



CAMERON

Student and Parent Handbook 2016-2017

*1034 1st Ave. South Nashville, TN 37210
615.806.6230*

leadpublicschools.org



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Cameron Student Commitment to Leadership

In an effort to uphold the LEAD ethos as an active and productive member of the Cameron community, I will...

- **be DISCIPLINED:** I will follow all Cameron community expectations. I will take responsibility for my own choices and behaviors.
- **be COMMITTED:** I will complete all classwork and homework to the best of my ability. I will do whatever it takes to ensure my success.
- **be COURAGEOUS:** I will challenge myself to work hard and without fear through new and difficult material. I will take action when I see something wrong.
- **be SELF-RELIANT:** I will come to school each day prepared to learn with all of materials and completed homework. When I don't understand, I will ask questions of my teacher in class, and I will call them for help with homework.
- **SERVE OTHERS:** I will respect all other members of the Cameron community through my words, actions and ideas.

Failure to adhere to this commitment could cause me to lose various Cameron privileges and can lead to my removal from Cameron.



FACULTY AND STAFF CONTACTS 2016-2017

Administrative Staff

Name	Title	Email	Phone
Tait Danhausen	<i>School Director</i>	tait.danhausen@leadpublicschools.org	615-403-5507
Kate Ring	<i>Dean of Instruction</i>	kate.ring@leadpublicschools.org	615-513-3730
Sarah Terry	<i>Operations Manager</i>	sarah.terry@leadpublicschools.org	615-403-3191
Laura Grace Carroll	<i>Counselor</i>	lauragrace.carroll@leadpublicschools.org	615-945-7523
Regina Schumacher	<i>Counselor</i>	regina.schumacher@leadpublicschools.org	615-727-3156
Ernest Rodriguez	<i>Student Support Coordinator</i>	ernest.rodriguez@leadpublicschools.org	615-484-6912
James Drummond	<i>Student Support Coordinator</i>	james.drummond@leadpublicschools.org	615-743-5488
Latoya Brooks	<i>Student Support Coordinator</i>	latoya.brooks@leadpublicschools.org	615-429-8390
Rania Agaib	<i>Office Manager</i>	ragaib@leadpublicschools.org	615-479-9743
Deborah Holguin	<i>Attendance Manager</i>	deborah.holguin@leadpublicschools.org	615-618-3554
Britta Cherry	<i>Family Engagement Coordinator</i>	bcherry@leadpublicschools.org	615-400-6257
Annie Baldwin	<i>ELA Interventionist</i>	annie.baldwin@leadpublicschools.org	615-513-6879
Jackson Wright	<i>Data & Assessment Coordinator</i>	jackson.wright@leadpublicschools.org	615-403-5567
Beth Schrimsher	<i>ELA Interventionist</i>	beth.schrimsher@leadpublicschools.org	615-400-5753
Sam McEnhimer	<i>Media Specialist</i>	samantha.mcenhimer@leadpublicschools.org	615-545-9988
Maggie Stampley	<i>Instructional Coordinator</i>	maggie.stampley@leadpublicschools.org	615-516-6645
Lindsey Seifert	<i>ExEd Coordinator</i>	lindsey.seifert@leadpublicschools.org	615-495-6865
Angela Gibson	<i>ELL Coordinator</i>	angela.gibson@leadpublicschools.org	615-943-9962



Instructional Staff

Last Name	First Name		Title	Email	Phone
Bales	Hadley	5	ELA	hadley.bales@leadpublicschools.org	(615) 957-8483
King	Renita	5	Science	renita.king@leadpublicschools.org	615-495-1647
Lerg	Katie	5	Math, GLC	katie.lerg@leadpublicschools.org	615-752-0953
Lombardi	Anna	5	ExEd	anna.lombardi@leadpublicschools.org	513-703-7393
Radek	Katrina	5	Science, Content Lead, Coach	katrina.radek@leadpublicschools.org	615-739-4168
Reich	Tara	5	ELA	tara.reich@leadpublicschools.org	615-485-9539
Ridley	Ashley	5	Social Studies	ashley.ridley@leadpublicschools.org	615-476-8729
Shelton	Briana	5	Math	briana.shelton@leadpublicschools.org	(615) 947-5294
Breslin	Shaun	6	ELA	shaun.breslin@leadpublicschools.org	615-506-0003
Iverson	Brooke	6	ExEd	brooke.iverson@leadpublicschools.org	(615) 972-9341
McDonald	Colin	6	Math	colin.mcdonald@leadpublicschools.org	615-495-9025
Phelps	Elizabeth	6	Social Studies	elizabeth.phelps@leadpublicschools.org	615-495-6966
Pulliam	Bettina	6	ELA	bettina.pulliam@leadpublicschools.org	615-540-2869
Ramcharan	Valini	6	Science	valini.ramcharan@leadpublicschools.org	615-498-9719
Ring	Tyler	6	Math	tyler.ring@leadpublicschools.org	615-294-7538
Bodenhamer	Cydney	7	Math	cydney.bodenhamer@leadpublicschools.org	(615) 972-6208
Lantz	Andrew	7	Science	andrew.lantz@leadpublicschools.org	615-943-2495
Lindquist	Kirsten	7	ELA	kirsten.lindquist@leadpublicschools.org	615-513-2584
McInturff	Margo	7	Math	margo.mcinturff@leadpublicschools.org	
Poole	Ellie	7	Social Studies, Read 180	ellie.poole@leadpublicschools.org	919-724-8683
Schoen	Thomas	7	ELA, Content Lead	thomas.schoen@leadpublicschools.org	(615) 972-1834
Stone	Bridgit	7	ExEd	bridgit.stone@leadpublicschools.org	615-947-7278
Stowe	Meghan	7	Content Lead, Coach	meghan.stowe@leadpublicschools.org	303-842-2769
Braddy	Tyler	8	ELA, GLC	tyler.braddy@leadpublicschools.org	615-305-5150
Cooper	Jordan	8	Social Studies	jordan.cooper@leadpublicschools.org	615-584-1750
Kelley	Tricia	8	ELA	tricia.kelley@leadpublicschools.org	615-618-5034
McDaniel	Caroline	8	Science	caroline.mcdaniel@leadpublicschools.org	(614) 584-1172
Patel	Alyssa	8	Math, Content Lead	alyssa.patel@leadpublicschools.org	615-438-0041
Poston	Leslie	8	ExEd	leslie.poston@leadpublicschools.org	615-916-0581
Yuan	Yue	8	ELA	yue.yuan@leadpublicschools.org	312-961-7139
Ziegenfus	Rachel	8	Math	rachel.ziegenfus@leadpublicschools.org	615-983-0004
Selvaggio	Ryan	5-8	ELL Newcomer	ryan.selvaggio@leadpublicschools.org	615-495-4750
Tayyebi	Sakina	ELA	Read 180	sakina.tayyebi@leadpublicschools.org	415-712-9157
Foad	Marly	5-8	Spanish	marly.foad@leadpublicschools.org	615-507-9666
Hazar	Grace	5-8	Music	grace.hazar@leadpublicschools.org	615-945-6446
Jones	Quan	5-8	Physical Education	quan.jones@leadpublicschools.org	615-473-8596



Minshall	Elizabeth	5-8	<i>Art, GLC</i>	elizabeth.minshall@leadpublicschools.org	(615) 947-6760
Sidley	Jake	5-8	<i>Physical Education</i>	jake.sidley@leadpublicschools.org	615-319-9692
Carroll	Jane	ELL	<i>ELL Interventionist</i>	jane.carroll@leadpublicschools.org	615-948-6092
Patterson	Christy	ExEd	<i>AIM Teacher</i>	christy.patterson@leadpublicschools.org	(615) 962-4417
Thompson	Alicia	ExEd	<i>Educational Assistant</i>	alicia.thompson@leadpublicschools.org	615-485-9025

Cameron Values

LPS Mission

LEAD Public Schools prepares all of our students with the knowledge and skills to succeed in college and in life.

Cameron Purpose

Vision: Cameron nurtures college-bound LEADers who will effect change in their communities through hard work, the joy of learning and a passion for excellence.

Mission: We will provide our students a rigorous, joyful school and ready them for success throughout secondary and higher education.

Who We Are

Cameron, founded in 2011, is Tennessee's first zoned, public charter school located in the historic Cameron School building in South Nashville. As a zoned community school and in the spirit of our vision, we seek, in partnership with our community, to nurture college-bound lifelong learners who respect diversity, develop joy and purpose in their education and that of others, as well as the courage to effect change as they become their community's future LEADers.

The Cameron Ethos: To accomplish our vision, we cultivate five habits of leadership: I LEAD because I am...

Disciplined	Committed	Courageous	Self-Reliant	Serve Others
<i>...is showing control over behavior and learning by following expectations</i>	<i>...is being fully dedicated to whatever it takes to succeed</i>	<i>...is being brave and not afraid to accomplish difficult tasks</i>	<i>...is relying on your own abilities and strengths to overcome obstacles</i>	<i>...is helping those in need achieve success with our words and actions</i>



PROCEDURES AND POLICIES

ADMISSIONS POLICY

Cameron is a school of zone. Cameron zoning is determined by MNPS. Applications for out of zone students are accepted year round and entrance is determined by availability.

ACADEMIC INTEGRITY

Cameron's faculty and administration believe in academic integrity, and the principle of an honor code. Students are expected to do their own practice, to test without external resources, and to submit original work for all assignments. Cameron students are expected to deny all requests to copy from their own work.

HONOR CODE

Cameron believes that students must take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other are expected at Cameron. Actions or attempted actions that do not uphold these ideals violate the Cameron Honor Code.

- A student's word is expected to be complete truth; therefore, lying and forgery are violations of the Honor Code.
- A student's work is expected to be entirely his/her own, unless properly credited; therefore, plagiarism and cheating are violations of the Honor Code.
- The property of others is to be respected; therefore, stealing – no matter how minor – is a violation of the Honor Code.
- Signatures on practice, progress reports and tests must be the signatures of parents and guardians

Students who witness an Honor Code violation are expected to report the action to the School Director. Working together, we can ALL create a community of learners that value hard work, creativity, and commitment to college success. It is crucial that every member of the Cameron community – students, parents, staff, and directors—understands the importance of the Cameron Honor Code and strives to maintain its integrity.

ACADEMIC INTERVENTION

Cameron utilizes a Response to Intervention (RTI) model. This model identifies students at risk and offers multiple forms of intervention which are tailored to student needs. Intervention opportunities will be offered during the school day, after school, and on Saturdays.

RETENTION

The Cameron instructional staff and administration reserve the right to retain any students who fail to demonstrate academic mastery in core subject areas, and / or fail to demonstrate the behavioral maturity required to succeed in an increasingly rigorous academic environment. Retained students may be required to repeat specific classes or an entire grade level depending upon the individual student's performance. Notices of Academics Concern will be sent out at the end of the second and third quarter. If a student continues to struggle academically, they will receive a notice of failure. As



part of the notice of failure, they can be retained and / or required to attend summer school and pass all core subjects in order to pass on to the next grade.

Promotion Criteria for Grades 5-8

Over the course of the year, students failing 2 or more core classes may be retained.

Parent Notification

Official written notification of student progress is made by district report cards. Parents whose children are in need of intervention are encouraged to contact the school to discuss student performance. When a student's progress is marginal, a "Notice of Concern" regarding the student's academic progress will be sent to the parent at the end of the second and third nine-weeks grading period. However, a "Notice of Concern" can be sent home at any time when there is a concern for a student's academic progress.

Summer School

Summer School will be required for students with failing grades in a core class at the end of the year. Promotion to the next grade level will be contingent on passing Summer School.

ATTENDANCE

Students who are not at school cannot reach their goal of a four-year college or university. Attendance is required to achieve the big goals of Cameron students.

The school day at Cameron starts at 7:30 and ends at 3:30 Monday-Friday.

Tardy to School

1. Students must be signed in by a parent/guardian or a pre-approved representative when tardy.
2. A student is considered tardy if they are signed in past 7:47am.
3. Any tardy student will automatically receive practice time.
4. The only excuses accepted for tardiness to school are emergency situations (with a written note approved by the school director), doctor's notes and late buses.

Tardy to Class

A student is considered tardy to class if he/she arrives to class without a note from an instructor or administrator. If a student is tardy to class more than one time in a week, he/she will be referred to the Student Support Team.

Early Dismissal *

- Early dismissals for appointments or illness must be arranged prior to departure and a parent/guardian or pre-approved representative must report to the Main Office and sign that student out prior to the student being dismissed.
- No student will be released until a parent/guardian or pre-approved representative has shown ID and signed that student out through the main office.



- Siblings, persons unrelated to the student, or persons under the age of eighteen (18) **will not** be permitted to sign out a Cameron student. ONLY pre-approved representatives will be permitted to sign out a Cameron student.
- You will NOT be able to do the following passed 2:30pm each day:
 - o dismiss your student
 - o call for us to tell your student a message
 - o bring an item for us to deliver to your student

Please make sure any important messages/deliveries/dismissals happen before 2:30pm

* Note: Students must be in school for at least 3.5 hours in order to be considered present for the day.

Late pick-up

Students are not allowed to stay after school unless they have prior written permission from a parent/guardian and the approval from faculty or staff. All students must be off campus by 3:45 PM unless prior permission to remain on campus after this time has been granted by a Cameron staff member who will remain with the student until they are picked up. If a student remains at school past 4:00 without prior written permission, Cameron reserves the right to report this to the Department of Children's Services in order to protect the child's safety.

Cameron must receive written permission from parents for any student staying after school unless approved as a part of an after-school event or activity. Consistent failure to pick up a student on time (from school or an after-school event or activity) may result in a student's losing permission to participate in athletics or other after school activities based on the discretion of the coach/staff member/school director.

Absences

As a public school, Cameron adheres to state guidelines regarding truancy. Please reference the section regarding truancy in this handbook.

- Upon returning to school following an absence, students must clear an absence with a note written by a parent/guardian or medical provider stating the time and reason for the absence. No more than 5 excuse notes written by parent/guardian will be considered acceptable documentation for excused absences. **If a student is absent for more than 1 day in a row, a doctor's note will be the only acceptable form of documentation for an excused absence**
- Failure to bring this note will result in an unexcused absence.

Note: Absenteeism may affect the final grade a student receives in any class, as well as impact services provided for those students working from IEPs. All students are expected to maintain regular attendance. Excessive tardiness or a pattern of unwarranted absenteeism will be reported to the proper authorities. Ten (10) consecutive days of absences will result in a student being dropped from school.

Procedures for Excused Absences

Cameron defines EXCUSED ABSENCES as absences due to one or more of the following**:



- Illness
- Family Emergency
- Medical/Dental related, including appointments
- Bereavement/Funeral
- Religious observances
- Absences related to the legal system

** All of these listed absences require written documentation signed by the parent/guardian upon student's return to school and accepted only under the discretion of the School Director.**

1. All absences must be cleared WITHIN 3 DAYS OF THE STUDENT'S RETURN with a written excuse signed by parent/guardian, or necessary provider. Notes must be turned into the CREW teacher or the MAIN OFFICE.
2. A student's absence will be considered excused only if the absence meets the criteria defined under the excused absence section of this Handbook AND when verified by a written note from a parent/guardian or from a medical provider.
3. Students must remember that it is their responsibility to have their parents excuse absences within three days of the student's return.
4. Falsely representing a parent/guardian and/or their signature in any way is a violation of the Honor Code and will result in disciplinary action.

If a student anticipates an extended absence, a written note signed by the parent/guardian indicating the dates the student will be absent must accompany the request. Please note that absences have a detrimental effect on a student's accomplishments and progress, and this should be considered prior to requesting an extended absence. Excessive absences could result in loss of credit for the class if student exceeds the number of days allowed and/or student fails to pass the course.

Missed Work

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence (whether it is excused or unexcused), to request and complete an absentee form with any assignments or tests missed because of an absence. Most, if not all, instructors will have regular make-up policies already in place, and students should be aware of those requirements. Make-up work completed as a result of an unexcused absence may be considered for partial credit.

Remember that make-up work is the responsibility of the student. It is not the instructor's job to track down students to administer make-up tests and collect practice. If a student fails to complete work that they missed, all graded activities shall be treated as if the student had chosen not to participate in them. Also, the instructor schedules make-up tests, not the student.

Unexcused Absences



An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian within 3 days upon student's return to class. This type of absence is also defined as truancy.

Process of Unexcused Absences	Consequences
PHASE I	- 3 unexcused absences in a semester - Letter/Phone call home
PHASE II	- 6 or more days of unexcused absences in a semester - Letter/ SST meeting/referral to proper authorities - Meeting with student, parents, and School Director
PHASE III	- 10 days of absences in the school year or 10 consecutive absences* - Letter, expulsion

*Please refer to TCA highlighted earlier regarding truancy of minors

Truancy

Truancy is a major violation of Cameron regulations. Any student who misses school or a class without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant. The parent/guardian will be notified in writing or by phone if a student is considered truant. Please note the inserted Tennessee Compulsory Attendance law regarding truancy for minors.

Tennessee Compulsory Attendance Laws

(Compulsory School Age is 6 Years to the 18th Birthday)

T.C.A. 49-6-3001 – School Age - (c) (1) Every parent, guardian or other person residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided. (The courts have ruled that the word "inclusive" requires a child to attend school until the day before his/her eighteenth birthday.)

T.C.A. 49-6-3007 – Attendance and truancy reports. - (e) (1) It is the duty of the principal or instructor of every public, private or parochial school to report promptly to the superintendent, or to the superintendent's designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

T.C.A. 49-6-3009 – Penalty for Violations - (a) Any parent, guardian or other person who has control of a child, or children, and who violates the provisions of this part commits a Class C misdemeanor
(b) Each day's unlawful absence constitutes a separate offense.



T.C.A. 40-35-111 – Terms of Imprisonment or Fines - (3) Class C misdemeanor, not greater than thirty (30) days or a fine not to exceed fifty dollars (\$50.00), or both, unless otherwise provided by statute.

HEALTH SERVICES

1. A staff member will assist a student in need of help for sudden illness or injury occurring in school. Conditions occurring at home should be taken care of before coming to school.
2. Students should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.
3. The Office Manager/administrator does not diagnose illnesses. Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for their student to go home if s/he is too ill to stay in school. No student will be allowed to leave the campus without parent notification. If ill, the student should be given care at home or, if the condition persists, the student should seek medical attention.
4. Arrangements to leave school because of illness or injury must be made through the office.
5. The school follows the recommendations of the Davidson County Health Department in excluding students with communicable conditions. A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department or physician before s/he is readmitted to school. Current laws require that Tuberculosis (TB) and Hepatitis B test results be on file with the office upon entrance into the school.
6. All health matters are treated confidentially.

Injury or Illness

All injuries and illnesses MUST be reported to the nearest faculty member in charge or to the office. Most injuries are avoidable if safety rules are observed.

Parents are advised if their child is hurt at school, there is no school insurance to cover medical costs. In case of injury, Cameron staff will administer first aid. An ambulance will be called in case of serious injury. The school will immediately notify parents or other adults listed on the emergency form.

If a student feels sick at school, he/she may be given permission to lie down from an administrator. If the student is running a fever or has severe illness symptoms, parent will be notified. Students cannot be released until a parent or guardian (listed on the emergency card) comes to pick them up. *Please keep emergency contact information continually updated so as to provide optimal care for your son or daughter during a crisis.

When to Stay Home:

You should not send your child to school if she/he has any of the following:

- Fever: Temperature above 100° F (taken by mouth) without the use of fever reducing medication.
- Diarrhea: Any watery stools not contained in under clothes.
- Vomiting: Throwing up.
- Rash: Covering entire body.



When your child has these symptoms they must be kept at home the next day from school. They also need to be without symptoms for a full 24 hours before returning to school.

If your child has:

- *Strep Throat*: Students must be on antibiotic therapy for at least 24 without the use of fever reducing medication.
- *Communicable Disease*: If your child has chickenpox, mumps, measles, rash all over their body, strep throat, or “pink eye,” they have to not have a fever over 99.9 (under 100 ° F) for 24 hours and stay home until you have a note from a health care provider stating your child is not contagious and may return to school.

Signs your child may be getting sick include and may need to stay home include:

- Excessive coughing and/or an upset stomach.

Medication

Every effort shall be made by the parent/guardian to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the student will be administered the medication under the guidance of a trained member of the Cameron staff.

All prescription and non-prescription medication will be kept in a locked cabinet. Students with asthma will also be administered doses under the observation of a Cameron administrator. No student is allowed to maintain continual possession of his or her inhaler while in school. Inhalers should be given to staff upon the student’s arrival to school.

Medication to be given for any period of time will require written permission and instructions from a person licensed to prescribe as described in the Nurse Practice Act. Medication must be properly labeled with the student’s name, name of medication, dosage and time to be administered. Forms will be available to the parent/guardian for their use.

All medication to be administered requires:

1. Written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
2. That medication must be brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by manufacturer for non-prescription.
3. That a record be kept designating time and date of dispensation and will include the initials of persons administering the medication, indicating that the medication has been examined and determined to be in the original container accepted by the school.
4. The requests for administration of medication is valid only as ordered by the licensed prescriber and the dates indicated in writing, and in no case shall the period exceed one school year.
5. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian shall submit a



written statement that grants a staff member the authority to act according to the specific written orders and supporting directions provided by a licensed prescriber (e.g., medication administered to counteract a reaction to a bee sting). The Health Coordinator shall administer such medication.

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions. Non-prescription or over-the-counter medication may only be administered by the Health Coordinator and/or office staff members with signed permission of the parent/guardian.

Emergency Contact Form

At the beginning of each academic year, the parent(s)/guardian(s) of each student enrolled at Cameron must fill out an information sheet, providing such information as contact numbers for the parent(s)/guardian(s), allergies that the student has, and who to contact in case of an emergency. All persons listed on the "Emergency Contact Form" must be able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also able to check out the student provided he or she has the appropriate identification. Since these people are able to take the actions listed above, everyone listed on the "Emergency Contact Form" must be at least 18 years of age. A copy of the "Emergency Contact Form" can be obtained from the office.

It is imperative that this information be updated as needed, so as to provide optimal care to your child during a crisis.

Immunization Requirements

All students must meet Tennessee state immunization requirements. The school is required to maintain official school records indicating:

1. DTP Vaccine (diphtheria and tetanus toxoid and pertussis vaccine): A 10-year booster shot is recommended for all students in grades 6-12.
2. Polio Vaccine
3. Measles Vaccine
4. Rubella Vaccine
5. Mumps Vaccine
6. Hepatitis B Vaccination Series

School personnel will annually review records and advise students of deficiencies or updating requirements. Students transferring into Cameron must submit documentation of compliance with the law in the form of official school records, records from a public health department, or a certificate signed by a licensed doctor.

Non-compliance with these requirements may result in a student being excluded from school until such time that appropriate documentation is provided.



EMERGENCY SCHOOL CALL OFF

In the event of particularly dangerous weather conditions, Cameron will either cancel or delay the opening of school. Such announcements will be made on local news channels as well as an “**all call**”. Please note that we will follow Metro Nashville’s lead on cancellation or delays. On such days, please do not call the school as all information on school cancellations or delays will be reported via the television and radio by Metropolitan Nashville Public Schools (MNPS).

WITHDRAWAL FROM SCHOOL

A student withdrawing from school must be accompanied by a parent/guardian. Parents/guardians must give the School Director 3-5 business days to complete all necessary withdrawal paper work. Upon completion of the withdrawal sheet, all fees and fines must be paid and all school-owned materials returned in appropriate condition. Cameron reserves the right to hold ALL student records until all fees and fines have been paid.

DRESS AND GROOMING EXPECTATIONS

Cameron middle school uniform consists of the following items:

- **Pants/Shorts/Skirts:** khaki or navy blue with belt loops, pants over shoes; shorts/skirts must be at your knee or longer
- **Shirts:** 5th grade students wear royal blue Cameron polo, 6th grade students wear gold Cameron polo, 7th grade students wear grey Cameron polos, & 8th grade students wear black Cameron polos
- **Shoes:** closed-toe only: sneakers, loafers, or tennis shoes.
- **Belt:** brown or black only

Cameron students are expected to arrive every day in uniform. Being in uniform means:

- * Shirts must be buttoned up and tucked into skirt shorts or pants
- * a belt is through the belt loops and on
- * pants are pulled up to the waist

* students may wear a solid color long or short sleeved shirt underneath the dress shirt, but no designs will be allowed (to include: writing, stripes, pictures)

NOTE: - Students who come to school out of uniform will earn a “Unprofessional” mark.
- Uniforms should always be neat and clean. Pants must be hemmed.
- Obey the one-one-one rule – one set of earrings, one necklace, and one bracelet.

NOTE: Students may earn the privilege to wear a college or Cameron T-shirt and jeans on Fridays. Students earn this by having more than 100 Cameron Points by Thursday at 3pm each week.

CLOSED CAMPUS POLICY

Providing a safe and orderly campus environment is important. Therefore, all students are required to stay on campus upon arrival. If it is necessary to leave campus for doctor or dental appointments or for reasons of illness, all students must check out through the main office.



DISCRIMINATION

State and federal law prohibits discrimination. Cameron complies with all non-discrimination rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. This holds true for all students who are participating in educational programs and/or co-curricular school activities. Inquiries regarding compliance procedures may be directed to Cameron's School Director.

HARASSMENT

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of Cameron that all employees, volunteers, parents, and students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Those found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment may occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment

Any written or verbal language or physical gesture directed at a instructor or a student that is insolent, demeaning, or abusive that implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.

Physical Harassment

Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement shall be deemed as physical harassment and will be dealt with as such.

Visual Harassment

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures shall be deemed as visual harassment and will be dealt with as such.

Sexual Harassment

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. Harassment can include, but is not limited to:

1. Sexually suggestive looks or gestures



2. Sexual jokes, pictures or teasing
3. Pressure for dates or sex
4. Sexually demeaning comments
5. Deliberate touching, cornering or pinching
6. Attempts to kiss or fondle
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

Technology Based Harassment

The use of electronic communication to harass or bully Cameron-staff or students; display gang signs, logos, tags, etc.; or threaten other students or staff is prohibited. Any use of electronic communication to engage in these behaviors will be met with strict consequences, including expulsion. *Please be aware that Cameron staff will view students' social media web pages, including Facebook, Instagram, etc.*

For counsel and assistance in resolving matters of this nature, contact the Cameron School Director immediately both verbally and in writing.

Responsibilities for Preventing Harassment

It is the responsibility of Cameron to:

1. Implement this policy through regular meetings with all administrators, faculty and staff, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may Cameron to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment;
5. Investigate fully all charges of harassment and report all findings to the Cameron-Board of Directors and the proper authorities.

It is the responsibility of the student to:

1. Conduct herself/himself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the School Director immediately verbally and in writing;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

It is the responsibility of the parent/guardian to:

1. Conduct herself/himself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;



3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the School Director immediately verbally and in writing;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately
6. Monitor student's electronic communications to include texts, phone calls, social network accounts and sites, etc.

Complaint filing and investigation procedures for harassment claims

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the School Director during that same day in writing.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on suspension/administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the School Director, in consultation with the Cameron Board of Directors, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem including barring that parent, volunteer, or vendor from Cameron-facilities, events, and activities and may include the parent/guardian's forfeiture of their student's place at Cameron and may include intervention on the part of the local, state, or federal law enforcement.

BILLS

Students often contract bills during the year in various ways: lost library books, lost textbooks, lost or damaged laptop computer, damage to school property, athletic equipment and uniforms, outstanding lunch balances, etc. A record of these bills is kept in the Main Office. Students are expected to pay their bills promptly, without constant reminders. Students should always request a receipt when paying any bills. All services, goods and bills paid by check are subject to a \$10 returned check fee.



CHANGE OF ADDRESS OR PHONE NUMBER(S)

Parents are asked to notify the office in writing as soon as any change occurs. A copy of a current bill to the new address will be needed to verify the information. This will ensure that any and all mailings will be received without delay or interruption. Additionally, it is vital that all numbers and emergency contact information remain current so as to provide optimal care during a crisis.

CHILD ABUSE REPORTING

Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, any instructor, or other staff member, who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities.

CONFIDENTIALITY POLICY

There are four instances in which a counselor and/or instructor is legally bound to inform a parent and/or authority with information given during a "confidential" counseling session: 1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a student indicates he or she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened; 3) when a student indicates he or she is being physically and/or emotionally abused; 4) when a student indicates he or she has committed a felony (i.e. selling drugs, stealing a car, etc.).

PHOTOGRAPHING AND FILMING STUDENTS

Throughout the school year, Cameron organizations (yearbook students, the webpage designer, etc.), as well as outside media representatives (newspaper, television stations, etc.) may be on campus to videotape and/or photograph students in school-related activities or events. Please notify the School Director in writing to request that your child's picture NOT be used for these purposes.

COMPUTER USE POLICY

The Cameron School Honor Code applies to student use of computers as well as other actions at school. The following policies apply specifically to the use of computers, the Internet, and other technology at Cameron.

- I will not use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way.
- I understand that the school's computer resources are to support the educational process and to facilitate the running of the school. Therefore, I will not use the school's computers or networks for commercial purposes or for excessive personal use.
- I will not gamble on the school computers.
- I will not transmit any information that is protected by trade secret.
- I will not use the school's computers or networks for product advertisement or political lobbying.



- I will not use the equipment in a way that disrupts or interrupts the work of others. This includes printing or downloading very large files, or not using headphones for sound.
- I will not deliberately waste printer ink, paper, disk space, or other school technology resources.
- I will not use the school's networks or computers to send hate mail, to harass others, make discriminatory remarks, or to behave in any antisocial manner. I realize that my behavior on-line reflects the integrity of Cameron School, and I will behave in a manner that is consistent with the Cameron-Honor Code.
- I will not share my password with anyone, or permit anyone else to access school computers with my account.
- I will not attempt to access files or data belonging to others, attempt to gain other users' passwords, or misrepresent other users on the network.
- I will not use the school's computers or network to develop programs that harass other users, infiltrate a computer system, or damage the software or data on any computer system.
- I will not attempt to gain unauthorized access to any school system or program.
- I will not post or forward messages sent to me by anyone else without the permission of the person who sent it.
- I will not publish the full name, address, or other personal information for any person (including myself) on the Internet.
- I will not send unwanted or harassing email.
- I will not deliberately damage any school hardware or software in any way.
- I will not modify the setup of any school computer without permission.
- I will not illegally install copyrighted software on any school computer.
- I will not make unauthorized copies of any software, music, or any other copyrighted material on school computers.
- I will not violate copyrights in my class work. I will list all resources used in my project(s) with a works cited or bibliography section. If work or information is protected by copyright, I will not use it unless I ask and receive permission from the owner.
- I will not download information or save information to the school computer hard drives for permanent storage; I will store my information only on my personal diskettes, my personal USB drive, or other storage areas indicated by the Cameron-technology staff.
- I will follow all lab policies and procedures, including sign in procedures, at all times.
- Cameron may use my picture or video, or my schoolwork on its web site.
- I understand that Cameron may filter Internet content in any way it deems appropriate, and that it may monitor my use of technology resources including files on disk and Internet use.
- I understand that violation of the Acceptable Use Policy or of lab policies and procedures will result in loss of computer privileges on the Cameron campus.
- Cameron cannot be held liable for incorrect or improper information from the Internet. The school cannot be responsible if data or information is lost due to a service interruption.
- I will not remove files, uninstall programs, or alter the desktop(s) of any computer in anyway unless instructed to do so.
- I will not access social networking sites of any kind while on school grounds



GUEST(S) ON CAMPUS

A student may bring a guest on campus only if a Cameron student has presented the School Director a written request 24 hours prior to the event. If a student has not accomplished the above, the guest will not be allowed. Cameron may refuse a guest for any reason.

DISCIPLINARY PROCEDURES

Each student is expected to behave in a manner that exemplifies honesty, loyalty, courtesy, consideration, and respect. Students will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the Cameron standards of conduct and behavior may be expelled or may not be invited back the following year. See individual handbooks for specific policies and procedures.

FORGED NOTES

A forging of parent/guardian, instructor, or another student's signature on any letter to the school or any school document will result in disciplinary action and referral to the school director.

PUBLIC DISPLAY(s) of AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing, handholding, and other inappropriate displays of affection are not in accordance with the Cameron Code of Conduct. Students failing to respect this policy will be disciplined.

USE OF TOBACCO

Cameron School promotes and maintains a smoke-free environment. Students are prohibited from smoking, using tobacco products, or having tobacco in possession at any time during the school day or at any school-sponsored activities. Students in violation of the tobacco/smoking regulation will be subject to disciplinary action.

DISCIPLINARY SYSTEM

Cameron students use the Cameron *Cash* system for behavior. Students who make positive choices are rewarded by earning Cameron Cash; those who make poor choices *lose* Cameron Cash. Students can use Cameron Cash to purchase items at the school store. In addition, Cameron cash may be one of the categories used to determine field trip eligibility.

Misbehaviors

Misbehaviors refer to actions that distract or deter the learning process. Below you will find a list of our four categories of misbehaviors as well as examples of each. This list of examples is not exhaustive, but it is meant to give a sense of what actions would fall under these categories.

Misbehaviors	Examples
Talking (-1)	Talking out of turn Inappropriate volume Making inappropriate noises
Off Task (-1)	Reading a book instead of focusing on lesson Drawing on paper Dozing off
Disruptive (-1)	Kicking the table or chair Inappropriate hallway behavior (talking, tapping on walls, stepping on someone) Pencil tapping, drumming, singing/rapping in class Slamming book or door
Unprepared (-1)	Not having supplies for class (pencil, etc.) Misplaced class materials (lost Do Now, etc.)

Marks

Everyday we strive to make sure our kids feel safe and respected while they are learning. Therefore, in the instances in which students choose to stop the learning environment by being disrespectful or creating an unsafe learning space, a mark is warranted. Below, we have listed the four categories of marks that a student can earn. Again, this is not an exhaustive list, but it is meant to give a sense of what actions fall under these categories.

Rationale	Mark	Examples
It is important that students advocate for themselves. However, there are appropriate ways to disagree with someone that foster discussion and growth. When responding, we want to help students become aware of those responses that are disrespectful and hinder a growth conversation.	Inappropriate Response (-5)	Rolling eyes Smacking lips Speaking back in a raised voice Sucking teeth
Dressing for success is important to help us cut down on the amount of distractions that take away from learning time. We all have a uniform we wear that shows that we are present and ready to work.	Unprofessional (-5)	Combing/Braiding Hair in class Writing on your body Putting on Makeup Shirt Untucked (out of uniform generally) Sleeping in Class after reminders

<p>In addition to looking professional, there are duties that come along with the “job.” We are trying to build in the habit of accountability to major duties for our students.</p>		<p>to stand or walk around Chewing Gum, candy, soda, etc. Horseplaying or throwing objects Failure to turn in Progress Report or other signed form Phone rings in class</p>
<p>As a school we are fostering a culture of respect. Respect of each other and respect of learning must be paramount. We do not allow disrespect and take it very seriously because we want all students and staff members to work in a safe environment.</p>	<p>Disrespect (-5)</p>	<p>Calling someone a negative name Pushing/kicking/hitting someone Using profanity Seeking a different answer (one teacher says no, you ask another teacher) Writing on school property Refusing to respond to a staff member Refusing to follow a specific direction Walking away from a staff member</p>
<p>It our responsibility to keep our students safe; therefore, it is important that we know where students are at all times. This helps our students learn responsibility and communication skills.</p>	<p>Out of Area (-5)</p>	<p>Skipping class Being late to class without a pass (give the mark but keep the student in class. Do not send them to get a pass). In the hallway during class without a pass Being anywhere in the building without permission</p>

Mark Time

If a behavior warrants a mark, the student will serve mark time during lunch / recess. This is an opportunity for students to reflect on their choices and brainstorm better choices should an instance recur.

Each grade level team will determine who runs marktime and what the reflection process looks like. The key is to focus on having the students reflect on why their behavior was a poor choice and what they can do to repair and learn from the situation.

Homework (HW)

As we are being intentional about HW, students who choose to not complete their HW will receive the following consequences:

- Teacher enters -5 each day HW is incomplete
- Every 3 weeks, grade level teacher will pull top 20 students who have received HW time for the next 3 weeks
- Grade level teacher will email list to team and support staff by 5:00 P.M. the Friday before new group starts
- Repeat process every 3 weeks



Ethos Cash

Our students work hard each and every day. It is important that we recognize and encourage those positive behaviors so that we can reinforce the productive behaviors the students are exhibiting. Our goal is to constantly build our students up to be the best people they can be. Though it is important to point out the behavior that is holding a student back, it is more important to acknowledge the behaviors that are pushing our students forward. Along those lines, we want to encourage the positive habits students are displaying. For those reinforcers, students can earn a readiness (+1) point that encourages the behavior.

Our core Ethos are: Serve Others, Commitment, Courageous, Self-Reliant and Disciplined. Students can earn +5 Cameron Cash for displaying behaviors that exemplify these Ethos.

Please review the table below for examples of when we could acknowledge a student for living out our ethos.

Disciplined (+5)	Doing things before a student is asked to do them Writing in complete sentences when it wasn't specified in the directions
Committed (+5)	Asking and answering questions Asking for extra help during your free time Thoroughness (I didn't ask you to annotate, but you did anyway because you knew it was the expectation) Getting homework from another student because they left theirs at school
Courageous (+5)	Standing up for a student who is being picked on Not being afraid to fail Students who are willing/eager to say the right answer after previously having given a wrong answer Owning a mistake without being asked to own it and offering an apology
Self Reliant (+5)	Getting homework from another student because they left theirs at school Calling a teacher for help with homework Taking notes in class when not required Asking for help or asking clarifying questions in class when others seem to understand the lesson/concept
Serve others (+5)	Facilitating group in order to create knowledge/ teach other students a concept he/she has mastered Helping another student clean up a spill in the cafeteria without being asked Noticing effort or growth in a classmate and



	encouraging them/shouting them out
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Weekly Paychecks

Our students are still learning and growing. To help provide them with a concrete way to understand their behaviors, Cameron has implemented a paycheck system. The systems works as follows:

1. On Monday, every student starts with 100 Cameron Cash.
2. Students “earn” cash through embodying our ethos (+5) or simply by being ready in class without having to be asked (+1)
3. Students have cash “deducted” when making negative choices: misbehaviors (-1), marks (-5), and tardy (-1) unexcused absence (-5)
4. Students will be able to use cash for school wide initiatives to visit the Cameron store, earn privileges, earn jeans, etc.

Attendance

It is important that our students come to school each and every day. Ms. Deborah tracks our attendance in the main office. As part of our ongoing communication with families, we call home for absent students. Please review the attendance policy and procedures below.

- Attendance taken in Kickboard **no later than 8:15 A.M.**
- Students receive -5 each day they have an unexcused absence
- They will receive a -1 for each unexcused tardy
- Deliver any absence notes to Ms. Deborah in the main office

RISE→ Restoring Individual Student Excellence

The goal of RISE is to establish a target intervention for students who are struggling to respond to the general points and marks system in place. RISE is a behavior support system that we use to help our students who demonstrate a repeated struggle to meet expectations in our school. We identify students who are on RISE by looking at their weekly paycheck totals every 5 weeks ; the top 15 mark earners in each grade will be placed on RISE. Students who earn RISE will be placed in the intervention for 5 weeks. The Friday before a new cycle, a list will be sent out to staff with new RISE students.

While on RISE, students will be with the SST during lunch and recess on Mondays, Wednesdays, and Fridays. During this time, students will engage in a curriculum that is focused on leadership, resilience, and discipline. Students will be able to identify what choices they have made to earn RISE as well as reflecting on how they can make changes to improve their behavior. These reflections may happen in a variety of forms (on paper, articles through discussion, etc.). In addition, counselors will pull targeted groups from the larger RISE groups to participate in small group intervention at least twice a week. These groups will be formed based off of kickboard data, teacher input, etc. During this time and initial S-Team meeting will be held to discuss concerns and interventions.

If a student remains in the top 15 mark earners, after the 5 week intervention, a 2nd S-Team meeting will be held to discuss the appropriate next steps.

Week	Intervention	Description
Week 1-5 of August	Marks/Misbehaviors	<ol style="list-style-type: none"> 1. Students who do not meet expectations will be assigned Marks/misbehaviors. 2. Students will serve marktime daily
September 9	RISE List (Friday)	<ol style="list-style-type: none"> 1. Top 15 mark earners in each grade level identified 2. List sent out on Friday Afternoon
WEEK 1-5 RISE	RISE	<ol style="list-style-type: none"> 1. Top 15 placed on RISE 2. Participate in class on Monday, Wednesday , and Friday 3. Using KB Data: Students will be pulled into small group class 1-2x a week for focused intervention during lunch/recess 4. <u>S-Team</u> held w/in the 5 weeks on RISE by Grade Level Team Member
End of Week 5	RISE List (Friday)	Repeat Process

FIGHTING AND VIOLENT ACTS

Fighting will not be tolerated. Depending on the severity and intensity of the fight or act, students may be expelled for the incident.

1st Fight	<ul style="list-style-type: none"> -Probation, expulsion warning -Other consequences as determined by the School Director -Suspension -Parent meeting
2nd Fight	<ul style="list-style-type: none"> -Probation, expulsion warning -Other consequences as determined by the School Director -Suspension -Parent meeting
3rd Fight	<ul style="list-style-type: none"> -Expulsion



ZERO TOLERANCE POLICY

Cameron follows the Metropolitan Nashville Public Schools' policy on zero tolerance concerning offenses that include violence, gangs, weapons, assault on staff, and substance abuse. Under MNPS policy, students incurring an infraction in any of these categories are subject to expulsion. In addition to MNPS policy, Cameron reserves the right to place on probation or dismiss students for violations including alcohol, tobacco, theft, bomb threats, bullying, fighting, sexual harassment, and any other egregious infraction as determined by the Cameron administration.

GANG ACTIVITY

Cameron does not tolerate gang activity in any way. Examples of gang activity might include: signs, drawings, nick names, clothing, threats, etc. Cameron follows the MNPS guidelines regarding consequences for gang activity.

PROPERTY

School Property

All students are expected to respect and care for all property of Cameron including building facilities, desks, dry erase boards, dry erase markers, books, lavatories, lockers, etc. Any student damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is just cause for disciplinary action and may result in expulsion. Official student grades and transcripts will be withheld until all costs from the said damages have been paid in full.

Student Property

Cameron assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) radios, tape recorders/players, cameras, pagers, cellular phones, iPods, camcorders, hand held game systems, toys and cards.

Parents and students are advised that it is a violation of school code to use portable communication devices (such as, but not limited to, cellular phones, beepers, recorders, etc.) during school hours. Electronic devices that are capable of accessing servers are not permitted on campus. Items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parent or guardian once they have come to school and met with the School Director.

The following items will be immediately confiscated if brought to campus: skateboards, skates, roller blades, TVs, electronic game systems (PS3, Xbox 360, etc.), flat irons, curling irons, or aerosol cans (hair spray, deodorant, etc.), and fragrances of any type. This is not an exhaustive list. Inappropriate items will be returned to parents at the discretion of the School Director.

Student property that is traditionally considered confidential (journals, purses) will be turned over to the School Director if it is found to pose a risk to its owner or anyone else.

Any student damaging or defacing property that belongs to another student or staff member will be required to pay for the damage or loss. Willful destruction or defacement of student or instructor



property at any time is just cause for disciplinary action and may result in expulsion. Official student grades and transcripts will be withheld until all costs from the said damages have been paid in full. See below for items allowed and not allowed on campus:

Allowed	Not Allowed*
Backpacks, book bags, and other necessary classroom and/or athletic materials or equipment -cell phones (must be turned off during school hours)	<ul style="list-style-type: none"> - pagers, Sidekicks, or signaling equipment - CD players, walkmans, radios, iPods, etc. - PSP, Game Cubes, video games, camera. - Permanent markers - Anything requiring batteries

*All items listed in not allowed category will be confiscated and will not be returned until a parent/guardian picks the item up from the main office.

Lost and Found

Items that have been found should be returned to the Office Manager. Students who have lost an item at school may come to the Office during a break or before or after school to check for lost items.

Theft

Committing an act of theft may result in suspension from a full schedule of classes for a certain period to be determined by proper school authorities. The student will also be required to pay for or replace the item(s) stolen. Proper outside authorities may be contacted. Any student involved in theft will be denied participation in school activities for a certain period of time to be determined by proper school authorities.

Search and Seizure

School authorities may seize any contraband, substance, or object, the possession of which is illegal or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to Conduct a Search - The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection - School authorities reserve the right to make general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers, clothing, bags or purses, unless reasonable and specific suspicion exists.
3. Locker/Desk/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and search.
4. Personal Searches – A student’s person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized items.
5. Motor Vehicle Searches – Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched.



Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

Selling Items at School

The conducting of private business or selling unauthorized items is prohibited. Items will be confiscated from the student(s) and disciplinary action will be taken. School clubs and organizations may sell items before, after, and during school hours only after they have received permission from the School Director.

TELEPHONES

All office and classroom phones are reserved for school business purposes. Students will never be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes. Students will only be allowed to use the phone in the office during school hours only if they have a permit from a staff.

If parents need to communicate with their student, a message will be taken by an office staff member and given to the student. Cameron strongly encourages parents and guardians to communicate all relevant information regarding transportation arrangements before the school day begins. If cell phones ring during school hours, they will be taken up by a staff member and returned only when a parent/guardian comes to school to collect the cell phone.

TRANSPORTATION

LEAD Public School's Family Bus Expectations and Code of Conduct

LEAD Public Schools will provide busing for your student to and from school within the Cameron Zone. However, busing is considered a privilege and if policies and behaviors are not adhered to, bus privileges can be revoked. In order for us maintain safe and efficient bus service all families who choose to use our buses must agree to the code of conduct and policies below.

Bus Routes and Stops:

We will make our best effort to maintain bus stops that are within a reasonable distance from every family's home location and create stops that are convenient for multiple families. We must balance this with making sure we are not making too many stops that will make the bus route extremely long. Changes to bus stops are rarely honored due to various factors including additional time added to the route, impact on distance for other families, traffic patterns, etc.



Timeliness:

The bus schedule provided will give each stop a 20 minute window (10 minutes before the scheduled pickup time and 10 minutes after) of time during which you can expect the bus to arrive. This time frame accounts for that day's particular traffic or important conversations that might occur between bus drivers and families. Please, be on time to your stop. **Buses CANNOT wait for you if you are not at the stop.** Please do NOT ask the bus to wait for you out of courtesy and respect to the other families as this delays bus arrival times at later stops along the route.

When there is inclement weather, you can also expect for buses to run an **additional 10 to 15 minutes** behind. While primary roads might appear clear, remember that our buses travel down side streets that can experience additional challenges. The safety of our students is of primary importance and we encourage our drivers to take extra precaution when conditions are less than ideal.

If a bus is running late due to weather or any other circumstance, you are always welcome to bring your student to school if you choose not to wait. Late buses will always make every stop.

Daily or Short-Term Dismissal Changes:

Dismissal changes make it difficult for us to ensure that every student is exactly where they need to be in order to make it home safely. **Therefore, we will be limiting the ability to make dismissal changes. You may request a dismissal change to parent pick-up ONLY. Dismissal change requests for a student to ride a different bus will not be honored. Requests must be made to the school by 1:00 p.m.**

To request a DAILY dismissal change, you must:

- 1) Call the school main office ***prior to 1:00 pm. and leave a message on the "dismissal change" extension of the main office phone.*** Leaving a voice message is a sufficient way to make a bus change; you do not need to reach someone in person. The office is a busy place in the morning and office staff will not be able to answer each of these calls.
- 2) Your bus change is only confirmed once you have received a reply from the main office.
- 3) **Texts, emails and calls to any teachers or other administrators WILL NOT result in a dismissal change!**
- 4) **YOU MAY NEVER PICK UP A STUDENT FROM THE SIDEWALK OR THE BUS. If you did not make a dismissal change in time, then you MUST pick your student up from a bus stop on their route.** Your student's safety is our number one concern and priority. When families attempt to pick students up from the bus or sidewalk directly, this can lead to confusion as to the student's location, an inability for staff to properly check and verify identifications and lastly can jeopardize the safety of the other students who are being dismissed at that time.



Updated Information:

Transportation and our staff rely heavily on information that you provide. Please make sure the school has the most up-to-date contact information for you.

Also, please reach out to the Main Office to notify us if you need to make permanent changes to a student’s dismissal plan or make updates to the family release information.

Communication:

Unfortunately we cannot always communicate bus delays to families. If we know that a bus left the depot (in the AM) or the school (in the PM) late, we will send a call informing families. If there is a major delay resulting from any trouble on the bus, we will send a call informing families, however minor delays as a result of traffic and weather conditions cannot always be communicated. Additionally our call system can take up to 30 minutes to send, so the timeliness of the calls is not always reliable.

In the afternoon, you can contact the school directly if you have a concern or an issue. Please do not contact the school or school personnel in the morning, they will be unable to assist you. If you would like to file a complaint about a bus or have a question about bus location, you may contact the MNPS Transportation department directly at:

615-259-INFO

Bus Management and Consequences

Student Behavior Expectations:

A driver’s primary objective is to transport your child to and from school safely.

Since staff members cannot be with our students at all times and we want our drivers to focus on emergency situations and helping our students get to and from school safely, **we are very strict with our behavior policies on the bus. Busing is a privilege, and even minor behavioral issues will be dealt with seriously because we must ensure that buses are safe and orderly.**

Examples of Unacceptable Behavior
<ul style="list-style-type: none"> ● Play-fighting ● Fighting ● Threats ● Throwing objects anywhere near driver ● Eating on the bus ● Touching another student ● Getting out of seat before the stop ● Using unkind words ● Tossing objects ● Turning around in seat ● Sticking any body part outside of a bus

- | |
|--|
| <p>window</p> <ul style="list-style-type: none"> ● Not following directions the first time ● Standing up on the bus while it is in motion ● Leaning over students ● Loud voice ● Kicking seat ● Inappropriate language ● Technology use: no inappropriate content and students can only listen to their phones through headphones |
|--|

- This list above is **not exhaustive** and the school may decide another consequence is appropriate to the infraction after investigating what occurred.

Consequences for these behaviors:

First Incident:

- Verbal warning from bus driver.

Second Incident:

- Bus referral and parent notification.

Third Incident:

- One-day suspension from the bus; Parent/Guardian conference with School Director or Dean of Culture when student is brought to school

Fourth Incident:

- Three-day bus suspension; Conference with student, parent/guardian and School Director or Dean of Culture when student is brought to school

Fifth Incident:

- Ten-day bus suspension; Conference with student, parent/guardian and School Director or Dean of Culture when student is brought to school

Sixth Incident:

- Loss of bus privileges for the rest of the year

Below are behaviors that **will** result in an **automatic** bus suspension, possibly suspension from school:

<p>Fighting Making threatening remarks Damaging a school bus (student may also be fined)</p>	<p>Use of profanity Disrespectful behavior toward driver/students Possession of weapons, drugs or alcohol</p>
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If a student is suspended off the bus, it is the parent's responsibility to get their child to school. LEAD Public Schools must continue to follow our attendance policy and



Tennessee law if a child misses school. An absence due to bus suspension will be an unexcused absence.

Family Expectations:

Because it is our responsibility to ensure that students and staff get home every day in a safe manner, we will strictly adhere to all of the above policies and procedures. Failure for families to adhere to these policies will also result in consequences including suspension of bus privileges.

SPECIAL EDUCATION SERVICES

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education or 504 Services

If a child is experiencing learning difficulties, the parent may contact the school to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. Response to Intervention (RTI) will be explored before automatically categorizing a student as having a disability. Cameron recognizes that students are individuals and each individual has a preferential learning style(s).

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, MNPS and Cameron must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. Cameron must complete the evaluation and the report within 60 calendar days of the date it receives the written consent. Cameron will provide a copy of the report to the parent.

If the school determines that the evaluation is not needed, it will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Lindsey Bray.

Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the school has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for Section 504 programs, please contact Lindsey Seifert at 615-495-6865.



ATHLETICS/ COMPETITIVE AND PERFORMANCE CLUBS

The School Director will ensure that the eligibility requirements outlined in this section will be applied consistently to all clubs, classes, sports and student organizations for which students are required to study, practice, perform, or compete outside the usual school day. Students who are failing one or more classes at an eligibility check point will remain ineligible until the next eligibility check. The eligibility checks will occur according to the state approved guidelines. (Generally, the third, sixth, and ninth weeks of a nine-week grading cycle).

Since it is a privilege to represent our school in any performance or competition, the school reserves the right to revoke the privilege when student-athletes/performers do not meet the standards set forth. This responsibility not only exists while the athletes/performers are involved in their chosen activity, but shall be required of them most certainly while at school and competition. All students are invited and encouraged to take part in athletic and performance programs. Program participants should be prepared to follow all rules and regulations as determined by the athletic and performance staff, administrators and Board of Directors. Those not willing to comply with rules and regulations will not be permitted to participate in the program.

Excellent physical and mental preparation are essential for a successful athletic/performance program. A student athlete must be ready for the physical and mental rigors of the contest. This is done through participation in practice sessions planned by each coach/sponsor and by the observance of certain training rules and regulations.

A student-athlete/performer is expected to be a positive contributor to Cameron. Every student-athlete/performer is expected to:

1. Display dedication to hard work in practice.
2. Display sportsmanship in defeat, as well as in victory.
3. Display a respect for authority.
4. Display a spirit of cooperation and courtesy to others.
5. Display a high standard of social behavior.

Student Athlete/Performer Rights and Responsibilities

Students participating in the interscholastic program or any competition/performance are to be governed by the rights, protections and responsibilities prescribed by Cameron. Students who participate in the Interscholastic program or competition/performance are required to meet the eligibility requirements and follow the Cameron expectations, and are expected to conduct themselves in a safe and sporting manner toward all persons associated with the athletic program (i.e., conduct becoming of an athlete—such as fairness, courteous manner and graceful acceptance of results). Any student playing a sport or competing on a team are required to submit a physical examination form stating that they are cleared to compete by a registered physician prior to starting the activity.

Co-curricular Activities

Co-curricular activities are those that directly relate to a body of courses offered by the school. These include student groups that directly relate to the school's curriculum, address the subject matter that



is actually taught, or soon will be taught, in a regularly offered course: if the subject matter of the activity concerns the body of the course as a whole; if the participation in the activity is required for a particular course; or if participation in the activity results in academic credit. Such clubs would include, but not be limited to, musical groups, language clubs, debate, etc.

All students participating in co-curricular or extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of Cameron or be subject to suspension or expulsion from school and/or the activity involved. Coaches or advisors may apply additional, reasonable, and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration in advance. Regardless, all competition activities will follow the eligibility rules outlined above.

SCHOOL-SPONSORED ACTIVITIES

Cameron holds dances and other school-sponsored activities for the enjoyment of Cameron-students and their guests. There are parameters for school-sponsored activities.

1. Expectations: All expectations are in effect at all school-sponsored activities (on or off campus).
2. Cameron Students and guests: Each Cameron student may invite one non-Cameron student as a guest.
3. Guests: All non-Cameron students who are guests to the activity must register with the supervising administrator at least 24 hours prior to the activity. The accompanying Cameron student must provide the name, age, and working telephone number of his/her guest prior to the activity. Once a guest is registered, no substitution is allowed. All non-Cameron students must have a "pre-sale" ticket to enter the activity. The administrator reserves the right to deny a person entrance into the activity. Guests shall be properly dressed, as any Cameron student.
4. Re-entering the activity: Students leaving prior to the end of the activity for any reason may not re-enter the activity.
5. Expulsion: Cameron students and their guests may be forced to leave an activity if they conduct themselves in an inappropriate manner or violate the Handbook. No money will be refunded.
6. Absences: Students who are absent from school are not allowed to attend or participate in any school-sponsored events (athletic competitions, school dances, theater performances, etc.) held on the day they were absent.

PARENT EXPECTATIONS

In an effort to uphold the LEAD ethos as an active and productive member of the Cameron community, I will...



- be **DISCIPLINED:**
I will help Cameron hold my student accountable to all community expectations. I will take time to reflect with my student on their weekly academic and behavior progress report.
- be **COMMITTED:**
I will ensure my student attends Cameron each day from 7:30am-3:30pm and is prepared with all material and completed homework. I will attend parent meetings, including Student Led Conferences, to gather information about my student’s performance.
- be
COURAGEOUS: I will attend parent events and other programming when available to provide input on how Cameron can best serve its students and families.
- be **SELF-RELIANT:** I will reach out to my student’s teachers to ask questions with my student’s educational future in mind.
- **SERVE OTHERS:**
I will actively ask my student about his/her learning and personal growth. I will contribute my time and talents to the Cameron community to the best of my ability.

VOLUNTEER HOURS

Parents/guardians of Cameron-students are encouraged to volunteer at the school. Volunteer opportunities include the following activities: going to the library with your child, visiting a museum with your child, attending after-school tutoring program, attending parent dinners, events, and programs, chaperoning field trips and lessons, contributing classroom supplies, volunteering in the front office, donating money to the annual fund, and serving on Cameron-parent committees.

PARENT CONFERENCES

Initial Instructor Conference

Conferences can be set up at the request of the school or at the request of the parent. Parents requesting conferences with school personnel for academic or student discipline issues should make the request in writing or via email directly to the instructor through their Cameron email address.

Conferences requested by the school will include a mutually agreed upon specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor’s pass before going to any classroom. Please be aware that instructors are not available for unscheduled conferences during the day. This includes approaching instructors before and directly afterschool without establishing a preset meeting and during drop-off and pick-up times.

The instructor will complete a Parent Conference Summary form and will provide parents with a copy at the end of the meeting.

SCHOOL COMMUNICATION METHODS

- Weekly Progress Report
- Weekly Notes Home containing upcoming events, important dates, and other important information.



- Parent nights
- Parent Training Sessions
- Curriculum Nights
- Parent/Instructor Meetings
- Quarterly Parent Surveys
- Student Agenda Books
- Student Red Folders
- Instructor Email
- Voicemail
- “All Calls”

COMPLAINT PROCEDURE FOR PARENTS

The purpose of this guide is to aid parents in securing at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Complaints about school personnel will be investigated fully and fairly.

Whenever a complaint is made directly to the Cameron Board of Directors as a whole or to a Board member as an individual, it will be referred to the Governance Committee for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present his or her version of events.

The goal of this section is:

- To establish a simple framework for addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that all parties will participate in a cooperative manner to resolve concerns.
- To ensure that most concerns will be handled without resorting to this procedure beyond Step 1.
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students.

A. STEP NO. 1 – DIRECT CONVERSATION

If a parent has a disagreement or misunderstanding with an instructor, the parent should address the concern to the specific instructor directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five (5) school days after the instructor has been notified of the concern (subject to change by mutual agreement). The parent should calmly and respectfully request such a meeting both verbally and in writing.

B. STEP NO. 2 – FACT AND POSSIBLE RESOLUTION

If a parent or the instructor is not satisfied with the outcome of Step No. 1 or the parent/instructor is unwilling to meet independent of an administrator, a meeting with the instructor, appropriate administrator, and parent will be arranged at a mutually convenient time, but in no case more than five school days after the meeting in Step No. 1. This step is to be informal and verbal. No further



action will be taken beyond Step No. 2, unless the parent submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused instructor, and the remedy sought. It is imperative that all parties involved maintain a professional demeanor at all times.

C. STEP NO. 3 – FORMAL PROCESS

If a parent's concern is not satisfactorily resolved at either the first or second level, the parent should then refer this concern to the Dean of Instruction in writing. At that time another meeting will be arranged at the convenience of the parent and staff member directly concerned, but in no case later than ten (10) school days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. The School Director or his/her designee will supply written dispositions to all parties within five school days. Copies of the disposition will be sent to the Board of Directors.

The disposition may also be placed in the instructor's personnel file when deemed appropriate by the School Director. The instructor and parent shall be informed if the letter is to be placed in the personnel file.

D. STEP NO. 4-GOVERNANCE COMMITTEE

If either party is still dissatisfied with the outcome of Step No. 3, the problem will be placed on the agenda of the next regularly scheduled Governance Committee of the Cameron School Board. The meeting will be held in executive session with only the members of the Committee and the affected persons present.

E. STEP NO. 5-EXECUTIVE SESSION

If either party is still dissatisfied with the outcome of Step No. 4, the problem will be placed on the agenda of the next regularly scheduled Board of Directors meeting. The meeting will be held in executive session with only the Board of Directors members and the affected persons present.

F. DISPOSITIONS

Dispositions of all meetings will be rendered in writing within five school days of the meeting with reason(s) stated.

G. REPEAT CONCERNS

If a parent believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

CREW

Crew is an essential part of our school. Each student at our school is a member of a Crew. Crew meets once a week on Wednesdays. Every month Crew will have a different theme in order to push our students to grow in different ways. For example: Cooperation, Self-Control, Confidence. Our primary focus in Crew is to ensure that each student: (1) is known well by at least one adult within the



school, and (2) is an active member of an on-going, small peer community. Crew is a dynamic vehicle for students to explore the three Crew Guiding Questions:

Who am I?

What can I do to become more aware of who I am as an individual, a learner and a contributor to the school and broader community?

How am I doing?

How am I doing relative to the Cameron-Ethos? Course standards? My own academic, personal and character goals?

What are my plans for the future?

Where am I going? What steps am I going to take to get there? Which college will I attend? What careers do I want to explore? How am I going to benefit my local and global community?

Crew Elements

RELATIONSHIPS: Crew provides each student a one-to-one relationship with an adult advisor, as well as an ongoing, small peer community. Crew Advisors serve as the student's advocate in difficult academic and social situations. Advisors monitor and support student progress. Crew meetings are frequently used for team-building exercises.

REFLECTIONS: Crew is a time when students are encouraged to reflect on their progress and the type of leader they are becoming. Each week students will reflect on their progress report and how they feel they are living out the Cameron Ethos.

GOVERNANCE: Crew is when school issues and proposals can be reviewed and discussed. Crew is the heart of Cameron-student democracy.

SERVICE: Crews identify needs in the school and in outside communities, and propose and develop projects to address those needs.

POST-SECONDARY PREPARATION: Crew advisors assist in the exploration of career and post secondary options and ensure students have specific post-secondary plans upon graduation. Advisors coach students in application processes and college selection.

ACADEMICS AND CURRICULUM

CURRICULUM

A set of unique practices define Cameron's academic program. These include both the nature of our academic work and the year-by-year structure of our program.

RIGOROUS ACADEMICS AND A FOCUS ON COLLEGE PREPARATION

Cameron has a rigorous curriculum and promotes a high level of student engagement through real-world learning focused on issues of concern to teenagers. All students will meet college entrance requirements by graduation and will be proficient in the core subject areas of English language arts,



math, science, and social studies. We also place a strong emphasis on world language and the arts. Staff members take students to visit colleges annually and will help them through the college application and financial aid process.

BUILDING CHARACTER AND AN ETHIC OF SERVICE

Service to the community is an ethic that permeates Cameron. Students will experience authentic service to the community as an important element of their academic work. At Cameron, we are all crew, not passengers.

PORTFOLIOS

Students will frequently use portfolios to organize their work and reflect on their progress, for instance at student-led conferences.

ADVENTURE AND FITNESS

Cameron is committed to the physical fitness of our students. We will work to ensure that our students have adventure and fitness opportunities that challenge them to develop their physical health while taking healthy risks.

FIELDWORK

Learning extends beyond our school's walls; it connects to the world. Students at Cameron-learn from fieldwork, experts, and service in addition to learning from texts. Students will frequently work in the field during expeditions. Attendance is required on fieldwork as much as it is in the classroom. When in the field, students will be active investigators using the research tools, techniques of inquiry, and standards of presentation used by professionals in the field. In addition to having students conduct research outside the school, teachers bring experts from the community into the classroom. These experiences maximize students' motivation to learn and achieve.

USE OF PRIMARY SOURCES

Although they have access to some textbooks, students more often gather information from non-fiction and fiction trade books, publications, and the Internet. By reading literature and exploring primary sources, students gain information-gathering and interpretive skills that they use to independently problem-solve and conduct research in the real world.

HIGH QUALITY WORK

Students at our school normally aren't finished with a piece of work until they do multiple drafts of it. This expectation reaches across grades and disciplines. Improving on work again and again is building as a common practice here. Teachers guide students from draft to draft. Students collaborate to assess the work of their peers. Rubrics set high standards for finished pieces and guide students as they strive to get their work to meet these high standards.

LEARNING IS PUBLIC AND COLLABORATIVE

Our students' work is often assessed by their peers. Students read their writing out loud, solicit comments, and present project drafts for formal peer critiques. We also seek a public, outside audience for student work whenever appropriate. Having an authentic audience keeps us on our toes, supporting quality work with high standards – while extending the impact of student ideas and



learning.

COURSE OF STUDY

Middle School courses set the foundation for high school and then college success. Students focus learning foundational concepts, developing strong student skills, understanding themselves as learners, and challenging themselves to improve their knowledge. Students will have four core classes daily:

5th-8th: ELA (Reading & Writing), Math, Science, and Social Studies

8th only: Algebra I

ACADEMIC PROGRAM

Cameron will provide a rigorous, project based curriculum that pushes students to achieve at their highest levels. The focus of the Cameron academic program is on student growth, assuring that each student will exit Cameron on pace to score a 21 or higher on the ACT in high school. Additionally, students will be assessed in a variety of ways including but not limited to: multiple choice, written, oral, self-assessment, projects and group work

Students will be evaluated in the following ways during the school year:

- **Interim assessments (3x per year)**
- **MAP testing (3x per year)**
- **TNReady Assessment (1x per year)**
- **Writing assessment (grades 5,7)**
- **Student Led Conferences (2x per year)**
- **Unit Assessment packages (5-7x per year)**

ACADEMIC PROBATION

Students having difficulty meeting the academic expectations at Cameron may be placed on Academic Probation at the end of any marking period for any of the following reasons:

- One failing grade in any core course
- Failure to meet academic expectations (e.g. unresolved failures or incomplete grades) by agreed-upon dates.
- Failure to attend class regularly

When a student is placed on Academic Probation, a conference will be scheduled with the student, parents, Dean of Instruction, teacher, and School Director if necessary.

The purpose of the conference will be to outline a plan to help the student correct the academic problem. While on Academic Probation, a student may lose his or her privileges.



GRADING SCALE AND GPA

The Cameron grading scale is aligned to the MNPS and State Board of Education Tennessee Uniform Grading Scale.

Students will be graded on their mastery of standards (TNCORE) using the following grade scale.

Grade	Percent Range	Standards-Based Designation
A (4.0)	93-100	Above Standard / Advanced
B (3.0)	85-92	Meets Standard / Proficient
C (2.0)	75-84	Nearing Standard / High Basic
D (1.0)	70-74	Nearing Standard / Low Basic
F (0.0)	50-69*	Below Standard / Below Basic

To calculate a student's GPA, add the total number of points earned and divide by the number of courses taken.

HONORS

An honor roll ceremony is held at the end of each quarter. To qualify for honor roll a student must meet the following:

<i>Summa Cum Laude</i>	<i>Magna Cum Laude</i>	<i>Cum Laude</i>
93 minimum average in all classes with no grade below a 93	90 minimum average with no grade below an 80	85 minimum average with no grade below an 80

Failing Grades

At the end of each quarter, failing students receive a failing letter home.

Q1: Report card home and *Notice of Failing Grade*: Required parent contact

Q2: Report card home and *Notice of Failing Grade*: Required parent contact

Q3: Report card home and *Notice of Failing Grades* and *Notice of Possible Retention*: Required parent meeting

Q4: Report card home and *Notice of Retention*: Required parent meeting

REPORT CARDS AND PROGRESS REPORTS

Progress reports are distributed every throughout the school year. These must be signed and returned with the student the next day. If for some reason a parent wishes to keep a copy, parents are asked to send a note



with the student requesting this. Report cards are sent home quarterly. Please see school year calendar for specific dates for grade distribution.

Any concerns parents have about grading should be addressed to the classroom teacher and the grade level chair.

Homework Check

Homework is checked during 1st period for the following:

- a. Headings: *[Never Drink Cold Spaghetti Mom]* on the upper right hand corner of all papers:
 - i. 5th: Name, date, class, subject, We are Cameron
 - ii. 6th: Name, date, class, We LEAD together
 - iii. 7th: Name, date, class, subject, Just Own It!
 - iv. 8th: Name, date, class, subject, Be The Change!
- b. Agenda complete and signed (on Tuesdays this includes progress report)
- c. Homework is 100% complete. We want to make sure that students know it is OK to not get a problem right. It is not OK to not try and get a problem right. Even if a student is unsure of the answer, they should apply their skills to answer it to the best of their ability. Without an answer how can we tell where the issue lies?
 - i. If the homework includes an article, the article must be annotated.
 - ii. Unless otherwise noted, answers should be written in complete sentences.
 - iii. Work must be shown on math problems.
 - iv. 90% + of questions should be answered.
- d. If a student has not completed his or her homework, they have earned homework time. The teacher must mark in kickboard for what reason.