

Trenton Rosenwald Middle School



2024-2025 Handbook

2065 Highway 45 By-Pass

Trenton, TN 38382

Phone: 731.855.2422

WELCOME

The faculty, staff, and administration welcome you to Trenton Rosenwald Middle School. It is our sincere hope that you will find this year to be a memorable and exciting one. Your success in school will depend upon the development of effective study habits, regular attendance and self-discipline.

The goal of TRMS is for each student to achieve his/her greatest potential. To reach this goal, a cooperative effort on the part of students, teachers, administrators, parents, and the community must exist. We urge your cooperation in this venture and assure you that the result will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at TRMS encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation. We are looking forward to helping you have a successful and rewarding year.



Stay up to date with information from TRMS:

Main Office: 731-855-2422

Follow us online: <http://trentonssd.org>

- Click on Campus, Click on Trenton Rosenwald Middle School

Facebook: Trenton Rosenwald Middle School @TRMSBEARS

Twitter: @RosenwaldBears

Instagram: trentonrosenwaldmiddleschool

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Disclaimer: *This handbook is by no means all inclusive. Because TRMS is evolving, we are constantly improving our school. We are limited to printing this handbook once a year; therefore, we retain the right to alter the application of these rules between annual printings. This handbook is a guide to help teachers, parents, and school personnel work together.*

Board of Education: Trenton Special School District

- Tim Haney, Director of Schools
- Justin Weaver, Board Chair
- Lisa Andrews-Young
- Clint Hickerson
- De Ann McEwen

Trenton Special School District Website

All Board of Education policies and administrative regulations for the Trenton Special School District are available and posted on the district's website, which can be accessed at www.trentonssd.org.

Acknowledgements from TSSD

It is the Trenton Special School District's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law. If you feel that your rights have been violated, you need to contact the principal in your child's building or you may contact the following district contact:

Lisa Bradford
Pupil Personnel Supervisor
Title IV, VI, and IX Coordinator
(731)855-1191

Amy Allen
Special Populations Services Supervisor
Section 504, Special Education, English Language Learners
(731)855-1191

Communication in the District

- District Office: 731.855.1191
- Director of Schools: Tim Haney
- Supervisor of Teaching and Learning: Michele Elliott
- Supervisor of Special Populations: Amy Allen
- Director of Pupil Services & Instructional Technology: Lisa Bradford
- Attendance/Assessment/Safety/Data: Stephanie Franks
- Supervisor of Transportation: Ricky Hooker
- TSSD Social Worker: Molly Bailey
- TSSD Mental Health Counselor: Candra Kizer
- Human Resources: Shannon Parra
- School Nutrition/Federal Finance: Lisa Seiber-Garland
- Finance Director: Tammy Smith
- Technology Coordinator: Jon Michael Lee
- Coordinated School Health: Alana Vandiver

Notice to Parents:

Section 504 and ADA Grievance Procedures

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 504 complaints of disability discrimination may be made orally or in writing by contacting Amy Allen, TSSD Section 504 Coordinator.

Parental Notification

The Every Student Succeeds Act (ESSA) is clear that Congress expects local education agencies (LEAs) and schools receiving federal funds to ensure parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format. This law requires the local education agency to report to parents their rights to information regarding the following:

- Teacher Qualifications and Highly Effective Teachers
- Student Privacy
- Public Release of Student Directory Information
- Recruiter Access to Student Information
- Parent and Family Engagement
- Report Cards on Statewide Academic Assessment
- Achievement on State Assessment
- National Assessment of Education Progress
- School wide Programs
- English Learner Programs
- Homeless Children
- 21st Century Community Learning Centers
- Waiver Requests

Specific information concerning each topic can be found at www.trentonssd.org.

TES, TRMS, and PHS are Title I schools and are, therefore, "school wide" schools. This means that all children in those schools can receive instruction from teachers and assistants paid with Title I funds and can use equipment and materials purchased with Title I funds. If any parent has a question regarding the above information they may contact one of the following:

Tim Haney, Director of Schools

Amy Allen, Supervisor of Special Populations

Michele Elliott, Supervisor of Teaching and Learning and Federal Projects Director

Trenton Special School District

201 W. Tenth St.

Trenton, TN 38382

731-855-1191

Board of Education Student Goals

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities. 1
2. To protect and observe the legal rights of students;
3. To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities;
4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
5. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
6. To deal with students in matters of discipline in a fair and constructive manner;
7. To provide for the safety, health and welfare of students; and
8. To promote faithful attendance and good work.

Legal Reference: Cross References:

1. 20

School Fees

All students shall enjoy full participation in educational programs under the authority of the Board eligible pupils will not be denied access to any educational program due to an inability to pay a fee or purchase school supplies.

Per Policy 6.709—Request for School Fee Waiver:

<http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/ap67092-Request%20for%20Waiver%20of%20School%20Fees.pdf>

Student Records

Family Educational Rights and Privacy Act

Annual Notification

Each year the Board of Education is required to give notice of the rights given parents and/or eligible students by the Family Educational Rights and Privacy Act (FERPA). This notice lists your rights and the procedures to follow if you want to review and inspect your educational records.

Right to Inspect

Parents/legal guardian(s) and eligible students (those students 18 years of age or over or those students duly enrolled in a post-secondary school program) may review and inspect the educational records of the child or an eligible student may inspect his/her records.

Request Forms

Request to View Educational Records forms are available at the principal's office or the Central Office. This request forms should be completed and returned to the principal's office or the Central Office.

Request Approved

Your request will be responded to within five (5) working days and the records will be made available within a reasonable time not to exceed thirty (30) days. Records may viewed between the hours of 8 a.m. and 4 p.m. on any workday.

Right to Prevent Disclosures

You have the right to seek to prevent disclosure of educational records with certain limited exceptions. We will limit inspection of your (child's) educational records to those instances when your written consent has been given or persons having a legitimate educational interest require this information.

Right to Request Amendment

You have the right to seek to have corrected any parts of your record you believe to be inaccurate. (see administrative procedure 6.602.5 for correction procedures)

Right to Complain

You have the right to file a complaint with the FERPA, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. concerning this District's failure to comply with FERPA.

Administration and Support Staff

Principal	Cortnee Wilkes
Assistant Principal	Jessica Murray
School Counselor	Kimberly Grogan
School Safety & District Data Analyzer	Stephanie Franks
Secretary/Bookkeeper	Glenda Martin
Secretary/Attendance Clerk	Kim Reynolds
School Nurse	Alana Vandiver

Faculty/Staff

5th Grade

DeVonna Burnett, Science
Dawn Pack, Math
Desiree Brooks, ELA/Reading
Stephenie Sims, Social Studies

7th Grade

Lacy Moore, Science
Jacob Edwards, Math
Myranique Ganaway, ELA/Reading
Dan DeHaan, Social Studies

Instructional Coach

Holly Pillow

Related Arts

Hannah Butler, Media Arts/STEM
Amanda Casey, STEM/STEMClusion
Emma Lang, Band & Music
Holly Furnish, Computer Science/STEM
Ryan Crooks, P.E.

Alternative School/ISS

Franky Hodges
Daniel Hodges
Kent Scott

Teacher Assistants

Katricia Lennon	Megan Alford
Kaileh Parlow	Karimah Morgan
Clintonisha Moore	Michelle Harrington
David Draper	Presley Patterson

6th Grade

Jennifer Harsy, Science
Jennifer Walls, Math
Heather Glenn-Hoekstra, ELA/Reading
Chase Sowell, Social Studies

8th Grade

Aleshia Cox Dermane, Science
John Glenn-Hoekstra, Math
Kristy Shelton, ELA/Reading
Tyler Walls, Social Studies

Special Education

Kathy Keys
Melanie Scates

Head Coaches

Band: Emma Lang
Boys Basketball: Daniel Hodges
Cheerleading: Megan Alford/Desiree Brooks
Football: Jacob Edwards
Girls Basketball: Tyler Walls
Soccer: Ryan Crooks
Softball: Maya Anderson

OUR STAFF BELIEVES:

1. We maintain a positive and high quality learning environment for all students.
2. We sustain a close relationship between the school and other learning environments (school, home, and industry).
3. We are committed to providing learning opportunities for each student to maximize his or her potential within the scope of their capabilities.
4. We appreciate the increase of our student's level of achievement on both comprehensive/assessment and proficiency tests.
5. We competently assure that each child progresses by at least the minimum standard of each grade level.
6. We are dedicated to the commitment of meeting the needs of not only those of higher academic aptitude and the below average learner, but the average student as well.
7. We greatly influence the minimization of confrontations by instilling in our students an understanding of the ultimate value of self-discipline and total school involvement.
8. We effectively maintain the development of the essential skills of communication...reading, writing, and spelling, as well as elements of effective verbal and non-verbal expressions, mathematical skills, including reasoning and problem solving.
9. We believe, comprehend, and exercise the commitment to social competencies...appreciation of our democratic heritage, respect for human values, understanding of civic rights and responsibilities, and knowledge of American institutions.

Every child deserves a **champion**, an **adult** who will never give up on them, who **UNDERSTANDS THE POWER OF CONNECTION**, and **insists that they become the best that they can possibly be.**

Dr. Rita F. Pierson

General Information

ATTENDANCE POLICY (Board Policy 6.200)

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Excessive absences or chronic absenteeism for a student will result in participation of summer school and/or grade retention at the principal/designee discretion.

Excused Absences

- Personal illness/injury
- Serious illness or death of immediate family member
- Extreme weather conditions
- Religious observances
- Pregnancy
- School endorsed activities
- Summons, subpoena, or court order
- Circumstance which in the judgment of the principal create emergencies over which the student has no control.

Unexcused Absences

Absences resulting from truancy, out of school suspensions, or other reasons not included in the above listed reasons.

Truancy (Board Policy 6.200)

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court

Make-up Work

Students will be given two (2) days for make-up work for every day absent.

TRMS Tardy Policy

You play a vital role in your child's life both in and outside of school. Excellent school attendance paves the way for academic achievement. Students being tardy for school or leaving school negatively impacts student success. According to the TSSD Board Policy on Attendance (6.200), a **tardy is defined as a student being late for school, leaving school early, or checking in or out during the day.**

Homeroom begins at 7:50am. If a student arrives at 7:51am, he/she is considered tardy. The student must check into the main office to clear the absence.

Four or more unexcused tardies per semester will result in one lunch detention per tardy. As we are aware of unforeseen circumstances, **students are allowed 3 unexcused tardies** each semester without consequences.

Trenton Rosenwald Middle School

Attendance Policy

1. If your child will not be at school, please call the office to report the absence. If you do not have a phone you may send a written note with your child on the day they return to school. **No excuses will be accepted after three (3) days. Failure to call the school or send a note within three (3) days will result in an Unverified absence. Unverified absences are considered UNEXCUSED.**
2. Absences are classified as either Excused or Unexcused.
Examples of Excused absences include:
 - a. Personal illness/injury
 - b. Serious illness of an immediate family member
 - c. Death of an immediate family member
 - d. Religious observances
 - e. School endorsed activities
 - f. Summons, subpoena, or court order
 - g. Circumstance which in the judgement of the principal create emergencies over which the student has no control
3. Parents may use **five (5) parent notes** and **five (5) doctors** notes each school year. When five (5) parent notes have been used each additional absence will be considered UNEXCUSED, unless a doctor's note is provided.
4. Students are considered TARDY at 7:50. Any student arriving later than 7:50, even 7:51, must enter through the main office and obtain a tardy slip to present to the teacher. When students have accumulated three (3) unexcused tardies this will constitute one (1) UNEXCUSED absence. (Each additional three (3) unexcused tardies will result in an unexcused absence). Consequences for any tardy beyond 3 will be at the discretion of the building administration.
5. An accumulation of absences may result in a **Progressive Truancy Plan**. A student who is absent three (3) days without adequate excuse shall be reported to the Attendance Supervisor, who will, in turn, contact the parent. Please refer to the Trenton Special School District Board Policy located in this handbook concerning the Tiers of the plan.
6. It is important that the school be able to contact parents/guardians when their child is not at school, when they become ill while at school, miss the bus, or in any other emergency situation. To do this, **parent's/guardian's must inform the school of changes in address or telephone number.** In addition, any change in emergency contact numbers should also be reported to the school.

****For a student to have "perfect attendance", no instructional time during the school day can be missed. Student can have no check-ins, check-outs, or absences (either excused or unexcused) throughout the school day.**

Emergency Drills

Fire drills are conducted once each month and tornado drills are conducted each year. Detailed escape plans for fire drills are posted inside the door of each classroom. During tornado drills, each classroom goes to a designated area within the building.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

EMERGENCY INFORMATION (Board Policy 6.410)

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

Emergency school closings as well as weather related closings will be relayed by electronic communications and radio/TV broadcasts.

Food Services

The cafeteria serves breakfast each morning at 7:30 and lunch from 11:00 a.m. until 1:00 p.m. each school day. A price list will be sent home with each student. Students should pay for the entire week's lunches on the first school day of the week if possible. Occasionally, a student may lose or forget his/her lunch money, and if this occurs, he/she may charge his/her lunch for that day only. Otherwise, lunch charges are not allowed.

Applications for free and reduced priced lunches will be provided.

Students are to enjoy breakfast and lunch and talking quietly is permitted. Yelling and loud talking are not permitted. Students may bring a bag/box lunch from home. **No student is to bring bottled or canned drinks. Parents are welcome to come eat with students but please do not bring food from restaurants to feed your child or others. You may go through our food line and pay the adult rate. Any food brought to a student must be in a lunch box.**

Grade Reporting

Progress reports will be issued every 4 ½ weeks detailing student progress of course material. Report cards will be issued every nine weeks detailing student mastery of course material. A final yearly grade will be issued in May of the school year.

Trenton Rosenwald Middle School uses the letter grading system for nine-week averages. The following numerical rating is used as the basis for this system:



A.....90 - 100

B.....80 - 89

C.....70 - 79

D.....60 - 69

F..... (Failing) – Below 60

Grading Calculations

Daily Grades: Daily Grades will include homework, in-school assignments and class participation.

Testing Grades: Case Benchmark Assessments

Progressive Grading – In ELA, Math, Science and Social Studies we will continue to use the progressive grading process. More intervention will be provided.

Gold and Silver Bears Club: The Gold and Silver Bears Club is a special recognition for academic achievement. A student may earn the “Gold Bears Club” by achieving all A’s in the nine-week period. A student may earn the “Silver Bears Club” by achieving all A’s and B’s within the nine-week period.

Testing: Our school follows the state-testing program. Students in grades 5-8 will take TN Ready Test. Students in eighth grade will take the ACT Practice Test. Other information concerning testing will be provided during the year.

LOCKERS

Students at TRMS will be assigned lockers for the storage of books and personal items. Lockers are school property and may be searched for unauthorized contents at any time. Students will be assigned to one locker and are not to transfer to another locker without permission. Students are cautioned to keep all valuable on their person or left at home. **THE SCHOOL WILL NOT ASSUME THE RESPONSIBILITY FOR THESE ITEMS WHEN LOST OR STOLEN.**

MEDICATIONS

Any medication for students must be brought to the school by the parent and a consent form must be filled out.

2024-2025

TRENTON SPECIAL SCHOOL DISTRICT MEDICATION CONSENT

Name _____ DOB _____ Grade _____

Your child's health and safety are very important to us. In case an emergency should arise; we need to be able to treat your child appropriately. I hereby request and give my permission to authorized personnel to administer the following medication(s) to my child.

PRESCRIPTION MEDICATIONS

All prescription medications must be brought to the office by the parent/guardian each month. The pills must be counted by the parent and staff with the number on the bottle. No bottles will be accepted from the student's backpack or their pockets. If he/she should have a change in any information for prescription medications, a **new consent** must be submitted to the school. All medication must be brought to the school in the original container as dispensed by the pharmacist or physician.

Medication _____ Dose _____

Diagnosis _____ Time _____

Medication _____ Dose _____

Diagnosis _____ Time _____

NON-PRESCRIPTION MEDICATIONS

Non-prescription medication **must be brought from home** (i.e.: Tylenol, ibuprofen, cough drops, cough/cold meds, eye drops, Pepto Bismol, etc...) and **must be in the original unopened container with the student's name affixed to the container.**

Medication _____ Dose _____

Diagnosis _____ Time _____

Medication _____ Dose _____

Diagnosis _____ Time _____

PARENT-TEACHER CONFERENCE

Parents are encouraged to talk with teachers concerning their child's progress either before or after school. To make an appointment with your child's teachers, call the school office at 855-2422. **No conference may be held without an appointment**, except in extreme emergencies, since there are several teachers involved in your child's educational program.

PHONE TREE

The Trenton Special School District has implemented a phone tree system to keep parents informed of upcoming events in the Trenton Special School District. Parents will be notified of school closings due to inclement weather or parent meetings that would pertain to his/her child. Please make sure that your phone number has been updated at your child's school.

PHYSICAL EDUCATION

State Law requires that all children take physical education unless excused by a licensed physician or, in case of religious objection, by an ordained clergyman. **Students are REQUIRED to dress out for PE.** One-day excuses, signed by the parents, are acceptable in case of minor illness or injury. Students are expected to bring their own towels, gym clothes, and shoes to school each day they are scheduled for physical education. Dressing facilities are provided and personal possessions will be supervised during class. Money and other valuables **should not** be left in the dressing room. Please label all clothing and accessories. This will help us identify the owner if items are in the lost and found.

SCHOOL SCHEDULE

The school day begins at 7:50 a.m. Doors are locked and anyone arriving after 7:50 a.m. must report to the Main Office for an admission slip to homeroom.

SCHOOL VISITORS/CONDUCT

Parents are welcome in our building; however, State Law requires that all school visitors must log in at the office and receive a visitor's pass. Everyone, except school employees and students, must check-in with their ID and have a visitor's pass to go anywhere in the school building. This is for the safety of our students. All outside doors will be locked during the school day. If you are checking in or out of our building you must go to the office. This is another measure to provide a safe environment for our students. We ask that all visitors dress appropriately under the same guidelines as teachers.

Visitors of TRMS are expected to behave appropriately while on school property and treat ALL individuals with courtesy and respect, regardless of age, race, gender, religion, or ability. Visitors are asked to refrain from using offensive/abusive language or engaging in disruptive behavior. This includes but not limited to parent meetings, after-school events, conferences, etc. Further information and consequences can be found in the TSSD Code of Conduct for Families, Volunteers, and Visitors.

TELEPHONE CALLS

The school telephone is a business phone and should be used for that purpose only. **Students may use the office phone only in case of emergency.** Students will not be called to the telephone from class except in real emergencies and then only to talk with parents or relatives. Please do not ask the office personnel to relay messages to students.

TEXTBOOKS (Board Policy 4.401, 6.311, 6.709)

Textbooks are provided by the taxpayers of Tennessee. All students are responsible for the care of any textbooks that are issued to them. Loss, destruction, or mutilation beyond ordinary depreciation of these books will result in payment to the school system. No books shall be issued to a student until all books previously issued to him/her have been returned or paid for, including, payments for damaged books.

In some subject areas, textbooks may not be issued to students but are kept in the school. This is because the school may use several different titles rather than the same textbook for all students in the subject area. If parents wish to purchase textbooks for their children from a textbook supply firm, they may. The school office will be happy to provide the name and address of this company.

VOLUNTEERS

Trenton Rosenwald Middle School considers its volunteers as a very special resource. Volunteers are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow.

School Organizations and Extracurricular Activities

ATHLETICS

The athletic program for TRMS consists of 8 different sports—3 for the boys and 5 for the girls. All students must have a current physical signed by a doctor and parents before they are allowed to practice for an interscholastic team. One physical allows the student to participate in multiple sports.

Fall	Winter	Spring
Football	Basketball Cheerleading	Boys Soccer
Softball	Basketball (Boys & Girls)	Volleyball
Football Cheerleading		Baseball
Girls Soccer		

Members of these teams must meet certain requirements in order to be eligible for participation. We believe that participation in athletics will instill a sense of discipline, cooperation, and fair play as well as developing a positive attitude about sports and physical activity that will carry over into adult life.

Performance in athletics is extracurricular and therefore secondary to academic performance. Student athletes must obey school rules as well as other standards. They must maintain passing grades and attend practice sessions. Coaches and players will work together in an atmosphere of mutual respect. Violation of rules and team policies may result in removal from the team. TRMS is NOT a member of TMSAA but adheres to most of the rules and regulations of that association.

Any student who elects to join a school - sponsored activity is expected to remain in that group for the entire year or as long as the activity lasts. This does not apply to any student who the coach/sponsor feels is not contributing to the best interest of the team. Any changes must be approved by a team composed of the activity sponsor, the principal, and other teachers or sponsors involved. This policy helps students learn to make commitments wisely.

Any student who is not promoted to the next higher grade may not participate in organized athletic activities the next year. Students are encouraged to participate in these activities and to communicate their interest in a sport with a coach.

BAND

A band program is available for students in grades 6-8. Beginning band is for 6th grade students who pass a qualifying evaluation and has teacher recommendation. 7th-8th band is for 7th and 8th grade students who want to continue their music education.

***Any student who elects to join a school - sponsored activity is expected to remain in that group for the entire year or as long as the activity lasts. This does not apply to any student who the coach/sponsor feels is not contributing to the best interest of the team. Any changes must be approved by a team composed of the activity sponsor, the principal, and other teachers or sponsors involved. This policy helps students learn to make commitments wisely.

CLUBS AND ORGANIZATIONS

Many activities, including most school clubs, are open to any interested student. Some activities, however, are open only to qualifying students, such as Beta Club.

EXTRACURRICULAR ACTIVITIES	<i>After School Clubs</i>	<i>FCA</i>
	<i>Basketball</i>	<i>Football</i>
	<i>Baseball</i>	<i>Soccer</i>
	<i>Beta Club</i>	<i>Student Council</i>
	<i>Cheerleading</i>	<i>Softball</i>
	<i>4-H</i>	

DANCES (Board Policy 6.705)

Dances are scheduled by the TRMS School Volunteer Group and are for the enjoyment of TRMS students only. Students are required; however, to exhibit appropriate behavior and are expected to follow all school rules. Failure to follow school rules or specific instructions will result in a student not being able to attend future dances. **Students who spend a full day of ISS on the date of the dance WILL NOT be permitted to attend.** **OSS/Alternative School students are not allowed to attend extracurricular activities.**

Dress Code

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

Logos: No item of clothing may display a logo which is: 1) vulgar, 2) deemed inappropriate, or 3) could possibly cause a disruption in the school.

More specific guidelines appropriate for each level of school (elementary, middle, junior high or high school) may be developed. (1) Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

On the second dress code violation, students will be REQUIRED to return to the regular dress code (no jeans/no hooded garments) for two nine week periods. Violations include hoods being worn on student's head, no dress code shirt, pants with holes/tears, sagging pants, etc. Repeat violations will result in a major referral and disciplinary action.

Guidelines for attire are set forth below:

Dress Code Item	Guideline
<i>Footwear</i>	<p>Grades PK-12</p> <p><i>Any style of athletic shoes, sandals, boots, or casual shoes may be worn regardless of color. Footwear must be laced, tied, strapped, and/or hooked. No flip flops, slides, or house shoes are allowed.</i></p>
<i>Pants</i>	<p>GRADES 5-8</p> <p>Pants must fit at the waist and inseam and must be worn with an appropriately sized belt that remains visible at all times. Pants should be one color (black, khaki (tan), navy, or denim) with no wording other than a factory logo/designs. Pants cannot be gathered at the bottom and must have no rips, tears, or holes. Also, pants should have no lace, beads, or other embellishments. No jogging/sweatpants or leggings are allowed to be worn during the school day except during P.E.</p> <p>Students whose pants do not meet these requirements or are deemed to be too loose/too tight will be forced to change clothes or face other punishments up to and including suspension from school.</p> <p>Leggings may not be worn unless underneath appropriate length skirt.</p>
<i>Shorts/Skirts/Dresses</i>	<p>Must not be more than 4" above the knee. Must be either black, khaki (tan), navy, or denim. No designs, rips, cutoffs or holes, or embellishments. No gym type shorts unless during P.E.</p>
<i>Foundation Garments</i>	<p>ONE collarless shirt, single color may be worn as an undergarment. Foundation garments must not be visible at the bottom of the outer garment.</p>
<i>Shirts</i>	<p>Solid color, collared shirts (polo type, button down, or turtleneck), regardless of color, long or short sleeve, are acceptable.</p> <p>Logos may be worn if they are no more than the size of a credit card (approximately 2"x3.5").</p>

	<p>Shirts with buttons must be buttoned at all times with the exception of the top button.</p> <p>All students should have shirt tails tucked in and belt line visible at all times.</p> <p>TSSD school sponsored t-shirts and sweatshirts (club shirts, spirit shirts, event shirts, etc.) with school or district logos are allowed ON SPECIAL DAYS ONLY when approved by the principal.</p>
<i>Headwear</i>	<p>Caps, hats, toboggans, bandanas, hair racks/combs, hair rollers, scarves, non-prescribed glasses, novelty contact lenses, hair dyed in distracting colors, etc. are not permitted and not all inclusive.</p>
<i>Coats/Jackets</i>	<p>Light jackets, vests, sweaters, crewneck sweatshirts and cardigans are permissible but must adhere to the uniform shirt colors and color contrasts. Two color jackets (two-toned) jackets are allowed.</p> <p>Logos or graphics no larger than the size of a credit card (approximately 2"x 3.5") are allowed.</p> <p>No lace, beads, or other embellishments are allowed.</p> <p>Jackets issued with TSSD school logos or are from a TSSD sponsored clubs are permissible.</p> <p>Heavy, long jackets or raincoats are not permissible in the building during the day.</p> <p>Peabody High School letterman jackets and TSSD team jackets are allowed.</p> <p>Black on black is allowed.</p>
<i>Belts</i>	<p>A belt must be worn, visible, and appropriately sized and must be a single color. Grades 5-12</p>
<i>Earrings/Piercings</i>	<p>Earrings or other piercings are not permitted with the following exception: Students may wear up to two pairs of earrings in the ears that are not distracting or present safety issues.</p>
<i>Book bags/Satchels/Gym Bags</i>	<p>Only bags that are clear or are constructed of the type of mesh that allows visual access to its contents are allowed in the school. Bags may not be worn during the day (with the exception of grades 9-12).</p>
<i>Athletic Teams/Clubs</i>	<p>All teams and/or clubs shall travel in adherence to the dress code, team apparel, or designated club apparel as approved by the sponsor or coach. Field trips are included.</p>

<i>Jewelry</i>	Jewelry must not be distracting, a safety issue or contain gang paraphernalia.
<i>Special Days</i>	These days are set aside by the school administration to allow variation in the dress code, such as spirit day, picture day. Dates will be announced and all clothing must be appropriate.
<i>Tattoos</i>	All tattoos or brands must be completely covered.

NOTES:

Students who transfer in during the year and cannot adhere to the dress code immediately may submit an exemption form to the school principal upon admission to school.

No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from or in any way disrupts the educational process.

Parents who do not wish for their children to wear standardized dress because of religious beliefs or religious dress must submit their reasons in writing to the school principal. Students who wear traditional dress of their religion shall not be required to wear school uniforms. Parents who object to standardized dress because of strongly held beliefs must also submit their reasons in writing to the school principal.

Sponsors are responsible for appropriate wear when special events are planned.

Legal Reference:

1. TCA 49-6-4215

Cross Reference

Discipline Procedures 6.313

Suspension/Expulsion/Remand 6.316

USE OF PERSONAL COMMUNICATION DEVICES (6.312)

Students shall **not** be allowed to have personal communication devices turned on at school during school hours. Devices include, but are not limited to cellular phones, iPhones, smart watches, tablets, etc. Students may not use the communication devices in any way (texting, voice, email, etc.) during school hours nor may they access the internet through their communication device during school hours. Students may not use their phones as cameras (neither video nor still). **All communication with parents MUST go through the Main Office.**

Devices such as personal computers, iPads, iPod Touch, or any other device that can connect to the internet, may not be used as a communication tool (email, social network, etc.) during school hours. Students may only use these devices with the permission of their supervising teacher and then only for educational purposes. No student may access the internet through any wireless service other than on the school's wireless network.

Any person who discovers a student having a personal communication device turned on during school hours or using other devices that are in violation of this policy must confiscate them immediately and turn them into the building principal or his/her designee. The student is then subject to disciplinary action and only the parent may retrieve the confiscated item.

Teachers MAY have students use personal communication devices as educational tools in classrooms. If a teacher does ask students to use technology in this way, students may ONLY use the device in the way specifically directed by the teacher and then must immediately turn the phone off and put it away immediately after its use.

Disciplinary actions may include:

1 st Offense	Device is held in the office for the remainder of the day. Student may pick up at 3:00.
2 nd Offense	Device is held in office and a parent/guardian must come to pick up the device.
3 rd Offense	Device is confiscated and held in the front office. Parent/guardian must pick up the device. Student will also be required to turn in device to front office each day for the remainder of the semester. Student will be allowed to pick up device at 3:00 each day.

*****Students that are required and do not turn in their device will receive a major referral/disciplinary action if the device is confiscated throughout the school day.***

Students may not be in possession of an electronic pager on school property at any time without the permission of the school principal. Students that are caught with pagers are in violation of the policy and are subject to disciplinary action (1).

****Trenton Rosenwald will not be responsible for lost or stolen items. Trenton Rosenwald is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home.****

TRANSPORTATION

Bus Route and Operating Policies

Bus routes and stops are planned and established by the school administrators and county Director of School Transportation. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. Routes are established according to state guidelines and within the time frame of the teacher's daily schedules so that appropriate supervision of students is possible. Buses do not arrive before 7:15 a.m. nor leave before 2:55 p.m.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student who wishes to ride a bus other than his/ her designated bus must have written parental permission and the approval of the principal or his/ her designee.

BUS CONDUCT (Board Policy 6.308.1)

Students shall conform to the following rules for proper behavior:

1. Arrive at bus stop 5 to 10 minutes before the scheduled pick-up time;
2. Remain well back from the roadway while awaiting the bus;
3. Enter the bus in an orderly manner, go directly to a seat and remain seated until destination is reached;
4. Keep hands, arms and head inside the bus;
5. Keep articles such as athletic equipment, books, and musical instruments out of the aisle;
6. Use the emergency door for emergencies only;
7. Observe the same conduct as in the classroom;
8. Be courteous, use no profane language;
9. Do not eat, drink or chew gum on the bus;
10. Keep the bus clean; Cooperate with the bus driver;
11. Do not smoke or use tobacco products;
12. Do not possess, handle, transmit, use or attempt to use any dangerous weapon;
13. Do not possess, handle, transmit, use or attempt to use alcohol or illegal drugs;
14. Do not be destructive of property;
15. Sit in seats assigned by the bus driver or principal (if applicable);
16. Wait for signal from the bus driver before crossing the street at a bus stop. When crossing a street is necessary, students shall always move far enough ahead of the bus so that they are able to see the face of the bus driver and the bus driver may adequately observe the student; and
17. Transient students shall be expected to abide by the code of discipline and consequences for infractions to the rules for transportation safety and conduct.

Bus Code of Discipline & Consequences:

A warning is not official until it has been issued in writing from the bus driver to the school administrator, followed by notice of the same from the school to the parent/guardian.

Offense Examples:	Consequence
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<p>Minor Offense Examples (not an exclusive listing):</p> <p>Randomly out of seat; Eating/drinking/chewing gum on bus; Littering the bus; Loud talking; and Lack of courtesy or consideration for others (placing of articles, pushing, shoving, throwing items, etc)</p>	<p>Upon determining that a student has received ample warning concerning a minor offense, the driver shall report such in writing to the applicable school principal or designee. The school administrator shall notify the student and parent/ guardian in writing that another violation shall result in a 5 - 10 days suspension of bus riding privileges. Each subsequent violation shall result in an additional suspension. Multiple minor offenses shall constitute a major violation making the student subject to permanent removal of bus riding privileges. Each subsequent violation shall result in an additional suspension. Multiple minor offenses shall constitute a major violation making the student subject to permanent removal of bus riding privileges.</p>
<p>Major Offense Examples (not an exclusive listing):</p> <p>Disrespect Abusive Language Threats or assault Use of any tobacco product Harassment of any nature Destruction of property Possession, transmission, use or attempted use of any dangerous weapon Possession, transmission, use or attempted use of alcohol or illegal drugs Multiple violations of minor offenses</p>	<p>In cases of a major offense, the bus driver shall report such immediately to the appropriate school administrator. Pending proper investigation and findings, an immediate suspension of bus riding privileges for not less than ten (10) days shall result from a major offense. A second major violation shall result in suspension of bus riding privileges for one (1) calendar year. In the event that a major offense constitutes a zero-tolerance infraction, the student is subject to suspension for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this zero-tolerance suspension requirement on a case-by-case basis.</p>

STUDENT DROP OFF/PICK UP

Parking for CHECKING OUT or ADMITTING your child is provided in front parking lot ONLY if parent needs to come in to office. Parents are not to use the front drive while buses are operating: 7:15 a.m. - 7:50 a.m. and from 2:30 p.m. - 3:45 p.m.

5th and 6th grade car riders who do not have an older sibling are to be dropped off and picked up in the BACK parking lot by the 6th grade Hallway. 7th and 8th grade car riders are to be dropped off and picked up in the FRONT parking lot.

Parents with students in multiple grades (for example 6th and 8th) are to choose either the front or back and please stick with that choice throughout the school year.

BICYCLES AND MOTORBIKES

Bicycles and motorbikes must be ridden directly to parking areas in the front of the school. They may not be ridden during the school day and there should be no "doubling" at any time.

SCHOOL TRANSPORTATION

Discipline Code of Conduct, Procedures & Expectations

STUDENT CODE OF CONDUCT

All members of the school community—students, staff and parents—must know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met.

TRMS House Rules: School-wide Expectations



- B Be Responsible**
- E Expect Excellence**
- A Always Be Prepared**
- R Respect Others**
- S Stay Safe**

- ✓ We will not bully others.
- ✓ We will try to help students who are bullied.
- ✓ We will try to include students who are left out.
- ✓ If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Understanding discipline as a “teachable moment” is fundamental to a positive approach to discipline. Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change.

The goal is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Take responsibility for their actions
- Be given the opportunity to learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior reoccurs

Where and When the Discipline Code Applies

The standards set forth in the Discipline Code apply to behavior:

- In school during school hours
- Before and after school, while on school property
- While traveling on vehicles funded by Trenton Special School District
- On other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community

When misbehavior involves communication, gestures or expressive behavior, the infraction applies to oral, written or electronic communication, including but not limited to texting, e-mailing, and social networking.

Students' Rights & Responsibilities (Board Policy 6.301)

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school expectations and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by Trenton SSD;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;

7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school expectations as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

PBIS

What is PBIS?

PBIS stands for Positive Behavioral Intervention and Supports. It is a way of managing student behavior and discipline that creates a positive, nurturing school environment. Administrators, teachers and staff teach students how they are expected to behave in school. These expectations help students understand how to behave in the halls, classrooms, commons area, assemblies, events, restrooms, etc. When students do well, teachers acknowledge and praise their behavior. That acknowledgement encourages students to continue to do well. By making sure students know what's expected and focusing on the positive, we are able to use the PBIS approach to prevent issues at school and set students up to succeed.

Peer Abuse: Bullying, Cyber-bullying, Harassment, and Intimidation

Terminology	Definition
Bullying	Intentional harm-doing where a negative action is repeated over time, and there is an imbalance of power.
Cyberbullying	Bullying, but with the willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices.

Possible Consequences (Discipline Procedures 6.313)

The following progressive consequences may be assigned; lower level consequences may be skipped due to the severity of the offense. This discipline rubric is a general guideline and can be varied by the proper administrator at his/her discretion. Policies and consequences may remain in effect whether the infraction is on or off campus, or during, before or after school hours.

Major Referrals	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<i>Progressive Consequences</i>	Assigned Detentions or ISS	Assigned Days in In-School Suspension or Days in Out-of-School Suspension-TIER II	See 2 nd Offense Consequences Set up Parent Meeting & Create a TIER III Behavior Plan	Follow Individualized Behavior Plan Consequences ISS or OSS	See 4 th Offense Consequences Alternative Placement/ Disciplinary Hearing Board Meeting

Teacher-Managed vs Office Managed

TEACHER/CLASSROOM MANAGED	OFFICE/ADMINISTRATOR MANAGED
MINOR	MAJOR
<p>Minor misbehavior on the part of the student which impedes orderly classroom procedures but can usually be handled by an individual staff member. <i>Within nine week period, 3 minors = Admin Warning/Parent letter; 4 minors = Major Referral</i></p>	<p>Misbehavior that frequency of seriousness tends to disrupt the learning climate of the school. These also may be acts directly against persons or property that could pose a threat to the health or safety of others in the school.</p>
<ul style="list-style-type: none"> ● Defiance/Disrespect/Non-Compliance <ul style="list-style-type: none"> ○ Not following classroom rules, directions, procedures ○ Unorganized students ○ Hallway & Bathroom misconduct ○ Not staying in line ○ Talking back 1st time ○ Refusal to do what is asked ○ Out of seat ○ No homework/Tardy to Class ○ Running ○ Minor disrespect: name calling, put downs ○ Minor safety concerns such as leaning back in chair, objects on floor, etc ● Disruption-Anything that distracts learners ● Dress Code ● Inappropriate Language: Student speaking calmly when inappropriate language is used. ● Physical Contact/Aggression <ul style="list-style-type: none"> ○ Not keeping hands to self ○ Students angry with other students ● Property Misuse/Damage <ul style="list-style-type: none"> ○ Writing on Desks ○ Standing on toilets ○ Swinging on Bathroom Doors 	<ul style="list-style-type: none"> ● Abusive Language <ul style="list-style-type: none"> ○ Foul language ○ Cussing out a teacher or student ○ Language specifically directed towards another person ● Defiance/Disrespect/Insubordination <ul style="list-style-type: none"> ○ Disrespect for the teacher(s) ○ Defiance-refusal to work at all ○ Refusal to do what is expected ○ Severe emotional outbursts ○ Students who consistently refuse to do what is asked. ● Disruption: Behavior that disrupts the entire class over a long period of time when the student cannot focus on the positive behavior asked of him. ● Fighting/Physical Aggression <ul style="list-style-type: none"> ○ Fighting ○ Violence ○ Physical Abuse: fighting, biting, scratching ○ Severe emotional outbursts ● Inappropriate Display of Affection ● Out of Assigned Area <ul style="list-style-type: none"> ○ Leaving room without permission/Requesting to go to an area and then going to an area not requested ● Property Damage/Vandalism: Purposefully damaging and/or destroying school or other's property ● Technology Violation: Accessing websites that go against the TRMS Internet safety agreement. ● Theft/Forgery: Plagiarism, Forging Signatures Stealing items that belong to school or others. ● Leaving school without permission. ● Safe School Act Violations <ul style="list-style-type: none"> ○ Threats ○ Possession of Weapon(s) on school grounds. ○ Major Safety Concerns ○ Tobacco Violations

In general teachers will handle MINORS and administration will handle MAJORS, but there are times when that may need to be different.

TRMS Anti-Bullying Expectations & Information
TRMS Bullying/Peer Abuse Behavior—Guidelines & Consequences

Verbal/Cyber	Physical	Social/Relational	Sexual	Consequences
Harm to someone’s self-esteem or feeling of safety	Harm to someone’s body or personal property	Harm to someone’s group acceptance	Harm of a sexual nature to someone’s esteem, safety or boy	Any or all of the following consequences may be imposed by administration **At each Level ALWAYS** <ul style="list-style-type: none"> ○ Complete Incident Report Form ○ Student Reflection Form ○ Clarify Behavioral Expectations
Level 1				
<ul style="list-style-type: none"> ○ Teasing/taunting ○ Name calling ○ Insulting remarks (verbal or written) ○ Posturing/mean facial expressions 	<ul style="list-style-type: none"> ○ Pushing/shoving ○ Tripping, causing to fall ○ Taking/throwing/hiding personal property 	<ul style="list-style-type: none"> ○ Purposeful exclusion ○ Gossiping, spreading or starting rumors 	AUTOMATIC LEVEL 2	Loss of Technology Privilege Detention Parent Contact (email, phone, note, mail). Suspension from School Activities
Level 2				
<ul style="list-style-type: none"> ○ Insulting remarks/pictures about intelligence, size, ability, appearance, race, religion, ethnicity, gender ○ Slander ○ Any level 1 infraction that has occurred more than three times 	<ul style="list-style-type: none"> ○ Hitting/slapping ○ Threatening gestures/threatening physical harm ○ Damaging property ○ Restraining by clothes/backpack ○ Any level 1 infraction that has occurred more than three times 	<ul style="list-style-type: none"> ○ Purposefully embarrassing or humiliating another student ○ Any level 1 infraction that has occurred more than three times 	<ul style="list-style-type: none"> ○ Sexual comments, drawings or gestures ○ Leering 	Loss of Technology Privilege Detention Parent Contact Individual Behavior Plan Suspension from School Activities ISS/OSS
Level 3				
<ul style="list-style-type: none"> ○ Threats ○ Physical, verbal or forced violence ○ Harassing racial or religious slurs ○ Any level 2 infraction that has occurred more than one time. 	<ul style="list-style-type: none"> ○ Physical fighting ○ Assault ○ Intentional destruction of property ○ Any level 2 infraction that has occurred more than one time 	<ul style="list-style-type: none"> ○ Extortion ○ Any level 2 infraction that has occurred more than one time 	<ul style="list-style-type: none"> ○ Displaying sexually explicit pictures or objects ○ Physical harassment ○ Any level 2 infraction that has occurred more than one time 	Loss of Technology Privilege Detention Parent Contact Individual Behavior Plan Suspension from School Activities ISS/OSS Disciplinary Hearing Board Expulsion

Zero Tolerance Offenses

Offense	Consequence
<i>Weapons & Dangerous Instruments</i>	Violators of this section shall be subject to suspension and/or expulsion from school.
<i>Firearms</i>	In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year.
<i>Drugs</i>	In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year.
<i>Assault</i>	In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year.
<i>Electronic Threats</i>	In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year.

**Trenton Rosenwald Middle School
Office Discipline Referral Form**

STUDENT INFORMATION: **COPY FOR:** **ISS** **OFFICE** **STUDENT** **COUNSELOR**

Date: <<Date>> Time: <<Time>>	OFFICE USE ONLY: Student Incident No: _____ Teacher: <<Teacher>> <<Teacher Email Address>>
Grade: <<Grade>>	Student Name: <<Student Name>>

REASON FOR REFERRAL & INTERVENTIONS:

Location of Offense: <<Location of Offense>>	Offense: <<Offense>>
Motivation: <<Motivation>>	Teacher Comments: <<Teacher Comments>> Teacher Intervention: <<Teacher Intervention>>

OFFICE USE ONLY:

ADMINISTRATIVE REPORT	
<input type="checkbox"/> Conference with Student	<input type="checkbox"/> ISS Suspension ____Day(s) Start Date: Return to Class: _____
<input type="checkbox"/> Parent Notified Contact Number: _____	<input type="checkbox"/> OSS Suspension ____Day(s) Start Date: Return to School: _____
<input type="checkbox"/> Required After-School Program # of Days: _____	<input type="checkbox"/> Related Arts Detention ____Day(s) Start Date: Return to RA: _____
<input type="checkbox"/> Parent Meeting Requested for TIER III Conference Date: @ _____	<input type="checkbox"/> Lunch Detention ____Day(s) Start Date: Return to Lunch: _____
<input type="checkbox"/> ALTERNATIVE SCHOOL PLACEMENT Start Date: Return to TRMS: _____	<input type="checkbox"/> Disciplinary Board Date: @ _____ DHB Decision: _____
Current # of Minors: _____ Current # of Majors: _____	<input type="checkbox"/> Bus Suspension _____Day(s) Start Date: Return to Bus _____

Please sign and return.

PARENT SIGNATURE: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

STUDENT WELLNESS POLICY GOALS

Goal 1: NUTRITION EDUCATION	
Is offered at each grade level as part of sequential, comprehension, standards-based program designed to provide students with the knowledge and skill necessary to promote and protect their health	<ul style="list-style-type: none"> • Nutrition education is offered to 6-8 grade students during health classes • A nutritional video will be shown to 5th graders during related arts • Nutritional guidelines will be provided to each grade level teacher
Will be evident in the cafeteria setting by bulletin boards and menus that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods. The food Service Supervisor will organize tours of the cafeteria as a learning laboratory	<ul style="list-style-type: none"> • An informational tour of the cafeteria will be given to the 5th grade early in the first semester each year. • Low-fat and fat-free dairy products are offered to the students daily. • Displays and bulletin boards will encourage healthy eating.
Will include state and district health education curriculum standards and guidelines for both nutrition and physical education	<ul style="list-style-type: none"> • Nutrition education will adhere to the standards provided by the state curriculum.
Will link nutrition education activities with the coordinated school health program	<ul style="list-style-type: none"> • A registered dietitian is provided by the CSH to teach nutrition classes. • TRMS implements the "Way to Go Kids" nutrition program
Will involve parents, students, and the community	<ul style="list-style-type: none"> • Students and parents are representatives on TRMS Healthy School Team.
Will include community outreach through the TSSD's Internet Website to display the menus served daily at schools and to promote nutrition education for parents/community with monthly newsletters	<ul style="list-style-type: none"> • Nutritional information will be posted on the Website. • Lunch menus will also be posted each month.
Will be included as a part of the School Nutrition Staff Training. School Nutrition staff members will be encouraged to become members of TSFSA and attend conventions to receive training	<ul style="list-style-type: none"> • TRMS cafeteria staff are involved in in-service training throughout the year • The cafeteria manager is a member of the TSFSA.
Is evident with clean, safe and pleasant cafeterias	<ul style="list-style-type: none"> • The cafeteria and dining area is to be cleaned each day. • Tables are washed after each lunch period. • The cafeteria maintains a passing health score.

Is evident in menus for food emergencies	<ul style="list-style-type: none"> •The cafeteria manager has a plan in place at all times to deal with emergencies.
Students will be encouraged to eat healthy	<ul style="list-style-type: none"> •Via health education •Via bulletin boards and displays •Via verbal encouragement by staff and teachers
Goal 2: PHYSICAL ACTIVITY GOALS	
During PE, students are active at least 50% of the time and teachers avoid activities that result in student inactivity. Physical education is enjoyable for all students.	<ul style="list-style-type: none"> •Activities are chosen to ensure student activity 80% of the class period. •Non-elimination games are played in classes •A wide variety of activities are included in the curriculum.
Physical education is offered at each grade level in elementary and middle school to all students, including those with disabilities and special healthcare needs. Wellness is offered to high school students.	<ul style="list-style-type: none"> •Students receive an average of 90 minutes of physical education each week. •All students receive physical education. •Activities are appropriately modified for handicapped or disabled students.
Physical activity is encouraged for all students through a variety of activities; including but not limited to intramural programs and walking teams.	<ul style="list-style-type: none"> •A wide variety of physical activities are chosen for improvement in the 5 components of physical fitness. •Students receive instruction in lifetime sports as well as gym game activities. •Various intramural activities are offered.
All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.	<ul style="list-style-type: none"> •In addition to regular physical education classes, grade levels are given an extra period for recess once each week during enrichment.
Students shall be encouraged to be physically active.	<ul style="list-style-type: none"> •Students are made aware of and encouraged to participate in activities outside of school. Examples: YMCA activities, Races, Park activities, etc.
Physical activity facilities will meet state and local safety standards.	<ul style="list-style-type: none"> •P.E. equipment is routinely checked for safety.
The TSSD will strive to employ only credentialed physical education instructors.	<ul style="list-style-type: none"> •TRMS has highly qualified Physical Education instructors.

Goal 3: Nutritional Guidelines of Foods and	Beverages Available on Campus
Will be evident outside the cafeteria with the offering of low-fat, healthy appealing food items and beverage choices that meet the nutrition guidelines of the State Standards/ALA Carte Law	<ul style="list-style-type: none"> •All snacks and vending items must meet the nutritional guidelines of the State Nutritional Standards.
Is evident in the SNP breakfast and lunch choices with low-fat milk, low-fat menu items, low-fat ala carte items available, the offering of a variety of fruits and vegetables daily, and the State Nutrition Standards/ ALA Carte law	<ul style="list-style-type: none"> •The cafeteria will continue to provide low-fat or fat-free dairy products. •The cafeteria will continue to provide a choice of fruit daily. •Whole grain products will be offered at breakfast. •The cafeteria menu meets the State guidelines.

Goal 4: Other School Based Activities	
School dining areas have sufficient space for students to sit and consume meals. School dining area(s) are clean, safe and pleasant. Enough servicing areas are provided to ensure student access to school meals with a minimum wait time. Meals are scheduled near the middle of the day with enough time allotted to enjoy their meals. Cafeteria Staff are prepared for food emergencies.	<ul style="list-style-type: none"> •Dining room and cafeteria must be cleaned daily. •Tables are to be cleaned after each lunch period. •Students will be given ample time to eat lunch. •Adequate seating for students is available.
To support children's health and school nutrition education efforts, schools will be encouraged to promote fundraising activities that do not involve food or will use only foods that meet the nutrition and portion size standards for foods and beverages sold individually.	<ul style="list-style-type: none"> •Fund raisers will be screened to assure healthy products are being sold.
Each school will establish a wellness team that has representatives from a wide variety of vocations that will work diligently with their respective schools to provide a healthy diet and physical activity for the students that will meet at least twice a year.	<ul style="list-style-type: none"> •TRMS healthy school team is already established and consists of the following: P.E/Health teachers, principal, guidance counselor, cafeteria manager, school nurse, community resource worker, parent, and students. •The team meets on the average of four (4) times per year.
Each school will strive to ensure that food is not used as a reward or punishment. If food is used as a reward or punishment, it	<ul style="list-style-type: none"> •TRMS will strive to not use food as rewards or punishment. •When food is used, it will be nutritional.

should meet the nutrition and portion size standards for foods and beverages.	
All parties and fundraisers that are held during the school day will be held after lunch and should meet the nutrition and portion size standards for foods and beverages.	<ul style="list-style-type: none"> • We will strive to only use nutritional snacks prior to lunchtime. All fundraisers and parties will be held after lunch and will meet the nutrition and portion size standards.

CLINICAL COUNSELING

Title IV, Part A, Safe and Drug Free Schools and Communities Program, allocates money each year to pay for a clinical counselor on a monthly basis to come to Trenton Rosenwald Middle School.

Legal Reference: 1. TCA 49-6-4214

HANDBOOK SIGNATURE PAGE

Acknowledgement & Receipt

Please sign below to acknowledge that you have received and reviewed the Trenton Rosenwald Middle School Handbook. When signed, please return to your child's homeroom teacher.

Please contact us if you need additional information.

Signatures:

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook .

Parent Signature

Date

Student Signature

Date

Homeroom Teacher Signature

Date

