

# **Station Camp Middle School**

## **Student and Parent Handbook**

**2017-2018**

**Sumner County Schools commits to growing learners who are college and career ready through quality instruction, effective use of resources, building a collaborative culture, and strong leadership.**

## **STATION CAMP MIDDLE SCHOOL STUDENT AND PARENT HANDBOOK**

281 Big Station Camp Boulevard  
Gallatin, TN 37066

Telephone: (615) 206-0116 Fax: (615) 206-0165

<http://www.scm.summerschools.org>

### **ADMINISTRATION**

Principal... Brian Smith  
Assistant Principal... Jay Lovett  
Assistant Principal... Walt Simmons  
Guidance Counselor... Rita Lowery  
Guidance Counselor... Molly Wittwer

### **OFFICE STAFF**

Secretary... Sharon Long  
Bookkeeper... Misty Leininger  
Attendance Clerk... Laurie Salow

### **VISION**

**Station Camp Middle School is a collaborative culture of high performing students, teachers, and school communities.**

### **MISSION**

**Station Camp Middle School commits to growing learners who are high school, college and career ready through quality instruction, effective use of resources, building a collaborative culture, and strong leadership.**

**Station Camp Middle School is dedicated to the highest caliber of teaching and learning supported by these critical elements:**

#### **Quality Instruction**

- Teachers deliver quality standards-driven instruction that is informed by student results.
- Quality instruction provides students with self-directed thinking/learning experiences.
- Authentic learning experiences allow students to be engaged in learning, to have opportunities to develop character, and to be prepared to contribute to the community.
- Students receive quality feedback and equal access to differentiated instructional opportunities (enrichment/intervention) based on individual needs.
- Teachers engage in ongoing, job-embedded professional learning to design and deliver quality instruction.

#### **Collaborative Culture**

- The diversity in thinking of all those who are invested in education is welcomed.
- Structured opportunities are in place to promote collaborative discussions that include an atmosphere of mutual respect.
- Collaboration is student-focused dialogue with a shared purpose.
- Trust encourages the use of innovative and unique solutions.
- Purposeful and intentional communication among all stakeholders cultivates a culture for results.

### **Leadership**

- Effective leaders understand the vision and consistently communicate and model it to all stakeholders.
- Keeping the vision in the forefront, leaders involve all stakeholders in setting goals and improving their organization.
- Leaders set high expectations and hold themselves and others accountable for results.
- There is a commitment to building and growing leaders at all levels with an intentional focus on improving student learning.
- Leaders grow other leaders by modeling transparency and by working collaboratively.
- Leaders are strategic in making decisions based upon the examination and analysis of data.

### **Resource Utilization**

- The district continuously recruits, develops, and retains exemplary employees.
- There is access and equity in the use of facilities, materials, and technology for instruction.
- Community and business resources are aligned to support student needs.
- Resources are strategically utilized for collaborative learning among schools and across the district.

## **Sumner County Schools 2017-2018 Calendar**

### **1<sup>st</sup> Semester**

Aug. 7 First full day of school  
Aug. 21 Solar Eclipse (no school)  
Sept. 4 Labor Day (school closed)  
Sept. 18 Parent Conferences (no students)  
Oct. 6 End of 1<sup>st</sup> nine-weeks  
Oct. 9-13 Fall Break  
Oct 16 Students Return-2<sup>nd</sup> 9-weeks begins  
Nov. 22-24 Thanksgiving Break  
Dec. 19-20 Exams (Dec. 20 is a half day)  
Dec 21-Jan 3 Winter Break

### **2<sup>nd</sup> Semester**

Jan. 4 Students Return- 3<sup>rd</sup> 9-weeks begins  
Jan. 15 Martin Luther King Day (no students)  
Feb. 19 Presidents' Day (no students)  
Feb. 20 Parent Conferences (no students)  
Mar. 9 End of 3<sup>rd</sup> nine-weeks  
Mar. 23-30 Spring Break (no school)  
May 1 Election Day Primary (no school)  
May 22-23 Exams

**SCMS DAILY SCHEDULE**

**1<sup>st</sup> Period 7:30 - 8:18**

**2<sup>nd</sup> Period 8:20 - 9:05**

**3<sup>rd</sup> Period 9:10 – 9:58**

**4<sup>th</sup> Period 10:00 - 10:45**

**5<sup>th</sup>/6<sup>th</sup> Period 10:50 – 12:50**

Lunch 1	Lunch 10:50- 11:15	5 <sup>th</sup> pd. 11:20- 12:03	6 <sup>th</sup> pd. 12:05- 12:50
Lunch 2	5 <sup>th</sup> pd. 10:50- 12:03	Lunch 11:20- 11:45	6 <sup>th</sup> pd. 12:05- 12:50
Lunch 3	5 <sup>th</sup> pd. 10:50- 11:33	Lunch 11:50-12:15	6 <sup>th</sup> pd. 11:35-12:50
Lunch 4	5 <sup>th</sup> pd. 10:50- 11:33	6 <sup>th</sup> pd. 11:35-12:20	Lunch 12:20-12:50

**7<sup>th</sup> Period 12:55 – 1:38**

**8<sup>th</sup> Period 1:40 – 2:30**

**STUDENT ATTENDANCE**

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who has been absent 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.

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

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

A principal may verify absences for the following:

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

**Tardies:** Any student not in the classroom when the class begins is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court.

**Make-up work:** Upon the first day of returning to school, it is the student's responsibility in middle and high school and the parent's responsibility in elementary school 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.

### DEFINITIONS

**Perfect Attendance-** Present all day, every day. No absences, early dismissals or being late to school.

**Absent from class-** Absences are recorded each class period. Students are considered absent from class if they miss more than one half of a class period.

**Excused Absence-** An absence, tardy, and early dismissal, which has written notice from a parent or legal guardian, will be considered an excused absence. After the accumulation of five days of excused absences, the parent/guardian must file more formal documentation with the principal to assure classification as an excused absence.

**Verified Absence-** An absence, tardy, and early dismissal which may include a student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist or health agency is a verified absence and does not count against a student's five days. A verified absence may also include the death of a family member or a required court appearance. Prior administrative approval must be obtained for recognized religious holidays, non-family deaths, or other extenuating circumstances beyond the control of the student.

**School Business-** An absence, tardy, and early dismissal directly related to a school activity that has been approved by the principal. The student is considered present at school if attending school related activities.

**Unexcused Absence-** An absence, tardy, and early dismissal which is in excess of the five excused absences or tardies or does not have documentation of any kind or does not meet valid reasons for an absence will be considered an unexcused absence.

### PROCEDURE TO FOLLOW WHEN RETURNING FROM AN ABSENCE

The student must bring a written excuse note signed by a parent or guardian stating the child's full name, grade, date(s) of the absence(s), reason for the absence, and a daytime phone number. The student should obtain an absentee note from the office before 7:25 a.m. The student will not be admitted to class without this note and will be counted tardy to class.

1. The student has a maximum of three (3) school days to bring a note or documentation for an excused absence. Failure to comply will result in an unexcused absence.
2. Any class work missed must be made up at the teacher's convenience. It is the responsibility of the student to contact the teacher concerning a make-up schedule. This should be done before or after class. The teacher will allow the number of days of the absence to turn in make-up work (ex. if a student is absent for two days, then the student has two days to turn in make-up work).

### **ARRIVAL TO SCHOOL**

Students arriving at Station Camp Middle School before 7:20 a.m. should report either to the cafeteria or gymnasium. There is no eating or drinking in the gymnasium. The cafeteria will open from 6:45 a.m. - 7:20 a.m. for breakfast. Students are not allowed to go to their locker before the 7:20 a.m. bell. Cell phones, iPod's, and all other electronic devices must be turned off at 7:20 a.m.

### **EARLY DISMISSALS**

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

### **TARDY TO SCHOOL**

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

### **TARDY TO CLASS**

Students are expected to be in class when the tardy bell rings. Students who have a note from a teacher or the office with a valid reason will not be counted as tardy.

- First tardy without a pass will result in a warning.
- Second tardy, and every tardy thereafter, will result in a detention and a phone call home.

### **GRADING POLICY**

Interim reports will be sent home at the mid-point of each nine-week grading period. The interim report must be signed by a parent or guardian and returned to the first period teacher. The interim report is not a guarantee of the student's final grades, but an indicator of academic progress.

Report cards will be sent home every nine weeks. The report card must be signed by a parent or guardian and returned to the first period teacher.

#### **The State of Tennessee has set the grading scale for all public schools.**

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

### **MAKE-UP WORK**

It is the student's responsibility to ask each teacher for the work missed upon returning to class. **Parents may call the office and request make-up work for absences of three days or longer.** Students will have the number of days they were absent to complete all make-up work for verified and excused absences. For example, a student will have two days to make up work after a two-day absence. Teachers may extend this limit for extenuating circumstances. It is the student's responsibility to ask the teacher for this extension.

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

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

### **EXAMS**

Semester exams will be given at the end of each semester and count as 10% of the student's final semester grade. Semester exams will not be given early under any circumstances. Any student who misses an exam and does not take a make-up exam will receive a zero on the exam. TCAP test results will count for 15% of the student's second semester grade. This may affect the percentage for the second semester exam.

### **A AND A/B HONOR ROLL**

Station Camp has an A Honor Roll and an A/B Honor Roll at the end of each nine-week grading period to recognize students' success in the classroom. Related arts classes are always included when calculating Honor Roll.

- A Honor Roll- Students who receive an "A" for all classes during a nine-week grading period.
- A/B Honor Roll – Students who receive an "A" or "B" for all classes during a nine-week grading period.

### **CHEATING**

If a teacher suspects a student of cheating to earn a grade, the teacher will consider an alternative test or assignment. If the student does not complete the alternative test or assignment, a grade of zero will be recorded. If a teacher has proof of cheating, the student will be turned over to the administration for disciplinary action.

### **STUDENT CONDUCT**

School must have rules and procedures to maintain an orderly and safe environment for everyone. Student conduct at Station Camp Middle will be closely aligned to the principles laid out in "The 8 Keys of Excellence." Students are expected to take ownership of their behavior and accept the rewards and consequences of that behavior. Consequences of their actions may be a superior grade on a project or the privilege of participating in a special school event. Consequences may also involve disciplinary action where students lose privileges. The goal of these actions is to change the student's behavior, therefore the consequences become more severe for persistent behavior problems. Students should strive to maintain safe, orderly behavior that promotes a sound educational environment.

#### **Rules**

1. Be on time and prepared for class.
2. Use respectful behavior and communication.
3. Be in the appropriate place at all times—Do not be out of class without a hall pass.
4. Follow all safety procedures, which includes walking to class without pushing and shoving and keeping your hands and feet to yourself.

**In addition, we uphold Ultimate BISON PRIDE.**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**Possible Disciplinary Consequences**

**Detention-** Detentions are usually held in the ISS room or front office. Students need to bring work to detention. Eating, sleeping or talking is not allowed in detention. Failure to serve a detention by the third day after being assigned the detention will result in one day of ISS. Excessive detentions will result in in-school suspension.

**Detention Schedule**

Morning Detention: Monday-Friday 6:45 a.m.-7:30 a.m.

Afternoon Detention: Monday-Thursday 2:30 p.m.-3:15 p.m.

**Exclusion from class** - When a student's conduct disrupts the educational process for other students and efforts by the teacher to correct the behavior are unsuccessful, the student will be excluded from that class. The student will report to the office for disciplinary action by an administrator.

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

**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 required to make-up their work during a suspension.

**Students assigned to ISS or OSS will not be allowed to participate in school dances for the rest of the semester.**

**DRESS CODE**

Station Camp Middle School expects 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. Clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.

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

- Saggy or sagging pants- pants are to be belted at the waist. Pants must not drag on the floor.
- Spandex.
- Holes in clothes. Patches must be on the outside of the garment. Wearing long undergarments does not make holes acceptable.
- Suggestive slogans, vulgar captions or pictures, advertisements for drug, tobacco, or alcohol products on clothes.
- Caps, hats, scarves, bands, bandanas, or any other head dressings.
- Form fitting or body conforming clothes and revealing necklines. Clothes must be worn that are sized to fit appropriately. Excessively tight or baggy clothing is unacceptable.
- Bare midriffs, halters, fishnet, or tank tops.
- Pajamas or scrubs.
- Cleated shoes, roller shoes (Heelies) or bedroom slippers.
- Extreme hair color or hairstyles.

In addition, the following guidelines shall be enforced:

- P. E. shorts are not to be worn except during P. E. class. Also, cutoff shorts are not allowed.
- Shorts, skirts and dresses must not be higher than **three inches from the bend of the back of the knee**. This policy also includes the slits in skirts and dresses. Wearing leggings under shorts, skirts and dresses does not permit a student to break the three-inch rule.
- No writing on the seat of the pants.
- Shoulders must be covered with sleeves. Middle school requires “capped” sleeves.
- No tinted glasses or sunglasses, unless doctor prescribed.
- No body piercing except for earrings may be worn during school hours.
- Jewelry must not be distracting, disruptive, or unsafe. Valuable clothes and jewelry are discouraged.
- Students are not to write or draw on themselves.
- Hair may not cover the student’s face during school hours or school events.

**A student in violation of the dress code must change or will be sent home. Students who persist in violating dress code will face disciplinary action.**

#### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

**Students are responsible for their devices while at school.** Students are prohibited from using cell phones or other personal electronic devices during the school day without permission from the office or their teacher. The school day begins for the purposes of cell phone use at 7:20 a.m. when students are released to go to class and ends when they are dismissed at the end of the day.

**Students may not stream information or music using the school’s Wi-Fi system.** Students may not video or take pictures at school without permission. Posting pictures, video, or audio recorded at school without permission to social media sites will be a disciplinary matter.

Cell phones and other devices may be out during class if the teacher is allowing students to use their devices for educational purposes. The phones will be visible to the teacher at all times. All students with cell phones in class will be asked to place them in a central location in the room or on the corner of their desk. Students who violate this request will be subject to disciplinary action.

Students may carry cell phones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher and principal. The principal may authorize the use of personal cell phones in the event of an emergency or serious situation.

The first time a cell phone is confiscated from a student, a warning will be issued and the phone will be returned to the student at the end of the day. The second time a cell phone is confiscated from a student, an administrator will hold the phone until it can be picked up by the parent/guardian. Future offenses will result in disciplinary action.

### **INTERNET POLICY**

Students are permitted to access the Internet only with a signed technology use agreement form on file and the permission of a supervising staff member. Internet permission is reflected on each student's library card, which must be carried with the student to use the Internet at school. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

### **HANDS-OFF POLICY**

Station Camp Middle School adheres to a hands-off policy. Any public display of affection or aggression is not appropriate at school and will be considered a disciplinary infraction. The hands-off policy also includes horseplay between students, which many times leads to physical or verbal altercations.

### **HARASSMENT**

All students, faculty and staff have the right to a safe and supportive learning environment free from the threat of violence, discrimination and harassment. All students and employees will be treated with dignity, respect and courtesy at all times. Any person who believes he or she has witnessed or been the victim of harassment should report the incident immediately to a teacher, guidance counselor or administrator. It is essential that students report information about every instance of such conduct in a timely manner.

### **SEXUAL HARASSMENT**

Sexual harassment toward any individual at school will not be tolerated. Sexual harassment is defined as unwelcomed and unwanted sexual behavior or conduct whether verbal, physical or visual, which creates an intimidating, hostile or offensive environment. It is essential that students report information about every instance of such conduct in a timely manner.

### **VANDALISM**

Any damage or destruction to school property or other students' property will result in immediate disciplinary action. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item. *Any person who has witnessed vandalism or believes he or she has information regarding vandalism should immediately report the incident to a teacher or administrator.*

### **PROHIBITED ITEMS AT SCHOOL**

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

### **TOBACCO USE OR POSSESSION**

Students are not permitted to smoke, use, or possess tobacco products in the school, on the school ground, at a school-sponsored activity, or on a school bus. Students possessing, using, or attempting to use tobacco products will receive out-of-school suspension.

**Note: Students are not at any time to have matches or lighters in their possession at school.**

### **ILLEGAL DRUGS**

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 ten-day suspension and a hearing held by the Sumner County Schools Disciplinary Committee. This includes prescription drugs and over-the-counter drugs. Students that need to take prescription drugs or over-the-counter drugs at school may turn those in to the office with completed documentation.

### **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. The incident will be brought before the Sumner County Schools Disciplinary Committee. The student will be suspended out of school pending the hearing.

Toy weapons or facsimiles will not be permitted on school grounds. The principal will suspend students who possess toy weapons or facsimiles of weapons including water guns. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the Disciplinary Committee.

The term weapon shall be defined as any instrument used to cause harm to another person. The term dangerous instrument shall include, but is not limited to the following:

- Knives
- Box cutters
- Razor blades
- Clubs or police batons
- Pellet guns
- Paint ball guns
- BB guns
- Brass knuckles
- Chains
- Ice picks
- Spiked wrist bands
- 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, fireworks
- Any firearm
- Any item which could be perceived as a dangerous instrument

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 administration.

## **TRANSPORTATION**

### **CAR RIDERS**

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

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

### **SCHOOL BUS REGULATIONS**

It is a privilege to ride a Sumner County school bus. This privilege depends on the student's behavior and observance of the bus rules. These rules exist for the safety of everyone on the bus. The principal may suspend a student's privilege of transportation due to misconduct. The driver is in full charge of the bus and the students.

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

Violation of bus rules will result in the student being suspended from the bus for a specified time. Persistent violation of bus rules will result in a student losing the privilege of riding the bus for the remainder of the school year. Bus suspensions are considered a serious matter and will be reported to the Director of Transportation. Transportation to and from school then becomes the sole responsibility of the student's parent/guardian.

### **SCHOOL BUS PASS**

Students may ride a different bus or to a different location as long as the following criteria are met:

- The student must turn in a written note to the office prior to 7:30 a.m. containing the following information:
  1. The student's name and address
  2. Parent's name and phone number
  3. The address of the destination
  4. The bus number the student will ride
  5. Date(s) the student will ride
- Students will not be allowed to make calls home to arrange for bus passes. All arrangements and the written notification must be taken care of prior to the beginning of the school day.
- All requests for riding a bus are subject to the capacity of the bus in question. If a bus has a full route, no extra students will be allowed to ride.

### **EMERGENCY PROCEDURES**

Station Camp Middle School has a comprehensive emergency plan, which is practiced and reviewed annually. These plans include fire drills, bad weather drills and lock down drills.

### **INCLEMENT WEATHER POLICY**

Inclement weather sometimes causes delayed school openings, early dismissals or closings. Parents are advised to monitor radio or television stations for announcements related to school closings during inclement weather. Parents are also encouraged to enroll in the Sumner County Schools Cast to receive information. Information about this program can be obtained in the front office at school.

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

- If school begins one-hour late students will report to second period. **No breakfast will be served.**
- If school begins two hours late students will report to third period. **No breakfast will be served.**
- If school is dismissed early there will be no practices held that day. All students will be dismissed and must leave school grounds.

### **ACCIDENTS**

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

### **BUILDING PRIDE**

We are very proud of our school building and facilities. We urge each and every student to take pride in his or her school and campus. It will require each of us taking responsibility to keep our campus neat and clean.

### **CONFERENCES**

Parent and teacher conferences can occur before school, after school or during teachers' planning time. Please make appointments in advance. Parents wishing to schedule an IEP meeting should contact the special education teacher assigned to the student's grade. Conferences will always take place in the front offices.

### **GIFT DELIVERY**

Station Camp Middle School requests that you do not send special occasion balloons, flowers or gifts to your child at school. Such items will not be delivered to classrooms and cannot be transported on school buses.

### **LIBRARY POLICY**

Students must have a pass from their teacher to come to the library during normal school hours. Books checked-out by a student are the responsibility of the student. When a student returns a book, he/she may check out another book. Lost and/or damaged materials are the responsibility of the student to replace. Students may check out two books at a time for two weeks with one renewal for each book. Students will not be allowed to check out new material if they have fines or overdue materials.

1. Fines for overdue books accrue at \$0.05 per day starting the second day the book is late. There is no charge for days school is not in session or for excused absences. Fines may be paid in full or by installment.
2. Overdue and fine notices are sent out every two weeks through first period teachers.
3. Missing books will be paid for at the replacement price. If the book is found at a later time, a refund will be issued to the student minus any fine that had already accrued.
4. The library is open daily from 7:20 a.m. to 2:45 p.m. with additional time added as needed for projects.
5. Each student receives a library card during the first nine-weeks. Replacement cost is \$2.00.

### **GUIDANCE SERVICES**

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

The guidance counselor works with students individually and in small groups. Parents, teachers and students may refer a student to the counselor. Students who need to see the counselor should inform the counselor and let the counselor send for them at the earliest time available.

### **LOCKERS**

Each student will be assigned a locker. This locker is to be locked at all times for the safety of the student's possessions and students should not share their combination with anyone. The school is not responsible for lost or stolen items. Each student is responsible for the appearance and care of his/her locker. Stickers or inappropriate materials may not be displayed in lockers. Lockers are the property of the school and therefore subject to inspection at any time by the school administration.

### **LOST AND FOUND**

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

### **LUNCH**

The price for a student lunch will be determined at the beginning of each school year. This price includes one entrée, fruit, vegetable and milk. Ala Carte items vary from \$0.50-\$1.00 each. Sherry Sasek is the cafeteria manager and can be reached at 206-0116 or emailed at [sherry.sasek@sumnerschools.org](mailto:sherry.sasek@sumnerschools.org). Students can put money into their lunch account before the school day begins. Checks should be payable to Station Camp Middle School.

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

### **CAFETERIA POLICIES**

The following rules should be followed while in the cafeteria:

1. Obtain all food, utensils, napkins, etc. on the first trip through the serving line.
2. Do not talk above a normal conversational volume.
3. Students may be up to throw away trash and return their trays, but must return to the same seat.
4. Students should raise their hand if help is needed.
5. Dispose of all trash in waste cans.
6. Students will clean their table and surrounding area before they are dismissed.
7. Students are expected to clean up any spills they make.
8. Do not throw or toss anything in the cafeteria.
9. Student's should not touch or tamper with another person's food or drink.
10. Glass containers are not allowed.
11. Do not take food or drink outside of the cafeteria.

### **MEDICATIONS**

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

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

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

### **NON-DISCRIMINATION POLICY**

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  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-6598

Norma Dam  
Assistant Director for Pupil  
Services  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5401

Naomi Aitchison  
Assistant Director for Human  
Resource  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-6500/451-5226

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of handicap. Americans with Disabilities Act prohibits discrimination on the basis of disability. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to their student's education records. Information regarding these rights is available in the guidance office.

### **PUBLICATION RIGHTS**

Station Camp Middle School reserves the right to publish and release students' names and pictures in an effort to promote their success in academics, athletics and extracurricular activities. Students' names and pictures may be released through the Internet, newspapers, school website, yearbook, and other forms of media. Permission and release of Station Camp 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 parent or guardian.

### **SELLING ITEMS AT SCHOOL**

The principal must approve all merchandise sold at school by a student in advance. Failure to do this will result in the confiscation of the merchandise. The merchandise will be returned to the student's parent/guardian. Also, trading items between students is not allowed.

### **TELEPHONE**

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

### **MESSAGES**

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

Please send any change in transportation arrangements in a note to the office in the morning. Students are responsible for knowing how they will go home each day. Transportation arrangements should not be made over the phone, except in emergencies.

### **TEXTBOOKS**

All textbooks are furnished by the Sumner County Board of Education. Students are expected to take care of their books and return them in good condition at the end of the school year. Students are not to mark or damage books in any way. Students must pay for any lost or damaged books.

### **VISITORS**

All parents are welcome and encouraged to visit our school. We require that visitors enter the building through the main office, sign-in and wear a nametag while visiting. For safety reasons, never open an outside door for a visitor. Strangers without visitor nametags should be reported to the office immediately. Parents may visit classrooms only with an appointment with the teacher and the advance permission of the principal. Students from other schools or school systems are not allowed to visit during school hours, including lunch. Parents are welcome to join their children for lunch; however, bringing food from outside competitive food companies is not allowed under School Board Policy.

## **8 KEYS OF EXCELLENCE**

### **Integrity**

**Align actions with values**

### **Failure leads to Success**

**Learn from your mistakes**

### **Speak with Good Purpose**

**Be positive, avoid gossip**

### **This Is It!**

**Focus on the present moment**

### **Commitment**

**The discipline to finish**

### **Ownership**

**Take responsibility for our thoughts, feelings, words, and actions**

### **Flexibility**

**More than one way to get the job done**

### **Balance**

**Make choices that keep mind, body, and spirit healthy and in balance**