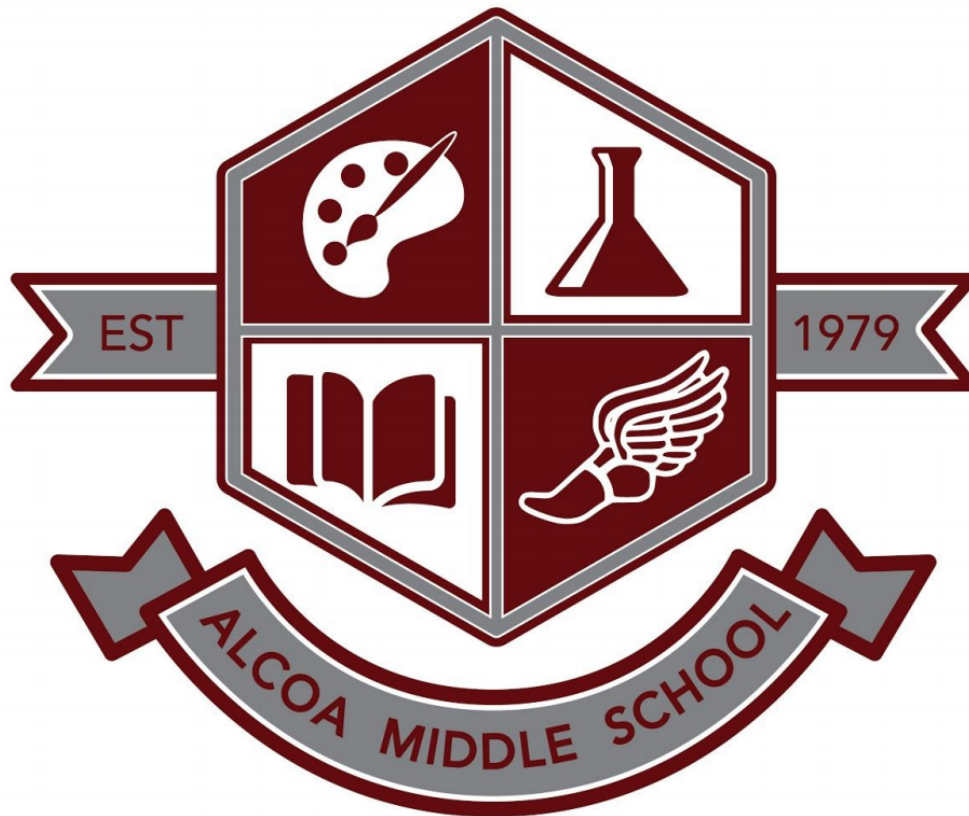


Alcoa Middle School  
2021-2022  
Student Handbook



**Graduating Competitive Students**  
By building relationships  
By rigorous expectations  
By relevant instruction

## Administrative and Counseling Staff



Mrs. Chelsi Long, Principal



Mr. Richard Gamble,  
Assistant Principal



Mrs. Julie Ailshie, Data and  
Curriculum Coordinator



Mrs. Fonda Davis, School  
Counselor

Alcoa Middle School  
532 Faraday St, Alcoa, TN 37701  
Phone: 865-982-5211 Fax:  
[www.alcoaschools.net](http://www.alcoaschools.net)

### **STUDENT/PARENT HANDBOOK 2021-2022**

The 2020-2021 student/parent handbooks contain information for students of Alcoa Middle School. Parents are encouraged to read this booklet thoroughly and go over the information that is relevant to their daughter/son. The rules and regulations of Alcoa City Schools and Alcoa Middle School have been designed to protect the well-being and rights of all students in order to ensure quality education.

Since it is not possible for this handbook to address all issues that may arise during the school year, parents and students should understand that the school's administrative team would use its professional judgment to make decisions on specific situations as they occur.

Major emphasis is placed on a Choices Intervention Program. The aim of this approach is to create a school environment favorable to the development of self-discipline and self-direction.

## ALCOA MIDDLE SCHOOL MISSION STATEMENT

**Graduating Competitive Students**  
**By building relationships**  
**By rigorous expectations**  
**By relevant instruction**

### SCHOOL HOURS

School begins at 8:30 a.m. for all grades. Dismissal time is at 3:30 p.m. Students should not arrive at school before 7:30 a.m. Upon their arrival, students should report to the cafeteria if they wish to eat breakfast. Students will not be allowed to go to their lockers before 8:05 a.m. Students should leave the campus by 3:30 p.m. unless they are under the direct supervision of a teacher/coach.

### PLACES TO GO AND PEOPLE TO SEE

TOPIC/ITEM	PERSON TO SEE	LOCATION OF PERSON
Accident Forms	Mr. Gamble	Main Office
Athletics	Mr. Bledsoe	Main Office
Attendance	Mrs. McBrayer	Front Desk
Check In/Check Out	Mrs. McBrayer	Front Desk
Discipline	Mr. Gamble	Main Office
Lost and Found	Mrs. Keller	Front Desk
Medication Forms	Mrs. Lauderback	Clinic
Parent Conferences	Teachers, Mrs. Davis, Mrs. Ailshie, Mrs. Long	Classrooms Main Office
Registration	Mrs. Keller	Main Office
Standardized Testing	Mrs. Ailshie	Classroom
Tuition Applications/Payments	Mrs. Keller	Main Office
Bookkeeping	Mrs. Keller	Main Office

### ADMISSION OF NON-RESIDENT STUDENTS

Students residing outside the boundaries of the school system may apply to attend Alcoa Middle School. The director of schools and principal must approve admission. Permission for tuition students to attend the Alcoa City Schools will be granted on an annual basis. The tuition fee required of all students residing outside the boundaries for the 2021-2022 school year will be \$1000.00. (Note: Tuition amount subject to change pending school board approval.) **Tuition fees are due and MUST be paid before the first day of the school year.** If payment is not received, the student will not be allowed to attend Alcoa Middle School and should report to the school in which they are zoned. Tuition students will be evaluated every 45 days (each nine weeks) for any academic, attendance, or behavior issues. **Alcoa City Schools reserves the right to terminate the enrollment of a tuition student due to deficiencies in attendance, academics, discipline, and/or program availability, incomplete medical records, or failure to pay tuition when due.**

## **ABSENCES**

**Students may have five (5) absences excused with a parent note per semester. After five (5) parent notes, a doctor excuse, court excuse, or death notice of an immediate family member will be required for each additional absence. If the student fails to bring a doctor's excuse, court excuse, or death notice of an immediate family member, the absence will be unexcused. Students are required to turn in notes within 3 days of absence. Students are expected to return to school per doctor's orders even if it's the same day. Upon the third (3) unexcused absence, a letter will be sent to the parent from the school advising parents of unexcused absences and requiring a meeting with school officials as required by Tennessee Code Annotated, Section 49-6-3007. Prior to referral to Blount County Juvenile Court, the parent and student will progress through a three-tiered progressive truancy intervention program as described in TCA 49-6-3007.**

## **TARDIES/EARLY OUTS**

**Students may have five (5) parent notes to excuse tardies and/or early outs per school year. All additional tardies/early outs will be unexcused unless a doctor's note is provided. After ten (10) tardies and/or early outs for the year, a letter will be sent to the parents requiring a meeting with school officials as required by Tennessee Code Annotated, Section 49-6-3007. Prior to referral to the Blount County Juvenile Court, the parent and students will progress through a three-tiered progressive truancy intervention program as described in TCA 49-6-3007.**

## **TRUANCY**

### **Statement of Responsibility (Tenn. Code Ann. § 49-6- 3007)**

The parent, legal guardian, or person having control of a student subject to compulsory attendance has a duty to monitor the student's school attendance and require the student to attend school. If the student is absent from school for an aggregate of five (5) days during the school year without adequate excuse, then the student is subject to referral to juvenile court.

**First Day of School:** Each student is given a written copy of the Attendance Policy.

**Tier 1 Truancy Violations:** 3 unexcused absences or more than 10 tardies and/or early outs.

#### Consequences:

1. Letter sent out notifying parents of absences, tardies, and/or early outs.
2. In the letter the Alcoa City Schools tiered truancy plan will be explained and will outline specific attendance expectations for the child.
3. If further unexcused truancy violations occur, the family will move to Tier 2 truancy violations.
4. If no further unexcused truancy violations occur, the student will remain in Tier 1 for the duration of the school year.

**Tier 2 Truancy Violations:** Further unexcused truancy violations occur after the initial letter received.

#### Consequences:

1. Letter sent out notifying parents of continued unexcused truancy violations, and a meeting with the Truancy Board will be scheduled.
2. Once all parent notes have been used, the family is required to provide a Juvenile Court Doctor's Letter for any absences, tardies, or early outs.

3. The Truancy Board will conduct an individual assessment of a child's truancy violations to determine the reason.
4. Possible referral to counseling or other services as deemed necessary by the above assessment.
5. If further unexcused truancy violations occur, the family will move to Tier 3 truancy violations.
6. If no further unexcused truancy violations occur, the student will remain in Tier 2 for the duration of the school year.

**Tier 3 Truancy Violations:** Further unexcused truancy violations after the Truancy Board Meeting. (Tier 2)

Consequences:

1. Letter sent out notifying parents of continued unexcused truancy violations and a meeting with Juvenile Court Diversion Hearing will be scheduled.
2. Once all parent notes have been used, the family is required to provide a Juvenile Court Doctor's Letter for any absences, tardies, or early outs.
3. Juvenile Court Diversion will review the case again with the family and make the appropriate referrals to community-based services, i.e.: Life Skills, counseling, Parenting Class, in-home services.
4. If further unexcused truancy violations occur or the student/family fails to comply with the community-based service requirement, a petition will be filed in Juvenile Court.
5. If no further unexcused truancy violations occur, the student will remain in Tier 3 for the duration of the school year.

If a student fails to comply with the tiers in Alcoa City Schools Truancy Plan, they will automatically proceed to the next tier and ultimately to Juvenile Court.

- Students in Tier I at the end of the school year will be removed from the Alcoa City Schools tiered attendance process the following school year.
- Students in Tier II at the end of the school year will be removed from the Alcoa City Schools tiered attendance process the following school year.
- Students in Tier III will start the following school year on a probationary period during the first semester. During the probationary period, the student will be eligible to use the five (5) parent notes. Upon successful completion of the probationary period, the student will be removed from the Alcoa City Schools tiered attendance process beginning the second semester.
- When a student transfers into the Alcoa City Schools with 3 or more unexcused absences, they will automatically enter Tier 1.

## **VISITOR'S POLICY**

All visitors/parents must report to the main office to sign-in on the computer and obtain a pass to visit AMS.

## **SCHOOL-WIDE DISCIPLINE PLAN**

Alcoa Middle School has the goal of establishing an environment in which children will be safe, happy, and have maximum opportunity to learn. Discipline means nothing more than doing what is expected and what you already know to do. Following the rules is your responsibility. All students have the right to learn and all teachers have the right to teach. We will maintain an

atmosphere throughout the school in which children feel safe, secure, and involved. The entire staff at Alcoa Middle School cares about you, respects you as an individual, and expects nothing more than your best! If students cannot or will not cooperate at school, when asked to comply, it will be the responsibility of the parents/guardians to pick them up and attend to their needs and behavior.

### **C.H.O.I.C.E.S. Behavior Intervention Policy**

- Choose to be Responsible
- Have Empathy
- Offer Respect
- Identify Strengths
- Consistent Attention
- Expect Excellence
- Stay Safe

**The Alcoa Middle School disciplinary policy is for the benefit of everyone involved in the educational process of students at AMS.**

**Rules and regulations are necessary to provide a safe and orderly environment that enables teachers to teach and students to learn. Students often need guidance and positive interventions to improve social and interpersonal skills.**

**The C.H.O.I.C.E.S. program will be used to provide these positive behavioral expectations. A three-tiered level of support will be utilized to assist the teacher and student in developing strategies to reinforce positive behavior. Our school staff recognizes that maintaining and improving student behavior involves all stakeholders. The most important factor to remember is that teachers, students, and parents must foster effective communication to enhance student learning.**

### **CONSEQUENCES FOR SCHOOL RULE INFRACTIONS**

Acceptable student behavior is necessary to create a positive, safe environment conducive to learning. The discipline policy is designed to provide prompt and effective consequences for students who choose to interfere with the rights of teachers to teach and students to learn.

Students should display appropriate behavior at all times including all on campus and off campus school sponsored activities. Unacceptable behavior will result in any of the following:

1. **Isolated Lunch:** An administrator assigns isolated lunch. This is served in the main office. Students will spend their lunch period in isolation while eating lunch.
2. **Detention:** An administrator or teacher assigns detentions. Students not serving teacher assigned detentions will be placed in After-School Detention.
3. **Period In-School Suspension (ISS):** The principal, assistant principal or designee may remove a student from a specific class period for one or more days. The student will serve this period suspension in the Isolation room in the main office, where he/she will work on course assignments.

4. **After-School Detention (ASD):** After-School Detention is an alternative to out-of-school suspension and is located on the campus. Those students assigned ASD should report to ASD at 3:40 P.M. prepared for academic study (having all assignments and classroom materials). It is the responsibility of the student to collect assignments prior to reporting to ASD. The ASD attendant will not arrange the collection of or return of class assignments. ASD students may also be required to complete school service projects.
  
5. **Out-of-School Suspension (OSS):** The principal, assistant principal or designee is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding the school bus, for good and sufficient reasons. Students suspended may be permitted to take final exams if they are scheduled during the period of suspension. Students who are suspended are not permitted to attend or participate in school sponsored or related activities during the period of suspension. This provision is inclusive of all such activities regardless of the location of the event. Suspended students are not to be present at the school at any time during the suspension except for scheduled meetings with administrators or counselors and must be accompanied by a parent/guardian. Students suspended out of school (one, two, or three days) may have the following first offense option: School administration may choose to allow the student to attend the Pershing Academy of Learning during the period of suspension.
  
6. **Summary Suspension for Investigation:** The principal, assistant principal or designee may remove a student from attendance at school in accordance with the same description and stipulations as stated previously for an Out-of-School Suspension in order for the school and/or police to investigate an incident. This suspension will be followed by: 1) A permanent change from summary to Out-of-School Suspension for those days, 2) An additional suspension or discipline up to a 180-day expulsion pending the outcome of the investigations, 3) A permanent change from Summary Suspension to School Approved Absence in the event the investigation shows no wrongdoing, 4) An additional consequence such as police charges for criminal violations. Summary Suspensions for Investigation will typically be 2-3 days in length but may be extended if the school is waiting for the results of a police investigation. School administration may choose to place the student temporarily at the Pershing Academy of Learning if police investigations are on-going for a long period of time.
  
7. **Placement to the Pershing Academy of Learning:** Students may only attend PAL one time per year. If more than one placement at PAL is warranted, all other consequences will be expulsion.

## **CYBERBULLYING/ BULLYING/ HARASSMENT**

The overall goal of AMS is to empower students to report bullying behaviors. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions. Our school staff will intervene and issue consequences for bullying behaviors that have been reported. Students who bully will receive appropriate consequences to help them realize that bullying behavior is not appropriate and will not be tolerated at school.

#### Action Steps To Respond to Bullying Or Harassment:

- Clearly tell the bully to stop
- Interim a school official immediately
- Save the evidence. Print the online harassing text if possible
- Ignore the bully by leaving the online environment and/or blocking communications
- Contact the police

#### **CELL PHONE POLICY**

Cell phones are permitted as long as they are **put away and turned off and not visible** during the school day. Students must turn off and put away cell phones when they are dismissed to class at 8:05. Students may use their cell phones only when school is dismissed. Any student in violation of this policy will have his/her phone confiscated and will be subject to the following:

1st Offense: A parent or guardian must sign the Cell Phone Policy or pick up the phone at the school.

2nd Offense: The phone can be kept for up to three days and a parent must pick it up.

3rd Offense: Conference with a parent. The student will leave their phone with the assistant principal each day. The student and parent will sign a contract, agreeing that if the contract is violated, the cell phone will be kept through the end of the school year.

\*\* Students who are caught taking inappropriate photos or videos of other students with their cellphones in prohibited areas such as bathrooms, dressing rooms, and common areas and/or sharing them with other students will result in harsher punishment.

**If the student is caught with a phone after this violation, punishment will be determined by the principal.**

SMART watches and other communication devices are permitted at school as long as the communication app or communication function is turned off during the school day (8:05 AM-3:15 PM).

Any student in violation of this policy will have the device confiscated and be subject to the same consequences as a cell phone violation (1st, 2nd, and 3rd Offense).

**Note: If a student refuses to hand over their cell phone or communication device to a teacher or school administrator, the student will move to the next offense and they will be assigned in-school detention (ISD) for up to three days. Parents will also be required to attend a conference with the school administration.**

#### **VANDALISM POLICY**

Students will not be allowed to put inappropriate writing or symbols on any notebooks, folders, or other materials used in the classroom or on school property.



## **ELECTRONICS/GAMES/TOYS POLICY**

Students are not allowed to use electronic devices, games, cards, toys, stuffed animals, etc. unless approved by school staff.

Teachers will confiscate these items unless the teachers have approved them for special occasions. This is to ensure that the proper learning environment is maintained and that such items are not damaged or stolen. **Parents may have to come and retrieve all confiscated items.**  
**\*\*The school does not assume any responsibility should any item be lost, damaged, or stolen.**

## **DRESS CODE GUIDELINE**

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of clothing or hairstyle which is considered contrary to good hygiene, or which is distracting or disruptive and detrimental to the education of other students, will not be permitted. The administration reserves the right to exclude any attire, which disrupts the normal operation of the school. The following guidelines shall apply and will be enforced according to the Alcoa City Schools' Board policy.

No head coverings (including, but not limited to, hats, caps, bandanas, sun visors, or sunglasses) are to be worn at school, except for medical reasons documented by a physician. Headbands no wider than 2 inches may be worn at school. Shoes must be worn at all times. The hem of shorts, skirts, and dresses must reach fingertip length at all times. **MIDRIFF BLOUSES**, or any type of shirt, blouse, or top that fails to cover the torso completely is not permitted. Shirts, blouses, and other tops must meet the lower apparel (pants, skirt, etc.) All shirts, blouses, and tops must cover the shoulders. No tank tops. Any clothing article or accessory, which advertises alcohol, drugs, tobacco, or any illegal substance, may not be worn. Any article of clothing or accessory which displays an inappropriate or suggestive message may not be worn. Pants, shorts, and skirts must be worn at the natural waistline and buttoned appropriately. Shorts and skirts must be fingertip length.

**LEGGINGS** may be worn with a dress, t-shirt, and/or hoodie. The dress, t-shirt, or hoodie must come to a length of mid-thigh.

**PANTS** or other articles of clothing that are ripped or torn above mid-thigh are **NOT** allowed. This includes blue jeans or pants that have holes, rips, or tears above mid-thigh.

**NO "SAGGING."** Clothing or accessories denoting gang affiliation or membership may not be worn. Jewelry must be of appropriate size. Visible piercing, other than the ears, must be removed or covered prior to entering the school building.

**NO** chains hooked to pants or other garments will be allowed. **No pajama tops, bottoms or houseshoes.**

## **FIGHTING**

Fighting is not permitted. Students engaging in a fight or a staged fight will be suspended either out of school or placed in In-school Detention based on the severity and nature of the fight.

\*Students that video a fight or attempt to share the video with anyone will be subject to punishment as well.

## **PUBLIC DISPLAYS OF AFFECTION**

Hand holding, excessive hugging, kissing and other forms of public displays of affection are not permitted.

## **SEARCHES**

The Alcoa City Schools search policy is in compliance with Tennessee State Law (T.C.A. 49-6-4205). When individual circumstances in a school dictate it, an administrator may order that vehicles parked on school property by students or visitors, containers, backpacks, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors, including pockets, be searched.

## **VAPING/E-CIGARETTES/TOBACCO POLICY**

Students, including those 18 and older, while a student, a participant, or representative of the Alcoa City Schools, shall not be allowed to use vaping devices/e-cigarettes in any form. The use of vapes, vaporizers, e-cigarettes, or other devices used to inhale vapor by means of electronic or similar device (“vaping”) will be prohibited while on school property or traveling on a bus or other vehicle being used to transport students to or from a school-sponsored event and in all vehicles owned, leased or operated by the district. Vaping involves the use of a purpose made or homemade device (“vaping device”) that vaporizes liquids, oils, or gels that may contain flavoring, nicotine, Cannabidiol (CBD) oil of varying concentrations, tetrahydrocannabinol (THC) oil of varying concentrations, or other substances that may or may not be legal to possess (“vape juice”). For further description refer to *Alcoa City Board of Education Policy 6.3072*. The possession, use, distribution, or attempted distribution of a vaping device or vape juice on school property, school buses, at school sponsored events, or while under school jurisdiction is prohibited. Discipline for Alcoa High School students set forth by the policy is as follows:

**First offense:** 3 Day Out of School Suspension; 10 hours of school work detail (failure to complete school work detail within 15 days will result in an additional 2 days Out of School Suspension); citation to juvenile court may be issued; drug testing may be required.

**Second offense:** 5 Day Out of School Suspension; completion of the cessation program within 30 days (failure to complete cessation program within 30 days will result in an additional 5 days Out of School Suspension); citation to juvenile court will be issued; drug testing will be required.

**Third offense:** 45 day suspension; citation to juvenile court will be issued; mandatory drug testing.

**Please Note:** A vaping device with THC or any other type of illegal drug is a zero-tolerance discipline offence and will result in a 180 day suspension. Students enrolled at the Pershing Academy of Learning (PAL) who violate this policy will receive a 180 day suspension from all Alcoa City Schools and activities. All vaping devices, e-cigarettes, and paraphernalia will be confiscated and destroyed.

## **WEAPONS AND DANGEROUS MATERIALS**

Firing, displaying, carrying, possessing or threatening use of firearms, explosives, knives, blades, fireworks, chemicals or any other weapon, destructive device or dangerous material on the

school premises, on a school bus or at school sponsored events or activities for any unlawful purpose is prohibited. Explosives, illustrations, or instructions for making or using explosives or other weapons or destructive devices are not permitted on school property or at school sponsored events or activities.

Students who use any communicative means, including verbal, written, electronic, or social media post, to threaten use at school or bring to school any such weapon, dangerous item or material, will be subject to criminal charges, suspension, and/or zero tolerance expulsion (See Zero Tolerance Policy for more details).

### **ZERO TOLERANCE POLICY**

In order to ensure a safe and secure learning environment free of drugs, battery, and dangerous weapons, any student who engages in the following behavior will be subject to expulsion for a period of not less than one calendar year. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis. Zero tolerance acts include, but are not limited to the following:

Any student who, while on a school bus, on school property, or while attending any school event or activity:

1. Unlawfully possesses any narcotic, stimulant, barbiturate, or legend drugs, or any look-alike substances in violation of controlled substance laws of the state of Tennessee;
2. Possesses a weapon; or
3. Commits a battery on a teacher or other employee of the school.

## **ALCOA MIDDLE SCHOOL LIBRARY RULES AND REGULATIONS**

As students at Alcoa Middle School, you are cordially welcomed to the library. We are glad to have you, and we hope that these next years will be productive and happy years for you. This is your library and you are encouraged to use its facilities. We expect you to maintain a self-disciplined approach to the use of the library. It is essential that we have a learning environment.

### **HOURS**

The library is open before, during, and after school each day.

### **PRIVILEGES**

1. It is hoped that each student will regard the use of the library as a privilege. If the privilege is abused, it will be adjusted as deemed appropriate by school personnel.
2. All students in the school are entitled to use the library and check out books.

### **CIRCULATION**

1. Books, with the exception of reference books, may be borrowed for two weeks.
2. You may check out two books out of the library at a time.
3. **Return books in the book return slot on or before the due date.**
4. The library materials are the property of the school and are there for your use, not abuse. Please handle them with care and with clean hands.
5. Books may be renewed for two weeks. Bring the book with you for renewal.
6. You are responsible for all books checked out in your name.
7. Library materials (books, magazines, newspapers, etc.) are not consumable and are property of the school. Please do not mark in them, or tear or cut out items from them, as this is defacing school property.

### **FINES**

1. When a borrower fails to return a fourteen-day book on the date due, the fine is **5 ¢** per day; it is overdue except for Saturday, Sunday, and holidays.
2. You may not continue to check out books if you owe any fines that have not been paid.
3. Injury to books beyond reasonable wear, lost books, overdue books, fines, and other obligations must be paid in order to receive report cards.

### **FOOD SERVICE**

Free and Reduced applications are always available in the front office and online. Breakfast is served daily from 7:30 a.m. until 8:00 a.m. Breakfast is free for all students. Lunch is \$2.85 and the reduced price is .40 cents.

Any family may apply for the Free and Reduced Meal Price Program at any time during the year, using one application per family, available at any school office.

Parents may prepay on lunchroom accounts for their children and are encouraged to do so. Checks made out to the school, or cash may be given to the cafeteria manager.

Online food service payments are now available through your Skyward Family Access. For more information visit [www.alcoaschools.net](http://www.alcoaschools.net) and click the online food service payment link or instructions or call the office for further assistance.

**Fast food lunches for students are NOT permitted in the building.**

Lunch charges: Students will never be denied a meal. Parents may request that such charges not be allowed by contacting the School Nutrition Program Supervisor or the Cafeteria Manager. A-la-carte items may not be charged. Parents are responsible for all debt students incur. Negative balance phone calls will be sent home every Monday evening for balances beginning at -.01 and higher. Please make sure all phone numbers are up to date in Skyward.

## **SCHOOL SERVICES**

### **Parent Conferences**

Conferences between administrators, teachers, counselors, and parents are encouraged and they should be set up by appointment. School personnel have the responsibility for classes and planning, but they will be pleased to hold conferences that have been previously scheduled. Call the school at 982-5211 to set up an appointment with a teacher/teaching team, counselor, or administrator.

### **Guidance Office**

Students and parents are encouraged to use the counseling services available to them to discuss any questions or problems. Appointments should be made with the counselor. Permission to leave class to see a counselor may be granted by a teacher; however, the best times are before and after school, between classes, at lunch, or other times not conflicting with classwork.

### **Library**

The library has books, magazines, and other materials for use in assigned study and recreational reading. It is open from 8:00 a.m. until 3:10 p.m. each school day. The librarian is available to assist students who need help.

### **Telephones**

AMS has one phone line; it is for business and emergency use. Students will only be allowed to use the phones in their classrooms, and they should only ask to use the phones in case of an emergency. Students will not be called from class to receive phone calls, but by the end of the school day, they will be given the phone message from their parents.

### **Student Planners**

Each student will be issued a day planner. The planner will help students get and stay organized and remember important things. Teachers and parents may also communicate daily via the planner. Students are required to take their planners to every class every day. The first planner is free to every student. Replacement planners are \$5.00.

### **Textbooks**

Textbooks are furnished to students by the school system. Students who lose or damage a book while it is checked out to them will be required to pay for its replacement/repair.

### **Lockers**

The school furnishes lockers for storing students' books and coats. Students must not tamper with other students' lockers. Lockers are the property of the school and may be searched by the staff if misuse seems probable or it is necessary to locate schoolbooks and/or materials. A student's pockets, purse, backpack, or other containers may also be searched.

**Failure Policy**

*Any student receiving two F's for the year with one of them being in English Language Arts, Reading, or Math may be retained for the next school year.*

**Student Records**

Student records are confidential and may only be reviewed by parents or other authorized persons such as school personnel and/or state/federal representatives unless parents give their written permission. Parents have the right to see and examine all school records related to their children. The LEA must comply with a parent's request no more than 45 days after the request has been made.

**Change of Address**

Please inform the office if you change your address and/or telephone number. Please inform the office if your emergency contact and/or phone numbers change.

**Withdrawing from School**

If you are leaving school, a parent/guardian must come to the guidance office, furnish the last day you will attend Alcoa Middle School, where you are relocating, and sign a withdrawal form.

**MEDICATIONS**

If medication is to be administered, the school nurse shall be responsible for ensuring that the following procedures for students requiring medication at school are carried out:

1. The parent(s)/guardian(s) must provide a signed Medication Authorization Permission Form for prescription drugs and over-the-counter drugs (lotions, salves, and ointments).
2. The parent(s)/guardian(s) must provide a current professionally labeled bottle from the pharmacist for prescription drugs.
3. The parent(s)/guardian(s) must provide a bottle of over-the-counter medication with the student's name on the bottle. Over-the-counter medications must be in the original container. Do not send over-the-counter medications in baggies to the school with your child.
4. All medication brought on school property must be dropped off at the front office by the parent. Students are not allowed to bring in medication.
5. Emergency medication (Epipens, inhalers, Glucagon, Diastat, etc.) must be in the possession of the student, school nurse, or designated staff member at all times during school hours and when participating in school-sponsored activities.
6. The school nurse shall notify the health department or student's medical provider in advance to receive proper instruction on the administering of medication, injections, and side effects.
7. All medication must be kept locked in an area designated by the principal and/or school nurse.
8. Renewal or changes in medication...
  - a. All medication must be renewed and documented at the beginning of every school year; and
  - b. Any change in medication or dosage during the school year requires a new medication permission form signed by the parent and medical provider.

9. All original medication orders shall be kept in the school clinic.
10. All medication documentation shall be placed in the student's cumulative file folder at the end of the school year and remain there until the statute of limitations expires.
11. The parent(s)/guardian(s) must pick up any remaining or unused medication at the end of the school year. If the parent(s)/guardian(s) does not pick up the remaining or unused medication, it will be disposed of by the school nurse at the end of the school year. Such action shall be documented.
12. Student possession of any form of medication is prohibited unless documentation is provided from the student's medical provider.
13. All prescription medication forms must be signed by the student's prescribing physician/medical provider. NO medications will be administered at the school without a permission form signed by both the parent/guardian and the medical provider.

### **Translation Statement**

If you need this information translated into Spanish, email Angela Gracia at [agracia@alcoaschools.net](mailto:agracia@alcoaschools.net)

Sí usted desea que ésta información sea traducida al Español, favor mandar un correo electrónico a Angela Gracia al [agracia@alcoaschools.net](mailto:agracia@alcoaschools.net)

### **Access To Curriculum Standards**

State curriculum standards may be viewed at

<https://www.tn.gov/education/instruction/academic-standards.html>

### **Test Results**

Alcoa City Schools' test results may be accessed at

<https://www.tn.gov/education/data/report-card.html>

### **Parent Involvement Plan**

The Alcoa City Schools' Parent Involvement Plan can be viewed by contacting any school office, the Federal Programs Office at 865-984-0531, or from the web site at [www.alcoaschools.net](http://www.alcoaschools.net).

### **Family and Community Engagement Plan**

Getting parents involved with middle school students seems to be one of the hardest battles we face each year. Most middle school students do not want their parents on school property, much less helping in classrooms as in their elementary years. As a school, we feel it is imperative that parents become involved in their child's educational program. We have established several activities to increase parental involvement in our school. For a complete listing of all activities, please refer to the AMS F.C.E.P. that is on file in the Alcoa City Schools Central Office.

The following information can be accessed on the Alcoa Schools website:

#### **Drug-Free Schools**

School Board Policy GAN

#### **Weapons and Dangerous Instruments**

School Board Policy JCBE

#### **Code of Behavior**

School Board Policy JC

**Safe Schools**

School Board Policy EBB

**Homeless**

School Board Policy JBCB

**Attendance**

School Board Policy 6.200

**Please refer to Alcoa City Schools District Handbook for additional policies and parental notices.**

**SCHOOL ACTIVITIES**

**Field Trips**

School conduct rules apply to all school-sponsored field trips. Only students who have exhibited that they are responsible students at school will be allowed to go on field trips. A responsible student is one who demonstrates appropriate attitude and behavior, is punctual with a good attendance record, and is in good academic standing. Students may be excluded from a field trip due to academic, behavioral, or attendance problems

**Athletics**

Football, track, basketball, baseball, cheerleading, volleyball, and golf are major athletic activities in which eligible Alcoa Middle School students may participate. In order to participate in athletics, students need to apply themselves in the classroom and earn passing grades. If a student fails (F) one academic subject on the progress report or grade card, he/she will be removed from that activity until the grade is improved to passing. If a student fails more than one academic subject during a nine-week grading period, he/she will be removed from the activity until the end of the first half of the next grading period (four and one-half weeks), at which time the student's eligibility will be re-evaluated.

**Activities/Exclusion from Activities**

Many activities are planned each year to enrich the middle school experience for AMS students. Incentive trips are planned at each grade level, including the Tornado Club's end-of-the-year out-of-state trip. These activities are considered privileges, and student participation/attendance is based on each student's demonstrated ability as a responsible student. Exclusion from certain or all activities may be imposed by administrators for students who fail to conduct themselves in a responsible manner. **Students assigned in-school or Out-of-school suspension are automatically excluded from all school activities for a time equal to the suspension, beginning with the date of the offense.**

**AMS EXTRACURRICULAR ACTIVITIES**

**ATHLETIC DIRECTOR:** Kyle Harris

**BAND**

TEACHER: Christine Traigis

Available to: 6th, 7th, 8th graders

Season: Year-round



Band meets during school hours throughout the academic school year. Students will be required to have their own instruments and supplies but will not be left out because of a financial situation. There are two concerts that we perform during the year (December and April). In addition, 7th & 8th-grade band members perform at football pep rallies and select home football games throughout the season.

### **BASEBALL**

COACH: Jake Warwick

Available to: 6th, 7th, 8th-grade boys

Season: Spring

The goal of the baseball team is to help develop fundamental skills. Students are also developing these skills to teach them discipline both on and off of the field. They must maintain a balance of academics and athletics because they are known as student-athletes and not athletic students. Tryouts for this sport are during the last week of February to determine the team. After that, practice will begin, and the season will conclude the third week of April. Practices are held Monday through Friday from 3:30- 5:00 unless otherwise noted by the coaches. There might be the occasional practice on the weekend, but we try to stay away from those if at all possible.

### **BASKETBALL - VARSITY GIRLS**

COACH: Dyran Bledsoe

Available to: 6th, 7th, 8th graders

Season: Late fall - winter

The purpose of the program is to further develop the players' talents and skills. The program is based on a team concept that stresses academics, teaming, a winning attitude, and leadership. Tryouts are in May and the second week of October, if needed.

### **BASKETBALL - VARSITY BOY**

Coach: Derrell Dean

Available to: 8th-grade boys with a possible younger student that is junior varsity

Season: Late Fall - Winter

The goal of the basketball team is to help develop fundamental skills. Students are also developing skills to teach them discipline both on and off of the court. They must maintain a balance of academics and athletics because they are known as student-athletes and not athletic students. Tryouts begin the second week of October and the season concludes the last week of January. Practices are Monday through Friday from 3:30- 5:00 unless otherwise noted by the coaches. There might be an occasional practice on the weekend, but we try to stay away from those if at all possible.

### **BASKETBALL - JUNIOR VARSITY GIRLS**

COACH: Keith Stephens

Available to: 6th-7th graders

Season: Late fall - winter

The season begins in October and ends with a tournament in December. In order to participate, all girls must be in good academic and behavior standing with the school. Girls must try out and be selected as part of an eleven- or twelve-member team. Basic dribbling and shooting skills are needed for those trying out. Those making the team are required to be at all practices and games

unless there is an emergency. Practice times alternate weekly: 3:20- 5:00 or 5:15-7:00 with possible Saturday practices.

### **BASKETBALL - JUNIOR VARSITY BOYS**

COACH: Rick Hess

Available to: 6th, and 7th graders

Season: Late fall - winter

Boys with appropriate grades are eligible to try out. Tryouts will be in October. The JV season runs through December and the games are typically scheduled on Monday and Thursday evenings prior to the varsity games. A county tournament is held in early to mid-December.

### **CHEERLEADING**

SPONSOR: Carrie Tarwater

Season: Tryouts are generally in March, with practices in the spring and summer. The cheerleaders attend a mandatory camp in the summer. Football season begins in August and carries through September. Basketball season begins in November and carries through January. The cheerleaders support and attend games in both of these programs. Mission: The purpose of the Alcoa Middle School cheerleading squad is to promote school spirit while gaining leadership skills and improving cheerleading techniques in the process. Available to: Boys' and girls' grades 6, 7, and 8. Skills necessary: A positive attitude, sharp motions, toe touch, pike, and side hurdler jumps. Voice inflection along with basic stunting is necessary. Tumbling is optional but encouraged. Cost to participate: The average cost to be on the squad is around \$500.00, which includes camp, camp wear, shoes, socks, bloomers, and warm-up. Practice Schedule: 1-2 practices a week for an hour and fifteen minutes. During sports seasons, there are approximately 1 to 2 games per week.

### **CHORUS**

SPONSOR: Trent Gilmore

Available to: 6th, 7th, 8th graders

Season: Year-round

Students audition at the beginning of the year and perform concerts and participate in choral festivals at various times throughout the year. Students must be willing to participate in fundraisers.

### **CROSS COUNTRY**

COACH: Kim Holliday

Available to: 6th, 7th, 8th graders

Season: Our season begins in late July and goes through October. Practices are held Monday - Friday, 3:30-5pm, and the meets are on Tuesdays. We race a distance of 2 miles. Purpose: The goal of this program is to help students develop a healthy lifestyle, including both physical and nutritional fitness. Students develop leadership skills and learn how to maintain the balance of academics and athletics. Students learn to compete as both an individual and as a team. Proper running attire and shoes are a must.

### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

Purpose: Student growth; focus on life skills, attitudes, and behavior.

Available to: All grades - Boys and Girls

Time Frame: All year Skills Necessary: None

Amount of Time: All year; 1-hour meetings per week. After-school activities include lock-ins and other events.

## **FOOTBALL**

COACH: Travis Felder

Available to: 6th, 7th, 8th graders

Season: Fall

The season: July - October. There is an April spring practice.

We strive for excellence in all we do while teaching the fundamentals of football. Another goal is to work with the high school team to help develop a championship program from bottom to top.

## **GOLF:**

COACH: Jason Adams

Available to: 6th, 7th, 8th graders\Season: Late winter through spring

The purpose of the program is to introduce the students to the game of golf. The program focuses on the fundamentals of golf and golf etiquette. The golf team consists of a six-member team who plays a ten to thirteen match season. Tryouts are held in early-mid February and the season begins in March.

## **JAYTEENS**

Sponsors: Lon Fox

Grades: 6th - 8th Grade

Season: Year-round

Description: Jayteens is a service club that provides opportunities for students to work on school projects (ex. 5th Quarter, Valentine Dance, and Haunted Hallway) and community projects (ex. Christmas Parade, Jaycees Basketball Classic, and Easter Festival). Additionally, the Jayteens provide assistance with the school store and concessions at football and basketball games.

## **SOFTBALL**

Coach: Adrienne Adderhold

Available to: 6th, 7th, and 8th-grade girls

Season: July through the end of September

Tryouts: Start of school

Costs: Fundraisers cover most costs

The goal of the softball team is to help develop fundamental skills. Students are also developing these skills to teach them discipline both on and off of the field. They must maintain a balance of academics and athletics because they are known as student-athletes and not athletic students.

## **SPELLING BEE**

Sponsor: Michelle Parry

Available to: 6th, 7th, and 8th graders

Season: Late winter - Early spring

Participants are selected by classroom spell downs, and the school-wide bee is then held to determine school winners. Our representative from Alcoa Middle School is then sent to the Regional Spelling Bee held in March.

### **TORNADO CLUB**

SPONSORS: Lon Fox

Available to: 6th, 7th, 8th graders

Season: Year-round

This club is a recognition program for students who maintain a “B” average or have perfect attendance or teacher recommendation.

Each year 8th grade students have the opportunity to attend the Tornado Club trip in the month of May. This school year the trip will be to Washington, D.C. Students have the opportunity to raise funds throughout the year for the trip.

### **TRACK TEAM**

COACH: Kim Holliday

Available to: 6th, 7th, and 8th

Requires conditioning and practice times after school. Will compete in the county, sectional, and state meets during the season.

### **VOLLEYBALL**

COACH: Carrie Carico

Available to: 6th, 7th, 8th grader girls

Season: Spring

The purpose of the program is to introduce the students to the game while focusing on fundamentals. Games are usually on Tuesdays and Thursdays, with practices after school.

Tryouts will be held in the spring with ten to twelve girls making the team.

### **YOKE**

SPONSOR: Morgan Hodson

Available to: 6th, 7th, 8th graders

Season: Year-round

Yoke is an after-school, Christian club that meets on Tuesday afternoons from 3:15 to 4:30.

Local college students that are interested in mentoring middle school students lead Yoke. Each week they play fun and crazy games, sing songs, and have a lesson.

