

White House Heritage Middle School

Student Handbook

2023-2024

Dr. Kim Hass, Principal
Dr. Julie Dortch, Assistant Principal

7744 Hwy 76 East
White House, TN 37188
Phone: 615-672-0311
Fax: 615-672-7178

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Website: <https://whhs.rcstn.net>

White House Heritage Middle School 2023-2024

Mission Statement

The mission of White House Heritage is to maintain a structured school community where learning is our first priority.

Alma Mater

We Raise our Voices to Hail Heritage High.

You lead us on to victory through our steps of life.

Our Banners fly, colors of red, white and blue show pride.

We pledge our hearts to our Alma Mater,

Hail our Heritage High!

- Kelsey Gardner (2008)

Important People to Know

Mrs. Angie	Attendance	Angie.tate@rcstn.net
Mrs. Mary	Bookkeeper	Mary.sanders@rcstn.net
Mrs. Debbie	Office Clerk	Deborah.segars@rcstn.net
Mr. Beck	ISS	Chance.beck@rcstn.net
Mrs. Morris	Nurse	Rebecca.morris@rcstn.net
Mrs. Arencibia	7-8 Guidance	beth.arencebia@rcstn.net
Mrs. Amy	Guidance Clerk	Amy.starks@rcstn.net
Deputy Goodcourage	SRO	Seth.goodcourage@rcstn.net
Mr. Owens	Athletic Admin.	Stephen.owens@rcstn.net
Mrs. Pam	Café Manager	Pam.broadway@rcstn.net
Ms. Cordrey	Librarian/technology	Christa.Cordrey@rcstn.net
Mrs. Breece	Academic Coach	Amanda.Breece@rcstn.net

Important Numbers	
Main Office	615-672-0311
School Fax	615-672-7178
Cafeteria	615-672-3736
Robertson Co. Board of Education	615-384-5588
Robertson Co. Transportation	615-384-4555

Middle School Bell Schedule 2023-2024

	7 th grade	8 th grade
Homeroom	7:30 - 7:55	7:30 - 7:55
1 st Period	8:00 - 8:45 <small>(Related Arts)</small>	8:00 - 8:45
2 nd Period	8:48 - 9:30	8:48 - 9:30 <small>(Related Arts)</small>
3 rd Period	9:33 - 10:41	9:33 - 10:16
7 th Grade Lunch	10:10 - 10:35	
4 th period	10:44 - 11:27	10:19 - 11:27
8 th Grade Lunch		10:35 - 11:00
5 th Period	11:30 - 12:12 <small>(Related Arts)</small>	11:30 - 12:12
6 th Period	12:15 - 12:57	12:15 - 12:57 <small>(Related Arts)</small>
7 th Period	1:00 - 1:42	1:00 - 1:42
8 th Period	1:45 - 2:27	1:45 - 2:27
9 th Period	2:30 - 3:00	2:30 - 3:00

Robertson County Schools Approved 2023-24 Calendar

Approved 12/13/2021

JULY						
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 19 DAYS						
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	

SEPTEMBER 19 DAYS						
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						

OCTOBER 17 DAYS Q1: 43 DAYS						
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					

NOVEMBER 18 DAYS						
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	

DECEMBER 14 DAYS Q2: 44 DAYS S1: 87 DAYS						
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 17 DAYS						
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					

FEBRUARY 20 DAYS						
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						

MARCH 13 DAYS Q3: 46 DAYS						
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					

APRIL 22 DAYS						
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					

MAY 18 DAYS Q4: 44 DAYS S2: 90 DAYS Y1: 177 + 3 SP=180 DAYS						
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					

JUNE						
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					

- 4: Admin Day (6 hours) – No Students
- 7: ½ Student Day (full day for teachers)

- 4: Labor Day – Schools Closed
- 7: Q1 Prog Reports – No Students
- 18: PD Day (6 hours) – No Students
- *Parent Conferences to be held for 3 hours between 3:30-7:30 pm on a date at the school's discretion from Sept. 11-Oct. 6

- 9-13: Fall Break – Schools Closed
- 20: Q1 Report Cards

- 1: PD/Admin Day (3 hours PD/3 hours admin) – No Students
- 15: Q2 Prog Reports
- 22-24: Thanksgiving – Schools Closed

- 20: ½ Day for students and staff
- 21-29: Winter Break – Schools Closed

- 1-4: Winter Break
- 5: PD/Admin Day (3 hours PD/3 hours admin) – No Students
- 12: Q2 Report Cards
- 15: MLK, Jr. Day – Schools Closed

- 7: Q3 Prog Reports
- 19: Presidents' Day – Schools Closed

*Parent Conferences to be held for 3 hours between 3:30-7:30 pm on a date at the school's discretion from Feb. 12-Mar. 8

- 4: PD/Admin Day (3 hours PD/3 hours admin) – No Students
- 5: Election Day – Schools Closed
- 18-22: Spring Break – Schools Closed
- 28: Q3 Report Cards
- 29: Good Friday – Schools Closed
- 24: Q4 Prog Reports

- 24: Report Card Day – ½ Day for students & staff
- 27: Memorial Day

Q1 Q2 Q3 Q4 *Includes 15 hours of PD *uses 3 stockpiled days; 10 days remain
 Parent-Teacher Conferences to be held from 4:00-7:30 once each semester; dates determined by each school within window
 Admin Days Professional Development Days System Holiday Progress Reports/Report Cards Abbreviated Days (½ Days)

SEVENTH GRADE TEAM - A VISION FOR THE SEVENTH GRADERS

The teaching team believes seventh grade is a time of transition to more independence, responsibility, and increased expectations. The team has a shared vision to help students gain the skills and knowledge necessary to make this transition.

Therefore, we believe, students will...

1. ...become more independent by accepting responsibility for their learning and their actions.
2. ...set challenging goals and give their best effort to achieve high academic success.
3. ...use and apply their knowledge and skills to become independent thinkers.
4. ...behave towards others (peers and adults) in a manner of mutual respect and acceptance.
5. ...monitor their academic progress by maintaining an assignment notebook, accessing homework hotline, and checking online grades on a regular basis.
6. ... be expected to complete homework daily and ask for help if having trouble completing an assignment.

EIGHTH GRADE TEAM - A VISION FOR THE EIGHTH GRADERS

Heritage Middle School teachers believe every student will have the opportunity to earn some level of success every day.

1. We believe high expectations are necessary and good.
2. We believe that respect and a positive self-concept is earned through achieving success and overcoming failure.
3. We believe that each student is ultimately responsible for educational success.
4. We believe the best learning is done when a student wants to learn and accepts the ultimate responsibility for his/her own education.
5. We believe that students, parents, and staff must take responsibility for successful outcomes. Furthermore, we believe that success is a result of all the involved people being able to find the avenues for success.
6. We believe that time for learning should be varied according to the needs of the student and the complexity of the task.
7. We believe that our number one priority is to promote success, achievement, and high expectation

Academic Integrity Policy

Each White House Heritage student is expected to do his or her own work, including homework assignments, essays, lab work, exams, and projects.

You can be sure of maintaining this academic integrity if you do the following:

- ***Cite sources from which you directly take any ideas, information, images that you use in your work.
- ***Cite sources from which you paraphrase anyone else's ideas in your own words and style.
- ***Refuse to share your own work or receive the work of others unless approved by the teacher.
- ***Work with others only when that collaboration has been approved by the teacher.
- ***Participate fully in collaborative efforts and projects.

Failure to follow any of the above constitutes cheating or plagiarism and will not be tolerated. The range of possible consequences will include the following:

- ***A zero for that work with no makeup credit.
- ***Grade reduction.
- ***Assigned another assignment with a grade penalty.
- *** Parent contact and/or conference.
- *** Referral to the school administration.

Acceptable Usage Policy:

Robertson County Schools diligently strive to provide all students with access to technology in the schools. All students and employees shall sign an acceptable use policy if they wish to have access to or use technology equipment in our school system. When using any Robertson County Schools Technology Resources including computers and the Internet, students shall not:

- Send, display, or download offensive messages or pictures
- Duplicate software (disk, CD music or data)
- Use obscene language
- Attempt to bypass system protection
- Harass, insult, embarrass or attack others (Cyber-bullying)
- Use the network or systems for commercial use
- Damage computers, computer systems, computer networks, or other district equipment
- Buy or sell on the Internet
- Download music or software for non-educational purposes or personal use
- Attempt to enter administrative network areas or other network areas not related to specific classroom
- Violate copyright laws

- Use other users' passwords
- Trespass in other users' files, folders, or work
- Intentionally waste limited resources
- Load software not specifically licensed to Robertson County Schools
- Disregard internet safety practices
- Use a third-party Internet provider while on school property (personal hotspot)
- Attach non-approved devices to the school network (personal router)

As a student in a 1:1 laptop program, students/parents understand that they are responsible for equipment that is school issued including all accessories. This equipment is treated the same as textbooks issued according to board policy (Student Fees and Fines 6.709, Care of School Property 6.311). An optional protection plan can be purchased. This protection plan covers accidental damage and theft. This plan does not cover negligence. Students must use the school-issued laptop and are not allowed to bring their own personal laptop.

All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy regarding such.

Safety instruction - Students will be given appropriate instruction in internet safety, security, appropriate online behavior, and cyberbullying awareness.

Employees/Students have no expectation of privacy regarding such data.

I understand that any or all the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

- Loss of access to Internet and/or use of computers or other technology resources
- Additional disciplinary action to be determined at the school or district level in line with existing practice regarding inappropriate language or behavior
- Legal action, when applicable

Sanctions listed above may also apply when activity away from school is harmful to or involves other students/staff and/or causes a disruption with regular school business.

The information above is an overview of Board Policy #4.406. You can review the entire board policy at http://www.rcstn.net/board_of_education/policies . Board policy will be enforced in all Robertson County Schools.

After School Policy

By 3:30pm, students are expected to be out of the building and off school grounds, unless in a designated work area (i.e. tutoring or detention) with coaches/advisors/teachers or attending a school sponsored activity. Middle school students should not be in the high school wings of the school unless under the supervision of a teacher/advisor/coach. Students riding late buses should report to

the cafeteria and wait for their bus to be called. Failure to comply will result in disciplinary actions.

Announcements

Announcements are made daily. Students are expected to be attentive during announcements, so they are informed of upcoming events and important school news.

Arrival/Pick-Up (Car Riders)

Students should always be dropped off/picked up at the back of the school building by the covered walkway. Dropping off/picking up students in the teacher parking is not allowed before or after school. Students should not be dropped off prior to 7:30 AM and should be picked up by 3:30 PM. If a student is on campus after 3:30 PM, they MUST be with a school employee and/or coach. Students do not wait after school for a ball game. They should go home and then return for the start of the game.



Attendance

White House Heritage has a 95% attendance goal each day. Attendance to school is the single most important factor of school success. Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

Important Student/Parent Attendance Reminders

1. A note must be presented to the office before 8:15 on the morning of the students return for the absences to be marked excused/unexcused.
2. It is the student's responsibility to obtain any missing work.
3. Students will have the number of days absent plus one (1) to make up any missed work for an excused absence.
4. If a student is out for 3 or more days consecutively there must be a doctor's note brought into school.
5. Parents must submit a request in advance to the principal to approve an absence for the student to miss school for a non-school event.
6. Students may be denied the privilege of making up missed work because of an unexcused absence or suspension.
7. Students who accumulate five (5) absences in a grading period, excused or unexcused, may be required to bring in a doctor's note for each additional absence.
8. Parent notes are only accepted for five days each semester (10 per year).
9. Students leaving early must bring a note to the front office by 8:15 a.m.
10. Students must submit upon returning from an early dismissal a note from the appointment for an excused absence.
11. Should a student become sick at school, the student MUST report to the nurse. The nurse will contact the parent to come pick up the students and sign them out in the office.
12. If a student accumulates ten (10) unexcused school days (eight unexcused tardy/early dismissals equals an unexcused school day), truancy proceeding will begin with the Juvenile court.

Bus Transportation

Students may ride only their assigned bus. The bus driver is responsible for the orderly conduct of the students. While on the bus, the student is under the authority of and directly responsible to the bus driver. The bus driver is responsible for reporting, in writing, any misconduct to the Principal or Assistant Principal of the school. The Principal/Asst. Principal will impose disciplinary action, which may result in the removal of the student from riding a bus. The administrator will inform the student and the student's parents of the removal. The driver may assign seats to students.

Cafeteria Procedures

Courtesy and good manners are expected in the cafeteria. Students should go directly to the end of the line, saving a place in line for a friend is not allowed. Students are to stay in their seats and raise their hand if they need something. Throwing food is NOT permitted. Leave your table clean, throwing away trash, uneaten food, etc. when told to by the cafeteria monitors when you have finished. Cafeteria food should be finished in the cafeteria and not brought back to the classrooms.

Care of School Property

Be aware of your school and take pride in it. Try to keep it clean and orderly. If a student writes on a desk or locker, or damages any other property, the student may be required to reimburse the school for the cost of repair or replacement and may be subject to school discipline.

Cellular Phone Policy

Students in grades 6-12 who are housed in a middle or high school may possess a cellular telephone in school, on school property, at after-school activities, and at school-related functions for use in emergencies or unforeseen situations. During school hours and on the school bus, the cellular telephones must remain turned off and concealed.

Cell phones/laptops/devices are not allowed during lunch. If a student calls/messages/emails home on their personal device, it may be taken up as an abuse of the phone policy.

The principal or his/her designee may grant a student permission to use a cellular phone at his/her discretion.

At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person.

Possession of a cellular telephone is a privilege that may be forfeited by any students who fails to abide by the terms of this policy. Violations of this policy may result in confiscation of the cellular telephone and consequences as outlined in the Student Discipline Policy 6.330.

The student who possesses a cellular telephone shall assume responsibility for its use and care. At no time shall the school be responsible for preventing theft, loss or damage to phones that are brought on school property

Cell Phone/Electronic Device Violation Policy

Cell phones, CD players, headphones, mp3 players, digital cameras, iPods, and other electronic devices must remain off and out of sight during the instructional day. Exceptions may be granted provided prior administrative approval is obtained and that such devices are used for educational purposes.

Students in violation of the policy will have devices confiscated and stored by the administration.

Violations will result in the following consequences:

	White House Heritage (grades 7-12)	
Violation #	Range of Fine (to be pre-determined by the school-level administrator)	Time of confiscation in lieu of fine
First	\$10	3 school days
Second	\$20	5 school days
Third	\$30	Remainder of current grading period or 10 days, whichever is longer
Fourth	\$40	Return at the end of semester

Subsequent offenses will be treated under 4 offense guidelines and may result in more serious discipline

Cell phones/electronic devices confiscated by school staff are cumulative.

All fines collected from the violation of the Cell Phone/Electronic Device Policy will be designated and deposited to the school technology fund. The fund will be used to assist the school in meeting technology goals of the school.

Class Recordings

Students may not make audio or video recordings of classroom instruction without the permission of the teacher. If such permission is granted by the teacher, such recordings shall be only used for instructional purposes.

Clinic Services (School Nurse)

The school nurse is available Monday-Friday.

Students will not be sent home unless presenting a fever of 100.5 or greater, vomiting, or any other communicable illness (Board Policy).

The purpose of the clinic is to provide first aid for minor injuries, sudden illnesses, and prescribed medical treatment. The clinic is supplied with cots, bandages, and other medical supplies. **You must have a pass from a teacher, administrator, or secretary to go to the clinic.** The clinic does not stock or dispense any form of medication.

If the student requires medication at school (prescription or over the counter)

1. Medication **MUST** be brought to school by the parent in the container appropriately labeled by pharmacy or physician with the date, child's name, dosage, and time intervals.
2. Parents **MUST** submit a written request for medication to be administered by school personnel.
3. Non-prescription or over-the-counter medicine may be brought to school in an **UNOPENED** container for your child's personal use and a written request to administer the medication (Board Policy).

If you become ill during the day, you must see the nurse/designee before a phone call is made for a parent to come and pick you up. Students who leave because of illness must receive approval from the nurse/designee before calling home and leaving the building. You will be charged with an unexcused absence if you fail to see the nurse/designee to receive prior approval before you contact your parents to leave school.

Detention

Students who do not observe the rules and regulations of the school and the classroom may be assigned detentions. Students will be assigned detentions for preventing an undesirable act from recurring. Detentions may be issued at the discretion of the individual classroom teacher. Students have one week to serve the detention. Detentions not served within one week may result in additional consequences. Three detentions will equal an office referral. Detentions may be served with Mrs. Seimo in the ISS room.

Discipline Plan

White House Heritage Middle School staff believes that the behavior of the students should reflect standards of good citizenship. Students are expected to respect authority, school policies, and the law; assume personal responsibility for their education and behavior; maintain high standards of courtesy, decency, and morality; respect personal and school property; and exhibit pride in their work and achievement.

Since discipline is essential to academic progress, the teachers, and staff at White House Heritage Middle work together to encourage productive behavior in a firm, fair, consistent manner. When students make a personal choice to obey established rules,

positive consequences will occur, such as verbal praise, notes or calls to parents, special activities, or recognition, etc.

When students make a personal choice to disobey established rules, student will be assigned a consequence. If the student chooses not to correct the unacceptable behavior the following guidelines will occur.

1st offense -30-minute detention

2nd offense - 60-minute detention

3rd offense or higher - Office Referral

Note: Teachers have the right to skip any level of the discipline plan due to the severity, or number of times the students have broken rules.

Students who receive an ISS (in-school suspensions) will not be allowed to attend or participate in designated grade level activities (this could be special programs, pep rallies, field trips, etc.) until having a conference with administration.

Students must not have any OSS (out of school suspensions) from the start of the discipline plan each grading period to the special activity to be eligible to participate in the special incentive activity and/or field trip.

The discipline plan starts over every nine weeks to give students the opportunity to participate in the next activity.

Prohibited Behaviors

All teachers have been requested to be on alert for any student behavior that is in violation of school regulations. Students should behave in a manner that will be a credit to our school. Below is a list, but not limited to, of prohibited behaviors that students could receive a disciplinary consequence for:

1. Use of or possession of tobacco products in building or on campus.
2. Possession or use of alcoholic beverages, drugs, drug paraphernalia, fake drugs, or legend drugs on school property or any school related activity.
3. Possession or use of anything that might be considered or used as a weapon.
4. Intimidation, bullying, and harassment of students.

5. Damage which causes disruption of technical infrastructure, destroying, defacing, or misuse of property belonging to the school, a teacher, or another student.
6. Fighting on school property.
7. Showing disrespect for school personnel.
8. Obscene language, written or spoken, obscene literature, signs, gestures, videos or pictures.
9. Bringing outside drinks or food purchased from restaurants into the school.
10. Leaving trays on tables or disruptive behavior in the cafeteria.
11. Use of electronics during school hours including, but not limited to: radios, CD players, digital audio players such as MP3 players or iPods, portable video games, eReaders, Nooks, Kindles, cell phones, or watches connected to cell phones. Laptop computers are permissible if the student has parent permission and an academic purpose approved by an administrator. Without parent and school permission or if the privilege is being abused, laptop computers will be treated as all other electronic devices. School hours are defined as the period of time between the students arrive on campus in the morning to the last dismissal bell in the afternoon. **The administration/school is not responsible for items after confiscation.**
12. Gambling of any type.
13. Public display of affection.
14. Leaving campus without checking out, skipping school, or skipping class.
15. Using the office phone for any reason other than an emergency or without permission of the office personnel.
16. Running in the corridors.
17. Being in halls during class period without a hall pass or out of assigned area.
18. Sexual harassment - any unwelcome sexual behavior that may cause any person to feel uncomfortable or unsafe.
19. Leaving class without permission.
20. Contributing to or inciting a discipline issue involving another student(s).
21. Bringing toys/balls/sporting equipment to school and playing with them during the school day, including in the halls, stairways, outdoors, bus and car rider areas. The physical education department has equipment for you to use during class. Middle school has equipment to use if classes are taken outside for recess.
22. Any infraction that is against the classroom teacher's rules that may not be listed.

NOTE: At any time during the school year, the administration may prohibit additional student behaviors or other items as deemed necessary to maintain a safe and productive school environment.

Dress Code Expectations for Students 2023-2024

White House Heritage encourages students to dress and groom themselves in an appropriate manner. Clothing worn to school should be comfortable, clean, and conducive to a business-like atmosphere. All clothing should be the proper size/fit.

Students are EXPECTED to dress in a neat, modest manner so as not to interfere with the learning environment. (Board Policy)

Acceptable Attire

- Collared Shirts - button-up or polo shirts of any color/pattern, must have sleeves
- T-shirts - any color or pattern, must have sleeves
- Blouses - any color or pattern, must have sleeves
- Pants/Jeans - Any color or pattern, no skin showing 3.5inches above the knee through thin marks, tears, or holes
- Shorts/Skirts - Any color or pattern. Must be no shorter than 3.5inches above the knee. No skin showing 3.5inches above the knee through thin marks, tears, or holes
- Dresses - Any color or pattern, must be no shorter than 3.5inches above the knee, no skin showing 3.5inches above the knee through thin marks, tears, or holes. Must have sleeves
- Leggings/yoga pants/tight or skinny jeans - any color/pattern, must be covered by a top. The top must come to mid-thigh.
- Sweatshirts/Sweatpants - any color/pattern
- Jackets/sweaters - any color/pattern
- Shoes are to be worn all the time

Unacceptable Attire

- Hats and sunglasses are not to be worn in the building. Leave them in your locker or backpack.
- Shorts/skirts/dresses shorter than 3.5inches above the knee or with skin showing 3.5inches above the knee through thin marks, tears, or holes
- Leggings/yoga pants/tight or skinny jeans with a shirt that is shorter than mid-thigh or with skin showing 3.5inches above the knee through thin marks, tears, or holes
- Pants or jeans with skin showing 3.5inches above the knee through thin marks, tears, or holes
- Hoodies worn on the head during the school day
- Shirts without sleeves with cut outs exposing chest
- Tank tops or spaghetti straps that do not cover the shoulder
- Clothing that advertises illegal substances or inappropriate language and/or images
- Pajama pants and house shoes
- Blankets
- Animal tails/ears
- Chains, spikes
- Tops/shirts/dresses that are low-cut and/or revealing, lace or sheer deemed inappropriate or distracting
- Tops/shirts that expose the belly when arms are raised to shoulder level.

- Writing on body with markers or ink pens

Dress Code Violation Consequences

Included but not limited to:

- 1st violation - if available, school provides alternate clothing and parents contacted.
- 2nd violation - parents called to bring alternate clothing; student will be placed in ISS until dress code violation is corrected.
- 3rd violation - placement in ISS

Electronic Device Policy

Cell phones, audio/video devices, and other electronic devices may not disrupt the classroom or school setting. Students should keep personally owned devices (including laptops, tablets, smart phones, personal media devices, digital readers, and cell phones) put away during school hours-unless under the direct supervision of a teacher or staff member for educational purposes. Cell phones and personal electronics with any attachments, i.e. headphones, personal speakers, (external or internal) may NOT be used or in view anywhere in the building unless directed by a faculty member for curricular purposes.

Improper use of personally owned devices will be treated as a violation of the RCS Board Policy. Use of personally owned devices for unlawful purpose will subject the user/owner to any and all disciplinary measures provided by the school discipline policy, or state/federal law.

White House Heritage shall not be liable for the loss, damage or misuse of any personally-owned devices brought to school; possessed/used during the school day, during transport to/from school: while attending school-sponsored activities during the school day: and/or any/all school-sponsored activities in general. The school/district will provide no technical support, troubleshooting, or repair for personally owned devices. Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.

At any time, the administration has the authority to prohibit the privilege of using personal electronic devices if deemed necessary.

Grading Scale

Academic grades shall reflect the student's progress toward the attainment of the knowledge and skills in the subject area. Academic grades shall not be reduced as punishment for inappropriate behavior, except in such incidents where the student's grade is affected by cheating or failure to complete work. Attendance shall not be a

factor in determining academic grades, except that credit for assignments may be denied or the value reduced for unexcused absences.

In grades 7-12, academic grades shall be expressed by the following:

- A=90-100%
- B=80-89%
- C=70-79%
- D=60-69%
- F=Below 59%

Grading System

Mid-Term Progress Reports will be sent home during each quarter. All progress reports with a failing grade must be signed by a parent/guardian and returned to that classroom teacher.

Report Cards will be computer generated each grading period. See the school calendar for when reports cards and mid-term reports will be sent home.

Hall Passes

Students are not permitted in the halls during class time without an official hall pass. This is considered loitering. Students violating this policy may be disciplined. This is to keep noise to a minimum and to create a safe, positive environment for classroom instruction. Students should not be in the hallway during the first/last 20 minutes of class. Research shows that this will help maximize instructional time.

In-School Suspension (ISS):

Students assigned to ISS are not allowed to participate in any activity during the school day. Restricted activities include and are not limited to: participation in any athletic contests (during the assigned time in ISS), pep rallies, homecoming activities. Should a student leave school during their time in ISS, the remaining time will be completed the next day the student is in school. Lunch will be eaten in the ISS room. Bathroom breaks will be assigned by the ISS instructor. **Students must surrender cell phone to ISS instructor if assigned to ISS. The cell phone will be locked in a secure location until the student is dismissed from ISS.**

Lockers

At the beginning of school, each student is assigned a locker. Lockers are 35 inches tall, 12 inches wide and 10 inches deep. Any backpacks that are purchased must be able to

fit inside the locker. This locker is provided for books, outer wear/coats, and supplies. Lockers are provided as a convenience for students. Each student shall be held responsible for the condition of his or her locker. Lockers should be kept clean and in good order always.

- ✓ No permanent marking inside of the locker.
- ✓ The student will be responsible for removing any decorations or objects.
- ✓ Offensive material is not permitted.
- ✓ Contact paper is not permitted.

Locks may be purchased at the school and will be the property of the student until graduation. Students may not use locks that are not purchased from the school. Students that have locks that are not school approved will be asked to remove the lock and purchase a school lock.

No money or any other valuables should be left in any locker. Do not give your combination to other students. **Sharing a locker is strongly discouraged.** Lockers are the property of the Board of Education. The lockers and the contents are subject to random searches at any time without regard to any reasonable suspicions. Locker clean out and inspection will be scheduled at the end of each semester.

Loitering

Loitering on school property before, during, or after school is prohibited. This includes being in the hallway when class is in session. Students not involved in after-school athletics or activities have until 3:30 pm to exit the building.

Lost and Found

If you find an article, take it to the Lost & Found located in the Library. If you have lost an article including a textbook, inquire at the Main Office about it. Any items that are left in Lost & Found at the end of each semester will be donated to the Hope Center.

Make Up Work

Students who have been absent from school should check with teachers (or their web sites) to collect any work missed while out. An extension of time may be granted by the teacher or an administrator for lengthy absences and other extenuating circumstances. **It is the responsibility of the student to arrange make-up work with the teacher.** When the student is going to be out of school for three or more days and able to complete the work from home, contact the teacher at their email address. Please allow 24 hours for teacher to prepare the assignments.

MEDIA CENTER POLICIES AND PROCEDURES (LIBRARY):

A. White House Heritage Media Center Hours:

The library is open from 7:45 until 3:15 each day

B. Media Center Use:

Books normally may be checked out for two weeks and can be renewed for an additional two weeks. A student is responsible for all materials checked out by him/her; therefore, he/she should return them on time and in good condition. Lost materials will be paid for by the student. Overdue fines of ten cents per day are charged for late materials.

C. Media Center Rules:

1. Consumption of food or beverages is not permitted.
2. Students must be constructively reading/working the entire period/block.
3. If students need to leave the Media Center for restroom, locker, etc. a pass must be secured from the Librarian.
4. Game playing on the computers or anywhere else is not allowed. No audio sounds from computers are permitted unless under teacher supervision.
5. Furniture is not to be moved unless under teacher supervision. Chairs are to remain flat on the floor. Maximum of one person per computer/chair and maximum of four people per table unless under teacher supervision.

D. Acceptable Use Policy:

Users of the Computer Labs and all WHH computers must follow the Acceptable Use Policy. The Computer Labs are used primarily by classes.

Pat Time (RTI - Response to Intervention)

During the school day, each student will be given supervised remediation and/or enrichment periods. PAT Time will be a time in which students can receive additional instruction or tutoring. Students will be supervised in designated areas for extended learning.

Smoking/Tobacco/Vaping

Smoking/Tobacco/Vaping is not permitted anywhere on the school grounds.

Student Organizations/Clubs

Students are encouraged to join those clubs or organizations in which they can participate and still maintain an acceptable level of academic accomplishment. There are many benefits gained by the students while participating in a co-curricular activity.

Student Conduct for Organizations/Clubs

Any student that is a member of a Heritage club or organization that posts something negative on social media, receives ISS or OSS, or basically does anything that is unbecoming of a Heritage student will be subject to the following:

- A. First infraction - Student will meet with the sponsor and Dr. Hass. Discipline to be determined by the sponsor.
- B. Second infraction - Student will meet with the sponsor, parents, and Dr. Hass. Discipline to be determined by Dr. Hass.
- C. Third Infraction - Student will be dismissed from the club/event.

Student Organizations/Clubs for Middle School Students

Battle of the Books

Sponsor: Christa Cordrey

Students read and compete with trivia with a set book list. We will compete with each other and have tournaments with other schools! Students can form their own teams of 3-5 students or they can sign up and let the librarian place them on a team. Practices will be after school every other Wednesday. Sign up in the library.

Chess Club

Sponsor: Stephanie Drumright

Students will learn to play chess and practice by playing each other as well as guest members. The club will meet on Fridays after school until 4:30.

Creative Writing/Young Poets

Sponsor: Jessica Crafton

Open to all students interested in improving their writing skills. Meets Thursday afternoons until 4:00 pm in room D115. Meetings are through TEAMS for students that cannot stay after school.

FCA - Fellowship of Christian Athletes

Sponsors: Zach Holden

The Fellowship of Christian Athletes is touching millions of lives...one heart at a time.

VISION

To see the world transformed by Jesus Christ through the influence of coaches and athletes.

MISSION

To lead every coach and athlete into a growing relationship with Jesus Christ and His church.

Who can attend huddle meetings?

FCA Is not just for Athletes but a platform used to facilitate sharing the word of Jesus Christ? Anyone can attend but must know that We will be studying the word of God, while sharing the Love of Jesus Christ. FCA IS student led and FCA leaders and members must remember THEY ARE REPRESENTING AND FOLLOWER OF JESUS CHRIST.

MEETINGS WILL BE held Wednesday mornings 7:30a.m. In the Library or Auxiliary gym for games, food, fellowship, and Worship.

Future Business Leaders of America (FBLA)

Sponsors: Brandy Baucom and Nicole Staggs

FBLA-Middle Level is for middle school students who want to get a jump start on building their resume and/or who are interested in learning more about business and traveling and competing at regional, state and national competition. See Mrs. Baucom in M146 or Mrs. Staggs in A120 for more information.

Jr. BETA

Sponsors: Tabitha Swearingen

National Beta Club Mission Statement: To promote the ideals of academic achievement, character, service, and leadership among elementary and secondary school students.

Achievement

Recognizing and honoring high academic achievement

Character

Preparing young people for life and empowering them to be successful

Leadership

Developing the leaders of tomorrow

Service

Demonstrating our motto: *Let Us Lead by Serving Others*

Membership Requirements:

- Maintain a **90 or above** in each core class (Math, Reading, Science, Social Studies)
- Complete 8 service hours per semester
- Display model character traits
- Attend monthly meetings
- Donate items to Junior Beta club as needed (concession items for dances, etc.)

- Adhere to the National Beta Club Constitution(<http://www.betaclub.org/constitution.php>)
- Adhere to the White House Heritage and Robertson County student guidelines as outlined in the handbook
- National Dues: \$25.00

Robotics

Sponsors: Christa Cordrey and Stephanie Drumright

Open to grades 7-12.

The Heritage Robotics program consist of multiple teams, each designing and building their own robot to compete. Robotics has a focus on engineering, mathematics, computer programming, teamwork, and 21st century Skills. Students are challenged through the Engineering Design Process to define needs, develop ideas, create prototypes, and test their creations in internal and external competitions. During this process, students will learn time management, stress management, creativity, teamwork, and problem-solving skills. Students are expected to participate in all fundraising activities.

Student Council

Sponsors: Madison Word

Student Council is a student-based organization designed to promote school spirit and leadership among students. Council members will serve as good examples of behavior through their words and actions. They will be expected to organize, plan, and participate in activities, which will serve to enhance the quality of both the physical and behavior environment of the school.

Visual Arts Club

Sponsor: Marshall Romero

Open to Grades 7-12

Yarn Club

Sponsors: Janet Dempsey

For any student or staff member interested in beginning or strengthening their crochet or knitting skills. All levels of experience are welcomed!

Yearbook

Sponsor: Hailey Campbell

Yearbook staff members design the Middle School yearbook. They work collaboratively to take pictures, organize pages, and capture memories from the school year for ALL students.

Student Athletics

The administration and coaching staff of White House Heritage consider interscholastic athletics a vital part of the total educational process. The school's philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities.

Competition in athletics means more than competition between two individuals or teams representing different schools. It teaches fair play and sportsmanship, an understanding and appreciation of teamwork and work ethic. Athletes must remember they are representatives of WHH, our community and team wherever they may be. Our student athletes must make a consistent effort to project a positive, respectful image and should be considerate of others and not allow them self to be involved in or associated with situations that may disgrace the school, community, or team.

Goals of the Athletic Program

- Create and maintain expectations of academic excellence.
- Develop a commitment to the growth and maturation of character and integrity.
- Create an environment where students correct inappropriate behaviors in a timely and respectful manner.
- Help develop individuals that are positive role models for our younger students.
- Build a belief in the giving of our talents and abilities for the good of others.
- Help lay the foundation that hard work, disciplined behavior and high standards lead to success in all areas of life.
- Demonstrate loyalty to family, country, school, and team.

Athletic teams at White House Heritage abide by the bylaws of the TSSAA.

Requirements for Student-Athlete Participation

As a student-athlete, you are not eligible to participate in any sport until the following is completed:

1. Pre-participation form online at Dragonfly Max
2. Physical Examination Form
3. Emergency Medical Authorization Form
4. Authorization and Consent Form
5. Sudden Cardiac Arrest Form
6. Concussion Form
7. All resident eligibility requirements satisfied.
8. All academic eligibility requirements satisfied.

Physical Examinations are valid from one year starting April 15 of the current school year.

Student Athlete Conduct

Any student athlete that posts something negative on social media, is ejected from a game, receives a card, receives ISS or OSS, or basically does anything that is unbecoming of a Heritage student athlete will be subject to the following:

- A. First infraction -Student-athlete will meet with the coach and Ms. Hass. Discipline to be determined by the coach.
- B. Second infraction - Student-athlete will meet with the coach, parents, and Ms. Hass. Discipline to be determined by Ms. Hass.
- C. Third Infraction - Student-athlete will be dismissed from the team.

Administration, faculty, and staff at White House Heritage hold student-athletes to a higher standard because they put the “H” on their uniforms and represent our school and community.

Student Athletic Programs for Middle School

- Football
- Boys Basketball
- Girls Basketball
- Cheer (football and basketball)
- Dance
- Cross Country
- Girls Softball
- Bowling (8th grade only)
- Baseball
- Soccer (girls & boys)
- Volleyball
- Track and Field (8th grade only)
- Wrestling

Student Behavior

The exercise of self-control, self-discipline, and self-direction are essential to positive school behaviors and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole and attempt to maintain a safe environment for all. As with any organization, cooperation, and the observation of the rights of others are essential if the goals for the organization are to be accomplished. To this end, **each student is responsible for his/her own behavior and must respect the rights of others.**

See Robertson County Student Conduct Code for specific guidelines.

Students Entering Building AM

Door open at 7:30 am every morning. Students are to enter the building through the commons area located at the back of the school. Middle school students should go directly to their 1st period classroom. Free breakfast is available to all students.

Student Nutrition Program

Healthy meal choices are available to students each morning and afternoon.

WWW.ParentOnline.net

ParentOnline was created to provide K-12 School Food Service Departments and easy to use method for parents to pay for school meals securely and conveniently. Parents can view account history, including purchases made at school. Automated payments and low-balance alerts help parents make timely payments, ensuring that their students have sufficient funds to purchase meals at school. Payments can be made at any time from any internet-enabled computer through the secure ParentOnline website.

Students are given a lunch account number to access their account to purchase lunch. Students are EXPECTED to remember their lunch number or to bring money. Lunch charges are required to be paid in a timely manner. Alternate lunches are available if needed for medical reasons. There is a form available through the school nurse and the student must have a medical prescription from a licensed doctor. Students may only charge 2 lunches per Robertson County Board Policy.

A la carte items may be purchased from the student's lunch account.

Free breakfast and lunch will be available to all students during the 2023-2024 school year.

Carbonated drinks and food purchased from restaurants are prohibited at school

- Cafeteria Prices

2023-2024	Breakfast	Lunch
Elementary school	No charge	No charge
Middle school	No charge	No charge
High school	No charge	No charge
Student reduced	No charge	No charge
Staff member	\$2.25	\$3.50
Visitor- Adult	\$2.50	\$4.00
Visitor-Child	\$1.75	\$3.00

“In accordance with Federal law and the U.S. Department of Agriculture policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.” To file a complaint of discrimination, write to:

USDA

Director, Office of Adjudication
1400 Independence Avenue, SW
Washington, DC 20259-9410

Or call toll free (866) 632-9992 (Voice)

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136(Spanish).

USDA is an equal opportunity provider and employer.

- **Free or Reduced Lunch**

Any student who wishes to complete a free or reduced lunch application will receive the form in the registration package and are also available on-line on the county website. Forms are to be returned to the cafeteria manager. **STUDENTS ARE RESPONSIBLE FOR PAYMENTS UNTIL THE APPLICATION IS APPROVED.**

Substitute Teachers

Substitute teachers are to be accorded the same respect as a regular classroom teacher. Any student failing to maintain a proper relationship with a substitute teacher will be disciplined. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at White House Heritage.

Tardy to Class

White House Heritage Middle School takes pride in teaching student’s lifelong skills that they will need in the work force. One of these skills is being punctual. Students are expected to be in class on time each day. No tardy to class is to be excused unless the student has a signed pass from a teacher, administrator, or the office. Those who are tardy to class will be susceptible to consequences.

- Three tardies to an individual class = 30-minute detention
- Four tardies to an individual class = 60-minute detention
- Five tardies to an individual class = 60- minute detention
- Six or more tardies to an individual class = office referral

Testing

TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. State testing will measure student understanding of our current state standards in English language arts, math, science, and social studies - not the previous SPLs. - See more at tn.gov/education/assessments

Textbooks

Students shall be assessed fines for the loss or damage to textbooks. Textbooks that are lost or not returned will be assessed at the replacement cost. If the textbook needs to be rebound, a fee will be assessed. **These fees must be paid before reports cards will be given to the student or participation in graduation is permitted.**

Theft of Property

Any theft of property should be reported to a school administrator or SRO.

Zero Tolerance

In-order to ensure a safe, secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following offenses will not be tolerated and will be classified as Zero-Tolerance behavior:

1. Possession/use/transfer/under the influence of illegal substances, including, marijuana, stimulant drugs, prescription medication not prescribed to the student, or drug paraphernalia.
2. Assault, threatening to assault, or committing aggravated assault upon any student, teacher, or system employee.
3. Possession/use/transfer of dangerous weapons.
4. Unauthorized possession of a firearm as defined in 18 USC 921.
5. Who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention
6. Threats of mass violence on school property or a school-related activity.