
4. Clubs or police batons;
5. Paint ball guns;
6. Pellet guns;
7. BB guns;
8. Brass knuckles;
9. Chains;
10. Ice picks;
11. Spiked wristbands or collars;
12. Any object used in such a manner that could cause bodily harm or inflict damage to property;
13. Any explosive device including but not limited to all fireworks;
14. Any firearms; and
15. Any item which could be perceived to be a dangerous instrument such as a toy or non-working device.

This list is not all-inclusive; therefore, the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy. Board Policy JCBF.

ZERO-TOLERANCE BEHAVIOR

To ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension 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. Zero-tolerance acts include:

1. Students who bring, use, are under the influence of, or found in possession of a drug, drug paraphernalia, or a dangerous weapon onto a school bus, on school property, or at any school event or activity on or off campus;
2. Any student who, while on a school bus, on school property, or while attending any school event or activity on or off campus
 - a. Uses or is under the influence of a drug; alcohol, or illegal substance, or
 - b. Possesses a drug, drug paraphernalia, alcohol, an illegal substance, or dangerous weapon; or
 - c. Assaults or threatens to assault a teacher, student, or any other person.

Board Policy JCCC.

GENERAL INFORMATION

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 Rucker-Stewart 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/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 to the school principal the court order if one exists.

ACCIDENTS

In the event of an accident, immediately report to a teacher, administrator, or the office what has occurred. First aid supplies are kept in the office for minor injuries. We will provide immediate assistance.

ATHLETICS

Participation in athletics at Rucker-Stewart Middle School is a privilege with responsibility. Our school has a rich tradition of athletic excellence that we wish to honor and build upon. Any student interested in participating on an athletic team must have an athletic physical on file with the athletic director as well as proof of insurance. Academic eligibility is determined by nine-week and/or semester grades. Students who are failing two (2) or more core classes are not eligible for the following year. Additionally, students who have multiple disciplinary infractions may incur discipline in addition to that issued by school administration or coaches that could affect the student's ability to play.

BICYCLES

Students who ride bicycles to school should lock bikes to the provided bike racks. The school is not responsible for bikes that are taken.

BIRTHDAYS/SPECIAL OCCASION GIFTS

We do allow students to receive gifts on birthdays and special occasions. **If you choose to send these items to your child, these items will be held in the office and he or she will need to be a car rider on that day. Students may not take balloons and flowers on the school buses.**

BYOD POLICY

The Sumner County Board of Education and Rucker-Stewart Middle School provide students with access to computers, network systems, and other technology equipment so that teachers may use these tools as part of the instructional process. Teachers are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most

benefit from available technology resources. Students are responsible for using the systems in a manner consistent with the goals of the school system and respectful of other users. In general, students are permitted to use technology resources for educational purposes with the permission and guidance of their teacher provided the following provisions are met.

1. The student takes full responsibility the device. The school is not responsible for the security of the device.
2. The student will be responsible to register their device with their homeroom teacher. Teachers will record serial number and name of device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student must comply with teachers' request to shut down or close the screen of any device at any time.
7. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of the teacher.
8. The student should only use their device to access relevant files.
9. The student will use the district's secured wireless network. Use of 3G & 4G wireless connections is not allowed.

Parents who wishes that their child use a personally owned electronic device within Rucker Stewart Middle School must read and sign the agreement that accompanies this handbook and submit to the classroom teacher.

CAR RIDERS (MORNING & AFTERNOON)

When driving to Rucker-Stewart Middle School, we ask that vehicles keep a single line that leads to the front walk of the school. We ask that no vehicles pass another or switch lanes. Please put all the way up to the attendant. Please do not drop off or pick up your child in the main parking lot. Students should not walk across the parking lot. We also ask that vehicles do not use the bus lane for drop-off or pick-up.

CARE OF PEOPLE AND PROPERTY

Emergencies: The school has a comprehensive emergency plan which will be 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, and report to the football practice field.
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 lock-down, everyone (student, 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.

Building and Grounds: Members of Rucker-Stewart Middle School understand that the appearance of the school building and grounds is a matter of personal and school pride. Common sense tells us that trash belongs in trash cans, that food should be eaten in designated areas, and that graffiti is unacceptable. Vandalism is grounds for disciplinary action. Help us send the right message about our school to the community and our guests.

CHEERLEADERS

The cheerleading squad at Rucker-Stewart Middle School is made up of members who are selected on a yearly basis by a panel of independent judges determined by the coach. Board policy IDFB.

CLUBS

Service and special interest clubs exist at the instigation of students. To establish a club on campus, students must:

1. Secure the names of at least ten (10) students who wish to participate in the club.
2. Provide the name(s) of adult faculty members who are willing to serve as a club sponsor.
3. Provide a statement of purpose.
4. Function in accordance with the federal Equal Access Law.
5. Make a presentation to the administration for approval.

Student eligibility for participation in a school club requires students to meet specific expectations. Students who are failing two (2) or more core classes are not eligible for the following year. Additionally, students who have multiple disciplinary infractions may incur discipline in addition to that issued by school administration or sponsors that could affect the students ability to participate.

Clubs currently functioning at Rucker-Stewart Middle School include:

Story Telling Club

Guitar Club

Service Club

FCA

National Jr. Honor Society

Dance Committee

Yearbook

Academic Team

Art Club

STEM

Book Club

Student Council

Gaming Club

Youth in Government

Tremont (7th grade only)

Club Sports:

Volleyball

Golf (Girls/Boys)

6th grade Basketball (Girls/Boys)
Baseball
Soccer (Girls/Boys)

It is our hope to continue to add clubs as student interest directs.
Board policy IHC.

COMMUNICABLE DISEASES

The school nurse must be notified of any communicable diseases. This will help us meet the needs of all students and help prevent the spread of any diseases. Any disclosure will not be made public and will be kept as confidential as possible. Board policy JGCC.

EXTRA-CURRICULAR ACTIVITIES

Throughout the course of the school year there will be many after-school activities including but not limited to athletic events, dances, clubs, etc. Each student needs to ensure that he/she has transportation scheduled following the activity. Students who are not picked up within forty-five (45) minutes following the end of an extra-curricular activity without communication with the coach or activity sponsor will be denied participation or attendance at future after-school activities for the remainder of the school year. Students who have multiple disciplinary infractions in a nine-week period will not be allowed to participate.

FIELD TRIPS

When field trips are taken, parents may be asked to attend to help chaperone students. Students are required to ride the bus to and from the field trip with their classmates.

Poor student behavior may prohibit a student from participating in a field trip as outlined under the extra-curricular activities section.

All adult chaperones must provide their own transportation and may follow the buses. Siblings will be unable to attend Rucker Stewart field trips. These school trips are designed for a specific grade level and should be used as an opportunity for parents to bond with their child's class. Please do NOT bring siblings to school field trips.

FUND-RAISING

All school fund-raising must be approved by the principal. Athletic team and/or athletic booster club fundraising which will occur on campus with student participation must be pre-approved by the principal.

GRADING INFORMATION

The Board of Education has adopted the following grading scale for the 2018 – 2019 school year.

93 – 100 A

85 – 92 B

75 – 84 C

70 – 74 D

Below 70 F

Progress reports/Report cards are scheduled to be sent home as follows:

Friday, September 7, Progress Report
Friday October 19, Report Card
Wednesday, November 14, Progress Report
Wednesday, January 9, Report Card
Friday, February 8, Progress Report
Friday, March 15, Report Card
Thursday, April 18, Progress Report
Friday, May 24, Report Card

Parents may also check student progress through the parent portal using the information you should receive at registration.

Incomplete grades must be made up within five (5) school days after the end of the grading period. Any exception to this rule must be approved by the principal. Any work not completed by the end of grading period will be averaged as zero (0) when computing the final grade. Board policy IHA.

LIBRARY

The library's goal is to provide a comfortable, friendly atmosphere in which students can conduct research, study, and read for both academic learning and personal enrichment. **The library accepts donations of books provided they are appropriate for student used and are in good condition.** The librarian retains the right to accept or reject any donation based on the needs of the library.

LOCKERS

Lockers are the property of Rucker-Stewart Middle School. Stickers or inappropriate materials may not be displayed in lockers. Lockers must be cleaned out by the last day of school. Any unclaimed items will be donated to charity. Locks must not be tampered with so they remain unlocked.

LOST AND FOUND

All lost and found items are to be turned in or claimed through the school office. For the prompt return of misplaced items, we ask that you put your child's name on textbooks, folders, books, bags, jackets, lunch boxes, electronic devices, and any correspondence. Periodically all unclaimed lost and found items are given to charity.

LOST BOOKS

Students who currently owe for lost books will not receive additional books until they have paid for the missing book(s). Students who lose book(s) should report to the librarian to pay for lost book(s). The librarian will issue a replacement book.

MEDICATIONS

All students must have the prescription or nonprescription medication form completed before the school can administer medication(s) to the student. The prescription medication form is to be completed and signed by the physician and the parent/guardian. No medication(s) will be given

without the properly completed and signed form. All medications must be kept in the office. Never send medicine of any type to school with a child.

Additional information:

- Forms will not carry over from one school year to the next. A new medication form must be completed each school year.
- Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form.
- All medications must be brought to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the physician's order. Bottles must be unopened when first brought to the school.
- Inhalers may be kept by the student as long as an individual health plan is on file in the office as well as signed orders from the doctor.
- All unused medications will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within two weeks of the request being made, or the medication is being discontinued then the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last full day of instruction – May 24rd, 2019.

MESSAGES

As a general rule, the office will relay only emergency messages from a parent or guardian after approval by an administrator. An emergency is an illness or death in the family. If possible, non-emergency messages will be delivered to students during lunch or after school. If an emergency arises and the need to contact your child occurs, this needs to be done before afternoon announcements (1:57 PM). The time before dismissal is a very busy time in our office, and we cannot guarantee that phone messages taken after 1:57 PM will reach the student.

MONEY

Students should not carry money to school except to buy meals or to turn in money for school activities. Students should not have large sums of money at any time as the school cannot be held responsible for money that is lost or stolen.

NON-DISCRIMINATION POLICY

It is the policy of the Sumner County Board of Education and Rucker-Stewart Middle School not to discriminate on the basis of sex, race, national origin, or handicap in its educational program or activities. Inquiries should be directed to Naomi Foreman at the Sumner County Board of Education at 451-5200.

OFFICE PHONE USAGE

To preserve valuable instructional time, student phone calls will only be allowed at lunch time. The office staff will make the call to expedite the process. One way to reduce the need for these calls is to have your child prepare his/her supplies for school the night before. Also, if alternative plans will be needed for afternoon dismissal, please discuss these with your child before leaving home.

PARENT/TEACHER CONFERENCES

Sumner County provides two days for parent conferences: Monday, September 17 and Tuesday, February, 19.

Teacher and/or parents may request additional conferences if there are concerns that cannot be shared by other means. To set up a conference, please send a note, email, or call the school to arrange an appointment.

PUBLICATIONS RIGHTS

In a positive effort to reflect our school community, Rucker-Stewart Middle School reserves the right to publish student names, pictures, and work-products on the internet and through other media. Permission and release of Rucker-Stewart Middle School 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 legal parent or guardian. Several companies have contracts which require that we give them the mailing addresses of our students. A written request from parent(s) or guardian(s) to the principal will delete their child's name from any such lists.

PUBLICATIONS – SOLICITATIONS

No publications may be produced or distributed unless permission is granted by the principal. Any effort designed to solicit or collect money at Rucker-Stewart Middle School must have prior approval of the principal. An announcement will be made over the public address system to inform teachers and students of the approval. In major emergencies, such as the destruction of home and personal belongings by fire, collecting money may be considered for approval.

SIGNS OR POSTERS

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

STUDENT ILLNESS/INFORMATION

If a student becomes ill, he/she must report to the nurse's clinic. Students may not leave the school for any reason without checking out through the office. In addition, students should not go to the restroom to stay.

Under the following circumstances the parent/guardian will be required to pick his/her child up from school.

- Acute pain, which distracts from the student's ability to perform in class.
- Vomiting
- Diarrhea
- Temperature greater than 100.5
- Nose bleed (Uncontrolled after ten (10) minutes)
- Possible communicable disease
- Conjunctivitis (Pinkeye) suspected
- Ringworm
- Head lice/nits
- Open draining sores/wounds
- Severe allergic reactions/asthma (May have epipens/inhalers at school with doctor's order)

- Abnormal blood pressure (Systolic \geq 150, diastolic \geq 100)
- Other as deemed necessary by the school nurse

In addition, if your child is diabetic, the school should be provided with doctor's orders addressing the following:

- Interventions for hypo/hyper glycemia
- Special needs for exercise, diet, blood glucose monitoring
- High blood glucose readings, high ketones
- Insulin at school
- Glucagon injections for emergencies

STUDENT RECORDS

Parents and/or guardians are provided the opportunity to inspect student educational records. Correction of items in the record which are thought to be inaccurate, misleading, or in violation of the student's rights may be requested as well as a hearing. If necessary, a complaint may be filed with the appropriate federal or state officials when the school district violates laws and regulations relative to student records. Please notify the office if you wish to inspect your records, and we will make an appointment. A copy of the Sumner County Board of Education policy relative to this issue is available upon request.

STUDENT VEHICLES

Students are not permitted to park cars or motorcycles on school property. Board Policy JGFF.

TEXTBOOKS

Students are issued textbooks for their use, and the student is responsible for the book issued. Students are not to mark or damage the books in any way, and the numbers are not to be changed. In order to obtain a second book, payment must be received for the first book. Students are required to use book covers on all books issued to them.

TRIPS OR CONVENTION POLICY

All school or school-related trips must be approved by the principal. Prior to the trip or convention the student must make satisfactory arrangements with his/her teachers concerning make-up work. It will be the responsibility of the student to check with each teacher concerning make-up work. If a student is assigned ISS or OSS at the same time as the trip, he/she will not be allowed to participate in the trip. Students on school-sponsored activities are subject to all school rules.

VISITORS

The Sumner County Board of Education encourages parents and other citizens of the community to visit schools for the purpose of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day without approval by the principal or designee. Except on special occasions, such as school programs, open house and the like, all visitors, including parents, will report to the school office when entering the school and sign a log book prior to handling any business.

Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his designee. Guest passes providing visible guest identification shall be issued for all persons other than students and employees of the school to clearly identify the visitor as a guest and distinguish the visitor as a non-school employee or staff.

Any visitor present during the school day must only visit with the individual he or she is designated to be visiting and shall not abuse the privilege by approaching, unsolicited, other students during the visit. However, nothing in this policy is intended to prohibit students from voluntarily approaching a visitor with whom he or she wishes to speak.

To maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the schools during the hours of student instruction except students assigned to that school, the staff of the school, parents of students and other persons with lawful and valid business on the school premises. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or children on the premises, or on the premises for the purpose of committing an illegal act. Law enforcement officials may be called if the situation warrants such measures.

ADDITIONAL RULES DISCLAIMER

The items outlined in this handbook represent most of the important rules and regulations that help govern Rucker-Stewart Middle School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the administration and faculty deem appropriate or necessary.

New School Board policies may override rules and regulations stated in this handbook.

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Selena Elmore
Section 504 Coordinator
695 East Main Street
Gallatin, TN 37066
(615) 451-5231

Norma Dam
ADA Coordinator
695 East Main Street
Gallatin, TN 37066
(615) 451-5423

Katie Brown & Naomi Foreman
Title VI and Title IX Coordinator
695 East Main Street
Gallatin, TN 37066
(615) 451-5222

RUCKER-STEWART MIDDLE SCHOOL BYOD POLICY

Parents and Students,

Rucker-Stewart Middle School has recently adopted a Bring Your Own Device (BYOD) policy for all of our students. We will be incorporating the use of items such as laptops, iPads, netbooks and other tablet devices with browsing capabilities for educational purposes only. Similar to other personally owned items, the school is not liable for the loss, damage, misuse, or theft of personally owned devices. Phones are not included as a device.

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-- school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device.
4. Students are permitted to access the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network

Students not following expectations for use of personal devices will face school disciplinary measures.

ACCEPTABLE STUDENT USE OF PERSONALLY OWNED DEVICES

Definition of Acceptable and Unacceptable Devices

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images.

- Examples of acceptable personally owned devices shall include but are not limited to: iPad, Nook, Kindle, other tablet devices with at least a 7 inch screen; laptop and/or netbook computers.
- Examples of unacceptable devices in this policy shall include but are not limited to: gaming devices or consoles, laser pointers, and modems or routers.

Inappropriate Communication

Inappropriate communication includes, but is not limited to, the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students
- Information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment
- Personal attacks, including prejudicial or discriminatory attacks
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others

- Knowingly or recklessly posting false or defamatory information about a person or organization
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a student is told to stop sending communications, that student must cease the activity immediately.

Usage Terms

- Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.
- The school shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.
- **The school reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.**
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
- All school students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. The school reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school- sponsored events.
- Students must be aware of appropriateness of communications when using district or personally owned devices.
- Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- **The school expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.**
- **Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, or criminal charges.**
- Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, LTE or other content service providers. Personally owned devices must access the internet via the school's wireless network, provided by and monitored by Sumner County Schools.

BYOD PERMISSION FORM 2018-19

Parents who wishes that their child use a personally owned electronic device within Rucker Stewart Middle School must read and sign this agreement and submit to the classroom teacher.

1. The student takes full responsibility the device. The school is not responsible for the security of the device.
2. The student will be responsible to register their device with their homeroom teacher. Teachers will record serial number and name of device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student must comply with teachers' request to shut down or close the screen of any device at any time.
7. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of the teacher.
8. The student should only use their device to access relevant files.
9. The student will use the district's secured wireless network. Use of 3G & 4G wireless connections is not allowed.