Alcoa Middle School 2024-2025 Student Handbook



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

Administrative and Counseling Staff



Mr. Jordan Ridenour, Principal



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Alcoa Middle School

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<u>www.alcoaschools.net</u> -ACS District Website www.ams.alcoaschools.net - AMS School Website

STUDENT/PARENT HANDBOOK 2024-2025

The 2024-2025 student/parent handbook contains information for students of Alcoa Middle School. Parents are encouraged to read this booklet thoroughly and review the relevant information with their child. 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 to ensure quality education.

Since this handbook can't 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.

ALCOA MIDDLE SCHOOL MISSION STATEMENT

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MIDDLE SCHOOL PLEDGE

Students, Faculty & Staff recite the AMS Middle School Pledge together during whole school assemblies, pep rallies, etc.

WE ARE AMS! We're here to Learn, Grow and Achieve. We make good CHOICES to Succeed.

PLACES TO GO AND PEOPLE TO SEE

TOPIC/ITEM	PERSON TO SEE	LOCATION OF PERSON
Accident Forms	Richard Gamble	Main Office
Athletics	Dyran Bledsoe	Main Office
Attendance	Max McBrayer	Front Desk
Check In/Check Out	Max McBrayer	Front Desk
Discipline	Richard Gamble	Main Office
Lost and Found	Max McBrayer	Front Desk
Medication Forms	Ashley Fipps	Clinic
Parent Conferences	Teachers, Mrs. Davis,	Classrooms
	Dr. Pepperman, Mr.	Main Office
	Ridenour	
Registration	Dr. Keri Prigmore	
Standardized Testing	Dr. Julie Pepperman	Classroom
Tuition Applications/Payments	Mendy McBrayer	Main Office
Bookkeeping	Mendy McBrayer	Main Office

STUDENT LIFE

SCHOOL HOURS

School begins at 8:30 A.M. for all grades. Dismissal time is at 3:25 P.M. School doors will be locked until 7:30 A.M. Students will not be allowed in the building before 7:30 A.M. Students dropped off outside before 7:30 A.M. will not be supervised. After 7:30, students who wish to eat breakfast should be dropped off by the cafeteria awning. Students not wishing to eat breakfast should be dropped off by the competition gym. Students should leave the campus by 3:30 P.M. unless they are under the direct supervision of a teacher/coach.

ATTENDANCE

Absences

Students will be limited to six (6) days excused with parental notes and ten (10) days excused with doctor notes for the school year. Any doctor notes submitted for a non-patient will be rejected. Parental note absences above the limit of six (6) days and doctor note absences above the limit of ten (10) days will be unexcused unless the student has a diagnosed illness that requires extensive medical care, a court excuse, or death notice of an immediate family member. 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 also 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(s) from the school advising the parent(s) 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. If parents want to appeal an unexcused absence, they should submit a written appeal to the Director of Schools. The Director of Schools' decision will be final.

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.

Students who are excessively tardy may be subject to disciplinary action.

CHECKING OUT/EARLY OUT

Parents/guardians may check students out by coming to the office. In order to check a student out of school, parents/guardians need to be listed on the student's emergency contact information and will need to show their ID *each and every time*.

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. Students and parents will receive a copy of the tiered truancy plan which details specific attendance requirements.

Tier 1 Truancy Violations: 3 unexcused absences or more than 10 tardies and/or early outs. **Tier 2 Truancy Violations:** Implemented when students reach 5 unexcused absences or 11 tardies / early outs, but before referral to juvenile court.

Tier 3 Truancy Violations: Implemented when truancy interventions under tier 2 are unsuccessful.

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.

- Once a student is placed in a tier, they will remain in that tier for one calendar year. Students in the tiers at the end of the school year will remain in that tier for the next school year until they have complied with ACS attendance requirements for the entirety of one year. For example: If a student is placed in Tier II on August 1, 2023, they will be required to remain in that tier until August 1, 2024.
- When a student transfers into the Alcoa City Schools with 3 or more unexcused absences, they will automatically enter Tier 1.

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 2023-2024 school year will be \$1200.00 (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 (every 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.

LOCKERS

Students who have band instruments or after-school activities which require a duffle bag or equipment may request a locker in the front office.

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 front office, furnish the last day you will attend Alcoa Middle School, where you are relocating, and sign a withdrawal form. All books, chromebooks, and any other materials that belong to the school must be returned.

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. A valid identification <u>must be presented</u> to the office before checking out a student or visiting.

SCHOOL STORE

The School Store is located in the cafeteria. School store hours are from 3:25-3:40.

LOST & FOUND

The front office can direct students to the lost and found location. Unclaimed items are donated to charity at Winter Break and the end of the school year.

EMERGENCY SCHOOL CLOSINGS & DRILLS

Families will be notified about emergency closings through Skylert messages. AMS conducts routine fire, tornado, and intruder drills.

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.

CONDUCT & DISCIPLINE

Alcoa Middle School has the goal of establishing an environment in which children will be safe, happy, and have the 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.

Alcoa Middle School will be using the "Tornado Offense" discipline system. Tornado Offenses are minor offenses by students. Below is a list of each consequence of a Tornado Offense. Parents are emailed once a Tornado Offense is logged.

AMS T.O. System T.O. = <u>Tornado Offenses</u>

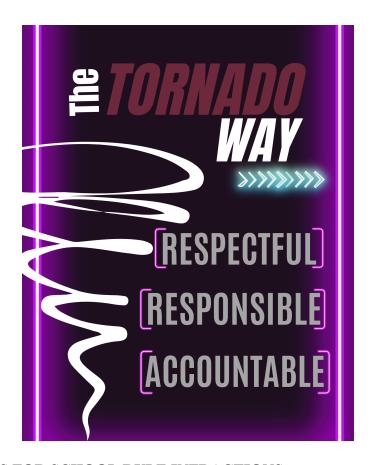
- The AMS T.O. System keeps track of minor offenses. Minor offenses can include but are not limited to:
 - Tardiness
 - Disruption of Learning
 - Disrespect
 - Dress Code
 - Inappropriate language
 - Cell phone violation
 - Horseplay
 - Other

Consequences for each T.O.:		
1st T.O.	Warning	
2nd T.O.	1 Day of Silent Lunch	
3rd T.O.	2 Days of Silent Lunch	
4th T.O.	Parent Phone Call and Loss of Family Friday	
5th T.O.	Parent phone Call and a Personal Reflection Day	
6th T.O.	Parent phone Call and a Personal Reflection Day	
7th T.O.	Parent Meeting with Student and Administrator	
8th T.O.	Office Referral and Loss of Incentive Day	
9th T.O.	Student Management Plan	

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 Tornado Way 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. **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 class period assigned to suspension in the isolation room in the main office, where he/she will work on course assignments.
- **3. Personal Reflection Day** may be assigned to students based upon the Tornado Offense system. A personal reflection day places students in another classroom where they will reflect on their behavior and complete all assignments in that setting.
- 4. **In-School Suspension**: The principal or assistant principal is authorized to remove a student from their classes for a period of one or more days. The student will serve this period of suspension in the In-School Suspension room where he/she will work on assignments. Students will also be required to perform one (1) hour of school service per day served.

- 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 assessments 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 ongoing 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, <u>repeatedly and over time</u>, 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
- Notify 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

DISCRIMINATION/HARASSMENT/BULLYING

Students shall be provided a work environment free from discrimination/harassment. It shall be a violation of this policy for any student to discriminate against or harass another student through disparaging conduct or communication. discrimination/harassment will not be tolerated in any

way or at any time. Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken which do any of the following:

- 1. Unreasonably interfere with a student's work or educational opportunities;
- 2. Create an intimidating, hostile or offensive learning environment;
- 3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit

Bullying, Cyberbullying, Harassment

Bullying, Cyberbullying, and Harassment will not be tolerated by Alcoa Middle School. All forms of bullying and harassment are a violation of Alcoa City Schools Board of Education Policy (6.304) and Tennessee Code Annotated 49.6.4503.

Definitions

Bullying, including cyber-bullying, is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived imbalance of power between the aggressor or aggressors and victim; and is repeated over time. Bullying may take various forms including cyberbullying and harassment.

Bullying includes, but is not limited to:

- Direct physical contact, such as hitting, shoving, spitting, tripping, or damaging others property
- Verbal assaults, including but not limited to teasing, name-calling, threatening, rude or mean gestures, or language that disparages, intimidates, or degrades another person.
- Social isolation, manipulation, or purposeful embarrassment. This includes spreading rumors and/or social media posts that target, insult, degrade, or humiliate another person.

Bullying is not:

- unkind words that occur once
- rough-housing or rough play that is not intended to hurt; A physical attack that is not part of a pattern of behavior or
- behavior that may be inappropriate to the adult, but that the other does not perceive as hurtful, for example name-calling that all are participating in on an equal basis.

Cyber-bullying is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.

Harassment occurs when the bullying behavior is directed at a target who is a member of a protected class. Protected classes include race, color, religion, gender, gender identity, age, disability, and national origin.

Action Steps To Respond to Bullying Or Harassment:

- Clearly tell the bully to stop
- Notify 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

Alleged victims of discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated. The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of the parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension or expulsion. School Administration or the School Counselor will have students sign a bullying contract with specific expectations for first time offenders. This policy shall be published in the Parent/Student Handbook distributed annually to every There will be no retaliation against any person who reports harassment or participates in an investigation. However, any student who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action.

The willful filing of a false report will itself be considered harassment and will be treated as such.. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures. This policy shall be published in the Parent/Student Handbook distributed annually to every student.

DISRUPTION OF SCHOOL

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, social media or any other conduct to cause the disruption, interference, or obstruction of any school function or the educational process. A student shall not engage in conduct which could reasonably be foreseen to cause disruption, interference, or obstruction of any school function or the educational process. A student shall not urge others to engage in this type of conduct.

CELL PHONE/SMARTWATCH/AIRPOD (HEADPHONES) 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 8:25. 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 photos or videos of other students with their cellphones in areas such as bathrooms, dressing rooms, and common areas and/or sharing them with other students will result in harsher punishment. This punishment could include but is not limited to:

- ISS
- OSS
- Placement at PAL

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 (8:25 AM-3:30 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.

Headphones/airpods must be turned off, put away, and not visible during the school day unless a student is asked to use them by a teacher for an educational purpose. 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).

VANDALISM POLICY

Students will not be allowed to destroy or deface (inappropriate writing or symbols) any notebooks, folders, desks, walls, materials used in the classroom, or any other school property. Vandalism of other students' or teachers' personal items is also prohibited. School disciplinary consequences will be incurred and violators will be financially responsible for any damage. Violators are subject to school disciplinary consequences and/or criminal charges based on the offense.

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. 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

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 distractive or disruptive and detrimental to the education of themselves or 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, hoodies, sun visors, or sunglasses) are to be worn at school, except for medical reasons documented by a physician or religious reasons. The hem of shorts, skirts, and dresses must reach fingertip length at all times. A student's shirt should not surpass the length of the bottoms worn underneath, which gives the appearance that the bottoms are not being worn. Midriff blouses, crop tops, or any type of shirt, blouse, or top that fails to cover the torso completely is not permitted at any time. No tank tops or spaghetti strap tanks are permitted. Undergarments should not be visible at any time. Any clothing article or accessory, which advertises alcohol, drugs, tobacco, or any illegal substance, may not be worn. Clothing or accessories denoting gang affiliation or membership 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.

LEGGINGS may be worn with a dress, t-shirt, and/or hoodie. The dress, t-shirt, or hoodie **must** cover the student's bottom.

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

JEWELRY must be of appropriate size. Visible piercing, other than the ears or nose studs, 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 or bottoms.

Blankets are **NOT** permitted at any time.

SHOES must be worn at all times and must be school appropriate to ensure student safety. To help ensure student safety, **NO** house shoes or slippers are to be worn at school.

Students who wear inappropriate clothing/shoes to school will be asked to change clothes. If the student does not have a change of clothing their parents will be called to bring a change of clothing.

FIGHTING/ASSAULT

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, and/or could face criminal charges based on the severity and nature of the fight. Students who are involved in a fight at Alcoa Middle School or at an AMS sponsored event will serve a minimum **3-day OSS** (out-of-school suspension) and may be charged with assault or disorderly conduct. Multiple offenses of fighting may result in longer suspensions, including but not limited to, long term OSS or expulsion. Students that

provoke, incite, or watch a fight may be disciplined the same as the students participating in the fight. Videoing or Electronically recording a fight will result in confiscation of the device as evidence, along with a 3 day OSS. Sharing a recorded fight may also result in disciplinary/criminal consequences.

LEWDNESS

Any action at school, on school grounds, during school events or activities, on school buses, at bus stops, or when the action is done off-campus if it interferes with any student's education, security, or otherwise disrupts the educational environment of the school involving lewd, indecent, or offensive sexual conduct may result in suspension, expulsion, remand to an alternative setting, and/or criminal chargers.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to display appropriate and acceptable behavior at all times. Hand holding, excessive hugging, kissing, and other forms of public displays of affection are not permitted. When in the opinion of the faculty, staff, and/or administration a student displays affection that is in poor taste or distracting to the learning environment, the students involved will receive disciplinary consequences.

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 an 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*. Possession at any time, 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 Middle 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 schoolwork 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 offense 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 & DANGEROUS MATERIALS

Firing, displaying, carrying, possessing, or threatening the 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 posts, 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.

CHROMEBOOKS

Students are expected to bring their chromebook to each of their classes within the case provided by ACS. Part of being prepared for the day's instruction includes having their assigned chromebook charged and ready to use for each class period. Students should also have their charging cord with them in case their assigned chromebook needs to charge during their class period.

ACADEMIC INTEGRITY & HONESTY

The faculty, staff, and administration at Alcoa Middle School consider the traits of honesty and integrity fundamental to success in our society and life in general. A student's schoolwork must be based on a student's original ideas. Full acknowledgment must be given when referencing others' work or ideas. Students found cheating on a school test, assignment, project, or activity will receive a grade of "0.0" on that assignment, and the teacher will contact the parent. Guidelines for academic integrity include:

- Plagiarism: turning in school work using outside sources without correct citations;
- Fabrication of data: making up data for tables, charts, or surveys;
- Collusion: supporting the dishonesty of another student, such as allowing them to copy work or submit your work as their own.
- Duplication of work: presenting the same work for different courses, assessments, or requirements.
- Other unfair advantages: taking unauthorized material into an exam room, disrupting an exam, efforts to pass on information about an exam, stealing exams or answers, and taking another student's exam.

Discipline System for Minor Incidents at AMS:

AMS T.O. System:

T.O. = <u>Tornado Offenses</u>

- The AMS T.O. System keeps track of minor discipline offenses. Minor offenses can include but are not limited to:

Consequences for each T.O.:		
1st T.O.	Warning from the teacher	
2nd T.O.	1 Day of Silent Lunch	
3rd T.O.	2 Days of Silent Lunch	

4th T.O.	Parent Phone Call and Loss of Family Friday	
5th T.O.	Parent phone Call and a Personal Reflection Day	
6th T.O.	Parent phone Call and a Personal Reflection Day	
7th T.O.	Parent Meeting with Student and Administrator	
8th T.O.	Office Referral and Loss of Incentive Day	
9th T.O.	Student Management Plan	

Major Violations that fall outside of the Tornado Offense System:

Level 3 Major Violations	Level 4 Major Violations
Office Referral/Recorded (Handled by an Administrator)	Office Referral/Recorded (Student Should be Escorted Directly to the Office)
✓ Abusive/Inappropriate Language ✓ Aggressive Behavior (Intent) ✓ Defiance/Disrespect ✓ Disruption Harassment/Bullying ✓ Inappropriate Display of Affection ✓ Inappropriate Language or Gestures (Major profanity, directed at individual, or sexual in nature) ✓ Inappropriate Location (Out of Bounds Area) ✓ Inappropriate use of Technology ✓ Physical Altercation ✓ Skipping Class/Failure to Report (*Report to the office immediately!) ✓ Theft ✓ Vandalism ✓ Third Level 2 Offense	✓ Assault ✓ Arson ✓ Bomb Threat ✓ Threatening of Violence to Self or Others ✓ Use/Possession of Alcohol* ✓ Use/Possession of Illegal Drugs* ✓ Use/Possession of Combustibles* ✓ Use/Possession of Tobacco* Use/Possession of Weapons* *Confiscate items

SCHOOL SERVICES

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 are 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 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.

PARENT CONFERENCES

Conferences between administrators, teachers, counselors, and parents are encouraged and they must 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. Ms. Davis teaches Life Skills classes 1st and 2nd periods, so an appointment made with her will ensure she is available to meet with you.

LIBRARY

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 using 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 due date, 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.

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 any phone messages from their parents. If needed, under a teacher's supervision, a student may be allowed to use their cell phone to contact a parent.

ACADEMICS

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.

Chromebooks

Chromebooks are furnished to students by the school system. All students and parents are required to read and agree to the ACS Acceptable Use Policy.

Grading / Grading Scale - Alcoa Middle School follows the system of evaluation set forth by the ACS board policy. Grades and assessments measure student performance in conjunction with board-adopted content standards for grades 6-12. The grading scale is as follows:

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 0 - 59

Honor Roll- At the end of each 9-week grading period, students who have earned all A's and B's in core academic classes make the honor roll.

Makeup Work- The makeup work policy is in place to ensure that students with excused absences have the opportunity to complete and submit their work after a due date. A teacher cannot recreate the classes missed but will assist as much as possible. If a student is absent, they can access assignments on Google Classroom. Google Classroom can also be accessed through links on individual teacher pages from the school website and through links on the school app. Parents should make it a practice to periodically check Google Classroom with their child to stay

aware of current, upcoming, and past academic assignments. Students and/or parents are responsible for coordinating with each teacher on work missed and a due date. Students do not have unlimited time to makeup and turn in missed work.

Accelerated Course Enrollment- If offered, students in grades 7 & 8 may be placed in advanced classes if they meet the following standards:

- 1. Scored Mastered on the most recent state administered, content specific area summative exam;
- 2. Earned an A or B in the most recent content related course;
- 3. Received a teacher recommendation for the advanced course
- 4. Has a content-related ACT predicted percentile at 79 or above.

PROMOTION AND RETENTION POLICY- Students are promoted to the next grade level based on the successful completion of academic work or demonstration of satisfactory progress in each academic area. Students who do not achieve these requirements may be considered for retention.

AMS will follow the ACS board policy guidelines when considering a student for retention that include but are not limited to: ability to perform at grade level, results of assessments, overall academic achievement, and social and emotional maturity and age. See the ACS board policy for other related information.

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.

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 website at 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 the 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 and field, basketball, baseball, cheerleading, volleyball, softball, cross country, 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 is failing (F) two or more academic subjects AT ANY TIME he/she is suspended from that activity until the grade is improved to passing.

Any AMS student-athlete who receives two or more office referrals is subject to suspension or dismissal from the team.

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.

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.

ALCOA FAITH

TEACHER: Kelsey Nelson

Available to: 6th, 7th, and 8th grades Season: Year-round before school

Alcoa FAITH is a student led faith-based organization. Meetings are on Thursday mornings in Mrs. Nelson's room where students will play games and talk about Jesus. All you have to do is show up.

ART CLUB

TEACHER: Mike Fredieu

Season: Year-round

BAND

TEACHER: Zachary Alegria 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 . In addition, 7th & 8th-grade band members perform at football pep rallies and select home football games throughout the season.

BASEBALL

COACH: Justin Ridenour

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 BOYS

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: Kenny Dean

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.

BOOK CLUB

SPONSOR: Kelsey Nelson

Available to: 6th, 7th, and 8th grades Season: Year-round after school (TBD)

Book club members meet to discuss the books they are reading. Occasionally the group will read and discuss the same book but mostly the club is for sharing information about the book you are reading. Snacks are served and all book lovers are welcome!

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.

CREATIVE CLUB

SPONSOR: Monique Maples

Available to: 6th, 7th, and 8th grades Season: Year-round before school

Creative Club is a student-led organization. Meetings are on Friday mornings in Mrs. Maples' room where students will engage in creative arts activities.

CROCHET CLUB

SPONSOR: Cheyenne Kruk

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

Season: Year-round

When: Thursday mornings 8-8:30

Where: My room, 207

Crochet club is a place where students can come together to learn how to crochet.

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, 3:30-5 pm, and the meets are on Tuesdays. We run 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.

DUNGEONS AND DRAGONS CLUB

SPONSOR: Morgan Hodson

Available to: 6th, 7th, and 8th grades Season: Year round before school

D&D club members gather in the mornings to compete against each other by playing Dungeons and Dragons. Meeting days and times will be determined.

FOOTBALL

COACH: Travis Felder

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

Season: Fall

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

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 that 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.

NATIONAL HISTORY DAY

Sponsor: Kelsey Nelson

Available to: 6th, 7th, and 8th grades Season: Year round (date and time TBD)

National History Day is a year-long education program for students in 6th, 7th, and 8th grades. Students choose a specific history topic to research based on s national theme and then work to become experts on their topic. Students will work individually or in a team to create a project based on their research and then compete at NHD regionals and (hopefully) state. This is a serious commitment and will require a lot of time outside of school and club hours. Sign ups for NHD will occur in August.

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.

STUDENT COUNCIL

Sponsor: Chery; Arp

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

The members of the Alcoa Middle School Student Council will be the voice and active representative body for all middle school students. The student council gives students an opportunity to develop leadership by organizing and carrying out school activities and service projects and planning events that contribute to school spirit and community pride. An election will be held during the first nine weeks and a body of approximately 15 students will be selected to represent and serve the student body.

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 New York CIty. Students have the opportunity to raise funds throughout the year for the trip.

TRACK TEAM

COACH: Michael Baumann 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

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.

TRANSLATION STATEMENT

If you need this information translated into Spanish, email Angela Gracia at 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