

# Chaffin Middle School

2023-2024

## Student Handbook



3025 Massard Road

Fort Smith, AR 72903

(479) 452-2226

# **Chaffin Middle School**

## Administration

Todd Marshall, *Principal*

Nancy Burris, *Assistant Principal*

Dustin Clark, *Assistant Principal*

## Counseling Staff

Katie Mankins

Amy Ottman

3025 Massard Rd /Fort Smith, AR 72903/479-452-2226/Fax 479-478-3113

**STUDENT SCHEDULE**

First Bell	8:00-8:05	Teacher Name:
1 <sup>st</sup> Period	8:05-8:53	_____
2 <sup>nd</sup> Period	8:57-9:45	_____
3 <sup>rd</sup> Period	9:49-10:16	_____
4 <sup>th</sup> Period	10:20-11:08	_____
5 <sup>th</sup> Period	A Lunch 11:08-11:38	_____
	B Lunch 11:38-12:08	
	C Lunch 12:08-12:38	
6 <sup>th</sup> Period	12:42-1:30	_____
7 <sup>th</sup> Period	1:34-2:22	_____
8 <sup>th</sup> Period	2:26-3:15	_____

## CHAFFIN MIDDLE SCHOOL EXPECTATIONS

All Chaffin students are expected to practice self-discipline and to conduct themselves in a manner appropriate to a learning institution.

These three rules should always be followed:

- 1. Do what is right.**
- 2. Treat others as you would like to be treated.**
- 3. Do your best.**

## SCHOOL SPIRIT

School Spirit may be divided into three categories:

**Courtesy:** Toward teachers, fellow students, and officials at school activities. No taunting or jeering the officials, opposing teams and/or school.

**Pride:** In everything our school endeavors to accomplish and has accomplished.

**Sportsmanship:** The ability to win and lose gracefully. School Spirit means loyalty to all functions of the school. Any student disrupting an activity or event will be required to leave and may be banned from future events. Face paint is not allowed. No signs are allowed to be held in the stands during the games.

## STUDENT BEHAVIOR

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our school. Students are to refrain from the following:

1. Possession or the use of any tobacco products, vapes, e-cigarettes, or paraphernalia in the building or on school grounds.
2. Fighting or instigation of conflicts on or near school property or at school functions as well as the recording and/or distribution of photos/videos or fights or conflicts on or near school property.
3. Disrespect or insubordination to Chaffin staff.
4. Extreme dress or appearance which is disruptive to class.
5. Reporting to class without materials.
6. Inappropriate use of photos/videoing/recording devices including filming and/or taking photos without the permission and consent of others.
7. Rowdy behavior or running in the building.
8. Littering in the building or outside campus.
9. Locker misuse in athletics.
10. Gum chewing, eating candy (hard candy is not to be eaten on school premises at any time) or other food outside the cafeteria.
11. Physical displays of affection or touching other students for any reason.
12. Possession or use of alcoholic beverages or drugs on school property, prior to school, or prior to or at any school activity.
13. Possession or use of anything that might be considered a weapon.
14. Any behavior that is not conducive to good order and discipline.
15. Any activity or behavior that might be considered gang related.
16. Insubordination: Insubordination to any member of the Chaffin staff will not be tolerated. Being insubordinate includes such actions as talking back to a staff member, failing to follow reasonable instructions, making crude or insulting remarks toward a staff member, etc.

Minimum Penalty- Reprimand

Maximum Penalty-Expulsion

## **DRESS CODE**

Students will be expected to be dressed and groomed so as to present a respectable image in keeping with good taste, neatness, cleanliness, and decency. The following items of dress are prohibited.

1. Tank tops. Sleeveless blouses are acceptable if they are worn as an outer shirt and the material covering the shoulder area from the base of the neck to the break in the shoulder is a minimum of four (4) inches.
2. Clothing resembling underclothing, pajamas, house shoes/slippers. etc.
3. Clothing that is revealing to the point of distraction. Shorts and skirt length must extend to mid thigh.
4. Wearing of clothing that exposes underwear, buttocks, or the breast of a female.
5. Strapless dresses or blouses. Includes spaghetti straps.
6. Shirts split up the side or that expose the midriff when arms are raised up.
7. Clothing with tobacco, drugs, or alcohol slogans. This includes any tobacco brand name clothing.
8. Clothing with unacceptable, vulgar, suggestive language, violence, or sexual connotation. Slogans associated with death, suicide or killing, even of cartoon characters.
9. Wear/tear in clothing cannot be revealing to the point of distraction or located above mid thigh.
10. Non-prescription glasses. Sunglasses are not to be worn outside or in the building, on top of the head or tucked inside the shirt collar.
11. Hats, caps, rollers, picks, costumes, wigs, wraps, blankets, or bandanas. Students who choose to wear hats to athletic events must wear the bill of the hat to the front. However the same items are not permitted for school dances and/or other functions unless approved by the administration prior to the activity.
12. Any garment representing a secret club or organization.
13. Lanyards are to be worn around the neck and not hanging out of the student's pocket.
14. Any other article or accessory the administration deems inappropriate. All clothing must be worn safely and as intended. Clothing with straps (such as overalls) should be worn with both straps up at all times.

Minimum Penalty- Reprimand    Maximum Penalty-Expulsion

## **BACKPACKS**

Students will be allowed to carry their own backpack for the 2023-24 school year. *It is important to purchase one that is no larger than 18" tall and 6" deep so that it fits easily under their chair during class and at lunch.* The actual dimensions of the school issued chrome books are 12 inches by 8 ½ inches. Also, the backpack must include a padded laptop compartment designed to protect technology tools.

## **BUS RULES AND REGULATIONS**

Students must ride the bus route they are assigned. Each student who rides the bus will be provided a copy of the transportation rules to be read and signed. If a student needs to ride home with another student, they must bring a note, signed by a parent one day in advance. The assistant principal will issue a visitor bus pass for that day only. The student will present this pass to the bus driver when she/he and the visitor board. All students who ride the bus wait in the bus hall area when loading in the afternoon.

## **VEHICLES**

Motorcycles and bicycles are to be parked in the designated areas upon arrival at school and are not to be used until the end of the school day. Middle school students are not permitted to drive automobiles on school property. A hardship driver's license does not permit the student to drive automobiles on campus. Motorcycles may be ridden and are to be registered with the assistant principal.

## **VISITORS**

All visitors must check in to the front office with valid identification. Students are not allowed to bring friends to school. Unauthorized visitors are in violation of trespass laws and may be cited as such.

## ELECTRONIC DEVICES

It is important that students and parents recognize the importance of school and the use of instructional time. Disruption and interruptions must be kept to a minimum. The school is not responsible for unauthorized electronic devices when they are confiscated from students.

Phones and earbuds will remain in backpacks, turned off, during instructional time. Students can wear smartwatches but are not allowed to use applications during instructional time.

### **Violation of this policy will result in:**

1<sup>st</sup> Offense – Confiscation of the electronic device for the remainder of the day. A parent will be notified and the student will be allowed to pick up the device at the end of the school day.

2<sup>nd</sup> Offense – Confiscation of the electronic device for two student contact days. The parent will be required to pick up the electronic device after the second day. The student will be assigned one day in SDC.

3<sup>rd</sup> Offense – Confiscation of the electronic device for 5 student contact days. The parent will be required to pick up the electronic device after the 5<sup>th</sup> day. The student will be assigned two days of SDC.

4<sup>th</sup> Offense – Confiscation of the electronic device for 10 student contact days. The parent will be required to pick up the electronic device after the 10<sup>th</sup> day. The student will be assigned three days of SDC.

5<sup>th</sup> Offense – Insubordination – Administrator discretion.

Note: Any confiscation occurring before two or three day weekends that will not be completed before the weekend will include the non-student attendance days. The confiscation will start when the electronic device is taken from the student and end only after the number of confiscation days has been reached. On confiscations occurring before an extended break of 4 days or more (Thanksgiving, Christmas and Spring Break) that will not be completed before the extended break begins, the electric device will be returned at the beginning of the extended break with the understanding that the device will be turned back into school administration immediately following the extended break to serve any remaining confiscation days.

**Any exceptions to this will be granted only by the administrator.**



## **TARDIES**

**First period tardies will be handled in the office.**

A student will be in his/her seat when the tardy bell has rung. The consequences for unexcused tardiness per class per semester are as follows:

Tardy #1: Warning and teacher calls or writes the parent

Tardy #2: After-school detention in the teacher's classroom

Tardy #3: Student sent to assistant principal's office. Assigned 1 day of detention

Tardy #4: Student sent to assistant principal's office. Assigned 1 day of SDC

Tardy #5 or more: Additional days of SDC

## **UNEXCUSED ABSENCES**

Daily attendance is a vital part of academic success. The consequences for excessive unexcused absences may result in:

Unexcused absence #5: Letter home to parent

Unexcused absence #10: Possible FINS petition and court appearance

## **DETENTIONS BY TEACHERS**

Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Detention period is a time when the student is assigned to stay before school or after school for any unacceptable student behavior. Detentions assigned by a teacher will be served in that teacher's room at the teacher's discretion.

## **AFTER-SCHOOL DETENTION AND SDC**

The administration may assign after-school detentions. These detentions must be served from 3:20 - 3:40 the day after they are assigned. Failure to serve an after-school detention will result in an assignment to SDC (Student Discipline Center). SDC is a self-contained room in which the student is isolated from the student body for the entire school day. The student is required to work on his/her assignments from his/her classes that day. The administration may assign a student to SDC for violation of school rules. In more extreme cases, or when SDC is not effective, the principal may suspend a student from school up to 10 days or recommend expulsion.

## **LOCKERS**

Students will not be given/assigned lockers. The only lockers available to students will be those used for athletics (football, basketball, volleyball, etc.). Students taking physical education (PE) will not be given a locker.

## **HALLWAY PROCEDURES**

1. Courtesy will be shown by walking to the right side of the hallway and stairwell.
2. There will be no running or horseplay and a minimum noise level will be maintained.
3. Students will not congregate in groups.
4. Students permitted to leave class will go to and from the destination in a prompt and businesslike manner. Teachers will keep departure and arrival times on all students leaving classrooms in the student agenda book. Cell phone use during this time is prohibited.
5. Students are not to come to the office before getting a teacher's permission.

## **BEFORE AND AFTER SCHOOL**

Upon arrival, all students should go directly to the courtyard/patio area by the tornado shelter. Students are not to enter the building before 8:00 a.m. (excluding those eating breakfast) or remain in the building after 3:15 unless requested by a staff member or are participating in a supervised activity. Students are not allowed to re-enter the building without permission from an administrator.

## **ACCIDENTS**

Any accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

## **CAFETERIA PROCEDURES**

Breakfast Schedule  
7:35 a.m. - 8:00 a.m.

Lunch Schedule  
Period A            11:08 – 11:38  
Period B            11:38 – 12:08  
Period C            12:08 – 12:38

### **Entering the Cafeteria:**

1. A student must be in line or outside before the tardy bell rings or the student will be given an unexcused tardy.
2. Students will wear their backpacks while in line and then place their backpack under their chair if in the cafeteria or next to them if seated in the hallway
3. Walk to the cafeteria. Do not run in the building.
4. Form a single line. Do not cut in line or get out of line, but if necessary, see the duty teacher.

### **Rules of the Cafeteria:**

1. You must get in line and purchase your own food.
2. Do not share food.
3. Students are not allowed to save seats.
4. Once seated, do not move from table to table.
5. Don't play with or throw your food or anything else.
6. Do not take food, candy, or drinks from the cafeteria.
7. Keep the noise level down. No shouting, singing, etc.
8. Leave when you are finished eating. This is necessary in order to make room for the next lunch period. Clean your table and push your chair in.
9. Contact a lunch duty teacher if you have an accident.

### **Exiting the Cafeteria:**

1. Weather permitting, move outside upon leaving the cafeteria. When the weather is bad, the hall by the gym will be open.
2. Restrooms are located between the cafeteria and gym. Students are not to be in the classrooms or the locker area during lunch periods. If students go outside, they are to remain outside.
3. Each group will be allowed to enter the building after lunch at the designated time only. There will be no talking when entering the building.

### **General Lunch Rules:**

1. Delivery of food from restaurants is not allowed.
2. Students will not be allowed to leave campus for lunch with anyone other than a parent or guardian. The parent will be required to personally sign out the student in the school office. Notes or phone calls are not acceptable.
3. Parents or guardians will NOT be allowed to eat lunch with their student in the school's cafeteria or drop off lunch to their student.
4. Students who forget to bring their lunch from home will be allowed to eat in the cafeteria.

## **SCHOOL COUNSELING**

Counseling services are available for every student in the school. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study help; help with home, school, and/or social concerns; or any question the student may feel he/she would like to discuss with the counselor. To visit with a school counselor, students can submit a counseling request on the Counselor Schoology Group, send the counselors an email, or ask their teacher to visit the counselors' office.

Student schedules and assigned teachers are computer generated. Changes to student schedules will be completed during an announced time at the beginning of each semester. Schedule changes are made to correct duplicate courses, honors class changes, or elective changes (where class size allows). Student schedules are not changed for perceived personality conflicts, personal biases, etc. with a classroom teacher, or to change a student's lunch period. Students who enroll in athletics, cheerleading, or drill team, will be required to participate in P.E. for the remainder of the semester after the athletic season is over in order to receive credit.

## **MAKE UP WORK**

Students who are absent will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. A day's absence does not excuse a student from responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed.

## **MEDIA CENTER**

The library has computers and books for assigned study, recreational reading, and research. It is open for use during the entire school day. Students must pay for damaged or lost materials. All students are issued a student id card for free at the beginning of the school year but may request another if their original is lost or damaged. Replacement cards are \$2.

## **TELEPHONES**

The office telephone is a business phone and cannot be used by students except for emergencies. Students will not be called out of class for message delivery. Students will be called at the end of the day to receive any messages. If a message is deemed an emergency, the student will be notified by an administrator or office personnel.

## **EXITING AND RETURNING TO SCHOOL**

All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Leaving school without permission is classified as truancy. If a student needs to leave school, the student's parent, guardian, or someone listed on the student's emergency permission form may check out a student. Students will be called out of class when the parent/guardian arrives. Students returning to school on the same day of check-out should check in at the main office to get a late slip. Students are not permitted to leave campus with other students and their parents for lunch or other activities.

## **TRUANCY**

Leaving the school campus without permission is classified as truancy. In addition, students who are on campus but claim to have been sick in the restroom, running an errand for a teacher, etc. will be considered truant unless they have notified a teacher or the assistant principal.

## **WITHDRAWAL FROM SCHOOL**

On or before the student's last day of school, a parent should report to the office to fill out a withdrawal form. The student needs to show the withdrawal form in each class period to the teacher so they can post grades and collect books, etc., from the student. When all grades have been posted, the student should go to the office where a copy of the withdrawal form can be made for the student to take with them.

## **DRILLS/EMERGENCY**

Drill and emergency procedures are posted in each room. Students should study the plans and become familiar with them. Disruptive or inappropriate behavior during an emergency drill will result in an office discipline action.

## **HEALTH SERVICES**

If a student becomes ill in school, he/she should report to his/her teacher, who will decide what should be done. Students leaving due to illness are to follow the school policy for exiting. Students who do not sign out properly from school through the office will be considered truant.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the lost and found department is located. Unclaimed items will be discarded at the end of each school semester. Students should mark personal items and clothing with complete identification.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Conferences are to be conducted during a teacher's planning period or before and after school.

### **PARENT TEACHER CONFERENCE DATES:**

October 16	3:30-6:30
October 19	3:30-6:30
March 11	3:30-6:30
March 14	3:30-6:30

## DAILY BELL SCHEDULE

First Bell		8:00-8:05
1 <sup>st</sup> Period		8:05-8:53
2 <sup>nd</sup> Period		8:57- 9:45
3 <sup>rd</sup> Period		9:49-10:16
4 <sup>th</sup> Period		10:20-11:08
5 <sup>th</sup> Period	A Lunch	11:08-11:38
	B Lunch	11:38-12:08
	C Lunch	12:08-12:38
6 <sup>th</sup> Period		12:42-1:30
7 <sup>th</sup> Period		1:34-2:22
8 <sup>th</sup> Period		2:26-3:15

## AFTERNOON ACTIVITY SCHEDULE

First Bell		8:00-8:05
1 <sup>st</sup> Period		8:05-8:49
2 <sup>nd</sup> Period		8:53-9:37
4 <sup>th</sup> Period		9:41-10:25
6 <sup>th</sup> Period		10:29-11:13
5 <sup>th</sup> Period	A Lunch	11:13-11:43
	B Lunch	11:43-12:13
	C Lunch	12:13-12:43
7 <sup>th</sup> Period		12:47-1:31
8 <sup>th</sup> Period		1:35-2:19
Activity Period		2:20-3:10
Back to 8 <sup>th</sup> Period		3:10
Dismiss		3:15

**No advisory (3rd period) on afternoon activity schedule**



## DISTRICT POLICY CHANGES/UPDATES

### TECHNOLOGY and PRIVACY in LOCKER ROOMS, RESTROOMS, and DESIGNATED CHANGING AREAS

Students and school officials will respect and protect the privacy interests of individuals who are using locker rooms, restrooms, or other designated changing areas. The use of recording and other electronic devices is prohibited in these areas with zero tolerance. Loitering in the locker room, restroom, or changing rooms is also strictly prohibited.

### BULLYING

As defined by Arkansas law, bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat of violence by a student against another students or public school employee by a written, verbal, electronic, or physical act that causes physical harm to a school employee or student, interferes with a student's education, a hostile educational environment, or a substantial disruption to the orderly operation of the school or educational environment.

We take bullying very seriously, and will investigate all allegations to the fullest of our capabilities. However, not all perceived "bullying" cases are actually students being bullied. Below are the three terms use to describe students behavior towards others;

**RUDE:** When someone says or does something *unintentionally* hurtful and they do it once.

**MEAN:** When someone says or does something *intentionally* hurtful and they do it once.

**BULLYING:** When someone says or does something *intentionally* hurtful and they *keep* doing it – even when you tell them to stop or show them you're upset.

## **STUDENT PROGRESS INFORMATION**

### **FIRST SEMESTER**

Mid-term Report	September 13, 2023
End of First Quarter	October 11, 2023
Parent/Teacher Conferences (Nine Weeks Progress Reports Distributed)	October 16, 2023 (3:30-6:30) October 19, 2023 (3:30-6:30)
Mid-term Report	November 14, 2023
End of First Semester	December 15, 2023
Semester Report Cards Distributed	January 5, 2024

### **SECOND SEMESTER**

Mid-term Report	February 6, 2024
End of Third Quarter	March 8, 2024
Parent/Teacher Conferences Nine Weeks Progress Reports Distributed	March 11, 2024 (3:30-6:30) March 14, 2024 (3:30-6:30)
Mid-term Report	April 25, 2024
End of Second Semester	May 31, 2024
Pick up Report Cards	June 5-7, 2024 (8:30-3:00)

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August
August 7, 8, & 10 Professional Development
August 9 Teacher Work Day
August 11 No School
August 14 Students Report - First Day of School

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October
11 End of First Quarter (42 Days)
16 Parent-Teacher Conferences (MS/HS) 3:30 - 6:30 p.m.
17 Parent-Teacher Conferences (Elementary) 3:30 - 6:30 p.m.
19 Parent-Teacher Conferences (All Schools) 3:30-6:30 pm
20 No School - Fall Break
23 Professional Development (Teachers Report) - No School

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November
20 - 24 Thanksgiving Break

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January
1 Winter Break
2 Teacher Work Day
3 Students Report
12 Professional Development (Teachers Report) - No School
15 Martin Luther King, Jr., Holiday - No School

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

February
19 Professional Development (Teachers Report) - No School

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2023						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March
8 End of Third Quarter (45 days)
11 Parent-Teacher Conferences (MS/HS) 3:30 p.m. - 6:00 p.m.
12 Parent-Teacher Conferences (Elementary) 3:30 p.m. - 6:00 p.m.
14 Parent-Teacher Conferences (All Schools) 3:30 p.m. - 6:00 p.m.
15 Professional Development (Teachers Report) - No School
18 - 22 Spring Break No School
29 Holiday - No School

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May
16 Northside High School Graduation
17 Southside High School Graduation
27 Memorial Day
31 Last Student Day - End of Quarter (51 days)

May and June
June 3-7 - Make up days as needed

**Instructional & Teacher Contract Days:** Calendar includes 178 Student Instructional Days & 190 Teacher Contract Days. Teacher calendar includes 7 Professional Development Days, 1 PD Flex Day, 2 Teacher Workday/Records Days, and 2 Days Credit for Parent-Teacher Conference Times.

**Make Up Days for Any Event that Closes School:** Due to the uncertainty of the district's ability to utilize Alternative Methods of Instruction Days (AMI), make-up days due to school closure would be June 3rd through 7th. **June 10-14** will be used as make up days if additional days are needed. AMI usage versus make-up days is yet to be determined and will be defined by the Department of Elementary and Secondary Education and legislative action.