



JOHN TROTWOOD MOORE MIDDLE SCHOOL STUDENT HANDBOOK

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WELCOME

We welcome you to J.T. Moore Middle School and are delighted that you will be part of the Moore family this year. The faculty and staff are committed to the education of every student and hope this will be the best year of your educational career. The focus at Moore Middle is the success and achievement of every student. The pages of this handbook will provide you and your family an understanding of the philosophy, goals, and expectations of Moore Middle. It is important that all students and their families take the time to become familiar with our policies. If at any time you have questions or concerns regarding our policies please contact the office at 298-8095.

MISSION STATEMENT

As an International Baccalaureate World School, JTM aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. Together, the faculty, staff, students and community will develop learners who exceed expectations.

ARRIVAL AND DEPARTURE

For families needing before and after care: Before and after care are available at Moore Middle beginning at 6:45A.M. (6:45-8:40) and 3:55 P.M. (3:55P.M.-5:45 P.M.). Please contact Beth Miller at 292-1848 for information regarding before and after care.

For all other students: The building will be staffed and open promptly at 8:40 A.M. and close promptly at 4:10 P.M. The school expects parents NOT to deliver students before 8:40A.M. and to pick them up NO LATER than 4:10 P.M. The school cannot be responsible for the supervision of students when staff is off duty. Working hours for supervisory staff, including secretaries, assistants, and faculty are 8:40-4:10.

Classes begin promptly at 8:55. We expect all students to be seated and ready to begin AT OR BEFORE 8:55. Our focus at Moore is high student achievement, and we must support classroom policies and procedures that protect instructional time. Students are expected to have books, paper, and pencils with them at the beginning of every class and should not take up instructional time asking to borrow required supplies. Classes end at 3:55. Arrangements for pick up after all school activities MUST be made prior to the event.

ATTENDANCE

Consistent daily attendance is not only very important for good scholarship, but also enforced by law. A student cannot receive full benefit from his/her classes if attendance is irregular. Students must bring a note to the 1st period teacher to excuse any absence.

The Metropolitan Nashville Public Schools accepts the following excuses for a student's absence:

1. Child's personal illness. A physician's statement may be required.
2. Illness in the family requiring temporary help from the student. A physician's statement may be required.
3. Death in the family. Not more than three days shall be extended.
4. Special and recognized religious holidays regularly observed by persons of his/her faith. A written statement shall be required on the day of return from the parent/guardian explaining the reason for each absence.
5. Excessive number of absences or truancy are referred to the attendance office.

DRESS CODE

Students at J.T. Moore are expected to follow the district-wide middle school dress code policy that is listed below.

Acceptable Attire in all Metro Schools

- A) Pants, shorts, capri pants, skirts, skorts or jumpers in the colors of navy blue, black or any shade of khaki.
- B) Shirts with short or long sleeves and a collar (polo, dress-style with buttons, or turtleneck), in any solid color.
- C) All shirts should be properly buttoned and tucked inside pants, shorts, skorts or skirts.
- D) School issued spirit wear, i.e. team or club t's, hoodies or sweats (collared shirt still has to be worn underneath)
- E) The school may allow a relaxing of SSA as incentives or for special events. This will be communicated to students on school news. The school will make every effort to notify parents via listserv.

Implementation Details

Students' dress and grooming will be clean and neat. Clothes and appearance must be safe and not disruptive to the educational process.

Page 1 of 6 Personal Appearance and Dress Code 1737

General Requirements

1. The Standard School Attire policy will be in effect during both the school year and summer program.
2. Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student's actual clothing size. Pants, shorts, capri pants, skorts or skirts must fit at the waist and must not sag.
3. The district will not require specific brands of clothing. No writing is allowed on clothing except logos or manufacturer trademarks which may be no larger than two inches. School logos are permitted.
4. All clothing must be hemmed. No drawstrings, cut-offs or rolled-up cuffs are allowed on pants, capri pants, shorts or skirts.

Pants, shorts, capri pants, skirts, skorts, jumpers or dresses

1. Full-length pants, cropped pants, and straight-legged capri pants are permitted. Pants, capri pants, and shorts must be dress style or casual-dress style (e.g., Dockers®). Pants must be straight-leg or boot-cut.
2. Pants, shorts, skirts and skorts with elastic waistbands must be worn at the waist and do not require a belt. All other pants, shorts, skirts and skorts must be worn at the waist, and those with belt loops must be worn with a belt.
3. Shorts, jumpers, dresses, skirts or skorts must extend below the fingertip.

Shirts and tops

1. Dresses with short or long sleeves and a collar (polo, dress-style or turtleneck) in any solid colors are acceptable.
2. All blouses and shirts should be properly buttoned and tucked inside pants or skirts. Chests and midriffs must be covered.
3. T-shirts with or without sleeves may be worn as undergarments. They must be any solid color and may not display any writing, pictures or images.

Additional Clothing

A single blazer, suit jacket, vest, sweater, or cardigan is permitted as a garment that may be worn over the Standard Attire top. These garments must be sized according to the General Requirements section of this policy. The garments must also be in one of the district- or school-approved solid colors and must be worn over a shirt with a collar.

Footwear

Footwear must be worn at all times. Laces on shoes or sneakers must be tied. No house shoes are allowed.

Standard School Attire Prohibitions

1. Denim jeans of any color, are not permissible. This restriction does not apply to after-school activities such as athletic events.
2. Outerwear such as raincoats, windbreakers and cold-weather jackets and coats may not be worn in the school.
3. Torn clothing is prohibited. In addition, no see-through clothing is to be worn.
4. Logos or manufacturers' trademarks with writing or images of substances that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are otherwise offensive, lewd, indecent, vulgar, obscene, profane, gang-related or constitute racial or ethnic slurs may not be worn.
5. Tattoos that display drugs, alcohol or tobacco products, or gang- or sex-related words or images must not be seen at anytime.
6. Chains, spiked accessories and belt buckles with concealed weapons are not permissible. Belts may not hang down as a "tail" from the belt loop.
7. Head coverings such as bandanas, scarves, sweatbands, caps, do-rags, or hairnets are not to be worn or seen during school time or school functions.

EARLY DISMISSAL

The adult picking up the student reports to the office to sign out the student. The office sends for the student for dismissal. **The adult must be listed on the information card in the office in order to pick up the child.** The person picking up the student must officially sign out the student in the office. Please bring a note to the office before school starts and the office staff will sign the student's agenda to dismiss the student at the appropriate time.

GRADES AND REPORT CARDS

The report card issued to students each nine weeks is the school's method of reporting academic progress, attendance, and conduct to the home. Parents are encouraged to call the school if these fail to reach home. We also send home a mid-nine week's progress report to provide parents with information concerning areas of need. At the middle school level, we strive to teach student responsibility and encourage good communication between students and parents. We expect our students to communicate with their families concerning progress on a daily and weekly basis. Parents are encouraged to utilize the school's website and **Grade Speed** information to monitor progress.

The grading scale is as follows: 93-100, Excellent (A); 85-92, Above Average (B); 75-84, Average (C); 70-74, Poor (D); 69-0, Failure (F).

GUIDANCE SERVICES

The guidance program provides services based on the student's social, personal, and educational needs. The guidance counselor wears many hats and seeks to support students by addressing academic and emotional needs. Students, parents, and teachers may contact the guidance counselor to discuss individual needs. Students and /or parents may make an appointment with the counselor (298-8095).

INSURANCE

Accident insurance may be purchased early in the year for the school day or twenty-four hour coverage. All athletes and cheerleaders are required to purchase this insurance or present proof from their parents that they are already covered by personal insurance. Proof of insurance must be filed in the main office by the respective coach or sponsor for all student participants.

BEHAVIOR EXPECTATIONS

All school rules apply on school grounds, en route to and from school, off school grounds at any school related function.

Subsequent and Repeated Infractions

Repeated violations of any school rule will be treated as disruptive behavior and/or defiance of school authority. These violations may result in out-of-school suspensions as prescribed in the Student Code of Conduct, Disciplinary Due Process.

Academic Consequences

In-school suspension for violation of rules will not affect a student's academic standing.

Hall Passes

Students will use passes located in their agenda while in the halls during class time.

Classroom Expectations

Teachers are to post expectations and consequences in a visible manner.

Both are to be explained to the students.

Students and parents will sign a copy of classroom expectations.

PERSONAL TECHNOLOGY DEVICES

Cell phones are to be turned off during the school day and kept out of sight. Ipods, game devices, etc...are not to be used during the school day. Items confiscated from a student will be securely stored for parent pick-up. They will not be returned to the student.

Consequences for Violation

Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside these parameters will result in confiscation of the technology. While the classroom teacher may confiscate personal technology devices used in violation of this policy, those devices which are confiscated are sent to school administration to be locked up in a secure location. Therefore, personal technology devices may only be retrieved by a parent or legal guardian from office administration from 8:40 A.M. - 3:55 P.M.

RULES FOR ALL CAR RIDERS

Parents please observe the following procedures for car riders:

- Car riders arrive and depart ONLY on the Lone Oak side of Moore.
- Cars may NOT park, drop off, or pick up in the circle on Granny White due to bus rider arrival and dismissal.
- Please remember that our most important consideration is child safety. We apologize for any inconvenience our procedures may cause you, but child safety overrides all other considerations.

ARRIVAL: Enter the driveway from Lone Oak at entrance closer to Granny White. As you proceed along the drive, merge into the right lane and proceed to the end of the concrete area as far as possible. Please pull forward as far as possible along the concrete surface so that other cars may exit Lone Oak and Granny White as quickly as possible. No child should be let off in the teachers' parking lot. We MUST eliminate walking across moving traffic. The cones are placed in the driveway to remind you to merge into the right lane. **There is only one (1) lane for arriving car riders along the concrete surface.**

DISMISSAL: Enter driveway from Lone Oak. Proceed along the drive in **2 lanes** all the way up to the end of the concrete surface. Your child/children will be in the concrete surface watching for your car. Once you have them secured in your car, you may proceed out of the exit drive with the assistance of the teacher/security officer on the premises. Please be careful and watch for **ALL** children. **There are two (2) lanes for dismissal along the concrete surface.**

RULES FOR ALL BUS RIDERS

Bus riders will be released for entry into the building at 8:40. Students will be dismissed for bus pick up as directed by faculty. If a student desires to ride the bus home on a different bus, two notes are required – one from the parent, one from the parent of the student who is hosting. Both notes need to be signed with phone numbers provided for verification. Office staff must sign the notes. Student will take the note to the driver upon boarding. If an ongoing change of bus is desired for transport to after school location (YMCA for example), a form is available in the office.

SCHOOL BREAKFAST AND LUNCH PRICES FOR 2010-2011

Breakfast (K-12)	\$ 1.25
Lunch (K-4)	\$ 2.00
Lunch (5-12)	\$2.25
Adults (Staff)	\$3.00
Adults (Visitors)	\$3.00
Adults (Holiday Meals)	\$4.00

LOCKERS

Lockers are assigned at the beginning of each year. **Lockers are not shared.** Lockers should be kept locked at all times. The school is not responsible for items lost or stolen. Book- bags, backpacks, large coats, and purses **MUST** be kept in lockers. Random locker checks may be held throughout the year by the administration.