

# FAMILY HANDBOOK

*"A school where your family can feel at home."*

75 SCHOOLS DRIVE



CAMDEN, TENNESSEE 38320

PHONE: 731.584.4518

FAX: 731.584.5958

*Michelle Leonard, Principal*  
*michelle.leonard@bcos.org*

*Corey Christopher, Assistant Principal*  
*corey.christopher@bcos.org*

<http://www.bentoncountyschools.org>

Get new page 2 for family handbook

## WELCOME!

Important websites are:

Benton County Schools ..... <http://www.bentoncountyschools.org>

State Department of Education..... <http://www.state.tn.us/education/>

State Curriculum Standards ..... <http://www.state.tn.us/education/curriculum>

## PARTNERS IN EDUCATION

**Arnold's Fabricating and Machine Shop, Inc.** and **First Bank** have agreed to join with Camden Junior High School as **Partners in Education**. Together, we have developed a program to encourage students to strive for excellence in several areas: academics, citizenship, sports activities, responsibility, and community service.

Camden Junior High School would like to express our sincere appreciation to both of these businesses for helping to create a productive learning environment. **Thank you Partners in Education!**

## MISSION:

The mission of Camden Junior High School is to facilitate learning of all students, regardless of ability, in a safe and supportive environment in which each student will be provided with appropriate skills and knowledge to be successful in high school.

## RIGHTS AND RESPONSIBILITIES

Camden Junior High School expects all school faculty, staff, students, and families to assume the responsibility for appropriate behavior in the school. The school should be seen as a symbol of opportunity where rights and responsibilities are emphasized equally, and human dignity is protected. Therefore, 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 or her person, papers, and effects against unreasonable searches and seizure,
3. Expect that the school will be a safe and nurturing place,
4. Not be discriminated against on the basis of sex, race, color, religion, national origin, or any disabilities, and
5. Be fully informed of school rules and regulations.

Individual rights only have meaning within the broader context of social responsibility. Therefore, each student has the responsibility to:

1. Know and adhere to the reasonable rules and regulations established by the Benton County Board of Education and the Camden Junior High School administration and faculty,
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 during the regular school program,
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety and be in accordance with the Benton County School Board's Dress Code,
7. Maintain and improve the school environment, preserve school and private property, and exercise the utmost care while using school facilities,
8. Refrain from behavior that would lead to physical or emotional harm or disruptions of 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 rules regarding the possession or use of alcohol, illegal drugs, and other unauthorized substances or materials (including prescription medication without proper documentation), and
11. Possess only those materials that are acceptable under the law and accept the consequences for inappropriate or illegal articles stored in one's locker or on one's person while on school grounds.

## PROCEDURAL DUE PROCESS

Before school authorities administer disciplinary measure, reasonable inquiry (An inquiry into the incident has

several purposes: 1. It ensures that the offender is accurately identified; 2. It confirms that he or she understands the nature of the offense; and 3. It determines that he or she knew the consequences of the offense for which he or she is accused) shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where the classroom teacher takes corrective measures, no formal procedure is required. In the case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his or her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student should be displaced from his or her normal educational setting for ten or more days, he or she shall refer the case to the Benton County Discipline Committee.

## INTEGRITY

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

1. Cheating – giving or receiving of any unauthorized assistance on academic work.
2. Plagiarism – copying the language, structure, or idea of another and representing it as one’s own work.
3. Falsification – verbal or written statement of any untruth.
4. Violation of software copyright laws – unauthorized duplication of computer software (computer piracy), printed material related to computer software, and the use of pirated computer software.
5. Violation of computer access – willfully, directly, or indirectly, accessing or causing to be accessed any computer, computer system, computer network or any part thereof without proper authorization.
6. Omission – failure to communicate all relevant information.

## BEHAVIORAL CODE OF CONDUCT

Acceptable behavior is an essential ingredient of effective education programs. Students are required to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. Students are expected to be familiar with all rules in the Behavioral Code of Conduct, to assist in promoting a safe and orderly school environment, and to report to school authorities any serious violation of the Behavioral Code of Conduct.

The faculty and staff of Camden Junior High School are expected to ensure student conduct that allows for a favorable learning atmosphere both in and outside the classroom and to help students develop self-discipline and self-direction.

To this end, the faculty and staff are authorized to take reasonable measures (which may include reasonable force to restrain or correct students while maintaining order) to establish appropriate school behavior. Any employee shall have the authority to control any student’s conduct while under the supervision of the school system. This authority to control student conduct shall extend to all activities of the school, including all games and public performances of athletic teams, other school groups, trips, excursions, and all other activities under school sponsorship and direction.

Policies may be modified on a case-by-case basis as per the Camden Junior High School administration’s informed discretion; i.e.; taking into consideration the totality of the student’s record of behavior or individualized education plan.

A three-stage analysis of consequences is sufficient to protect both the student’s rights and the school’s expectations of an orderly environment where education can flourish.

### STAGE ONE

The first stage to be imposed by the teacher or administration, involves minor offenses for which the consequences might include, but not limited to, the following:

1. Warning or showing disapproval of student actions,
2. Restricting activities,
3. Requiring special assignments,
4. Temporary removal from class,
5. Behavior modification activities,
6. Denial of privileges,

7. Detention before or after school, and
8. Requirement of restitution.

### *STAGE TWO*

The second stage is to be imposed only by the school administration and is reserved for those problems that the teachers cannot control within the realm of their classroom authority. Such consequences might include, but are not limited to, the following:

1. In-school suspension,
2. Detention before or after school,
3. Suspension from school, school-sponsored activities, or riding a school bus,
4. Restricting the honors the student is otherwise due,
5. Prohibiting the student's attendance at school functions,
6. Demanding restitution for lost, damaged, or stolen property, and
7. Prosecution fully under criminal and civil law.

### *STAGE THREE (ZERO TOLERANCE)*

The final and most severe consequence that can be imposed upon a student by the administration are the following:

1. Suspend the student from school for a period of ten (10) days or more, and
2. Expel the student for one calendar year as allowed under the zero tolerance law.

The administration may refer a student to the Benton County Disciplinary Committee at any stage, and is required to make such referral for Stage Three. At anytime, the administration may engage law enforcement officials when they believe the situation warrants such measures.

## **INTERFERENCE OR DISRUPTION OF SCHOOL ACTIVITIES**

Students shall not use violence, force, coercion, threat, intimidation, fear, passive resistance or any other conduct that causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. He or she will not urge other students to engage in such conduct either.

Harassment, intimidation, racial comments and other conduct that may be considered "bullying" will not be tolerated. Students engaging in such behavior will be subject to disciplinary actions in accordance with Board Policy 6.304. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. All students are encouraged to report any incident reflecting discrimination or bullying to their teacher(s) or school administration. No student shall:

1. Occupy any school building, gymnasium, school grounds, properties of any part thereof with intent to deprive others of its use or where the net effect deprives others of its use,
2. Block the entrance or exit of any school building or property or corridor or room so as to deprive others of access thereto,
3. Prevent or attempt to prevent the convening or the continued functioning of any school, class activity, lawful meeting, or assembly on the school campus,
4. Prevent students from attending a class or school activity,
5. Except under the direction of the principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds,
6. Set fire to or otherwise damage or attempt to damage any school property,
7. Cause or attempt to cause damage to private property either on the school grounds or during an activity, function, or event off school grounds,
8. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a student or school employee,
9. Possess, handle, transmit, use or attempt to use any fireworks, explosives, dangerous weapon, or other object that reasonably can be considered a dangerous weapon,
10. Dress or groom in a manner likely to cause disruption or interference with the operation of the school,
11. Be in possession of or use tobacco or tobacco-based products, including smokeless tobacco and electronic smoking devices, while on school property, while participating in a school-sponsored event, while on school busses to and from school-sponsored events, or while in stadium or bleacher seating,
12. Lie or cheat,
13. Steal or attempt to steal school or private property either on school grounds or during an activity, function or event off school grounds,
14. Engage in immoral or disruptive conduct or use obscene, offensive, profane, or hate filled language,
15. Engage in behavior that is indecent, affectionate, or of a sexual nature,
16. Continuously and intentionally make noise or act in some manner that interferes with the teacher's ability to conduct class,

17. Possess a personal communication device, excluding a cellular phone, in school facilities during normal school hours. A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise delivers a communication to the possessor,
18. Possess a laser pointer in school facilities during normal school hours,
19. Possess electronic devices, playing cards, pets, water guns, yo-yos, explosive devices (including, but not limited to fireworks), spraying devices, or drinks in glass bottles in school facilities during normal school hours,
20. Refuse to identify himself or herself upon request of any teacher, principal, superintendent, bus driver, or other authorized school personnel,
21. Fail to comply with reasonable directions or commands of teachers, principal, school bus drivers, or other authorized school personnel,
22. Willfully and persistently violate the rules of the school, or
23. Consort with gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidations, and related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Confiscated items will be returned at the Principal’s discretion. Cellular telephones are subject to the rules set forth by the Benton County Board of Education. Neither the Benton County School System nor Camden Junior High School shall retain any responsibility or liability for loss, theft, or unauthorized use of these items.

### Notice regarding student class work, homework, projects:

Students who fail to do their homework, class work, or projects will, at the discrepancy of the teacher, will be sent to the administration and, at that point, will be assigned detention after school.

### Bullying Prevention

Benton County Board of Education purchased a Bullying Prevention program that was implemented in county schools. Camden Junior High School students voted to name the program P.R.I.D.E. (Protecting Rights In Defense of Everyone).

Our teachers have been trained in bullying prevention through this program and are able to receive updated training on an annual basis through professional development. Our school conducts this program during Guidance classes. Our school has bullying prevention forms that are accessible to the teachers to report bullying incidents to the administration. All reported bullying incidents are addressed and resolved by the administration.

### *USE OF VIDEO CAMERAS*

Video cameras may be used to monitor student behavior on school vehicles transporting student to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property. Videotapes cannot be made available as per the Federal Educational Rights and Privacy Act (FERPA.)

### FIELD TRIPS

The faculty of Camden Junior High School is encouraged to plan educationally beneficial field trips. Parents or guardians will be notified and permission slips sent home prior to the field trip. The permission slips must be signed by the parent or guardian and returned to school before the student is allowed to attend. Students may not attend any field trips if they have served more than three (3) days of in school suspension (ISS) per semester. The principal has authority to suspend this rule for good cause.

### USE OF ELECTRONIC DEVICES IN SCHOOL

Electronic devices for the purpose of this policy are considered, but not limited to cell phones, CD players, radios, iPods or MP3 players. Personal pagers are not permitted.<sup>1</sup>

Inappropriate use of cameras on personal communication devices is strictly prohibited on school property or at

school functions. A student improperly or illegally using cameras on personal communication devices (or otherwise) will have the device confiscated, may be referred to law enforcement and may be subject to immediate action by the Disciplinary Hearing Authority.

Students may be in possession of a cell phone during school hours, however the devices must be left in the “off” position and must not be visible during regular school hours. If a student must make a phone call, he or she should with permission go to the school office. Parents can leave messages for students with the school office staff. Emergency phone calls can always be made in the main office during school hours.

CD players, radios and other electronic devices may be permitted, but must not be operated during regular school hours unless the principal or a designee has granted permission for their operation on school property. If problems arise from the improper use of electronic devices, the following disciplinary sanctions may apply: (NOTE: The severity of the individual offense shall be considered and sanctions may escalate according to the incident).

- 1<sup>st</sup> Offense: Electronic device will be confiscated and returned to the student at the end of the day.
- 2<sup>nd</sup> Offense: Electronic device will be confiscated and returned to the student’s parent or guardian.
- 3<sup>rd</sup> Offense: Electronic device will be confiscated, held for parent or guardian pick up and student assignment to one day of ISS or detention if available at the school.
- 4<sup>th</sup> Offense: Electronic device will be confiscated, held for parent or guardian pick up until parent or guardian meeting with school administration and student assignment to two days of ISS.
- 5<sup>th</sup> Offense: Electronic device will be confiscated, held for parent pick up and student referral to disciplinary Hearing Authority for willful and persistent violation of school rules.

NOTE: Neither the school system nor individual schools shall retain any responsibility/liability for loss, theft, or unauthorized use of electronic devices brought on or confiscated on school property.

---

Legal Reference

<sup>1</sup>T.C.A. 49-6-4214

## DRESS CODE

The Board recognizes that a safe and disciplined learning environment is a basic requirement of a good school. Standards of student dress and grooming are essential elements in maintaining an appropriate educational setting. Students who are dressed for success are found to be more successful. Extremes in apparel and appearance which are a disturbing influence, a disruption to the learning process or hazardous to the health and safety of students and staff are considered inappropriate. **For these reasons the Board finds that the regulation of dress in general is necessary and it is imperative that all students adhere to this dress code in order to prevent more restrictive measures.**

Parents and students have the primary responsibility for satisfactory student dress and/or appearance that is appropriate for a school setting. The dress code shall apply to school day attire and co-curricular activities whereby the student represents Benton County Schools. More specific guidelines appropriate for each level of school (elementary, middle, junior high, or high school) may be developed.

Shirts or tops must be properly fitted, have appropriate necklines and length, and be either long or short-sleeved. Shirts or tops must be tucked in unless designed to be worn on the outside (Examples: t-shirt, sweat shirt or sweater). The back and midriff are to be covered at all times. Shoulder width tops (3-4 fingers) will be allowed but tank tops, muscle shirts, spaghetti straps, etc. are not considered appropriate attire.

Slacks, jeans, skirts and shorts must be knee length or longer. Pants must be worn at the waist and be size-appropriate, so as not to expose undergarments. Belts must be of appropriate size with buckles proportionate to the belt width and when worn, belt loops must be used. Shorts must not be more than 4 inches above the knee. Skirts and dresses must be knee length.

Leggings and yoga pants, etc. are allowed but top must be appropriate length (approximately 4 inches from the knee).

Pajamas and sleep wear are not considered appropriate attire in the school setting.

All clothing should not be torn, ragged, ripped, frayed, excessively soiled, transparent, have holes or the appearance of holes. Chains and spikes are not considered appropriate attire. Any language or logo on clothing must be appropriate to the school environment.

In accordance with Board policy governing student conduct with regard to bullying, gangs and drugs; clothing and/or jewelry shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement or artwork. This includes offensive words and designs, violence (blood, death, weapons) sex, hate groups, tobacco products, drugs, alcohol, adult clubs or magazines. No clothing or other article may be worn or displayed at school or any school function which may indicate membership in or affiliation with any gang associated with criminal activities.<sup>1</sup>

Shoes must be worn at all times and be laced, tied, strapped, hooked or fastened appropriately as designed.

Short-length, light-weight non-bulky jackets, sweaters and school jackets with zippers, buttons or snaps may be worn inside the building, but must be open. Longer coats or jackets should be stored in lockers immediately upon entering the building.

Body piercing jewelry is permitted in the ears only. Large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry. Jewelry should be of appropriate size for the educational setting. Tattoos must be covered if they are a substantial disruption to the learning environment.

Extreme cuts, hairstyles, hair colors and/or fads that would interfere with the learning process, cause a disruption of the educational environment or be a health hazard are prohibited.

Head coverings are prohibited inside the building except for medical/religious purposes.

\*School administration will be held accountable for the enforcement of these guidelines. The administrator is given latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action.

#### ATHLETIC TEAMS/CLUBS

All teams and/or clubs shall travel in adherence to the dress code, team apparel, or designated club apparel as approve by the sponsor or coach. Field trips are included.

The Benton County Board of Education cannot anticipate every style change thus each campus administrator has the authority to interpret the violation of these policies. The general policy will be to notify the parent(s) of the student considered to be dressing or wearing make-up improperly. The principal will take disciplinary action suiting the offense.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension/Focus room for the remainder of the day, until the problem is corrected, or until a parent of designee brings an acceptable change of clothing to school.

Repeated offenses may result in more serious disciplinary action up to suspension of expulsion.

---

#### Legal Reference

<sup>1</sup>T.C.A. 49-6-4215; T.C.A. 49-1-302(j)

#### CARE OF SCHOOL PROPERTY

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. School property is defined as buildings, buses, books, equipment, records, instructional materials, and any other item under the jurisdiction of the Benton County Board of Education and Camden Junior High School.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades and transcript of the student responsible for vandalism or theft or

otherwise incurring any debt to the school until the student or the student's parent or guardian has paid the amount owed. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades and transcripts shall be released.

### *LOCKERS*

Each student will be assigned a locker at the beginning of the school year. **Students are responsible for their locker and its contents.** Students will not be allowed to move to a different locker or share a locker with someone else. Students will be allowed to access lockers only after 7:50AM, between classes, and at the end of the school day.

Camden Junior High School assumes no responsibility for the contents of students' lockers. Students are strongly encouraged to use locks on their lockers.

### Notice

According to the Fourth Amendment to the Constitution, citizens are protected from unreasonable searches and seizures. Students do not lose that or any right when attending school. However, school officials have the right to conduct a search of any student's locker, person, handbook, purse or sports bag, as long as this right has been previously announced or published within the school. This paragraph serves as due notification that such searches can be conducted during the school year.

### Glucagon Administration

State law permits certain emergency procedures to be performed by school personnel with appropriate training. Those laws include T.C.A. 68-140-510 (training for epinephrine injections) that allow any lay person who has been trained to administer epinephrine and amended T.C.A. 49-5-45(b) (regarding Glucagon administration.)

Any person assisting in self-administration or performing health care procedures including administration of medication shall not be liable in any court of law for injury resulting from reasonable and prudent assistance, if performed pursuant to policies and guidelines.

### **CHILD ABUSE AND NEGLECT**

All personnel shall be alert for any evidence of child abuse or neglect. By statute, child abuse is defined as any wound, injury, disability, or physical or mental condition that is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect, or, which because of available information, reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The report shall be made to the judge having juvenile jurisdiction or to the county office of the Department of Human Services or to the office of the chief law-enforcement official where the child resides.

The person reporting shall be immune from liability and his or her identity shall remain confidential except when the courts determines otherwise. School administrators and employees have a duty to cooperate, assist, and provide information in child abuse investigations.

### **ACADEMIC ACHIEVEMENT**

#### *GRADING SYSTEM*

The basic grading system for subject area grades is to be expressed as follows:

<u>Grade</u>	<u>Minimum Score</u>	<u>Maximum Score</u>
A	93	100
B	85	92
C	75	84
D	70	74
F	69 and below	--
I	Incomplete	--

#### *REPORTING STUDENT PROGRESS*

Student report cards shall be provided every nine (9) weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. The last nine-week progress reports will be mailed home within one (1) to two (2) weeks after the last day of the school year, (or depending upon when state test scores are reported to the school). To help with the costs of this, parents or guardians are asked to provide a stamp at the end of the school year.

In addition to the regular progress reports, principals and teachers shall be available at reasonable times to confer

with parents or guardians on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level, or when their performance shows a marked or sudden deterioration. Any student failing a subject or showing a ten (10) point or more drop in grades at the 4.5 week period will have this average(s) mailed home. 4.5 week reports are distributed at each teacher's discretion for non-failing students.

## TESTING PROGRAMS

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in given instructional area;
6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The Director of Schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.<sup>3</sup>

Student scores on the Tennessee Comprehensive Assessment Program's grades 3-8 shall comprise 15% of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies.<sup>4</sup>

Any test directly concerned with measuring student ability or achievement through individual or group psychological or social-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.<sup>5</sup>

No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:<sup>6</sup>

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered; and
5. The time and manner in which parents and students will be notified of the results of the test.

Beginning with 2015-2016 school year and for school years thereafter, the testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

---

### Legal References

1. TCA 49-10-108
2. 20 USCA 1232 g
3. TRR/MS 0520-1-3-(9)
4. TCA 49-1-617
5. TCA 10-7-504
6. TCA 49-6-6007

---

### Cross References

- Student Psychological Services 6.406  
Student Records 6.600

## WALKERS AND RIDERS

Students who walk or ride a bicycle to school must first bring a note from his or her parents or guardians to the principal's office. Walkers need to be especially careful arriving and leaving school property. These students must enter and leave the building through the front entrance and cannot leave the building until the second group of buses. The back doors are to be used only by bus riders.

Students arriving and departing via cars (Riders) shall enter through the front entrance. If a student is brought to school by anyone attending the Central High School, the Junior High School student must be dropped off at the front of the Camden Junior High School building. At the end of each day, riders will meet in the gymnasium awaiting their rides. Drivers shall pickup students at the library entrance where a school representative will relay the student's name to the gymnasium. Riders will depart from the library entrance only, unless approved by the principal.

Loitering inside or outside the school building is not permitted. **No student will be allowed to walk to the Central High School areas unless approved by the principal of each school.** Students who are found on either school's campus without permission will be considered trespassing, resulting in disciplinary action.

Transportation is provided for all students who live on roads that have been accepted into the county highway system, approved by the county commissioners and maintained by the county or state highway department. Transportation is defined as the services necessary in providing safe and adequate conveyance of students to the school that they attend. The principal and supervisor of transportation, with the approval of the Director of Schools, will determine those students eligible for transportation services. The supervisor of transportation will designate pickup points for students and may designate bus stops that consolidate several pickups in a neighborhood for the improvement of bus service.

Students load onto buses in the back of the school. Students riding late buses load from the cafeteria backdoor.

Any deviation from a student's normal departure must be accompanied by a note from his or her parent or guardian and submitted to the principal. In the case of bus riders, the note must be signed by the administration and given to the bus driver. **Students without a note will not be allowed on the bus.**

Riding a bus is a privilege, and misconduct on the bus can result in losing this privilege. The following lists the various disciplinary procedures regarding bus offenses:

1. Warning and parents/guardians will be notified
2. 3 day suspension from the bus and parents/guardians will be notified
3. 9 day suspension from the bus and 3 days in ISS
4. Discipline Hearing Authority

NOTE: The severity of the individual offense shall be considered and sanctions may be escalated according to the incident.

### **Thirteen Specific Discussion Topics for Parents of School Bus Passengers**

- The child needs to arrive at the stop at least five minutes before the bus arrives.
- While on the bus, the child needs to remain seated, facing forward at all time keep the walkway clear.
- The child should not shout while on the bus or distract the driver unnecessarily.
- The child needs to keep his/her head and arms inside the bus at all times.
- When boarding or leaving the bus, parents should tell their child to always walk in a single file line and use the handrail to avoid falls.
- The child should look before stepping into the street to make sure there are no cars passing the bus.
- The child should cross the street at least 10 feet in front of the bus.
- The child needs to wait until the bus comes to a complete stop before exiting.
- The child needs to exit from the front of the bus.
- The child should ask the bus driver for help if anything is dropped while entering or exiting the bus. Please discuss with your child the importance of notifying the bus driver should something fall under the bus.
- Parents should encourage their child to avoid horseplay while waiting on the bus.
- Parents should make sure that they remove loose drawstrings or ties on their child's book bag, clothing or belongings because they can snag on bus handrails.
- If you are interested in receiving information about transportation, please sign up on our school's website: <http://www.bentoncountyschools.org/>
- Chad Douglas, Supervisor of Transportation: 584-6111

## ATTENDANCE

The normal school day starts at 7:50 AM. Students must be in their classrooms for each class period no later than each designated arrival time.

<u>Class Period</u>	<u>Start Time</u>
Earliest arrival	7:00 am
Gym Dismissal	7:45 am
Homeroom	7:50 am – 8:40
LA and Math classes or B (Block) classes	Science, Social Studies, & Specials OR S classes
Block 1            8:44-10:01	S1                    8:44-9:34
Block 2            10:05-11:22	S2                    9:38-10:28
Block 3            11:26-1:11	S3                    10:32-11:22
Block 4            1:15-2:35	S4                    11:26-12:41
	S5                    12:45-1:35
	S6                    1:39-2:35
LUNCHES:	
	6 <sup>TH</sup> GRADE = 11:26
	7 <sup>TH</sup> GRADE = 11:51
	8 <sup>TH</sup> GRADE = 12:16
End of school	2:50 pm
Latest pickup	3:30 pm

### *LATE ARRIVAL*

Students are required to be punctual. Students who are tardy must sign in at the office before entering class.

**\*\*NOTE: The fourth tardy (per semester) and each successive tardy thereafter, will result in detention after school.**

### *EARLY PICKUP*

Instructional time is important; therefore, interruptions are kept to a minimum. Students who are picked up early interrupt the instructional time, not only for the student but also for the entire class. To keep these interruptions from becoming problematic, students who chronically leave school early (five (5) or more times) will be referred to the school administration for a conference and/or possible disciplinary action.

### **NEW ATTENDANCE POLICY:**

Attendance is a key factor in student achievement and therefore students are expected to present each day school is in session. Student attendance records shall be given the same level of confidentiality as other student records. Only authorized officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.<sup>1</sup>

### **Attendance Policy for Grades K-12**

See school board policy attached to the back of the Family Handbook  
Benton County School Board Policy Entitled Attendance 6.200

### **Truancy**

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are 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) if the student's absence.<sup>2</sup> The Director of Schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities.<sup>2</sup> In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.<sup>3</sup>

Upon notification that a student has been absent eight (8) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed.<sup>3</sup>

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs

shall be reported in the same manner.<sup>4</sup>

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures form making up missed instructional days. In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students.

### **Midterms and Finals**

All students are required to take mid-term and final exams except Seniors who may be required to take final exams required by the state testing standards.

No midterm or final may be given early per board policy.

### **Military Service of Parent/Guardian**

School principals shall provide students with a one-day excused absence prior to deployment of and one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>6</sup>

### **Make-Up Work**

Students will have one (1) day for each absent day to complete all work or to take tests, unless other arrangements are approved by the student's teacher(s).

### **Credit/Promotion Denial**

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.<sup>7</sup> However, if attendance is a factor, prior to credit/promotion denial the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

**CJHS: Students who fail 1 class for the Final Average will have to attend summer school.**

**Students who fail 2 or more classes will be retained.**

**The administration will counsel with your student after the Christmas Holidays if he/she fails Semester 1. The school will mail and/or call the parent(s) of said students.**

### **Driver's License Revocation<sup>8</sup>**

More than ten (10) consecutive or fifteen (15) days total unexcused absences by a student during a single semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

#### Legal References:

1. TCA 10-7-504; 20 USC 1232G
2. TCA 49-6-3007
3. TRR/MS 0520-01-02-.17
4. TCA 49-6-3021(c)
5. Attendance Accounting Procedure Manual  
Minimum Standards Guidelines,  
State Department of Education
6. TCA 49-6-3019
7. TCA 49-2-203(b)(7)
8. TCA 49-6-3017

#### Cross References:

- Extracurricular Activities 4.300
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs 4.803
- Student Records 6.600

### ***HOMEBOUND INSTRUCTION***

The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the regular instructional program.

To qualify for homebound instruction, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school days. A physician must certify the student as being health-impaired and unable to attend the regular instructional program. The services provided to the homebound student should reflect his or her capabilities and be determined by the homebound

instructor, after consultation with appropriate professional staff.

## LIBRARY (MEDIA CENTER)

The Camden Junior High School librarian is Mrs. Tracy Pierce. The library has a wide variety of books and materials available for students and staff. Materials include books, magazines, reference materials, videos, filmstrips, etc. Students may check out a book for a maximum of two (2) weeks. Overdue books are subject to a small fine of \$0.05 per day not to exceed \$1.00 per book. Any fines not paid in full at the end of the year must be paid in full before report cards are released. Please remember to return books and other materials on time.

## CO-CURRICULAR ACTIVITIES AND ATHLETICS

Camden Junior High School sponsors a varied activities program. Because certain activities, including athletics, meet outside of the school day and require a significant amount of time on the part of students, there are associated eligibility requirements. Please contact the appropriate sponsor or school administration for specifics.

Student Council .....	Lori Ward
Fellowship of Christian Athletes (FCA).....	Cami White
National Junior Beta Club .....	Gwyn Terry and Jennifer French
Band, Marching Band, and Color Guard .....	James Young
Football.....	Chad Wyatt
Girls Softball .....	Mary Beth Markham
Boys Basketball .....	Shane Morris
Girls Basketball .....	Heather Morris
Cheerleading.....	Andrea Needham
4-H.....	Heather Deckard
School Newspaper.....	Karen Terry
Yearbook .....	Cami White (The total cost for a yearbook is \$30.00, which is 56 pages and all color. A deposit of \$10.00 in the fall is required to secure a book.)

Certain financial requirements from parents are involved regarding our clubs and athletics:

Band instruments are not provided by the school but can be rented or purchased from the company of the band director's choice.

Football, boy's and girl's basketball uniforms are provided by the school. The shoes are to be provided by the parents for their student.

Softball and cheerleader's uniforms are provided by the parents.

Beta Club requires national and state dues. If the club decides to go to the state convention the student/parents will be responsible for paying for the registration.

## STUDENT EQUAL ACCESS (LIMITED PUBLIC FORUM):

### STUDENT MEETINGS:

Schools may allow students to form clubs or groups that meet before, during, and /or after the school day.

Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.<sup>1,2,3,5</sup>

No funds shall be expended by the school for any such meeting, beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student of a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings.
4. Employees of the district are to be present in a non-participatory capacity; however, no employee shall be required to attend in this capacity if the content of meeting is contrary to the beliefs of the employee; and

5. Non-school persons will not direct, control or regularly attend.

#### SCHOOL SPONSORED EVENTS<sup>4</sup>:

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

---

#### Legal References

1. 20 U.S.C.A 4071
2. *Westside Community Schools v. Mergens*, 496 U.S.
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

---

#### Cross References

- Recognition of Religious Belief 4.803  
Prayer and Period of Silence 4.805

#### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS

(Benton County Board of Education Policy Manual)

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches and parents are educated about the nature and treatment of sports-related concussions. The Board recognizes that concussions can be a serious health issue should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes and parents(s)/guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a non-athletic program or lesson.

#### REQUIRED TRAINING<sup>1</sup>

The director of schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the *Concussion in Sports-What You Need to Know* online course. This course may be accessed online at [www.nfhslearn.com](http://www.nfhslearn.com).

Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the director of schools, licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or volunteer.

In addition, prior to the annual initiations of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s)/guardian(s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the director of school of his/her designee for a period of three (3) years.

#### REMOVAL FROM ATHLETICS<sup>1</sup>

Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by the coach or other designated individual.

No student athlete who has been removed from an athletic activity or competition due to a concussion or suspected concussion shall be allowed to return to any supervised team activities involving physical exertion, including games, competitions or practices until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for full or graduated return. "Health care provider" means a Tennessee licensed medical doctor (M.D.), osteopathic physician (D.O.), or clinical neuropsychologist with concussion training.

The requirement for clearance prior to a student athlete returning to an athletic activity shall not apply if there is a legitimate explanation other than a concussion for the signs, symptoms and/or behaviors observed.

The director of school or his/her designee shall ensure that all protocols approved by the Tennessee Department of Health or required by law relative to the provisions of this policy are followed and implemented within each school.

---

#### Legal References

1. TCA 68-55-502

### **PARENT/ FAMILY ENGAGEMENT POLICY**

Camden Junior High School's family involvement plan has been developed and agreed upon with parents of participating children and community representatives. The plan is reviewed and updated annually. The Camden Junior High School Parent Advisory Committee approved this compact on May 15, 2018. The staff of Camden Junior High School approved this compact on May 16, 2018. The plan can be made available to anyone in any desired language upon request.

### **SHARED RESPONSIBILITY FOR STUDENT PERFORMANCE**

Students show positive school performance when parents, students, community members and teachers get involved.

The school staff will be provided with appropriate and creative ways to involve parents in the school wide program. This will be done and updated on an annual basis.

A Student/School/Family compact has been developed and will be reviewed and revised annually by the school's Parent Advisory Committee and CJHS teachers. It will be distributed to each student and parent or guardians and returned voluntarily signed by all parties at the beginning of the year. Both the Family Engagement Policy and School-Parent Contract will be made available to the local community to view on the Benton County Schools' website.

Families are encouraged to visit the school at any time. Families are invited to schedule appointments for meetings with teachers or administrators regarding any concerns they may have.

### **POLICY INVOLVEMENT**

1. Parents or guardians of participating children will be invited and encouraged to attend an annual meeting where the parent involvement plan, legal requirements, and parent's or guardian's rights to be involved will be explained.
2. Meetings will be scheduled at flexible times throughout the year, if requested (mornings or afternoons).
3. The committee to develop and review federal programs will include parents and community representatives.
4. Parents will be kept abreast of information through:
  - a. Newsletters, flyers, parent or guardian meetings, verbal announcements and emails from both teachers and the Family Involvement Coordinator,
  - b. Report cards and TNREADY results sent home,
  - c. 9 week and 4 and ½ week reports, weekly work samples and Accelerated Reader progress reports may be sent home,
  - d. Classroom and school policies sent home at beginning of year,
  - e. TNREADY explanations sent home,
  - f. Daily/weekly assessment achieved through teacher-made tests and observations,
  - g. Parent-Teacher Conference held annually in the fall on two nights to accommodate parents, in

order for parents to monitor their student's progress and to help improve the student's achievement,

- h. Individual teacher/school conferences available by appointment,
- i. Notes and phone calls to teachers or administrators addressed in a timely fashion, and
- j. Students failing at the 4 and 1/2 week intervals or who have experienced a ten (10) or more point drop in grades will have progress reports mailed to families.
- k. EduPoint will be available for academic and/or behavior issues and activities
- l. 6<sup>th</sup> and 8<sup>th</sup> grade orientation
- m. Use of various social media outlets exs: Facebook, BCOS ([bentoncountyschools.org](http://bentoncountyschools.org)), Remind App, Twitter and ParentVue

#### BUILDING CAPACITY FOR INVOLVEMENT – SUPPORT & SERVICES

- 1. Materials and training sessions provided, if needed, to explain the following:
  - a. The components of a school-wide program,
  - b. State assessment
  - c. Parent involvement requirements
  - d. State academic standards and state and local assessments
- 2. Information about Adult Basic Education,
- 3. PTO – meets approximately two (2) to four (4) times per school year,
- 4. Hard copy and/or web-based monthly calendars & menus,
- 5. Family Life Curriculum – a copy is available for public review and comment in the Camden Junior High School Library. Please contact the school to schedule an appointment.
- 6. Partners in Education support – Arnold's Fabricating and Machine Shop, Inc., First Bank, and WoodmenLife,
- 7. Vision and hearing screening and dental health– *Well Child* services,
- 8. Before-school and after school tutoring, on a voluntary teacher basis
- 9. 4-H Clubs,
- 10. Benton County Extension Office – “On Your Own”,
- 11. A Family Resource Center for material checkout is located in our school. Items relating to parenting skills, how to help with academics and miscellaneous reading materials are available.
- 12. Information provided to parent or guardian in their native language, upon request
- 13. Provisions will be made for limited English proficiency or disabled parents as the need arises,
- 14. Consideration given to requests for parental involvement activities submitted to the school by parents,
- 15. Parenting training and family workshop upon request or as funds are available,
- 16. Electronic newsletter available upon request at [www.bentoncountyschools.org](http://www.bentoncountyschools.org),
- 17. Health screenings – provided by Coordinated School Health and Well Child services,
- 18. Volunteers can be scheduled through PEP program

Camden Junior High School agrees to continue to implement the Parent Involvement TN Standards. The six standards are based on the PTA's National Standards for Family-School Partnerships which was adopted by the State Board of Education on July 30, 2010. Some of the planning tools used to implement the standards come from district strategic plans, district parental involvement plans, parent surveys, Title I school ESEA Comprehensive Parental Involvement Monitoring Evidence, National PTA Standards Assessment Guide, and District Title I Needs Assessment.

#### **Standard 1: Welcoming All Families**

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

- 1. Agenda Books, School Maps
- 2. One-on-one tour done by staff
- 3. PAC, PTO, for Family Volunteering
- 4. Translators available upon request
- 5. Parents welcomed to dine with their students
- 6. United Way donates school supplies for students
- 7. Family Workshops if funding is available
- 8. 6<sup>th</sup> and 8<sup>th</sup> grade orientation nights
- 9. Provides information concerning required paperwork and assists with new enrollment
- 10. Flexible meeting times are offered to families.

#### **Standard 2: Communicating Effectively**

Our families and school staff engage in regular, meaningful communication about student learning.

Practices include:

1. Written communication between home and school is encouraged through the daily use of our Agenda Books,
2. An agenda is followed at Parent-Teacher Conference to ensure that all parents receive pertinent information regarding their child's academic performance. Benchmark and STAR scores are discussed at this time along with grade level academic and behavioral expectations.
3. Teachers and administration respond to phone calls and notes in a timely manner. Meetings can be scheduled by contacting the school.
4. Parents and community members serve on our Advisory Committee where current educational issues as well as student learning and school-wide progress are discussed at length.
5. Family Night activities can be held to inform parents of what students are learning and to give them ideas on ways they can support that learning.
6. Progress monitoring reports, report cards, benchmark scores, STAR and TCAP reports are sent home when they become available. Interim reports are sent home with all students during each nine week period.
7. Teachers and students have Data Chats so that students are aware of their strengths and areas in need of improvement and are better able to take on more responsibility for their learning.
8. Annual IEP meetings and 504 Service Plan meetings are scheduled.
9. Notes are sent home prior to meetings and school events. In addition, these are also listed our monthly calendar to help keep parents informed.
10. Parents are encouraged to sign up for electronic newsletters to receive texts and/or emails about school events.
11. The 2016-2017 school year was marked as the beginning of ParentVue in which parents will be able to log in to see their student's grades, assignments, test dates, absences and behavior

**Standard 3: Supporting Student Success:**

Families and school staff continuously work together to support students' learning and healthy development, both at home and at school, and have regular opportunities to strengthen their knowledge and skill to do so effectively. Procedures include:

1. School successes are discussed at Parent Advisory Committees and PTO meetings in order to keep parents informed and to encourage them to share the news.
2. Before and after school tutoring services are available if monies are available.
3. Teachers share websites with families for students to utilize at home which allows parents to support their learning.
4. Family members are encouraged to volunteer and participate in our school so they are able to more involved in their child's education.
5. Our Family Resource Center provides books, taped, games, videos, etc. which may be checked out for parents to use at home.
6. Our Parent Advisory Committee assists in the development of our Strategic Plan, our school Compact, and Family Involvement Plan, annually
7. Report cards are sent home every nine weeks. Interim reports, progress monitoring reports, benchmark scores, along with STAR and state test score reports are also sent home.
8. Well Child provides physicals, dental, and vision care at our school for students who apply and qualify for the services.

**Standard 4: Speaking Up for Every Child:**

Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Implementations:

1. Family members are invited to be part of our Parent Advisory Committee in order to be more involved in the life of our school.
2. We hold an annual Title I meeting at the beginning of our school year to inform parents and other family members about our school-wide program and ask for their input. As a School-wide school our Title I funds are used to benefit all Camden Junior High School students
3. Parents are encouraged to share any suggestions or concerns they may have. Teachers and administrators address notes and phone calls in a timely manner. Meetings are scheduled at a time that is convenient for all involved.
4. Our Resource Center provides informative items for parents to check out.

**Standard 5: Sharing Power:**

Families and school staff are equal partner with equal representation decisions that affect students and families and together inform, influence, and create policies, practice and programs. Practices include:

1. Our Parent Advisory committee and PTO are opportunities in which family members can participate.

- Parent input is encouraged and welcomed in the decision-making process.
2. Our school's Strategic Plan, Family Engagement Plan and Compact are developed in cooperation with parents and community members.
  3. Parents are encourage to contact teachers and/or administration to voice any suggestions or concerns.
  4. Parent Advisory Committee meetings are held three times a year, meeting in the fall, winter and spring. Families are encouraged to offer suggestions or comments about the educational plans/goals of the school. These comments will be on file to be shared at the district level.

**Standard 6:** Collaborating with community:

Families and school staff work together with community member to connect students, families, and staff to expanded learning opportunities, community service and civic participation.

Implementations:

1. Arnold's Fabricating and First Bank are our Partners-in-Education.
2. The Camden Police Department in coordination with Benton County schools has contracted for 3 School Resource Officers.
3. Community members volunteer in our school.
4. Benton County Public Library has copies of our textbooks and also has a resource center for students. They also offer a wide variety of literacy training for the students/families
5. Well Child provides physicals, dental, and vision card for students who apply and qualify for the services.
6. The Carl Perkins Relative Caregiver Program offers assistance to relatives raising another family member's child/children.
7. Benton County Reading Association supports various programs and sponsors the Celebrate Literacy banquet for Writing and Accelerated Reader awards.
- 8 The University of Tennessee provides the 4-H program for our students.

## SCHOOL LUNCHES AND PRICES

The Child Nutrition Program is a federally funded program that is designated to feed each student a nutritious meal based upon USDA recommended guidelines and meal patterns. Studies have shown that eating a nutritious breakfast and lunch improves overall student performance and health. School meals offer your child a simple solution for a healthy breakfast that is free and lunch at a price you can afford.

**NEW:** The following prices will be in effect for the beginning of the 2016-2017 school year. All prices are subject to change:

Student lunch prices	\$2.00
Student reduced prices	\$0.40
Adult visitor lunch prices	\$4.25
Teachers (regardless of size)	\$3.00

\*Prices are subject to change

### *FREE OR REDUCED PRICED MEAL APPLICATIONS*

The Federal Government has provided a way to offer free or reduced meal prices to families with limited incomes. An application will be sent home with every child. Anyone who thinks his or her child may qualify for these benefits should fill out an application for EACH student and return it promptly to the school. If you were receiving Families First Assistance or Food Stamps during the month of June 2012, you do not need to fill out this application, as you automatically qualify for these benefits. If your financial circumstances change, you may apply for benefits at anytime during the school year.

**NEW: No student is allowed to have fast foods or restaurant food or drinks brought into the building. Sac lunches made at your home are permissible. Beverage containers are not allowed to be brought in by the students.**

### *CHARGE POLICY*

Student meals are expected to be paid at the beginning of each week or at the time of meal service. However, the Benton County Child Nutrition Program recognizes that circumstances may warrant the need to charge meals. Students will be allowed to charge up to three (3) days. After the second day of charges, an attempt will be made to notify the parents or guardians of the unpaid bill. Monies received will go toward retiring the debt that is owed. All charges are to be paid by the end of the first semester (winter break) and by the last full week of school.

### *REFUNDS*

Any amount left over in the student's account at the end of the school year will be transferred to the next school year. Students who have a refund due and will not be returning to a Benton County School the next year may request

a refund through the cafeteria manager, Mrs. Vicky Douglas. A refund of more than \$2.00 will be referred to the Benton County Board of Education office for payment by check within thirty (30) days of the last day of school.

*CHECKS*

Checks should be made out to Camden Junior High School. Any check received for more than the amount of purchase will be applied to the student's account. No checks will be cashed for adults or students.

The Benton County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicapping condition or age and complies with Title VI of the Civil Rights Act of 1964 that states

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of , or be subjected to discrimination under any program activity receiving Federal financial assistance.

ANYONE WHO BELIEVES THAT THE SCHOOL SYSTEM HAS DISCRIMINATION AGAINST THEM OR ANOTHER INDIVIDUAL MAY FILE A COMPLAINT. THE COMPLAINT CAN BE SENT TO:

Betty Jordan, Title VI, IX Coordinator  
Benton County Schools  
197 Briarwood Avenue  
Camden, TN 38320  
(731) 584-6111 (office)  
(731-) 584-8142 (fax)  
[betty.jordan@bcos.org](mailto:betty.jordan@bcos.org)

and/or

Director, Office of Civil Rights  
Tennessee Department of Education  
6<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243

and/or

The Office of Civil Rights

U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, GA 30301  
(404) 562-6350 (office)  
(404) 562-6455 (fax)  
[OCR\\_Atlanta@ed.gov](mailto:OCR_Atlanta@ed.gov)





