

# CHRISTIANA MIDDLE SCHOOL



*“Home of the Cougars”*

2010 – 2011

## STUDENT AGENDA

Mr. Robert C. Horne  
*Principal*

Mrs. Sumatra Drayton  
Mrs. Lisa Ezell  
*Assistant Principals*

*This agenda belongs to:*

Student Name: \_\_\_\_\_

First Period Teacher: \_\_\_\_\_

Student Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student Number: \_\_\_\_\_

Transportation: \_\_\_\_\_

4675 Shelbyville Pike, Christiana, TN 37037  
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# Christiana Middle School



## Positive Behavior System

### Purpose of PBS

Our school administration, teachers, and staff share a goal of helping all Christiana Middle School students to become good citizens at school and in our community. Working together and with our students' parents, we will help our students to maintain a positive and safe learning environment. **PBS** is based on recognizing the positive contributions of all of our students. The students who take responsibility to behave positively according to our school-wide behavior expectations will be recognized and rewarded in a variety of ways.

### School-Wide Expectations:

- **Be Respectful.**
- **Be Responsible.**
- **Be Ready.**

# CHRISTIANA MIDDLE SCHOOL

*A Positive Behavior School (PBS)*



## SCHOOL-WIDE EXPECTATIONS

### *BE RESPECTFUL*

- **Respect yourself, others, and all school property.**
- **Use tone, voice, and words appropriately.**
- **Listen when the teacher or another classmate is speaking.**

### *BE RESPONSIBLE*

- **Stay on task and allow others to stay on task.**
- **Be responsible for your own work and make-up work.**

### *BE READY*

- **Bring all materials to class and be prepared to learn.**
- **Be on time!**

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## **I. BELIEFS, COMMON MISSION AND SHARED VISION**

### **Beliefs**

- High expectations for academic success are reflected in our instruction.
- The result of a quality education is a blend of academic knowledge, fine arts knowledge, technological/career skills, life skills, and social awareness.
- Children have different abilities, but all students can learn, therefore a variety of accommodations, strategies and methods are utilized.
- In order to differentiate instruction, assessment is analyzed on a regular basis to monitor student progress.
- All staff members share responsibility in developing pride, self-confidence, respect, and academic achievement in our students.
- Policies are directed toward improved student achievement and positive behavior, which are points of focus as we implement our new program to encourage and support positive behavior.

### **Common Mission**

- Our purpose at Christiana Middle School is to prepare students with the foundational skills needed to be productive members at the high school level and to plan for their future as productive members of their community.

### **Shared Vision**

- Christiana Middle School will be a model of excellence for all students to increase their development in the learning areas of knowledge, social, life, and physical skills.

## **II. OPERATIONS AND PROCEDURES**

### **Attendance Policy**

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. Absences will be classified as either excused or unexcused as determined by the principal or his designee.

### **Excused Absences**

The only excused absences are:

- A. Doctor or dentist appointment (for student only)
- B. A death in the immediate family (father, mother, brother, sister, aunts, uncles, or grandparents)
- C. Personal illness
- D. Required court appearance
- E. Religious observances (TCA49-6-3005)

### **Parent Notes**

Ten parent notes will be accepted during the school year for an excused absence.

## **Procedure to Follow After an Absence**

Note from home should be given to the first period teacher. The note must contain the following information:

1. Student's Full Name
  2. Date of Absence
  3. Reason of Absence
  4. Parent signature
  5. Telephone number where parent can be reached.
- The student will give the note to the first period teacher and he/she will send the note to the front office. The note should not be written in the agenda but should be on a separate piece of paper.
  - The Attendance Secretary will excuse or not excuse the absence.
  - If the above procedure is not completed within five days, the absence automatically becomes unexcused.
  - The student is responsible for asking for makeup work.
  - The student will have a maximum of five days to make up his/her work from the last day of the absence. If the five-day time period ends after the last day of the six weeks, and the student has not completed the make up work the student will be given an "I" (incomplete).

## **Checkout Policy (Photo ID Required)**

Only parents or legal guardians may authorize a student to leave school during the school day (**Photo ID Required**). Checkout by phone will only be allowed in case of an emergency. The parent that calls must speak personally with an administrator. If there is a question of legal guardianship, school officials reserve the right to require proof of custody before releasing a student. Teachers are not to release a student from a classroom until notified by the office. A student must be present in excess of 3 1/2 hours to be counted as present for the day. A note from a parent will be required before a student can checkout. A checkout note must contain the following information:

1. Student's full name
2. Date
3. Phone number where parent may be reached during the day
4. Reason for checking out the student
5. Time of checkout
6. Parent signature.

The student will give the checkout note to the attendance clerk when he arrives in the morning. The attendance clerk will issue a leaving pass to be signed by teachers of the classes he will miss.

The student will be called from class when the parent comes in to sign out the student. The leaving pass will be turned into the office at this time.

School officials may check the validity of any note. Any note requesting a checkout, which cannot be verified, will not be accepted, and permission to check out will be denied. A student checking out of school early without approval of the principal will not participate in after school events on that school day.

## **Restriction of Student Pickup (Court Mandated)**

It is very important that parents notify the office of any changes in custody restrictions on student pickup mandated by the courts. The custodial parent of any student placed on restricted pickup should contact the office and make proper arrangements. A copy of appropriate signed court documents will be required for the student's file.

## **Observation Policy (Classroom)**

Parents/guardians will not be permitted to observe students during the instructional day. This procedure shall apply to all instructional activities including classroom instruction.

Representatives from agencies outside the school system who are not under contract with the school system to provide services to students will not be permitted to observe students during the instructional day. This procedure shall apply to all instructional activities including classroom instruction.

This procedure shall not be applicable to investigations and/or interviews by the Department of Children's Services and/or law enforcement agencies. These investigations/interviews shall be controlled by Board policy and state law (ADM 3-8).

## **Student Sales**

Students are allowed to sell only the materials approved for school sales during the designated times. Selling for out-of-school groups such as churches, clubs, fraternities, sororities, or personal sales will not be permitted.

## **Truancy**

Truancy is defined as an absence for an entire school day, a major portion of the day or the major portion of any class or activity during the school day for which the student is scheduled. After five unexcused absences, a letter will be sent to the parent(s) and the student will be reported to the county truant office. Court action against parents or guardian may result.

## **Visitors to Campus**

All visitors are required to report to the front office. All other doors will remain locked. Visitors must sign in and remain in the lobby until receiving information from the staff to go elsewhere in the building. Passes must be worn and visible. Christiana Middle School is a closed campus. Friends, relatives, and students from other schools may not visit classes during the school day. Students are not to open any outside door during the school day.

## **Withdrawal from School**

When a student withdraws from school for any reason during the school term, he or she must do so through the guidance department. This should be done on the last full day of attendance at Christiana Middle School. All records must be cleared, textbooks returned, and debts paid before a transcript of the student's record can be forwarded to another school for admission there.

### **III. ACADEMIC AFFAIRS**

#### **Grading System**

The grading system for subject-area grades is expressed by numerical value. The numerical values are equivalent to the following letter grade:

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

Report cards are distributed at the end of each nine-week grading period. The grade will be determined from daily work, written assignments, projects, tests and other work graded by the teacher during the grading period. The teacher will weigh the value of grades given for various assignments within the grading period when computing the grades for each student. The final grade for the year will be determined by averaging the two semester grades.

#### **Make Up Work**

A student who has been absent is responsible for all assignments during his absence. The assignments must be made up within five days of returning to school. Parents must call for a student's work by 9:30 a.m. After two consecutive days absence, homework must be obtained in the office after 2:00 p.m. Parents and students are encouraged to check the teacher's website for class assignments.

#### **Parent/Teacher/Administrative Conferences**

Two school-wide parent/teacher conferences are scheduled each year. Additional conferences may be arranged by calling the teacher during his/her planning period. Teachers may not leave their class during class time to confer with parents.

Thursday, October 14, 2010: Parent Teacher Conferences 3:15 – 6:30 pm  
Thursday, March 3, 2011: Parent Teacher Conferences 3:15 – 6:30 pm

Conferences must be scheduled at least 24 hours in advance. Teachers have the responsibility for classes or planning and cannot unexpectedly stop for a conference. Arrangements for a conference may be made by sending a note to the teacher or by calling and leaving a message for the teacher.

#### **Required After School Remediation**

Students will be required to stay for after school remediation if they obtain three homework marks during the week. If so, the student will be given a notice to be signed by the parent or guardian. The note must be returned prior to the student staying after school. The students will need to be picked up at 4:15 in the front of the main building. Students reporting to the required after-school remediation need to bring books, paper, and pencils with them. Students must be prepared to work the entire time. There will be no talking or getting out of seats during the remediation. Students that fail to attend or misbehave will automatically be placed in ISS the following day. If a parent must reschedule, he/she must contact Mrs. Drayton at 904-3885 before noon on the assigned day.

## Report Cards (Nine Week Quarters)

Computerized report cards are issued each grading period. They will be issued approximately one week following the end of the nine week grading period.

Report Card Dates for 2010-2011 are as follows:

(Q = Quarter, P = Progress Reports)

	First	Last	Days	Report Card		Progress Reports	Days
1.	08/04	10/01	40	10/19	Q	09/08	P 23
2.	10/11	12/17	46	01/11	Q	11/09	P 21
3.	01/05	03/11	46	03/29	Q	02/08	P 24
4.	03/14	05/27	48	05/27	Q	04/26	P 26

A special deficiency report of students who are failing will be sent to parents at midterm. When necessary, deficiency reports may also be sent during any grading period.

## Exploratory Classes

Exploratory classes are a privilege at Christiana Middle School. Students meeting or exceeding academic/behavioral goals will be enrolled in one of the following exploratory courses each nine weeks:

Visual Art	Health and Wellness
Computer Keyboarding	Physical Education
Modular Technology	Teen Living
General Music	

Students will participate in P.E. during various nine week periods. Students are expected to dress out in P.E. daily and to participate in all activities. Uniforms may be purchased from the P.E. department. Students on fee waiver will receive one P.E. uniform each year at no charge.

## Student Schedules

Student schedules are based upon specific student and school needs. These include students with an IEP, behavior plan, academic intervention (RTI), and Section 504. The administration reserves the right to change student schedules at any time based upon the needs of the school, including academic performance and behavioral concerns.

## Data Driven Scheduling

Students projecting to not meet TCAP proficiency, or who fail benchmark tests, will receive immediate academic support through Response to Intervention (RTI). This may include losing the privilege of attending Exploratory Classes.

## Student Agendas

In order to help students develop organizational skills, encourage parent-teacher communication, and help students keep track of teachers' assignments, attendance, and other important documentation, the school has issued, free of charge, an agenda. The agenda is REQUIRED and must be kept in each student's possession throughout the school day. ***Parent/guardian signatures are required daily.*** Agendas must not be defaced or damaged in any way. The replacement cost is \$5 for the first replacement and \$10 for each subsequent replacement.

## Agenda Behavior Mark System

The following discipline marks will be given by the teacher as needed to keep the parent abreast of a student's performance behaviorally and academically. Parents are encouraged to discuss with their child any behavior marks received during the day.

Students that do not receive marks during the week will receive special privileges and get to attend special events throughout the year.

**DP**-disrespect to student/school property

**G**-Gum

**OT**-off task behaviors, rules broken

**R**-responsibility issues

**T**-loud or inappropriate talking

**DC**-Dress Code Violation

Teachers will check agendas for behavior marks on a daily basis. Students will be disciplined based on the number of marks received. Disciplinary actions may include loss of privileges (LOP), detention, ISS, and OSS.

**Homework Mark (HW)** - Homework or class work not completed

1 & 2 Homework Marks = Loss of Privileges until assignment is completed

3 or more Homework Marks = Required After-School Detention

**Disrespectful to school staff member (DT) or physical threat to another student (PT)**

Students being disrespectful will be sent immediately to administration.

## Student Recognition

Students will be recognized at Christiana Middle School in a variety of ways. These include but are not limited to:

1. Principal's List: To be eligible for the Principal's List, a student must not have a grade below 93.
2. Honor Roll: To be eligible, a student must not have a grade below 85.
3. Each Mini-School may have an additional activity time every week for students with no marks or missing assignments.
4. Students that exhibit good character are nominated by their mini-school teachers to be recognized each month.
5. Perfect Attendance: To be eligible for the Perfect Attendance Certificate at the end of the school year, a student must have been present each school day. Students will also be rewarded for perfect attendance at the end of each quarter.

## Junior Beta Club

The Christiana Middle School Junior Beta Club is an honor and service club. "Beta members must be of worthy character, good mentality, creditable achievement and commendable attitude." Scholarship criteria for membership in the Junior Beta Club are a cumulative average of 93 or higher [in the first semester, which includes the first through the third grading period,] and teacher recommendations based on behavior. Members must maintain a cumulative average of 90 or above and demonstrate appropriate school behavior.

## **Textbooks**

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. A student will be required to pay for a textbook/workbook that is lost, stolen, or damaged before another one can be issued. Upon presentation of the lost book, a refund will be given. Textbooks are the property of the Rutherford County Board of Education and will be returned at the end of the school year, completion of the course or withdrawal from school. The principal may impose the following sanctions against a student who fails or refuses to pay the fine imposed within a reasonable time:

1. Refusal to issue any additional textbooks
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.

## **IV. STUDENT PROCEDURES**

### **Arriving On Campus**

1. Bus students must enter the front door, report to the gym, sit in assigned mini school area and remain there until dismissal to classes at 7:45.
2. Walkers and car riders arriving before the first bell must report to the gym. Those arriving after the 8:05 tardy bell must report to the office.
3. All car riders and walkers enter through the outside doors between the gym and cafeteria. All drop offs are in the rear unless approved by administration.
4. Students eating breakfast should report to the cafeteria upon entering the building. After eating, students will report to the gym.

### **Afternoon Dismissal**

1. Bus students will be dismissed to load buses at the front of the school.
2. Walkers must leave the campus through the designated door immediately after dismissal.
3. All car riders are to leave the building through the designated door.
4. Car riders who are not picked up within 20 minutes of dismissal should report to the office to wait for their ride.
5. Students are not allowed to leave the building and re-enter.
6. Skateboards, skates, scooters, etc. may not be ridden on campus or brought to school.
7. Transportation arrangements should be made before the student leaves home.
8. Students participating in after school extra-curricular activities will be dismissed with when "all-remaining" is announced.
9. Students riding a bus, other than their normal bus, must have a note signed by their parents and an administrator. The notes, with parent phone number, must be sent to the office for approval during first period.

### **After School Activities**

Students involved in after school activities must be picked up promptly. Individual coaches and sponsors will advise students of pickup times. Failure to meet this requirement may result in the student being denied participation in extra-curricular activities.

## **Assemblies/Athletic Events/Extra Curricular Activities**

The following guidelines apply for assemblies and/or athletic events:

1. Students are expected to enter the auditorium or gymnasium in a quiet, orderly manner.
2. Students are expected to be respectful and courteous at all times.
3. The appearance of someone on stage or at the microphone is the automatic signal for the audience to become silent.
4. Students are not permitted to leave and then re-enter an event unless they pay to re-enter that event.
5. If a student chooses to return to an evening activity such as a ballgame, dance or concert, he is expected to arrange his/her transportation in advance. Phones will not be available for student use. Most home football games and basketball games are over by 8:00 p.m. Students without rides after games may not be permitted to attend future events.
6. Loitering in the lobby, restrooms, or doorways is not allowed.
7. All school rules are in effect at all school sponsored events.
8. A student who fails to act appropriately will be asked to leave and will not be admitted to future events.

## **Bullying and Intimidation**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying/intimidation are defined as either physically harming a student or damaging his/her property or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official bus stop immediately before boarding and immediately following debarking.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

## **Changes in Registration Information**

Any change in registration information, such as address, phone numbers, etc. should be submitted to the office as soon as possible. Current information is vital in times of emergencies.

## **Changes in Transportation**

Any time a student goes home in a manner different from his or her regularly assigned way, the student must have a written request, signed by the parent (include phone numbers) and approved by an administrator. The note should be placed in the first period teacher's absentee folder and sent to the office to be signed and returned. The school will not permit students to make late arrangements by telephone to change transportation. School buses will not make special stops at baby-sitters or childcare facilities.

## **Classroom Responsibilities and Expectations**

Teachers will explain classroom expectations to all students at the beginning of each school year. Classroom expectations will be posted in each room. Students are to observe these expectations or be subject to disciplinary action. Repeated or excessive misconduct will result in the referral of a student to the office.

## **Computer Use Policy**

All students and parents will be required to sign a technology permission authorization. Disciplinary action will be taken for inappropriate use of any school computers.

## **V. STUDENT DISCIPLINE**

### **Discipline Procedures**

In accordance with Discipline Procedures of the Rutherford County School System, dispositions are outlined below. Disciplinary action will include appropriate hearings and reviews and, in all cases, the rights of the individuals will be ensured and protected. Please refer to the Rutherford County Student Handbook and Code of Behavior Discipline for additional information.

Discipline is the primary responsibility of the parent and the student. Student behavior shall reflect standards of good citizenship demanded of members of society.

### **Suspension**

Suspension from regular school is the result of serious infractions of school policy. There are two types of suspensions, in-school suspension and out of school suspension.

#### **In School Suspension (ISS)**

Students assigned to ISS must report to school at the regular time. Students present in ISS are not counted absent, and the work they complete will count toward the nine weeks grade. Serving in ISS does not penalize a student academically. Teachers will send assignments to the ISS supervisor and students should be prepared for a full day of academic study.

#### **Out of School Suspension (OSS)**

The more serious level of suspension is OSS. Students are not allowed to attend school or any school event or activity during the period of suspension. Out of school suspension days will be considered unexcused absences. Students shall be allowed to make up the work missed within five (5) days of returning from OSS and receive 80% of the grade earned. If a grade was not taken, no deduction in grades will occur because of the suspension.

#### **After School Restrictions**

Students receiving disciplinary actions may be restricted from attending or participating in after-school activities for a length of time, as determined by the administration. Any disciplinary infraction at an after-school activity may be grounds for a permanent ban from any after-school activities. Failure to meet this requirement may result in the student being denied participation in extra-curricular activities.



## **Discipline Plans (Not Inclusive)**

Note: Administrators have the discretion to modify disciplinary actions for up to 10 days Out-of-School Suspension (OSS). Students considered to be a habitual offender of school policies will be remanded to Daniel McKee Alternative School (DM).

### **Cell Phones / Electronic Devices**

Cell phones, iPods, MP3 players, and all other electronic devices:

1<sup>st</sup> offense – device confiscated / parent may claim device after 5 school days

2<sup>nd</sup> offense – device confiscated / parent may claim device at the end of the school year

*The school is not responsible for lost, stolen, or confiscated items.*

### **Cheating**

The teacher will assign a grade of "0" on the assignment and notify the parent or guardian.

### **Defiance of School Personnel**

1<sup>st</sup> offense – 3 days OSS (minimum)

2<sup>nd</sup> offense – 5 days OSS and remanded to DM

### **Fighting**

1<sup>st</sup> offense – 3 days OSS (minimum), referral to SRO and possibly remanded to DM

2<sup>nd</sup> offense – 5 days OSS (minimum), referral to SRO and remanded to DM

### **Tardies to School**

(Per semester)

1<sup>st</sup> - Warning

2<sup>nd</sup> - Warning and notification of parents

3<sup>rd</sup> and 4<sup>th</sup> – Lunch detention for two days

5<sup>th</sup> or more – Lunch detention for five days for each offense

### **Vandalism**

Students marking on, defacing, or destroying school property (including the bus) will be disciplined and must pay full price of repairing or replacing the property. Vandalism of more than \$500 is a zero-tolerance offense (Policy 6.309).

## Dress Code Policy

Decency, good taste, and the normal standard of the community are to be maintained in dress and grooming by all students. The Christiana Middle School dress code has been devised with the idea of promoting a positive learning atmosphere and wholesome attitude for each student and the school as a whole. Any dress or hairstyle that is considered contrary to good hygiene, distracting or disruptive in appearance or detrimental to the educational environment or the public image of the school will not be permitted. The administration has the right to determine if attire or appearance is inappropriate for school. Students will follow these guidelines:

1. Student dress will not lead school officials to believe apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives. Clothing, accessories, or any item that advertises substances which are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang related, etc.) are not to be worn or brought to school.
2. Any dress considered too revealing will not be allowed. See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter-tops, mesh or sleeveless shirts are not permitted. No skin should be visible between shirts and pants while sitting or extending hands overhead. Undergarments must be covered.
3. Shoes must be worn at all times. (No flip-flops or house shoes). Sunglasses are not to be worn inside the building except when prescribed by a doctor for inside wear.
4. Shorts and skirts (including any slits) must be longer than the tip of the longest finger when the student's arms are beside the body. Spandex, tights or boxer shorts are not permitted.
5. No holes of any kind in clothing are allowed. A hole is defined as the absence of material. Taped holes are also unacceptable.
6. Hats, scarves, hair picks, stocking caps, hair curlers, and other head covering, disruptive hair styling/make-up may not be worn in school.
7. Clothing must be size appropriate. All shirts must be tucked in and waistbands/pockets clearly visible. Sagging is not allowed. All belts, buttons, and fasteners must be fastened at all times. Belts are required for all pants and shorts with belt loops.
8. All necklaces, beads, chains and chains with medallions must be tucked beneath shirts. No chains or metal clips will be allowed on clothing.
9. Pierced accessories are allowed only on the ears.
10. Students are not to wear coats in the building during the school day. Students may have a sweatshirt or light jacket; both must break at the waist. The jacket must stay fastened at all times. Pockets must be visible and a shirt that is tucked must be worn underneath.
11. Pajamas are not to be worn to school.
12. Book bags, backpacks, and purses are to be kept in lockers at all times.
13. Shoes should have no wheels at any time on campus.
14. Clothing should not have suggestive writing.

When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, appropriate consequences will be applied. These consequences include, but are not limited to, calling parents to bring appropriate clothing, lunch detention, in-school suspension and/or other disciplinary action as deemed appropriate. Our goal is modesty and no distractions to the learning environment of the school.

## **VI. STUDENT SERVICES**

### **Library/Media Center**

The library is designed to make supplementary resources available to all students at Christiana Middle School. The library may be used at times permitted by the teacher or scheduled by the media specialist. If a book is lost or damaged, the student must pay the cost of replacing the book. Students must have their agenda signed when going to the library unless accompanied by the teacher. Students are expected to obey library rules.

### **Lockers**

Lockers are issued at the beginning of the school year. Locks may be rented for \$2. *No personal locks will be allowed.* Students are responsible for keeping the locker clean and locked. A \$5 charge will be made for any replacement lock or any lock not returned at the end of the year.

### **School Resource Officer (SRO)**

Christiana Middle School participates in the School Resource Officer Program. A Deputy Sheriff with the Rutherford County Sheriff's Department is assigned fulltime to the school. This officer has three primary duties:

1. Law Enforcement
2. Teaching
3. Advising/consulting

## **VII. MEDICAL INFORMATION**

### **Accidents**

In the event of an accident involving injury, school officials will secure medical care. Payment for this care will be the responsibility of the parent or legal guardian of the student. The parent or legal guardian will be contacted immediately.

### **Communicable Diseases**

Rutherford County Board policy states that it is the duty of school authorities to exclude any child from school who is infected with or suspected of having measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis, scabies, and other illnesses designated by the local health officer as requiring exclusion. If a child has been exposed to a communicable disease, a letter will be sent home to notify the parent of such exposure.

Prior to readmission to school, a student diagnosed as having one of these communicable diseases must have a statement from a physician or the health department stating that the disease is no longer communicable and the child can return to school.

## **Head Lice**

Rutherford County Schools has a “no nit” policy. This means that students will not be allowed to attend school if they are infested with lice, whether they are crawling or nits. Students must be treated at home and are allowed to miss only one day. Students must also be checked upon their return to ensure that they are no longer infested.

## **Illness**

If a student becomes ill at school, the student is to ask the teacher for a pass to the clinic where a certified nurse is available. Students are not to leave campus due to illness without being released by the office. The office will contact parents. It is very important that student information cards include several phone numbers in the event of an emergency.

## **Medical Clinic**

If a student becomes ill or injured while on school grounds, it is the responsibility of the parent or guardian to provide transportation and care of the student. Temporary care will be provided for ill students until the arrival of the parent or guardian. Extreme emergencies will be referred to Middle Tennessee Medical Center. Emergency service transportation expenses are the responsibility of the parent or guardian.

## **Medication**

Students are not allowed to bring prescription or non-prescription medications to school or carry them in backpacks, lockers, purses, etc. (Example: Tylenol, Midol, Excedrin, etc.) Students who use asthma inhalers or must take diabetic medications will be allowed to carry their medication with special permission. If a student must take medication while at school, the parent/guardian must obtain a Self-Administration of Medication form from the clinic. A parent or guardian **MUST** bring the medication to the clinic in the **ORIGINAL** container from the pharmacy. **ALL** medication must be kept in the school clinic or office and will be self-administered at the appropriate time by the school nurse or trained personnel.

The school will provide Tylenol or Ibuprofen **ONLY** in the event a student has a fever greater (>) than 102 and the parent cannot pick the student up quickly. The Health Information form must be signed and the medication checked by the parent before medication will be given for fever. The school will not accept or dispense medications containing aspirin ingredients unless Doctor’s orders are provided.

## **Nurse**

A certified nurse is available to students in need of medical assistance. Please notify the office if assistance is needed or required.

## **VIII. MISCELLANEOUS**

### **Field Trips**

- All school rules apply – dress code, no gum, no hats etc.
- Permission slips and money for field trips must be turned in by the assigned deadline.
- Students will not be allowed to call home for permission to go on a field trip.

### **Personal/Miscellaneous Items**

Certain items should be left at home. These include but are not limited to dice, cards, CD's, radios, laser devices, cell phones, MP3 Players, digital cameras, matches, lighters, and any type of fireworks. Money in excess of ten (\$10.00) dollars, valuable jewelry, and other personal items should be left at home. This is for the student's protection. Faculty members have been requested to take any of these items collected from students to the office. Parents are requested to come to school for the return of these items. The school is not responsible for lost or stolen items.

Students should not spray perfumes, deodorants, body sprays etc. at school. This is a health concern for children with breathing difficulties.

### **Nondiscrimination Policy (6.304)**

It is the policy of the Rutherford County Board of Education not to discriminate on basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act.

### **School Policy/Procedure Updates**

All policies and procedures cannot adequately be set down in writing. The school administration, therefore, reserves the right to eliminate, change or add to these policies when notification is given.

### **School System Telephone Numbers**

Rutherford County School System: 615-893-5812

Rutherford County Schools Transportation: 615-893-5812, extension 22100

Rutherford County Schools Message Center: 615-904-3818

Rutherford County School System Web Address: [www.rcs.k12.tn.us](http://www.rcs.k12.tn.us)

Snow Line/Emergency School Closing Line: 615-904-3883

### **Student Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)**

Students shall be provided a learning environment free from sexual, racial, ethnicity, disability and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, disability related or religious in nature.

It shall also be a violation of this policy for any teacher, administrator, or other school personnel to tolerate discrimination/harassment against any student. Discrimination/harassment is defined as conduct, advances, gestures or words, either written or spoken, of a sexual, racial, ethnic, religious nature or disability-related, which unreasonably interferes with the student's work or educational opportunities or creates an intimidating, hostile or offensive learning environment.

## **Telephones (School)**

- No student should use classroom phones.
- Incoming Calls: Students will not be called from class to answer telephone calls except in extreme emergencies.
- Outgoing Calls: Calls are not to be made during class time and will be made only in emergencies from the ISS classroom phone. Students using the phone must have permission from their teacher.
- The school will not permit students to make late arrangements by telephone to change transportation except when activities have been cancelled. Arrangements for transportation must be made in advance.

## **Title VI and Section 504**

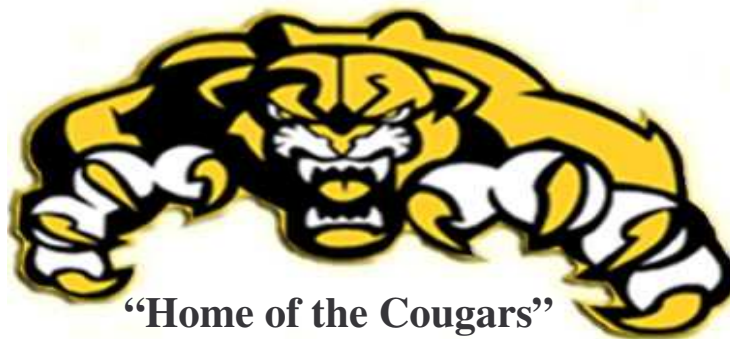
“The Rutherford county Board of Education does not discriminate in any program, activity, or employment on the basis of handicap, sex, race, or national origin as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or Title IX” – Paula Barnes, 504 Coordinator, Rutherford County Schools, 2240 Southpark Blvd., Murfreesboro, TN., 37128 Telephone (615) 893-5812.

## **Title IX**

Inquires regarding compliance with Title IX should be directed to Dr. Phyllis Washington. Inquiries regarding Section 504 or the American Disabilities Act should be directed to Shirley Bell or Paula Barnes. The current complaint managers for complaints involving sexual harassment are Paula Barnes and Don Odom. The Rutherford County School System address is 2240 Southpark Boulevard, Murfreesboro, Tennessee 37128.

## **Tornado/Lockdown Drills**

The law requires fire and severe weather drills to be conducted. Christiana Middle School is equipped with an emergency alarm system. Setting off a false alarm is against the law. Students doing this will have disciplinary action taken including referral to the SRO. Teachers will familiarize students with the procedures to follow during an emergency drill. General information will be posted in every classroom. These drills are to be taken seriously.



## Rutherford County School Calendar 2010 – 2011

Tuesday, August 3, 2010	In-Service Day for Teachers (No school for students)
Wednesday, August 4, 2010	Abbreviated Day for Students, 8:05 – 10:05 a.m.
Thursday, August 5, 2010	Teacher Work Day (No school for students)
Friday, August 6, 2010	Teacher Work Day (No school for students)
Monday, August 9, 2010	First Full Day for Students, 8:05 – 3:05 p.m.
Monday, September 6, 2010	Labor Day (Schools Closed)
Wednesday, September 15, 2010	Early Dismissal Day for Students, 8:05 – 11:20 a.m.
Friday, October 1, 2010	End 1st Nine Weeks
Monday, October 4 - 8, 2010	Fall Break (Schools Closed)
Thursday, October 14, 2010	Parent Teacher Conferences, K – 8, 3:15 – 6:30 p.m.
Tuesday, October 19, 2010	Early Dismissal Day for Students, 8:05 – 11:20 a.m.
Tuesday, October 19, 2010	1 <sup>st</sup> Nine Weeks Report Card
Tuesday, November 2, 2010	In-Service day (No school for students)
Tuesday, November 16, 2010	Early Dismissal Day for Students, 8:05 – 11:20 a.m.
Wednesday, Nov. 24 – 26, 2010	Thanksgiving Break (Schools Closed)
Friday, December 17, 2010	End 2nd Nine Weeks
Friday, December 17, 2010	Abbreviated Day for Students, 8:05 – 10:05 a.m.
December 20, 2010 – Jan. 4, 2011	Winter Break (Schools Closed)
Tuesday, January 4, 2011	In-Service Day for Teachers (No school for students)
Wednesday, January 5, 2011	Students Return from Winter Break
Tuesday, January 11, 2011	2nd Nine Weeks Report Card
Monday, January 17, 2011	Martin Luther King, Jr. Holiday (Schools Closed)
Wednesday, February 16, 2011	Early Dismissal Day for Students, 8:05 – 11:20 a.m.
Monday, February 21, 2011	Presidents' Day (Schools Closed)
Thursday, March 3, 2011	Parent Teacher Conferences, K – 8, 3:15 – 6:30 p.m.
Friday, March 11, 2011	End 3rd Nine Weeks
Monday, March 21 – 25, 2011	Spring Break (Schools Closed)
Tuesday, March 29, 2011	3rd Nine Weeks Report Card
Tuesday, April 12 – 19, 2011	TCAP Testing Window
Friday, April 22, 2011	Good Friday (Schools Closed)
Thursday, May 26, 2011	Teacher Work Day (No School for students)
Friday, May 27, 2011	End 4th Nine Weeks /Final Report Card
Friday, May 27, 2011	Last Day of School, 8:05 – 10:05 a.m.

**Parent Checklist  
2010 – 2011**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**Homerom Teacher:** \_\_\_\_\_ **Bus#:** \_\_\_\_\_

**The Rutherford County Board of Education requires your signature for the items listed below. This document has been printed for your convenience. Please *initial* each item to certify that you received a copy of each item or that you agree with each statement; sign and date the form as indicated.**

\_\_\_\_\_ I have received a copy of the school agenda.

\_\_\_\_\_ I have received the **Policy and Procedures set forth for Student Access to Networked Information** (Policy 5-7 & ADM 5-72, Code of Behavior and Discipline, page 43) I understand that inappropriate use of technology may result in disciplinary action and/or restricted use of technology at school. Pursuant to these policies and procedures, I grant permission for my son or daughter to access networked computers services.

\_\_\_\_\_ I have received a copy of the **Rutherford County School System's Code of Behavior and Discipline.**

\_\_\_\_\_ **Textbook Agreement.** I hereby agree that I will be responsible for all free textbooks used by my child. I further agree that I will reimburse the Rutherford County Board of Education for the value of any book or books that are damaged, destroyed, or misplaced, which my child has used during the school year.

\_\_\_\_\_ **Library Book Agreement.** My child has my permission to borrow books from the school library. In the event a book is lost or damaged, I will reimburse the school for the cost of replacement.

\_\_\_\_\_ **Use of Name, Likeness, and Work.** I give permission for my child's work to be displayed at the school or on the school website. I also give permission for my child's name and likeness to be released to the press and to be displayed at the school or on the school's website in relation to school activities. Examples include but are not limited to Honor Roll, Student of the Month, and athletics.

\_\_\_\_\_ **Rutherford County Attendance Policy & Procedures.** I have received a copy of the Rutherford County Attendance Policy and Procedures.

**Transportation Options in Case of Early Dismissal (initial each permissible option)**

\_\_\_\_\_ My child may walk home.

\_\_\_\_\_ Ride his regular bus home (Bus# \_\_\_\_\_)

\_\_\_\_\_ Ride another bus with a friend or family member (Bus# \_\_\_\_\_)

\_\_\_\_\_ My child will be picked up as a car rider by the adults listed below. If you choose this option, please make sure the driver is aware that you child must be picked up as quickly as is reasonably possible after the announced early dismissal time.

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Language Arts

### Sixth Grade

affix  
almanac  
analogy (part to whole/function)  
appositive  
biography  
caption  
chronology  
clause  
(dependent/independent)  
criticism  
dialect  
edit  
literal vs. figurative  
log  
mythology  
oral tradition  
paraphrase  
phrases (adj., adv., prep., inf., etc.)  
plagiarism  
poetic element (e.g., rhyme, rhythm, and figurative language)  
point of view (1st, 3rd limited, and 3rd omniscient)  
propaganda devices  
proverb  
relevant/irrelevant  
stress  
subordinating conjunction  
tabloid  
textual features

### Seventh Grade

analogy (verb forms, rhymes)  
anecdote  
assumption /assume  
autobiography  
clarify  
clause (adverb, introductory, etc)  
compile  
convention  
culture  
documentary  
exposition (literary)  
expository writing  
expression (emphasis, stress, etc.  
in oral language)  
fluency  
generalization  
imagery  
inconsistency  
infinitive  
interpretation  
literary elements (irony, mood, foreshadowing, flashback, tone, symbolism)  
parallel structure  
projection  
prose  
revision  
sentence structure  
stereotype  
strategy  
types of poetry  
viewpoint (opinion)

### Eighth Grade

allusion (define concept with simple illustrations)  
antecedent\*  
(pronoun/antecedent agreement)  
bias  
clincher sentence  
coherent order  
composition structure (structural patterns in composition)  
cross-reference  
debate  
derivation  
dramatization  
elaboration (supportive details)  
facilitator (role identification/groups)  
gerund and gerund phrase  
infer from unstated assumptions  
jargon  
logic (inductive/deductive reasoning)  
mnemonic device  
oral language techniques (inflection, enunciation, rate, and pitch)  
participles and participial phrase  
persuasive writing techniques  
preface  
reliability  
sensory detail  
shades of meaning  
synthesize/analyze  
tension  
thesis statement  
writing process

## Math

### Sixth Grade

algebraic expression  
biased sample  
composite  
conjecture (with data)  
coordinate plane  
degrees (angle)  
divisibility  
equation (solving)  
evaluate  
formula  
function  
interval  
measures of central tendency  
net  
odds of an event  
order of operations  
percent  
prime  
prime factorization  
probability  
properties of polygons  
proportion  
random  
ratio  
reciprocal  
scale drawing  
simplify  
simulation  
statistics  
stem-and-leaf plot  
transformation (reflection, rotation, & translation)  
tree diagram  
volume

### Seventh Grade

area of complex shapes  
area of irregular shapes  
box & whisker plot  
circumference  
classification of triangles  
by  
angle  
classification of triangles  
by  
sides  
exponential notation  
exponents  
inequalities (number line)  
integer  
linear equation  
multi-step equations  
opposite  
patterns (geometric & numerical)  
percents (above 100, below 1)  
pi (approximation, i.e.  $\pi$ , 3.14, 22/7)  
quartile  
rate of change  
rational numbers  
real number system  
regular polygon  
scale factor  
scatter plots  
similarity  
surface area  
Venn diagram

### Eighth Grade

adjacent (angle relationship)  
alternate exterior angle  
alternate interior angle  
complementary angle  
corresponding angle  
cost per unit  
dilation  
distance formula ( $d=rt$ )  
distributive property (algebraic)  
experimental probability  
exterior  
hypotenuse  
infinite  
intercept  
interior  
legs of a triangle  
line of best fit (conceptual)  
monomial  
nonlinear equation  
perfect square  
Pythagorean theorem  
scientific notation  
sequences  
slope intercept form  
square root  
supplementary angle  
theoretical probability  
transversal  
vertical angles  
vertical line test

## Science

### Sixth Grade

absorption  
amplitude  
classification  
commensalism  
consumer  
decomposer  
eclipses (solar/ lunar)  
energy transformations  
extinction  
food web  
forms of energy  
fossils  
frequency  
heat flow  
mutualism  
nuclear power  
parasitism  
producer  
reflection  
refraction  
relative age  
seasons  
sedimentary rocks  
tides  
universe components  
wave  
wavelength

### Seventh Grade

asexual reproduction  
carbon cycle  
cell organelles (ribosome, mitochondria, chloroplast, vacuole, lysosome)  
chloroplast  
chromosome  
compound  
concentration  
cytoplasm  
density  
diffusion  
element  
gene  
mitochondria  
mitosis  
molecule  
nano-technology  
nucleus  
organ  
organ system  
organic & inorganic  
osmosis  
product  
reactant  
respiration  
run-off  
sexual reproduction (plant and animal)  
tissue  
transpiration  
volume  
weather data  
weight (gravitational pull on mass/SI unit is Newton)

### Eighth Grade

acceleration  
biome  
biotic and abiotic factors  
chemical equation  
continental drift and plate tectonics  
dichotomous key  
DNA  
dominant and recessive traits  
earthquake  
endo/exothermic  
energy resources  
genetic engineering  
genotype and phenotype  
genus and species  
gravitation (universal law)  
igneous and metamorphic rocks  
inertia  
law of conservation of mass  
minerals  
momentum  
monohybrid cross  
mutation  
Newton's 3 laws of motion  
pH  
Punnett square  
rock cycle (sedimentary, igneous, and metamorphic)  
speed  
velocity  
volcano

## Social Studies

### Sixth Grade

anthropologists  
archaeologists  
artifacts  
barter economy  
Buddhism  
caste system  
Christianity  
city states  
civilization  
domestication  
dynasty  
exploration  
feudal system  
geologist  
Hinduism  
historians  
impact  
irrigation  
Islam  
Judaism  
merchant / trader  
middle ages  
migration  
monarchy  
nomadic  
oligarchy  
philosophy  
polytheism  
prehistory  
Renaissance  
republics  
romance language  
theocracy

### Seventh Grade

autocracy  
census  
colonization  
conservation  
contemporary  
deforestation  
demographics  
depression  
dictatorship  
economic system  
estuary  
fjord  
global warming  
growth rate  
immigration  
infant mortality  
inflation  
international  
lagoon  
NAFTA  
non-renewable  
oppression  
phenomena  
political system  
recession  
renewable  
resource allocation  
scarcity  
supply & demand  
tenets  
thematic  
topography  
trend

### Eighth Grade

altruism  
antebellum  
Articles of Confederation  
Bill of Rights  
Columbian Exchange  
commerce  
Common Sense  
confederation  
Constitution of the United States  
contract  
credit and debt  
Declaration of Independence  
diplomacy  
doctrine  
Emancipation  
Proclamation  
federalism  
Gettysburg Address  
infrastructure  
institution  
insurrection  
interdependence  
movement  
nationalism  
Puritanism  
Reconstruction  
republicanism  
segregation  
social norms  
suffrage

Final: 5.13.2010 BH  
8:30 AM