

2023 - 2024
CLEVELAND MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK



3635 Georgetown Rd. N.W. □ Cleveland, TN 37312 □ (423) 479-9641

ADMINISTRATIVE TEAM 2023-2024

Principal	Nat Akiona
Assistant Principals	Keri Miles (6 th), Emily Raper (7 th), Scott Carroll (8 th)
Athletic Director	Scott Carroll
Assistant Athletic Director	Derek Morris
Facilities/Operations/Transportation	Chad Buckner
B.L.A.D.E. Facilitator	Sarah Bryson
Special Services Coordinator	Chris Thomas
RTI Coordinator	Cindy Van Pelt
ESL Coordinator	Becca Cathell
Professional Learning Coordinator	Christina Melton
RBA/Attendance/Court.	Ryan Swartzentruber
RBA/At Risk Coordinator/Data	Trey Stanford

STUDENT SERVICES

Counselors	Lauren Lastoria, Dale Geyer, Amy McGowan, & Cheryl Janzen
Administrative Assistant	Debbie Hysinger
Administrative Assistant	Jennifer Johnson
Administrative Assistant Counseling Center	Christy Davis
Computer Data	Tara Waterson
Bookkeeper	Amanda Carter
Media Specialist	Grace Dyrek
Food Services Manager	Kim Indovino-Yowarski
School Resource Officers	Nathan Milam and TBD
Bradley County Juvenile Court Liaison,	Officer Steven Rogers
School Nurse	Kristy Samples

INFORMATION GUIDE

If you need help or information concerning:

Attendance	Ryan Swartzentruber
Athletics	Scott Carroll
Lost and Found.	Main Office
Library	Grace Dyrek
iPads	Sarah Bryson
Busses	Chad Buckner
Bookkeeping/Fees	Amanda Carter
Personal Concerns/Student Schedule/Student Records	Counselor's Office
School Yearbook	Megan McClellan
Student Grades	ps.clevelandschools.org
Technology Acceptable Use Policy	clevelandschools.org
TN Curriculum Standards for Grades 6-8	tn.gov/education
CMS Curriculum Pacing Guides	cmsraiders.com
Transportation	Valerie Mack: 472-9576, ext. 2402

MISSION AND BELIEFS

Mission:

The mission of Cleveland Middle School is to provide all students a diverse, well-rounded education that meets and exceeds state standards and promotes self-discipline.

Beliefs:

- **Learning**: We believe all students are capable of learning with the teacher, parent, and community involvement being essential elements to student learning.
- **Assessment**: We believe formative and summative assessments should be used to make research-based, data-driven decisions.
- **Decision Making**: We believe responsible decisions are the result of a collaborative effort between the school, the students, parents, and the community.
- **Policy**: We believe sound policies and procedures are essential for the school to operate in a safe, cohesive, and effective manner.
- **Instruction**: We believe that in order to address all learning styles, a variety of instructional techniques and activities should be utilized to identify and maximize student potential.

THE PERSONAL RESPONSIBILITIES OF CMS STUDENTS

As a student of Cleveland Middle School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

I. The Teaching/Learning Process

You deserve the best instruction that Cleveland Middle School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Teachers help facilitate the activity of learning, which provides many benefits to you both now and in the future.

II. Personal Relationships

Each student is expected to show respect for the rights and feelings of their fellow students and to behave in such a way as to draw the respect of others. Courteous treatment is encouraged. Tolerance of differing beliefs and appearance is essential. Dangerous practices such as pushing, scuffling, and hazing are strictly prohibited. Public displays of affection between students are inappropriate. Students are expected to obey instructions from any adult and to address all staff members with respectful words and tone. Students are responsible to all teachers at all times. Teachers have supervisory authority and responsibility in all areas of the school campus. Official visitors,

whether observers, speakers, or entertainers, are considered to be honored guests and should be treated with courtesy and respect.

III. Responsibility for Your Own Actions

You will be held responsible for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibilities as a student citizen of Cleveland Middle School. If you choose to follow bad examples set by a few students, you will be held responsible for your actions and your actions only. **The decision will be yours, and so will the consequences.** Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions. If you encounter problems dealing with other students, it is recommended that you consult a teacher, school counselor, or administrator.

ACTIVITIES

Cleveland Middle School encourages all students to participate in a variety of activities to become involved and dedicated to “Making a Difference.” Some opportunities may include sports, clubs, community service projects, etc.

ATTENDANCE

Regular attendance is important for the establishment of a good scholastic record. Work missed during absences is difficult to make up. There is no substitute for actual participation in the daily classroom discussion and work. All missed class work or tests (whether excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided class time is not taken from other students. Students will have the amount of time missed plus one day to make up work due to an absence. NO student is allowed a certain number of days to be absent from school.

Students are required by law to attend school **regularly and on time**. The Tennessee Compulsory School Attendance Law requires that each child in Tennessee must attend school between the ages of five and eighteen or until he/she has a diploma.

Here are some facts concerning the State Compulsory School Attendance Law that parents and students need to know. These facts are given so that parents and students will fully understand their responsibilities in meeting these requirements. The law requires that school officials report to the court any parent, guardian, or other person in parental relationship with children who are unlawfully absent from school for an extended period of time during the school year. The parent, guardian, or other person having charge and

control of a child is held strictly responsible for the child's school attendance. Penalty is provided for those parents or guardians who fail to observe the law.

There are seven legal reasons for excusing a student from school attendance:

1. Personal illness
2. Death in the family
3. Illness in the family requiring the student to give temporary help (a physician's statement is required)
4. Recognized religious holidays of a faith (The student must regularly attend the congregation)
5. School approved trips
6. Court appearances
7. Military

To be counted present for a school day, a student must attend at least three and one-half hours.

ABSENCES

If a student is absent from school for any reason, the student must bring a written excuse to the Attendance Personnel or send an email to cmsattendance@clevelandschools.org showing full name, the date(s) the student was absent, the reason, and the signature of the parent or legal guardian. The home or business telephone number should also be included.

Grades 6-12 Student Attendance Guide

Attendance is a key factor in student achievement and required by the State of Tennessee Compulsory School Attendance Law (TCA-49-6-3001).

Parent notes for an excused absence will be accepted for a total of three (3) days per semester or six (6) total absences per year. Any additional excused absences for personal illness must be accompanied by a doctor's note within five (5) school days of the student's return.

Excused absences include: personal illness, death in the family, extreme weather conditions, religious observances, college visits, pregnancy, school sponsored or endorsed activities, emergencies over which the student has no control.

Truancy Interventions:

Tier I (3-4 total unexcused absences per school year)

- Attendance plan/contract for (no more than 90 days)
- Parent conference

Tier II (5-8 total unexcused absences per school year)

- Possible modifications of attendance plan
- Parent conference
- Student support assessment and/or school level intervention
- Citation Program (\$50 fine)

Tier III (9+ total unexcused absences per school year)

- Referral to campus court
- Possible school-based services referral or school-based community service

*When total absences (excused and unexcused) exceed 10% of the school year, the principal or designee may implement the above tier system.

*Cleveland City Schools Student Attendance Policy 6.200

ARRIVAL AND DEPARTURE

Students who arrive 30 minutes before school begins will be supervised in the gymnasium, theater or dining hall. Students may not go to the instructional areas until they are dismissed by the teacher on duty. The afternoon dismissal bell will signal students to leave the building and promptly board the buses. Car riders should be dropped off and picked up next to the curb in front of the building. Afternoon car riders should be picked up promptly. Teacher supervision will be provided until 2:55 PM.

RULES OF CONDUCT FOR STUDENTS RIDING SCHOOL BUSES

The rules of bus conduct have been developed to provide a safe and pleasant environment for students while being transported. Transportation is an **elective** provided by the Board, and failure to comply with any of the rules will be grounds for excluding a student from riding a bus. Transportation is a privilege, not a right.

Students who endanger and/or harm other students while being transported may warrant suspension of riding privileges for the remainder of the year.

The Transportation Supervisor can refuse to transport a child that is considered a threat (danger, risk, hazard, etc.) to the safety of the other children, driver, and/or monitor.

Any incident that involves the breaking of a law, including vandalism of the bus, is always considered a major offense.

Bus Conduct Rules

1. While riding the bus, students are under the complete supervision of the driver/monitor and shall obey the driver's first request.
2. Students will have seats assigned by the driver/monitor. Students will walk to their assigned seats in an orderly manner and remain seated for the entire ride.
3. Drugs, tobacco products, weapons, knives, sharp objects, or pets are not allowed on the bus.
4. Keep the bus clean. No eating, drinking, or littering on the bus.
5. Use a quiet voice. Do not speak loudly or shout, throw objects, use profane language, or fight. For the safety of everyone, do not distract the driver through misbehavior.
6. Keep aisles clear and keep hands and arms to yourself and inside the bus. Students should not make gestures or shout to anyone inside or outside of the bus.
7. Respect the property of others. Do not take or damage what is not yours. Students or their parents will be expected to pay for any damages they cause. Students may be suspended from riding the bus until payment is made.
8. Students shall not ask the driver to let them off the bus at any other location except at their regular stop unless there is prior written permission of the parents and principal.
9. Students must not tamper with any safety devices such as emergency exits, fire extinguishers, radios, etc. The use of any camera, video or recording device is prohibited.

CELL PHONES

See "Electronic Communication Devices"

CHANGE OF CONTACT INFORMATION

If you have a change of address, telephone number, or other emergency contact information, please notify the Counseling Office, front office, and homeroom teacher immediately.

CHARACTER TRAITS

Character is developed over time with proper training. At Cleveland Middle School, we are dedicated to instructing and modeling positive character attributes of honesty, trustworthiness, respect, responsibility, fairness, caring, and citizenship.

CLUBS AND ACTIVITIES

All students are expected to exhibit responsible behavior if they participate in our activities program. All clubs and activities have minimum requirements for participation.

Students should see the individual sponsors for specific requirements. A list of all clubs can be found on our website, www.cmsraiders.com.

Cleveland City Schools Code of Behavior and Discipline Board Policy 6.300

The Board of Education expects all school staff, students, and parents to assume responsibility for appropriate behaviors in the schools.

Staff, students, and parents have the right to expect safety, non-discrimination, and a focus on learning in the schools.

DETENTION

Detention will be held each day, Monday through Thursday after school in Room 107, from 2:35 – 3:05 PM. Detention is an extension of the school day, therefore **ALL** Cleveland Middle School rules will be in effect.

DISMISSALS

Dismissals during the school day are discouraged. Dismissals may be granted for doctor appointments, court appearances, funerals, or school service activities. Dismissal for reasons other than those listed will be handled individually by the administration. A parent or guardian **MUST** sign the student out at the front desk. Students being dismissed will be called to the office. Students should not come to the office and wait for someone to pick them up. **NO DISMISSALS WILL BE MADE BY TELEPHONE.**

DRESS CODE

Rationale

In order to provide a safe and secure school, strengthen the educational focus, and establish an orderly learning environment while preparing students for success in the professional workplace, students, parents and faculty at Cleveland Middle and Cleveland High Schools have established the following standards for student dress and appearance.

General Information

Students are expected to adhere to dress code at all times while on campus during regular school hours. The school staff will correct and fixable violations with repeated violations possible carrying disciplinary consequences. If a student arrives at school and cannot comply with the dress code, he/she will not be allowed to attend classes. The student will be isolated and a parent called to bring appropriate clothing. If there is a question regarding a questionable item, please obtain clarification from the school administration before wearing the item.

All Apparel:

- **Must be size appropriate and free from holes, rips, tears, and cuts, *above the fingertips when arms/hands are relaxed at sides.***
- No article of clothing may be worn which implies or otherwise promotes alcohol, sex, tobacco, drugs, violence, gangs, racial or offensive language, and political rhetoric. This includes belt buckles and jewelry.
- Extraneous zippers, metal studs, or dangling cloth strips are forbidden.
- Any item bearing the logo of any school other than Cleveland Middle and/or Cleveland High School is strictly forbidden. College, military or professional sports team logos are acceptable.
- Solids and patterns are permitted.
- No undergarments should be visible at any time.

Bottom Wear

- Pants must be securely fastened about the waist and made of cotton, cotton/polyester, twill or denim.
- Shorts, skirts, and dresses should be long enough to reach the fingertips.
- **No holes, rips, tears, or cuts above the fingertips when arms/hands are relaxed at sides.**
- Slits in skirts or dresses must not extend more than two inches from the hem.
- Slacks, shorts or skirts will be worn at or above the hip point and be able to stay up without a belt. No sagging.
- Belts, when worn, must be leather or fabric and must have a plain buckle.
- **Leggings are acceptable with a top that extends to the fingertips when arms/hands are relaxed at sides.**
- **Pajama pants are NOT acceptable.**

Dresses and skirts

- Dresses and skirts are acceptable if they meet the guidelines for top/bottom wear.

Shirts

- Shirts must have sleeves, cover the belly area, and have a modest neckline (no low-cut). Any style or pattern is acceptable as long as it is modest and appropriate.
- Unacceptable items include, but are not limited to: items with a low neckline, made of see-through material, shirts with cutouts, tank tops, long t-shirts or sweatshirts worn as a dress (without appropriate bottomwear), or jerseys unless issued by the school.

Shoes

- **Closed toe shoes that secure around the heel must be worn at all times. House shoes, slides, and slippers are not allowed. Crocs with heel straps are acceptable.**

Coats/Jackets

- Lightweight jackets including sweaters, vests, sweatshirts, and anoraks are permitted.
- No long or trench coats are allowed at all.
- Coats and blankets are not permitted to be worn in the school building (exception: when entering or leaving the building or when there is a defect in the heating system).
- Coats are defined as items that are normally associated with outdoor wear and/or worn over indoor clothing for protection from outside elements.

Accessories

- Student faces must be visible at all times. Hair cannot cover the face.
- Headwear is not to be worn by any student while in the school building; this includes hats, ball caps, wool hats, beanies, bandanas, do-rags, bonnets, skull caps, and sweat-type headbands. Religious headwear is accepted.
- **Ear and nose piercings that do not pose a safety risk are acceptable.**
- Large, long, and/or heavy chains, studded or chained accessories are prohibited including wallet or belt chains.
- Sunglasses indoors are prohibited.
- Hoods are not to be worn at any time in the building.
- **Airpods (and other wireless headphones) are NOT permitted during school hours. Wired headphones are permitted in the classroom for academic purposes at the teachers discretion.**

Special Situations

If a student cannot comply with the standardized dress code based on religious beliefs, disability, or by the request of a doctor, a parent or guardian may write a letter explaining the situation to the principal with a copy to the Public Information Supervisor at the Administrative Offices Building. Each case will be evaluated on an individual basis, and if the parents and students are not satisfied, an appeal may be sent to the Director of Schools.

Additional Information

The principals, designated by the Board of Education as the educational leaders of Cleveland Middle School and Cleveland High School, are generally responsible for the attitude, manners, and conduct of the student and staff. Therefore, the principal, subject to confirmation by the Director of Schools and the Board of Education, has specific authority to determine a standard of dress and good grooming that will be compatible with a wholesome school situation. All students are expected to adhere to common practices of modesty, cleanliness, and neatness; to dress in conformity with the accepted standards of the community; and to contribute in such manner to the academic atmosphere and not to detract from it. No attempt will be made to dictate fashion styles as long as they are in keeping with the Cleveland City Schools' policies. It should be noted, however, that it is the responsibility of the student and parent to

adhere to the Dress Code. The Administrators of Cleveland Middle and Cleveland High School shall have the right to appraise any current fashion or fad and determine whether or not it is appropriate for school. Fashions that the principal deems a distraction to the educational process will not be allowed. The judgment of administrators will stand.

ELECTRONIC COMMUNICATIONS DEVICES

The wording for policy 6.312.1 (Use of Personal Communications Devices in School) has been approved by the Board as follows: ***Personal communication devices shall not be visible, audible, or used by a student in the school buildings during the regular school hours or during after-school detention.***

Electronic communication devices (cell phones, smart watches, etc.) must be stored in students' lockers during the school day. A device used outside these parameters shall result in disciplinary action. Please contact the school if you need to reach your child.

*****LOST OR STOLEN ELECTRONIC DEVICES ARE NOT THE RESPONSIBILITY OF CLEVELAND MIDDLE SCHOOL OR THE ADMINISTRATION*****

EMERGENCY CLOSING OF SCHOOL

Before school begins – In case of inclement weather, please DO NOT CALL the school. Instead, listen to local TV/radio stations since they will have up-to-date information, reliable for Cleveland City Schools. The Director of Schools will send an electronic message to **ALL** CCS Families. **After school begins** – Students who regularly use the school transportation system will do so. Students who are usually picked up by parents will have access to make phone calls home or to parents' place of employment. If no one can be reached, students will remain in the office until a parent, legal guardian, or person identified on PowerSchool can be reached.

FEES

Cleveland Middle School charges minimal fees to cover costs not covered by the Cleveland City School Board. These fees are used to provide additional postage, printed materials, the parent newsletter, workbooks, computer software, locker maintenance, duplicating equipment/supplies, etc. Some classes charge an additional fee for supplies and materials for projects, which are made and taken home.

FIRE AND TORNADO DRILLS

The school is equipped with an emergency alarm system. You 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 AND DO NOT RUN**. Tornado drills will be held before the tornado season, and you will be given appropriate instructions at that time.

For the safety of all individuals on campus, the school will be locked down during an official Tornado Warning, and no students may be checked out during that time.

GRADES

Parents and students have access to grades at all times through the PowerSchool app. Login information is available at the school. **IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP INCOMPLETE WORK.** If a student's grades are low, parent/teacher/student conferences are advised as soon as possible. Parents may access grades online by obtaining a parent username and password for the Parent Portal. The Cleveland City Schools Grading Scale is: A – 90-100; B – 80-89; C – 70-79; D – 60-69; F – 59 or below. All students are encouraged to improve their grades and demonstrate appropriate study and work skills. For more information about improving grades, see our section entitled, "RETAKE POLICY".

HALL PASSES

All students in the halls during class periods **MUST** have a pass from the teacher. Normally, only one student should be out of the class at any given time. Each student should have a hall pass at all times.

HONOR ROLL

Cleveland Middle School makes every effort to recognize students who have excelled academically. The Honor Roll is all A's and B's. The Highest Honor Roll is for all A's. This is based on nine week's grades. This is not a yearly average. To be eligible for honors/awards a student must attend CMS 7 of the 8 grading periods. Grades for awards will be due the Monday before award's night. The last Monday of the school year will be designated as the 8th Grade Awards Night. The last Tuesday of the school year will be designated as the 6th and 7th Grade Awards Day.

IMMUNIZATIONS

Students must have a record of immunizations on a Tennessee Certificate of Immunization on file in the school to include:

- 4 shots DPT or 3 shots after age 7
- 4 doses Polio or 3 doses after age 7
- 2 doses of MMR (Mumps, Measles, Rubella)

All students entering 7th grade must have (or have started and are currently with) the series of Hepatitis B shots, TDAP, and Varicella vaccination. Documentation of immunization must be turned in prior to July 31 in order to receive a laptop.

I-PAD/LAPTOP POLICY

The Blended Learning and Digital Enhancement (BLADE) initiative information is located on the CMS website and PowerSchool portal.

LEGAL GUARDIANSHIP

Due to the growing number of students who do not live with both birth parents, misunderstandings frequently arise regarding the legal responsibility. For these students, the person with legal custody must place on file in the school office proof of guardianship or custody before the student is officially enrolled. **Any legal guardianship changes must be reported to the Counseling Center and the main office immediately.**

LIBRARY

Cleveland Middle School Library/Media Center aspires to:

- educate students to be effective, critical, and ethical lifelong users of ideas and information;
- offer a warm and welcoming place for students to discover and enjoy the pleasures of reading and learning through the use of a variety of media options;
- develop and maintain resources, which reinforce and enhance the curricular goals of the school and the student's expressed intellectual and recreational interests.

During the school day students may come to the library with a pass from their teachers or as a class. Students may access the Internet on the library's computers, read books and magazines, receive tutoring on homework, work puzzles, or challenge each other to card and board games.

All students are issued a computerized library card at the beginning of the year. Should this card be lost, there will be a \$1.00 charge for replacement. No student may check out materials without a library card. Students are urged not to lend their cards or library materials to friends since they are ultimately responsible for the item(s) checked out in their name. Fines have been eliminated, however, students are responsible for lost items and must pay full replacement costs.

The regular circulation period for books is ten school days. Reserved books may be checked out for overnight use with special permission.

LOCKERS

Hall lockers are assigned by homeroom teachers. There is a rental fee, which is not part of the school fee. **Lockers are subject to periodic checks and searches.** A locker is to be occupied only by the person to whom it is assigned. Each locker is equipped with its own combination lock. Other kinds of padlocks are prohibited. Students are not to

share locker combinations with one another. Students may not trade lockers with other students. Report any locker problems to the homeroom teacher or assistant principal.

- When individual circumstances dictate, a principal may order the lockers or other enclosures used for storage by students, and other areas accessible to students be searched.
- Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of weapons, drugs, or drug paraphernalia.
- A notice is posted stating that lockers and other storage areas are school property and are subject to search.
- A student may be subject to a physical search. A student's pockets, purse, or other container may be required to be emptied if such action is thought reasonable to the principal.

LUNCH/BREAKFAST

Breakfast and a Combo Hot Lunch will be served to each student at no cost to the student. Additional items may be purchased at extra cost. Students may bring home-prepared lunches.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

MAKE UP HOMEWORK

MAKE UP WORK IS THE RESPONSIBILITY OF THE STUDENT. If a student has been absent for three days, parents may call the secretary to get any special instructions about the assignments. Make up work for fewer than three days, will be handled by the individual teacher when the student returns to school. Generally, a student has a number of days equal to the number of days absent to make up his/her work.

MEDIA STATEMENT

Publicity is an integral part of the regular school program for Cleveland City Schools. Therefore, ***if you do not want your child in any story, picture, or video for publicity in the media, please notify the school in writing within two weeks after the first day or school or within two weeks after registration.***

MEDICATION

All medication, including prescription and non-prescription, **must be brought into the office by a parent or legal guardian**. All medications are locked in the clinic. A permission form for administering medication must be filled out and signed by a parent. If medication is prescription, a physician's signature is also required. Parents may download medication forms on our website (www.clevelandschools.org). **All medication must be in the original container.** It is the parent's responsibility to notify the nurse of any medical problems. Any student in possession of any medication, for any reason, will receive disciplinary action.

MONEY/VALUABLE ARTICLES

PLEASE do not bring large amounts of money or other valuable items to school. All valuable articles should be in the possession of the owner at all times. DO NOT leave money or other valuables in lockers or desks. ***The school cannot accept responsibility for lost or stolen articles.***

NON-DISCRIMINATION/HARASSMENT POLICY

Cleveland City Schools will not tolerate discrimination or harassment from employee to employee, employee to student, or student to student on the basis of race, color, national origin, sex, or disability. Anyone who feels he/she has been grieved in regard to any of the aforementioned categories may file a grievance with the Supervisor of Instruction for Cleveland City Schools. A Grievance Form may be obtained in the school office or the central Administrative Office Building. A grievance may also be filed with the U.S. Office of Discrimination/Harassment of Employee, (5.500), Discrimination/Harassment of students (6.304), and Student Concerns, Complaints, and Grievances (6.305). Copies of these policies may be obtained at any school, or they can be accessed at our website at www.clevelandschools.org.

OUT OF SCHOOL SUSPENSIONS

Students must make up work missed during this time. Refer to the Make-Up *Homework* section for details. Please check with the administration if you have any questions.

PARTICIPATION IN SCHOOL ACTIVITIES

Students are encouraged to participate in a variety of extracurricular activities including clubs, community service groups, competition teams, special event groups, and sports. To qualify for these activities, students must maintain acceptable behavior and passing grades.

PTO

A primary source of support for our school comes from our Parent-Teacher Organization. This organization is especially interested in the welfare of the students in the community and strives to help in any way possible. Parents are urged to join the P.T.O. and to attend the meetings.

RELEASE OF DIRECTORY INFORMATION

CMS may disclose directory information at its discretion without consent. Parents or students may refuse release of this information by submitting a written letter to the main office requesting this information not be disclosed.

RETAKE POLICY

The student has 2 weeks from the time they received their grade back to complete retake summative assessments. Prior to completing the retake, students will complete reteaching assignments or attend a reteaching session with the teacher. One retake opportunity will be given, and the highest grade will be given.

SPORTS AT CMS

Before participating in sports, students must have the approval of the coach and a complete physical examination using the required TSSAA form and through dragonflymax.com. Students are encouraged to participate in one or more sports. All students are given equal opportunity to participate through tryouts. Team membership one year **does not** guarantee membership during the next year. The following sports programs are offered at Cleveland Middle School:

Fall	Winter	Spring
Football	Basketball – boys/girls	Baseball - boys
Volleyball - girls	Wrestling	Track – boys/girls
Soccer – girls	Swimming – boys/girls	Soccer - boys
Cross Country – boys/girls	Cheerleading - Basketball	Softball - girls
Tennis – boys/girls	Cheerleading - Wrestling	Golf - boys/girls
Cheerleading - football	Dance - Basketball	
Dance - Football		

STUDENT COUNCIL

The Student Council always stands ready to help and serve in any way possible. Its members are elected to represent and serve the students of Cleveland Middle School. A dynamic Student Council depends upon YOUR decisions and YOUR spirit of cooperation. Let us work together to achieve a progressive and effective student government for Cleveland Middle School.

STUDENT HARASSMENT/BULLYING

Any type of harassment (verbal, physical, sexual, cyber bullying) toward any student will not be tolerated.

- Sexual harassment shall be defined as conduct, advances, gestures, words of a specific sexual nature or words, which are commonly accepted to have a sexual connotation that interferes with the student's work or educational opportunities and creates an intimidating, hostile or offensive learning environment.
- Students who believe that they are victims of harassment shall report such activity to a school administrator, counselor, or SRO. All of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. Confidentiality will be maintained in matters involving sexual harassment.
- Harassment among the student body will result in disciplinary action, which may include suspension from school or an alternative placement. If warranted, a referral to juvenile court will be made.
- All students will be trained and given access to the StopIt app to anonymously report bullying and illegal activities.

TARDY TO CLASS

If delayed by a teacher, ask for a pass from the teacher for your next class. The office will give you a tardy slip ONLY if someone in the office is responsible for the tardiness. Otherwise, failure to arrive in class on time is an unexcused tardy. Students will be assigned detention after three (3) times tardy to class. These detentions will be assigned by the students' teachers.

TARDY TO SCHOOL

Students are tardy to school if they are not in the homeroom at 7:45 am when the tardy bell rings. Students arriving **after** the tardy bell rings must receive an admit slip before going to class. **On the seventh day of unexcused tardy, students are assigned after school detention. Students who accumulate ten days unexcused tardy are assigned one day of Extended School. At thirteen days unexcused tardy, a \$50.00 citation is issued. 15 or more tardies can result in referral to Campus Court.**

TECHNOLOGY USE

The Acceptable Use Policy is to protect the interests of all students and is required by the Board of Education for access. Permission for students to use our Information Systems is granted upon receipt of the student/parent agreement signature. To view the policies, contact the school principal or visit the Cleveland City Schools website www.clevelandschools.org select "Board" and "Policies".

TELEPHONE

During the regular school day, students may use the classroom phone ONLY FOR EMERGENCY CALLS and with the permission from the teacher. Students will not be called from class to receive calls. However, parents/guardians may leave messages by contacting the Main Office. Parents/guardians may contact teachers by calling the main office at 479-9641 and dialing their party's extension to leave a message.

TEXTBOOKS

Textbooks are furnished without charge by the teacher in each class. Keep your books in YOUR OWN LOCKER and take care of them. Students who damage books beyond normal wear will be assessed for such damages. If you lose a book, payment is expected BEFORE you can be issued another book. This should be done promptly so your work will not suffer. If the original book is found, you will be given a refund.

TRANSFERS

If at any time during the school year you move out of the city, your child will need to transfer to another school or pay tuition for the remainder of the year. You need to contact the school so that a drop slip can be completed as the student returns assigned books and materials to the teachers. **AT NO TIME ARE STUDENTS ALLOWED TO TRANSFER WITHOUT PARENTS CONTACTING THE SCHOOL.** No student may transfer to another school until he has cleared any debts he may have with Cleveland Middle School. No records will be sent to another school until a student is properly cleared of all obligations. Most students are able to complete the transfer process on the last full day of attendance.

TUITION

There is a tuition charge for any student who lives outside the Cleveland city limits. By School Board policy, this fee must be **paid in full** before enrollment at Cleveland Middle School. Taxes on city property may apply toward the tuition upon proof to the Director of Schools that taxes have been paid.

Anyone who moves outside the Cleveland city limits during the school year must report this to the counseling office immediately upon moving. Tuition will be prorated for the remainder of the school year. Students may not attend a city school if tuition is not paid. Transportation is not provided for tuition students.

Verification of address will be required for all students. The following documents are acceptable forms of address verification:

- Current Utility Bill
- Current Lease or Mortgage Statement

VISITORS

Parents are always welcome at Cleveland Middle School. **ALL** visitors **MUST** check in at the main office and receive a visitor's pass to a designated area. A state issued photo ID will be required. Special permission must be obtained before a visitor may go to a classroom while it is in session. Any visitor who plans to visit a classroom must sign in through the **Raptor background check system**. Parents are not allowed to send or bring outside restaurant food to school. **Students may NOT bring relatives or friends to visit at school.**

CLEVELAND MIDDLE SCHOOL DISCIPLINE PROCEDURES 2023-2024

CODE OF CONDUCT

The Board expects all school staff, students, and parents to assume responsibility for appropriate behaviors in the schools. Staff, students, and parents have the right to expect safety, non-discrimination, and a focus on learning in the schools. Staff, students, and parents have the responsibility to:

- Follow the rules of the school and the laws of the country
- Treat themselves and others with respect
- Handle personal and school property carefully
- Behave at all times in a manner that encourages learning

AFTER SCHOOL DETENTION

Detention is held Monday-Thursday from 2:35-3:05 in Room 107 (ISS). Students have two weeks at school to serve an assigned detention unless extended by an administrator. Students will be notified verbally and be given a detention slip. Parents will be notified by the detention slip sent home with the student.

IN-SCHOOL SUSPENSION (ISS)

Students who serve in-school suspension will do their school work in isolation in the ISS room. Students in ISS will not be allowed to participate in any after school activities on the day of the suspension.

SUSPENSION TO IEP

Students in special services who receive out-of-school suspension will not be permitted on campus until a parent or guardian attends an IEP meeting to determine immediate action. Parents must schedule an appointment through the special services department (479-9641, Ext. 8012) and meet with the appropriate school personnel before the student is allowed to return to school.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students who receive out-of-school suspension are not allowed on campus for any reason. This includes any school-sponsored activity, including those off campus. Violators will be cited for trespassing and escorted off campus by a School Resource Officer. Class assignments for the suspended period will be requested by the student or

parent and may be picked up from the Front Office. Please call the office (479-9641, Ext. 8000 or 8001) before coming to school to make sure the student's work is available. Please email teachers for any missing work and google meet information.

RAIDER BLUE ACADEMY (RBA)

The Raider Blue Academy (RBA) is an alternative placement for continued discipline infractions. This is an alternative class room with very strict guidelines and rules. Students can earn their way out of this class by earning behavior points. Student misbehavior in this class will result in OSS and Juvenile Petitions.

JUVENILE CITATIONS

School Resource Officers (SRO) can issue citations in some situations as part of a student's consequences. The Bradley County Juvenile Justice Office will assign students a monetary fine based on the number of citations they have previously received. When a student receives a citation, parents or guardians should contact the Bradley County Juvenile Justice Office.

JUVENILE PETITIONS

School Resource Officers (SRO) can issue petitions in some situations as part of a student's consequences. The Bradley County Juvenile Justice Office will assign a court date and notify parents. When a student receives a petition, parents or guardians should contact the Bradley County Juvenile Justice Office.

CAMPUS COURT

The Bradley County Juvenile Court has implemented a program that meets in the school buildings. This Campus Court handles issues related to truancy. Parents will be notified by phone and /or mail if they are required to appear in Campus Court.

DISCIPLINARY HEARING AUTHORITY (DHA)

Students who are expelled for more than 10 days have the right to appeal by requesting a review by the Disciplinary Hearing Authority. A request for a DHA can be made by calling Cleveland City Schools Administrative Office Building at 423-472-9571.

DISCIPLINE INFRACTIONS AND ADMINISTRATIVE CONSEQUENCES

Level I – Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member. These infractions will be dealt with by the individual classroom teacher.

Level II – Misbehavior whose seriousness or frequency tends to disrupt the learning climate of the school. Included in this level are misbehavior that does not represent a direct threat to the health and safety of others and/or whose educational consequences are serious enough to require corrective action on the part of educational or administrative personnel.

LEVEL II

STUDENT INFRACTION	ADMINISTRATIVE CONSEQUENCE
Continuation of Level I Offenses	In School Suspension (ISS)/Out of School Suspension (OSS), Office Detention, or Extended School (Raider Reset).
Cell Phones/Smart Watches (Visible, Audible, or In Use – Policy 6.312)	Failure to comply with Board Policy may result in Detention, ISS, OSS, Extended School, or confiscation to parents.
Cheating/Plagiarizing	Teacher Discretion
Dress Code (Policy 6.310) a. Fixable b. Not Fixable	a. Correct the problem. b. Students will be offered a change of clothes. If a parent can bring a replacement, the student is sent back to class. If no replacement is available, the student spends the remainder of the day in ISS.
Failure to Serve Detention	ISS, or Extended School
Inappropriate Language (Student to Student)	Detention(s) or ISS, or Extended School
Improper Use of Computer, MacBook (See Acceptable Use Policy)	Failure to follow the Acceptable Use Policy may result in Detention, ISS, OSS, Fines, and/or loss of laptop privileges
Visiting Inappropriate Websites	2 weeks in the penalty box
Minor Classroom/School Disruption	Detention(s), ISS, or Extended School
Minor Damage or Destruction of Property/Vandalism	Replacement of Item(s), Reimbursement, possible ISS or OSS
Minor Disrespect (Refusing to Work, Not Following Directions, Lying, Arguing, etc.)	Detention(s), ISS, or Extended School
Outside of Approved Area After School	Detention(s), ISS, or Extended School
Possession of Tobacco and /or Paraphernalia such as e-cigarettes, vapes, JUULs	Confiscation, ISS, and Juvenile Citation
Public Display of Affection	Detention(s) or ISS
Skippping Class and/or leaving campus without permission	ISS or Extended School
Unexcused Tardy to Class (3 or more)	Detention(s), ISS, or Extended School
Unexcused Tardy to School (7 or more)	Detention(s), ISS, Extended School, and/or Juvenile Citation

Level III - Acts directly against persons or property and/or whose consequences may seriously endanger the health or safety of others in the school including continuation of Level II offenses.

LEVEL III

INFRACTION	ADMINISTRATIVE CONSEQUENCE
Continuation of Level I or Level II Offenses	OSS, or Extended School
Violation of Safety Procedures	Suspension to Parent Conference
Bullying/Cyber-bullying/Harassment	Referral to SRO, OSS, and/or Extended School
Fighting a. Pushing/Shoving/Horseplay b. Inciting / Recording c. Physical Altercation	ISS or OSS Referral to SRO. Multiple offenses will result in long-term suspension Extended School is an option
Harassment (Physical, Sexual, Verbal, Cyber Bullying)	OSS or Extended School, Referral to SRO
Major Classroom/School Disruption	OSS or Extended School, Referral to SRO
Major Disrespect or Abusive/Threatening Language (Student to Teacher)	OSS or Extended School, Referral to SRO
Theft	OSS or Extended School, Referral to SRO
Making Terroristic Threats against the school or students or staff	OSS, Referral to SRO
Possession or Consumption of Alcohol/Drugs/Synthetic Drugs	OSS or Extended School, Referral to SRO
Possession, Sending, or Viewing of Pornography/Inappropriate Material, and/or Sexting	OSS or Extended School, Referral to SRO
Hazing	OSS or Extended School, Referral to SRO
Any Continued Level III Offense	Expulsion and/or referral to RBA

LEVEL IV

These are acts that result in violence to another's person or property, or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from school, the intervention of law-enforcement authorities, and action by the Board.

ZERO-TOLERANCE ACTS

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to expulsion for a period not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion

requirement on a case-by-case basis. For purposes of this section, expulsion means removal from the pupil's regular school or removed from school attendance altogether, as determined by the school official. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school. Zero tolerance acts are as follows:

1. Students who bring or unlawfully possess a legend drug, drug paraphernalia or other controlled substance or a dangerous weapon onto a school bus, onto school property, or to any school event or activity.
2. Any student who while on a school bus, on school property or while attending any school event or activity:
 - a. Unlawfully possesses a legend drug, drug paraphernalia or other controlled substance or dangerous weapon
 - b. Commits battery on a teacher or other employee of the school.

ZERO-TOLERANCE POLICY (TCA 49-2-4216)

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

ANTI-BULLYING PROCEDURES

Rationale

The purpose of the procedure on bullying is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem, and lack of achievement.

Aims

The anti-bullying program for Cleveland City Schools seeks to accomplish the following goals:

- To promote a secure and happy environment free from threat, harassment and any type of bullying behavior.
- To take positive action to prevent bullying from occurring.
- To inform parents and students of the school's expectations and to foster a productive partnership, which helps to maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes, which will be required to achieve the above items.

Definition of Bullying

Bullying can be defined as **repeated and systematic harassment and attacks** on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as but not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put downs, including ethnically-based verbal abuse and gender-based put downs
3. Threats and intimidation
4. Extortion or stealing of money and possessions
5. Exclusion from the peer group

Documentation: Complete Bullying Behavior Report

Other information provided as needed or as a resource to Bullying Procedure

- I. **Crucial Factors to Combat Bullying**
- II. **Possible Staff Interventions**
- III. **Suggested Steps for Intervening in Bullying Situations**
- IV. **Classroom Activities and Resources**