

Chickasaw Middle School

Memphis, Tennessee



“Excellence is Our Benchmark”

Parent and Student Handbook

Home of the Chieftians

Veda Turner, Principal
2016-2017

Chickasaw Middle School
4060 Westmont Drive
Memphis, TN 38109
(901) 416-8134- Office
(901) 416-8139 - Fax

August 2016

Dear Students,

On behalf of the Chickasaw Middle School Family, may I extend a hearty welcome to each of you as we begin the 2016-2017 school year.

This handbook informs you of school events, policies and procedures and should be helpful to you throughout the year. Knowledge of and compliance with these policies and procedures will enable each of us to have a successful school year.

I am looking forward to helping you have a good school year and I am always open to any suggestions you might have.

Sincerely yours,

Veda Turner, Principal



Chickasaw's Shield

Chieftain Head
Torch for Achievement
Dove for Peace
5 A's

5A's

Attitude

It is your responsibility to display a positive attitude at all times. Some examples of having a positive attitude include smiling, thinking good thoughts, and displaying positive behavior.

Actions

It is your responsibility to make decisions that have positive effects on others. At Chickasaw Middle, we don't talk about each other, we don't fight, we don't use profanity, and we don't disrespect adults or our peers. Ultimately, we adhere to the school rules and district policies.

Appearance

It is your responsibility to dress appropriately. The school uniform policy will be strictly enforced. You are allowed to wear white, navy blue, or black polo shirts and khaki, blue, or black pants. No pastel colors allowed. Undershirts and socks must be white. Girls will not be allowed to wear different color undershirts, visible undergarments, or any kind of inappropriate attire. Boys must wear their pants at the waist level at all times with a brown white or black belt. No sagging! Jackets must be solid khaki, blue, or black. These expectations are outlined in the Shelby County Schools dress code policy.

Accountability

It is your responsibility to be accountable for your actions. The areas of concern are in the classroom and before and after school. Your conduct on the way to school or from school, either walking or riding the bus, must be aligned with school expectations. You should do your best work in class, complete homework and study each day. Doing so, will help you master the last A – Achievement.

Achievement

It is every student's responsibility to work to achieve greatness, every day. As a student, you should strive to make an A in all classes. You should strive to be advanced or proficient on every test you take. Be the best that you can be at all times!

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2016-2017
SHELBY COUNTY SCHOOLS ACADEMIC CALENDAR

First Semester (84 days)				
Date(s)	Day(s)	Event	Students	Teachers
August 8	Monday	First Day of School	In	In
September 5	Monday	Labor Day	Out	Out
September 15	Thursday	Parent Conferences (3-6) & (4-7)	In	In
September 16	Friday	District Learning Day	Out	In
October 7	Friday	End of 1 st Nine Weeks	In	In
October 10-14	Monday-Friday	Fall Break	Out	Out
November 11	Friday	Veteran's Day	Out	Out
Nov. 23-25	Wednesday-Friday	Thanksgiving Break	Out	Out
Dec. 14-16	Wednesday-Friday	1 st Semester Exams	In	In
December 16	Friday	End of Second Quarter ½ Day for Students & Administrative (1/2 Day)	In (1/2 Day)	In (1/2 Admin)
December 19	Monday	District Learning Day	Out	In
Dec. 20-30	Tuesday-Friday	Winter Break	Out	Out
Second Semester (96 days)				
Date(s)	Day(s)	Event	Students Out	Teachers Out
January 1	New Year's Holiday	Winter Break	Out	Out
January 2	Monday	Winter Break	Out	Out
January 3	Tuesday	Students return	In	In
January 16	Monday	MLK Jr. Day	Out	Out
February 9	Thursday	Parent Teacher Conference (3-6) & (4-7)	In	In
February 10	Friday	District Learning Day	Out	In
March 10	Friday	End of 3 rd Nine Weeks	In	In
March 13-17	Monday-Friday	Spring Break	Out	Out
April 14	Friday	Spring Holiday	Out	Out
May 24-26	Wednesday-Friday	2 nd Semester Exams	In	In
May 26	Friday	End of 4 th Quarter Last Day for Students (1/2 day) ½ Admin for Teachers	In (1/2 day)	In (1/2 Admin)

Telephone Directory

Principal

Veda Turner
(901) 416-8134

Assistant Principal

Lakeisha Haywood
(901) 416-8134

Coronica Hall

PLC Coach/Title I
(901) 416-6551

Office Secretaries

Jacqueline Bougard (Financial) – (901) 416-6560
Cheree Brown (SMS Coordinator) – (901) 416-6552

Professional School Counselor

Paula Tucker
(901) 416-6570

Librarian/Media Specialist

Nelda Morgan
(901) 416-6559

Athletic Director

LeTeasha King
(901)416-8143

Building Engineer

Gary Parker
(901) 416-6563

Nutrition Services Manager

Evelyn Johnson
(901) 416-6564

The Vision of Chickasaw Middle School

At Chickasaw Middle School, We Are
CMS SMART!

College and Career Ready
Motivated
Students

who are

Self-disciplined

Merit Seeking

And

Ready for the

Twenty-First Century

The Mission of Chickasaw Middle School

The mission of Chickasaw Middle School is to:

- Work Hard
- Expect Excellence
- Create Collaboratively
- Compete Globally

iZone Vision

To increase student achievement by ensuring highly effective teachers and leaders create and maintain learning environment tailored to the needs of all learners.

iZone Mission

The intent of the iZone is to accelerate school turnaround in high-need schools that have been designated by the state as among the state's lowest performing schools (i.e., Priority Schools). Our mission is that within five years Priority Schools selected for the iZone will be among the state's "top 25 percent." The iZone's purpose is to provide excellent principals and teachers the opportunity to dramatically improve student learning through autonomy over personnel, program, and budget decisions.

Parental Involvement

Parental Involvement Plan

The 2016-2017 ESEA parental involvement policy was jointly developed with parents and community stakeholders to establish the expectations for parental involvement.

Parental Involvement

The 2016-2017 Parental Involvement Plan for Chickasaw Middle School was established to assist parents with the knowledge, skills, information, and expectations needed to assist and ensure their child's success in school. At Chickasaw Middle School, we have high standards for academic excellence. Teachers, students, and parents work very hard to accomplish the goals that we set for raising scholastic achievement, attendance, and promotion standards. We are committed to continuing an ongoing partnership with parents to create, implement, and maintain a means of open communication that strengthens both school and home learning environments.

We ask that our parents:

- Attend school events and serve as advisors
- Serve on the School Leadership Team
- Become school supporters and advocates of higher learning
- Respond to memos, surveys, and questionnaires expressing ideas and concerns

We pledge to our parents:

- A warm, assuring, and welcoming invitation to visit the school.
- An awareness of all ESEA requirements.
- Numerous means of communication via progress reports, monthly calendars, school and teacher websites, annual and monthly meetings, and our student/parent handbook.
- Descriptions and resources that explain the use of curriculum and units of study for all subjects and proficiency levels of students.
- Flexibility to attend various school programs, meetings, and conferences,
- A jointly developed student-teacher school compact.
- A safe and enjoyable learning environment for your child.

Parents' Right-To-Know

All parents have the right to request the following:

- ❖ A teacher's professional qualifications, which includes: state qualifications, licensure, grades/ certifications, and waivers
- ❖ A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- ❖ A paraprofessional's qualifications
- ❖ An annual notice of Students Education Records Privacy and Notice for disclosure of School Directory Information

All parents will receive information on the following:

- ❖ Their child's level of achievement in each of the Tennessee academic assessments
- ❖ Notification of right to transfer child to another school in the district if student becomes the victim of a violent crime or is assigned to an unsafe school
- ❖ District Family Engagement Policy and School Family Engagement Plan
- ❖ Their right to public school choice, supplement services, and more effective involvement in their child's school if the school is identified for school improvement
- ❖ Timely notification that their child has been assigned to, or has been taught for four consecutive weeks, by a teacher who does not meet the definition of Highly Qualified Parents' Right to Know under NCLB

Parent Communication

Monthly school calendars are printed and sent home at the beginning of every month. Parents should ask their children to see the calendar as very important information regarding honors programs, report card dates, progress report dates, parent conference, a course syllabus, etc. is included. School Messenger is a tool that will be used to notify parents of important activities and events via telephone messages.

Parent Conferences

We always welcome parents! You may visit for classroom observations except when testing occurs. Visitors are asked to enter and leave the classroom as quietly as possible. A guidance counselor or administration will escort all parents during observation visits. There should be no interruptions from the visitor while the teacher is teaching and students are present. Grade level teams will conduct parent conferences by **appointments** and on **district parent conference dates**. **PLEASE call ahead and schedule a conference with your child's teacher.** Your cooperation in following this procedure to protect class time from interruptions is appreciated. We invite and urge parents to consult with their teachers or the principal for help with problems. Please send a note or call the school to arrange for a conference time. ***Teachers cannot be interrupted during class time for conferences.*** There are two parent/teacher conference days included in the school calendar.

Items Left In The Office For Students

If a parent brings something to school for their child, the office will see that the item is delivered. Flowers, balloons and other delivered gifts should not be sent to school. These items will not be delivered to the student and will stay in the office until the end of the day. Students will be allowed to pick the item(s) up before they leave. Money left in the office should be sealed in an envelope with the student's name on it. The envelope should be given to a member of the office staff. Please inform the office staff member of its contents.

Messages To Students

There are approximately 360 students. Therefore, we must discourage parents from leaving messages for students or requesting that we call them out of class for a phone call. For the staff to do either, we must be assured that it is a true emergency. This means that you must disclose the nature of the emergency to the office staff. The administrator will decide whether the situation constitutes an emergency after the parent informs him/her of the situation.

PTO

The PTO at Chickasaw is an active organization. It exists to promote the welfare of our children. Parents and teachers are encouraged to join and support the activities of the organization. Dues are \$10.00 for the year. We want to strive for 100% membership. PTO information will be forthcoming.

Volunteers

At Chickasaw Middle School, we believe the use of volunteers enhances the educational process for students and promotes community involvement in education. However, Board Policy states that all volunteers, whether in classrooms or on field trips, must have a completed background check on file with the school. Background checks must be completed online in the school library during regular school hours.

Chickasaw Middle School invites parents and community members to become active participants in the education of students and success of our school. Our open door policy and school-wide Title I program provides numerous opportunities for volunteers to assist students in all subject areas.

Crosswalks, Parking, And Traffic

Students are expected to cross streets only at designated crossings. When walking to or from campus, please set the proper example of safety for your children by only using designated crossings. *DO NOT ALLOW STUDENTS TO CROSS THE STREET IN UNPROTECTED SITUATIONS.* It is extremely hazardous for students to cross at any point except the designated school crossing areas.

Car riders' arrival and departure will only be in Front of the school. Please cooperate with us on ensuring the success of this transportation plan. We understand that sometimes many of you are in a hurry but students' safety must be considered. However, it is the safest and most reliable means for loading and unloading our students. After dismissal, car riders are asked to stand patiently and look for his/her car at the main door. Students are to load cars at the crosswalk area with the faculty monitor.

Please observe the following when picking up or dropping off your children:

- Enter/Exit the parking lot closest to Raines Road for morning drop off.
- DO NOT PARK OR WAIT FOR STUDENTS DIRECTLY IN FRONT OF THE SCHOOL OR IN THE RAINES ROAD LOT FOR PICK UP. YOU MAY PICK UP IN THE PARKING LOT CLOSEST TO LEVI LANDING
- If you park on Westmont across from the school, then students must cross the street in the designated area.
- KEEP SPEED IN THE PARKING AREA TO FIVE MPH OR SLOWER.

Attendance and Tardies

Students are to be *in their HR/1ST BLOCK at 7:15 AM!* Students are considered *late to school after 7:15 AM*. Students who are late miss valuable instructional time as teaching and learning begin at 7:15 AM. **It is imperative that the parents of transfer students be aware that continued tardies to school will jeopardize their child's transfer status.** Transfers will be revoked for students who do not arrive on a timely basis. The administration reserves the right to require a doctor's statement anytime excessive tardies are a result of a recurring illness.

** Tardy students must be signed in by a parent or guardian. If no one is available to sign-in the tardy student, the student will be issued a Tardy Suspension.*

**Medical issues/incontinent matters should be identified AS SOON AS POSSIBLE and a note will be put on file.*

If a student is continuously tardy to class, he/she may be referred to the office for more severe disciplinary action. "Hall sweeps" will be done randomly. Students caught in the halls without a proper hall pass may face disciplinary action.

Absences

** Students are considered absent if checked-in after 11:30 AM.*

Board Policy states that students are expected to attend school on each day that school is officially in session. Each day a child is absent, a note **MUST** be brought to the teacher giving the reason for the absence. The note should contain a daytime phone number of a parent or guardian. If the note is not submitted, the absence is counted as unexcused, and no make-up work will be accepted. Please note: Faxed notes of any kind will not be accepted. Baby-sitting or family vacations are not excused.

Attendance and Excuses (Policy #6014)

Absences will be excused for the following reasons:

- *Personal illness or hospitalization of student.*
- *Death or serious illness of the immediate family of the student.*
- *When the student is officially representing the school in a school-sponsored activity.*
- *Special and recognized religious holiday/event observed by persons of their faith.*
- *Legal court summons not as a result of the student's misconduct.*
- *Extenuating circumstances over which the student has no control as approved by the principal.*

A written statement within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence.

PLEASE NOTE

After ten (10) absences, parents must bring a doctor's note for every absence, thereafter. The 10 days do not have to be consecutive. The District may require a parent conference and/or physician verification to justify absences after the accumulation of 10 days during the year.

Attendance Policy

- Students who have 3-5 tardies during the school the school year will receive an official conference request from the attendance office. If there is no reply from the parent/guardian, the student(s) will be suspended until the conference is held.
- Students who have 5+ tardies during the school year will be referred to a SART meeting (Student Attendance Review Team) to identify causes and to discuss further actions to be taken. If there is no reply from the parent/guardian, the student(s) will be referred to the Office of the District Attorney for further actions.
- Students who have 1-3 **unexcused absences** will receive a parental notification letter from the attendance office. If there is no reply, the student will be suspended.
- Students who have 4-5 **unexcused absences** will be referred to the Office of the District Attorney for further actions.
- Students who have 6-10 **unexcused absences** will be referred a SARB (Student Attendance Review Board) meeting to determine if the case should be moved to Juvenile Court.
- Students having 10+ **consecutive absences** will be dropped from the school enrollment. At that time, the parent/guardian and student(s) must report to Pupil Services to receive clearance and proper documentation to re-enroll in Shelby County Schools.
- Student tardy to class or fails to attend three (3) or more times during the school year will be subject to disciplinary actions.
- If there is no reply to any of the above occurrences an "Official Warning" from Pupil Services and Shelby County Schools will be issued.

Checking In And Out Of School

CHECKING IN – Students reporting to school after (7:15 a.m.) must be signed in by parent/guardian and cleared through the attendance office before reporting to class. These students will be considered tardy.

CHECKING OUT – Checking out is to be kept to a minimum during the school year. Students who become ill during the school day must have a parent/guardian check them out of school. Student cannot checkout with verbal permission over the telephone. Student should bring a note from home, doctor's excuse, etc. upon return to school.

Students will not be allowed to check out after 2:30 p.m.



Use of Office Telephone

The office telephone should be used for emergencies only. Students may not use the office telephone unless it is clear to the office personnel that the student is in distress and needs to check out. Office personnel will call and inform parent of student's illness.

Cellular Telephone Check In and Out

Students will check in cellular telephone at the cellular telephone station each day. Students will write their name on the cellular telephone and receive a ticket. Students will receive cellular telephone after school or early dismissal. Student must have ticket to receive cellular telephone.

Withdrawals

If a student moves out of Chickasaw's district and must withdraw from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete necessary paperwork.

Telephone And Address Changes

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. It is important that our records be kept up to date.

Payments

Payments to the school may be made in CASH, CASHIER'S CHECK, or MONEY ORDER. The cafeteria will not accept cash, money orders, or cashier's checks for lunch payments (snacks, etc.), please visit www.mypaymentsplus.com or by phone at 1-866-471-5510.

School Hours

School hours are 7:15AM-3:15PM. Students will be allowed to enter the building at 6:55 AM. STUDENTS MUST BE IN THEIR ROOMS BY 7:15 OR THEY WILL BE MARKED TARDY. Teachers mark students tardy when they arrive at the classroom after 7:15AM. Students arriving after 7:15AM must be accompanied by a parent to sign in and then report to class with an admit.

Arrangements for the afternoon pickup must be made BEFORE a student comes to school. We prefer not to interrupt classes with instructions on how students are to get home. There will be a staggered dismissal beginning with bus riders. Car riders and walkers will be dismissed at 3:15PM. *All students should leave the campus at dismissal time or no later than 3:15PM, unless supervised by a teacher.* All students involved in after-school activities should be picked up promptly. **THIS ALSO APPLIES TO STUDENTS SERVING DETENTION.** A mandatory parent conference will be required for students with late pick-ups. Students must be picked up by 3:30 PM or will be considered an unaccomplished adult.

Textbooks

Parents are responsible for all textbooks issued to them. When a textbook is lost, the parent must pay for the textbook before the teacher can issue another one. The final report card will not be mailed if the student has not returned their books or paid the fees. Books that are issued to parents must be returned at the end of the year. It is the student's responsibility to assess the condition of the textbook at the beginning of the school year to determine the condition and to note any damage that is present at the time of its issue. After the textbook is issued, any textbook lost, stolen, or damaged is the responsibility of the parent, and any monetary obligations must be met before the student receives his/her report card. Charges for minor damage, such as writing or overly abused covers, will be based on the degree of damage, not to exceed the cost of a lost book. The same rules apply for library books and school equipment issued to a student. **No books will be issued without a parent's signature on the textbook form.**

Homework

Homework is a key component of learning. Just as an athlete must practice to reach excellence, so must we practice academic concepts to master and maintain our excellence. We expect parents to go over the assignments with your child each night. Homework is an important continuation of classroom learning.

Make-Up Work

Students shall be permitted the opportunity to make up all work and classroom test missed as a result of an excused or unexcused absence. All work and tests for both excused and unexcused absences should be made up as soon as possible, but no later than a week after the student returns to school. If the student fails to make up the work and tests, the deficiencies shall be averaged with the other grades. Each make-up assignment for unexcused absences shall be marked down one letter grade.

2016-17 School Uniform Policy #6021
Chickasaw Middle School Uniform and Dress Code

The basic uniform is as follows:

- The basic uniform shall be tan, navy blue or black pants, skirt or jumper and white, navy, or black long sleeve or short sleeve shirt with a collar (polo style or dress style).
- Pants must be straight-legged or boot cut. Full-length pants, crop pants, cargo pants and straight-legged capri pants are permitted. Jeans are not permitted. All male pants must have belt loops.
- (NO joggers)
- Walking shorts are permitted. (Walking shorts are straight-legged shorts that are at the knee.)
- Pants must fit at the waist and not be oversized or undersized (e.g., Baggy pants, sagging pants, tights, torn pants, pants with holes, or pants made of spandex are prohibited.).
- **Skirts or jumpers must be at or below the knee.**
- **All male students must wear belts (solid black, brown, or white-no logos) and shirts must be tucked in (No joggers).**
- Undershirts and socks must be white (No Writing or Logos).
- Outerwear (e.g., a winter coat) must be stored in lockers upon arrival at school.

In addition students may wear the following:

- **Jackets worn indoors must be solid black, blue, white or khaki with zipper.**
- **Chickasaw Middle jackets, hoodies and shirts purchased at CMS are allowed.**

In addition students are not allowed to wear or display the following:

- Manufactures' logos or brand names on the clothing. Nor can logos be pinned.
- Head apparel (such as hoods, hat, scarves, etc.) must not be worn inside the school building, except for religious or medical reasons.
- **Gold fronts (grills)**
- **Earrings (Males)**
- **Hair Designs (Males)**
- **Autographed clothing**
- **Tattoos**
- **Body Piercings**
- **Nose Rings**

The school administration reserves the right to determine whether the student's attire is within the limits of decency, modesty, and safety.

The following guidelines may be helpful to you:

1. Students are expected to come to school neat and clean (bodies, clothes and hair).
2. Alcohol or tobacco advertising will not be permitted. Halter tops, tank tops, tops with string ties, exposed stomachs, net shirts plunging necklines and "see-through" tops are not acceptable.
3. Slacks are acceptable. Short shorts or "hot pants" are not permitted. Stretch pants, "bike" shorts, "low rider" shorts or pants, or tight knit slacks or pants are not appropriate. Pants or shorts should cover underwear.
4. Skirts are expected to be KNEE LENGTH. Extremely long dresses or miniskirts are not appropriate for school. Clothing must be suitable to allow participation in physical education activities.
5. Comfortable shoes should be worn at all times with buckles or strings properly fastened. "Fad" shoes or high heels are not acceptable as they often cause safety problems. No "Flip-Flops" or house shoes are allowed. Tennis shoes are required for physical education. Sandals must have heel straps.
6. Appropriate undergarments must be worn.
7. Hair should be cut and combed neatly. No rollers, clips, hairnets, or shower caps are permitted. Hats are for outside wear and are to be removed when entering the building, unless there is a medical reason. **If a student comes to school wearing inappropriate clothing, the parent may be called to bring appropriate attire while the child waits in the school office or ISS for the clothing.**
8. Backpacks are allowed for carrying books, but must be kept in lockers.
9. Out of Uniform Day includes no tights, short skirts or shorts, no tank tops, or bandana/star print clothing.

Academic Recognition

Shelby County Schools has established uniform honor roll requirements for all students.

The requirements are as follows:

HONOR ROLL

The Honor Roll is determined from the student report card and is set by the Board of Education.

Principal's List

Academic Subjects:	All As
Conduct	Es or Ss

Distinguished Honor Roll

GPA 3.6 or above	No grade below 76
Conduct	Es or Ss

Honor Roll

GPA 3.0 but < 3.6	No grade below 76
Conduct	Es or Ss

Citizenship Honors

Conduct	All Es
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Grading Policy

Academic Grades are reported as follows:

<u>93-100</u>	<u>A</u>	<u>Excellent</u>
<u>85-92</u>	<u>B</u>	<u>Good</u>
<u>75-84</u>	<u>C</u>	<u>Satisfactory</u>
<u>70-74</u>	<u>D</u>	<u>Poor, but passing</u>
<u>Below 70</u>	<u>F</u>	<u>Failure</u>
	<u>I</u>	<u>Incomplete (No grade given. Grades must be made up within nine weeks or grade converts to an F.)</u>

Conduct grades are reported as follows.

<u>E</u>	<u>Excellent</u>
<u>S</u>	<u>Satisfactory</u>
<u>N</u>	<u>Needs Improvement</u>
<u>U</u>	<u>Unsatisfactory</u>

Perfect Attendance

Perfect Attendance recognition will be given to students who have maintained Perfect Attendance, without any absences, tardies, or early checkouts. Perfect Attendance recognition will be given each nine week period.

Use of The Library And Computer Labs

Students are allowed to use the library and computer labs to work on school related projects. Students found misusing this privilege will lose it. All students using school computers must have a consent form signed by their parent or guardian and on file in the library. Students who vandalize or misuse the computers or any other equipment will be disciplined and will be responsible for any damages.

Cafeteria Regulations And Conduct

It is the goal of the administration to create an atmosphere in the cafeteria that is clean, orderly, and inviting for students. We encourage students to practice self-control and respect the privileges that they are given. Students are not allowed to bring candy, gum, sunflower seeds, kool-aid, potato chips, or a large amount of “junk” food to school. The one exception to this rule is that a student who brings a lunch from home may include snacks as part of the lunch. Food may NOT be taken out of the cafeteria. Please talk to your child about manners and behavior in the cafeteria. Students are expected to act like young ladies and young gentlemen while in the cafeteria. We expect students to use good manners at all times. The administration and teachers will monitor and supervise the cafeteria during lunch. Students are to follow directions *without question and without hesitation*. If the cafeteria gets too loud during lunch, talking will be prohibited in the cafeteria until order is well established. "Silent lunch" may last a short period or for the entire lunch period, depending on how cooperatively and responsibly students respond. Students who break cafeteria rules may be isolated from their peers. All scheduled lunches will follow the school's cafeteria protocol.



School Meals

The cafeteria staff will not accept CASH, CASHIER'S CHECKS, or MONEY ORDERS. Please visit www.mypaymentsplus.com or by phone at 1-866-471-5510.

Children are NOT to bring glass bottles in their lunches. There is a real danger from broken glass. Canned drinks or drink cartons are permissible.

Medicine in School Policy #6043

If under exceptional circumstances a child is required to receive medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the Principal's designee will administer the medication in compliance with the regulations that follow:

Written instructions will be signed by the parent or legal guardian and will include, student's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, termination date for administering the medication and name and phone number of student's physician. The signed instruction form will be kept on file at the school.

All medication MUST be brought to the office by the parent or guardian.

All medication must be in its original container, whether prescription or nonprescription, and be clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name, and pharmacy address and phone number. Over the counter medication must be in the original container with ingredients listed

and child's name affixed to the container.

The parent/guardian must also complete an Authorization for Medication During School Hours form requesting that the school administer the medication. Forms are available in the school office. The student is responsible for coming to the office at the appropriate time and taking the medicine in the office. *Please note that medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.* Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions (e.g., asthma medications and epi-pens for severe allergic reactions). Selling and/or giving away one's prescription medication will result in a suspension and may result in expulsion. Prescription medications are only appropriate for the person to whom the doctor issued the prescription.

Discipline

Good discipline within a school is necessary to ensure a proper learning environment. It is the responsibility of parents, the Board of Education, the administrative staff, and school personnel to take the measures necessary to provide the proper atmosphere for the instruction of students. **Developing citizenship is one of the major functions of education. The faculty and staff are charged with the responsibility of using any board policies or procedures necessary to provide an atmosphere for learning.**

One of the most important lessons that education teaches is discipline. While discipline does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Therefore, it is the responsibility of each student to operate as a responsible citizen. Shelby County Schools establishes the policies governing student conduct. These policies are upheld by the administration and faculty of Chickasaw Middle School.

Discipline Plan

1st Infraction – Verbal warning, noted on behavior tracker

2nd Infraction – Written Warning/Conference with Student, noted on Behavior Tracker

3rd Infraction – Telephone Conference with Parent, noted on Behavior Tracker

4th Infraction- Detention

5th Infraction- Parent Conference with Team/Teacher

6th Infraction- Guidance Referral- Behavior Plan/Mentor/behavior Intervention

7th Infraction- Administration

The following types of behavior will result in consequences that range from conferences, in-school suspension, isolation, loss of privileges, detention, community service, home suspension, or expulsion dependent upon the severity and/or continuation of Code of Conduct violations. A behavior tracker will be used to monitor student infraction(s). Cases of alleged sexual harassment and assaults (fighting) must be reported to the Memphis Police Department.

- Fighting, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school or personal property.
- Assault on school employees, students, or other persons.
- Possession or use of narcotics, alcoholic beverages and other dangerous drugs.

- Stealing of school or private property.
- Violation of attendance rules and regulations.
- Being insubordinate or showing disrespect toward a school employee, student, or guest of the school.
- Inappropriate display of affection while on school premises, while in the custody and control of the school, or in the course of a school related activity.
- Engaging in any act, which intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator, or member of the school staff by gestures (written or verbal means).
- Using any form of profanity, written or verbal.
- **Skipping or cutting class**, which is defined as not being in the assigned place at the appropriate time.
- **Possession of firearms (real or look alike) and alcohol or other drugs is strictly prohibited. Possession of such prohibited items or substances on a school campus or at any school-sponsored activity shall result in an immediate Expulsion and police involvement.**
- Bullying

Clearing Suspensions

In an effort to preserve our instructional time, all suspensions must be cleared from 3:15 PM – 3:30 PM in the library. **No Exceptions!**

- Suspensions may be cleared by a parent/legal guardian only with the student present, NO EXCEPTIONS.
- Parents must arrive in Main Office BY 3:30 PM.
- All suspensions that are not cleared in a timely manner will be referred to the Truancy Officer.
- Students may NOT participate or attend school sponsored activities until suspensions are cleared. (i.e. Athletics, Games, Field Trips, Dances/prom etc.)

Steps for Clearing Each Suspension: (Overnights Excluded)

1st Offense

1. Meet with Attendance Secretary to receive paperwork in main office
2. Wait in Library
3. Meet with all teachers (3:30 PM)

2nd Offense

1. Include all steps above
2. Counselor will create behavior plan
3. Administration will complete Re-admit Form

3rd Offense

1. Include all steps from above
2. Counselor will review behavior plan and revise if needed.
3. Partner student with mentor/Create Behavior Plan
4. Administration will complete Re-admit Form

4th Offense

S-Team

Counselor will submit to administrator

5th Offense

Administrative Intervention/Consult with Behavior Specialist

6th Offense

Expel

Administrator will submit to Student Services

Students and their parents/guardians who believe they have been discriminated against have the right to seek corrective action. Reports of such incidents must be submitted in writing to the *PRINCIPAL*. If necessary, the route of appeal is Student Services.

Fighting

Fighting will not be tolerated for any reason. Chickasaw Middle School will become a “Fight-Free School,” which means everyone will work together to create an atmosphere where no fights or verbal put-downs will be tolerated. The Fight-Free School mission is, “To teach the youth of today, the future leaders of our nation, appropriate interpersonal behavior skills. The focus is to provide an improved school environment which will enhance the learning process and allow our children the optimum advantage to excel in their academic careers.” We will have a peer mediation program that will help students work out their problems. We want our students to choose to solve problems intelligently, instead of choosing to fight. We must exercise every option to work out our differences and solve all problems nonviolently. Administrators and/or teachers should be informed of possible conflicts which are to be solved through discussion rather than physical contact. At times it is difficult to tell the difference between "playing" and fighting. Many fights start as playing. With all the violence on television and the martial arts (karate, etc.), we have what children call “play fighting.” All too often, such play causes someone to get hurt; tempers flare and a real fight results. If two or more people are involved in a fight, all will be given a 10 Home Suspension, Expulsion, or *MPD* may transport those involved to Juvenile Court.

School-Wide Rules

The school rules were developed by the discipline team to provide an environment conducive to learning. It is our responsibility to provide an environment that is safe, secure, and orderly. The following rules have been established to insure this particular goal. The following rules will be consistently enforced throughout the school.

- Keep hands, feet, objects, and negative comments to yourself.
 - Respect ALL adults in the building, and use appropriate language.
 - Maintain positive interactions with adults and peers.
 - Eating and drinking are allowed only in the cafeteria; **gum chewing is prohibited.**
 - Adhere to Shelby County Schools dress code policy.
- (A) All fund raising activities must be approved by the principal. Students may not sale any items during the school day unless.
- (B) All financial obligations must be cleared during the school year.
- (C) Non-students are not allowed in the building without administrative clearance.
- (D) Students must conduct themselves in their best manner during athletic events.
STUDENTS ON SUSPENSION, TRUANT AND/OR WHO ARE DEFICIENT ACADEMICALLY CANNOT PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES.

If the rules are disregarded, appropriate disciplinary action will result. The following actions are considered when school and/or classroom rules have been violated at each grade level.

- Verbal warning
- Reinforce, Remind, Redirect
- Review Compact and Code-of-Conduct
- Conference with students
- Loss of privilege
- Community Service
- Isolation
- Reflection Writing
- Phone call to parent
- Guidance Counselor Support
- Implement strategies from the Behavior Intervention Manual (BIM)
- Peer mediation
- Mandatory parent meeting with teachers
- Office referral
- In-School Suspension (ISS)
- Detention
- Home Suspension
- Expulsion

Zero Tolerance Policy

The "Zero Tolerance" Policy, as outlined by the district, specifies infractions of the school rules as cause for mandatory expulsion. Some of the infractions are listed below:

- Assault/battery
- Possession of a dangerous firearm
- Possession of or the involvement in the consumption or selling of drugs
- Possession of or consumption of alcohol
- Threatening or striking a teacher or administrator
- Gang activity
- Serious threats against a student
- Conduct deemed as sexual harassment or sexually explicit
- Under the influence of a controlled substance.



After School Detention

Students are assigned After School Detention for various minor infractions including five or more tardies to homeroom and dress code violations. After School Detention is held Tuesday – Friday, times will vary per grade and teacher. Students are expected to be on time and complete all assignments. Students cannot talk or sleep during detention. Students who do not arrive on time or are not prepared to work will be assigned an extra day to serve. Students not serving After School Detention will be issued a Detention Overnight, which can be cleared by attending Detention only.

In-School Suspension

The purpose of the In-School Suspension at Chickasaw Middle is to improve the school's environment by implementing a behavior modification program to improve student conduct.

The goals of the program are to:

1. Provide an alternative to home suspension as a means of disciplinary action for inappropriate student behavior.
2. Deliver uninterrupted instruction to students in a safe, rigidly structured environment.
3. Curtail absenteeism that results from suspensions.
4. Modify inappropriate behavior and return the student to their regular classroom environment.

Students can only be referred to ISS by the administrative team. A student is usually assigned In-School Suspension for a minimum of two days. Students will be picked by the ISS teacher and should have all supplies. The ISS program begins at 8:40 AM and ends at 3:15 PM. They are not allowed to talk or sleep. Students assigned ISS must complete all assignments given by the regular classroom teacher. Credit will be given for regular classroom work completed in ISS on a daily basis. The students will be counted present in their classes. The student may not participate in, or attend, any school activities including assemblies, field trips, or award programs while assigned to the ISS program. Students who are home suspended while in In-School Suspension will have to return to In-School Suspension and serve missed time when they return.

Suspensions and Expulsions

The principal or assistant principal may issue a Home or Extended-Day Suspension when he/she deems it necessary. Home Suspensions may be issued from one (1) to ten (10) days. Ten (10) or more day suspensions may be appealed. Expulsions are issued by an administrator at the school,

but must be reviewed at the Board of Education. Parents should call prior to their visit to be sure that all the necessary paper work has been processed. No student will be readmitted into school after an expulsion without a conference with the student's parent or guardian.

A Home Suspension or Expulsions is generally used as part of a progressive comprehensive plan of discipline. However, at times it is necessary to issue a suspension on the first offense.

Examples of these offenses would be:

- Possession of Tobacco
- Truancy
- Using violence, force, coercion, threats, intimidation, fear, harassment, bullying, or urging other students to engage in such conduct
- Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's property
- Involvement in activities associated with gangs or other clubs, by displaying related symbols or paraphernalia or participating in the recruitment or initiation activities
- Cursing or use of profane language directed toward other students
- Fighting between students, gang fights, or fights in which one or more students assault another student, or students threatening to strike school personnel
- Engaging in immoral, obscene, indecent and/or offensive behavior, language, gestures, pictures, writing, or propositions
- Stalking another student or teacher in the school
- Being insubordinate or disrespectful to school personnel, including cursing or using profane language

In addition to issuing a suspension, the appropriate law enforcement officials will be notified if any laws are broken. The student will not be permitted on campus or any SCS property until the suspension has been cleared.

Students are the responsibility of the school during the times listed below and will be disciplined when behavior infractions occur:

- At all school-sponsored activities and events
- On school grounds before, during, or after school hours and at any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event; or in a capacity of representing the school
- Some cases involving traveling to or from school, a school activity, a school related event
- Anywhere, if the conduct involves intimidation of staff member, an interference with school personnel or an education function.

STUDENT RULES AND REGULATIONS

Non-Negotiable

The following offenses are recognized as totally unacceptable. If a student commits one of the following, he or she will be IMMEDIATELY written up and sent to the office.

1. Profanity towards school personnel
2. Fighting
3. Assault on school personnel

4. Walking out of class without permission
5. Sexual harassment
6. Destruction of school property
7. Gambling
8. Bullying/intimidation
9. Possession or making a threat of illegal weapons on school grounds
10. Possession of illegal drugs or unauthorized prescription drugs

The school Nurse is available for any student who becomes ill or is injured during the school day on Monday. In order to be treated, the student should report to the student support center. Students are required to complete a clinic form with parent's signature.

COMMUNICABLE DISEASES

Students returning to school after recovering from a communicable disease must return to school with a clearance form from the doctor. Communicable diseases include but are limited to German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), hepatitis, and mononucleosis.

Listening to Announcements:

When the All-Call system comes on for any reason – at any time of the day- all students are expected to be silent and listen.

Students are not allowed to press the all call button or respond to the intercom for the teacher.

SEARCHES BY SCHOOL PERSONNEL

Any principal (or designee) having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law:
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

Fire Alarm

Our goal at Chickasaw Middle School is to provide an excellent learning environment for our students. To achieve this goal a variety of measures are in place for the safety of our young warriors. Fire alarms play an integral part of the safety of our school. Fires have affected the lives of thousands in the mid-south in recent years. Therefore, false fire alarm pulls at Chickasaw Middle School is a zero tolerance offense. Any student who pulls a fire alarm without just cause will be subjected to the following:

- Receive a 10-day suspension or expulsion from school
- Arrest and transportation to juvenile criminal authorities
- Possible felony charge
- Monetary fine imposed by the Memphis Fire Department

The administrative reviews each incident carefully – “It was an accident” is not acceptable. Every student will be dealt with accordingly.

Students who are 8 years of age or older and expelled for a Level 4 or Level 5 violation will be assigned to an alternative program, based on space availability. The principal shall consult with SCS Office of Security when determining whether the Shelby County Sheriff's office, Memphis Police Department or other investigatory agencies should be contacted regarding violations of the Code of Conduct.

The principal shall report to SCS Office of Security and the Shelby County Sheriff's Dept. any documentable or suspected incident involving illegal drugs, firearms, explosives, or other weapons as outlined in TCA 39-17-1307, 39-17-1309, or of title 39, chapter 17, part 4. Similarly, school personnel shall report any reasonable suspicion involving illegal drugs, firearms, explosives, or other dangerous weapons outlined in these law to the principal, or, if the principal is not available, to the principal's designee. School personnel may report such incidents to the Sheriff's office only if neither the principal nor the designee is available.

Gang Prevention, Intervention and Enforcement **(Board Policy No. 6030)**

DEFINITIONS

Gang – A formal or informal ongoing organization, association, or group consisting of three or more persons that has as one of its activities the commission of criminal or delinquent acts; and has two or more members who, individually or collectively, engage in or have engaged in a pattern of criminal or delinquent gang activity.

POLICY STATEMENT

Gang-related activities are prohibited at schools, school activities, and school sponsored events.

Gang-related activities are activities implying gang affiliation or membership.

They include:

Gestures/Signals

Possessing or distributing gang information

Actions

Participating in gang recruitment or solicitation

Participating in gang initiation/hazing activities

Literature

Verbal or nonverbal communications

Clothing apparel or colors

Writings including graffiti

Manner of grooming

Gang-related threats, intimidation, and extortion

Signs

Coordinating and ordering gang-activities at school

Drawings

Gang fights

Jewelry

Any other gang activity or acts that imply gang affiliation or membership

Middle and high school students shall be expelled for a period between 11 and 180 days if found engaging in gang-related activity. Students shall also receive mandatory gang prevention counseling and may receive an adjustment transfer and/or remand/alternative placement.

Decisions regarding expulsion may be appealed in accordance with board policy.

Vandalism

Vandalism of any kind will not be tolerated in the school. Students found guilty of vandalism will be issued a suspension on the first offense. Cash rewards will be paid to students who provide information to the apprehension of any student guilty of vandalism.

Sexual Harassment

Any incidents of sexual harassment that occur in the school should be reported to administration immediately. Examples of sexual harassment include but are not limited to:

- Unwelcomed sexual flirtation or sexual propositions
- Offensive jokes, drawings, cartoons, graffiti, pictures, or gestures
- Making graphic comments about a person's body
- Sexually insulting remarks about race, gender, socio-economic class, disability, or sexual orientation
- Spreading sexual rumors
- Cornering/blocking normal movements, threatening or stalking behavior
- Unwelcome person-to-person contact including bumping and/or rubbing against a person
- Sexually exposing oneself
- Sexual battery: making contact in sexual private areas
- Rape

All students have the right to learn in an environment free of discrimination, which encompasses freedom from student-to-student harassment. Therefore, Shelby County Schools will not tolerate sexual harassment in any form. Graduated disciplinary actions up to and including expulsion will be taken against any student who violates this policy. Any retaliation taken against the complainant is illegal.

Student Transitions

Students are to transition at Zone Zero. Zone Zero means no talking, laughing, horse playing, checking, or touching other students. Students should walk to the right of the hall with their hands by their side.

Changing Classes/Restroom Breaks

Students will change classes as a group accompanied by their teacher. Students will exchange classes in a bike chain format always staying to the right side of the hallway. They are expected to do this in a non-disruptive manner. Running, scuffling, playing, and loud talking will not be tolerated. Parents of students who misbehave or are chronically late to class may be asked to assist in teaching appropriate behavior choices.

Hall Passes

Students are NOT permitted in the hall during class periods unless they are accompanied by a teacher or have a hall pass in their possession. A teacher will inform the office if a hall pass is given to a student. A hall pass is issued to only one student at a time. No hall passes will be issued during the first and last fifteen minutes of each class.

Assemblies

Students are expected to conduct themselves in an orderly and courteous manner during each program. Applause should be generous when appropriate. Whistling, stamping of feet, shouting aloud, booing, and constantly talking will not be tolerated. Students who misbehave during assemblies will be disciplined, which may include not being allowed to participate in current and/or future assemblies.

Bus Rules

Shelby County Schools will be providing bus transportation for our students. It is a matter of life and death that students conduct themselves in an orderly fashion both at the bus stops and on the buses. Students will be required to sign a bus rules form. If a student violates those rules, the parent will be notified. If a student continues to violate the bus rules, ***the student may lose the privilege of riding the bus.*** Behavior at the bus stop falls under the same rules as behavior on the bus. Students must ride the bus they have been assigned and no other. Bus attendance will be taken daily. **Progressive discipline for bus riders include:**

- | | |
|-----------------------|------------------------|
| 1. Warning | 2. 5 Days off |
| 3. 10 Days off | 4. Semester off |

The bus driver is considered a member of the faculty and the driver's instructions are to be followed without hesitation. Administration and the driver have the authority to assign seats on the bus as necessary.

Unnecessary Items

Some things are best left at home. They may be a source of disruption to instruction, may cause a disturbance among students, or need extra security because of the value of the item. All electronic devices and cameras are not allowed. Such items brought to school may be confiscated by the teacher or the office and kept until a parent comes to school to pick up the item the next day.

Lost And Found

All items lost should be submitted to the main office. Students should check with the office if they have lost an item. The school does not accept responsibility for lost or stolen items. It is important to note that most lost items are first reported to us as stolen. Please allow us time to investigate before concluding items are stolen. Most theft at school occurs during gym class. Each student must take responsibility for personal items. This will prevent theft problems. Students should not bring large amounts of money with them to school, expensive electronic devices, jewelry, etc. These items may be theft targets.

Field Trips

The purpose of field trips is to enhance the curriculum. We utilize transportation approved by Shelby County Schools and do not ask parents to drive their personal vehicles. We always need parents to accompany us to aid the teachers with supervision. Background check approval of all parent or guardian chaperones must be on file in the assistant principal's office prior to departure. **The cost for parents varies from place to place. Sometimes parents receive free or reduced price tickets. Other activities may require parents to pay the full admission fee. Students attending any field trip sponsored by the school must submit a signed permission slip before participating in the activity. Telephone calls for field trip permission will not be accepted.**

School Insurance

We will be sending home information and enrollment forms for student school accident insurance. The school does not receive any of the fees paid. This is not a fund raising project for us. We would, however, strongly encourage each family to take advantage of this opportunity for your children. The cost is very reasonable and the coverage is an excellent supplement to any insurance you may already have. If you do not already have insurance, it is even more important that you take advantage of this offer. The small cost of the insurance is nothing compared to an emergency room visit or even a regular doctor's office visit. There is an option for twenty-four hour a day coverage that will provide protection even when your child is not at school. The extra coverage is well worth considering and quite inexpensive.

Emergency Dismissal

Parents and students should have a plan in case of early dismissal due to inclement weather. Please listen for alerts from the local media regarding school closing on days when threatening weather exists. Students will be released to parents/guardian listed on registration forms only.

Disaster, Fire, And Severe Weather Drills

Drills are held at scheduled and unscheduled times throughout the year. These drills are necessary for the safety of the students, staff, and faculty. Becoming knowledgeable of drill procedures will help minimize emergency situations. Teachers inform the students of procedures for evacuation and post evacuation procedures in the class according to the Emergency Management Plan. Everyone should know the specific directions for reaching a point of safety from all areas of the school building. During the drills students and personnel are expected to conduct themselves in an orderly manner. Becoming knowledgeable of drill procedures will help minimize emergency situations.

Metal Detection and Searches

The administration will carry out metal detector searches daily. Students are to cooperate with the searches and make no effort to delay or avoid the search. Students who refuse to produce objects identified by metal detectors will be suspended. Items confiscated will be submitted to the main office and recorded. Parents may retrieve confiscated items that can be returned by contacting the office. **Lockers and other storage areas, containers, and packages brought into school by students or visitors are subject to search by authorized personnel. PLEASE NOTE: THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY ITEM CONFISCATED BY SCHOOL PERSONNEL WHICH IS KEPT OVER FIVE DAYS.**

Shelby County Schools

Race, Color, Religion, Sex, National Origin -Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in 111 programs and activities. The primary focus is services to students. Title VI also covers employment practices.

Title IX of the Education Amendments of 1972 prohibits discrimination in educational programs or activities on the basis of sex. This applies to employment practices and to student admission, assignment and treatment. Sexual harassment is covered under Title IX as well as under Title VII of the 1964 Civil Rights Act, as amended.

Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability in student admission, treatment, or in access to programs and activities. Section 504 includes building accessibility. It also prohibits employment discrimination in any program or activity on the basis of a disability. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardships. Accessibility to buildings, transportation and services is mandated.

Requests, complaints or grievances concerning discrimination covered by these laws are to be submitted in writing. Students - First level of request/compliance/grievance is to the principal of the school. If there is no resolution or if the problem/complaint is with the principal, then proceed to the Director of the Division of Pupil Services. Employees in the Bargaining Unit follow procedures as set out in the Bargaining Unit Agreement. Employees outside of the Bargaining Unit

**CHICKASAW MIDDLESCHOOL
PARENT AND SCHOOL COMPACT
2016-2017**

Parent/Guardian Agreement

I support and share responsibilities with the school in helping my child improve academically: (Any person who is interested in helping this student may sign in lieu of the parent.)

- Monitor my child's attendance to make sure he/she is punctual (at school by 7:15 am) and attends school regularly.
- Familiarize myself with the Parent/Student Handbook and Unified District Code of Conduct.
- Establish a time for homework and review it regularly for completion.
- Encourage my child's efforts and be available for questions.
- Stay aware of the requirements for state testing
- Encourage my child to use the school or public library to advance their learning.
- Make reading a fundamental part of our families' activities within the home.
- Make certain that my child wears the required uniform and wear it properly.
- Volunteer to work, observe, and participate in my child's classroom/school in various capacities.
- Develop a partnership with the school to help my child incorporate the 5A's: Accountability, Appearance, Attitude, Actions, and Achievement into his/her everyday life.

Signature: _____

Student Agreement

I support and share responsibilities within the school and my parents in helping me improve academically. It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Respect others.
- Conform to rules of student conduct in PBIS and Unified District Policies.
- Observe and follow classroom policies and procedures.
- Take responsibility for my actions, grades and cooperate with others, so that I may receive a quality education.
- Incorporate the 5A's: Accountability, Appearance, Attitude, Actions, and Achievement into my daily living.

Signature: _____

Teacher Agreement

I support and share responsibilities with students and parents, in helping student achieve academically.

Therefore, I shall strive to do the following:

- Provide homework assignments for students.
- Provide necessary assistance to parents, so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.
- Discuss the school-parent compact.
- Stress the importance of communication by informing parents of homework and classroom policies and procedures
- Encourage parents to volunteer, visit, and/or observe their child's classroom regularly.
- Provide high quality curriculum and instruction that fosters higher academic expectations.
- Give frequent student progress report.
- Teach my students as if they were my own.
- Develop a partnership with parents to help students achieve the state's high standards.
- Hold required parent conferences.
- Incorporate Accountability, Appearance, Attitude, Actions, and Achievement into my daily educational endeavors.

Signature: _____

Principal Agreement

I support this form of parent involvement.

- Provide an environment that promotes positive communication between teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce and are an extension of classroom instruction.
- Enforce district and school uniform policies.
- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the stat's academic achievement standards.
- Give parent reasonable access to staff, to volunteer, participate, and observe in all of their child's classes.
- Provide multiple/flexible opportunities for parent-teacher conferences.
- Hold parent teacher conferences.
- Encourage teachers and students to always respect self, others, and property.
- Encourage teachers and students to have high expectations academically, socially, emotionally, and physically.
- Continuously reinforce the 5A's: Accountability, Appearance, Attitude, Actions, and Achievement every day.
- Hold teachers accountable for adhering to the Principal's Expectations of a Chickasaw Middle School Educator

Signature: Veda Turner, CMS Principal

CHICKASAW MIDDLE SCHOOL

Who Schools Are For...

Schools are designed for teaching students under the supervision of principals, assistant principals, and teachers. Schools are developed to meet the needs of children. They were created to teach young learners how to become productive members of society, to love their nation, and to help prepare them for successful careers. The purpose of schools is not to provide jobs for faculty and staff members, but to service the community by developing educated, competent, cultured, and compassionate citizens.



Chickasaw Middle School encourages parents, family members, and community members to remain actively engaged in the development and educational process of **OUR** students.

We are dedicated to making our educational program the best program for **OUR** students. We welcome your participation, support, and feedback. Our primary accountability is to hold the well-being of children as the fundamental value in everything we do!

4060 Westmont Street
Memphis, TN 38109
Phone: 901-416-8134
Fax: 901-416-8139

Veda Turner, Principal
Lakeisha Haywood, Assistant Principal
Coronica Hall, Title I PLC Coach
Paula Tucker, Professional School Coordinator

THIS WE BELIEVE

Parents are the first and primary educators of their children. Parents, school, and community members all have a shared goal of working with our children to improve their achievement. Chickasaw Middle School encourages parental involvement in the academic achievement of our students through our school's Family and Community Engagement Plan, which is developed jointly with our parents and establishes expectations for maintaining continuous school and home connections through parental involvement activities designated in our school wide program. This plan provides parents and community members opportunities to attend regular meetings to help make decisions relating to the education of their children.

PROGRAM DEVELOPMENT

To ensure Chickasaw Middle School parents become meaningfully involved in their child's education and participate in the development of the Family and Community Engagement Plan, we will do the following:

1. **Build a capacity for parental involvement by providing support for parents per requests and by offering diverse materials and training to help parents work with their children to improvement achievement.**
2. **Provide assistance and support for parents: in understanding the State's academic content, State student academic achievement standards, State and local academic assessments, how to monitor a child's progress and work with educators to improve student achievement.**
3. **Utilize parental involvement strategies that are coordinated and integrated with parental involvement strategies under other state and federal program.**
4. **Employ and retain highly qualified staff who: are educated in communicating and providing assistance to parents, value parental contributions to student achievement, and notify parents of parental involvement activities through a language that parents can understand.**
5. **Ensure joint development of our Schoolwide TN School Improvement Plan, our Family and Community Engagement**

Plan and our Parent-Student-School Compact, so that all plans are agreed on with parents and provide full opportunities for parents, even those with limited English proficiency, parents with disabilities, and parents of migratory children to participate in events and decisions relating to the educational of their children.

6. Ensure nominated parents from the Parent-Teacher Organization, serve on Chickasaw Middle School’s Site-Based Decision Making council by providing them with the dates and times of regular meetings.
7. Convene two Annual Parent Meetings, one per semester, with flexible number of meetings (dates and times) to explain the components and requirements of the school’s Schoolwide Title I Program.
8. Provide and conduct regular parent meetings throughout the school year to inform parents of current educational changes at the school and or district, and to discuss their child’s progress through TN Ready results, NWEA reports, iReady and IStation reports.
9. Distribute to parents and students our Family and Community Engagement Plan and our Parent-Student-Compact, and require appropriate signatures.

Maintain an active and accurate school website to provide local community members access to our Schoolwide TN School Improvement Plan, our Family and Community Engagement Plan and our Parent-Student-School Compact

Parents at Chickasaw Middle School can share in the formal and informal role as educators and act as advisors, resource persons, and coordinators in the following ways:

1. Attend any regular meeting and submit parent comments about school wide program, if the parent is not satisfied with the program.
2. Support educational activities in the home and community.
3. Support Chickasaw Middle School’s activities and programs, both academic and extra-curricular.
4. Request additional materials and training to help children’s academic achievement.
5. Become educational advocates for all children and avid supporters of Chickasaw Middle School and its vision.
6. Attend school events and serve as advisors
7. Use their talents and resources to enhance CMS’ instructional programs.
8. Respond to memos, surveys, questionnaires expressing ideas and concerns to improve the educational process in a timely manner.

The administrators, faculty, and staff will build ties between our parents and school by providing and implementing a coordinated and integrated parental involvement policy with NCLB requirements according to the guidelines set forth by law and Shelby County School Board Policy which includes the following:

1. Ensure parents are involved in planning, review, and improvement of the family engagement policy and the parent-student-school compact and work with other CMS stakeholders to jointly develop the school wide program plan (TN School Improvement Plan.)
2. Hold and involve parents in organized, on-going, and timely informational meetings concerning NCLB and Chickasaw Middle School’s participation and involvement expectations.
3. Invite parents to observe CMS’ programs and visit the classrooms.
4. Provide parents with timely information about school programs and student progress.
5. Welcome feedback from parents and provide support for parents, per parent requests.
6. Provide parents with a copy of our Family and Community Engagement Plan and our Parent-Student-School Compact in an understandable and uniform language that parents can understand.
7. Provide parents with a description and explanation of grade level curriculum forms of academic assessment measures, and proficiency levels used at Chickasaw Middle School.
8. Provide parents and students with a handbook outlining school rules, policies, procedures, and expectations.
9. Provide parents with opportunities for conferences, workshops, and instructional activities that will inform and educate them concerning the curriculum, assessment, and proficiency levels that affect their child’s education.
10. Ensure that the school’s parent involvement policy is made available to the local community and updated periodically to meet the changing needs of parents the school.

2016 – 2017 Bell Schedules

Regular

Period	Time		
HR-1 st	7:15 am - 8:35 am		
2 nd	8:40 am – 9:45 am		
3 rd	9:50 am – 10:55 am		
4 th	11:00 am – 12:50 pm		
	1 st Lunch	11:40 am – 12:10 pm	6 th / 7 th grade
	2 nd Lunch	12:20 pm – 12:50 pm	8 th grade
5 th	12:55 pm – 2:00 pm		
6 th	2:05 pm – 3:15 pm		

Morning Activity

Period	Time		
HR-1 st	7:15 am – 8:25 am		
Activity	8:30 am – 9:30 am		
2 nd	9:35 am – 10:35 am		
4 th	10:40 am – 12:25 pm		
	1 st Lunch	11:40am – 12:10 pm	6 th / 7 th grade
	2 nd Lunch	12:20pm – 12:50 pm	8 th grade
3 rd	12:30 pm – 1:25 pm		
5 th	1:30 pm – 2:25 pm		
6 th	2:30 pm – 3:15 pm		

Afternoon Activity

Period	Time		
HR-1 st	7:15 am – 8:25 am		
2 nd	8:30 am – 9:30 am		
3 rd	9:35 am – 10:40 am		
4 th	10:45 am – 12:30 pm		
	1 st Lunch	10:45 am – 11:15 am	6 th / 7 th grade
	2 nd Lunch	11:20 am – 11:50 am	8 th grade
7 th	12:35 pm - 1:20 pm		
8 th	1:25 pm – 2:10 pm		
Activity	2:15 pm - 3:15 pm		

Half Day

Period	Time
1 st	7:15 am- 8:35 am
2 nd	8:40 am - 9:45 am
4 th	9:50 am- 11:00 am

Athletic Department

Athletic Director (AD)	Letesha King
Boys Basketball Head	Vernon Posey
Girls Basketball Head	Letesha King
Football Head	Darrell Shack
Football Assistant	Harold Billings
Cheerleading/POM Head	Erin Beasley
Baseball Head	Harold Billings
Baseball Assistant	Brandy Winton
Softball Head	Rashida Williams
Softball Assistant	Mona Lisa Houston
Track Boys Head	Darrell Shack
Track Girls Head	Brandy Winton
Volleyball	Christy Zelinski
Band	Dean Jones
Honor Society	Tonya Summers
Student Council	James Johnson
Yearbook	Sabrena Stewart

ATHLETIC PROGRAM

Chickasaw Middle School competes in a variety of sports at the varsity, junior varsity, and freshman levels.

Chickasaw Middle School competes in the following sports: baseball, softball, basketball, cross-country, football, tennis, track, and volleyball.

Insurance Fees per Sport

Football
Basketball
Freshman Basketball
Baseball
Bowling
Cheerleaders
Cross Country
Softball
Tennis
Track
Volleyball

Sportsmanship: Chickasaw student athletes have a long-standing reputation for academic success and for the example they set for their peers regarding conduct.

The Athletic Department upholds the Three Keys to Success at Chickasaw Middle School: Be Prompt! Be Prepared! Be Respectful! All students who participate in athletics at Chickasaw Middle School are expected to show a professional etiquette that demonstrates leadership, that is highly competitive, and that shows respect for their competitor, for themselves, for their school, for their families, and for their community.

Eligibility: Chickasaw follows TSSAA eligibility rules regarding attendance, academic performance, and previous school athletic participations. First-time Chickasaw students should contact the athletic director (Rashida Williams) for their eligibility status to play their first year at Chickasaw.

Try-Outs: Announcements are made during the school year when students may try out for each sport. Students interested in serving as managers, trainers, statisticians, and videographers should contact the head coach for the sport of their interest.

