

Cedar Bluff Middle School

707 N. Cedar Bluff Road
Knoxville, TN 37923
865.539.7891

Website: <http://www.cedarbluffms@knoxschools.org>

2016-2017 Student Agenda

"Excellence for Every Child"

Welcome to Cedar Bluff Middle School

The policies and procedures contained in this handbook are the result of much thought and consideration on the part of the faculty and administration. This information has been prepared to assist you in becoming adjusted to and an integral part of the middle school experience.

Please review this information with your parents; parental involvement is desired at all levels of the school program. We encourage all students and parents to become involved in Cedar Bluff Middle School's academic, extracurricular, and social activities.

Mission Statement

We are the GIANTS:

Global

Involved

Accepting

Networkers

Tenacious

Striving for academic excellence

Agenda Acknowledgement

We ask that you sign this form to acknowledge that you are informed about our school's rules and procedures as presented in this Agenda Planner. These policies are consistent with the policies approved by the Knox County School Board. A complete copy of School Board policies can be found on the Knox County School official website as follows: knoxschools.org

If you have any questions, please contact one of your school's teachers or administrators.

Parent's Signature/Date

Student's Signature/Date

GENERAL INFORMATION

WELCOME

Whether you are a newcomer to our school or an "old-timer", we hope you will find this school year to be a memorable and exciting one. We expect our returning seventh graders and eighth graders to be capable leaders and show our new students the proper attitude and example for being successful in school. We, the staff of Cedar Bluff Middle School, are looking forward to moving our students' educational experiences to a high level.

STUDENT PLACEMENT

Students are assigned to classes based on achievement test scores, other data, and teacher recommendation.

All students take Language Arts, Mathematics, Social Studies, and Science. Rotational Related Arts classes lasting twelve weeks may include Wellness/Health/PE, Art, and Computer Literacy. Year long music electives include Band, Orchestra, and Choral/General Music. Changes in the 6th grade music elective must be made by the second week of the first semester or at the principal's discretion.

Additional programs include Special Education, Algebra I, Physical Science, English Language Learners, and Academic Intervention.

SCHOOL COMMUNICATION

We encourage school / parent communication and parents have several methods of keeping up with school news and student progress, including the school website, Parent Portal, and phone messages. Each teacher has an e-mail account, available through the school web site. Parents may find the web address in the front of this agenda book. Even though we try to communicate regularly, the student is still responsible for taking all newsletters, flyers, and other written communication from CBMS home to parents and to return all papers to the teacher as requested.

AFTER-SCHOOL FUNCTIONS

Ball games, dances, and other late afternoon and evening activities are scheduled throughout the school year. School staff always supervises events. **All school dances are reserved for CBMS students only.** We make every effort to communicate to students the EXACT TIME these events will conclude. Students will not be permitted to leave the school or event and then return. For safety reasons, it is imperative that parents pick up their children on time after these events.

If late pick-up from after-school events is a problem, the school administration reserves the right to prohibit a child from attending these functions.

A student absent from school may not attend school-sponsored events on the day he or she is absent. Special circumstances may be appealed to the administration.

SCHOOL SUPPORT PROGRAMS

School Counselor

The school counselor is available to work with students individually as well as in large groups. Students may initiate a visit to the counselor or may be referred by parents, teachers, or a principal. Discussions with the counselor will be confidential with the exception of cases regarding student safety.

Parents are welcome to contact the school counselor at any time by calling either the guidance office at 865.539.7899 or any staff member. Your concerns will be handled in a caring, confidential manner.

Library Media Center

Hours of Operation:

7:45-3:45 Monday, Tuesday, Thursday, and Friday

8:30-3:45 Wednesday

Library Usage Guidelines:

Students are encouraged to take advantage of the open library times before school and after school. Many students find this a valuable time to return and check out books, finish homework, play board games, work on computers, and talk quietly with friends

Fines, Overdues and Other Charges:

We charge five cents per book per school day.

Report cards may be held until all school obligations are met, and this includes library obligations. Students must pay for lost books. If the book is later found and returned, a refund will be issued, less bookkeeper fine.

SPECIAL EDUCATION SERVICES

Cedar Bluff Middle School provides special education services to eligible students. If you think your child might require special services and want Knox County Schools to provide those services, contact the school at 865.539.7891 or call Pupil Personnel Services at 865.594.1535.

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 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 under any program or activity receiving Federal financial assistance 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 for Civil Rights

U.S. Department of Education

P.O. Box 2048, 04-3010

Atlanta, Georgia 30301-2048

SCHOOL SAFETY AND COMMON SENSE

Expectations

1. Be on time for school and classes.

2. The school agenda book must be carried at all times. Students are expected to have a signed agenda to use as a hall pass. Replacement agendas may be purchased in the office.
3. Bring appropriate materials/supplies and participate appropriately in each class. Do not bring large amounts of money or expect school personnel to be responsible for your money.
4. Respect the authority of ALL adult staff members. Respect the rights, feelings and property of other students and teachers. Insubordination is considered a serious offense.
5. Keep hands, feet, and objects to yourself. There is no room for "horseplay" at CBMS
6. Comply with all rules and regulations unique to any group, such as classes, clubs, buses, and organizations
7. Courtesy and good sportsmanship are always expected at assemblies, field trips, and athletic or other school-related events. School rules and dress code apply at all school events.
9. Any actions or appearances designed to call unusual attention to self or to detract from the purpose of school are unacceptable.
10. Dance policies and rules are posted on the school web site and on dance permission forms sent home at the beginning of the school year. All dances at CBMS must follow those guidelines. It is the responsibility of the dance sponsor to provide for adequate supervision of each dance.

SCHOOL DISCIPLINE POLICY

CBMS utilizes a school-wide discipline plan. Students are given opportunities to correct behavior before an office referral is made. Parent notification is an integral part of our discipline plan. Parental support will be greatly appreciated.

Disciplinary Terms and Definitions

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.

In School Suspension (I.S.S.): I.S.S. 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 (O.S.S.): This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. 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 and Student 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.

I.E.P. 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 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.

Harassment, Intimidation, and Bullying or Cyber-bullying

Knox County Schools prohibits acts of harassment; intimidation, bullying and cyber-bullying.^{1,2} 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.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, and:

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 of:

- Physically harming a child or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or

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 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.

To view this policy (JCADA) in its entirety visit: www.knoxschools.org

Zero Tolerance Policy

According to Knox County Board Policy Handbook 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.¹ 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.

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 w/o permission.
- In the building after 4:00 without staff supervision for a school activity.

STUDENT AWARDS PROGRAM

Students with outstanding achievement are recognized by school personnel through the Honor Roll, Citizenship, Perfect Attendance acknowledgements, and the annual Awards Day Assembly.

Incentive Cards:

At the end of each quarter, students may qualify for incentive cards entitling them to certain privileges. These cards are earned for academic and citizenship excellence. The highest-level card is Gold, followed by Silver and Bronze. A Green card goes to the Citizenship recipient in each homeroom and is considered equivalent to a gold card. Criteria for incentive cards are as follows:

- **Gold Card:** Student must achieve grades of "A" in all subject areas **and** 4.0 GPA.
- **Silver Card:** Student must achieve grades of "A" or "B" in all subject areas **and** 3.5-3.99 GPA.
- **Bronze Card:** Student must achieve grades of "A", "B", or "C" in all subject areas **and** 3.0-3.49 GPA.

LOST AND FOUND

Lost items may be turned in to the office or ISS room. Lost items are kept for a period of time. Due to storage problems,

all lost and found items are generally sent to a local charity at the end of each semester.

CONFERENCES

Parent-teacher conferences are encouraged. Impromptu or "hallway" conferences are discouraged and may be unproductive. Conferences are held by appointment only since impromptu or "hallway" conferences may interfere with class time or not allow teachers to have the information needed. To schedule a conference with your child's team of teachers, call the school office at 865.539.7891.

FINANCIAL MATTERS

School fees are requested from each student at the beginning of the school year and as new students enroll.

All students, including those who qualify for fee waiver, are responsible for the cost of replacing lost or damaged textbooks and payment of library fines. Parents and students should be aware that fees collected for field trips may not be refunded if a student is unable to attend. The cost of admission and transportation are paid well in advance of the field trip.

TELEPHONES

Knox Co. Bd. Policy #JCBEA: Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion.

OFFICE PHONE USE GUIDELINES

All students using the phone must have a phone pass.

VISITORS

Parents and other citizens are always welcome at CBMS. All visitors are required to check in to the office upon arrival at school and are required to get a "Visitor's Pass" to wear while in the building. (Please see Board Policy #2 for further guidelines on school visitation.) Teacher conferences must be scheduled in advance.

SCHOOL LEADERSHIP RESPONSIBILITIES

Students taking on roles of leadership (e.g. student council, basketball, cheerleading, National Jr. Honor Society) have the responsibility of setting an example of good citizenship in and out of school. While the school cannot impose disciplinary measures for out-of-school violations of the law or other actions related to immoral or illegal conduct, the administration reserves the right to remove the students from positions of leadership if their actions are perceived to be detrimental to the school.

SPORTS CLUBS AND ORGANIZATIONS

Cedar Bluff Middle School provides great opportunities for students to participate in many extracurricular activities. Please check the CBMS website for the most updated information on school activities, clubs, and community sponsored sports.

LOCKERS

Lockers are an available privilege to students on a shared basis. Students are encouraged to keep combination locks on lockers, as they are responsible for the security of books and other property. **Only school locks may be used on lockers.** Students may purchase locks from their homeroom

teacher at the beginning of the school year. A fee will be charged for lost locks.

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 (O.T.C.) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations:

The school system has the 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, 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 an unused medication at the end of the treatment or of the school year.

To view this policy (JGCB) in its entirety visit:
www.knoxschools.org

Failure to follow the medication policy may result in a Zero Tolerance offense.

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 child;
3. Death in family;
4. Recognized religious holidays regularly observed by persons of the student's faith;¹
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 fifteen (15) minutes per school day. 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.

To view this policy (JB) in its entirety visit:
www.knoxschools.org

ATTENDANCE

Our official school day is 8:30–3:30. However, we encourage students to arrive by 8:20 to get ready for the day and allow for a smooth start. Daily announcements begin at 8:25. Classes begin promptly at 8:30.

Early Dismissal

For your child's protection, early dismissal from school requires that he/she bring a note to the school office for approval before classes begin each morning. The child will be waiting in the office when the parent comes in for checkout. **All students leaving the CBMS building must be signed out in the office by a parent, guardian, or other adult listed on the emergency card as an emergency contact. A valid ID will be required from that adult before a student is signed out.** Should anyone other than the parent or legal guardian come in to sign a child out of school, the school reserves the right to refuse to let the child go until the parent is contacted.

There will be no dismissals after 3:10 without prior notification.

Tardiness

Any student arriving at school after the 8:30 bell is required to report to the office to get a class admission slip. Students who are tardy frequently will be reported to school administration.

Illness at School

If a student needs to be sent home from school because of illness, the school will contact the parent. Students may not initiate parent contact, unless authorized by an adult.

Absences

State law requires that students attending less than 3 hours and 15 minutes be counted absent for the entire day.

Make-Up Work

It is the student's responsibility to inquire about tests, assignments, and other work missed due to absences. If make-up work is requested materials will be placed in the office to be picked up after 3:30 PM. ***Please do not call the school for your child's assignments for a one-day absence.*** The student is expected to complete make-up work within a reasonable time (i.e. 3 days absent, 3 days to make up work.) **Teachers need 24-hour notice in order to get work together.**

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 insure 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 driver may result in removal of student riding privileges and/or suspension from the bus.

BUS DISCIPLINE CODE (Handled by Administration)

LEVEL I VIOLATIONS	LEVEL II VIOLATIONS	LEVEL III VIOLATIONS
<ul style="list-style-type: none"> • Eating or drinking on the bus • Failure to remain seated • Improper boarding/departing procedures • Refusing to obey driver • Loud, rude, or abusive behavior • Profane language/obscene gestures • Any behavior jeopardizing safety • Other 	<ul style="list-style-type: none"> • Third violation of Level I behavior • Tampering with bus equipment • Fighting/pushing/tripping • Bringing articles aboard the bus of injurious or objectionable nature • Destruction of property (Principal to determine if parent/guardian is responsible for damages and the appropriate amount.) • Possession and/or use of tobacco products • Profane language/obscene gestures • Throwing objects in or out of bus • Hanging out bus window • Other 	<ul style="list-style-type: none"> • Third violation of Level II behavior • Physical assault/verbal threat directed to bus driver • Attempting to set fire to seat, hair, clothing, etc. • Possession and/or use of alcohol, drugs, or drug paraphernalia • Possession of weapon • Use of chemical substance with intent to do bodily harm • Unapproved use of emergency exits on bus • Other
CONSEQUENCES – LEVEL I VIOLATIONS	CONSEQUENCES – LEVEL II VIOLATIONS	CONSEQUENCES – LEVEL III VIOLATIONS
<ul style="list-style-type: none"> • Written reprimand (maximum 1 warning) • Bus riding suspension (3 to 5 days) • Out-of-school suspension • Assigned seating 	<ul style="list-style-type: none"> • Bus riding suspension (minimum 5 school days) • Repeat occurrence of Level II violation (minimum 15 school days bus riding suspension) • Out-of-school suspension 	<ul style="list-style-type: none"> • Bus riding suspension (minimum 30-maximum 180 school days) • Out-of-school suspension • Action by the Board of Education (up to and including expulsion) • Appropriate legal action

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 allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants,

shorts or shirts with no midriff visible. ***Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes 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.
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: such as alcohol, tobacco, and illegal drugs.

6. Skirts, dresses and shorts must be beyond **fingertip length**.
 7. **Sleepwear, pajamas, and/or blankets cannot be worn in school.**
 8. 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 holidays 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 the foregoing policy shall be subject to the following consequences:
 - Correct the violation or spend the remainder of the day in in-school suspension
 - Repeat offenders shall be subject to additional measures that include parent conferences, in-school suspension and out-of-school suspensions as described in the county-wide discipline policy.
 - **To view this policy (JCBF) in its entirety visit: www.knoxschools.org**

Relationships

- **No** pushing, scuffling, or horseplay
- **No** harassing, or name-calling
- **No** P.D.A (public display of affection)
- **No** Fighting (unacceptable)

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 school day. The school will not accept deliveries on high volume days – i.e. Valentine's Day.

Cafeteria Guidelines and Rules for Food and Drink

- All food and drinks must be consumed in DESIGNATED AREAS only, unless by special permission.
- Eating areas are to be left **clean and trash-free and trays properly returned to designed area.**
- **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 should be followed during lunch.
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.

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 the principal's 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 or 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 the PCD must be in the off mode. The principal or the principal's designee 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 (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and 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.

To view this policy (JCBEA) in its entirety visit: www.knoxschools.org

Grade Reporting and Grading Scale

All class grades are cumulative, representing all class work from beginning of the course to the 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.

Grade	Percentage Range
A	93 – 100
B	85 – 92
C	75 – 84
D	70 – 74
F	0 - 69

- Honors Exams will count 10% of the final grade for the semester.
- Honors Exams and End of Course Algebra I in May count 25% of final grade.

Report cards are issued at the end of each semester. Additionally, interim reports are sent home every 4 1/2 weeks to keep parents regularly informed of their child's progress. Both interim reports and report cards are to be signed by the parent and returned to the school immediately.

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 Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 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

To view this policy (JCCF) in its entirety visit:

www.knoxschools.org

Knox Schools Statement of Compliance

Knox County Schools (KCS) 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 (TN) 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 and vision services, physical access management, 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 (TN) continue to be committed in its support of all equity statues 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

BK 4/11

PHILOSOPHY OF PERSONAL CONDUCT

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This 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.

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 or 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 or 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 this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

2016-17 Knox County Schools Calendar

August 8 (Monday)	First Day for Students (1/2 Day)
September 5 (Monday)	LABOR DAY – Holiday
October 7 (Friday)	End 1 st Nine Weeks Grading Period
October 10-14 (Monday-Friday)	FALL BREAK
November 8 (Tuesday)	In-service Day (Pre K – 12 System-Wide) – Student Holiday
November 23-25 (Wednesday-Friday)	THANKSGIVING HOLIDAYS
December 22 (Thursday)	End 2 nd Nine Weeks Grading Period (1/2 Day for Students)
December 23 – January 5	WINTER HOLIDAYS
January 6 (Friday)	In-service Day
January 9 (Monday)	First Day for Students
January 16 (Monday)	MARTIN LUTHER KING, JR. DAY – Holiday
February 20 (Monday)	In-service Day – Student Holiday
March 9 (Thursday)	End 3 rd Nine Weeks Grading Period
March 10 (Friday)	In-service Day – Student Holiday
March 13-17 (Monday-Friday)	SPRING BREAK
April 14 (Friday)	GOOD FRIDAY – Holiday
May 23 (Tuesday)	Last Day for Students (1/2 Day)
	End 4 th Nine Weeks Grading Period
May 24 (Wednesday)	Last Day for Teachers

A Vision for Excellence at Cedar Bluff Middle School

At Cedar Bluff Middle we have had many discussions about what excellence looks, sounds, and feels like in the school and classroom. Students and staff shared their ideas, which were then compiled into two paragraphs. Their exact words were actually used to describe an excellent classroom and school with about 80 to 85% of the words and ideas coming from the students. Below are the paragraphs that describe Cedar Bluff's definition of our excellent school and classroom.

Excellence at School

An excellent school is a community where people are passionate about learning, where students and staff are safe and free to express themselves. They help each other perform at their highest levels, encourage each other, respect one another, and stand up against bullying. They help those who struggle and are willing to learn to better themselves. They can be described as welcoming, friendly, happy, positive, and helpful. They are a family. When you enter the school you will see smiles, laughter, teamwork, loyalty, energy, trust, and kindness. Everyone is doing their best, giving their all.

Excellence in the Classroom

In an excellent classroom students and teachers are excited, actively engaged, and treat each other with respect. Students are learning what they really need to know to be successful in real life and are discussing important matters that can one day change the world. Teachers and students have a passion for what they are doing, feel safe taking risks, encourage and support each other, do their best work, accomplish something together, learn from mistakes, and take responsibility for their learning and contributions. The classroom is a positive community where everyone is energized and willing to work for their own and their classmates' success.

