

# Bearden Middle School

## Student/Parent Handbook



### *An International Baccalaureate World School*

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### **“Building Many Strengths”**

Mission Statement: Bearden Middle School promotes and nurtures a dynamic learning environment to create global life long learners. Students will grow to meet high expectations for college and career through self advocacy, and thereby become successful in a diverse society.

## **WELCOME TO BEARDEN MIDDLE SCHOOL.**

The faculty and administration at Bearden hope that your time here will be a positive and productive experience. We encourage students and parents to become involved in BMS academic, extracurricular, and social activities. Parental involvement is encouraged through the PTO and the school program. The policies and procedures contained in this handbook are the result of a collaborative effort between the faculty and administration. The policies and procedures outlined in the handbook are intended to provide you with a readily available reference of our expectations and goals. Please review this information with your parent(s)/guardian(s).

## **The BRUIN Way:**

**B**e Responsible

**R**espect All

**U**nderstand Your Role

**I**nspire Others

**N**ever Stop Trying



## 2024-2025 Knox County Schools Calendar

Thursday, August 1	First Day for Teachers (School Based In-Service Day)
Friday, August 2	Systemwide In-Service Day (PreK-12)
Monday, August 5	Administrative Day (Teacher Work Day)
Tuesday, August 6	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 <sup>th</sup> and 9 <sup>th</sup> Grade Orientation
Wednesday, August 7	Administrative Day (Teacher Work Day)
Thursday, August 8	First Day for Students (½ Day)
Wednesday, August 14	Early Release Day for Students
Monday, September 2	Labor Day Holiday (Knox County Schools Closed)
Monday, September 9	End 4½-weeks Grading Period
Tuesday, September 17	Constitution Day (Knox County Schools Open)
Wednesday, September 18	Early Release Day for Students
Friday, October 4	End First 9-weeks Grading Period
Monday, October 7 – Friday, October 11	Fall Break
Tuesday, November 5	Systemwide In-Service Day (PreK-12) (Student Holiday)
Wednesday, November 13	End 4½-weeks Grading Period
Wednesday, November 20	Early Release Day for Students
Wednesday, November 27 – Friday, November 29	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 20	½ Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 23 – Thursday, January 2	Winter Break
Friday, January 3	Systemwide In-service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day)
Monday, January 6	First Day for Students after Winter Break (Full Day)
Monday, January 20	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 22	Early Release Day for Students
Wednesday, February 5	End 4½-weeks Grading Period
Wednesday, February 12	Early Release Day for Students
Monday, February 17	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 10	End Third 9-weeks Grading Period
Monday, March 17 – Friday, March 21	Spring Break
Wednesday, March 26	Early Release Day for Students
Thursday, April 17	End 4½-weeks Grading Period
Friday, April 18	Holiday (Knox County Schools Closed)
Monday, April 21	Systemwide In-Service Day (School-based)
Thursday, May 22	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 23	Administrative Day (Teacher Work Day) – Last Day for Teachers
Thursday, June 19	Juneteenth Holiday (Knox County Schools Closed)

### **Calendar Summary**

180	Instructional Days*
4	Administrative Days
2	Unscheduled In-Service Days
1	Unscheduled Parent-Teacher Contact Hours Day
6	Scheduled In-Service Days
10	Vacation Days

*\*In accordance with T.C.A. § 49-6-3004 – 177 student instructional days plus 3 days accumulated under daily 7-hour schedule.*

Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.

**Early Release Day Dismissal Times: Elementary – 12:30 PM; Secondary – 1:30 PM** Under this calendar the Knox County Schools may cancel up to **ten (10) eight (8)** instructional days due to inclement weather before any makeup days will be required.

### **Attendance**

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

For these reasons, the Knox County Board of Education has adopted the following policy on student absences: Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness
2. Illness in family temporarily requiring help from the student
3. Death in family
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country. In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day or 50% of. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored", the activity must be school planned, school directed, and teacher supervised. [Click here to view this policy \(J-120\) in its entirety.](#)

**Please note: Absence notes MUST be submitted within 5 days upon the student's return to school.**

**Morning Entry and/or reentry back to school** Students are **not permitted to bring** outside (fast) food, snack, or drinks. Students will be asked to finish any opened items before they will be allowed to proceed past the front office.

## **Guidelines for Medication**

No medication of any kind shall be self-administered by students, even with the assistance from school nurses or other school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (OTC) medications are included in these regulations. Any student who is required to take medications must comply with the following guidelines:

- The school system has final decision-making authority with respect to the administration of medications and to reject requests for administering medications..
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, the dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
  
- A parent/guardian signature is required on the Physician Form for administration of self-medication before a student can be assisted with self-medication. ● All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.
- School Nurses will monitor the administration, documentation, and storage of all medications.
- The parent/guardian is responsible for picking up any unused medication at the end of the treatment of the school year.

**[Click here to view this policy \(J-352\) in its entirety.](#) Failure to follow the medication policy may result in a Zero Tolerance offense.**

**Lost and Found:** Items will be removed from BMS at the end of each 9 weeks.

**Guidelines for Student Messages, Packages, Flowers, Balloons, Etc.** To avoid excessive announcements, interruptions and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school hours. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc will be distributed to students at the end of the day. The school will not accept deliveries on high volume days (ie. Valentines Day)

## **Cafeteria Guidelines and Rules for Food and Drink**

- Eating areas are to be left clean and trash-free and trays properly returned to designated areas.
- Visitors are NOT permitted in the cafeteria during lunch periods without administrative approval.
- Each student is to use his / her personal cafeteria number only. This number is not to be used by any other student, with or without the permission of the owner.
- Students must present all food and drink items to a cashier for payment. Food or drink not presented and paid for will be considered stolen, and appropriate disciplinary actions will be assigned.
- All school behavior guidelines must be followed during lunch.
- No food or drink (except water) is permitted in classrooms or other instructional areas except by special permission.
- No outside (fast) food is permitted in the cafeteria during normal lunch hours. Students will be required to eat outside restaurant food in the office.

## **Student Dress Code**

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

1. Pants must be worn at the waist. No sagging.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and must have sleeves. Shirts or tops must cover the waistband of the pants, shorts or shirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any tops that expose cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity. No house shoes or slippers may be worn.
5. Clothing and accessories such as backpacks, patches, jewelry and notebooks must not display : (1) racial or ethnic slurs, symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy (i.e, alcohol, tobacco, and illegal drugs)
- 6. Skirts, dresses and shorts must be beyond mid thigh in length.**
- 7. Sleepwear, pajamas, and/or blankets cannot be worn at school.**
- 8. Undergarments must not be visible at any time.**
9. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions such as holiday or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures.

**Personal Communication Devices and/or Electronic Devices** Personal communication devices (PCD) and personal electronic devices including, but not limited to, cell phones, camera, recorder, CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses or personal carryalls. However the use of the devices during class time is forbidden unless approved for an academic activity by the principal or designee. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use of storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and / or guardians. A student in violation of this policy is subject to related disciplinary action. Students may possess PCDs while on school property. The devices may be used before and after school. At all other times, (8:00am-3:30pm) the PCD must be in the off mode. The principal may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate. Students are prohibited from taking unauthorized photographs or making unauthorized recordings of others at school, on school transportation or at school sponsored events.

**WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise, may constitute a crime under state or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and / or other appropriate state or federal agencies which may result in arrest, criminal prosecution and LIFETIME inclusion on sexual offender registries. [Click here to view this policy \(J-240\) in its entirety.](#)

**Restricted Areas:** Students are not allowed in the following areas: \*Parking lots during school hours without administrative permission. \*Rooms or areas designated "Staff Only". \*Any unsupervised area during classes without permission. \*In the building after 4:00 without staff supervision for a school activity.

## Overview/Assessment Philosophy

The philosophies and principles integral to the missions of Bearden Middle School and West High School are fostering students' curiosity and passion along their educational journey and enabling students to reach farther than they ever imagined they might. This assessment policy reflects these principles, which are also directly aligned to the IB (International Baccalaureate) Mission Statement and IB Learner Profile. We recognize that teaching, learning, and assessment are fundamentally interdependent. Criteria for success and the methods of assessment must therefore be clearly delineated. We affirm the value of assessment in holistic education and are guided by the following principles:

Students:

- ❖ have differing learning styles and strengths
- ❖ have different backgrounds, experiences, expectations, and needs
- ❖ perform differently based on the context of learning
- ❖ see self-assessment and peer review as natural parts of the learning process
- ❖ need to understand their strengths and areas for improvement in the learning process
- ❖ should receive academic feedback that is meaningful and timely

Learning is:

- ❖ dependent on prior knowledge and developmental in nature
- ❖ enriched by the modeling of different learning processes and expectations
- ❖ shaped by strong, consistent, and individual academic feedback
- ❖ influenced by gender and socio-economic, cultural, and linguistic factors
- ❖ shaped by well-informed and purposeful instructional approaches
- ❖ enhanced by direct experience and compelling situations
- ❖ ongoing, never ending, and lifelong

Assessments are:

- ❖ not always designed by teachers, but can be student-created and student-driven
- ❖ designed to incorporate a variety of approaches to have better insight into student understanding
- ❖ designed to be relevant and to motivate students to express their individual understandings
- ❖ geared toward appraisal of a broad range of concepts, attitudes, knowledge, and skills appropriate to a global and increasingly complex world
- ❖ standards-based, using the standards and objectives provided by the state, local governing body, or the International Baccalaureate
- ❖ criterion-referenced, using guidelines established by the IBO and made clear to students before coursework begins
- ❖ reflective of the attributes and desired outcomes of the IB Learner Profile
- ❖ a valuable aspect of lifelong learning



## Common Assessment Practices Within the Partnership

Equity in assessment is afforded through fair, meaningful, and consistent opportunities for students to demonstrate mastery of concepts and skills. Assessments are checked for validity, reliability, and comprehensiveness and:

- ❖ are aligned with state and local standards
- ❖ have clear measurement criteria
- ❖ measure student mastery in multiple ways (i.e., project, experiments, presentations, essays, short answer, multiple choice)
- ❖ are extended written tasks
- ❖ are portfolio-based and show progression toward mastery of the content standards for each student
- ❖ are designed to provide students with a clear illustration of how results will be used to further drive their academic growth

**Formative Assessments:** a range of formal and informal assessments that are used to shape and inform instruction to optimize student growth

**Summative Assessments:** assessments in a variety of forms that serve the primary purpose of analyzing the outcomes and results of a unit or set of standards

## MYP (Middle Years Program) Criterion and Objectives:

Teaching and learning within the IB is based on *aims* and *objectives*. “Aims” are what an IB teacher may expect to teach, what students can expect to learn, and how students can expect to change and grow as a result of their learning. “Objectives” are statements that communicate the skills, knowledge, and understanding that students can expect to obtain through state/local curriculum standards.

Teachers address objectives through classroom teaching and learning and assess criteria through formative and summative assessment tasks. Teachers must assess all strands of all criteria at least twice during each year of the Middle Years Programme.

## Recording and Reporting

*Knox County Schools District Grade Scale:*

90-100: A

80-89: B

70-79: C

60-69: D

59 and below: F

Communicating student achievement is critical within Knox County Schools. To keep parents and students informed about grades and academic progress monitoring, the district utilizes an electronic grade book through ASPEN. ASPEN provides a Parent Portal and Student Portal that provide consistent and current progress reports. Families can check and monitor grades online at their convenience any time, 24 hours/day during the school year. Parents are encouraged to check their student’s progress on a weekly basis and are given notices throughout the grading period via phone calls, newsletters, and emails reminding them to monitor their student’s progress. Progress reports are sent digitally every 4 ½ weeks to provide families with a regular update. In addition to ASPEN and progress reports, parent conferences inform parents of student progress when needed. Formal parent conferences are scheduled twice during the school year (once in the fall and once in the spring); however, parents, teachers, or administration may request a parent conference at any time. Parents are informed of student achievement and progress during parent/teacher conferences and/or administrative conferences when

required. Parents can also request copies of their student’s official transcript at any time, which records all semester grades for all subjects taken at each level.

MYP Criterion and objectives will be assessed twice per year through formative and summative tasks in each classroom. Formative and summative assessments are graded on the MYP Criterion rubric and are converted to the KCS district 0-100 scale based on the conversion scale below.

**Table 1: MYP Criterion/Grading Scale Conversion**

<b>MYP Criterion Grade</b>	<b>KCS Grading Scale Equivalent</b>
8	95-100
7	90-94
6	85-89
5	80-84
4	75-79
3	70-74
2	60-69
1	50-59
0	0-49

**Table 2: MYP Assessment Criteria**

The MYP assessment criteria across subject groups can be summarized as follows.

<b>CRITERIA</b>					
<b>MYP SUBJECT AREAS</b>	<b>SUBJECT GROUP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	Language & Literature	Analyzing	Organizing	Producing Text	Using Language
	Language Acquisition	Comprehending Visual and Spoken text	Comprehending visual and written text	Communicating	Using Language
	Individuals & Societies	Knowing and Understanding	Investigating	Communicating	Thinking Critically
	Science	Knowing and Understanding	Inquiring and Designing	Processing and Evaluating	Reflecting on the impact of science
	Mathematics	Knowing and Understanding	Investigating Patterns	Communicating	Applying math to real-world contexts
	Arts	Knowing and Understanding	Developing Skills	Thinking Creatively	Responding
	Physical & Health Education	Knowing and Understanding	Planning for Performance	Applying and Performing	Reflecting and improving performance
	Design	Inquiring and Analyzing	Developing Ideas	Creating the Solution	Evaluating
	Personal Project	Investigating	Planning	Taking Action	Reflecting
	Interdisciplinary	Disciplinary Grounding	Synthesizing and Applying	Communicating	Reflecting

## **Rights and Responsibilities:**

School Leadership will:

- ❖ communicate clear expectations to all stakeholders
- ❖ provide regular opportunities for teachers to collaboratively develop quality MYP assessments
- ❖ ensure that faculty has access to robust training for MYP assessment development and student work analysis
- ❖ support and guide teachers in their implementation of the assessment policy
- ❖ provide whole-school data for regular analysis

Teachers will:

- ❖ maintain a cross-curricular assessment calendar through ManageBAC
- ❖ implement frequent formative assessments that drive instruction and collaboratively design MYP assessments that are aligned with curriculum standards and informed by data
- ❖ develop multiple forms of assessment that address components of the IB Criterion and Objectives and ATL skill clusters
- ❖ provide students and parents with clear MYP rubrics and assessment expectations
- ❖ provide timely and specific academic feedback to students and parents
- ❖ accommodate student needs to accurately assess all students
- ❖ analyze student work regularly to inform instruction
- ❖ facilitate student self-assessment

Students will:

- ❖ actively engage in the learning process by putting forth their best effort
- ❖ evaluate their learning, set goals for growth, and reflect on their learning
- ❖ use rubrics and expectations to create quality work
- ❖ reflect on their own ATL skill development, set goals for growth, and reflect on their individual development of each skill cluster

Parents will:

- ❖ provide students with needed materials and a supportive environment that inspires and encourages learning and growth.
- ❖ value the learning process, seeking clarification when required.
- ❖ review assessments and academic feedback with students, reflect with students, model IB Learner Profile attributes at home, and encourage ATL skill development

**Classes:** Bearden Middle School follows TN Education Standards and Programming in Accordance with the International Baccalaureate Middle Years Program . Students will have classes in language arts, mathematics, social studies, and science. Elective Classes will be offered in the following areas: Band, Chorus, general music, art, STEM, World Language, Physical Education, and Health. Additional programs include interventions and special education programs.

**Grade Reporting and Grading Scale** All class grades are cumulative representing all class work from beginning of the course to date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report. Progress reports and report cards will be distributed within 5 days of the end of the grading period.

The Tennessee Comprehensive Assessment results will compose a portion of the second semester grades in math, language arts, science, and social studies for students in grades 3-8.

**Plagiarism:**

Plagiarism, according to Harbrace Handbook, 15th edition, is defined as "presenting someone else's ideas, research, or opinion as your own without proper documentation, even if it has been rephrased." It includes, but is not limited to, the following:

1. Copying verbatim all or part of another's written work;
2. Using phrases, figures, or illustrations without citing the source;
3. Paraphrasing ideas, conclusions, or research without citing the source;
4. Using all or part of a literary plot, poem, or film without attributing the work to its creator.

Cheating is defined as representing any other person's work or work from any source as your own.

It is important to note that using Google Translate when completing World Language assignments is considered cheating.

**Consequences of Plagiarism**

Plagiarism is a form of stealing and academic fraud. Students who are found guilty of plagiarism will have the option of either redoing the assignment within a specified period and accepting a grade letter drop or taking a zero on the assignment. Parents should be involved in making the decision. If expectations are not followed, disciplinary consequences could include disciplinary action in accordance with KCS policy.

**Equal Opportunity Notice** The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and the Age Discrimination Act in Employment Act of 1967. No person shall, on the ground of

race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment opportunities or benefits. Anyone who believes that Knox County Schools has discriminated against them or another individual, may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540. Complaints of discrimination on the basis of disability sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and / or the following:

Title VI Coordinator Tennessee Department of Education and / or The Office of Civil Rights  
US Department of Education P.O. Box 2048, 04-3010 Atlanta, GA 30301-2048

**Unsafe School Choice Notice** Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under TCA 40-38-11(g), or the attempt to commit one of these offenses as defined under TCA 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

**Knox Schools Statement of Compliance** Knox County Schools is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. KCS will not discriminate or limit access to any educator, principal, student or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants if/ when unique situations and circumstances occur. Support services include but are not limited to hearing, speech, vision services, physical access managements, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox County Schools continue to be committed in its support of all equity statutes as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

**Knox County Board of Education Civility Code** It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. The policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and

disruptive to the operation of a school or other school district facilities. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. [Click here to view this policy \(B-230\) in its entirety.](#)

### **Expectations**

Students, faculty, staff, parents, guardians, and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud offensive language, gestures, or profanity; or inappropriately shows a display of temper.

### **RESPONSE TO UNCIVIL BEHAVIOR**

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian, community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening, or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached the Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

### **Discipline Summary Policy/Terms**

**Confiscation:** Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items may be returned to the student or parents at the administrator's discretion. (note: beepers, cell phones, etc. may be turned over to Knox County Security.)

**Hazing:** Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences. **Restorative Learning Center (RLC):** RLC is a consequence sometimes given for inappropriate behavior. This consequence involves placement of the student in a special class for at least one half day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

**Out of School Suspension (OSS):** This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance.

***Students who receive OSS are subject to the following rules:***

\*The student is not allowed on campus at any time.

\*The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

**Long Term Suspension:** Any out of school suspension that is longer than four consecutive days is considered “long term”. A disciplinary hearing will be held before any long-term suspension has been given.

**Initial Hearing / Disciplinary Hearing:** When information is received by the administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

**Hearing Notification** (includes administrator, student and parent / guardian) \*To present information concerning the violation. \*To hear the student’s statement or statements of others who may have information relative to the violation.

**Fighting:** A Disciplinary Hearing will be held in the event of physical aggression that constitutes fighting. 1st Fight = 4 days OSS, 2nd Fight = 10 days OSS, 3rd Fight = 30 days OSS. A student receiving a 10 day or longer suspension is eligible to receive their education in an alternative setting for the duration of the suspension.

**IEP Team** \*To determine if violation is a manifestation of the Special Ed certification. \*To determine if placement / programming is needed

**Disciplinary Hearing** (For Special Ed if not a manifestation, and all regular Ed) \*To determine guilt or innocence \*To determine the appropriate consequences for the violation.

**Search and Seizure:** According to Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, etc. are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.) Parents will be contacted after the student is searched.

**Zero Tolerance Policy:** According to Knox County Board Policy JCCC2: In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year. The Director of Schools has the authority to modify this suspension requirement on a case by case basis.

**Zero Tolerance Acts are as follows:** 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 or any other controlled substance; or

b. knowingly possesses a firearm as defined in 18 U.S.C. 921; or

c. Commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system. It is the Board’s intent that the Director of Schools exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. The Director of Schools shall consider each zero tolerance case for placement in the alternative school program.

**Harassment, Intimidation, and Bullying or Cyberbullying** Knox County Schools prohibits acts of harassment, intimidation, bullying and cyberbullying. Harassment, intimidation or bullying is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment. All Knox County School’s staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

“Cyberbullying” means bullying undertaken through the use of electronic devices (i.e. telephones, cellular phones or other wireless communication devices, PDAs, computers, electronic mail, instant messaging, text messaging and websites.) “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, and

1. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect. a. Knowingly placing a student or students in reasonable fear or physical harm to the student or damage to the student’s property;
  - b. Causing emotional distress to a student or students
  - c. Physically harming a child or damaging a student’s property.
  - d. Creating a hostile educational environment; or

2. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Consequences and appropriate remedial action for the students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes. [Click here to view this policy \(J-\) in its entirety.](#)

These are guidelines. The final decision for action to be taken will be made by the Principal or Grade Level Principal.

### **Behavior Workflow** Empowering teachers and student choice

1. Verbal warning and list the rule broken in redirection.
2. Verbal warning and list the rule broken. Small conference.
3. Verbal warning, move to consequence corner. Student completes the [reflection form](#). Form is forwarded to Restorative Interventionist and parents. Teacher reads the form before submission after class with the student. Teacher initials on bottom which serves as a conference. Follow-up by RLC following and a check-in the next week.
4. Discipline partner for the class. Student must complete the [reflection form](#). Follow-up by RLC the next day and follow-up the next week by RLC. Schedule Student/Teachers conference.
5. Coach on Demand for the class. Student must complete the [reflection form](#). Follow-up by RLC the next day and follow-up the next week.
6. RLC conference. **Write-up goes into Aspen (1)**. Student will complete [the form with Mr. J](#). Two follow-ups by Restorative Interventionist. [Administrative conference before returning to class](#). RLC one period. Coded as an administrative conference.
7. **Write-up goes into Aspen (2)**. Student will complete the form. Parent conference over behavior. RLC one day.
8. **Write up goes into Aspen(3)**. Assign the student to RLC for 2 days.



9. **Write up goes into Aspen (4).** Assign the student to RLC for 3 days; create a behavior contract in RLC.
10. **Write up goes into Aspen (5).** Suspension 1 day.
11. **Write up goes into Aspen (6).** Suspension 3 days.
12. **Write up goes into Aspen (7). Disciplinary Hearing.** This is when students are now up to 5+ days of OSS.

***\*\*Level 3 behaviors ex. fights, threats, illegal substances, etc. are automatically submitted as an Aspen Referral and may result in a disciplinary hearing.***

### **Bus Conduct and Expectations**

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Guidance Office or the Knox County Transportation Office. Discipline on our school buses is a priority in order to ensure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with the driver may result in removal of student riding privileges and / or suspension from the bus. [Click here to find your child's bus route.](#)

# Bearden Middle School



Dear Parent/Guardian:

Your student has requested permission to have a cell phone at Bearden Middle for this school year. In accordance to the Knox County Board of Education Policy Number J-240, students must abide by the following conditions:

- Upon arrival at school cell phones are to be off and stored in his/her backpack for the remainder of the school day.
- Cell phones will only be used at times and for purposes directed **by the teacher**.
- Cell phones are not to be shared with other students.
- A teacher may withhold a cell phone from a student during a class if it is a distraction to the class or student.

Failure to agree to these conditions will result in any/all of the following:

- First offense: confiscation of the cell phone. **Only** a parent or guardian may pick up a student's cell phone. **Cell phones will not be returned to the student.**
- Second offense: confiscation of the cell phone. **Only** a parent or guardian may pick up a student's cell phone. 1-3 days of RLC will be assigned to the student.
- Third offense: confiscation of the cell phone. Parent/Guardian will schedule a conference with administration. The cell phone will be returned to the parent/guardian following the conference. 1-3 days of Out of School Suspension will be assigned to the student.

**\*Refusal to turn in the phone (after violation has occurred) will result in OSS.**

***Please note:***

**Bearden Middle School is not responsible for the loss or theft of cell phones. School staff will not investigate the loss or theft of a cell phone.**

\_\_\_\_\_

Date

\_\_\_\_\_

Student Grade

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

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

# Bearden Middle School



## School Vision Statement

Learning Today, Lead Tomorrow

I have reviewed the policies and procedures within the Bearden Middle School's Handbook. I have spoken with my student about the rules and expectations of Bearden Middle School.

[knoxschools.org/beardenms](http://knoxschools.org/beardenms)

Bearden Middle School's student handbook can be found on the BMS website. Also, paper copies of the handbook are available upon request from student office.

Student Grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Bearden Middle School



## Student Dress Code

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

1. Pants must be worn at the waist. No sagging.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and must have sleeves. Shirts or tops must cover the waistband of the pants, shorts or shirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any tops that expose cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity. No house shoes or slippers may be worn.
5. Clothing and accessories such as backpacks, patches, jewelry and notebooks must not display : (1) racial or ethnic slurs, symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy (i.e, alcohol, tobacco, and illegal drugs)
- 6. Skirts, dresses and shorts must be beyond mid thigh in length.**
- 7. Sleepwear, pajamas, and/or blankets cannot be worn at school.**
- 8. Undergarments must not be visible at any time.**
9. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses except for health purposes, and (4) skin-tight outer materials such as spandex.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances or occasions such as holiday or special performances and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures.

Student grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Bearden Middle School



**Early Release Day Dismissal Times: Elementary – 12:30 PM; Secondary – 1:30 PM** Under this calendar the Knox County Schools may cancel up to **ten (10) eight (8)** instructional days due to inclement weather before any makeup days will be required.

## Attendance

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

For these reasons, the Knox County Board of Education has adopted the following policy on student absences: Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness
2. Illness in family temporarily requiring help from the student
3. Death in family
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country. In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day or 50% of. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored", the activity must be school planned, school directed, and teacher supervised. [Click here to view this policy \(J-120\) in its entirety.](#)

**Please note: Absence notes MUST be submitted within 5 days upon the student's return to school.**

Student grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_