

CHEROKEE MIDDLE SCHOOL

Student Handbook

Elizabeth Rose, Principal
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Website: **cms.roaneschools.com**

WELCOME

Welcome to Cherokee Middle School – Home of the Yellow Jackets! The purpose of Cherokee Middle School is to provide a positive learning environment where all students are learning today.....leading tomorrow!

Our school rules are: Be Responsible, Be Respectful, and Be Safe

Here are a few points of advice for our students:

First, use each day at CMS to learn and be prepared by being responsible.

Second, respect yourself, other students, faculty, staff, and administrators with whom you share CMS.

Third, learn to accept each student here as a friend, and treat others in the way that you would want to be treated.

Please use this student handbook as your daily guide for procedures, rules, and a clear understanding for the expectations while attending CMS. I look forward to a wonderful school year.

Sincerely,

Elizabeth Rose, Principal
Jessica Rittenhouse, Assistant Principal

CMS SCHOOL HOURS

The school doors open at 7:45 A.M. The regular school day is from 8:20 A.M. to 3:25 P.M. Please note: The school is not responsible for students before 7:45 A.M. or after 4:00 P.M. unless participating in a school sponsored activity or working with a faculty sponsor. (Parents should be prompt in picking up students after school or school activities. Failure to pick up students in a timely manner may result in the child being prohibited from attending after school activities.)

Our TARDY BELL rings at 8:20 A.M. All students should be in their homeroom, in their seats at this time.

PLEASE see roaneschools.com OR The Roane County Schools Student Code of Conduct For Roane County School Board Policies

ABSENCES

All absences must be followed with a written excuse from the parent or Doctor within 3 days of the absence. After 6 absences in one semester, a Doctor's note will be required for an excused absence.

Three unexcused tardies equals one unexcused day. The CMS morning tardy bell rings at 8:20 A.M. All students are to be in their homeroom, in their seats at this time. Students entering the building at 8:20 A.M. are tardy.

Attendance Guidelines to be able to participate in Field Trips:

Students who accumulate more than 3 unexcused absences by the end of the first semester and/or more than 5 unexcused absences by the 2nd semester may not be allowed to attend field trips.

Students that have excessive absences may not qualify to attend field trips. Excessive absenteeism is missing more than 10 days of school, not counting discretionary days.

Reminder: Three unexcused Tardies equals one day absent. Students must be in homeroom at 8:20 am.

Students that miss 3 days of school unexcused in one 9 week grading period will not qualify to attend the SWARM celebration for that grading period.

Discretionary Days

Each student is allowed 2 discretionary days in order to attend functions and family events that would otherwise be counted as unexcused. If you would like for your child to use 1 or 2 of their discretionary days (excused – no questions asked) please write a request to the principal 5 days prior to the absence. If the note requesting discretionary days is given to the principal after the absence, it will be counted as unexcused.

ATHLETIC ELIGIBILITY Any student suspended from school must be back in school one full day before resuming practice or playing in a game. This means if a student is out on Friday, they would not be eligible to practice or play until Tuesday.

1. Any student wishing to participate in athletics at CMS must have a physical examination by a medical doctor, must provide proof of medical insurance, and waiver of liability prior to practicing for the sport, as required by the Roane County School Board of Education.
2. A student who has reached his/her 15th birthday by August 1 may not participate in CMS athletics.
3. If a student is retained, he/she may not participate in athletics the following year.
4. If a student fails two subjects in one nine weeks grading period, the student will not be eligible to participate in athletics for ½ of the next nine weeks period. If at the ½ way point of the next nine weeks the student has not brought up his/her grades, the student will be ineligible for the remainder of the nine weeks.
5. Interscholastic competition will be offered in football, basketball, baseball, softball, golf, cross country, track and field, and cheerleading.
6. All students participating in middle school athletics must sign a drug testing consent form. No student will be allowed to participate until their parents have also signed the form and it is filed with the proper school officials.

BAND GUIDELINES

CMS Band is open to any entering 6th grader who is committed to practice and who strives for excellence.

The following will be reviewed by the band director and principal:

1. Any student failing a core subject 2 times during the school year may be removed from the band program. The first failing grade will place the child on probation, the student will be dismissed from the band program after the 2nd failing grade.
2. Any student receiving detention more than 3 times per semester may be removed from the band program.
3. Any student receiving suspension for any reason may be removed from the program.
4. A student WILL NOT be allowed to drop band after the 1st 9 week grading period.

CAFETERIA

A hot breakfast and lunch may be purchased each day. Additional items may be purchased at extra cost. Students may bring their own lunch. Because of Federal hot lunch restrictions, food and drinks from fast food establishments and soft drinks, cannot be brought into the cafeteria by students. NO GUM IS ALLOWED.

A regular lunch meal includes a meat or entrée, vegetable, fruit, bread (if not included in the entrée) and milk. Students will be charged for extra items on their tray. PLEASE MAKE SURE THERE IS MONEY IN THE STUDENT'S ACCOUNT AT ALL TIMES.

You may pay online at www.mealpayplus.com using your child's I.D. number available from the cafeteria manager. Applications for free/reduced meals are available in the office.

CELL PHONES

Cherokee Middle School students are allowed to have a cellphone with them throughout the school day. They can use their phones to check messages, email, take or make calls during the school day except during class time. Class time is from the time the class bell rings to start class, to the end of class. Class time includes ALL core classes, related arts, and Success. The cell phone is to remain in the "off/silent" mode during class periods. The 1st phone violation, the phone is taken up from the child, it is documented and the parent must come to the school to collect the phone at the end of the school day. The 2nd infraction the phone will be taken up, infraction will be documented and the parent must come pick up the phone at the end of the school day and the student will spend 2 days at MEC for violating the Roane County School Board cell phone policy.

CHECKING STUDENTS OUT OF SCHOOL

For the safety of our students, any adult or person checking a student out for any reason will be required to show personal identification. Your name must also appear on the child's "Release" sheet that the parents are required to complete when the child enrolls. If the name of the person checking out the student is not on the child's list, the child will not be released to the requesting adult.

CONFERENCES

Parent/Teacher conferences are encouraged and will be scheduled upon request as promptly and conveniently as possible. Conferences are scheduled for 7:50 A.M. or 3:30 P.M., Monday – Thursday. Friday conferences will be scheduled at 7:50 only.

To arrange a conference with a Team of teachers or with an individual teacher, please call the office at 376-9281. If a telephone conference is appropriate, the teacher will return your call during his/her planning period. We will not call a teacher out of class during instructional time nor will a teacher be expected to meet without a scheduled conference.

COUNSELING

Counseling services are available for every student in the school. These services include help with school planning, interpretation of test scores, career and occupational information, group counseling, study organization, help with home, school and or social concerns, or any problem a student would like to discuss with the counselor.

DANCE GUIDELINES

Only CMS students may attend dances.

School dress code applies to dances.

Students are expected to follow school rules.

Students may not attend if they are absent on the day of the dance or if on suspension at the time of the dance. Misbehavior at a dance may result in the student being suspended from attending future dances, hours of detention, or suspension from school.

NO STUDENT WHO HAS OVERDUE LIBRARY BOOKS OR CAFETERIA CHARGES WILL BE ADMITTED TO THE DANCE.

NO STUDENT WHO HAS BEEN SUSPENDED DURING THE SEMESTER OF THE DANCE, OR HAS 2 OR MORE REFERRALS IN THE CURRENT 9 WEEK PERIOD WILL BE ADMITTED TO THE DANCE.

Students that are not picked up promptly by their parents at the end of the dance, may lose their privilege of attending dances.

DISCIPLINE – School Wide Positive Behavior

At CMS we want to accentuate the positive and draw attention to positive behaviors. We recognize students with “Buzz Bucks” in which they can use in our school store to purchase an array of items. Students that are not following procedure, i.e. being disrespectful, not being responsible or safe will receive a “Strike”. After three strikes are given, the student will receive 1 hour of after school detention. Detention is held from 3:30 – 4:30 Monday through Thursday. After serving 2 detention hours, which is an accumulation of 6 strikes, an office referral and detention will be issued for every 3 strikes earned thereafter within that 9 week period. Your child will then follow Office Referral consequences. The Strikes WILL reset at the end of the 9 weeks, but the Office Referrals WILL NOT.

Please see The Roane County Schools’ Student Code of Conduct for all rules and consequences.

Consequences for an accumulation of minor referrals at Cherokee Middle School will be as follows:

Referral #1 – The referring teacher will contact the child’s parents on the day of writing the referral or as soon as possible. The student will receive one day of after school detention. The student will not be allowed to attend the 9 week “SWARM Celebration” that takes place at the end of the 9 week grading period.

Referral #2 – The referring teacher will contact the child’s parents on the day of writing the referral or as soon as possible. The student will receive one day of after school detention. The student will not be allowed to attend the 9 week “SWARM Celebration” that takes place at the end of the 9 week grading period, and in addition the student will not be allowed to attend the dance scheduled for the nine week period in which the student received the 2nd referral. (If a student receives 2 referrals in any 9 week period they will not be allowed to attend the dance for that 9 week period).

Referral #3 - Consequences for referrals #1 & #2, the administration will contact parents and will schedule

1 day of In-School-Isolation (ISI). The student will have a conference with their team of teachers to discuss steps to correct inappropriate behaviors. The student will be placed on SWPBS Tier II for behavior, will be required to participate in check-in/check-out, and the student will be required to attend a Behavior Intervention class. (If a student receives 3 referrals during the 1st semester, they will not be allowed to attend the Field Trip during the 1st semester. Ex. 6th grade student would not be allowed to go to Tremont.)

Referral #4 - Consequences for referrals #1 & #2, the administration will contact parents to schedule 2 days of (ISI). A conference with the team teachers/parent/child/administration will be held in an attempt to resolve behavior issues. At this point the student will lose their privilege of going on any further field trips for the school year.

Referral #5 - Consequences for referrals #1 & #2, the administration will contact parents and schedule 3 days of In-School Suspension at the alternative school at Midtown Educational Center (MEC). At this point, the student will be placed on SWPBS Tier III a 2nd team/parent/child/administration conference will be held and a "Behavior Plan" will be put in place for the child.

Referral #6 - Consequences for referrals #1 & #2 and the administration will contact parents and schedule 3 days at MEC (Alternative School in Midtown).

Referral #7 - Administration will contact parents and schedule 4 days at MEC. Parent conference will be welcomed at parent's request.

Referral #8 - Remanded to the Alternative School for 45 days.

A major referral may result in automatic After School Detention, In-School Isolation or MEC. When a student is written up for a "major" such as a fight, when they return to CMS from MEC they will continue to follow the referral consequences where they were prior to going to MEC for the major incident. After a student has served 10 days at the alternative school a student may be remanded to the alternative school for 45 days.

**There is no bus transportation to MEC and will be the parents responsibility for transport.

These consequences are to help keep every stakeholder (student, parent, teacher, administration) accountable for our student's behavior. The goal is to help the child learn how to change the inappropriate behavior. An office referral is a last resort, after warnings have been given and one-on-one conferences have taken place.

DISCRETIONARY DAYS

Each student is allowed 2 discretionary days in order to attend functions and family events that would otherwise be counted as unexcused. If you would like for your child to use 1 or 2 of their

discretionary days (excused – no questions asked) please write a request to the principal 5 days prior to the absence. If the note requesting discretionary days is given to the principal after the absence, it will be counted as unexcused.

DRESS CODE

Students are expected to follow the same dress code that is outlined in the Roane County Schools Dress Code Policy.

A few quick reminders are as follows:

1. No holes, rips or tears in the clothing,. i.e. no holes and rips in jeans.
2. Only appropriate attire may be worn at school. No sleep wear, lounge wear, swim wear will be allowed.
3. Shirts should not be spaghetti strap, and must cover the shoulders. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any tops that exposes cleavage are prohibited.
4. Earrings may be worn in the ears only.
5. No graffiti or symbols related to gangs, drugs, cults etc. are allowed to be displayed on any items on school grounds.
6. Hair color shall only be permitted in colors that occur naturally (color with which one could be born). Unacceptable colors include green, pink, purple, orange, blue, etc.
7. Appropriate street shoes must be worn at all times. Cleats, shoe skates, bedroom shoes, excessively high heels, or any shoe that impairs the ability of a student to walk safely are not permitted.
8. The length of skirts and dresses must be of age-appropriate modest length – top of the knee for grades 6 – 12. The top of any slit in a skirt/dress must not be above mid-thigh. Shorts must be of age-appropriate modest length – top of knee for grades 6 – 12.
9. The waistband of clothing must be worn at the waist level. No oversized, baggy, or sagging attire will be permitted. If exercise pants or jeggings/leggings are worn, tops or dresses must extend to mid-thigh.
10. Jewelry of any kind that promotes inappropriate messages, contraband material, or could pose a safety hazard will not be permitted.

Special Dress: Special dress days for particular occasions such as homecoming, may be implemented under the direction of school administration as long as the Roane County Schools dress code for students is not violated.

EMERGENCY DRILLS

The school is equipped with an emergency alarm system. Students will be familiarized with this system. Your teacher will tell you what action to take, which exit to use, and where to stand. During drills, DO NOT TALK OR RUN. Tornado drills will be held before tornado season, and appropriate instructions will be given at that time. Lockdown procedures will also be practiced

throughout the school year. Check the bulletin boards in each of your classes for general information regarding Emergencies and emergency routes.

ELECTRONIC NEWS, ALERTS, SCHOOL CLOSINGS

Parents and students can follow CMS and Roane County Schools on social media such as Facebook and Twitter. Please visit our webpage at www.cms.roaneschools.com and the www.roaneschools.com often for updated news and events.

FEES

Cherokee Middle School charges a nominal fee to cover costs not covered by the Roane County Department of Education. MATERIAL AND SUPPLIES FEE (ROOM FEE) IS \$20.00. This is used to provide printed materials, workbooks, computer software, etc. Some classes charge an additional fee for supplies and materials for projects and labs.

FIELD TRIP GUIDELINES

Each grade level takes two field trips per year; one during the first semester and one during the 2nd semester.

Behavior Guidelines:

Students who have any suspensions from school or the bus will not be allowed to attend the field trip for the semester in which the suspension occurs.

Students who have received 3 referrals during the first semester will not be allowed to participate in the field trip that is scheduled for the 1st semester.

Students that have received their 4th office referral for the school year, will not qualify to participate in any other field trips for that school year.

Attendance Guidelines:

Students who accumulate more than 3 unexcused absences by the end of the first semester and/or more than 5 unexcused absences by the 2nd semester may not be allowed to attend field trips.

Students that have excessive absences may not qualify to attend field trips. Excessive absenteeism is missing more than 10 days of school, not counting 2 discretionary days.

Reminder: Three unexcused Tardies equals one day absent. Students must be in homeroom at 8:20 am.

GRADE REPORTING

Parents have the ability to check your child's grades at any time via ParentVue. At the beginning of the school year, you receive a login, username and password that allows you access to your child's grades. If you need help obtaining your individual username and password, please call the front office and ask for assistance.

REPORT CARDS are issued every nine weeks, approximately one week after the end of each nine weeks grading period. These must be signed by a parent or guardian and returned within one week to the Homeroom teacher.

PROGRESS REPORTS are sent home at the midpoint of a nine week grading period. These must also be signed and returned to the Homeroom teacher.

GRADING SCALE: The following system wide grading scale is used:

A.....93-100
B.....85-92
C.....75-84
D.....70-74
F.....50-69

CONDUCT: S.....Satisfactory
N....Needs Improvement
U....Unsatisfactory

Failing grades in any subject are an extreme concern to the faculty, but failing two subjects for the year is grounds for retention. If your child has failing grades, please contact the office at 376-9281 to set up a conference.

ParentVue– Parents can check grades from home!

Parents and students can check their grades at any time from home. You will receive information on how to log on to the ParentVue with your child's 1st mid-term report card. Your username and password will be given to you at the beginning of the year. Parents may also call the school to request their child's username and password. This is an excellent way to stay on top of grades without having to wait until the mid-term or end of the nine week grading period.

LIBRARY/MEDIA CENTER

The library's collection is selected to provide materials to supplement our curriculum and to stimulate students' recreational reading. A wide variety of reference materials is available for the student to use for the completion of classroom projects. CMS has a computerized checkout system and students are provided a barcode on the back of their Agenda. **STUDENTS MAY NOT CHECK OUT MATERIALS UNLESS THEY HAVE THEIR OWN AGENDA.** The regular circulation period for books is 2 weeks. A student must pay for all damaged or lost books before any grades will be released or any other books can be checked out of the library. If a child owes library fees, they will not be able to attend school dances until the fees are paid.

LOCKERS/PERSONAL PROPERTY

Every student will be assigned locker space for the storage of personal belongings and books. Lockers are school property and may be searched by school officials with or without student permission. Students are responsible for keeping their assigned lockers clean both inside and outside. If a lock is placed on the locker, the combination must be turned in to the homeroom teacher. **ONLY COMBINATION LOCKS MAY BE USED.**

LOST ITEMS

Articles found in and around the school should be turned in to the following places:

Books—Library; Wallets, purses, jewelry, etc.—Office; Clothing items—designated area outside Computer lab. Items not claimed after a period of time are given to charity.

CMS IS NOT RESPONSIBLE FOR LOST PERSONAL ITEMS. THIS INCLUDES CLOTHING AND ELECTRONIC DEVICES.

MEDICATIONS ----Roane County Board Policy 3.33

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the nurse or the nurse's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.

Written instructions signed by the parent will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration(non-prescription medicines must have label directions)
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication

The medication must be delivered to the nurse's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma). If medication is to be retained by student, school must have physician's note stating the nature of the medication, its use, and a beginning and ending date for administration. Additionally the student must have a note from the parent to allow self-administration.

PHYSICAL EDUCATION

Suitable gym wear is required for both boys and girls. **Shorts should meet length requirement, falling below fingertip length. T-shirts with sleeves must be worn and no tank tops or spaghetti straps will be allowed.** PE equipment should not be brought to school. All required equipment will be supplied at school. A student who is not physically able to participate in physical education must present an excuse from his/her physician stating: (1) reason for the inability to participate in physical education, (2) length of time to be excused and (3) physician's signature. This excuse is to be filed in the school office and a copy will be given to the P.E. teacher. A parental note is NOT sufficient to meet exception requirements on a long term basis. Ninety (90) minutes per week of Physical Education participation is required by state law.

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT – SWPBS

SWPBS is a team-based proactive integrated systems approach for creating and maintaining safe and effective learning environments evidenced by positive social cultures and effective behavioral supports for all students. The focus of SWPBS is schools developing, implementing, evaluating, and sustaining a three tier model of teaching and prevention. This model includes a set of primary preventions for all students, secondary interventions for students at risk of school failure, and tertiary interventions for students with the most extreme and chronic patterns of problem behavior. The tiered approach allows schools to maximize their capacities through progressive establishment of systems of academic and behavioral supports that seek to attain the greatest results with the least amount of effort.

SNOW/SCHOOL CLOSINGS

The first place to check for school closing is the Roane County Schools website, www.roaneschools.com

At the beginning of the school year when parents fill out student information sheet, your address, phone numbers etc. are synced with the school's information system Synergy. When school is cancelled or dismissed early, you will receive automated text or calls to the phone numbers you indicated on your child's information sheet. If you change phone numbers, you must notify your child's school to receive updated notifications to your current phone number. Please make sure your child knows transportation plans in case of early dismissal.

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved may be postponed or cancelled unless authorized by the Director, Principal, and the person in charge of the activity. If school is not in session due to sickness, all scheduled activities in which students are involved will be postponed or cancelled unless authorized by the Director.

TELEPHONE USE AND PARENT MESSAGES

Students and parents should make every effort to discuss the day's activities and transportation needs before the student leaves for school. In case of emergency, the office personnel will relay messages to students at the end of the school day. AFTER 8:20 AM., the office telephone may be used by students ONLY IN CASE OF EMERGENCY. Calls for P.E. clothes, homework, projects, etc., must be made before the 8:20 AM. tardy bell. Students are allowed to call parents from their own cell phones during designated times only.

If a student calls their parent during the school day to say they are not feeling well and ask the parent to come check them out of school, it will be counted as unexcused. The only way the school will count the illness and early dismissal as excused is for the child to first go to the nurse and the nurse will call the parent. Please note: Parents, please call in messages for office staff to relay to students before 3:00 P.M.

TEXTBOOKS

Textbooks are furnished without charge. Students should keep books in HIS/HER OWN locker and take care of them. Students who damage books beyond normal repair will be assessed and charge the fee for the damages. If a book is lost, the student must pay the fee for it BEFORE another book is issued. This should be done promptly. If the original book is found, a refund will be given.

TRANSPORTATION

BUS RIDERS: Bus transportation for students is a service provided by the Roane County School System. Riding the bus is a privilege which may be revoked if a student misbehaves or does not observe safety rules. Students who have been suspended from riding the bus will lose the privilege of participating in school activities in which travel by bus is necessary. In the afternoon, students who ride FIRST BELL buses must go directly to the buses as soon as they are dismissed from school. Students riding SECOND BELL buses will report to the cafeteria. (There are bus bell schedules in each classroom.) Students are not to approach a bus until it has come to a complete stop and the driver has opened the door. Students MUST ride the bus to which they are assigned. **STUDENT MAY NOT USE THE BUSES AS A CONNECTION TO SOCIAL ENGAGEMENTS.** Students are not allowed to ride any other bus except the one in which they are assigned, unless the family has changed residence. If students are going home with each other, a parent must pick them up from the car-rider line. Once again, students cannot ride home on the bus with another student!

CAR RIDERS: Cars should enter the car line only by the road behind the ball field. **DO NOT** pick up or drop off your child at the back parking lot, the ball field, or across the street in front of the school.

Morning Drop-Off:

In the mornings there is only ONE drop off lane, (lane closest to the school.) Please pull all the way up to the drop off line so that several cars can unload at the same time.

Afternoon Pick-Up:

Form two lanes of traffic pulling all the way up to the indicated line.

Students will only be allowed to load in cars when designated by the sound signal.

Cars are not to move or leave until indicated by person controlling traffic.

When your child is not present to load, please exit and reenter the line to pick up your child.

URGE your child to come out immediately on the designated bell and to watch for you.

TRANSPORTATION FOR AFTER SCHOOL FUNCTIONS:

Many after school activities are scheduled throughout the school year. For safety reasons, it is important for parents to pick up their children on time after each event. If picking up a student

on time becomes a problem, CMS reserves the right to prohibit the student from attending after school activities.

VISITORS AND VISITOR PARKING

When entering the school, parents and other visitors **MUST** report to the school office to obtain a VISITOR'S PASS. Visitors may only go to the destination they have stated on the Visitor Log. Visitors **MAY NOT** park in the bus lanes in front of the school building between the times of 7:30 – 9:00 AM or 2:45 – 4:00 PM.

WITHDRAWALS

Please notify the school counselor's office **THE DAY BEFORE** withdrawing your child from Cherokee Middle School. The counselor will give you a withdrawal sheet for you to have signed by all appropriate teachers and staff. **ALL DEBTS TO THE SCHOOL AND CAFETERIA MUST BE PAID AND ALL BOOKS MUST BE RETURNED.** No records will be sent to another school until a student is properly cleared of all obligations.