

UPPERMAN MIDDLE SCHOOL

HANDBOOK 2022-2023



Jessica Etheredge, Principal

Lesley Herron, Assistant Principal

Kyle Childress, Assistant Principal/Athletic Director

Upperman Middle School is located at: 6700 Nashville Hwy, Baxter, TN 38544

Grades: 5th-8th

Main Office: (931) 858-6601

Fax: (931) 858-6637

Mascot: Yellow Jackets

Colors: Black/Gold

MISSION: The mission of Upperman Middle School is to promote academic excellence and establish lifelong foundations for success in a safe learning environment.

MOTTO: "BUILDING THE FOUNDATION FOR EXCELLENCE!"



Alcohol/Drugs

The use or possession of intoxicants or illegal drugs on school property or in any vehicle used to transport students to school events is prohibited. Attendance at school events while under the influence of any of these is prohibited. Any person in violation shall be subject to removal from school property and prosecution in accordance with the provisions of Putnam County School Board Policy as stated below:

Alcohol/Drugs: Any student using alcohol, any illegal drug, non-prescribed narcotic drug, or marijuana, or possessing, selling or transmitting drugs or controlled paraphernalia shall be suspended from school for one calendar year. (Board Policy 6.309).

Backpacks/Bookbags/Totebags

All backpacks, book bags, tote bags, purses, etc. are subject to search by school officials. All backpacks are to stay in lockers between the times of 8am-3pm. Students may take backpacks to Encore classes if those classes occur at the end of the day.

Bullying

According to Tennessee Code Annotated Section 49-6-1014 through 49-6-1019 and Putnam County School Board Policy 6.304, Upperman Middle School will provide a safe environment for student learning. Bullying should be reported **immediately** to a teacher, counselor, staff member, or administrator. An investigation will be conducted by the complaint manager and/or administration, and consequences will be determined. Bullying is defined by intention, repeated and a presence of a power imbalance.

Cell Phones and Electronic Devices

As per Putnam County Board of Education Policy 6.312, "Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the OFF mode and must be kept out of sight and may NOT be used during school hours, either as a cell phone, communication device (text messaging, etc.), or as a camera." School hours are 8:00 a.m.-3:00 p.m.

Personal electronic devices, (including but not limited to cameras, radios, electronic gaming devices, tablets etc.) may be stored in backpacks, purses, or personal carry-alls. However, use of these devices during school hours is strictly forbidden.

If the confiscated electronic device reveals inappropriate contents, such as pornography, this matter will be dealt with in accordance with the Department of Children's Services and law enforcement guidelines. Schools/teachers are in no way responsible for students' cell phones. The decision to bring a cell phone to school is between the parent and student and all responsibility lies with the student. A student in violation of this policy is subject to disciplinary action. (Per School Board Policy 6.312).

"TCA, Title 49, Chapter 2 and Title 49, Chapter 6, relative to student discipline allows a teacher to withhold a student's phone from the student for the duration of the instructional time if the student's phone is a distraction to the class or student."

The Procedures/ Consequences for violations:

- 1st Offense: Teacher turns phone into office to be picked up at the end of the day.
- 2nd Offense: Cell phones/electronic devices – 3 days of after-school detention; the phone, including battery, or electronic devices will be held in the office each day during school hours until detention is completed. Parents will be notified by administration.
- 3rd Offense and subsequent offenses: Cell phones/electronic devices – 5 days of after-school detention; the phone, including battery, or electronic devices will be held in the office each day during school hours until detention is completed. Parents will be notified by administration.

*Administration holds the right to adjust infractions when necessary. Also, the consequence for student use of a cell phone (including texting) during instructional time is confiscation of the device (including SIM card). Students who refuse to turn over a cell phone (including SIM card) will, IN ADDITION TO THE EVENTUAL CONFISCATION OF THE CELL PHONE, be subject to consequences for insubordination as outlined in the Putnam County Schools Student Code of Conduct.(Board Policy 6.300)

Dress Code

UMS dress Code is in compliance with PCSS Dress Code. (Policy 6.310) Student dress shall be expected to meet community standards of cleanliness, healthfulness and safety and shall not disrupt the educational process. No person shall wear clothing that contains pictures and/or writing referring to sexual references, profanity, illegal drugs or the promotion of alcoholic beverages and/or tobacco products, death and destruction, racist or hate themes, violent or aggressive themes, or other suggestive or offensive sayings or graphics in the school building during the school day. Any clothing that denotes gang involvement or affiliation shall be prohibited. Community standards dictate that clothing shall not be obscene or suggestive. Cropped tops that reveal a bare midriff, halter tops, tank tops, and short skirts or shorts shall not be allowed. A good rule of thumb shorts have a least a 3-inch inseam. Jeans with holes are permitted, so long as they are not overly suggestive or disruptive to the learning environment. Any attire deemed too inappropriate, revealing, or distracting is subject to disciplinary referral at the discretion of the administration.

Parent and Student Responsibility

The parent and student will be responsible for ensuring that the student is in compliance with all aspects of this code when the student enters the school premises and during the time the student is on school premises during the regular school hours or during school-sponsored activities.

- Soled shoes must be worn. No shower shoes or house shoes.
- No student shall be permitted to wear any headgear (cap, hat, hoodie, etc.) other than for religious or medical reasons during the school day.
- No clothing revealing the midriff or lower back - bare skin cannot be visible while standing or sitting.
- All shirts, blouses, sweaters must be at least (two) 2 inches wide at the shoulder including "cold-shoulder" tops. All shirts must be size appropriate. Necklines must be no more than three (3) inches below the base of the neck.
- No sunglasses (unless for medical reasons).
- Pants, shorts, and skirts must be appropriately sized and worn at the waistline.
- Hairstyles that distract from the learning environment/process will be dealt with by administration appropriately.

These standards of dress and grooming do not prohibit the administration from allowing special celebrations that involve variations in dress and grooming. Additional guidelines may be enforced for students who receive three or more dress code violations. The discipline of dress code violations may include warning, parent notification to bring appropriate clothing to school, conference, in-school suspension, out-of-school suspension and any other disciplinary

actions deemed necessary by the administration. These dress code guidelines have been developed in compliance with **board policy 6.310**.

Lockers

Each student is assigned a locker and must use only the locker assigned to them. Administration and/or teachers may make inspections at any time. Do not tamper with any locker. The school does not assume any responsibility for personal items lost, damaged, or stolen.

Search and Seizure

(T.C.A. Section 49-6-4204; 49-6-4205): Search of Locker (a) When individual circumstances in a school dictates a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the principal's presence or in the presence of other members of the principals' staff. (b) Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to the use of dangerous weapons, drugs, drug paraphernalia, which are known to the principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, and assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which gives rise to reasonable suspicion that dangerous weapons, drugs, or drug paraphernalia are held on school property by one or more students.

Search of persons and Containers – (a) A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal. (b) All of the following standards of reasonableness shall be met:

- a. A particular student has violated school policy
- b. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug
- c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students
- d. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution
- e. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student, as well as the nature of the infraction alleged to have been committed

School Technology Usage and Damage

All students will be required to read and sign an Internet use agreement in order to have access to school computers. Access to the Internet is provided to students as an educational resource and a privilege. Failure to observe the expectations set forth in the acceptable use policy may result in a loss of access to the Internet as well. Also, students who damage school technology will be charged the repair fee to fix the device to working order.

Substitue Teachers

It is expected that students will treat all substitute teachers with respect. They are to be considered guests in our school and our aim is for our students to be well mannered, courteous and cooperative.

Tobacco Policy

No student shall be allowed to smoke, chew, or possess tobacco, tobacco products, e-cigarettes or vapor-cigarettes on school premises. Tennessee Code Annotated Section 39-17-1505 (b), (c) states, "Any person who violates this section shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in Juvenile Court for the county in which the violation is alleged to have occurred. At the time of issuance of the citation, the tobacco product shall be seized as contraband by the law enforcement officer or school principal. A violation of this section shall be a civil offense, the penalty for which is a civil penalty of not less than ten (10) dollars, nor more than fifty (50) dollars plus court costs.

Upon its determination that the person has violated this section, the Juvenile Court shall determine the amount of the civil penalty and shall order the destruction of the tobacco product."

Vandalism/Property Damage

Our school building and equipment are the property of the Putnam County School District and, as such, are paid for by the taxpayers of Putnam County. Students who destroy or vandalize school property will be required to pay the cost of repair or replacement. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should accidentally damage school property it should be reported to a teacher or the office immediately.

Zero Tolerance

In order to ensure a safe and secure learning environment free of 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 suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or possess a dangerous weapon on school property or to a school event or activity, even if that event or activity is not on school property
2. Any student who assaults a teacher or other employee of the school system



Arrival & Dismissal Policies

Arrival

The building opens at 7:15. All students are to report to the gymnasium and sit by grade levels, or to the cafeteria if eating breakfast. The student is not to leave campus until the end of the school day unless permission to leave has been granted by administration. Violation of this rule will be considered leaving school without permission. At 7:45, a bell will dismiss students to go to their lockers and restroom, if need be, and then to their first period class. Once they enter their first period class, they are not to go back into the hall unless an emergency arises.

Bus Policy

Beginning at 7:15 a.m., all students are to report to the gym (or cafeteria if eating breakfast) and remain until dismissed to the academic area at 7:45 a.m.

Walkers, car riders, and bus riders will be released at 3:00. Unless riding an early bus, riders should go to the gym to wait for their bus number to be called. All students riding buses are under the authority of the bus driver.

All students riding buses are expected to comply with the rules and regulations set forth by the School Transportation Department. Disciplinary infractions that occur on buses or at approved bus stops will be reported to the administration for the assignment of appropriate discipline.

Only small band instruments that can be held on lap are allowed on buses. Flowers, glass containers, balloons, toys, food, gum, or candy are not allowed on buses. Students are not allowed to have pens or pencils out on the buses. Sports equipment is not allowed to be transported on the bus.

Car Riders

Car riders should be dropped off and picked up in designated area at the *back of building*. (Teachers will be standing safety guard in the mornings and afternoons.) No vehicles should be in the marked bus zones. **ALL car riders should be picked up no later than 3:30 p.m.** After 3:30, students should be picked up in the office.

Driving

Students are not allowed to transport themselves to/from school by any means of transportation that requires them to have a license. We will, however, provide the proper paperwork for students to secure a permit if their parents choose for them to do so. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit. Academic performance must also be at a satisfactory level.

End of Day Dismissal

Students should follow dismissal procedures, unless they are doing assigned afterschool work, staying with a teacher, going to athletic practice, or staying for Academic Assistance or detention. Bus riders need to report to bus loading zones or to the gym; car riders need to report to parent pickup/drop off area in the designated area at the back of the building. **Students need written permission from parents to walk to Upperman High School, but must have a sibling who attends there.** Students should meet in the lobby and will be walked to the high school by school personnel. Walking to any location other than the high school is not permitted due to safety issues.

Leaving School

If it is necessary for a student to leave school, he/she must be signed out by a parent or guardian in the school office before leaving the building. Leaving early is the same as reporting late. For student safety, office personnel will request a photo ID for anyone checking out a student.

School Closing and Early Dismissal

During periods of inclement weather, it may be necessary to close school, delay the starting time, or dismiss early. Local radio and TV stations will broadcast announcements regarding school closings or schedule changes. Automated messages from the Superintendent of Schools are also sent to parents. **Please discuss arrangements for transportation with your child prior to the first unexpected early dismissal.**

After School Events

Ball games, class socials, and other late afternoon and evening activities are scheduled throughout the school year. We make every effort to communicate to the students the exact time these events will conclude. Students will not be permitted to leave an event and return. For time and safety reasons, it is important that parents arrive for their children on time after these events. Check sports schedules for the place of games. Please be considerate when using other facilities. Leaving those facilities in a timely manner helps in clean-up and closing. All school rules, policies, and procedures apply for all after-school activities.



Enroll, Withdraw, Grades, & Attendance

Attendance

Regular attendance is essential for promotion and success at school, as well as any vocation chosen in life. When an absence is necessary, it is the responsibility of the student to see that work is made up in the time specified by each teacher. The following are the only legal excuses for absences:

1. Personal illness – doctor's statement may be required*
2. Death in the immediate family
3. Observance of a religious holiday
4. Failure of a bus run
5. A medical or dental appointment – these should be scheduled after school whenever possible

*A doctor's statement will be required after the 5th absence

**There are no designated "skip" days.

School begins promptly at 8:00 a.m. Students who are tardy miss valuable instruction time and disrupt the class by arriving late. Students who are habitually tardy will be considered truant. A parent/guardian will need to sign in students in the office who arrive after 8:15 a.m.

Perfect Attendance is defined as "attending every class, every day, for the full period."

For full PCSS attendance policy, please refer to Board Policy 6.200

Change of Address or Phone Numbers

Please notify the office of address or telephone number changes immediately.

Enrolling and Withdrawing from School

Before students can be enrolled at Upperman Middle School, the following will be required:

1. A transfer from the previous school,
2. A record of immunizations. Out of-state students must have a Tennessee Certificate of Immunization that can be obtained from the Putnam County Health Department before entering school; in-state students have thirty (30) days after registration to provide the school with proof of immunization.
3. A grade card for the present school year and/or a transcript of all work from the previous school, which includes recent achievement test scores.
4. Two (2) proofs of residency in zoned area.
5. Any student planning to withdraw must have a parent/guardian come to the office for completion of paper work. Students are expected to meet all obligations (return of books, payment of fees and/or fines) before withdrawing.

Grading/ Report Cards

Report cards are sent home electronically after each nine-week grading period. A progress report is sent home electronically in the middle of each nine weeks. Information concerning grades may be obtained by contacting the teacher or accessing the student's account on PowerSchool. PowerSchool access information may be obtained from the front office. Parents may request a conference with the teacher(s) by contacting the counseling center or contacting the teacher directly. Teacher emails are listed on the school website. After the first 4½ weeks progress reports, teachers will send weekly progress reports home for students failing an academic subject.

The following is the Uniform Grading Policy established by the Tennessee State Board of Education.

Grading Scale:	A	Superior	(90-100)
	B	Above Average	(80-89)
	C	Average	(70-79)
	D	Below Average	(60-69)
	F	Failing	(59 and below)

Honors Classes: The above grading scale may include the addition of three (3) points to the grades used to calculate the semester average. All academic classes for high school credit offered at Upperman Middle School (with the exception of Spanish) are considered honors classes.

Upperman Middle School expects all student assignments to be completed and turned in to the appropriate teacher on time. Students who do not complete their work on time and to an acceptable level may be held out of non-academic school activities while they complete or re-do their assignments.

Honor Roll

An honor roll will be published for students with all A's or all A's and B's at the end of each nine weeks grading period.

Make-up Work

Students have three (3) days from the time they return from an absence to turn in any make-up work. After the 3rd day, the student may be held out of non-academic activities until all work is turned in. Make-up work when students are assigned Out of School Suspension will be expected within 3 days after the student returns to school.

Perfect Attendance

Perfect attendance is defined as "attending every class, every day, for the full period." In order to be acknowledged for Perfect Attendance, a student may not have any tardies, early dismissals (even if they return the same day), and/or absences. School related approved field trips do not constitute an absence.

Promotion/Retention of Students

Please see **School Board Policy (4.603)**

Tardies

Students are expected to report to all classes on time. The tardy policy is effective for the first block as well as throughout the day including encore periods. Number of occurrences is per semester. Teachers will record absences and tardies in the class roll book and PowerSchool. The first three tardies (tardies one through three) are handled at the discretion of the teacher through classroom rules and consequences. Subsequent tardies will result in after school detention. After 8:00, students tardy to school must stop in the office to sign in and get a tardy slip to class.

Withholding Grade Cards

Grade cards may be withheld at the end of the school year for students who fail to meet their obligations.



Cafeteria/ Child Nutrition Program

UMS offers a balanced, nutritional breakfast and lunch program for all students. Vending machines will be closed during lunch times each day. All expectations and rules for appropriate behavior will be strictly enforced in the cafeteria. It is the parent's responsibility to maintain funds in the accounts. Notices of negative balances will be sent home with students. No child will be denied a lunch, though those with negative balances may be denied extra items. Students are expected to deposit all lunch litter in trash, return all trays and utensils to the dishwashing area, leave the table and floor around seat in a clean condition, line up in single file, stay in place in line, stay seated at a table after receiving food except to take back tray, and be sure to purchase all food items when going through the line. Assigned seating, detention, cleaning of cafeteria, and other administrative consequences will be issued for not following cafeteria policies. Lunch may be paid online <https://www.myschoolbucks.com/>

Lunchtime visitors: Special areas have been designated for parents, youth ministers, or other approved guests to eat lunch with students. Outside food may be brought in, but students are generally not permitted to invite friends to eat with them.

Field Trips

Field trips are considered an extension of the learning process, as well as a privilege. Students are expected to represent Upperman Middle School in the best possible manner. School rules apply. Per administration discretion, a student who has been a consistent discipline problem may be excluded from any trip.

Library

The library has books, magazines, pamphlets, and audio-visual materials for assigned study and recreational reading. All students have access to the UMS library through activities involving an entire class, and before and after school. Library privileges may be lost when students do not behave properly. Students are responsible for all materials checked out for two (2) weeks. Fees are implemented for overdue materials. The library circulation is electronic.

Make-up Work

Students have three (3) days from the time they return from an absence to turn in any make-up work. After the 3rd day, the student may be held out of non-academic activities until all work is turned in. Make-up work when students are assigned Out of School Suspension will be expected within 3 days after the student returns to school.

Medication

Students taking prescription medication or other medication must follow **Board Policy 6.405** regarding medication.

Parent Conferences

Upperman Middle School is receptive to conferences with parents. We encourage parents of a student with a problem to call the school office (858-6601) or the school counselor to schedule a conference with the classroom teacher(s). The guidance counselor and administration are also available to help resolve difficulties. Two dates for Parent Conferences are set aside by the School Board each school year, for the 2022-2023 school year they are September 12th and February 6th.

Parent Volunteers

Parents who have time available for volunteer work are encouraged to do so. Parent volunteers are needed for tutoring, library assistance, and teacher assistance. Any person wishing to become involved as a volunteer should complete a volunteer sheet or contact the school secretary at 858-6601. All volunteers must sign a confidentiality agreement form before working at UMS.

Physical Education

The purpose of Physical Education classes is to help students understand and demonstrate the responsibilities they have as individuals, family members, and citizens to act in ways that enhance health for themselves and others. All students are required to participate in P.E. classes unless we receive a written excuse from a doctor.

PTO

Upperman Middle School Parent Teacher Organization is a group of parents to support the school. Membership is open to every parent or legal guardian of a UMS student, as well as UMS faculty and students.

Tennessee State Standards

<https://www.tn.gov/education/instruction/academic-standards.html>

Textbooks

Students are responsible for all textbooks and library books issued or checked out to them. Parents will be required to reimburse the school for any lost or damaged books or equipment.

Title 1

Upperman Middle School is identified as a school-wide Title I school, a federally funded program providing academic support to all UMS students.

Visitors

Former students, or students from other schools will not be permitted to visit Upperman Middle School during school hours from 8a.m.-3p.m.. ALL visitors are to sign in at the office and obtain a visitor's pass. Parents that come to eat lunch with their child will have a designated area only with their child outside of the cafeteria.