

Welcome to Indian Trail Intermediate School's student body. Indian Trail and the Johnson City Schools aspire to academic excellence. Comprehensive student activities and support programs are offered. We encourage you to take full advantage of the programs and facilities available. Printed in this student agenda is useful information about our school.

Our telephone number is
423-610-6000

ATTENDANCE POLICY

The Johnson City Board of Education values the educational experience provided for all students. It is essential that each student be **present each day** school is in session. Research indicates that there is a direct correlation between school attendance and success in school. Therefore, we believe it is important to expect and to assist students in being in school, and on time, in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. **Parents/guardians are to report student absences by calling (610-6000) prior to 9:00 a.m. and (610-6005) after 9:00 a.m.** A doctor's note is required for any student who has accumulated 5 unexcused absences and/or 5 sick notes written by the parent or a combination of both. If a student accumulates five unexcused absences during the school year, the State Department of Education requires that a letter be sent to the parent or guardian by the principal. **Five or more unexcused absences will be referred to juvenile court.** After 10 unexcused absences, we are required to make a report to the

Tennessee Department of Children's Services. When a student returns to school after any absence, a note from the parent/guardian or the student's physician is required. Each student is allowed 3 parent request days per school year. A note or e-mail must be sent to the principal for approval. When students are absent, parents may call the office and request assignments. (Please do so prior to 9:00 a.m. so teachers can compile homework assignments during their planning time.) Assignments may be picked up between 3:00 and 4:00 p.m.

Tardies and Early Dismissals

School attendance is a major factor in determining the academic success of students. Arriving on time and remaining the entire school day provides students with full academic instruction. Appointments should be scheduled outside of the school day, when possible, and vacations taken during the appointed breaks. **Absences, tardies, and early dismissals are only excused for a death in the family, and doctor or dental appointments.** A physician's note must be provided for all appointments during the school day. All other reasons are considered as unexcused.

Consequences for excessive tardies/early withdrawals are as follows:

- Three (3) unexcused tardies/early dismissals = loss of TEAM time.
- Each additional tardy/early dismissal equals loss of team time.
- Five (5) tardies/10 per 9 weeks = loss of celebrations (5 at midterm/ 10 at end of 9 weeks).

*tardies/early dismissals start over with 0 at each new 9 weeks. **Students arriving before 7:30 must either go to the gym, auditorium or to the cafeteria for breakfast.** Students must be in their classrooms with materials by 7:50 each morning and remain until 2:50 p.m.

Items to Leave at Home

All electronic devices, skateboards, hover boards, skates, laser lights, wallet chains, toys, bandanas, head coverings, or other items which may interfere with instruction are not allowed. There will be school consequences for possession of these items. In addition students are not to bring items to sell or trade (candy, slime, gum, sports cards, CD's game cartridges, etc.)

Cell Phone Use

It should also be noted that use of student cellular phones on school property is not permitted during school hours. The use of cellular phones is strictly prohibited in any restroom or locker room whether on school grounds or while attending any school related event or activity. (Board Policy 6.312) If a cell phone is physically seen or heard it will be confiscated. Disciplinary action will be taken for those students who continually violate this rule. If the cell phone is physically seen or heard, the consequences follow:
1st time-Confiscation and parent must pick it up. 2nd time-alternative placement and parent must pick it up. 3rd time-alternative placement and phone is held until the last day of school.

Using a cell phone during school hours to call, text, or take pictures

will result in an alternative placement for the student(s).

Dress Code

The appearance of our students reflects the quality of the school, their conduct, and work. We stress good grooming, neatness, good taste and clothing suitable for school. Our school is air conditioned, so attire for outdoor summer activities is not appropriate. Students should arrive at school attired in clothes they plan to wear the entire day. **Skirts and shorts must be longer than fingertip length. Short shorts/skirts are not made acceptable by the wearing of leggings. Leggings are allowed only if sweater or shirt is long enough to cover the backside. Short tops that show stomachs, halter tops, pajamas, T-shirts with less than 3" straps or tank tops are not allowed. No cleavage should be visible. Sagging pants must not expose underwear or interfere with walking. Only natural hair colors are accepted. Writing designs or logos on clothing must not be profane, suggestive or offensive to any group. Clothing and/or jewelry with reference to alcohol or drugs are prohibited. Hats, bandanas, head rags, or any other head coverings, may not be worn or displayed at any time. Body piercing is banned at Indian Trail. This includes nose rings, tongue rings, gage earrings or any other facial piercing. *Our instructional time must be spent on learning. Anything that distracts from the classroom learning environment will not be allowed. Students dressed inappropriately will be required to take immediate corrective actions. Refusal to comply or repeated violations could result in additional school consequences.***

Visitors

Parents are always welcome. You are encouraged to visit and work in partnership with our total school program. To assure student safety, all **visitors must report to the main office and check in using the computer system. Be prepared to show/scan your ID** before entering any of the instructional areas. Please use the Car-Mol Street entrance. As visitors leave the building, they should return to the office and sign out. Students from other schools are not permitted without administrative approval.

Parent Teacher Association

The National Congress of Parents and Teachers whose underlying purpose is to promote the welfare of children and youth, carries on its work through local groups including Indian Trail PTA. The organization works with the school administration, teachers, and parents to promote learning and to encourage a better communication between parents and teachers.

Use of Telephone

Parents and students must plan their day before coming to school. Classes will not be interrupted during instructional time. To use the telephone during the school day, students need a teacher's written permission. Teachers will not allow students to use the phone except for emergencies. Students who are involved in sports, clubs, or after school activities should have a prearranged ride home. This should not include using the school phone, except in the case of an emergency.

Cafeteria

1. Breakfast is available to students and staff from 7:10 until 7:35 a.m. each day.
2. When arriving at school before 7:30, students **MUST** go to the gym, auditorium or the cafeteria. Students who go the gym **MUST** go to their homerooms and will not be allowed to go to the cafeteria. Students may elect to either buy their lunch or bring their lunch. Each student is issued a library/lunch photo ID card from our computer system. Students must show their photo identification before going through the cafeteria lines. Students without the photo ID card will be the last to go through the cafeteria lines and will not be allowed to buy extras.
3. Students may deposit money in their cafeteria account at any time. Free and reduced lunch rates are available for those who qualify. **Meals may not be charged.**
4. Students are to behave appropriately while in the cafeteria and use proper table manners.
5. Students must use serving utensils to handle food. Picking up food with your hands is not allowed and could result in an injury.
6. **Carbonated beverages (soft drinks)** or drinks in glass containers are not permitted.
7. Prices for the year are – Breakfast \$1.75; Lunch \$2.65; Extra Milk \$.60; Extra Juice \$.50.
8. Students who choose not to eat lunch need a note from their parent/guardian giving them permission to not eat.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Finding a seat immediately and remaining seated.
2. Depositing all lunch litter in waste cans and the disposal system.
3. Returning all trays and utensils to the dishwashing area and place in the appropriate location.
4. Leaving the table and floor around your place in a clean condition for others.

Inappropriate behavior during breakfast or lunch will result in a student losing the privilege of sitting with classmates in the cafeteria (isolated lunch).

Passport to Gradebook

The PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignment descriptions and teacher comments. Everyone stays connected. Students can stay on top of assignments, parents are able to participate in their student's progress, and teachers can share information with parents and students. You will need to have access to the Internet and you will need to use the confidential ID and password provided by Indian Trail. You may access the PowerSchool Parent Portal through the school website at www.jcschools.org.

Info Snap

Please keep us informed

It is important that the school be able to contact parents when their child is ill, missed the bus, or in other emergency situations. To do this, parents/guardians must inform the office of changes in address or telephone number. In addition, any change in

emergency contact numbers should also be reported to the office. Please let us know by calling 610-6000 or writing a note. You can also update this information on Infosnap, with Infosnap, you are able to do the following:

- Review and update essential student information on file
- Provide crucial emergency contact information
- Indicate vital medical information
- Read and agree to important notifications
- Sign up for special school services
- View and print key school information
- Save and come back, as well as share family information between siblings
- Update information as it changes

Clinic

Students reporting to the clinic **must have the clinic sheet signed by their teacher**. Our school clinic operates on a daily basis and is staffed with a qualified RN. A parent or guardian **must** sign out any child that needs to go home from the clinic in the main office.

Many students require medication to maintain an optimal level of functioning at school. **IT IS ENCOURAGED THAT MEDICATION IS GIVEN AT HOME IF POSSIBLE.** However, in some situations medication must be given at school. The following are criteria for administration of medication in the school setting:

1. All medication must be turned in to the clinic as soon as a student arrives on campus. No student is to carry prescription or non-prescription medications.
2. The student's doctor must complete a medication administration form for any prescribed medication that needs to be given at school. Parents and guardians should complete the same form for over the counter medication. This form must be on file in the clinic. If there are any changes in medications, the form **must** be updated. Prescription medication must come in the original pharmacy labeled container. The container must display: student's name, prescription number, medication name and dosage, administration route or other directions, date, licensed prescriber's name, and pharmacy.
3. Non-prescription drugs **must** be brought to school in the original container and the student's name affixed to the container.

Activities

Various clubs are available for students: Homework Club, Coalition for Kids, Morning Mile, Girls on the Run, and Educare are offered at Indian Trail.

Indian Trail also offers intramural games that begin at 7:05 in the mornings. Participation in intramural games is dependent on students' academics and conduct. **Loss of privilege will be determined as situations arise.**

EDUCARE

If seeking quality supervision, homework help, and socialization for your child, please register with ITIS Educare. Trained child care professionals are on site M-F after school and during vacations until 6PM. Students participate in daily activities that include arts and crafts, fitness, free play, homework support, and technology. Additionally, students receive tutoring and academic intervention each day as needed. Healthy snacks are also provided. To register, please call 423-434-0457, 423-610-6000, or email donnellyb@jcschools.org.

Supervision of Students

Students may report to their home base at 7:30. Students may not stay after school unless they are participating in a school sponsored activity. **Drop off before 7:00 a.m. is not permitted for any reason due to no supervision being provided. Doors will not be unlocked prior to 7:00 a.m. due to safety concerns.**

Stairs and Elevator Usage

Students should go up and down the stairs in **single file order staying to their right side**. Students with physical handicaps sufficient to prevent safe use of the stairways are encouraged to use the elevator. **Permission to use the elevator must be given by a school staff member such as a teacher, school nurse, or an administrator.** One other student may provide assistance to a student whose handicaps prevent them from carrying books and other necessary articles on the elevator.

Enrolling and Withdrawing from School

The following is required for enrolling a student in any Johnson City School:

1. A withdrawal from the previous school
2. A record of immunizations. Out-of-state students must have a Tennessee Certificate of Immunization which can be obtained from the Washington County Health Department before entering school. In-state students have thirty (30) days to provide the school with proof of immunization.
3. A grade card for the present school year and/or a transcript of all work from the previous school that includes recent achievement test scores.
4. Proof of residence inside city limits.

Any student who is planning to withdraw from school for any reason should report to the office for correct withdrawal procedures prior to the day of withdrawal. Students are expected to meet all obligations (return of books, uniforms, materials, and payment of fees and/or fines) before withdrawing.

If an in-district student moves out of the district, he/she will be immediately withdrawn from our rolls and student must re-apply for admittance.

Grading System

A student's evaluation (grade) is the teacher's estimate of the student's progress made as an individual and cannot appropriately be compared with the evaluation of another student. Inquiries about the educational program of the school are welcome.

A student will receive an academic grade in each subject area each nine weeks. Students cheating on homework or tests will be given a failing grade for that day's assignment and the teacher will notify the parents.

Explanation of marks

A – Superior	93-100
B – Above Average	85-92
C – Average	75-84
D – Below Average	70-74
F – Failure	50-69
I – Incomplete	
E-Excellent	
S-Satisfactory	
N-Needs Improvement	
U-Unsatisfactory	

Comment 1- Effort

Comment 2- Conduct

1st Honor Roll:

- All A's
- E or S on effort and conduct

2nd Honor Roll:

- No grade lower than B on any subject
- E or S on effort and conduct

Student scores on the TCAP in grades three through eight (3-8) could comprise fifteen percent (15%) of the student's final grade for the fourth quarter in the subject areas of mathematics, reading /language arts, science and social studies. This determination will be made by the school board. **(As cited in TN Senate Bill No. 3427 and JCS Board Policy 4.700)**

Withholding Grade Cards

Grade cards may be withheld at the end of each grading period for students who fail to pay library fines or pay for lost and damaged

textbooks and other school property.

Grading Dates:

	Midterm Report	Report card
1 st 9 wks	Sept. 5	Oct. 17
2 nd 9 wks	Nov. 14	Jan. 9
3 rd 9wks	Feb. 6	Mar. 20
4 th 9wks	Apr. 17	May 24

Student Placement

It is Indian Trail Intermediate School’s primary concern to challenge each student so that he/she will continue to experience academic growth. Students at each grade level vary in their background of skills and academic potential. A student’s grouping is based on achievement, tests of academic performance, and teacher recommendations. Student placement is at the discretion of the school administration.

Grievance Procedure

It is the policy of the Johnson City School System not to discriminate on the basis of sex, race, national origin, creed, age, or disability in its educational programs, activities or employment policies as required by federal law. Any student of Indian Trail Intermediate School who believes that he or she has been discriminated against, sexually harassed, denied a benefit, or excluded from participation in any educational programs or activities may file a written complaint with a school counselor. The counselors will consult with the administration if they feel further action on the grievance is necessary.

Guidance

Guidance services are provided to help each student with educational, social, vocational, and personal development. The counselors are in their offices daily. Conferences with students receive the counselor’s first consideration and are scheduled whenever needed.

Anti-Bullying Program

Indian Trail Intermediate School has developed an anti-bullying prevention program for our school. Bullying is defined as someone repeatedly and on purpose saying or doing mean or hurtful things to another person who has a hard time defending himself or herself.

Three key Components of Bullying Behavior:

1. Involves aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

The counselors may assist the students:

- In recommending materials to improve study habits;
- In planning the school program;
- In making realistic curriculum selections and suitable plans for the future;
- In offering aid in adjustment situations;
- In offering peer mediation for conflict resolution;
- In helping students and families in contacting appropriate outside agencies.

Students wishing to visit the counselors should first receive written permission from their teacher before contacting the counselor.

Hall Passes

Students are required to have a hall pass when they are out of class unless accompanied by a teacher.

Homework

Students will be assigned homework from individual teachers. It will be the student’s responsibility to check on missed assignments as soon as he/she returns to school. Missed assignments that are not made up or work failed to be turned in will affect the student’s final grade.

Failure to complete homework/classwork will result in Homework Hangout. Students will have ONE Homework Hangout to complete missing work. The work completed in that time will be graded.

Leaving School

Students are not permitted to leave school grounds at any time during the school day without permission from the principal, assistant principal or other persons left in charge during their absence. Arrangements must be made by the parent prior to the student’s departure. Students should bring a note to the office by 7:50 a.m. to receive an early dismissal slip. When parents come to pick up their student, they must come in to the office and sign out their son or daughter. Please allow 5-10 minutes for students to get from their classroom to the office. Students will not be excused to attend activities at another school unless permission is received in advance from the principal.

Library/Media Center

The Indian Trail Intermediate School Library Media Center has books, magazines, and calculators available for checkout to help with class assignments and for recreational reading. The LMC opens at 7:30 and remains open for the entire school day. A daily schedule is posted at the entrance to the LMC. Students may come to the LMC for activities involving an entire class, for small group work, or for individual needs.

Each new student entering ITIS is issued a free photo ID library/lunch card. This card must be used whenever a student checks out any materials from the LMC. If a library/lunch card is lost or becomes too damaged to scan, the student will need to purchase a replacement card, which will **cost \$2.00**. Pictures for library/lunch ID cards are made on Wednesday mornings. Students are not to mark on, deface, or damage the front of their library/lunch cards. All books checked out by the students are due on Fridays. Overdue notices will be sent to students on Mondays. Students are responsible for all materials checked out on his/her card, as well as for payment of fines on overdue materials and payment for lost items checked out on his/her card. Fines are ten (10) cents a school day for each overdue item. A student's report card may be withheld when there is a fine or an overdue book. The replacement cost for a lost book is the price of the book plus \$1.00 for processing/ordering a new copy.

Lockers

At the beginning of the school year students will be assigned a locker. This is a safe place to keep their supplies and personal items. Personal locks may not be used on lockers. It is the student's responsibility to keep their locker in good order and locked. **Locker decorations must not interfere with the normal function of the locker.** Periodic checks to see that the lockers are being kept neat and in good condition will be made by the home base teachers. Leaving book bags in classroom aisles is not permitted (Fire Code Requirement). Therefore, due to space limitations, **book bags must be kept in lockers throughout the school day.**

Lockers should be closed and locked after each use. Do not leave your locker ajar by placing paper, pencils, etc. in the door or lock. This allows others access to your property. Lockers are school property and are subject to search by school staff. School authorities may also search personal belongings such as book bags, backpacks, coats, etc. when necessary.

Please be sure to lock your locker after using it. Check each time to make sure it is locked. Do not share your locker or lock combination with anyone.

Backpacks

Students need to make sure backpacks are small enough to fit into their lockers. We have found that backpacks on wheels do not fit in lockers easily and may trip other students causing a safety concern. Therefore they ARE NOT allowed at Indian Trail without a doctor's consent. **Students are advised to go to their lockers before leaving and**

to take home only books and materials needed for homework that night.

Parent note concerning backpacks:

If you notice your child's pack is heavy, the following are some questions to ask to help them lessen the load:

1. Is he/she leaving unnecessary books at school?
2. Is he/she using the books noted in the tracker? (Check their assignments)
3. Is there a reason he/she is not returning to his/her locker to deposit the heavy books before the end of the day?
4. Is he/she using all the materials nightly?
5. Check with the team teachers if you are concerned about continued weight of the pack.

Lost and Found

If you lose something at school, please report it to your teacher and check in the cafeteria to see if it has been found. Students who find lost articles are asked to take them to the lost and found area in the cafeteria where their owner can claim them. **Articles turned in and not claimed will be donated to charity at the end of each nine weeks period.**

Parent Conferences

Indian Trail Intermediate School encourages parents and teachers to meet and discuss a child's progress. We encourage parents of a student with a problem to call the school office to schedule a conference with the teaching team. The guidance counselors and principals are also available to help resolve difficulties.

La persona de contacto para las familias que no hablan inglés es Fernando De Sousa. Él puede ser contactado al (423) 434-6182.

Physical Education

“Dressing out” for PE will not be required. However, it is required that students wear solid athletic shoes for physical education classes. Our PE program is a comprehensive “wellness” program and offers many innovative and exciting personal and team skills. **If a student is unable to participate, a physician’s excuse is required and must state the student’s physical limitations in sufficient detail for development of an adaptive physical education program.**

Technology Acceptable Use Policy

Indian Trail Intermediate School is proud to provide students access to many different forms of technology. In order to provide a safe and effective learning environment, it is necessary to define the acceptable uses of this technology for students and parents. Before any student is allowed use of the school system’s internet or intranet access, a written parental consent shall be signed by parents and student. Any student who accesses the district’s computer system for any purpose agrees to be bound by the terms of that agreement, **even if no signed written agreement is on file.** The permission/agreement form will be sent home at the beginning of the school year.

To avoid software viruses, students may not take computer programs, CD’s or flash/thumb drives back and forth between

school and outside of school computers.

Textbooks

Textbooks are furnished by the school and are issued at the beginning of the school year. Teachers conduct book checks each nine weeks to assure that students have their materials. At the end of the school year, books should reflect normal use.

School Closing and Early Dismissal

In the event of bad weather or mechanical breakdown, school may be delayed, closed or dismissed early. Delayed openings, school closings, or early dismissals will be announced over the local television and radio stations, school messenger and/or text alerts from local TV stations. If no report is heard, school will be in session. We may have a delayed opening, which means school would begin two hours later (9:50 a.m.). If school is delayed by two hours due to inclement weather, the buses are also delayed by the same amount of time. **Every family should have a plan that will go into effect if school is dismissed early.** It is impossible for every student to use the phones to make arrangements when this situation arises.

Johnson City Transit Bus Policy **Phone Number – 929-7119**

1. In the morning, students will board their assigned bus only at the proper loading stop and get off only at Indian Trail Intermediate School. In the afternoon, students will board their assigned bus only at

- Indian Trail Intermediate School and get off only at their appropriate stops.
2. Appropriate conduct will be expected in the bus loading areas.
 3. Only small items may be taken on buses. Students need to make arrangements with parents to transport medium or large items to and from school.
 4. Students will not be permitted to carry food or drink items home from school on the bus.
 5. Students will be directed to call from the main office or their classroom if they miss the bus at the end of the school day.
 6. **Students must bring a note that has been signed by their parents if they ride any bus other than their normal bus.**
 7. All school conduct rules apply to students riding the bus.
 8. Bus privileges may be suspended for violations of the rules.

Drop Off Areas for Cars

Students should be dropped off in the morning **ONLY in the back of building unless directed otherwise by school staff.** *For student safety, do not drop students off in the staff parking area.* This allows staff to park. It avoids students walking between parked cars and in moving traffic. **Do not drop students off in the bus loading/unloading area.** This area must be kept clear for bus and student safety.

Pick Up Areas for Cars

Students should be picked up in the afternoons **ONLY in the back of the building** during dismissal. **Pick up in any other**

area is prohibited. ITIS administration reserves the right to send any students not picked up in a timely manner to Educare. Parents are responsible for any charges accrued when their student(s) are placed in Educare.

DISCIPLINE

Rules are necessary when a group as large as ours works together for a school year. You will have no trouble living by these rules if you are courteous to both students and teachers and respect the rights of others. At Indian Trail Intermediate School an important part of education is learning to get along with others.

All Indian Trail Intermediate School rules apply:

- **At all school-sponsored activities regardless of location;**
- **Going to and from school, including the bus stop areas.**

Indian Trail Intermediate School has adopted a positive approach to discipline. The staff, administration, and school board have developed and approved a “Student Code of Conduct” which emphasizes student responsibility for behavior and consistent consequences of rule violations. This positive approach attempts to help people eliminate self-defeating behavior and involves the student and teacher in making a plan for improvement of behavior.

If a student violates classroom or school rules, that student may be isolated from other classmates until an acceptable plan is worked out and approved.

Depriving a disruptive student of peer contact and providing a quiet place for study and reflection on the inappropriate behavior benefits not only the student

involved but also the class by removing the disruptive student. Teachers are available for scheduled conferences before and after school and during their planning period to provide help with both academic and behavior problems.

An isolation area is also used as alternative placement.

Alternative placement may be more beneficial than out-of-school suspension because the student can keep up with his/her studies, receive proper supervision, and be present at school.

One or more violations will result in disciplinary action.

Consideration will be made for the situation and degree of infraction. Disciplinary options may include a talk with the student, a letter or telephone call to parents, parent conferences, referral to the guidance counselor or outside agency, isolation, suspension, after school detention, behavior contracts, restitution, school service work, or other appropriate consequences. A cumulative disciplinary record will be kept on file.

Examples of violations are (but are not limited to):

- Giving or receiving help on any tests: 3 days (ISS) if you take the test for someone else, 2 days (ISS), if you allow someone to take the test for you, 1 day (ISS) if you give or receive help on the test.
- Display of affection (such as embracing, kissing, hand holding, etc.)
- Chewing of gum
- Throwing snowballs
- Violation of dress policy
- Gambling
- Use of vulgar or profane language
- Forgery

- Visible body markings
- Immoral or disreputable conduct
- Possession and/or use of fireworks
- Truancy
- Persistent violation of school rules
- Stealing or possession of stolen property
- Not attending assigned classes
- Refusing to give identity when ask by faculty
- Disrespect or disobedience to faculty, staff, or school authorities
- Destruction of school property or property of others
- Inciting, advising or counseling others to violate school rules
- Abuse of other students (fighting, hazing, threatening, extortion, etc.) including while going to and from school as well as at school
- Out of area violations before, during or at the end of the day
- Inappropriate internet usage
- Displaying or using gang symbols
- AWOL (Absent without Leave)
- Use or possession of intoxicants or illegal drugs on school property or in any vehicle used to transport students to school events, or attendance at school events while under the influence of intoxicants. Violators will be reported to police according to state law.
- Leaving school without permission.
- Violence or threatened violence against school personnel and/or assaulting school personnel with vulgar or obscene language.
- Refusing to accept the consequences for one’s action

or refusing to follow instructions of the school staff.

- Possession and/or use of chains or weapons.
- Sexual harassment or bullying
- Any gang related actions including dress or signs.

ALCOHOL, DRUG, TOBACCO, WEAPONS, AND BATTERY POLICY

Alcohol and Drug

Any student using, possessing, or furnishing to another student, alcohol, drugs, or drug paraphernalia at any school-related activity whether on or off campus will be suspended from regular school for a period of one year. The Superintendent may modify the suspension on a case-by-case basis. During this time, the principal may permit a student to enter the system's alternative school under specified terms and conditions. Any student found in violation of the above-described alcohol and drug policy for a second time shall be suspended from school attendance and is not eligible for enrollment in the alternative school. If a student receives any remuneration whatsoever, whether monetary or otherwise, for furnishing alcohol, drugs, drug paraphernalia, or substances represented to be unlawful to another student at any school-related activity whether on or off campus, the said student will be suspended from school attendance and will not be eligible for enrollment in the alternative school.

For the purpose of this policy, the following definitions shall apply: "Alcohol" means and includes alcohol, spirits, liquor, wine, and every liquid containing alcohol, spirits, and wine and capable of

being consumed by a human being. It specifically includes patented medicine, unless written permission by the principal is received prior to bringing the medicine to any school-related activity. It further includes being irrespective of alcoholic content. "Drugs" mean and include all substances defined as drugs or regulated or controlled by the Tennessee Drug Control Act of 1989 (Tenn. Code Ann. Chapter 53, parts 3 and 4, and Chapter 39, part 17) including any amendments effective at the time of the incident. Without limiting the above definition, "drugs" shall specifically include the possession of any glue, paint, gasoline, aerosol, chlorofluorocarbon gas, or other substance containing or having the property of releasing fumes which can cause a condition of intoxication, inebriation, elation, dizziness, excitement, stupefaction, paralysis, or the dulling of the brain or nervous system or disturbing or distorting of the audio or visual processes. "Drug paraphernalia" means all equipment products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, a drug as defined in this policy.

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, or attempt to use any dangerous weapons, when at any school-related activity on or

off campus. Students are further forbidden to use any other instrument or substance in a manner, which renders the item dangerous, or with the intent to do harm to another person or property.

Violators of this policy will be suspended from regular school attendance for one year. The Superintendent may modify this suspension on a case-by-case basis. **Threats (verbal or written) are considered under this policy and are subject to the same disciplinary actions.**

Battery on Staff

A student threatening or committing battery upon any teacher, principal, administrator, or any other employee of the school system shall be suspended for a period of not less than one (1) calendar year. The Superintendent may modify this suspension on a case-by-case basis.

Tobacco

Students of any age are forbidden to use or possess tobacco or any tobacco-like substitute, in any form, while at school or while participating in any school-sponsored activity, at school or away. This includes electronic cigarettes. Offenders may receive in school or out of school suspensions and will be charged for violation of Tennessee Law. Repeated offenses and consequences will be at the discretion of the principal.

School Wide Discipline Plan

Indian Trail Intermediate School follows a school-wide behavior plan. Please see the following samples on pp. 10-11 of this student agenda.

Indian Trail Intermediate School-Wide Expectations

Expectation	Hallway	Cafeteria	Restroom	Classroom
Be Ready	<ul style="list-style-type: none"> Have appropriate material during transitions Be on time 	<ul style="list-style-type: none"> Have money and id ready Keep account current Make choices quickly Follow dismissal procedures 	<ul style="list-style-type: none"> Get permission and return to class promptly Make use of planned restroom breaks 	<ul style="list-style-type: none"> Follow the dress code at all times Attend school daily and be on time Be prepared with materials
Be Respectful	<ul style="list-style-type: none"> Use appropriate voice level Maintain your personal space 	<ul style="list-style-type: none"> Wait patiently in line Be courteous and kind to all staff members 	<ul style="list-style-type: none"> Put paper towels in the trash can Keep water in sink Clean up after self Flush toilet Respect other's privacy 	<ul style="list-style-type: none"> Clean up after yourself Use appropriate voice level at all times Use appropriate language Respect other's personal belongings
Be Responsible	<ul style="list-style-type: none"> Stay on the right side of the hall Go directly to your destination Be in the hall only with permission 	<ul style="list-style-type: none"> Find seat quickly and remain seated while eating Clean up after yourself 	<ul style="list-style-type: none"> Use facility quickly and quietly Report problems or inappropriate situations to staff 	<ul style="list-style-type: none"> Follow directions the first time asked Complete all assignments Use school property as intended Notify adults of unsafe conditions

ITIS Noise Levels

Levels	Level 0	Level 1	Level 2	Level 3
Categories	No talking	Whisper	Inside voice	Outside voice
Expectations	All transition times throughout the building	Waiting for classes to switch	Lockers	Playground

Behavior Alert Scale and Consequences:

Number of alerts	Conduct grade	Consequence:
0-3	Excellent Behavior	At 3 alerts, team student conference and parent notification in tracker (Phone Call if not Signed in the Tracker)`
4-6	Satisfactory	At 6 alerts, meet with teachers and administrator and parent phone call
7-9	Needs Improvement	At 9 alerts, parent conference (Loss of Team Awards and Fieldtrips)
10 +	Unsatisfactory	At 10 alerts, administrative referral to determine next step and appropriate consequence

Key for School-Wide Clipboard Form and Time Tracker

Number	Description
Academic:	Any 5 Academic Marks = Alert
1	Unprepared
2	Effort
3	Unsigned Forms
H	No Homework (Homework Hangout)
T	Tracker Not Signed
Behavior:	Any 1 Behavior Mark = Alert
4	Refusal to listen or follow directions
5	Excessive Talking
6	Disrespectful
7	Related Arts Class

*1 mark = 5 Minutes off Team Time/Missing Homework = Homework Hangout/Behavior Alert = Loss of Entire Team Time

***Refer to page five (5) for missing /incomplete work policy**

