



EVERY TRACE MIDDLE SCHOOL 2022-23 STUDENT HANDBOOK

Avery Trace Middle School is an IB World School, Middle Years Programme. IB World Schools share a common philosophy—a commitment to high quality, challenging, international education—that we believe is essential for our students.

Only schools authorized by the IB Organization can offer any of its three academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP) or the Diploma Programme (and in addition the IB Career-related Certificate). For further information about the IB and its programmes visit <http://www.ibo.org>.

EVERY TRACE MISSION STATEMENT

“We empower our students to act with integrity, achieve excellence, and emerge as lifelong learners who are passionate about their role as agents of change in the local, national, and global community.”

EVERY TRACE STUDENTS ARE: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

Visit the Avery Trace Middle School website at www.averytraceraiders.com for a complete School Improvement Plan, Family Engagement Plan, Student Handbook, and additional information.

MIDDLE SCHOOL COMPONENTS

We are committed to providing the best possible educational program. As we work to provide an age-appropriate program for you, we will move to include the following recognized components of middle schools:

- Interdisciplinary Team Organization
- A highly qualified and dedicated staff, which likes and enjoys working with this age level
- An exploratory and advisory program
- A challenging, child-centered curriculum
- Extracurricular activities to promote social confidence

PRINCIPAL'S MESSAGE

Welcome to Avery Trace, home of the Raiders! You will soon discover "The Trace is the Place"! Avery Trace Middle School and the Putnam County School System take pride in their tradition of academic excellence. Comprehensive student and athletic activities are also offered. You are invited to take full advantage of the programs and facilities available to you. *The Student Handbook* provides policies and expectations of Avery Trace Middle School as well as other useful information. **All students must comply with all policies and procedures of the Putnam County Schools and Avery Trace Middle School.** All ATMS policies and procedures are aligned with PCSS policies.

Academic Assistance: Academic Assistance is offered in the academic content areas before and/or after school. Specific dates, time and location will be posted.

Academic Honesty: Teachers will not only teach academic honesty but will also model good practice. The academically honest student at Avery Trace Middle School will abide by the following statements.

I will: do my own work; acknowledge help from parents, other students and friends; acknowledge the source of direct quotations; acknowledge information taken from books, the Internet, and other sources; acknowledge reference materials in a bibliography or works cited; know what constitutes cheating and abide by the rules; bring the effort of others who cheat to the attention of school officials; follow all exam rules.

Accidents: Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. Necessary documentation will be completed concerning the accident.

Activities: A variety of clubs and school-sponsored organizations exist. Students are encouraged to participate in extracurricular activities. ATMS is continuing the process of developing and implementing a diverse program of student activities.

After school functions: Athletic contests, class socials, and other late afternoon and evening activities are scheduled throughout the school year. We always make every effort to communicate to the students the exact time these events will conclude. Students will not be permitted to leave these activities and then return. For safety reasons, it is important that parents arrive for their children on time after these events. Check sports schedules for the location(s) 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.

Alcohol / Drugs: The Board of Education considers substance abuse involving alcohol and/or illegal substances as defined in TCA 52-1201, TCA 52-1408 through 52-1448 to be conduct prejudicial to good order and discipline. 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 - at the first offense of attending school while intoxicated or while using or possessing an alcoholic beverage on school property, the principal shall suspend the student for ten (10) days with no make-up work being permitted. If there should be a

second offense, the student shall be referred to the superintendent and/or board for expulsion from school for not less than a semester.

DRUGS - Any student using any illegal drug, non-prescribed narcotic drug, or marijuana or possessing, selling, or transmitting drugs or controlled paraphernalia shall be referred to the superintendent and/or board for expulsion from school for not less than a semester. 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. Any student who refuses to be searched when reasonable suspicion exists for a search shall be detained, and a law enforcement officer will be called immediately to make the search. Any student who is found guilty by the Court of violation of the drug control laws may not be allowed to enter Putnam County Schools; and in the event a student already enrolled in our system is convicted, he/she may be permanently expelled from Putnam County Schools.

Appointments: The administration and staff make every attempt to be accessible to our students, parents and community. In order to ensure time and accessibility, please make an appointment in advance with the individual staff member to set a specific date, time, and location to meet.

Assemblies: Staff will call special assemblies and programs for enrichment activities and to celebrate our successes. All parents and community members are welcome to attend. The behavior of students is important to the success and value of these assemblies. In this regard, students are asked to follow these guidelines: take seats quickly and quietly, be quiet and respectful, and remain seated until dismissed, and no inappropriate behavior or noises.

Athletics: Avery Trace Middle School offers boys and girls a chance to participate in school athletics. ATMS is a member of the Tennessee Middle School Athletic Association (TMSAA) and follows the rules set forth by that organization. To be eligible to participate in athletics, a student must be passing, complete all assignments to expectation, and be regular in attendance. All students going out for athletics must have school insurance or a written statement from parents giving the school assurance that the student is adequately covered by family insurance. This must be done before participation in the athletic program begins. All students must have an examination by their family physician before tryouts and participating in athletics. This physical examination must be dated after April 15th of the preceding school year. Each student is responsible for athletic equipment issued to him/her. Students participating in athletic events at night are to be at school on time the following day. Each student athlete must adhere to the ATMS Athletic Policy, which will be provided by coaches.

Athletic Eligibility Requirements: To be eligible to participate in athletic competition, a student must maintain a passing grade in all subjects and must complete all assignments to expectation. Cheerleading is a part of the athletic program. Additional guidelines may be required at the discretion of each coach.

Attendance: Regular attendance is essential for promotion and success in schoolwork. When an absence is necessary, it is the student's responsibility to see that his/her work is made up in a period of time defined by the teacher in accordance with the class that was missed. An excused absence is merely an opportunity to make up the work. An unexcused absence results in a student not being allowed to make up work.

Excused absences are granted for student sickness, sickness in the immediate family, a doctor or dentist appointment, a death in the immediate family, religious observances, petitioned court appearances, and trips over which the student has no control. Parents should notify the administration in advance before taking students out of school for an extended number of days. Parents should also notify the school office when their child is absent. A student may have 5 excused absences with a parent note per semester (2 nine weeks); after that a doctor's note is required or the absence will be considered unexcused. The note should contain the student's name, grade, date(s) and reason for absence(s), and the parent or guardian's signature and contact number. Doctor's notes will be accepted from date of service forward but not accepted for dates prior to seeing the doctor. The note should be given to the attendance clerk by 7:45 a.m. Failure to bring an absentee note will result in an unexcused absence. Students have 3 days upon returning to school to present adequate excuse notes. If a suspension occurs during the last ten days of any term, the student shall be permitted to complete required work and/or exams. **Unexcused early dismissals, tardies, and five unexcused absences will be counted toward truancy. Truant students will be reported to the county attendance officer.**

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. In case of accident, illness, or appointment, a parent or approved contact must check the student out through the Commons office before the student can leave. Identification will be required. Students may not be dismissed over the phone. When returning to school, students must check back in at the Commons office prior to going to class.

Please arrange to check out during the change of classes to avoid disruption to the instructional process. Students should stay in school if at all possible. Students will not be called for dismissal until a parent is present to sign them out – **NO CALL AHEAD DISMISSALS**. Doctor and dentist appointments should be after school whenever possible. Parents should not request early dismissal each day to avoid traffic. The state now requires a minute-by-minute accounting of absence from school.

Backpacks/Book-bags/Tote-bags: All backpacks or other types of book-bags/tote-bags, large personal belongings must be stored in assigned lockers. No backpacks, bookbags, tote-bags or other large personal belongings will be allowed in the academic areas. Large purses and drawstring bags will be under the same guidelines. Backpacks on wheels will not fit in lockers; therefore, are not allowed.

Bicycles, Skateboards, Rollerblades, and Scooters: Bicycles are to be parked in a designated area upon arrival at school and are not to be used until the end of the school day. Students are responsible for securing their bikes. No skateboards, rollerblades, shoes with rollers, or scooters are allowed at school.

Bullying: According to Tennessee Code Annotated Section 49-6-1014 through 49-6-1019 and Putnam County School Board Policy 6.304, Avery Trace Middle School will provide a safe environment for student learning and follow the Putnam County School Board Policy. Bullying should be reported immediately to a teacher, counselor, staff member or administration and an investigation will be conducted by complaint manager and/or administration. Administrators reserve the right to issue discipline according to the severity of the offense. A student shall not, through threat or use of physical force, attempt to deprive any person associated with school-related functions or activities of any right, privilege, or possession. Intimidation is a form of physical confrontation and may be viewed and treated similar to a fight.

Bus Conduct: Doors to the school will remain closed until 7:30 a.m. At 7:30 a.m., all students are to report to the gym or cafeteria if eating breakfast and remain until dismissal to the academic area at 7:45 a.m. In the afternoon, early bus riders and YMCA cardholders will be dismissed at 2:55 p.m. Walkers and car riders will be released at 3:00 p.m., and the late bus riders will be released at 3:10 p.m. All students riding buses are under the authority of the bus driver. Students are under the supervision of the school system from the time they board the bus until they are dropped off in the afternoon. While on the bus, students will comply with the bus driver's rules. The bus driver has the responsibility for safety. Parents or guardians will be held financially responsible for deliberate destruction of bus property. Riding a school bus is a privilege extended to students and can be taken away any time for disruptive or unsatisfactory conduct. Any acts of misconduct toward the bus driver while the student is on or off the bus will be dealt with by the school administration.

Consequences may be as follows:

1st offense – Warning

2nd offense – Parent contact with disciplinary action

3rd offense and all other offenses: Bus suspension

Administrators reserve the right to issue discipline according to the severity of the offense.

Only small band instruments that can be held in your 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.

Students must bring a note to the academic office **before 7:45 a.m.** that has been signed by their parents/guardians and a phone number to reach the parent/guardian during the school day if they are to ride any bus other than their normal bus. Office personnel must verify the note by calling the parent. The note will then be stamped signifying school approval. The student will be called to the office during afternoon announcements to pick up the note. No student will be allowed to ride a bus other than his/her own without this verified documentation. Students may be denied this privilege due to overcrowded buses.

If you have a concern about a bus situation you may call the Supervisor of Transportation at (931)526-9342.

ALL car riders MUST be picked up no later than 3:45 p.m. Students that are not picked up by 3:45 PM will be assigned to the after school program. Parents then must enter the building to sign out students through the Commons office.

Cafeteria: ATMS offers a balanced, nutrition based breakfast and lunch program for all students. No food products will be allowed in classroom settings unless approved in advance by the teacher. All expectations and rules for appropriate behavior will be strictly enforced in the cafeteria. Students will use the last four digits of their social security number for charging food to their accounts. Students may select additional food items for purchase. 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 nutrition even with a deficit account. Meal costs are available at <http://www.pcsstn.com/departments/foodservice/index.html>.

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 your seat in a clean condition and remain seated in the cafeteria after receiving food except to return trays. Students should be sure to purchase all

food items when going through the line. Assigned seating, detention, cleaning of cafeteria, and other administrative disciplinary actions will be issued for not following cafeteria policies. Food brought in from restaurants is not allowed in the cafeteria.

Car Riders (Drop-off and Pick-Up): Students who are brought by means other than a school bus should be dropped off and/or picked up in ONLY two designated areas:

5th & 6th graders: East Academic area (under awning at Faculty Parking lot)

7th & 8th graders: Front Commons area (across from YMCA)

Siblings of all grades are to be picked up in the 5th & 6th grade area (IE: one sibling in 5th grade and one in 8th grade, then pick up for both students is at 5th & 6th grade area)

Teachers will be on duty, both mornings and afternoons. Doors to the school will remain closed until 7:30 a.m. At 7:30 a.m., all students are to report to the gym or cafeteria if eating breakfast and remain until dismissal at 7:45 a.m. In the afternoon, walkers and car riders will be released at 3:00 p.m. Students going to the YMCA will leave with early bus riders and they must have their YMCA card.

NOTE THE FOLLOWING AREAS ARE NOT DESIGNATED FOR STUDENT PICK

UP/DROP OFF: The parking area on the side of the baseball field; playground area; soccer field; football field or faculty parking area behind auditorium.

Students are not to be dropped off or picked up in any other areas than the two mentioned above because of safety issues. YMCA parking lot is not a designated area for ATMS usage. Students will only be permitted to cross the street to the YMCA if they are in possession of a YMCA membership card, and present it to the teacher on duty. **All car-riders need to be picked up from school NO LATER THAN 3:45 p.m.** Students not picked up by 3:45 will be assigned to the after school program. Parents/ guardians then must enter the building to sign out students through the Commons office.

Parents should call prior to 2:00 PM if they need to message their student before the end of the school day.

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 in a backpack, purse or similar personal carry-all and may not be used during school hours.” (Policy 6.312). ATMS school hours are inclusive of any extended programs. Cell phones/Electronic devices may be used before 8:00 and after 3:00 **outside** the building. ATMS is not responsible for any lost or stolen cell phones, ear phones, air pods, and electronic devices.

Students will not be allowed to use cell phones during school dances. If a student does use a phone during a dance, the phone will be taken up and returned to the student at the end of the dance. The Procedures/ Consequences for cell phone violations while in the building and on school grounds during the academic day are:

1st Offense: written warning in PowerSchool, parent contact, phone held until the end of the day *

2nd Offense: parent contact, phone held until the end of the day*, lunch or after school detention

3rd Offense and all others: parent contact, phone held until the end of

the day*, disciplinary action such as detention, ISS, or out of school suspension

*If a student/parent refuses to turn over cell phone to administrators, the student is subject to a minimum 3-day out-of-school suspension.

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 the 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 the cell policy is subject to disciplinary action.

Change of Address: All parents/guardians should inform the office of address or telephone number changes. Contact the school office at 520-2200 or 520-2214.

Chewing Gum, Candy, Food and Drinks: Gum is at the discretion of each teacher. No food, drinks or candy are allowed in the classrooms unless approved in advance by the teacher.

Class Preparation: Students are required to do thoughtful, accurate, quality work. Students are required to come to each class prepared for learning with the necessary materials and assigned work complete.

Class/Team Syllabus: At the beginning of each new class, students will be issued a copy of a class syllabus, outlining all pertinent information about that specific class. Questions may be directed to the class instructor.

Classes: Classes are divided into Academics and Encores. Academics are Language and Literature, Mathematics, Sciences, and Individuals and Societies (Social Studies). Encore classes include Language Acquisition (Foreign Language), Physical and Health Education, Arts and Design (if available). Encore classes are based on nine 9 week and/or 18 week rotations with some classes repeated.

Communication: Avery Trace offers updated communication through the school website, www.averytraceraiders.com, emailed daily announcements, and PowerSchool, the online grading program. Messages concerning school closing, delay of school, early dismissal, and various announcements are also communicated through SchoolMessenger services. Newsletters, report cards and other information are available in Spanish. If you need a translator, please call the school at 520-2200 to arrange for one.

Counselors: Counseling services are provided to help each student with educational, social, vocational, personal problems, and personal development. The counselors are in the Counseling Center daily. Conferences with students receive the counselors' first consideration and are scheduled when needed. The counselors may assist the student: in recommending materials to improve study habits, in planning the school program, in making realistic curriculum selections and suitable plans for the future, in offering aid in adjustment problems; and in offering mediation for conflict resolution. Students wishing to visit the counselor should contact the Counseling Center and arrange for an appointment. Parents may contact the Counseling Center by calling 520-2222.

Disruptive Devices: All personal electronic devices are not allowed to be used during school or on school premises, nor does the school assume any responsibility should these items be brought and lost, damaged, or stolen. (See above: Cell phone/Electronic Devices.) Students will not be permitted to have tape players, electronic games, laser pointers/pens, beepers, cell phones, CD players, radios, cameras, pagers, water guns, shock devices, stink bombs, or any other device that may interfere with the educational process. Such devices will be confiscated and procedures above in Cell phone/Electronic Devices will be implemented. Students are not allowed to bring items to sell or trade (candy, gum, sports cards, cell phones, etc.) unless it is a school-sponsored fundraiser.

Dress Code: The ATMS Dress Code is in accordance with the PCS Dress Code 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. No student shall be permitted to wear any headgear (cap, hat, etc.) other than for religious or medical reasons 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. Halter tops, tank tops, or cropped tops that reveal a bare midriff and short skirts or shorts shall not be allowed. It shall be the responsibility of the school administration to develop administrative guidelines that provide clarity and uniformity to the application of this policy. As part of the development of these administrative guidelines, building administrators shall set forth uniform and consistent consequences of dress code violations.”

Parent and Student Responsibility

The parent and student shall 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 regular school hours or at after school events. No apparel, accessory (i.e. jewelry) or any mode of appearance may display, advertise or denote any of the following:

- Gang affiliation or gang signs/symbols
- Death and destruction
- Skull and crossbones
- Alcohol or tobacco products
- Profanity or vulgarity
- Drugs and/or drug paraphernalia/related themes
- Sexual references or symbols
- Racist overtones/hate themes or symbols
- Violent, aggressive, or combative themes
- Other suggestive or offensive sayings or graphics

Dress Standards

- Hoodies: Hoods may not be worn on the top of the head at any time.
- Shoes: House shoes, flip flops, slides, “shower shoes” etc., and shoes that have wheels may not be worn.
- Hats: Per school board policy: “No student shall be permitted to wear any headgear (cap, hat, etc.) other than for religious or medical reasons during the school day”
- Shorts/Skirts: these items of clothing may not be shorter than mid thigh.

- Leggings: leggings may be worn, as long as they are worn with appropriate shirts or skirts that reach mid-thigh. No nude colored or see through leggings.
- Holes in clothing: Holes in pants, leggings, shorts, skirts are permitted as long as no flesh is shown above mid thigh.
- Shirt sleeve length: Tank tops, spaghetti straps, cut offs may not be worn. Sleeve length needs to reach the edge of the shoulder. Excessive cut outs from the armpit area is not permitted.
- Graphics/words: Per school board policy: “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.”
- Mid drifts or backs: mid-drifts/backs are not allowed to be seen when sitting, standing, or raising one’s hand in class.
- No undergarments may be visible at any time.
- Writing on skin is not acceptable.
- Pajamas, including pajama pants are not permitted.

Grooming Standards

- No visible tattoos
- Make up should be modestly applied

Coats/Jackets/Outer Garments

Coats, jackets, and/or other outer garments may be worn to school. Length of outer garments should not be longer than mid-thigh. Hoodies may be worn with the hood down.

These standards of dress and grooming do not prohibit the principal from allowing special celebrations that involve variations in dress and grooming. Stricter standards may be imposed upon a student with three or more dress code violations. Discipline of dress code may include warning, parent notification to bring appropriate clothing, student sent home for proper clothing, conference, in-school suspension, out-of-school suspension and other disciplinary actions deemed necessary by administration” (Policy 6.310).

Driving: Students are not allowed to transport themselves to or from school by any means of transportation, which 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 satisfactory level.

End of Day Dismissal: Parents should call prior to 2:00 PM if they need to get a message to their student. Students should be out of the building fifteen (15) minutes after the dismissal bell, unless they are doing assigned library work, staying with a teacher, Academic Assistance, detention, or other faculty sponsored activities. Bus riders need to report to bus loading zones; car riders need to report to parent pick-up/drop off areas and walkers need to leave school premises.

5th & 6th graders: East Academic area (under awning at Faculty Parking lot)

7th & 8th graders: Front Commons area (across from YMCA)

Siblings of all grades are to be picked up in the 5th grade area (IE: one sibling in 5th grade and one in 8th grade, then pick up for both students is at 5th grade area)

All students will remain in the building until they are picked up.

All car-riders MUST be picked up from school NO LATER THAN 3:45 p.m. Those students who remain will be assigned to the after school program. Parents then must enter the building to sign out students through the Commons office. Students are not to loiter on school property.

NOTE THE FOLLOWING AREAS ARE NOT DESIGNATED FOR STUDENT PICK

UP/DROP OFF: The parking area on the side of the baseball field; playground area; soccer field; football field or faculty parking area behind auditorium.

Students are not to be dropped off or picked up in any other areas than the two mentioned above because of safety issues. YMCA parking lot is not a designated area for ATMS usage. Students will only be permitted to cross the street to the YMCA if they are in possession of a YMCA membership card, and present it to the teacher on duty. **All car-riders need to be picked up from school NO LATER THAN 3:45 p.m.** Parents/ guardians then must enter the building to sign out students through the Commons office.

End of Year Policy: Student records and final report cards will not be released until all obligations are met.

Enrolling and Withdrawing from School: Any parent/guardian of a student withdrawing from Avery Trace must come in to school to complete withdrawal form(s) including parent/guardian signature and insure all outstanding obligations (books, cafeteria funds, instruments, etc.) have been cleared before records will be released. Before students can be enrolled at Avery Trace Middle School, the following will be required:

- A transfer from the previous school
- Two (2) proofs of Putnam County residency documents in compliance with School Board Priority Registration policy. These must be two (2) of the following: utility bill, property tax receipt or bill, voter registration, water bill, landline phone bill, cable bill or current rental lease, real estate purchase contract and/or notarized form from the landlord.
- A record of immunizations. Before entering school, out of-state students must have a Tennessee Certificate of Immunization, which can be obtained from the Putnam County Health Department and in-state students have thirty (30) days to provide the school with proof of immunization.
- 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.
- Any student who is planning to withdraw must have a parent/guardian come to the office for correct procedures and completion of paperwork. Students are expected to meet all obligations (return of books, payment of fees and/or fines) before withdrawing.

Fees: Fees are determined by the cost of Student Handbook, costs incurred for technology, and other student materials. According to the Tennessee Internal School Uniform Accounting Policy Manual, all fees and other monies collected must be for the exact amount. Checks may not be written for extra monies nor can multiple amounts be included in one check. Change cannot be given.

Field Trips: Extension of the classroom is encouraged. The field trip must be of educational value. A field trip permission slip is available in the Student packet for parent signature and is referred to throughout the year by all teachers and administration as permission for field trips.

Communication with parents concerning time, place, travel, purpose, price, and sponsors is on an event-by-event basis by the teacher sponsor of the trip. All school board policies and school expectations are implemented during the school trip. All overnight and out of county trips must be submitted to the Director of Schools and approved by the School Board.

Fireworks: Possession of fireworks is a violation of a city ordinance. Violators will be reported to the proper authorities.

Grading/Report Cards: Report cards are sent home after each nine-week grading period. A progress report is sent home at the four and one half week of each nine-week period. Information concerning grades may be obtained by contacting the teacher. Parents may request conferences with the teachers by contacting the counseling center. After the first 4 ½ weeks progress reports, teachers will send weekly progress reports home for students failing an academic class. Access to PowerSchool, online grading program, is provided.

The following is the Uniform Grading Policy established by the Tennessee State Board of Education (3.301).

Grading Scale:	A	Superior	(93-100)
	B	Above Average	(85-92)
	C	Average	(75-84)
	D	Below Average	(70-74)
	F	Failing	(69 and below)

Honors classes: The above grading scale may include the addition of 3 points to the grades used to calculate the semester average. All academic classes for high school credit offered at ATMS (with the exception of Spanish I and Personal Finance) are considered honors classes.

Hall Courtesy: Keep halls open to traffic by walking to the right. Pass through halls quietly. Be considerate of others in the halls as well as the classrooms. Discard trash in the containers provided. Keep the school clean by picking up papers from the floors. Running in hallways is considered a safety issue and is not permitted; disciplinary actions will be taken.

Hall Pass: All students are expected to remain in class for the entire period. If necessary to leave class, the teacher **must** issue an official hall pass to be completed and always kept visible until the student returns to class.

Honor Roll: An honor roll will be published at the end of the grading period. There are two nine week's terms in each semester. The list will be posted in the commons area information center. The list will also be published in the local newspaper.

Internet/Technology: 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 as any other appropriate disciplinary and/or legal actions.

Leaving School: Students are not permitted to leave school grounds at any time during the school day without permission from the parents/guardians and approval of administration or administrative designee. Arrangements must be made prior to the student's departure by the

parents/guardians. The parent/guardian should send a note with a telephone number to confirm the request. The note must be submitted before 7:45 a.m.

When parents/guardians come to pick up the student, they must come in to the COMMONS OFFICE (close to the YMCA entrance) and sign out the student. Please allow 5-10 minutes for the student to get from the classroom to the office. **Student will not be called for release until parent signs for student dismissal. For student safety, photo identification will be required for release of any student(s) for check out.**

Library: The library provides books, magazines, newspapers, and audio-visual materials for assigned study and recreational reading. All students have access to the ATMS library through activities involving an entire class, and before and after school with the library hours running from 7:45 a.m. – 3:15 p.m.; however, library privileges may be lost when students do not behave properly. Students may check out book(s) for up to four weeks and are responsible for all materials checked out in their name. No book is to be taken from the library without being properly checked out at the circulation desk using the library's checkout program. Library books and materials are not to be loaned to other students and are to be returned directly by the borrower within the time allowed. Fees are charged for overdue, damaged, or lost materials with the replacement price equaling the purchase price of the book or a minimum of \$15.

Lockers: Each student is assigned a locker. Students are required to use the locker that has been assigned to them. Inspections can be made by administration and/or teachers to see that they are kept neat and orderly. Do not tamper with any other locker. The school reserves the right to inspect student lockers at any time. The school STRONGLY SUGGESTS but does not require that each student have a lock for his/her locker. However, the school does not assume any responsibility for personal items lost, damaged, or stolen.

Lost and Found: The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuable items to school. Any personal item should have the student's name on it, including lunch boxes, coats, etc. Students who find lost articles are asked to take them to the office where their owner may claim them. Articles turned in to the office and not claimed will be donated to charity at the end of each term.

Make-Up Work: It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. The opportunity to make up work (assignments, tests, homework, projects) is based upon an EXCUSED absence. All missed work and tests from an EXCUSED absence may be made up in a timely manner, provided the student has satisfied all school board policies regarding attendance. Missed class work or tests WILL NOT be made up if the absence is UNEXCUSED unless specifically defined in page 3 of Board Policy JCCC item #13 which states as follows: *"If the suspension (out-of-school) occurs during the last 10 days of any term/semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal."* Out-of-school suspensions, expulsions, and truancy are defined as UNEXCUSED absences.

Medication: Specific guidelines of the State and Putnam County School System are itemized in the County Coordinated School Health Plan. A handout is enclosed with the student packet.

Parent Conferences: Avery Trace Middle School is receptive to conferences with parents. We encourage parents of a student with a problem to call the school counseling office (520-2222) to schedule a conference with the classroom teacher(s). The guidance counselor and administration

are also available to help resolve difficulties. The School Board has set aside two dates for Parent Conferences. Dates to be announced by the Central Office.

Parent Involvement/Family Engagement: Parent Involvement and ATMS School Improvement Plans are available on the ATMS website and are available for review in the Parent Center. A comment box is also available for feedback. For any family engagement events, interpreters, transportation, and childcare are available by contacting the Counseling Center at 520-2222. A list of annual family engagement activities can be found on the ATMS school website, www.averytraceraiders.com

Parent Volunteers: Parents who have time available for volunteer work are encouraged to do so. Parent volunteers are needed to do clerical work (especially 8:00-9:00 a.m. and 2:00– 3:00 p.m.), tutor, library assistance, and teacher assistance. Any person wishing to become a volunteer should complete a volunteer sheet (found in student packet) or contact the school secretary at 520-2200.

Perfect Attendance: Perfect Attendance is as stated, “perfect attendance.” In order to be acknowledged for Perfect Attendance, a student cannot have any tardies, early dismissals (even if they return the same day), and/or absences. School field trips do not constitute an absence. School field trips are only school-related approved trips.

Physical Education: According to the Tennessee State Board of Education Rules and Regulations, any student who does not participate fully in physical education classes must have a statement from his / her physician. A note from the parent will excuse a student from not participating for one day. Proper dress for PE is a T-shirt and gym shorts. If desired, a PE uniform is available for purchase. Band can substitute for PE.

Promotion/Retention of Students: Board Policy 4.603
(<http://www.boardpolicy.net/?DivisionID=19518&ToggleSideNav=>)

The director of schools/designee shall promote students to the next grade level based on the successful completion of required academic work and on the satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student’s grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP). Students who have difficulty in achieving the requirements for promotion may be considered for retention. Factors used to identify students for retention shall include:

1. The student’s ability to perform at the current grade level;
2. The results of local or state assessments, if applicable;
3. The overall academic achievement of the student;
4. The student’s chance for success with more difficult material if promoted to the next grade;
5. Attendance;
6. Social and emotional maturity.

If a student is considered for retention, the school shall notify the student’s parent or guardian within fifteen (15) days of identification and develop an individualized promotion plan to help the student avoid retention. All promotion plans shall include evidence-based promotion strategies and shall be tailored to the student’s learning needs. Each promotion plan shall also include expectations and measurements that can be used to verify that a student has made sufficient progress to be promoted to the next grade level. This plan will be provided to the student’s

parent/guardian. The director shall develop procedures governing how decisions on retention will be made after the student begins work on his/her individualized promotion plan.

RETENTION

A student may be retained when, in the judgment of the student's teacher and/or the student's IEP team, such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade. If a student is retained, the director of schools/designee shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent/guardian within ten (10) days of its development. This plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring outside of school hours;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a highly effective teacher; or
5. Attendance or truancy interventions.

Retention shall not:

1. Be used without an academic remediation plan that includes strategies and enhancements that are different from the previous year;
2. Be used as a punitive or disciplinary measure;
3. Be based solely on English language proficiency; or
4. Be based solely on a student's social and emotional maturity.

The director of schools shall develop procedures to ensure proper monitoring of students who are retained and appropriate recordkeeping. For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be monitored for at least three (3) years.

PTO: Avery Trace Middle School PTO is an organization of parents to support the school. Membership is at no cost and is open to every parent and/or legal guardian of an ATMS student, as well as ATMS faculty, staff and students. For questions or to join please email averytracepto@gmail.com.

RTI (Response to Intervention): At Avery Trace Middle School, we want to help all students learn. In addition to Reading and Math skills, good attendance, good behavior, social skills and organization skills are important parts of the learning process. We want to provide extra help for students who struggle in any of these areas. This process is called response to intervention. Parents will be notified if their child is eligible for this service.

RTI-B (Response to Intervention-Behavior): Avery Trace uses a tiered response system to address behavioral issues. The Tier 1 process deals with minor infractions. Tiers II and III deal with major infractions and continuous misconduct.

Safety and Emergency Plan: The Avery Trace Middle School Safety Plan is located in the office. Fire and tornado drills are held at regular intervals as required by law. It is essential that everyone take immediate, appropriate action when emergency signals are given. Each classroom teacher will provide specific instructions for the students.

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 stations will broadcast announcements regarding school closing or schedule changes. Messages concerning school closing, delay of school, and early dismissal will also be communicated through School

Messenger services. Please discuss with your child, plans in case of early dismissal (i.e.: inclement weather).

School Insurance: A group accident insurance policy is available to all members of the student body for a nominal fee when school activities begin each year. Students participating in athletics must provide signed evidence of accident health insurance in order to participate. Students playing athletics must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this packet.

School-wide Expectations: ATMS has four school-wide expectations for student behavior in all parts of the building. Act Responsibly, Treat Others with Respect, Make a Difference and Strive for Academic Success.

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 of 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 by students, 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 (1) 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 particular student has violated school policy;
- The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
- The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
- 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.

Section 504: Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: “No otherwise qualified individual with handicaps in the United States...shall, solely by reason for his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.”

Selling of Goods / Posting of Signs: All items sold at ATMS must have the written permission of the principal. Signs and sales, which affect the school or a school organization, must be scheduled and given a calendar date and approved by the principal. All sales and signs, which are attributed to profit-making organizations not connected in any manner with Avery Trace Middle School, are

prohibited. The Director of Schools must approve all signs not affiliated with ATMS or Putnam County school system.

Special Education Services: ATMS offers an individualized program of special services to eligible students whose educational progress is hindered by physical handicap, emotional disabilities, and/or learning disabilities. The program for each student is planned by a multidisciplinary team consisting of: a school administrator or designee, a special education teacher, a regular education teacher, any other necessary school personnel, parents or legal guardian, and the student (when appropriate). Special education classes and/or services are provided for students who have been certified for the program according to the results of an evaluation process administered by qualified personnel.

Student Concerns and Complaints: Conflicts between students – such as disagreements, bullying, name-calling, intimidation, or any other potential conflict(s) that could result in a physical confrontation and/or could reasonably be considered to cause emotional distress should be reported to a school official immediately. Students are expected to resolve all conflicts in a non-violent, non-threatening, non-demeaning way.

Decisions made by school personnel – such as assistant principals, teachers, or teacher assistants, which students believe are unfair or are in violation of pertinent policies of the Board or individual school rules may be appealed to the principal or a designated representative. To appeal, students need to complete a form to the principal's office in their school and provide their name, the issue and the reason for the appeal within two (2) school days of the incident. The appeal will usually be decided confidentially and promptly, preferably within two (2) school days. If the principal does not make a decision within two (2) school days following the date of the complaint, students or parents may appeal at that time to the superintendent/director of schools or designee at the central office. The information provided should include the student's name, the school, and a description of the problem. An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision will also be sent to the student and the principal.

Student Harassment/Discrimination – Grievance Procedure

Filing a complaint – Any student who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

1. Identify the alleged victim or person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Identity of witnesses; and
4. Any other evidence available

Investigation – within twenty-four (24) hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the superintendent. The parent/guardian shall be given notice to the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and complaint manager, shall attend and may serve as the student advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective

or disciplinary action shall be initiated. The complaint and the identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary actions were taken. The investigation and response will be completed within thirty (30) school days. Copies of the report shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The Superintendent shall keep the Board informed of all complaints.

Decision of Appeal– If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made within five (5) workdays to the superintendent of schools. The superintendent will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the superintendent of schools findings of fact, appeal may be made to the Board of Education within five (5) workdays. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the superintendent and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant.

Anti-Discrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964: The Putnam County Board of Education does not discriminate against any student based on race, color, or national origin. No student will be denied the benefits of, or excluded from participating in, any activity or program sponsored by the Putnam County Board of Education.

More specifically, the Putnam County Board of Education does not:

- Prevent a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.
- Arbitrarily place a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color, or national origin.
- Set higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
- Unequally apply disciplinary action based on a student's race, color, or national origin.
- Fail to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
- Administer tests or other evaluative measures that by design, or by grading, do not allow minority students the same opportunity to present a true measure of their abilities.
- Provide advice or guidance to minority students with the intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.
- Provide facilities and/or instructional and related services to minority students that are inferior to those provided to non-minority students.

In addition to the Anti-discrimination policy:

Sex

It is the policy of the Putnam County School District not to discriminate against any student, employee, or applicant on the basis of sex. The Putnam County School District will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. The Putnam County School District will take all

necessary steps to ensure that each student's learning environment and each employee's work environment is free of unlawful discrimination based on sex. No office, officer, or employee of the Putnam County School District shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

Handicap

It is the policy of the Putnam County School District not to discriminate on the basis of handicap.

The Putnam County School District will not:

- Deny a qualified handicapped person the opportunity to participate in or benefit from any aid, benefit, or service the school district provides.
- Afford a qualified handicapped person an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others.
- Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that provided others.
- Provide different or separate aid, benefits, or services to handicapped persons or to any class of handicapped persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others.
- Aid or perpetuate discrimination against a qualified handicapped person by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to the beneficiaries of the recipient's program.
- Deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards.
- Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service.

If any student feels they have been discriminated against, a complaint may be sent to:

Angie Knight
Human Resources Director
Putnam County Board Of Education
1400 East Spring Street
Cookeville, TN 38506
931- 526-9777

OR

Tennessee Department of Education
Title VI Coordinator
Andrew Johnson Tower, 5th floor
Nashville, TN 37243-0375

OR

Tennessee Department of Education
Civil Rights Coordinator
26th Floor, William Snodgrass Tower
312 Eighth Avenue North
Nashville, TN 37243

Hazing

(a) As used in this section, unless the context otherwise requires, "hazing" means any intentional or reckless act in Tennessee, on or off LEA property, by one (1) student acting

alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

(b) The governing body of each LEA shall adopt a written policy prohibiting hazing by any student or organization under the sanction of the LEA. The policy shall be distributed or made available to each student at the beginning of each school year. During the first month of each new school year, time shall be set aside to specifically discuss the policy and its ramifications as a criminal offense and the penalties that may be imposed by the LEA.

(c) This act shall take effect July 1, 2001, the public welfare requiring it.

Student Conduct: Avery Trace students, parents, and school staff should work together to provide the best possible environment for academic excellence while keeping students physically and emotionally safe. Good discipline is extremely important to the school climate. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. Any inappropriate behavior that keeps learning from taking place or which keeps students from reaching their maximum potential is not acceptable. Disciplinary measures are in place to correct inappropriate behavior.

Students are responsible for behavior, and ATMS is consistent with consequences of rule violations. Each teacher has developed and posted individual classroom rules and consequences. All students and parents should become familiar with and adhere to all aspects of the following Code of Conduct which is based on the PCS conduct policies and procedures, common sense, consideration, and respect for self and others. The requirements of the Code of Conduct shall apply equally to all ATMS students and shall be enforced in a consistent, fair, and non-discriminatory manner. Each student will be held accountable for strict adherence to the Code of Conduct on school property before, during, and after school hours; at all school related events; and all phases of student transportation.

Code of Conduct is not intended to include every responsibility of school personnel as specified by federal and state law or PCS Board policy nor can it address every possible behavior which may occur in a school setting. The additional classroom rules and procedures covering minor infractions and the appropriate consequences shall be considered desirable as well as necessary in fully implementing the code. Disciplinary records are kept on file. All Putnam County policies will be followed concerning discipline, and student rights and responsibilities as provided by PCS policy and procedures will be covered under this code. Putnam County School system implements a zero tolerance policy. ATMS has implemented a detailed discipline structure with appropriate ranges of disciplinary action for the following:

- Disruption/disrespect of the learning environment
- Display of affection, such as embracing, kissing, etc.
- Violation of dress code policy,
- Gambling
- Use of vulgar or profane language
- Immoral or disreputable conduct
- Possession and/or use of fireworks
- Truancy
- Tardiness
- Persistent violation of school rules

- Violation of bus rules
- Vandalism/Damage or theft of school or private property
- Assault/injury of a school employee
- Refusing to give identity when asked by faculty/staff
- Refusing to follow instructions of faculty/staff
- Horseplay
- Running in hallways
- Abuse of other students (fighting, hazing, threatening, extortion, bullying, etc.) while going to and from school, as well as at school
- Any other conduct prejudicial to good order and discipline
- Chains, game devices, electronic equipment, beepers, cell phones, toys and games (including hacky sack) are not allowed at ATMS
- Weapons and dangerous instruments
- Disrespect to faculty, staff and peers
- Tobacco and tobacco products
- Alcohol and drug use
- Discrimination/harassment of students (sexual, racial, ethnic, religious, handicap)

Fighting will not be tolerated at ATMS. Each incident of fighting will be handled on a separate and individual basis with regard to following (not exclusive):

- Extent of participation in the confrontation
- Actions taken prior to and after the confrontation by the participant(s)
- Prior record of behavior
- Circumstances associated with the incident
- Willingness of participant(s) to cooperate
- Evidence (or lack) for a deliberate and previous attempt to resolve the conflict in a non-violent, non-threatening manner

Assault/Injury: In the event that an investigation of a confrontation indicates that a student physically assaults (unprovoked or repeated attack) another student, the greatest allowable disciplinary action may be administered which may include a long-term suspension plus contact and possible action of a law enforcement agent. In addition, the parent(s) of the student that has been assaulted may choose to pursue legal action.

ATMS has developed and implemented a progressive disciplinary structure that matches a series of disciplinary actions with specific code infractions. At any time the principal, assistant principal or their designee may assign a more severe disciplinary action based on the severity that the infraction warrants. Disregard for the student Code of Conduct may result in any one or a combination of the following disciplinary actions. (NO SPECIFIC ORDER)

- Demerits issued within a classroom setting
- Written reprimand
- Disciplinary academic assignment
- School service project
- Parent/guardian conference
- Probation with individualized behavioral contract
- Loss of school privileges
- Loss of breaks/recess
- After school detention
- In-School Suspension
- Out-of-School-Suspension
- Alternative School placement

- Expulsion
- Filing charges with the local law authorities
- Other actions as designed by the administration and school personnel

Students who are eligible for and/or receiving special education services will be disciplined according to Putnam County School Board Policy in accordance with Federal and State statutes.

Student Council: The Student Council is a service organization composed of elected officers and representatives from each of the classes. The Student Council has sponsored many projects in the past, which benefit the student body, as well as the student. Administration as well as the sponsor must approve candidates for Student Council. The members must maintain passing grades and must have satisfactory conduct.

Student Messages: If you would like to leave a message for your child during the school day, please call 520-2200. To ensure that all messages are delivered promptly, we request that parents leave messages no later than 2:00pm.

Student Record per Family Educational Rights and Privacy Act (FERPA): A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and academic record; shall be kept current; and shall accompany the student through his/her school career. Specific requirements of this law can be obtained from the school office.

Substitute Teachers: Every student must treat substitute teachers respectfully. They are to be considered honored guests in our school and our aim is for our students to be well mannered and cooperative. The students' responsibilities are to offer every courtesy and assistance so the substitutes' duties will be pleasant for them and profitable for the students.

Tardies: Students are expected to be in their classroom when the bell rings. School begins at 8:00 a.m. Students are expected to report to all classes on time. The tardy policy is effective for the first period 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. Juvenile court recognizes this as the official record of student attendance. If a student is remanded to court for attendance issues and the parent disputes our claims, copies of the roll book will be provided to the court. Tardies to school will be handled through the Commons Office. Tardies during the school day are handled through the Academic office. For each term, classroom rules will apply for the first two tardies. Detention will be assigned for the third tardy through fifth tardy and students will be referred to the school attendance counselor. Upon the 7th tardy and following, in-school suspension will be assigned. Student is referred to the county attendance supervisor upon the eighth tardy. Parents/guardians should be aware that signing students in does not constitute an excused tardy. Excessive tardies will result in disciplinary action. All absences/tardies are unexcused until appropriate verification is presented to the attendance clerk. Students who arrive between 8:00 a.m. – 8:15 a.m., should report immediately to class where the first period teacher will mark the tardy. Students who arrive after 8:15 a.m. must report to the Commons office to sign in before going to class.

Telephone: Students are expected to come to school prepared. All arrangements for transportation, money, assignments, books, materials, etc. should be made prior to arriving at school. Messages received from parents and family members will be delivered to students during non-instructional time. Students will not be called out of class for a message, unless it is an emergency situation. Students may use Commons and/or Academic office phone during break

times (not lunch) and may be **ONLY** for an emergency. Emergencies are for sickness and requests to go home (not for forgotten items or social engagements.) Student telephone access may be denied or terminated by any school personnel if abused. Use of cell phones are prohibited during school (See Cell Phones/Electronic Devices).

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

Textbooks: Textbooks are furnished by the state and are issued at the beginning of the school year. State law requires that lost or damaged textbooks be paid for before records will be released. A textbooks agreement form is required with a parent signature.

Title I: Avery Trace Middle School is identified as a school-wide Title I school, a federally funded program to support all ATMS students as they learn and grow developmentally, socially, and academically.

Tobacco Policy: No student shall be allowed to vape, smoke, chew, or possess tobacco or tobacco products on school premises. Tennessee Codes 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 the Juvenile Court for the county in which the violation is alleged to have occurred. At the time of issuance of the citation, the law enforcement officer or school principal shall seize the tobacco product as contraband. A violation of this section shall be a civil offence, the penalty for which is a civil penalty of not less than ten dollars, nor more than fifty 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.”

Visitors: Parents are always welcome at Avery Trace Middle School. For the protection of our students, we must insist that all parents and any other visitors report to the Commons office immediately upon entering our school to obtain a visitor’s pass. Parents and visitors who have business in our building are required to sign in when arriving and out when leaving. Students should not bring friends or relatives to school to go to classes with them. Our principal and assistant principals are always happy to meet with parents when they have a concern. Please call for an appointment. School personnel reserve the right to deny or discontinue visitation privileges at any time to any individual.

Weapons and Dangerous Instruments: Students carrying weapons on school property: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed \$3,000 for carrying weapons on school property. TCA 39-4953. In compliance with the Federal Gun Free Schools Act, the student will be expelled from school for a period of not less than one year. Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Students are forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, etc., with the intent to do harm or in a manner, which renders the item dangerous. Students who violate this policy will be subject to suspension for a period of up to one (1) year. If a student is suspected of violating this policy, the parents and appropriate law enforcement officials as required by law will be notified. An inquiry will be conducted and facts obtained. If the student is in violation of the policy, the principal shall take appropriate action.

CHILD ADVOCACY GROUP CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee
<http://www.thearctn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878
Toll-free: 1-800-835-7077
Fax: 615-248-5879
Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP)
<http://www.tnstep.org/>
712 Professional Plaza
Greeneville, TN 37745
Middle Tennessee:
615-463-2310
information@tnstep.org

Tennessee Voices for Children
<http://www.tnvoices.org/main.htm>
Middle Tennessee:
1315 Eighth Avenue, South
Nashville, TN 37203
615-269-7751; 1-800-670-9982
Email: TVC@tnvoices.org