

# Soaring With Purpose

## Mission

The mission of LaVergne Middle School is to empower all students to achieve excellence in learning, social responsibility, and self-worth and to improve in these each academic year.



## Administration

**Mr. Cary Holman, Principal**

**Mr. Richard Reed, Assistant Principal**  
**Ms. Tiffany Copeland, Assistant Principal**

Check the following everyday

- Dress code
- Preparation
- ID badge
- Attitude

Name: \_\_\_\_\_ Mini School: \_\_\_\_\_

Transportation: Bus \_\_\_\_\_ Walk/Bike \_\_\_\_\_ Car \_\_\_\_\_

382 Stones River Road  
LaVergne, TN 37086  
615.904.3877 phone  
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### **Disclaimer:**

All policies and procedures cannot adequately be set down in writing. The school administrator, therefore, reserves the right to eliminate, change, or add to these mandates at any time.

Student ID badges must be carried each day. Replace fee of \$5.00 if lost.

# LMS: “Soaring With Purpose”

## **I.GOAL**

The primary goal of LaVergne Middle School is to create an environment conducive to student success. An important part in attaining this goal is the student’s willingness to cooperate and accept responsibility for his/her actions. Both student and parent are to read this handbook and the Rutherford County School System Code of Behavior and Discipline brochure to become familiar with the rules that apply to students at LaVergne Middle School.

### **Mission**

The mission of LaVergne Middle School is to empower all students to achieve excellence in learning, social responsibility, and self- worth and to improve in these each academic year.

### **Vision**

Soaring With Purpose

### **Beliefs**

The faculty and staff of LaVergne Middle School believe:

1. Every child deserves a safe, comfortable, and nurturing environment in which to learn, achieve, and succeed.
2. The learning process is a responsibility shared by parents, community, students, and school members.
3. The use of technology, appreciation for the fine arts, and participation in practical living skills and physical skills enhance students’ educational experiences.

### **Rules:**

1. Respect self, adults, others, and school property
2. Display appropriate/positive citizenship and character
3. Be prepared for school and class

### **LMS LaVergne Atmosphere Way:**

1. No Bullying
2. No Discrimination or Harassment
3. No Disrespect

## **II. OPERATIONS**

### **Attendance Policy**

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

1. Personal illness.
2. Death in family.
3. Dental or medical appointments. It is recommended that these appointments be scheduled after school or when school is not in session. The school may require verification of a doctor’s visit.
4. Required court appearances, verification may be required.
5. Extreme weather conditions.
6. Religious observances.
7. Extenuating circumstances, with appropriate documentation, which in the judgment of the principal constitute a good and sufficient cause of absence from school.

A doctor's statement may be required after three days of personal illness. If a student has accumulated ten absences, whether excused or unexcused, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent (the eleventh and all thereafter) absences to be excused.

Tuancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

### **Bell Schedule**

School begins at 8:00 and dismisses at 3:00. Students arriving before 8:00 should enter through the front of the school and report to the auditorium or the cafeteria. Students are to remain in auditorium or cafeteria until they are dismissed beginning at 7:45. The bell schedule will be posted in each classroom at the beginning of the year. Students will not be permitted in the school before 7:15 AM.

### **Checkout Policy**

Only parents or legal guardians may authorize a student to leave school during the school day. Checkout by phone will be allowed in case of emergency. The parent who called must speak personally with school personnel. 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. The school office will check I.D. before a student will be released. Students will only be released to people on the registration card.

Students must attend the major portion of the school day (3 ½) to participate in extra-curricular activities that day.

Checkouts will not be permitted after 2:40 PM each day.

### **Returning to School**

A student returning to school after an absence must have parent note or doctor's excuse in order for the day missed to be considered excused. Students will be allowed to make up work in accordance with the Rutherford County Board of Education Attendance Policy.

### **Sales**

Students are allowed to sell only the materials approved for school sales during the designated times. Selling for out-of-school groups will not be permitted.

### **Tardies**

Students are expected to arrive at school before 8:00 A.M. Any student reporting after 8:00 must report attendance clerk to check in. Being late to school, unexcused, is the same as being late to class. Parents who drive their children to school are expected to make the necessary arrangements that will allow their children to arrive on time. Excessive traffic, car problems, etc. are not considered acceptable excuses. Promptness to school and to each class is important. Tardies are counted per semester.

### **Transfers**

Students who transfer to schools within the Rutherford County school system but do not change their residence will be required to have a zone exemption form. The zone exemption form must be signed by the principals of both schools and must have been approved by the Central Office. Students transferring from another school system or state must have all and appropriate paper work before entrance is granted.

### **Visitors**

All visitors are required to report to the office. Most visitor business can and should be handled in the office. All visitors will be issued a visitor's pass before visiting any other part of the school. The principal must clear exceptions to this policy in advance. Students are not allowed to have visitors during the school day, without Principal's permission. Only a parent or guardian will be allowed to eat lunch with child during the school day in an isolated area.

### **Withdrawal**

The school will not transfer records to any other school until all debts have been cleared. Students wishing to withdrawal from this school during the school term for any reason must complete the following:

- Bring a written statement from parent stating the date of the withdrawal
- Report to the Guidance Department to pick up a withdrawal form
- Report to the library and cafeteria before first period to clear any debts
- Return all textbooks to teachers
- Have teachers put current grades on the withdrawal form
- Report to the Guidance Department for final clearance.

## **III. ACADEMIC AFFAIRS**

### **Free Tutoring**

Free tutoring is offered to students from 7:15 AM to 7:45 AM (when available)

Lockers: Students are highly encouraged to have a lock on their locker at all times. Any lock may be used. In the event school administrators or SRO needs in the locker, the student will be responsible for lock replacement.

### **Grading Policy**

The grading system for subject- area grades is expressed by numerical value. Conduct grades are based on behavior and not deducted from academic grades. 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

Report cards are distributed at the end of each 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, along with state testing results.

### **Make-up Work**

A student who has been absent is responsible for all assignments during his/her absence. The assignments may be made up within five days of returning to school. Parents may opt to receive assignments at the end of the day of the day of absence. Student will be responsible for requesting make-up work.

**Parent/ Teacher/ Administrative Conferences**

Two school-wide parent/teacher conferences are scheduled each year. Additional conferences may be arranged by calling the teacher during the planning period. Teachers may not leave their class during class time to conference with parents. Since it is the goal of the administration of LaVergne Middle School to begin each day as orderly as possible, the administration will be available for parent conferences and to receive or return telephone calls after 8:15 AM. Please see the school secretary to make appointments.

**Report Cards**

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

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

**Student Recognition**

Students will be recognized in a variety of ways. The following brief descriptions will explain each form of recognition.

- Principal’s List                      Student must have all A’s on their report cards. All conduct grades must be satisfactory.
- Honor Roll                              Student must have as many or more A’s than B’s. All conduct grades must be satisfactory.
- On A Roll                                Student must make “a letter grade” improvement in two previous classes, yet without compromising the other classes.

**Textbooks**

Textbooks are loaned to students for use during the school year. Textbooks are also accessible on-line. Students may go to PortaPortal on the school website to access on-line textbooks. Textbooks are to be kept clean and handled carefully. **Students are highly encouraged to use a lock on their locker at all times.** Students will be required to pay for textbooks and workbooks that are lost, stolen, or damaged. 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:

- Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
- Withhold special events and activities

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 CONDUCT**

### **Assemblies/Athletic Events**

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

- Students are expected to enter the auditorium or gymnasium in an orderly manner.
- Students are expected to be respectful and courteous at all times.
- The appearance of someone on stage or at the microphone is the automatic signal for the audience to become silent.
- Students are not permitted to leave and return to the home game.  
Students are expected to make transportation arrangements for after school activities before the activity. Most home football and basketball games are over by 8:15. Students without rides after the games may not be permitted to attend future events.
- All school rules are in effect at all school sponsored events.
- A student who fails to act appropriately will be asked to leave and will not be admitted to future events.
- Pep bus seats are reserved and paid for in advance. A student riding a pep bus is required to ride to and from the game.

### **Bus Regulations**

Riding the school bus is a privilege. Improper conduct on the bus will result in immediate consequences.

### **Car Riders/Walkers/Bicycle Riders**

A student, who walks, rides a bicycle, or is a car rider is to report to the auditorium or cafeteria immediately upon arrival to school. Bicycles are to be locked in the bicycle rack. Walkers and bicycle riders are to leave school grounds immediately after they are dismissed. Students are not permitted to loiter on school property. Car riders will wait in their designated area until their ride arrives. Once students leave school for the day, they will not be permitted to return to school unless they have specific school related business. **All car riders will be dropped off in the front of the school each morning, using two lanes.**

### **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 rules or be subject to disciplinary action. Repeated or excessive misconduct will result in the referral of a student to the office.

### **Conduct Violations**

- Loitering in unauthorized areas
- Skipping school
- Possession of cigarettes, lighters, or matches, smoking, or smoking paraphernalia
- Disrespect to faculty or staff
- Willful and persistent violation of the rules of the school
- Immoral or disreputable conduct, including vulgar or profane language
- Violence or threatened violence against the person of any personnel attending or assigned to any school
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school
- Inciting, advising or counseling or others to engage in any of the acts previously listed
- Marking, defacing or destroying school property

- Possession of a pistol, gun, or firearm on school property (Zero Tolerance offense)
- Possession of knife, etc., as defined in TCA 39-17-1301, on school property (Zero Tolerance offense)
- Assaulting a principal or faculty/staff with vulgar, obscene or threatening language
- Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101 (Zero Tolerance offense)
- Sexual Harassment (The Rutherford County Board of Education policy will be followed)

### **Discipline Procedures**

In accordance with Discipline Procedure 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.

1. Expulsion (Zero Tolerance)  
Removal of a student from the school system for an extended period of time or permanently by Board of Education action.
2. Suspension
  - a. Removal of the student from the campus and exclusion from all school sponsored activities during suspension by the Administration or the Board of Education.
  - b. In-school suspension—Removal from class or classes. Students who misbehave in In-school suspension will automatically be suspended out of school.
3. Detention  
A requirement that the student will report to a specific school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Students who receive more than three detentions within a semester may be assigned to in-school suspension.
4. Time Out/ Mini school isolation
5. Parent Teacher Conferences
6. Guidance referral
7. Remand to Smyrna West

### **Dress Code**

Decency, good taste, and the normal standard of the community are to be maintained in dress and grooming by all students. **The administration has the right to determine if attire or appearance is inappropriate for the school.** Students will follow these guidelines:

- Student dress will not lead school officials to believe that such apparel attributes to gang related activity.
- Any dress considered too revealing or extremely form fitting/ tight will not be allowed. See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, tank tops, and halter-tops are not permitted. No skin should be visible. Undergarments must be covered.
- Shoes must be worn at all times. (No plastic/rubber thong flip-flops or house shoes). Sunglasses are not to be worn inside the building except when prescribed by a doctor for inside wear.
- Shorts and skirts must be as long or longer that the tip of the longest finger when the student's arms are by the side of the body. Shorts and skirts must be appropriate length when standing. Biking shorts, spandex, or pajama bottoms are not permitted. Holes in clothing of any kind are to be covered completely with leggings or patches, unless holes are beneath the knee line.

- Clothing, accessories, or any items 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.
- Ball caps and toboggans are not permitted during school day.
- Clothing must be size appropriate. When sitting, no skin from back can be seen. Sagging is not allowed. Belts are recommended for all pants and shorts with belt loops.
- Dress Down Days/Special Events/Spirit Days: Scheduling and dress for these days will be under the direction and discretion of the individual principals.
- Students are to keep coats, large backpacks and large purses in their lockers at all times.

**When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal will administer appropriate consequences. Administrators have the final word in determining appropriate dress.**

### **Due Process**

Due process will include appropriate hearings and reviews, in all cases; the rights of individuals will be ensured and protected.

### **Electronic Devices**

Electronic devices such as cellular phones, cameras, audio/video equipment, games laser pens, etc. are not allowed during class time, unless instructed by teacher. Electronic devices in use at unauthorized times will be confiscated.

1<sup>st</sup> offense= Return to student

2<sup>nd</sup> offense= Return to parent and 1 days ISS

3<sup>rd</sup> offense= Return to parent and 1day OSS

### **Field Trips**

All school rules regarding appropriate dress and student behavior apply during field trips. Permission slips and money for field trips must be turned in by the assigned deadline. Students will not be permitted to call home for “forgotten permission slips” to attend a field trip on the morning of the field trip.

### **Halls**

Students will always walk on the right side. Students will not be permitted to be in the halls during class without hall pass by teacher.

### **Students’ Rights and Responsibilities**

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to the Constitution, the laws of the State of Tennessee and policies, rules and regulations of the Rutherford County Board of Education and LaVergne Middle School.

### **Transportation Changes**

A note must be submitted to the front office before 8:30 AM by the student. Attendance clerk will notify student when changes have been confirmed.

### **Backpacks:**

Draw String and Mini/Small with any strap are approved to be worn throughout the building. Athletic bags are to taken to appropriate place deemed by coach.

### **Vandalism and Property Damage**

Our school building and equipment are made available through taxes paid by all citizens of Rutherford County. Students who destroy or vandalize school property will be required to pay for loss or damages. Suspension or expulsion may result from willful destruction of school property. Accidental damage to school property should be reported to a teacher or to the office personnel immediately.

## **V. STUDENT SERVICES**

### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. **Breakfast will be served until 7:45 AM.** A well-balanced lunch is offered at a reasonable price. The cafeteria management will enforce county policy for school charges.

#### Procedures

1. Students will sit at assigned tables.
2. Students will line up in the designated area.
3. Students wishing to purchase ala Carte items may do so if account has money.

#### General Rules

1. Noise will be kept to an acceptable level as determined by the cafeteria supervisor.
2. Students are responsible for: cleaning up after themselves, good manners
3. Commercial or fast food type lunches are not permitted in the cafeteria.
4. Cafeteria procedures may be modified at any time by the cafeteria supervisor. Notice will be given to students of any changes.

The cafeteria supervisor and teachers will employ a variety of methods to encourage students to follow the cafeteria procedures. These methods may include isolated lunch, no talking, detention, public service work, write-offs and other disciplinary measures as deemed appropriate.

### **Computer Use**

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

### **Deliveries**

Items delivered to the school from florist, etc., will not be accepted for students. Front office staff is not permitted to accept money from parents for students. Student will be called out of class.

### **Guidance Services**

Counseling services are available to students at LaVergne Middle School through the guidance office. A student is welcome to come by the guidance office during times as approved by his/her teacher and the counselors. Parents may also make appointments to meet with the counselor to discuss their child's records, progress, etc.

### **Library**

The library is designed to make supplementary resources available to all students at LaVergne Middle School. The library may be used during reading and instruction, activity period, homeroom, or other times as permitted by the teacher or scheduled by the librarian. Students must have their agenda signed when

going to the library unless accompanied by the teacher. The student is responsible for lost and damaged books. The fine for overdue books will be posted in the library.

#### **Lockers and Locks**

Students are cautioned about giving their combinations to other students. Damage to lockers caused by misuse will be charged to the student. Student lockers are school property and school officials reserve the right to open and inspect any school locker at any time.

#### **Medications**

School officials or teachers will not routinely dispense medication to students except in unique situations in which a child's health is dependant upon emergency medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication the parent/guardian must turn in a "Permission for Administration of Prescription or Non-Prescription Medication Form." A parent must bring the medication to the office in the original container. All medication must be checked into the office with the school nurse. Students are not permitted to have medicine in backpacks, purses, pockets, etc.

#### **Parent Teacher Council**

Parents who are interested in volunteering to assist the school should contact their child's 1<sup>st</sup> period teacher. The Parent Teacher Council maintains a list of volunteer parents and will contact parents regarding volunteer opportunities throughout the year. Parents are encouraged to remain involved in their child's education.

#### **School Insurance**

School insurance is available to all students. Information is available at the beginning of the year. Participation in this program is optional.

#### **Telephone**

Student use of the telephone during the school day is discouraged. Students will be permitted to use the telephone only in case of an emergency. Students will not be called from class to the telephone.

## **VI. STUDENT ACTIVITIES**

#### **After School Activities**

The school schedules a variety of sporting events, dances, and activities each year. A detailed schedule will be issued later in the school year. All school rules are in effect at these functions.

#### **Athletic Eligibility**

To be eligible to participate in athletics, a student must meet the TMSAA athletic eligibility minimum requirements. These requirements are: The student must have passed five (5) courses the previous year. This is based on the end of the year average. If a student/athlete shows defiance's in a class during the current school year, he or she may/or can be put on academic probation. Dismissal from sports teams may occur at any time when deemed necessary by the school administrators.

LaVergne Middle School also expects our athletes to be good student leaders and role models. Any athlete who continues to be a disciplinary problem or who fails to represent himself or herself or the team in a positive manner may/can be dismissed from the team.

A valid birth certificate and doctor's examination must be presented to the coach before the student will be allowed to practice with the team. The student must adhere to all rules and regulations of the school and team.

**Athletics**

LaVergne Middle School athletics include baseball, basketball, cheerleading, cross country, dance team, football, golf, soccer, softball, bowling, swim, track & field and volleyball.

**Band/ Choir**

Both classes are available to all students. Students must maintain acceptable grades, academic progress and fulfill after school activity requirements to stay in these classes.

**Clubs:**

**Mission Statement- Provide a positive outlet for students to gain new friendships, develop leadership, enrich academic promotion, and perform community service projects. All students are encouraged to participate in school clubs.**

**Fee: Club fees will vary. No fee will exceed \$30.00 for any club. Fees are set to offset expenses for student recognitions, community projects, and supplies. Club T-shirts will be an additional expense and are optional.**

BETA, Drama, FCS, Hawk Topic, Student Council, Yearbook, Video Productions, Young Gentlemen, Music Entertainment, Chess, etc. (other clubs are added throughout the year if teachers elect to sponsor)

**Suspension Restrictions**

A student assigned in-school suspension or out-of-school suspension will not be able to practice, participate, or attend any extra curricular school activity or athletic event during the period of time the student is suspended. The suspension will end on the last day of the student's suspension.

**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, age, race, color, national origin or religion as required by Title VI of the Civil Rights Act of 1964, Section 504 or the Rehabilitation Act of 1973, or Title IX"

**TITLE IX**

"No person in the United States will, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Inquired regarding compliance with Title IX should be directed to Dr. Phyllis Washington. Inquires 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.

**SYSTEM TELEPHONE NUMBERS AND WEB SITES**

Rutherford County School System: 615-893-5812

Rutherford County School System web address: [www.rcschools.net](http://www.rcschools.net)

LaVergne Middle School telephone number: 615-904-3877

LaVergne Middle School fax number: 615-904-3878

Snow line/Emergency School closing line: 615-904-3883