

TWO RIVERS MIDDLE SCHOOL

2991 McGavock Pike
Nashville, Tennessee 37214
Telephone: 885-8931
Fax: 885-8954

Dear Parents and Students,

Welcome to Two Rivers Middle School! The faculty, administration and staff are pleased to have you here. Our goal is to provide a well-rounded education for every student, as it is our responsibility to prepare the student academically, physically, socially, and emotionally for the years to come. We hope that your years with us will be educationally profitable for you.

In order to achieve their fullest potential, each one of us- the teachers, the child, and most importantly the parents- must all work together. Part of this involvement is the use of this student planner. The planner contains our Handbook and assignment pages for student use. **Please check the planner daily to enable you to track your child's progress.** We need your active involvement as partners in your child's education. While this Handbook is provided free of charge, if it is lost or stolen, the student is responsible for purchasing a replacement (\$3.30).

Please take a few minutes to read and share this information with your child, then sign and return the signature page. If you ever have any questions, please feel free to call us at 885-8931.

Sincerely,

William Moody
Principal

Grade Levels
Fifth - Eighth

School Hours
Full Day: 8:45-3:45
½ Day: 8:45-12:15

TWO RIVERS MIDDLE SCHOOL

Two Rivers Middle School is designed to serve students with a variety of academic backgrounds. Two Rivers Middle School maintains a strong curriculum and high standards of achievement for the nurturing of students' intellectual capabilities and talents.

MISSION STATEMENT/BELIEFS

Our mission statement at Two Rivers Middle School is that of the Board of Education: **Our Purpose is to do whatever it takes for all students to acquire the knowledge and skills to become productive responsible citizens.**

The faculty and staff at Two Rivers Middle School believe:

1. All students can improve academic performance when challenged by high expectations on the part of teachers and parents.
2. Students learn best in a calm, safe environment. Parents, teachers and students are mutually responsible for creating this environment.
3. Student achievement is enhanced when there is open and meaningful collaboration between parent and teacher on a frequent basis.
4. Instructional strategies should be reflections of the multiple learning styles found in students.
5. An attractive, well-organized, comfortable environment promotes student learning.
6. Learning is enhanced when teachers interact in a collegial, professional manner about issues related to learning.

PARENT RESPONSIBILITY

Throughout your child's education the most important factor in their academic success is the importance you place on education at home. **To insure your child's success we recommend that you make academics a top priority in the home.** Some suggestions we offer to assist with this include:

1. Work with your child on their basic math, language, and reading skills. Help them with their multiplication tables and spelling. Read to them and have them read to you.
2. Create a learning environment at home to facilitate effective learning. Provide an area that is quiet and distraction free for your child to do their homework and to study.
3. Model good learning habits for your child. Help your child to enjoy learning by becoming a life-long learner yourself. Seek out educational programs that correspond with what your child is learning in school.
4. Consult regularly with your child's teachers about their assessment results and standards. Determine their strengths and weaknesses, and take appropriate action for remediation where necessary.

Remember, ***parents are ultimately responsible for their children.*** This is especially true regarding their education. To ensure that your child is gaining as much as possible from school you must take an active role in their education.

ARRIVAL AT SCHOOL

Students enrolled in the before-care program may enter the building between 7:30-8:30 A.M., otherwise the doors will not open until the 8:30 bell. Any student participating in the breakfast program shall report to the cafeteria at the 8:30 bell; otherwise all students are to report directly to their classroom. Halls are to be clear by the 8:46 bell.

TARDINESS TO SCHOOL

Students who arrive late are to report directly to the office with a parent to sign them in and receive a tardy slip, which is to be given to the teacher for admission to class. It is the responsibility of the parents and child to arrive at school on time. Arriving late to class interferes with instruction and learning. Excessive tardies will be reported to the Attendance Review Board as well as resulting in possible disciplinary action.

ABSENCES/EXCUSED ABSENCES

Prompt daily attendance for all students is required in accordance with the Tennessee State Rules and Regulations and the policies of the Metropolitan Board of Education. Students truant from school will be subject to disciplinary action. Excessive absences (five unexcused or more) will be reported to the Attendance Review Board. The four conditions under which a student's absence from school may be excused according to state law are:

1. Child's personal illness-Physician's statement may be required.
2. Illness in the family requiring temporary help from the student-Physician's statement may be required.
3. Death in the family-Not more than three days absence shall be excused.
4. Students shall be temporarily excused from attendance at school on special and recognized religious holidays that are regularly observed by persons of their faith.

An absence from school for reasons other than those stated is unexcused. **A written statement is required for all absences** whether it is excused or unexcused. The child is to bring this note on the day he/she returns to school. **It is expected that a child returning to school after any absence will ask each teacher about required work. This work is due within a reasonable period or date agreed on by the teacher and student.**

STUDENT ILLNESS

Arrangements must be made to keep students at home when they are ill. Should your child become ill at school you will be called to pick him/her up. **Please see that we have your correct telephone number at all times.** Parents should have someone who can pick up a sick child if they are unable to be reached. Students will not be released to anyone unless they are identified on the emergency card.

HEALTH AND SAFETY

Please let us know in writing if your child has any special problems such as diabetes, heart or kidney ailments, etc.

A communicable disease is a health hazard to all the children and staff in the school, therefore a child with a contagious disease should not come to school. If your child has a fever or complains of a stomachache or headache, they are to remain at home.

Please notify us if your child is diagnosed with any of the following:

Ring Worm: A contagious skin disease characterized by a raised round spot, which must be treated with medication.

Chicken Pox

And Impetigo: A contagious disease, which involves open sores and must be treated with medication.

Pink Eye: A contagious disease characterized by tearing and redness of the eye.

Head Lice: If your child is diagnosed as having head lice, a release form from the Health Department indicating your child is lice and nit free must be given to your child before he/she may return to school.

EMERGENCY INFORMATION

Each child attending Two Rivers Middle School is required to have on file in the office a Location/Emergency Card signed by a parent or guardian. Please answer each question (both sides) accurately and completely and return the card to school promptly. For your child's safety and protection it is extremely important to indicate to whom your child may be released. Notify the school about any changes, especially telephone numbers. It is most alarming to be unable to reach parents of a sick child because there is inadequate information on the Location/Emergency card.

MEDICATION

If a student must take medication during the school day (whether administered by him/herself, or assisted by the school personnel), the parent or guardian must complete an Assisted Self-Administration of Medication or Prescription and Non-Prescription Medications form, otherwise the school staff cannot dispense medicine, including aspirin. Forms are available upon request from the office. When completed and returned to school, the signed forms will be kept in the office. The medicine will remain in the office until the child or parent indicates it is time for the medicine to be taken.

EARLY DISMISSAL

Should an emergency arise and it becomes necessary for your child to leave school early, please report to the office first. **Do not go directly to the classroom**, we will locate your child and have him/her meet you in the office. A **dismissal log** is kept in the office for you to sign when you pick your child up for an early dismissal. We want to take every precaution to protect your child from leaving school with an unauthorized person.

SNOW DAY/EARLY DISMISSAL

When severe weather creates hazardous conditions, the regular school schedule may be altered to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. It is most helpful if you discuss with your children exactly what they are to do in case of an early dismissal. It is impossible to have all our students call home to find out what they are to do.

STUDENT VISITING ANOTHER STUDENT'S HOME

When a student plans to go from school to another student's home, either by walking, car or by bus, **there must be 2 notes (a note giving permission for the one to go and another note giving permission to have the child as a guest) or permission will be denied.** These notes must be dated and signed by the parents as bus drivers do not transport students without permission. These notes are to be brought to the office in the morning. A parent's telephone call is adequate if a child is to go home with another person because of an *emergency* situation. One of our primary goals is to assure the safety of our students.

BUSES

There are written policies governing the behavior of the children on the school buses for which they shall be held accountable. Bus riders will receive a copy of the bus rules at the first of the year, which is to be signed and returned to the school. If a child fails to bring the bus form home, parents should contact the school.

DISMISSAL: BUS/CAR/WALKERS

The buses line up in the front drive while the car riders are to line up on the north side of the school near the gym. No cars are allowed in the front bus lanes. Car riders are dismissed first, then bus riders, then walkers. **Parents should be here to pick up their child no earlier than 3:45 (Students will not be released between 3:15 and 3:45; the day is not over until then) and no later than 4:00 P.M.**

WHEN VISITING THE BUILDING

It is School Board Policy that all visitors sign in and receive a visitor's pass prior to visiting a classroom. If you desire a conference with your child's teacher(s), please *schedule* a time to do so. "Walk-in" conferences will not be permitted as it disrupts instructional time, which we greatly value. Please help us by following this policy.

PHYSICAL EDUCATION

Students are to dress out for physical education classes. Preferred clothing: Solid color white or gray T-shirt (no tank tops) and a solid color, elastic waist shorts in a solid black, white or green.

STUDENT INSURANCE

The school has no insurance to cover accidents on the school grounds. Parents can purchase an insurance policy for their children under a group plan authorized by the school board. The two plans cover the expenses resulting from accidents which occur either (1) during the school day, or (2) 24-hour coverage.

FIRE AND TORNADO DRILLS

Our state law requires that we conduct two fire drills each month while the Board of Education requires security drills. Students are also instructed in safety procedures to be followed during a tornado drill, which are conducted yearly.

TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties or ride the bus with friends or other inappropriate reasons will not be permitted as these arrangements should have already been made. **Permission from the student's teacher is required before the telephone may be used. Cell phones are not to be on or visible during school hours.**

TEXTBOOKS AND LIBRARY

Each student is responsible for the proper care of all textbooks and library books. Lost or damaged books must be paid for by students prior to replacement. Grades and school records will not be released until payment for lost/damaged books has been made.

MAKING PAYMENT BY CHECK

Parents may pay for lunch, lost textbooks, field trips, workbooks and other school items by check. Checks specifically for lunch or breakfast only should be made payable to **Two Rivers Middle School Cafeteria**, while all others are to be written to Two Rivers Middle School. Do not include money for any other item.

If the bank returns a check, we will be unable to accept another check from the individual. We must have the payment for the bad check in cash or money order along with any fees the bank charges Two Rivers.

VANDALISM

Any student caught damaging or defacing school or other's property on school grounds will be subject to suspension from school and/or parents/guardians will be held responsible for paying for or replacing damaged property. Graffiti in or on the building is considered vandalism.

DRESS CODE

Metro Schools require appropriate dress for students and staff. Articles of clothing or unnatural hair color which may be disruptive to the learning environment will not be permitted. **(Tank tops, tight shorts, bike shorts, short shorts, midriff and see-through shirts** are examples of inappropriate dress).

All Two Rivers Middle School students shall follow the following dress code. Violators will be required to call home for a change of clothes. If a change cannot be obtained, they will be placed in In-School Suspension for the remainder of the day.

1. Skirts, skorts, and shorts must reach and extend below the fingertip.
2. Topcoats may not be worn in the classroom. No more than one lightweight outer garment with pockets may be worn. All others must be placed in lockers.
3. All pants must be worn at waist. No sagging or low-riding *and shirt tails must be tucked in with belt loops visible.*
4. No see-through type clothing is to be worn.
5. Appropriate footwear must be worn at all times. No flip-flops, house shoes stilettos, stacks.
6. Inappropriate head coverings, such as bandannas, scarves, sweatbands, caps/hats, do-rags, or hairnets, are not to be worn or seen during school time or school functions.
7. Sleeveless shirts and tank tops, if worn, must be worn with another "cover-up" shirt. Shoulders, backs, chests, and midriffs must be covered.
8. Torn clothing is prohibited-inappropriate and/or intentionally.
9. Clothing that advertises substances that are illegal for teens (drugs, alcohol, tobacco products) or language or writing that is otherwise inappropriate or offensive (sex, profanity, racial or ethnic slurs, gang-related attire, etc.) may not be worn.
10. Tattoos that display drugs, sex, alcohol, an/or tobacco products must not be seen at anytime.
11. *The local school and the District reserve the right to modify this policy as necessary and reserve the right to determine what might be disruptive and unsafe. Italicized wording indicates local school policy.*

DISRESPECT AND INSUBORDINATION

Every teacher/staff member at Two Rivers Middle School is responsible for supervising every student in the school. Every student at Two Rivers Middle School is responsible to every teacher/staff member in the school. Incidences of disrespect and/or insubordination from students with teachers or other school personnel will not be tolerated. Students will be expected to follow directions promptly and with an attitude that is respectful.

IN-SCHOOL SUSPENSION

In-School Suspension is a classroom where students may be sent in lieu of out-of-school suspension. This alternative keeps the child in school. While assigned to ISS, students will complete all class work and will continue to work the entire time assigned there. Additional work will be provided as necessary.

WEAPONS AND DANGEROUS INSTRUMENTS (Zero Tolerance)

A student shall not possess, handle, transmit, use or attempt to use a weapon, weapon replica, explosives, or use any object in a threatening manner on school property or at any school related activity.

This rule applies to normal school supplies such as pencils, scissors, razors, or compasses when they are possessed, handled, transmitted, used or attempted to be used in a manner, which renders normal school supplies dangerous. **[See Code of Student Conduct, Metropolitan Public Schools, Nashville-Davidson County (handed out the first day of school.)] There is a Zero Tolerance for guns resulting in an automatic expulsion.**

PTSO

We need an active and vital PTSO that has a budget and fund raising projects that promote instructional and instructional support activities. Please plan to be involved. Our Open House and the first PTSO meeting will be scheduled in September so you will receive more information about this meeting very soon.

PARENT VOLUNTEERS

We have volunteers that come to Two Rivers Middle School to help in many areas, some of which are: tutoring, reading to children, assisting with field trips, helping with programs, typing, laminating, assisting in the library, and sharing in career awareness. We need you for whatever you can do! Please respond to the Parent Volunteer Letter that you will receive so you can become a major component of our total school program.

PARENT-TEACHER CONFERENCES

A parent-teacher conference day is scheduled for October, however, you may schedule a conference with your child's teacher(s) as need arises. When scheduling a conference, please call the office at **885-8931** to make the request, the teacher will contact you to schedule. It is helpful to indicate which teachers you wish to see. **A conference may be scheduled before school, after school, or during a teacher's planning period.** Teachers are not available for conferences during their regularly scheduled class periods as this causes loss of valuable instructional time for other students and we are very protective of their learning environment. If you have concerns or perceive an existing problem after having a conference with the teacher, please feel free to contact the office. Remember that we are here for your children.

HOMEWORK POLICY

Homework is an important instructional tool to help develop good study habits, foster positive attitudes toward school, and communicate to students the idea that learning takes place at home as well as at school. Homework provides teachers another opportunity to check student progress and diagnose problems. It provides students an opportunity to practice (at their own speed) what they have learned and to apply mastery of skills in a non-school environment. It provides parents an opportunity to express how much they value school achievement and to become involved in their child's academic success.

Students in grades 5-8 shall record his/her daily, weekly, or long-term assignments in their Student Planner. This not only reinforces the learning process, it also teaches time management and responsibility. **Please check the Student Planner each day as you are assessing the homework.**

Frequency and Duration: Homework will be assigned nightly. Forty-five minutes to an hour should be adequate time in which to complete homework assignments, however there may be some evenings when they will need to spend more time to finish.

STUDENT RECOGNITION

Two Rivers Middle School recognizes, by individual teams, the special academic and citizenship efforts of students at an Awards Assembly at the end of each grading period (Form for public recognition must be on file). Students may set their goals to receive any of the following awards:

1. Principal's Honor Roll (Straight A's)
2. Honor Roll
3. Citizenship
4. Improved Conduct Award
5. Perfect Attendance
6. Pirate's Club

CAFETERIA

The school provides cafeteria facilities for students and staff and serve both breakfast and lunch daily. An application for free/reduced price meals is sent home with every child at the beginning of the year. If parents wish to apply for free/reduced price meals for their child, we encourage them to send the application back as soon as possible for quick processing. The child begins receiving lunch the day the application is received in the school office. Parents will be notified of approval or rejection within approximately 20 days. ***Brunch is the only meal served on half days of school, while breakfast and lunch will be served on all other days.*** Parents may eat with their children if they wish. We ask that the office be notified of any celebration planned for your children in the cafeteria.

BREAKFAST

Breakfast will be served from 8:30-8:45 A.M. Students participating in our breakfast program must arrive on time or they will not be served. Students who are eligible for free or reduced price lunches are also eligible for free or reduced price breakfasts. All other students pay for breakfast.

LUNCH/LUNCH CHARGES

Students may purchase milk to go along with their lunch. A la carte items are available at an extra charge. **A student may purchase only one dessert.**

If you pay for a supply of lunch tickets by check, **please make the check payable to Two Rivers Middle School Cafeteria.** The check must be for the **exact amount** of the ticket and can be purchased in the cafeteria any morning. If, in an emergency, you must request that your child be allowed to charge a day's lunch, please send the full amount charged the following day. **A child who owes a charge cannot charge again until the first charge is paid.**

HOLIDAY MEALS

The cafeteria staff prepares special holiday menus the week before the Thanksgiving Holidays and the week before the Winter Holidays. These are two of the special times that many parents choose to have lunch with their child. Watch for announcements about these events.

FEE WAIVER

Only students who have an approved fee waiver can receive these funds. Even though a student qualifies for free and/or reduced lunch the parent/guardian must request a waiver for school fees by completing the waiver form and returning it to school. Verification of eligibility is not automatic.

CONFLICT RESOLUTION RULES

All students, teachers, and parents will practice the rules of the PEACE Education Conflict Resolution Program. The six basic rules are:

1. Identify the problem.
2. Focus on the problem.
3. Attack the problem, not the person.
4. Listen with an open mind.
5. Treat a person's feelings with respect.
6. Take responsibility for your actions.

TWO RIVERS MIDDLE SCHOOL RULES

1. Bring to class a desire to learn and complete all assignments on time.
2. Utilize the student planner to keep parents informed about progress in school.
3. Treat all school personnel and fellow students with respect.
4. Be responsible for behavior at all times. Follow the instructions of the teacher and do not disrupt the learning environment.
5. Bring books, pencils, papers, and other needed supplies to class each day.
6. Wear appropriate school clothes (see dress code).
7. Do not trade, sell, or buy items from other students at school.
8. Walk quietly in the hallways. Keep to the right and keep traffic moving. No running!
9. Respect the school building and others' property.
10. Have a hall pass while in the halls without a teacher.
11. Gum, candy, Kool-Aid, toothpicks, or soft drinks are not permitted (unless requested by a teacher for a special treat.)
12. No fighting, abusive language, bullying, or name-calling.
13. No video games, radios, headphones, or other electronics are permitted (unless requested by a teacher for a special project). **The school will not be responsible for lost/damaged items.**
14. Toys and trading cards are not permitted and they will be confiscated. They will be returned on the last day of school.
15. Students must adhere to the District Policy addressing cell phones or the phone will be confiscated and the student will lose the privilege of carrying a cell phone.

CAFETERIA RULES

1. Students remain in cafeteria and in their assigned area until lunch is over. No changing seats from table to table.
2. Food, drink, eating utensils, or straws will not be taken from the cafeteria.
3. Students talk in quiet voices only to people at their table. If the lights are off, **there is no talking.**
4. Students should remain in their seats until the lunchroom attendant dismisses them to return their trays then clean up trash around their areas
5. All instructions from adults must be obeyed.
6. Students are to wait quietly in line for the teacher.
7. Students are not to change places (cut/jump) in line or allow others to break into the line.
8. Students are to walk quietly in a line to return to the classroom.
9. Students are to go through the serving line one time only. They may not return to get another item.

TWO RIVERS SCHOOL HONOR CODE

I am responsible for all my actions and behavior today.

I will listen, do my work, and learn.

I will respect the feelings, property, and rights of others.

I will be a good citizen, by doing what is right.

Not because I'm being watched by teachers,

But because it is the right thing to do for myself and others.