

Parent and Student

Handbook

2023-2024

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**Raleigh Egypt Middle School**

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**MISSION STATEMENT**

Our mission is to create a safe environment where students will know and understand their greatness, causing them to exceed expectations academically, technologically, and socially by becoming life-long learners who are able to contribute (serve) and matriculate in any environment, nationally and internationally.

**VISION**

At Raleigh-Egypt Middle School, everyone can contribute and everyone can #BeGreat!

# BELIEFS

1. I will make good things happen for other people.
2. When things get tough and I fall short, I will remind myself I can ACCOMPLISH ANYTHING with time, effort, patience and RESILIENCE.
3. I will Do THE BEST with what I have.
4. I will be resourceful and responsible.
5. I will expect more of myself.
6. I will be obligated to this world and the people in it. I
7. will give more and continuously strive to be more.
8. I will BE GREAT!

 **ATTENDANCE**

Tennessee State law requires that all students between the ages of six (6) and seventeen (17) attend school. Regular and punctual attendance is imperative if students are to achieve at their maximum academic level. Higher academic achievement occurs when students attend classes regularly. Pupil absences shall be excused for the following reasons only:

* Personal illness Death or serious illness in the immediate family
* Validated court appearance of the pupil
* Recognized religious holiday /event
* School sponsored/sanctioned activities
* Any other unusual cause acceptable to the principal

Steps to Follow When Absent

1. Parent or guardian must write an excuse indicating the date, days of absence, reason for absence, and include his or her signature.
2. Submit the excuse to the homeroom teacher who gives student an Absent Report for teachers to sign indicating excused/unexcused status.
3. Student asks for make-up assignments. Assignments that are not made up could be reflected in academic grades.
4. Homeroom Teachers submit collected student excuses to the main office.

ABSENCES

Students will be permitted the opportunity to make up all work and tests missed as a result of an absence. Parents must send a note to the homeroom teacher stating the reason for the absence. Work and tests must be made up by the end of the reporting period. If a pupil fails to make up the work and tests, his/her deficiencies will be averaged with the other grades.

**UNEXCUSED ABSENCES**

If a student is absent without an excuse, the school will use school-based procedures as well as

appropriate interventions to encourage regular school attendance. Absences without a note will be treated as unexcused and truancy. Parents and students are responsible for ensuring that the student attends school/classes one hundred eighty (180) days.

TARDIES

After five tardies the student will be given an Overnight Suspension. Continued tardiness will result in a parent conference, and/or suspension.

**SCHOOL ARRIVAL AND DISMISSAL PROCEDURES**

***We strongly discourage early dismissals after 2:30 p.m.***

# School Arrival Procedures

1. All students will enter through their designated entrance.
2. Students will not be allowed to enter the building until **7:00am**
3. Students who eat breakfast can report to the cafeteria at **7:00 a.m.** and remain in the cafeteria until dismissed. Breakfast service ends at **7:20 a.m.**
4. All students arriving after **7:15 a.m.** will enter through the front entrance and report immediately to their homeroom.
5. Students reporting to school after **7:15 a.m.** will **be marked tardy**.
6. Students will pass classes upon notification of the bell and given direction from teachers.
7. Students will walk on the **right side** of the hallway at all times to ease the flow of traffic.
8. Students will walk to the right on the right side of the stairs going up, and coming down, they will stay to the right still utilizing the right side of the stairs.
9. End Stairways will be used for **walking down** to EXIT the building.
10. Students will be escorted to and from the cafeteria at assigned lunch times. They will be dismissed as teachers arrive in the cafeteria for pickup.
11. Students will enter into the auditorium using doors assigned to each grade level. Students will sit in assigned sections with their classroom teacher in the auditorium.
12. **Students will be dismissed from school at 3:15 p.m.**
13. **Students are not permitted to go to lockers after 2:50 p.m. Locker breaks will be given prior to 7th period.**
14. Students are not to bring candy, potato chips, or other junk food unless they are a part of a regular sack lunch. All food must be eaten or discarded during lunch.
15. **NO gum permitted at school.**
16. Students will refrain from bringing large sums of money, toys, games, etc., or any other personal items that could cause disruption in the classroom or school.

**School Dismissal Procedures**

* **Bus riders**
* **Walkers-Please remind walking students to be especially careful when crossing at Traffic Lights and/or Stop Signs.**
* **Car-riders. Car-riders should be picked up and off campus by 3:15 p.m. daily.**
1. Sixth grade will enter and exit from the cafeteria door of the main building.
2. Seventh grade entrance will enter and exit down the seventh grade stairs.
3. Eighth grade entrance will enter and exit down the eighth grade stairs.
4. Students will walk in an orderly manner.
5. Students are to walk with the teacher to the designated areas.
6. **Once students leave the building, they may not re-enter without an adult.**
7. **Students must be supervised during after-school activities by and SCS employee.**
8. Please adhere to media coverage for early dismissal due to storms, snow, power outage, etc. (We will follow board policies).

**SCHOOL RULES AND DISCIPLINE, OPERATIONS, and GRADE PROCEDURES**

School Entrance Procedures

1. All students will enter the building through their designated entrance.
2. Students who eat breakfast can report to the cafeteria at **7:00 a.m.** and remain in the cafeteria until dismissed. Breakfast service ends at **7:15 a.m.**
3. Students must walk on the right side of the hallways and stairs. Students are expected to report directly to the classroom without making any additional stops. There will be no students in teachers’ rooms prior to **7:15 a.m.**

**Cafeteria Procedures/Rules**

1. Students will respect and obey all adults.
2. Students will **enter the cafeteria silently**, in an orderly manner, and remain quiet while in line.
3. Students will sit at assigned tables.
4. Students will keep eating area clean. (Do not play with food)
5. Students will keep hands, feet, and other objects to themselves.
6. Permission to talk will be granted once everyone has received their lunch and is seated.
7. Disciplinary actions will be taken if rules are violated.
8. Students will be picked up by their teachers in a quiet and orderly manner.

# School Rules

1. Respect yourself, others, and school property.
2. Be responsible for your own behavior, learning, and relationships.
3. Be present, prompt, and prepared daily**.**

***“Keep your hands, feet, and negative comments to yourself!”***

**Classroom Rules**

1. Students will be respectful of others.
2. Students will use inside voices.
3. Students will follow all classroom procedures.
4. Students may not leave the classroom without a hall pass.

**Hall and Stairwell Rules**

1. During the school day, students should not use the end stairways.
2. Students will line up and walk on the right side of the halls.
3. Students will remain quiet in the halls.
4. Students will refrain from playing or running in the halls.
5. Students will keep hands, feet, and objects to themselves.
6. Students must have a hall pass if they are in the halls during instructional time.
7. Students will adhere to team locker break times.

**Restroom Rules**

1. Students will remain quiet in the restroom.
2. Students will keep all materials away from the restroom.
3. Students will keep the restroom clean.
4. Students will refrain from horseplay.

**Bus Rules**

1. Students must have a bus pass.
2. Students will arrive at the bus stop before the bus arrives and present bus a pass.
3. Students will wait in an orderly line and avoid horseplay.
4. Students will go directly to an available or assigned seat when entering the bus.
5. Students will remain seated and keep aisles and exits clear.
6. Students will obey the driver promptly and respectfully.
7. Students will refrain from throwing or passing objects on, from, or into buses.
8. Students will refrain from the use of profane language, tobacco, alcohol, drugs, or any other controlled substances on the bus (violation of any of these rules will result in discipline according to current board policy).
9. Students will refrain from eating and drinking on the bus.
10. Students will respect the rights and safety of others.
11. Students will refrain from extending head, arms, or objects out the window.

**Auditorium and Gym Rules**

1. Enter the auditorium and gym silently.
2. Use respectful applause and interaction with the performers and athletes.
3. Food and drink are not allowed in the auditorium.

**DISCLIPINARY ACTIONS**

The SCS Board of Commissioners is responsible for using reasonable steps to promote a positive learning environment by ensuring the protection of the rights of each student to benefit from their educational experiences. Refer to SCS Conduct Policy#6022 for additional details at scsk12.org.

**Disciplinary actions will be enforced against the following:**

1. Using, possessing, distributing, purchasing or selling tobacco, alcoholic beverages, illegal drugs, look- alike drugs or drug paraphernalia. Students who are under the influence are not permitted to attend school or a school function and are treated as though they had drugs or alcohol in their possession.
2. Using, possessing, distributing, purchasing or selling explosives, firearms (including

look-alikes), knives, regardless of blade length, or any other object that can be considered a weapon.

1. Using electronic devices or cellular telecommunication devices is not permitted under any circumstances during the school day. This includes cellular telephones, electronic pagers, iPods, etc. All cell phones must be turned off and placed in student lockers upon arrival.

Cell phones, electronic devices, and confiscated items will be kept and held for 24 hours—*No Exceptions*, and a parent or guardian must pick-up items between (**3:15 p.m.-4:00 p.m.).** The school is not responsible for stolen or misplaced items after confiscation.

1. Using violence, force, coercion, threats, intimidation, fear, harassment, or other comparable conduct toward anyone (including school personnel, students, or designated visitors) or urging other students to engage in such conduct. **The School Resource Officer/MPD will be notified.**
2. Causing or attempting to cause damage to, stealing or attempting to steal school property or another person’s personal property.
3. Unexcused absenteeism.
4. Involvement in activities associated in secret societies, sororities, fraternities, or other

 clubs; by displaying related symbols or paraphernalia; or participating in recruitment

 or invitation activities. No gangs, sororities, fraternities, or other club T-shirts may be

 worn at any time.

1. Cursing or use of profane language directed toward other students or staff.
2. Fighting between students, gang fights, or fights in which one or more students’ assault another student(s).
3. Threatening or striking school personnel, designated visitors, or students. This includes any written, verbal, technical (texting or on-line behaviors) **The School Resource Officer/MPD will be notified.**
4. Engaging in immoral, obscene, indecent and/or offensive behavior, language, gestures, pictures, writing, or propositions. This includes any written, verbal, technical (texting or on-line behaviors
5. Falsely activating the fire alarm, dialing 911, or making bomb threats.
6. Sexually harassing school personnel or other students. **The School Resource Officer/MPD will be notified.**
7. Being insubordinate or disrespectful to school personnel, including cursing or using profane language.
8. Engaging in other behaviors that are inappropriate, detrimental, or which negatively impact others or the learning environment.
9. Vandalism/graffiti, immoral, indecent and/or offensive material, behavior, language, gestures, pictures, writings, or propositions.
10. Gang-related activities are prohibited at schools and school sponsored events. Gang-related activities are activities implying gang affiliation or membership. They include:
* Possessing or distributing gang information
* Actions participating in gang recruitment or solicitation
* Gang fights
* Gestures/signals participating in gang initiation/hazing activities
* Literature: verbal or nonverbal communications
* Clothing apparel, colors, or writings including graffiti
* Manner of grooming, gang-related threats, intimidation, and extortion
* Signs coordinating and ordering gang-activities at school
* Drawings or illustrations representing gangs
* Jewelry and any other gang activity or acts that imply gang affiliation or membership

**Progressive Disciplinary Action Steps**

1. Warning
2. Conference with student and/or parent
3. Referral to school counselor
4. Behavior Plan
5. Detention
6. In-school suspension
7. Overnight suspension (child cannot return to school without parental conference at the assigned time)
8. Home Suspension
9. Expulsion

**Consequences Positive**

1. Teacher created incentives for students.
2. Notes of encouragement and praise.
3. Other planned activities each grading period.

**Behaviors That Warrant Immediate Office Referral**

1. Threats/fighting
2. Cursing/foul language
3. Insubordinate behavior toward an authority figure
4. Major destruction or defacing of school property
5. Sexual harassment and bullying

TEXTBOOKS

Please refer to SCS handbook.

BACKPACKS and BAGS

Backpacks may be brought to school; however, backpacks must be placed in lockers before homeroom and must remain in the lockers until the end of the day. Large Tote Bags/Sacks with the capacity to hold books, folders, and other supplies are not allowed to be carried and must be placed in lockers. Students may carry personal items in a small bag (about the size of a sheet of paper).

### LOCKERS

**Note: Any lockers on Raleigh Egypt Middle School’s property are subject to search at anytime by the administration or the school resource officer.**

Each student will receive their own locker. Students should keep lockers clean and ensure that backpacks are placed neatly in lockers without straps, etc. hanging out or loose papers. All students will be given a locker combination from their homeroom teacher. Students will be allowed to go to lockers before school and at their teams’ designated times. Students are not allowed at the lockers after **3:00 p.m.** Students will go to lockers only at assigned times, and are not allowed to share lockers.

### CAFETERIA

Cleanliness is always stressed in the cafeteria. Students are responsible for helping to keep the cafeteria clean. Each class will be responsible for cleaning and picking up paper under and around tables and trashcans.

#### Visitors/guests During Lunch Periods

Parents/guardians are welcome to eat lunch with their students during the students’ scheduled lunch times, but should provide a one (1) day notice. Parents must follow the check-in/check-out procedures in the main office. **Parents** **may not bring birthday treats for their students’ classmates.**

SCHOOL UNIFORMS/DRESS CODE

The basic colors for uniform pants, shorts, or skirts are: TAN, KHAKI, NAVY, or BLACK. Uniform shirts must be polo style with a collar and sleeves. The uniform short colors are: WHITE, TRUE RED, GRAY, BLACK, NAVY and GOLD. Shirts—*polo, dress, or turtleneck*—must have a collars and sleeves. NO DENIM material may be worn as uniform clothing.

* **PANTS**:
	+ Pants must be tan, khaki, navy, or black.
	+ Pants must be straight-legged or boot cut.
	+ If belts are worn, they must be fitted and put through belt loops.
	+ Pants must fit at the waist and not be oversized or undersized.
	+ Baggy pants, sagging pants, tights, or pants made of spandex are prohibited).
	+ Denim JEANS of ANY COLOR, pedal pushers, and bell bottoms are not permitted.
	+ Walking shorts are permitted for elementary, middle/junior high and high school students. Walking shorts are straight-legged shorts that are at the knee.
	+ Full-length pants, cropped pants, cargo pants and straight-legged capri pants are permitted.
* **SKIRTS/JUMPERS**:
	+ Skirts/jumpers must be tan, khaki, navy, or black.
	+ Skirts/jumpers must be at or below the knee.
	+ Skirts/jumpers must be plain/solid material (no see-through or lace).
* **SHIRTS**:
	+ Shirts must be plain/solid white, true red, black, navy, or gold without logos.
	+ Raleigh Egypt T-Shirts or pullovers may be worn as a uniform shirt daily.
	+ Shirts must have a collar and sleeves.
	+ Shirts may be polo, dress, or turtleneck.
	+ No see-through or lace material is permitted.
	+ Shirts must be tucked on the inside unless they are made to be worn over pants or skirts.
	+ T-shirts may be worn as undergarments; t-shirt designs/lettering must not be visible.
* **SHOES**:
	+ Shoes can have heels no higher than one and one-half inches. This includes wedge heel shoes.
	+ Shoes with rollers/wheels are prohibited.
	+ Athletic shoes, sandals with straps on the heel, and boots are permitted.
* **UNIFORM OUTERWEAR**:
	+ Uniform Outerwear must be without logos. Light jackets, vests, shirts, sweaters, sweat shirts, and cardigans are permitted as items that may be worn over the uniform top.
	+ Uniform jackets worn during the day must be white, tan, red, navy, or black.
* **NON-UNIFORM OUTERWEAR**:
	+ Heavy coats, heavy jackets, and raincoats are not covered by these regulations.
	+ Non-uniform outerwear is not to be worn during the school day unless permitted by the principal for special circumstances.

## Uniform Policy Violation

Teachers will check students for dress code violations. We will use the following disciplinary measures for violations of the School Uniforms and Dress Codes policy.

* Documented Warning
* Call to the parent/guardian
* In-school suspension (ISS)
* Parent/guardian conference
* Overnight suspension
* Home suspension

#### COMMUNICATION and PARENT CONFERENCES

* Progress Reports/Report Cards: Teachers will communicate students’ academic proficiencies/deficiencies according to the Shelby County Schools’ Calendar. All notifications are to be signed and returned to school the following day.
* PowerTeacher will be the primary source of communication for academics. Parent confidential access is provided by individual letter or by direct request from the Records Secretary.
* Parent Conferences are scheduled on the District Calendar. Additional Parent Conferences may be requested at any time during the semester by calling the main office. Parents may request teacher, teacher-team, or administrative conferences.

#### COMPLAINTS

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

* All complaints must be taken care of within ten calendar days of learning about the event or problem.
* All student matters should be discussed first with the appropriate classroom teacher. An appointment must be scheduled during the teacher’s planning time period.
* If the teacher’s response/decision is not satisfactory, the complainant may request a conference with the principal.
* Please remember to schedule an appointment with the principal so that you can be served in a timely manner.
* If the decision of the principal is not satisfactory, the complainant may contact the SEED office.

**EXPECTATIONS for STUDENTS**

1. Students will attend school daily, arrive on time, and bring school supplies to class each day.
2. Students will refrain from bringing toys, large sums of money or other personal items, which could cause disruption in the classroom or school. In the event a student brings something inappropriate to school, the teacher or administrator will hold the object until the parent comes in to pick it up.
3. Students will maintain proper conduct at all times.
4. Students will not leave school at any time without permission from the office.
5. Students are not to bring candy, gum, chips, or other junk food unless they are a part of a regular sack lunch. All food must be eaten or discarded before leaving the cafeteria.
6. Students will show school pride by obeying school rules and respecting the rights and property of others.
7. Students/parents will be responsible for restitution if they damage or destroy schoolproperty.
8. Students will refrain from aggressive behavior on the bus and on school property.

**GRADING and ASSESSMENT**

**Grades and Reporting Student Progress**

Teachers will formally report student progress to parents at the midpoint and end of each nine-week period via progress reports, deficiency notices, and report cards. A minimum of 18 grades should be taken, and labeled clearly in your grade book, for all classes. Work that is recorded in your grade book should be kept on file for documentation purposes—make sure grades are clearly labeled. The administration will not back you on a grade without proper documentation. Grades should be based on a variety of different assessments. It is the teacher’s responsibility to find a way to make each student successful. All students, regardless of their ability, should have success during the school day. Each student should be given the majority of their work on their performance level.

**PowerSchool**

Student progress will be reported and updated weekly through Power Teacher.

* **A MINIMUM OF TWO GRADED ASSIGNMENTS MUST BE RECORDED IN POWERSCHOOL WEEKLY.**

**CRITERIA FOR GRADING**

The assessment of a student’s assignments and performance is used to determine a grade for the student. The grading criteria **can be found @** <http://www.scsk12.org/ci/files/2019/Mid-Grading-Protocols.pdf>

**AWARDS**

Awards will be given each grading period. The time and dates for the award programs will be listed on the monthly calendar and the school web page. The following awards are determined from student report cards.

**Principal’s List** Academic Subjects All A’s and Satisfactory Conduct

**Distinguished Honor Roll** Academic Subjects GPA of 3.6 or above and Satisfactory Conduct

**Honor Roll** Academic Subjects GPA of 3.0-3.59 and Satisfactory Conduct

**Citizenship** Conduct All 1’s (E)

**Honor Society** Academic Subjects GPA 3.6 per six weeks and Satisfactory Conduct

**CALCULATION of GRADES CONDUCT**

**A = 100 – 90 Excellent E= Excellent (1)**

**B = 89 – 80 Good S= Satisfactory (2)**

**C = 79 – 70 Average N= Needs Improvement (3)**

**D = 69 – 60 Low Average U= Unsatisfactory (4)**

**F = below 59 Failure**

**PROMOTION and RETENTION**

To be considered for promotion to the next grade, students must demonstrate a minimum level of achievement as determined by teacher-administered assessments of classroom performance with a D (70%) or better average in the following areas:

**★Language Arts ★Mathematics ★Science ★Social Studies**

**HOMEWORK**

Homework is defined as meaningful and quality work assigned to students, which is intended to be completed during non-instructional hours.

**Conduct Grades**

* No “N” or “U” can be given in conduct if there has been no parent contact.
* There should be consistency in how conduct grades are given.
* This should not just be based on the teacher’s feeling when it is time to give grades.

**Progress reports**

Progress reports are sent to parents at the mid-point of each nine-week period.

* Teachers will input grade averages for the progress report.
* Parents are required to sign the report and return it to the school.
* If no response is received from the parent within three days of the report going home, then the homeroom teacher is responsible for contacting the parent.
* **Teachers may not give a failing grade without having made at least 2 phone contacts and issuing a deficiency notice to the** **parent.**
* **Teachers must also submit a written intervention record for any failing student showing all interventions that were used to assist the student.**
* Teachers may not give a C or below for optional students without having made at least 2 phone contacts and issuing a progress report to the parent.
* The process must be repeated each nine weeks.
* Nothing on a report card should be a shock to parents.
* Each teacher will keep a record of all students who are having difficulty and the parent contact made to correct deficiency on the Parent Contact Logs.
* All comments that are sent home to parents should be phrased in a positive manner to foster the support of parents and students.

**Report Cards**

Record cards will be issued according to district calendar each at the end of each nine-week period.

* Report Cards must be signed by parents and returned to the homeroom teacher.
* If no response is received from the parent within three days of the report card going home, then the homeroom teacher is responsible for contacting the parent.
* If the report card has been lost, then a new one must be provided and parents should report to the school to review it and sign.

**Parent-Teacher Conferences**

Parent-Teacher Conferences may be held at any time at either the teacher’s or the parent’s request.

* They may be conducted in person, or by telephone.
* The professional school counselors will be happy to assist in arranging parent-teacher conferences.
* Every effort should be made to make parents feel welcomed at the school.
* A record must be kept of parent-teacher conferences and decisions that are made in the conferences.
* Conference report forms should be kept on file and may be requested at any time.

## Promotion and Retention of Students

To be considered for promotion to the next grade, students must demonstrate a minimum level of achievement as determined by teacher-administered assessments of classroom performance with a D (70%) or better average in the following areas:

* Any student in danger of failure/retention must be identified by the a teacher created intervention plan must be in place for all students in danger of failure/retention.
* Under no circumstances should a teacher create an assignment that may lead to student failure without ample time for the student to recover from that assignment.
* Assigning multiple part projects in the final quarter where each part is worth a significant amount of points such that missing a part may lead to student failures are hignly discouraged. These grades are not representative of the majority of the work that the student has done during the course of the year and are therefore unfair to students.
* Second progress report period in each semester and reported to the assigned guidance counselor and grade level administrator.

### Homework

Homework is defined as meaningful and quality work assignment to students that is intended to be completed during non-instructional hours. Homework helps students to develop self-discipline and a feeling of self-satisfaction and accomplishment. The total amount of homework assigned will depend upon the grade level of the student. The amount of homework normally increases as the student progresses through school. During a typical week, the total time for completion of homework assignments should not exceed: Grades 6-8: ninety (90) minutes. Homework does not have to be a written assignment and does not have to be scored.

**GUIDANCE**

School Counselors are available for individual and small group counseling to assist students in adjusting to school or with problems. Counselors are also available for academic screening and planning when students are experiencing difficulty with schoolwork. The School Psychologist and social worker work closely with the counselors on academic screening referrals. Students must have both the teacher and counselor’s approval prior to reporting to guidance. Students may be referred by parents, teachers, school administrator, or by the students themselves. The four-year plan for high school is developed in the 8th grade with the counselor’s assistance and input from counselors at secondary schools. Please feel free to contact the school guidance office with your concerns. Parents are welcome to call to schedule appointments to see guidance throughout the school year.

**HEALTH GUIDELINES**

* Parents will be notified in cases of illness and or injury.
* A student, whose illness requires that the student be sent home, will be given appropriate attention and supervision until the student’s parent or other authorized person arrives.

**Students must bring proof of treatment to the office to return to school after the following:**

1. Chicken pox (Student should be excluded until blisters are scabbed over completely.)
2. Hepatitis A (Student should be excluded until one week after jaundice appears or one week after the illness started and fever is gone.)
3. Pink Eye (Student is excluded until treatment has begun and discharge has stopped.)
4. Undiagnosed Generalized Rash
5. Head Lice (Student is not to return to school until nits, lice and eggs are no longer present.)
6. Measles (Student should remain at home until four days after the rash disappear.)
7. Mumps (Student should not return for nine days or until swelling subsides.)
8. Ringworm (Student should not return to school until treatment is started and lesion is covered.)

**MEDICATIONS**

Sometimes it is necessary for students to take prescription medicine while at school. Medicine must be brought immediately to the office either by the student or the parent. Medicine must be in a prescription bottle with the student’s name, name of the medication, doctor’s name, and pharmacy shown on the pharmacy label. **Under the SCS policy, a doctor must complete an Authorization for Medication during School Hours form and the parent’s signature must be on file in the office.** Forms are available in the main office.

The student is responsible for coming to the office at the appropriate time to take the medication. Approved possession of a student’s own prescription medication during the school day is limited to life threatening conditions.

Medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.

PAYMENTS

Raleigh Middle Middle School does not accept checks for any purchases, and this includes fundraisers. However, cash or money orders can be used.

PHONE USE

Students will be allowed to use the phone from the classroom at the teacher’s discretion. Teachers will not receive phone calls during instructional time. In an effort to protect instructional time, messages will not be given to students during the school day except in extreme emergencies.

**SAFETY DRILLS**

Safety drills are conducted according to recommended procedures. If parents or other visitors are at school during a drill, they will be expected to participate.

* **Fire Drills** are conducted monthly and are unannounced.
* **Tornado Drills** are conducted twice yearly.
* **Earthquake Drills** are conducted twice yearly.
* **Intruder Drills** are conducted twice yearly.
* **Metal Detectors/Hand-held Wands** are randomly used throughout the school year.

**FIELD TRIPS**

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Each field trip shall be supervised by school personnel at a minimum of one adult for every twenty students, so that good discipline is maintained. All international trips require one adult per 10 students. There are cases where the classroom teacher may advise greater supervision. Signed parental permission forms must be obtained for each student (no phone calls will be accepted). SCS policies will govern all field trips.

VISITORS

Parents and other visitors are welcome to visit our school. All visitors must report to the office. All visitors must check-in through the electronic, online Raptor Security System which will print an ID Badge that must be worn while in the building.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visits should be prearranged and scheduled with the teacher. A designee from the main office will assist parents with scheduling teacher conferences during their planning times when teachers are not engaged in team meetings.

Parents and parent designees, who come to school to sign students out and remove them from school must report to the main office and show a state-issued photo ID. Students will only be released to parents from the main office, not from the classroom. Students will not be released to anyone but their parent/guardian or those authorized on the registration form. Parents/guardians must complete a Contact Change Form to add new contacts PRIOR to requesting students be released.

PARENT-TEACHER-STUDENT ASSOCIATION

The Raleigh Egypt Middle School PTSA exists to promote the welfare of our students. (Membership fee is $5.00) Parents are encouraged to volunteer, join, and support the activities of the school. We need your help.

VOLUNTEERS

Raleigh Egypt Middle School welcomes volunteers and strongly urges parental involvement. All school volunteers must follow the district protocols for becoming a volunteer at Raleigh Egypt Middle School. Anyone who plans to assist in the classroom, at school, or on field trips must complete a volunteer form. The form may be picked up in the main office. This form is submitted to the district where a background check is conducted. Once the parent or community member receives clearance, they may proceed with volunteering at the principal’s discretion.

#### LOST and FOUND

If your student should lose any articles, he/she is to report the loss to the classroom teacher. There is a lost and found bin located at the end of each hallway. All found items are placed in the bins for parents/students to look through. Please label all coats, caps, and book bags to make identification easier. All items not claimed at the end of each semester will be donated to charity. **The school is not responsible for any lost or stolen items.** If your child is scheduled for P.E., Dance or Band he/she should is responsible for securing their personal items in the gym. Some lockers are available in the gym. The coaches will provide the combinations.

RALEIGH EGYPT MIDDLE SCHOOL STUDENT HANDBOOK

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please initial each item, complete signatures and return to your Homeroom teacher.

\_\_\_\_\_\_\_\_\_Raleigh Egypt Middle School is a school in good standing according to the state of

Tennessee Department of Education. I further understand I have a right to

Know the qualifications of my child’s teachers.

All teachers at Raleigh Egypt Middle School are highly qualified. <http://www.k12.state.tn.us.tcertinf/Search.asp>

\_\_\_\_\_ I understand the benefits, and responsibilities outlined in the Raleigh Middle School Student and Parent Handbook.

\_\_\_\_\_ I understand that I am responsible for the textbooks issued to my child.

\_\_\_\_\_ I understand my child may be photographed for promoting Raleigh Middle School through academics, arts, or athletics.

\_\_\_\_\_ I have read the Health Guidelines and will abide by the provisions of the policy.

\_\_\_\_\_ I understand that my student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will be held accountable for the behavior and consequences outlined in the Student/Parent Handbook at school and at all school-sponsored or related activities regardless of time or location.

\_\_\_\_\_ **I understand that I should check my child’s weekly progress on PowerTeacher.**

\_\_\_\_\_ **I understand that if cell phones are brought on campus, they must be turned off (NO EXCEPTIONS!) and placed in lockers. If confiscated, phones will be held for 24 hours. Confiscated phones must be picked up by a parent or guardian between 3:15 p.m.-4:00 p.m. I understand if my child’s phone is confiscated, progressive discipline steps will be followed.**

\_\_\_\_\_ **I have thoroughly reviewed the school uniforms policy and understand that my child must comply with the policy.**

\_\_\_\_\_ **I understand that bullying and sexual harassment of any nature will not be tolerated and SCS policies and the School’s Discipline plan will be strictly enforced as related to each incident.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent’s Signature Student’s Signature**