



MISSION STATEMENT

The mission of Meadowview Middle School is to deliver the highest quality educational experience to students enabling them to excel academically and socially through evidence based instruction and meaningful relationships.

GENERAL SCHOOL INFORMATION

Telephone Directory

Main Office 423-581-6360
 Hamblen County Central Office 423-586-7700
 Hamblen County Bus Garage 423-586-2103

Bell Schedule

7:15	Student Arrival
7:45-7:53	Morning Meeting
7:56-8:03	Homeroom
8:06-9:05	1st Period
9:08-10:07	2nd Period
10:10-11:09	3rd Period
11:12-12:53	4th Period
12:56-1:55	5th Period
1:58-2:48	6th Period
2:51-2:57	Homeroom
2:57-3:00	Dismissal Transitions

ATTENDANCE

Establishing good attendance habits is a trait we are sure you want to instill in your child. The rules and procedures discussed below are established by the Hamblen County Board of Education and by the staff of our school to provide safe procedures for being in school on a regular basis. Any student may face disciplinary action for any unexcused absence and shall be petitioned to court after the fifth unexcused absence. Students may also be referred to the HCARC at the principal's discretion.

TARDIES AND EARLY DISMISSALS

School hours are 7:50 a.m.-3:00 p.m. The school day begins when one arrives until one leaves the school campus.

The following is a list of excused tardies and early dismissals:

1. Late bus
2. Illness with a doctor's note
3. Death in the family
4. Religious holiday
5. Medical/Dental appointment
6. Court appointment

TARDIES

Students are considered tardy if they arrive at or after 8:00 a.m. MVMS clocks are set according to radio station and satellite time. ***Please note that a student is counted for an Unexcused Absence when they have 5 tardies.*** Penalties for tardies are assessed as follows:

Tardy 1 – Warning

Tardy 2 – Warning

Tardy 3 – 1-hour ALP during Related Arts

Tardy 4 – 2-hour ALP during Related Arts

Tardy 5 – 3-hour ALP during Related Arts

Tardy 6 – 1 Day ALP

Tardy 7 – 2 Days ALP

Tardy 8 – Further disciplinary actions including juvenile court.

EARLY DISMISSALS

The State Department of Education requires that a student be present 3 hours and 31 minutes of a school day to be counted as “present” for the day.

SIGN-OUT PROCEDURES

1. Middle school students will not be allowed to sign out unless a parent or guardian comes personally to the school office to sign them out and presents a photo ID
2. Parents should take note of the times during which students may be dismissed for non-emergencies. Those times are during the change of classes or at the student’s lunch period.
3. Students are to leave with a signed note from the parent. The parent/guardian will be contacted to confirm their signature on the note.

ABSENTEE POLICY

The Hamblen County Board of Education and Meadowview Middle School recognize that there will be times when a student will be absent. Formulating an attendance policy that will meet everyone’s needs is just not possible. We also recognize that a student should be in school on a consistent basis for maximum learning to take place. The following guidelines have been adopted in order to limit the number of days a student can be absent. Absences will be classified either as “excused” or “unexcused” as determined by the principal or his designee in charge of attendance. When a student is absent, the parent should contact the school. Upon return to school, it is the responsibility of the student to present a note signed by the parent/guardian in order to receive an excused absence for day(s) out of school based on the following criteria:

Excused absences:

1. Personal illness (parent/guardian note will be accepted for three (3) days each semester; after three (3) days, a physician’s statement will be required to receive an excused absence for illness.
2. Death in the immediate family (not to exceed 3 days)
3. Illness of parent/guardian requiring student to be absent to care for parent/guardian (written note from parent/guardian required in addition to physician note that parent requires temporary help)
4. Recognized religious holidays
5. Court summons (actual time in court only)
6. Doctor/Dentist appointment (medical proof required)
7. Church related trip (parent/guardian note required)

8. Absence approved by principal

- We strongly discourage taking family vacations during the school year.
- A student is excused for the day(s) absent, but not from the responsibility of doing the work assigned or completed during this time.
- It is the responsibility of the student, not the teacher, for make-up work in all subject matter covered during an absence.

Following are listed the absences which are unexcused. Unexcused absences are those that are considered inappropriate absences under the attendance laws and policies.

1. Truancy
2. Cutting class/school
3. Missed the bus
4. Trouble with vehicle
5. No note from parent/doctor/dentist

(Numbers 3 and 4 above are unexcused because bus transportation is provided. Also, this is not an inclusive list. The teacher and/or administration will make a determination of excused/unexcused.)

HOMEWORK WHEN ABSENT FROM SCHOOL

Homework assigned prior to an absence is due on the first day of return from the absence. **After returning from an excused absence, the student has the number of days missed to make up an assignment.** For example, a student misses Monday and Tuesday and returns on Wednesday; he/she must turn in missed assignments at the beginning of class on Friday. It is the student's responsibility to retrieve missed assignments and to get them turned in to the teacher. Failure to turn in assignments within these guidelines will result in zeros being recorded for the missing assignments. These assignments cannot be waived in figuring a student's final grade. Students and parents are encouraged to communicate with the teachers and principals when problems arise with homework assignments or attendance. If a student is absent 2 or more days, homework needs to be requested in the morning from the homeroom teacher. School functions or events are not to count as an absence, but the student is still responsible to do the missed work.

For safety purposes, please call the school before 8:00 a.m. if your child is absent. The phone call should include the child's name, homeroom teacher name, and the reason for the absence. Remember, we must also have a note from the parent/guardian when the child returns to school to follow the guidelines for this board policy regarding excused/unexcused absences.

All make up work connected with an unexcused absence will be given upon request but will be graded as late work and will not receive full credit. A student on suspension must have his/her work ready to turn in when he/she returns to class.

Middle school students may not receive credit for a class if they miss more than ten (10) days per semester within a school year regardless of the grade received. However, a class absence can be waived for grading purposes if missed assignments are turned in within the listed guidelines.

STUDENT RESPONSIBILITY

During this time of your life, EDUCATION is your career. Coming to this school is your job and your basic job expectations are as follows:

1. Bring PAPER AND PENCIL to each class daily.
2. Bring your STUDENT COMPUTER to each class daily.
3. Bring appropriate TEXTBOOKS to each class daily.
4. Know which classes require SPECIAL MATERIALS.
5. Be prepared and complete all HOMEWORK.
6. Be responsible for LEARNING at school. Learning is your first responsibility.
7. Put forth your BEST EFFORT at all times.

PARENTPORTAL

Parents can access information about their child's grades, discipline, lunch account balances and attendance through Parent Portal. Parent Portal is available at <https://hcsms.hcboe.net/public/>.

Username and passwords can be obtained through the school office.

EQUAL OPPORTUNITY

Hamblen County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states:

No person in the United States shall, on the ground of race, color, religion, sex, age, handicapping condition, or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance. Anyone who believes that the school system has discriminated against them or another individual may file a complaint.

STUDENT POLICIES

MV Behavior Expectations and Assertive Discipline


Classroom and School Rules: School and classroom rules are a list of things we should not do. They are established and agreed upon by the school. Teachers are expected to be consistent and hold students accountable to these rules.

Classroom Contracts (Expectations): The **Classroom Contract** serves as a collaboratively created framework for behavior expectations in the **classroom**. Students and teachers work together to design an **agreement** for **classroom** norms, rules, and consequences. Expectations are desired behaviors and are positively framed and should set the tone for the room.

Assertive Discipline: The Process

Warning	Notification	4 Notifications= Office Referral
The student is not adhering to a classroom or school expectation or rule.	The student is not adhering to a classroom or school expectation or rules.	The parent has been notified four times within a 9 week period.

Severe Clause = Immediate Consequence
The student behavior warrants an immediate consequence and temporary removal from the environment.

ALP
<p>Purpose: ALP (Alternative Learning Placement) is a consequence that can be given when a student disrupts the learning environment and/or safety of others. We will strive to embed restorative practices as well as create an environment that does not encourage students to be repeat offenders.</p>
<p> ALP Guidelines</p>

Assertive Discipline Process

Warning

What is the purpose of the warning?

- To redirect the student to a desired behavior.

Action Steps:

- Remember that we expect 100% of students to follow our directions
- Correct the student behavior immediately by redirecting the student, making eye contact, moving the student, etc.
- The purpose is to reroute the behavior so that it does not occur again.
- Do not give a second warning. A warning is a warning.
- Name on the board

Notification

What is the purpose of the notification?

- To notify the student and parents of the undesired behavior.

Action Steps:

- The student violates a school and/or classroom rule that is disruptive to the learning environment.
- Correct the student behavior immediately.
- The teacher writes the notification, explains to the student why they are receiving the notification, and signs it.
- The teacher will make contact with the parent/guardian and discuss the undesired behavior that resulted in a notification. The contact is documented on the notification.
- The Notification will be carbon copied.
 - 1st Copy- Parent (Send home in the mail)
 - 2nd Copy- Team Leader copy
 - 3rd Copy - Student copy
 - 4th Copy- Referring Teacher copy

Office Referral- 4 Notifications= ALP

Why is this important?

- The student needs to serve ALP for repeated violations. This is an intervention to ensure the student can be successful in the academic and social environment.

Action Steps:

- The Team Leader will verify the parent contact, document on the spreadsheet, and store it in the grade level binder.
- The Team Leader will place the fourth notification in the mailbox for Ms. Brockman or Mrs. Voiles to receive.
- The student is conferenced with and assigned ALP by administration.

Severe Clause- Immediate Consequence

What deems an immediate consequence?

- The student behavior is posing harm, severely disrupting the learning environment for others, or violating a policy.
- Avoid conflict with the student.
- Remove surrounding students from the environment/classroom if applicable.
- Correspond with Mrs. Brockman immediately.
- The consequence will be handled by the administration.

Cheat Sheet

Notification (after a warning)

Disrupting class/Disturbing others

- Irrelevant comments
- Yelling (not using appropriate voice level)
- Bothering others
- Up on the floor roaming
- Excessive noise (tapping on desk)
- other

Disrespect

- Angry or rude outbursts
- Back talking
- Ignoring a request
- Dishonesty
- Not following instructions/directions
- other

Misuse of time

- Refusal to work
- Repeatedly not on the correct website
- Sleeping in class
- Procrastinating
- Not giving 100% effort
- Cheating
- Other

Severe Clause (Immediate office contact)

Safety

- horseplay
- weapons
- threats
- assault
- fighting
- sexual assault
- profanity
- pornography
- obscene gestures
- out of Area
 - Skipping class

Theft

- Computers/electronics
- School supplies
- Money

Severe Dishonesty

- Forging signature
- Forging documents

Not a notification but a stern conversation

- **Restrooms**
 - Students get two bathroom breaks a day and are expected to have an agenda or they can go during lunch.
- **Pencils and paper**
 - We give them one and we will give you more.
- **Chewing Gum**
 - They spit it out.
- **Homework**
 - We need to rethink how we are spending our class time.

Administrator Responsibilities**Dress Code Policy**

- Dress code violations will be determined by administration.
- Students will be screened at the front doors. We will do our best to catch inappropriately dressed students before 8:00.
- We will call home or provide students with an alternative option.

Cell Phone Policy

- Collect the cell phone and give it to the office by 2:00 pm.
- Administration will follow HCBOE cell phone board policy.

HARASSMENT POLICY

Students, staff, and teachers have the right to work and learn in a school environment free of harassment. It is important for everyone to understand what harassment is, what to do about it if you feel you are being harassed, and what the consequences are if you choose to harass another person. The following information will explain some of the types of harassment that are unacceptable to our school environment.

Harassment is any behavior or action exhibited toward a person that is unwanted and/or uncalled for and makes that person uncomfortable and uneasy. Unacceptable behavior may include physical contact, verbal abuse, graffiti, writing, rumors, etc.

Sexual Harassment is any behavior of suggestive or sexual nature, either verbal or overt, that makes the other person uncomfortable.

Racial/Ethnic Harassment is any inappropriate behavior that is based upon racial or ethnic differences. Racial slurs, jokes, or name calling are unacceptable.

Disability/Handicap Harassment is any inappropriate behavior that is directed toward a physical or mental disability.

Religious Harassment is any inappropriate behavior that is directed toward an affliction with a specific or general religious affiliation.

In accordance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, it is the policy of Hamblen County School to maintain learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based upon age, religion, disability, race, or national origin. It will be a violation of this policy of any student or employee of the system to harass, sexually harass, or discriminate against a student or an employee through conduct or communication in any form as defined by this policy.

HOSTIGAMIENTO

La Mesa Directiva del Departamento de Educacion esta comprometida a salvaguardar los derechos de todos los estudiantes y empleados dentro del sistema escolar y aprender a trabajar en un ambiente que es libre de toda clase de hostigamiento, acoso sexual y discriminacion.

De acuerdo al Titulo VI de los Derechos Civiles Acta de 1964, Titulo IX de las Enmiendas Educacionales de 1972, y Seccion 504 de la Rehabilitacion Acta de 1973, es la norma de Las Escuelas del Condado de Hamblen el mantener un ambiente de aprendizaje y trabajo libre de hostigamiento, acoso sexual y discriminacion de cualquier tipo. El sistema escolar prohíbe cualquier forma de hostigamiento, acoso sexual, o discriminacion basado sobre la edad, religion, inhabilidad, raza u origen nacional. Estas normas son violadas si cualquier estudiante o empleado del sistema escolar, hostiga, acosa sexualmente, o discrimina en contra de cualquier estudiante o empleado del sistema escolar, hostiga, acosa sexualmente, o discrimina en contra de cualquier estudiante o empleado del sistema escolar por medio de conducta o comunicacion en cualquier forma definida por estas normas.

BULLYING POLICY

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

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

Any student found guilty of bullying behavior will be placed on the appropriate level of the school's assertive discipline plan.

SCHOOL COUNSELOR

The MVMS counselor offers assistance to students and parents who have questions about academic and social-emotional development. As the student's advocate, the counselor works closely with teachers, administrators and special services to provide the student with information and support necessary for a positive middle school experience. The counselor may also act as an important link between the family and appropriate community agencies. Students and

parents are encouraged to contact the counselor to discuss school progress, adjustment, career and academic goals, as well as ways to enhance self-awareness.

SCHOOL RESOURCE OFFICER (SRO)

School Resource Officers patrol MVMS on a regular basis to help provide a safe and orderly educational environment.

EMERGENCY INFORMATION

Parents, please notify the office of any changes in address, home and cell phone numbers, and alternative phone numbers. In emergency situations, contacting parents or guardians is essential.

GRADING SCALE

Letter grades are used to indicate a pupil's progress and achievement. The grading scale is as follows:

90 - 100 = A (Excellent)
80 - 89 = B (Good)
70 - 79 = C (Average)
60 - 69 = D (Poor but passing)
Below 60 = F (Failure)

I = Incomplete

Incomplete is used mainly in cases where a student has been absent. A student receiving a grade of incomplete has a period of five school days from the date of return to make up work. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the responsibility of the student.

SCHOOL DAY

The school building will be opened at 7:15 A.M. for those students requiring early entry. Normally, students who do not ride the bus are expected to arrive at school at 7:55 A.M. Students arriving before 7:45 A.M. will report to the gym or cafeteria where they will remain until they are dismissed. Students should not be in the learning area before 7:45 A.M. Students who do not report to their homeroom areas by 8:00 A.M. are considered tardy. ANY

STUDENT LEAVING SCHOOL DURING THE SCHOOL DAY MUST BE SIGNED OUT AT THE OFFICE BY THE PARENT/GUARDIAN OR THE INDIVIDUAL LISTED ON THE STUDENT'S EMERGENCY CARD.

TRANSPORTATION/BUS INFORMATION

The Hamblen County Department of Education will provide free bus transportation for students who are zoned for Meadowview Middle School. If you have questions concerning transportation, routes or other issues call 586-2103. MVMS students are expected to demonstrate appropriate bus riding behavior at all times while riding to and from school or while riding on school activities/field trips. Students are expected to abide by the following rules:

1. Students shall obey the bus driver's instructions.
2. Students must be seated while on the bus, facing the front with their feet on the floor.
3. Students shall not extend their head or arms out of the window at any time.
4. No throwing objects. No littering.
5. No exiting and reentering the bus.
6. There shall be no profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, or disorderly or improper conduct of any kind on the bus.
7. Food or drink is not permitted on the bus.

The following disciplinary action will be taken for students that receive bus referrals:

1st Offense = 5 day suspension of bus privileges

2nd Offense = 30 day suspension of bus privileges

3rd Offense = 1 calendar year suspension of bus privileges

The first offense for fighting on a bus will result in the student's suspension of bus privileges for 30 days. The second offense for fighting on a bus will result in expulsion of the student from riding the bus for one calendar year.

SAFETY PROCEDURES

Meadowview Middle School has a Crisis Management Plan in place to be activated in the event of an emergency or crisis. An Emergency Notification System is in effect to alert staff and students of situations requiring evacuation (fire, disaster, explosion, bomb threat or safety drill), as well as situations requiring a "lockdown" or the need to "shelter in place." Students and staff conduct drills periodically throughout the school year. Drills are a necessary safety precaution for the welfare of everyone at Meadowview Middle School.

CAFETERIA

Breakfast and lunch are offered at MVMS, breakfast is free to all students. Students may prepay for their meals by the week or by the month. Checks should be made out to MVMS Cafeteria and given to the cafeteria manager or cashier any day before 8:00 a.m. Applications for free/reduced lunch are available in the school or district offices and need to be resubmitted every year. Federal funds subsidize the school lunch program. Misuse or providing inaccurate information is considered theft and/or fraud. All food and drinks must be consumed in the cafeteria. Students will demonstrate acceptable social manners while using the lunchroom facilities. Inappropriate behavior will not be tolerated.

BOARD POLICIES

Board policies concerning drugs/alcohol/tobacco, bus conduct, student conduct, weapons, tardiness, attendance and dress code will be given to students in a handbook at registration. Changes in board policy that occur during the school year will be published to the district website.

ELECTRONIC COMMUNICATIONS DEVICE/CELL

ELECTRONIC DEVICES POLICY

Students in Grades 6-12 may possess electronic devices, such as cell phones, bluetooth headphones and smart watches, while on school property; however, the electronic 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 designee may grant a student permission to use a personal communication device at the principal/designee's discretion. A device used outside these parameters will result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below. School hours shall be defined as 7:50 a.m. or upon a student's morning entry to the facility until the student leaves the supervision of school personnel in the afternoon.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

TOBACCO

Use and /or possession of all tobacco products, including e-cigarettes, by students are prohibited in all school buildings, on the school campus, and on school transportation vehicles. This policy also applies to all school bus trips. Students who violate this policy will receive the following discipline:

Each offense will result in assignment of a level on the assertive discipline hierarchy and citation to juvenile court.

INTERNET USAGE

Students will participate in projects using the Internet to support curriculum and activities. All students are required to have signed parental consent on file in order to have Internet access. MVMS reserves the right to monitor and track the use of Network Services, suspend or revoke privileges and take appropriate disciplinary action for unacceptable use. Students are not permitted to access their personal web pages and/or e-mail accounts from school computers.

STUDENT MEDICATION

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon emergency medical aid. Students who need to take prescribed medication must have a form signed by the physician and parent before medication can be brought to school. An adult must bring the medication, in the original container, and a note into the office.

DRESS CODE (Grades 6-12)

For All Apparel

- *Clothing must be neat.
- *No large or revealing holes, rips, or tears will be allowed in any wearing of apparel.
- *Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.
- *Students will wear appropriate undergarments.
- *Women will wear a bra.
- *Undergarments will not be visible.

Slacks. Blue Jeans. Pants

*Leggings and stirrup pants will be permitted provided the top garment meets the guidelines outlined for skirts, dresses, or shorts.

*Pants will be neat and worn at the waistline.

*Pants will be hemmed.

Skirts. Dresses

*Skirts and dresses will be minimum length of mid-thigh and may include pleated, A-line, or straight styles.

*Skirts and dresses with a pleat or vent will be permitted if the top of the split or vent is no higher than mid-thigh.

*No wrap-around skirts will be permitted.

*Skirts will be hemmed.

Shorts

*Walking shorts or Bermuda shorts will be permitted and will be a minimum length of mid-thigh.

*Shorts will be hemmed.

Shirts. Blouses

*Tank tops or halter-tops will not be permitted.

*Shirts and blouses will not have written slogans or messages, which contain advertisements of drugs or alcohol.

*Shirts and blouses will not contain vulgar or sexually explicit messages (direct or implied).

*Shirts and blouses will not contain any messages, slogans, or symbols that promote racial discord or are related to gang activity.

*Sleeveless shirts will cover the area from the base of the neck to the edge of the shoulder and will fit appropriately around the underarm.

*Shirts and blouses will be an appropriate length, coming to the top of pants, shorts, or skirts at all times.

Jackets

*Biker jackets, trench coats, and large bulky jackets will not be permitted.

Wind Suits and Warm-Up Suits

*Wind suits of the nylon variety will be permitted.

*Cotton sweat pants and jammer-style slacks will not be permitted.

Shoes

*All students will wear shoes.

*Flip-flops will not be permitted.

Hats

*No headwear of any type will be worn inside the buildings.

*Hair bows and barrettes will be permitted, provided they are reasonable size and subtle color.

Hair

*Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

Jewelry

*Facial jewelry will be limited to the ear.

*Three earrings per ear will be permitted.

*Tongue bars and tongue rings are not permitted.

Tattoos

*Tattoos will not contain written slogans or messages, which exhibit references to drugs or alcohol.

*Tattoos will not contain vulgar or sexually explicit messages (direct or implied).

*Tattoos will not contain any symbol that promotes racial discord or is related to gang activity.

ATHLETIC ELIGIBILITY AND RELATED ACTIVITIES

A "C" average is required to participate in any sport. MVMS offers the following sports:

Fall: Football, cheerleading, volleyball, cross country

Winter: Boys' and Girls' basketball, wrestling

Spring: Boys' and Girls' track, golf