

Student and Family Handbook 2021-2022



Principal: Darren Frank
Assistant Principal: Jennifer Teachenor
Front Office: 615-264-6543
Fax: 615-264-6546
<https://mhm.sumnerschools.org>

MANDATUS AD VIRTUTEM **“Committed to Excellence”**

Our Mission

Merrol Hyde Magnet School is a Paideia academic magnet school with an emphasis in foreign language. Rigor and challenge at an accelerated pace are expected and embedded in our curriculum.

Our Vision

Merrol Hyde Magnet School is *Committed to Excellence* in K-12, college preparatory education by utilizing the Paideia philosophy of educating the whole child—body, mind, and spirit—while encouraging a life-long love of learning.

**Merrol Hyde Magnet School
128 Township Drive
Hendersonville, TN 37075
(615) 264-6543**

Welcome to Merrol Hyde Magnet School

The information, policies, and procedures that follow are for both parents and students. They are designed with only one goal in mind: student success. Policies and rules, whether Sumner County Board policy, or local expectations, are centered around helping every student maximize his or her academic, emotional, social, artistic, and athletic potential. All children need clearly defined expectations in order to succeed in school and beyond. Not everyone may agree with the policies and rules; however, all students and parents are expected to follow this handbook. It is also expected that parents and caregivers, along with their students, will take the time to review the following information and ask the principal for any clarification before an issue arises.

Merrol Hyde Magnet is a choice school where children can grow from kindergarten until they are ready for college. Our objective is to teach concentrated academic skills while helping students develop responsible behavior and effective decision-making skills.

A special word for families: Parents and caregivers are members of the team required to make your child's school experience a success. Caregivers are invited to help as school volunteers, join the PTO, the ABC, accompany classes on certain field trips, serve as grade representatives, or to help with events at MHMS. Your help at home, providing a quiet place to work, listening to your child tell about the school day, and providing the stable home life your child needs, all go a long way toward ensuring success at school.

We look forward to a close relationship with you and your child. Please familiarize yourself with this handbook, as it is intended to help you get to know the school and how it works. Communicate with your child's teachers if you have any questions regarding school procedures or your child's progress. If we can help you in any way, please let us know.

GENERAL SCHOOL INFORMATION

SCHOOL HOURS

8:00 A.M. – 3:00 P.M.

mhm.sumnerschools.org (website to find other information and staff directory)

BEFORE SCHOOL—For the safety and security of our students and staff, the following rules are in effect for the school year:

1. No child should arrive at school before 7:00 A.M.
2. Doors open and student supervision begins at 7:00 A.M.
3. Students should not arrive at the classroom before the teacher. Students must wait in their designated area if the teacher is not in the room.
4. Do not park or leave unattended vehicles in the drop-off lane.

AFTER SCHOOL--For the safety and security of our students and staff, the following rules are in effect for the school year:

1. All students will be dismissed at 3:00 P.M. from designated areas. Students are not allowed to leave campus from other locations.
2. Please remain in your vehicle. Do not get out of your car and walk up to the car rider group. Please stay in line and the students will come to you. **All** vehicles picking up K-5 students should have the student's name clearly labeled on the passenger side visor.

3. Students who drive must exit the campus by 3:20 unless they are participating in a school sponsored and supervised club, activity, or sport.
4. **All students must be picked up by 3:30** unless participating in an after school sport or supervised activity or enrolled in Unity.com. A more detailed explanation of arrival and dismissal procedures will be distributed at registration.

VISITORS

Due to circumstances related to the health and safety of our students and teachers, visitors may be denied access until a later time. Parents and caregivers are welcome to visit the school at any time. In order to protect instructional time in our classrooms, and in the interest of safety, visitors may be asked to schedule an appointment to visit the school for certain reasons. The Sumner County Board of Education policy on visitors to a school states: “All visitors will report to the school office when entering and receive authorization and a visitor’s badge for your visit elsewhere in the building.”

Please do not park in the numbered parking spaces; these spaces are assigned to faculty and students. Visitor spaces are located on the front row next to the handicap parking. **Visitors must refrain from all cell phone use during school instructional hours.**

GENERAL RULES

At Merrol Hyde, we expect everyone, starting with the Principal, to follow a strict code of conduct. There are three simple tenets which our discipline policy follows:

**BE SAFE
BE RESPECTFUL and KIND
BE RESPONSIBLE**

Our goal is for students to receive the maximum benefits from each school day. These rules apply to all students:

1. Every student in school will follow the instructions of all teachers and assistants at all times.
2. All adult school staff members will be addressed as Mr., Mrs., Ms., or Miss.
3. Students should not bring any items that are dangerous or appear dangerous. (Please refer to Sumner County Board policy JCBF.)
4. There will be no fighting of any nature at school. This includes verbal altercations and/or threats. Students will seek out adults to help resolve conflicts before disagreements escalate to physical or emotional damage.
5. Students may not trade, sell, or purchase items from other students at school. (The school will not be held responsible if this rule is broken.)
6. No student will leave school without proper office check out.
7. There will be no loitering or playing in the restrooms, parking lots, or school grounds. All students must stay in assigned areas.
8. There will be designated parking for most student drivers once the registration for parking has been completed. Vehicles are subject to search while on school property.
9. K-5 students should **not** bring cell phones to school. Middle and high school students will receive a separate cell phone policy upon registration each year.

GYM AND PLAYGROUND RULES

1. Elementary students must wear tennis shoes each day to school.
2. If you have an illness/injury and cannot participate in P. E. class, please send a note signed by a parent or doctor (One parent note per nine weeks).
3. All playground equipment should be used as intended. The classroom teacher will determine this. Any child who may not play on the equipment for any reason must have a note from the parent.
4. Gym shirts for grades 6th-8th are provided for each student. P.E. shirts for high school students are purchased when the student takes the class.
5. P.E. lockers are available for storing clothes and valuables when a student is in P.E. Each student may supply his/her own lock. The school is not responsible for lost or stolen articles kept in an unlocked locker.

LUNCHROOM BEHAVIOR

1. Proper behavior and manners are to be exercised at all times in the lunchroom.
2. Students must follow the directions of the lunchroom supervisors and adults.
3. Students may not bring sodas or energy drinks in lunches from home.
4. Only family members may eat in the cafeteria with students, and only after properly signing in.

Per state health department guidelines, “outside food” (from restaurants) is not permitted in our cafeteria. This applies to students and family visitors. If you wish to eat with your child (and we do encourage this), please purchase a school lunch or bring a sack lunch from home.

CAFETERIA PAYMENT POLICY

For the 2021-2022 school year, all students may receive a school lunch free of charge. The Merrol Hyde Magnet School cafeteria would like to encourage every student to participate in the school lunch program, which provides traditional meals, as well as ala carte items. Our variety of menu selections is designed to ensure we meet the nutritional needs of our students as established by USDA guidelines. A la carte items are not included in the free lunch program. For information about Mealpay+ online funds account or Free and Reduced lunch forms please contact our amazing cafeteria manager, Mr. Monte monte.wright@summerschools.org.

ELECTRONIC DEVICES AND CELL PHONES

Please refer to the Sumner County Board policy CR. Elementary students should not bring their cell phone or electronic device to school. A “smart watch” that acts as a watch is permissible (although discouraged). When it is used as a communication device, it will be treated the same as a cell phone. Middle and high school students will be given a copy of a cell phone policy at registration each year. In general, cell phones are discouraged at MHMS. However, we do recognize there may be times when cell phones and other devices have an educational purpose. In all cases, any cell phone use must be under the direction and supervision of a teacher or principal. Students using their cell phones for any other use will have the phone confiscated according to the Board policy. Stronger discipline may be levied against students who continue to violate this policy. Students who need to contact a family member will use the office phone. Caregivers who attempt to contact their student via the student’s cell phone put their student at risk to have their phone confiscated as a violation of the cell phone policy.

STUDENT USE OF TOBACCO

Students shall not use or possess tobacco products in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school

buses to and from school-sponsored events. This includes e-cigarettes, vape pens, and any other form of tobacco or nicotine. Please refer to Sumner County Board policy JCBD.

ALCOHOL AND DRUG USE BY THE STUDENTS

Please refer to Sumner County Board policy JCBD. By law, any possession, consumption, distribution, or being under the influence of any drug or controlled substance or alcohol is considered a zero-tolerance offense, which incurs a 10-day suspension from school and referral to a disciplinary hearing authority. In addition, civil charges may be brought against students by local law enforcement.

LEAVING THE BUILDING

At no time should a student be outside the building without permission. A student should only be in the parking lot if he/she has been dismissed from school. Students will not be allowed to retrieve books, supplies, etc. from their vehicles during school hours, unless they have permission from the office.

BEHAVIORAL CONSEQUENCES

Any administrator of a public school in this state is authorized to apply consequences for student behavior. For more information concerning behavior expectations and consequences, see Sumner County Board Policy JC and TCA 49-1309. MHMS uses a continuum of sound, research-based practices and interventions to correct and improve behaviors that impact student learning. Some of these progressive consequences include:

- Verbal and written warnings
- Conferences with students
- Conferences with parents
- Behavior contracts
- Detention (before or after school)
- Loss of privileges
- Loss of leadership positions in clubs or sports
- Loss of extracurricular activities and/or sports
- In-school suspension
- Out of school suspension
- Disciplinary hearing authority
- Return to the student's zoned school

This is not an exhaustive list, as each teacher is given the authority to implement and enforce additional rules and consequences. At no time will corporal punishment be administered at MHMS.

ATTENDANCE AND REGISTRATION

For the complete definitions and consequences of the district attendance policy, refer to Sumner County Board of Education JB, and state laws TCA 49-6-3001, 3007, 3009.

All students who attend MHMS must live in Sumner County. Proof of residence may be requested at any time.

Attendance at school for the full day is an expectation. Since students at Merrol Hyde receive instruction at an accelerated pace, missing teacher instruction has a direct impact on learning and future growth. If a student has to miss school, the procedures below will be followed. (NOTE: high school students' credits can be affected by poor attendance, in addition to any truancy consequences)

Any district, local, state, or federal policies regarding attendance will supercede the information that follows.

For absences of a full or part day to be considered excused, a written note from the parent, guardian or doctor must be provided. After an accumulation of five (5) days excused absences, the parent/guardian must file more formal documentation with the principal to assure classification as an excused absence. For illness or hospitalization that exceeds ten (10) consecutive days homebound instruction should be applied for by the parent/guardian after the first five (5) days.

Unexcused absences are absences which are not verified or which do not meet valid reasons for absence. All out of school suspensions are unexcused.

Because Sumner County Schools have a fall break, Christmas break, and spring break, family trips, mission trips, and vacations that occur during school will be **unexcused** unless there are extenuating circumstances. Prior permission for these trips must be approved by the Principal BEFORE the trip occurs. Teachers will not give any work in advance of a trip. All missed work will have to be made up after the student returns from the trip. Tests, projects, or other assignments that were announced prior to the trip will not be given extensions for completion.

Kindergarten students, 7th graders, and those enrolling in a Tennessee school for the first time must present the appropriate certificate of immunization and boosters. This is pursuant to TCA 49-6-5001 (a) and (b) and Board Policy JGCB.

Children enrolling in kindergarten must be five (5) years of age by August 15.

The Sumner County Board of Education requires a certified copy of the birth certificate at the time of registration in a public school. MHMS requires that this have a state identification number at the top. A school copy will be made for the child's record.

PROCEDURES TO FOLLOW AFTER AN ABSENCE

Students returning to school after missing any part of a school day must check in with the main office for an admit slip. Students missing a full day of school must bring in an absence note to the office the first day they return to school.

EARLY DISMISSAL

If a student needs to leave school early due to illness or for a doctor's appointment, a parent or caregiver must come to the office to sign the child out. Students will not be called out of class until a caregiver or other designated adult is here to pick them up. You may not call ahead to have them waiting. Students are only dismissed through the main office. Any person taking your child from school must be listed on your child's registration card. In most cases we will require a photo ID to dismiss a student.

Athletes must be present for half of the school day (three hours and sixteen minutes) in order to participate in an athletic practice or competition that day. (NOTE: these times are for state attendance reporting only. High school students missing a 90-minute block are still considered “absent” towards exemptions. Any student that misses any instructional time will not be considered for perfect attendance.

If it becomes necessary to postpone school due to bad weather, or any other reason, the announcement will come from the Director of Schools. The announcement will be made using the district School Messenger phone/text/email system. Family wishing to receive these alerts must make sure all contact information is correct in the school database. The announcements will also be made over the radio and television (often before we know it). Please do not call the school to confirm this announcement.

TARDINESS AND MAKE UP WORK

Students may enter their classrooms at 7:45 A.M. Classes begin at 8:00 A.M. Students arriving after 8:00 must get a tardy slip in the office. Since it is very disruptive when students come into class late, we ask that families set clocks so there is plenty of time for a student to be prepared for class. Any K-12 student that accumulates 5 unexcused tardies to school will receive a detention. After a student accumulates 10 tardies to school he/she will receive a detention for every tardy.

Middle and high school students who are tardy 3 times to the same class are subject to class and/or school level consequences. A student who accumulates 3 unexcused tardies to class will result in an absence for that class. High School students missing any class time to rectify a dress code issue are considered “tardy.”

Once a student has been absent **3 or more consecutive days**, family may contact the classroom teacher or call the school to request the student’s make up work.

PERFECT ATTENDANCE

To be recognized at the end of the year for perfect attendance, the student must have no tardies, no early dismissals, and no absences, regardless of the reasons. Perfect means perfect.

SKIPPING

Students must be in their assigned areas at all times, and may not leave campus at any time during the day without permission from the office or principal. Students who leave without permission are considered “skipping” and are subject to both discipline and attendance consequences. High school students who skip may have their parking pass and driving privileges revoked. Any senior who skips is no longer eligible for exemptions at the end of the term, even if they meet all other exemption requirements. This includes students in dual enrollment courses.

GRADES

REPORT CARDS/PROGRESS REPORTS

Report cards are issued at the end of each 9-week grading period. This report indicates all academic grades and other pertinent information.

Grades 4-12

A = 93 to 100

B = 85 to 92

C = 75 to 84

D = 70 to 74

F = 0 to 69

Related Arts (K-5)

E = Excellent

S = Satisfactory

N= Needs Improvement

I = Improving

PT= Practice and Time Needed

Grades K-3

4=Mastered/Exceeds Standard

3=Meets Standards

2=Approaches Standards

1=Not Yet Met Standard

You are encouraged to check your student's progress through Skyward (online grade program).

HIGH SCHOOL AND MIDDLE SCHOOL EXAMS

Examinations will be given in each class at the end of each term. High school exams will count as 15% of the final grade. For high school students in an EOC course (see below), the final exam grade will be taken from the EOC score at the state and district weighting. Middle school students will have a mid-term exam in December that will be 10% of the fall term, and final exams in the spring that will be 10% of the spring term.

END OF COURSE AND END OF YEAR SCORE IMPACT ON STUDENT FINAL GRADE

High school students participating in courses with a state mandated end-of-course (EOC) examination will see their EOC exam result as 15% of their term grade. Middle school students will have their end of year TCAP/TNReady scores factored in at 15% of their spring term grades, provided that scores are returned to the district prior to the end of school.

HIGH SCHOOL EXEMPTION POLICY—Seniors Only, Spring Term Only

High school seniors in good standing *may* be eligible for exemptions from final exams according the criteria below. Individual teachers have the authority to require all students to take an exam.

1. Student has an A average without internal weighting AND has 3 or fewer absences for any reason during the term
2. Student has a B average without internal weighting AND has 2 or fewer absences for any reason during the term

No student who has been suspended from school (OSS), has served an in-school suspension (ISS), or has been disciplined for skipping will be eligible for exemption.

All students will take the required End of Course exams.

ACADEMIC INTEGRITY AND HONESTY

Since attendance at an academic magnet school is a choice, students are choosing to respect the academic process as well as regard their personal integrity with academic honesty. Cheating (which can include but is not limited to: plagiarism, copying another's work, allowing another student to submit your work as his/her own, giving or receiving answers during a test or assignment, sharing secure testing information without explicit consent, taking secure materials out of the classroom) will

not be tolerated. All suspected instances of academic dishonesty will be addressed individually, and the student and family will be informed.

The Board policy (IHA) will be followed in all instances of suspected academic dishonesty. In addition, students may be subjected to the following progressive consequences:

If a teacher suspects a student of academic dishonesty, the teacher will consider all information and confer with administration. The teacher has the authority to require the student to complete an alternate assignment or assessment in a controlled environment in order to remediate the situation.

In middle school (grades 6-8), if the teacher has proof that a student cheated, 1) the parent will be notified, 2) the student will have the opportunity to complete an alternate assignment for half credit, and 3) the student will be referred to the administration for school level discipline. Upon the second offense, these steps will be followed with more severe discipline. The student will receive a zero on the assignment, and the student will be placed on academic probation for the remainder of the middle school years. Upon a 3rd offense, the policy will be followed and the student may be returned to his/her zoned school.

In high school (grades 9-12), if the teacher has proof that a student cheated, 1) the parent will be notified, 2) the student will receive a zero on that assignment/test, and 3) the student will be referred to the administration for school level discipline. The student will also be placed on academic probation for three 9-week grading periods. Upon the second offense, these steps will be followed with more severe discipline, and the student may be asked to return to his/her zoned school.

ACADEMIC PROBATION

The purpose of Academic Probation is to maintain the academic expectations of our school while offering intervention and improvement strategies for students.

If a student fails a course for a formal marking period, the student will be placed on Academic Probation and required to complete remediation and/or tutoring as deemed necessary by the administration. If the student does not fulfill these requirements or fails a class the following marking period, the student may be required to return to their zoned school. A student must pass all classes in the following marking period to be removed from Academic Probation.

Students who participate in other school activities and sports may also be suspended, ineligible, or removed from leadership positions in that activity while on academic probation.

FAMILY CONFERENCES

Sumner County provides one day for family conferences in the fall semester. Please check our calendar for the specific date. Teachers sometimes call for extra conferences. If you would like to set up an additional conference, we welcome you to send a note, e-mail, or call the school office to arrange an appointment.

Parents and caregivers are not allowed to drop by “for a few minutes before, during, or after the school day”. This is not only for the safety and security of students and staff, but also because the teachers have instructional and supervising duties. Visitors must always stop by the office first and receive their visitor’s badge before visiting the classroom. If family have concerns or questions, they should be addressed directly to the teachers or administration. Anonymous emails, calls or letters will not be addressed or receive a response.

CARE OF SCHOOL PROPERTY

School property is for the benefit of students, both present and future. Proper care of school property simply means a better education for you and others. Both students and parents are legally responsible for the abuse of school property. Families will be asked to pay for damage to school property.

LIBRARY MEDIA CENTERS

The Merrol Hyde Magnet School libraries support lifelong learning by promoting reading and literature appreciation, teaching information literacy skills, providing access to a wide variety of intellectual resources, and fostering critical thinking and independent learning. The goal of the libraries is to provide a comfortable, friendly atmosphere in which students can conduct research, study, and read for both academic learning and personal enrichment.

The libraries accept donations of books provided they are appropriate for student use and are in good condition. The librarian retains the right to accept or reject any donation based on the needs of the library. Monetary donations for books to be purchased in honor of someone or in memoriam are also accepted and a bookplate will be placed in the front of each book naming the honoree. Reference books may be checked out overnight by special arrangement. **No food or drink is allowed in our library media centers at any time, before or during school.**

TEXTBOOKS

Textbooks are issued by the school for the time needed. Any textbook or library book abused, damaged, or lost, must be paid for by the student to whom it was issued. Students who remove the bar codes from library books or textbooks will be charged \$5.00 per removed or missing bar code.

LOCKERS

All students in grades six through twelve will be issued a locker. All lockers are subject to search. No stickers or adhesives may be stuck to lockers. Food, liquids, and perfume may not be stored in lockers. Lockers must be cleaned out by the last day of school. Students who leave trash or items in their locker may lose the right to have a locker the following year.

LAPTOPS

Many of our high school students use personal laptop computers at school. While this is helpful and appropriate for most students, students' personal computers may not be used to play games, download music, or go to internet sites not related to school. All laptop use, whether using the internet or not, is to be in support of the students' education at MHMS. Therefore, students have been advised that improper use of a personal laptop may result in a student not being able to bring that laptop to school or seizure and review of the laptop. There may also be additional disciplinary action based on the type of inappropriate activity. Improper use of the internet and computers is referenced in the Sumner County Board policy IFAF which students and parents sign each year.

FORGOTTEN ITEMS

The office will not deliver P.E. uniforms, homework, signed papers, band instruments, etc. to students in grades 6-12.

MONEY

Money should be sent to school in an envelope with the child's name, teacher's name, and purpose of the money written on the envelope (K-5 students). All money should be given to the teacher or turned in to the school office as soon as possible. Please send in correct change if paying in cash, the

school office is not equipped to make change. The school will not be held responsible for lost or stolen money.

LOST AND FOUND

All lost and found items are to be turned in or claimed through the school office. For the prompt return of misplaced items, we ask that you put your child's name on textbooks, folders, books, bags, jackets, lunch boxes, and any correspondence. Periodically all unclaimed lost and found items are given to charity.

HEALTH AND SAFETY

If a student is injured outside or in the classroom, emergency first aid will be administered. We are not to remove splinters or treat infections, sore throats, and stomachaches. We cannot remove ticks. Superficial wounds will be washed with soap and water and covered with Band-Aids when necessary. Parents and caregivers must turn in all medications to the school nurse **in the original packaging**, with the correct medication form filled out by the family; prescription medicine must be accompanied by doctor's orders. The school does not provide any medications for student use. See complete policy that follows.

MEDICATION

According to board policy, ALL prescription and non-prescription medication will be kept in the office for dispensing purposes. Non-prescription medication will not be given to a child unless the family fills out the form for non-prescription medications and provides the medicine in the original container. Prescription medication that must be taken at school can only be given after the parent or caregiver fills out and signs the prescription form and physician's signature is obtained. The container must have a pharmacy label. If a child is to receive a morning dose of medication, you must give that dose before school. Please do not call to ask us to give your child his/her morning medicine. The school will not administer antibiotics that are to be given 3 times a day. These are to be given before school, after school, and at bedtime.

LICE

Since the issue of head lice surfaces occasionally, we ask that parents routinely check your child's head, especially if you see the child scratching frequently. If you or the school determines that your child has lice, you may be called to come pick your child up from school. Students are allowed 2 "verified" absence days for lice. In addition, parents need to provide 'proof' that their student has been treated. The school nurse, Ms. Foster, can assist parents with options to verify treatment. MHMS complies with the Office of Civil Rights and will not discriminate against any student with a temporary health condition.

CRISIS AND EMERGENCY RESPONSE PLAN

Students are the number one preventative measure to maintaining a safe school campus. Students should report any suspicious activity or knowledge of a potential safety breach to a trusted adult. The student's identity will be kept anonymous if at all possible. NOTE: Students are able to initiate a Lock Down by simply announcing the phrase "Lock Down!" Therefore, MHMS will not tolerate any joking or casual references to our safety procedures. Merrol Hyde Magnet School has a crisis and emergency response plan on file in the office and in every classroom in the case of an emergency. In order that student safety is primary for any emergency, MHMS will conduct periodic evacuation, severe weather, and lock down procedures. Families and students are strongly encouraged to share

feedback and suggestions on response plans so that the school can maintain the safest school environment possible.

FIRE ALARMS

Fire alarms are placed in the school building for the safety of students and are not under any circumstances to be falsely pulled. Any student guilty of falsely pulling any fire alarm will be automatically suspended from school and reported to the State Fire Marshall's Office.

OTHER INFORMATION

PARTIES

School parties for K-5 students will be determined at the beginning of the school year. The classroom teachers will provide parents with this information. Students who invite classmates to home parties may not pass out invitations at school unless all classmates are invited. Invitations that do not include all class members must be mailed.

FIELD TRIPS

When field trips are taken, parents and caregivers may be asked to attend to help chaperone students. If students ride the bus to the field trip destination, they must ride the bus back to the school. Students will not be dismissed to families until everyone has returned to MHMS campus. (This clause does not apply to athletes at an away contest.) Poor student behavior and poor grades (D or F) may prohibit a student from participating in a field trip. Poor, disruptive, or destructive behavior (to be determined by the teacher) during a trip may result in parents being called to come get the student from the trip. Inappropriate behavior on a trip may also result in consequences of not attending the next trip. Field trip costs for transportation and pre-paid events are not refundable. Students who have been approved for free/reduced lunch are not required to pay for field trips.

DRIVER LICENSE CERTIFICATION PROCEDURES

Driver license and /or instructor permits for the operation of a motor vehicle for any person under the age of eighteen will be denied unless the student has written certification from school officials. The certification may be obtained from the attendance office during normal school hours by students who meet the compulsory school attendance policy and meet academic guidelines. The certification must be given to the Department of Safety employee before a student can take the driver permit exam. A certificate of withdrawal will be sent to the Department of safety whenever a student has excessive unexcused absences. Students needing a driver license form must give 3 days notice of the request. If a student needs this form during the summer months, it must be requested by the last day of school.

BIRTHDAYS and SPECIAL OCCASIONS

Families may send flowers or balloons on a student's birthday or other special occasion. They will be held in the office until the end of the school day. Deliveries will not be made to the classrooms in the middle of the day.

DISCRIMINATION, HARASSMENT, BULLYING, AND RETALIATION

It is the Sumner County School Board policy (CD) that all Students and Employees shall not be subjected to unlawful discrimination, harassment, bullying, or retaliation. It is committed to safeguarding the right of all Students and Employees within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of discrimination, sexual harassment, harassment, and bullying.

Any student who believes he or she has been subjected to harassment on the basis of sex should report the harassment to their principal or the district's Safe Schools, Healthy Students Coordinator. The school and/or the district will take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Students or employees found to have engaged in acts of harassment on the basis of sex will be promptly disciplined and such discipline may include, if circumstances warrant, suspension or expulsion for students or suspension or termination for employees. The Sumner County School System encourages students, parents, and school staff to work together to prevent harassment on the basis of sex.

DISCRIMINATION DEFINED AND PROHIBITED

Discrimination generally involves treating one Student, Employee, or applicant differently from another in connection with terms or conditions, educational programs or activities, employment issues such as hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training because of that Student's, Employee's or applicant's gender, color, race, age, national origin, pregnancy, ancestry, marital status, veteran status, disability, handicap, religion, creed, citizenship status or other legally protected status where there is no bona fide educational, occupational qualification or legitimate business reason for the differing treatment. It also could involve a failure to make a reasonable accommodation in certain circumstances and where doing so would not involve an undue burden. Any Student or Employee of this school system shall be disciplined for infractions of this policy as provided for herein.

SEXUAL HARASSMENT DEFINED AND PROHIBITED

A. Sexual Harassment is defined as unwelcome or unwanted sexual advances, behavior or conduct whether verbal, physical or visual that is based on a person's gender or interferes unreasonably with student activities, work performance or creates a hostile learning or working environment. Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct or communication is made (implicitly or explicitly) a term or condition of obtaining or retaining employment; or of obtaining an education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or learning environment. Any sexual harassment as defined when perpetrated on any Student or Employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. Physical contact, such as hugging, kissing, grabbing, pinching, patting, brushing against, touching or blocking one's path or egress;
2. Implicit or explicit sexual propositions, requests, demands or other forms of pressure for sexual favors or dates; especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
3. Sexually suggestive or degrading remarks, including sexual innuendoes, jokes, kidding or teasing;
4. Unwelcome verbal or physical flirtation, sexual gestures or comments, or comments about another person's body or appearance; including touching oneself sexually or talking about one's sexual activities in front of others;
5. Vulgar or obscene language;
6. Display of sexually explicit or offensive printed or visual material, including but not limited to photographs, calendars, graffiti, cartoons, e-mails, drawings or notes including making and playing sexually explicit audio/video tapes;
7. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
8. Spreading rumors about or rating other individuals as to sexual activity or performance.

BULLYING DEFINED AND PROHIBITED

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one

or more other persons, and he or she has difficulty defending himself or herself.

OTHER FORMS OF HARASSMENT based on an Student's or Employee's gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, and either affects tangible job benefits; or unreasonably interferes with Student's learning environment or an Employee's work performance; or creates an intimidating, hostile or offensive learning or work environment is also expressly prohibited. Harassment can be in the form of any unwelcome conduct such as: written, verbal, physical or visual. Examples of harassment based upon gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status include: (a) Epithets, slurs, negative stereotyping, disparaging remarks or intimidating acts based on any of the protected categories listed above; (b) Telling or forwarding jokes directed to someone's protected status, such as racial or ethnic jokes, regardless of whether "everyone tells them back and forth;" (c) Posting, forwarding, showing or displaying in any manner cartoons that make fun of any group, religious belief, sex, or individual because of his or her protected status; and (d) Forwarding offensive e-mails, printing them out or displaying them in any manner.

PREVENTION / REPORTING PROCEDURES

Any person who believes he or she has been the victim of discrimination, sexual harassment, harassment, or bullying as defined in this policy by a Student or an Employee of the school system, or any third person with knowledge or belief of conduct which may constitute discrimination, sexual harassment, harassment, or bullying should report the alleged act(s) immediately to the appropriate school system official as designated by this policy. All Students and Employees should not assume the Sumner County School System is aware of his / her concern. In order to allow the School System to prevent and correct bullying, harassing and discriminatory conduct, it is essential that all Students and Employees use this reporting procedure and that the Sumner County School System receive information about every instance of such conduct in a timely manner. Accordingly, every Student and Employee should understand that under no circumstances should a Student or Employee believe that he or she cannot or should not report any discrimination, harassment, bullying, or retaliation. Do not allow an inappropriate or unlawful situation to continue by not reporting it, regardless of who is creating that situation. No person in The Sumner County School System, not even the Director of Schools, is exempt from this policy.

The Sumner County School Board encourages the reporting party or complainant to write a statement concerning any discrimination, harassment, bullying, or retaliation and give it to a supervisor, principal, Title VI/IX coordinator, Assistant Director for Human Resources, or Director of Schools.

In Each School - The school principal is the person responsible for receiving oral or written reports of discrimination, bullying, harassment or sexual harassment at the school level.

ADDITIONAL RULES DISCLAIMER

The items outlined in this handbook represent most of the important rules and regulations that help govern Merrol Hyde Magnet School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner that the administration and faculty deem appropriate or necessary. New School Board policies and/or state laws may override rules and regulations stated in this handbook.

Uniform Dress Code for MHMS

Grades K-5

Attending Merrol Hyde is a choice and a privilege. At the time of application and enrollment, students and parents acknowledge that attendance is conditional upon adhering to the following dress codes. The uniform is not intended to limit or prohibit self-expression; rather, it is designed to establish a culture where diversity and autonomy can emerge from within each student.

Approved Vendors

Uniforms must be purchased from one of the following approved vendors.

Please note: *not all products from these vendors are approved.* Use the following codes to reference only the approved products.

French Toast: www.frenchtoast.com (source code: QS5QAMW)

Lands' End: www.Landsend.com/school (source code: 900089913)

Required for all Elementary Students

Each K-5th grade student needs a **white shirt embroidered with the Merrol Hyde Magnet School crest.** These can be ordered from Lands' End or French Toast. You may also take purchased shirts to Concept One in Gallatin (615-452-2900). This needs to be a CRESTED SHIRT, not just one with the school name monogrammed on it.

Belts

All students except kindergarten students are required to wear a belt daily with pants that have belt loops. Only black, blue, and brown belts may be worn. No metal, sparkles, or jewels should be on belts except for a plain, metal buckle.

Shoes



**ELEMENTARY STUDENTS MUST WEAR GYM (TENNIS) SHOES
EVERY DAY – NO EXCEPTIONS**



- No Mary Janes, Sperry's, Ugg boots, etc.
- No worn out shoes with rips/tears or holes.
- No flashing lights, characters, or wheels on shoes.
- Non-marking soles only.

Socks and Tights

- Socks (ankle, crew or knee-high) or tights are required. Both socks must match each other and be solid colors. Colors allowed: white, navy, brown, grey, or black. Hawk logo socks (sold in the Hawk Shop) are the only socks with a design that are allowed. Solid socks that have a small logo are still acceptable.

Uniform Guidelines – All K-5th Grade Students

(Socks/Tights cont.)

- No nylons are allowed; only solid color tights or leggings. Colors allowed: white, navy, brown, grey or black.
- No lace or sheer allowed

Sweaters

- Colors: Solid colors only - White, yellow, or navy from an approved vendor on page 1.
- Styles: Crew neck, V-neck, Cardigan, Vests
- No cable knit, fleece, or sweatshirts.
- No tunic length sweaters.
- All sweaters must be worn over collared shirts.
- Sweaters may not be tied around the waist.

Outerwear

- There are no uniform code standards for coats worn to school. Students will be required to put coats away and **will not be allowed to wear them during the day – with the exception of recess.** This includes sweatshirts or hoodies.
- Students have the option to purchase a navy crested fleece jacket from Lands End to wear as part of the elementary uniform during the school day.
- We *recommend* that each K-5th grade student have one navy long sleeved sweater for use in the classroom during the winter months. Crested sweaters are optional and may be ordered from Lands' End or French Toast. You may also take vendor approved purchased sweaters to Concept One in Gallatin to be embroidered. This is the only approved outerwear that is allowed to be worn in the classroom.

Hair

- No extreme or unnatural hair color, hairstyles or hair accessories (such as feathers).
- Hair length must be worn to allow eyes to be seen at all times - not just when hair is momentarily swept back.

Other

- No excessive make-up.
- Students are not allowed to write on themselves with ink or paint.

Uniform Guidelines – K-5 GIRLS

Accessories

- Only solid color or approved plaid hair bows, scrunchies and ribbons that match the shirt, pant, or skirt colors. (not legging colors)
- Headbands must be a solid color or approved plaid to match shirt or pants colors.
- Barrettes – Solid colors only and brass or silver with no jewels or sparkles
- Earrings – Must be post only. No dangle or hoop style as this poses a safety concern in PE or recess. No gauges or earrings designed to enlarge earlobes.
- No excessive jewelry. This will be at the teachers' discretion.

Skirts, Skorts, Pants, Shorts, and Jumpers that adhere to the following guidelines may be purchased from Lands' End or French Toast.

All pants, skorts, skirts, and shorts should snap, button, or hook at the waist level.

- Colors: Navy or Khaki

- Plaid: The only plaid worn is Blue/Gold from the approved vendors.
- Uniform style with flat or pleated front and belt loops (except for elastic style for younger students).
- No rivets, metal accessories, cargo pockets, patch pockets, top stitched inner pockets, or blue jean style topstitching on seams may be worn.
- All cuffs and hems must be closed with no slits on sides.
- All pants and shorts must be hemmed. They may not be rolled up.
- All jumpers, shorts, skirts, and skorts may be no shorter than three inches from the bend of the back of the knee.
- No corduroy.
- No overalls or carpenter pants.
- No pants that sag or drag.

Shirts that adhere to the following guidelines may be purchased from Lands' End or French Toast. All shirts **must** have collars.

- Colors: solid white, navy, light yellow or light blue.
- Styles:
 - Polo style knits with long or short sleeves.
 - Oxford cloth shirt with long, short or $\frac{3}{4}$ length sleeves.
 - Uniform style blouses with Peter Pan collar with long or short sleeves.
 - Mock or turtle neck shirts.
- No writing, emblems, or metal accessories on shirts.
- Any undershirt worn under uniform shirts must be white or the color of the uniform shirt. There should be **no** writing on the undershirt that can be read through the uniform shirt.

Uniform Guidelines – K-5 BOYS

Pants and shorts that adhere to the following guidelines may be purchased from Lands' End or French Toast.

- Colors: Navy or Khaki
- Style: Uniform style with pleats or flat front and belt loops (except for elastic style for younger students.) All pants and shorts should snap, button, or hook at the waist level.
- No rivets, metal accessories, cargo pockets, patch pockets, top stitched inner pockets, or blue jean style topstitching on seams.
- All cuffs and hems must be closed with no slits on sides.
- All pants and shorts must be hemmed. They may not be rolled up.
- No corduroy.
- No overalls or carpenter pants.
- No pants that sag or drag.

Shirts that adhere to the following guidelines may be purchased from Lands' End or French. All shirts **must** have collars.

- Colors: solid white, navy, light yellow or light blue
- Styles:
 - Polo style knits with long or short sleeves.
 - Oxford cloth shirt with long or short sleeves.
 - Mock or turtle neck shirts are acceptable.
- **No** writing, emblems, or metal accessories on shirts.
- Any undershirt worn under uniform shirts must be white or the color of the uniform shirt. There should be **no** writing on the undershirt that can be read through the uniform shirt.

PLEASE NOTE: Any dress code or accessories that are deemed dangerous, distracting, or non-compliant will not be allowed. Final authority on any questionable dress, footwear, or accessories will be determined by the principal. Parents will be called to bring suitable clothes if clothing does not fall into these clear guidelines. MHMS is a choice school and students attending must adhere to this dress code.

Uniform Dress Code for MHMS

Grades 6-12

Attending Merrol Hyde is a choice and a privilege. At the time of application and enrollment, students and parents acknowledge that attendance is conditional upon adhering to the following dress codes. The uniform is not intended to limit or prohibit self-expression; rather, it is designed to establish a culture where diversity and autonomy can emerge from within each student.

Approved Vendors

Uniforms must be purchased from one of the following approved vendors.

Please note: not all products from these vendors are approved. Use the following codes to reference approved products.

French Toast: www.frenchtoast.com (source code: QS5QAMW)
Lands' End: www.Landsend.com/school (source code: 900089913)

Uniform Guidelines – ALL Students Grades 6-12

Belts

- All students are required to wear a belt daily with pants that have belt loops. Only black, blue, and brown belts may be worn. Belts must be primarily solid in color.
- No metal, sparkles, or jewels should be on belts except for a plain, metal buckle.
- Shirts must be tucked in at all times for males and females.

Shoes

- NO worn out shoes with rips/tears or holes. Non-marking soles only.
- NO flip flops.
- In grades 6-8, all shoes must have a back—no slides, mules, etc.
- If a shoe requires shoe laces, they must be tied.

Socks and Tights

- Socks or tights are not required. Socks must match each other if worn.
- Only solid color nylons, tights or leggings are allowed.
- No lace or sheer allowed.

Sweaters

- Colors: Solid colors only
- Styles allowed: Crew neck, V-neck, Cardigan, and Vests. Must be purchased from approved vendors listed on page 1.
- No fleece or sweatshirts.
- No tunic length sweaters.
- All sweaters must be worn over collared shirts.
- Sweaters may not be tied around the waist and worn during the day.

Outerwear

The only approved outerwear items allowed to be worn during class are:

- Navy blue quarter-zip or full-zip Under Armour jackets **purchased from the Hawk Shop (or previously purchased from the ABC Closet.)**
- Grey quarter-zip pullover **purchased from the Hawk Shop.**
- Navy Lands End embroidered fleece jacket.
- Outerwear may not be tied around the waist and worn during the day.
- Other outerwear, such as team uniform sweatshirts or jackets, are NOT approved.

No hoodies, coats or other brand jackets are to be worn in class

Jewelry/Miscellaneous

- Body piercing on earlobes only.
- No excessive or distracting make-up.
- Hair length must be worn to allow eyes to be seen at all times, not just when hair is momentarily swept back.
- No excessive jewelry.
- Earrings may include dangle style and hoops.
- No gauges or earrings designed to enlarge earlobes.
- No caps, combs, bandanas, leg warmers, arm bands, gloves or chains.
- No extreme or unnatural hair colors or hairstyles, or hair accessories (such as feathers).
- Tattoos must be covered at all times.
- Students are not allowed to write on themselves with ink or paint.

Spirit Days/Jeans Days

On special occasions, students are allowed to wear Spirit Wear and jeans. On these days, students should adhere to the following rules:

- **Spirit Wear:** Approved spirit wear includes items purchased from the ABC (Athletic Booster Club) or Hawk Shop, MS order shirts, HS pillar shirts, athletic team gear, and club shirts.
- **Jeans:**
 - Jeans should be blue denim. No other color denim is allowed.
 - **No rips, holes, or tears.**
 - No jeggings.

Uniform Guidelines – Girls, grades 6-12

Skirts, Skorts, Pants, Shorts, and Jumpers that adhere to the following guidelines may be purchased from Lands' End or French Toast. All pants, skorts, skirts, and shorts should snap, button, or hook at the waist level.

- Colors: Navy or Khaki or Plaid: The only acceptable plaid is Blue/Gold from the approved vendors.
- Uniform style with flat or pleated front and belt loops.
- No rivets, metal accessories, cargo pockets, patch pockets, top stitched inner pockets, or blue jean style topstitching on seams may be worn.
- All cuffs and hems must be closed with **no** slits on sides.
- All pants and shorts must be hemmed. They may not be rolled up.
- All jumpers, shorts, skirts, and skorts may be **no shorter than three inches from the bend of the back of the knee.**
- No corduroy.
- No overalls or carpenter pants.
- No pants that sag or drag.

Shirts that adhere to the following guidelines may be purchased from Lands' End or French Toast. All shirts **must** have collars.

- Colors: Solid colors
- Styles:
 - Polo style knits with long or short sleeves.
 - Oxford cloth shirt with long, short or $\frac{3}{4}$ length sleeves.
 - Uniform style blouses with Peter Pan collar with long or short sleeves.
 - Mock and turtle neck shirts are acceptable.
- No writing, emblems, or metal accessories on shirts.
- Any undershirt worn under uniform shirts must be white or the color of the uniform shirt. There should be no writing on the undershirt that can be read through the uniform shirt.

Uniform Guidelines – Boys, grades 6-12

Pants and shorts that adhere to the following guidelines may be purchased from Lands' End or French Toast. Pants/shorts from other vendors are not allowed.

- Colors: Navy or Khaki.
- Style: Uniform style with pleats or flat front and belt loops. All pants and shorts should snap, button, or hook at the waist level.
- No rivets, metal accessories, cargo pockets, patch pockets, top stitched inner pockets, or blue jean style topstitching on seams.
- All cuffs and hems must be closed with no slits on sides.
- All pants and shorts must be hemmed. They may not be rolled up.
- No corduroy.
- No overalls or carpenter pants.
- No pants that sag or drag.

Shirts that adhere to the following guidelines may be purchased from Lands' End or French Toast.

- Colors: solid colors.
- Style:
 - Polo style knits with long or short sleeves.
 - Oxford cloth shirt with long or short sleeves.
 - Mock or Turtle neck shirts are acceptable.
- No writing, emblems, or metal accessories on shirts.
- Any undershirt worn under uniform shirts must be white or the color of the uniform shirt. There should be no writing on the undershirt that can be read through the uniform shirt.
- **High School Boys only** may wear solid dress shirts with a professional tie or bowtie.

PLEASE NOTE: Any dress code or accessories that are deemed dangerous, distracting, or non-compliant will not be allowed. Final authority on any questionable dress, footwear, or accessories will be determined by the principal. Parents will be called to bring suitable clothes if clothing does not fall into these clear guidelines. MHMS is a choice school and students attending must adhere to this dress code.

CONSEQUENCES FOR VIOLATING DRESS CODE

Possible consequences for violating dress code include—but are not limited to:

- Change clothes
- Detention
- Call parent to come and pick up until in compliance
- Return to school of zone
- Losing exemptions (high school)

MERROL HYDE MAGNET SCHOOL PROFESSIONAL DRESS CODE

On some occasions, middle and high school students will be asked to dress “professionally”.

So that all parents and students know what constitutes “professional” dress, MHMS has adopted a professional dress code.

Females:

- Solid color dark pants or skirt. Skirts of modest length (3 inches from bend of back of knee) or longer; if in doubt, wear pants. Students may be asked to have their outfits previewed by the administration/club sponsors for prior approval.
- Jackets/sweaters/tops that match bottom; shirts should be buttoned to the collar bone area.
- Clothes should **not** be tight fitting or revealing and need to be seasonally appropriate (no summer dress in winter, etc.)
- Shoes need to be navy blue, black or brown; no open-toed shoes, flip flops or sandals.
- Hosiery (nude)/tights (navy blue, black or brown – matching skirt/shoes) may need to be worn in colder months.
- Jewelry should be kept to a minimum. No dangles or feathers are permitted.
- **NO** evening dresses or backless, strapless, sleeveless, satin, sequins, ruffles, lace, spaghetti straps, fishnet, denim, fur, see through tops with camis or anything similar.

Males:

- Solid color **dark** pants; **no** khakis
- Oxford/dress shirt; **no** casual polo
- Tie
- Sports coat; suit is preferable
- **Dark** dress shoes and **dark** socks – no tennis shoes

NOTE: DECA and Student Council may have students adhere to stricter guidelines for competition purposes.

Administration and teachers have the final word on whether or not something is inappropriate. Any student not within these guidelines will not be allowed to participate in the activity.

Game Day Attire for Athletes: During an athletic season, the coach may determine that the team will dress in uniform, professional dress, or other attire to promote team and school spirit. Athletes represent their team and their school, and will need to adhere to the coach’s expectations for these days.

THE PTO – WHAT YOU CAN DO FOR YOUR CHILD

The PTO offers you the opportunity to work more closely with your child's teachers, principal and school officials in order to provide the best possible education for your child as an individual.

Through the PTO, you will be able to voice your ideas and opinions concerning our local school system. We welcome suggestions for improvements in our children's education. With your involvement, the PTO can help make our school program stronger.

Our organization holds scheduled meetings throughout the school year. Your involvement is an important factor in the strength of the PTO. Consequently, the PTO is taking this opportunity to invite you to join us.

Co-Presidents – Jen Harpole and Kari Precopia
Vice Presidents MS/HS – Stephanie Baxter
Vice President Elementary – Nicole Johnson
Co-Secretaries – Maud McClay and Melodie Kirkpatrick
Treasurer – Betsy Morris

Each year, the PTO is responsible for \$15,000 worth of student technology upgrades, an additional \$5,000 in student supplies, and recently funded the awning that covers the front walkway among many other smaller projects. Your membership is vital to the continued success of MHMS.

THE ABC - Athletic Booster Club

Since all students in grades 7-12 are required to participate in one sport per year, the ABC is a vital part of MHMS.

The MHMS ABC supplements all sports and P.E. programs, K-12. Please consider joining the ABC. The ABC also funds 3 scholarships for graduating seniors each year. In order to be considered for a scholarship, that student must be an ABC member for all 4 years in high school.

The officers for the 2021-2022 school year are:

President – Ashley Oaks
Vice President – Becca Hansen
Treasurer – Jennifer Reece
Secretary – Julia Settles
Membership – Kristi Gumm

The ABC was responsible for \$50,000 worth of support to our sports programs during the past school years. They also helped replace the lower gym floor, install new adjustable backboards for elementary students, completed the field project out front, and fenced our entire campus.