

# White House Intermediate

## Blue Devil Student Handbook ~ 2024-2025

### Important Phone Numbers

White House Intermediate	615-348-4401
Fax Number	615-338-7571
Sumner Co. Board of Edu.	615-451-5200
Transportation	615-452-1520
School Safety	615-451-6500
Special Education	615-451-5401

## Transportation

### Bus Expectations

- \*stay seated at all times unless departing
- \*keep hands and objects inside seat area
- \*respect all people and property
- \*no OPEN food or drinks
- \*no inappropriate language or weapons
- \*glass vases and balloons not allowed

**Please always follow the bus driver's expectations.** The school bus is an extension of school activity; therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. A student may be denied the privilege of riding the bus if determined by administration that the student's behavior is disrupting on the bus, or when the student disobeys state or local transportation rules and regulations.

### Bus Stop Information

- \*Parents will need to find out the information regarding time schedules and bus stops through district websites (Transportation tab)
- \*Please consider downloading the app "**Here Comes the Bus**" to receive notifications of bus location.
- \*Bus riders and authorized drop off will arrive in the FRONT only.

### School hours:

**7:15 a.m. - 2:15 p.m.**

**Doors open for students at 6:40 a.m.**

**Front office hours: 7:00-2:30 p.m.**

### Car Rider Information

**Arrival:** Doors will be open for students at 6:40 a.m. Students will go to a designated area until 7:00 a.m. then released to go to class. Students transported by car should only enter the BACK of the school. When you arrive on campus, please be ready to drop off using a single car line. Cars should not be pulling to the side or parking and waiting in arrival lane unless it is an emergency. YMCA will have assigned entry locations. Car riders do not walk child to the building unless you need to go to the office or assist your child in carrying additional items. Please use crosswalk.

**Late arrivals:** Students should be in their classroom ready to learn by 7:15 a.m. Students arriving in the front doors at **7:15-10:45** will be counted late. Students who arrive after 10:45 will be considered absent for the day.

**Dismissal:** Cars should NOT arrive on campus for dismissal until after 1:15 p.m.. Anyone picked up 10:45-2:15 will be counted as an early dismissal. If your are checking out your child, please do so by 2:05 to avoid dismissal procedures. All grades will begin dismissing from the building at 2:15 p.m. All students should be picked up by 2:30 p.m. Late pickups are documented and addressed when accumulated.

### Transportation Changes

\*All students will be sent home daily according to registration card information. **If changes need to be made, please follow these guidelines:**

**Bus changes:** If a student needs to ride the bus, change buses, go to a different location, or any other circumstances different from their regular schedule, a note with permission must be sent to school and include student name, address, parent name and contact, reason and any important information. Please notify both office and the teacher. Students will NOT be allowed on new/different bus without form from the office prior to first riding.

**\*If a last minute change needs to be made, please notify the OFFICE by calling prior to 1:15 p.m. in order to have time to set up a bus form.**

### Delayed School Start/Early Dismissal

In the event school is delayed 2 hours, we will start at 9:15 a.m. Instructional and cafeteria schedules will be adjusted.

~~Breakfast will not be served.~~  
In the event of a district wide early dismissal, students will be sent home the way indicated on registration form UNLESS you indicate otherwise on an Early Dismissal/Weather form filled out with your classroom teacher.

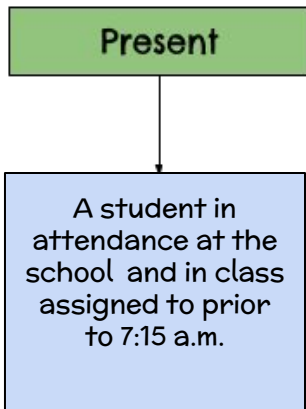
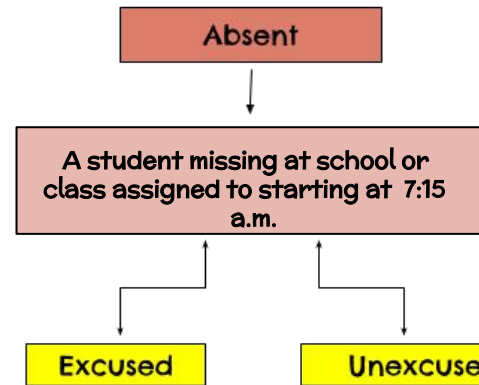
# GO BIG BLUE!

# Attendance Information

Please make sure your registration information, both Skyward and card in office, are up-to-date with the most recent information. Any changes with contact information should be made in the front office as soon as possible by a legal guardian.

Please make every effort to have your child in school and on time. If your child must be absent, late, or picked up early, the Sumner County Board of Education adopts the following policy rules and regulations. Please be aware of Attendance Tiers.

The current TN Compulsory School Attendance Law will be followed. Please see the state and district website for more information.



Reasons for Excused Absences:

- Student's personal illness, medical appointment or hospitalization verified by a licensed physician, dentist or health agency member
- Death of a family member or a non-family member (if approved by principal)
- Special recognized religious holidays regularly observed by a particular faith (note must be submitted BEFORE event)
- Required court appearances
- Other extenuating circumstances beyond the control of the student

\*Parents are allowed 5 parent notes per semester for an absence to be considered excused.

- \*Absences NOT verified or do not meet valid reasons for absences
- \*All out-of-school suspensions are unexcused
- \*Parents/guardians will be notified at 3 unexcused absences. After 5 unexcused absences, the student will be reported to the county truancy department.
- \*An excessive number of absences during the school year will subject a student to possible retention

**\*Attendance contract meetings with attendance clerks and admin completed at 5 unexcused.**

## Tardy

- \*Arriving after at or after 7:15
- \*Parents must sign in students that are late
- \*If a student arrives after 10:45 they are considered absent, must be present at least half the day

## Early Dismissal

- \* Students picked up after 10:45 and before 2:15 p.m.
- \*An early dismissal will be labeled as a "tardy" in Skyward.
- \*Leaving early from a field trip s considered an early dismissal.

# Make-up Work

Since the teacher is the originator of the assignments, he/she will assign a reasonable amount of time for make up work. The allowable time is not to exceed the number of days missed, plus one school day. When requesting a child's make-up work, please email student's teacher ASAP (24 hours in advance if you want the work BEFORE your student's absence) so that teachers can prepare the work. The work may be picked up in the office or sent home with a sibling or friend if that is more convenient. Please plan accordingly with the classroom teacher.



## Academic Information

### Report Cards

Report cards are issued every 9 weeks during the school year. Progress reports are issued every 4 ½ weeks. All grades are posted and updated on Skyward.

### Grading Scale

A- 90-100  
B- 80-89  
C- 70-79  
D- 60-69  
F- below 60

### Parent Conferences

Parent conferences will be held on Monday, September 23, 2024. Teachers will communicate how to sign-up for a conference time. A conference by teacher, parent or admin can be requested. These must be scheduled in advance.

## Support Services for Students

The following services are provided to students based on data collection, referrals or a formal process performed by faculty and staff:

- Response to Intervention (RTI)
- Student Support Team (SST)
- Promotion/Retention Plan
- Individualized Education Plan (IEP)
- 504 plans
- Medical Health Plans

More information can be obtained by contacting the classroom teacher.

**Be Ready**  
**Be Respectful**  
**Be Responsible**

## Blue Devil Behavior Expectations

All students are expected to ***be Ready, Respectful, and Responsible*** throughout all activities within a school day.

### Blue Devil Behavior Supports

Please review the Blue Devil Behavior Support document on our school website for reference of expectations, interventions and communication.

### Office Behavior Referral

A student that receives a Behavior Referral has accumulated minor incidents or a major incident for inappropriate behavior.

### Zero Tolerance District Policy

Our school will adhere to all Sumner County Board Policies regarding Zero Tolerance offenses and bully investigations.

## Related Arts

***All WHI students participate in a Related Arts rotation that includes: Library, Music, Art, Guidance, and P.E. STEAM classes will be instructed by classroom teachers.***

**P.E.:** wear athletic shoes

**Library:** students have the opportunity to check out books during their library rotation AND during open check-out times; any lost or damaged books will be the responsibility of the student to replace

**Guidance:** counseling support is available to all students

## Dress Code

SCS Dress Code Policy can be found on the Sumner County Schools website under board policies.

***Students MUST wear...***

### Tops

- must have sleeves or wide straps at the shoulder
- non-see-through fabric from underarm to waistband
- overlap waistband
- hoods must remain down

### Bottoms

- sweatpants, non-see-through leggings, yoga pants, jeans, pants holes or tears must be below mid-thigh as a halfway point between the hip and knee
- leggings or yoga pants must be paired with tops that extend past the student's wrist with arms by their side
- shorts, skirts, dresses
- mid-thigh as a halfway point between the hip and knee

### Shoes

- students' shoes must be secured as designed
- elementary students' shoes must have heel straps

***Students CANNOT Wear***

- \*Images, logos, or language depicting drugs, alcohol, illegal items or activities
- \*Images of violence, demeaning or derogatory speech, profanity, or pornography
- \*Sleepwear or slippers
- \*Shoes with wheels
- \*Clothing that reveals undergarments
- \*Accessories that are considered a weapon, pose a threat, or are a potential safety hazard
- \*Items that hide any part of the face (except as a religious observance or medical reasons-examples include but are not limited to non medical masks, bandanas, and hoods)

\*Visit our school website for more info: [whi.sumnerschools.org](http://whi.sumnerschools.org)

# Cafeteria

## Cafeteria Money

- \*Money can be added to accounts online or by sending in cash/check with your student to be logged by the classroom teacher (*please include your child's name, teacher's name, and for which account you would like to place the funds - Lunch or Special Sales*)
- \*Money cannot be transferred from one account to another.
- \*Applications for free and reduced lunches are available on the WHI website under Cafe or district website.
- \*All account balances should be monitored and all balances paid in full.
- \*Notification sent if a charge needs to be paid.

## Lunch Visitors

- Visitors may eat lunch in our cafeteria following the guidelines below:
- \*Students may have 1 visit per week.
  - \*Sit at tables designated for students with visitors.
  - \*No visitors will be allowed for breakfast.
  - \*Limit additional guests
  - \*All visitors must sign in at the front office, present driver's license, and receive a visitor's badge. Restricted visitors not permitted.
  - \*Visitors check out in the office after lunch.
  - \*Visitors will not be permitted to walk back to the classrooms unless you are a scheduled volunteer.
  - \*You will only eat lunch with YOUR child. No other friends will accompany you to visitor table.
  - \*Visitors are asked not to use cell phones for any reason. If you have a call, please step out of cafeteria. No photos/video of other students.
  - \*No lunch visitors during state testing or adjusted schedule.
  - \*Lunch visitors may begin after August 29, 2024**

## Cafeteria Expectations

- \*We encourage to send containers or wrappings that children can open without adult help.
- \*Glass bottles, knives or cutting utensils of any kind are NOT allowed.
- \*Good manners and safe behaviors are expected at all times.
- \*If behavioral expectations are not met, students may be asked to sit in a designated area for isolated lunch.

# Miscellaneous

## Snacks / Celebrations

- \*Classroom teachers will give detailed snack information concerning when and if allergies are present.
- \*Birthdays will be celebrated once a month (last Friday of each month) -teachers will communicate additional information.

## Health/Medications/Clinic

WHI has a full time nurse on staff. Our school only provides basic first aid.. Non-prescription or prescription medication can only be administered with proper forms completed by a parent or physician. Medication must be brought in the original container with current instructions. There will be NO exceptions. A parent will be expected to come to school to administer medication if they forget to give it to their child before school. Please contact our school nurse with medical questions.

## School Deliveries

If a celebratory gift (balloons, flowers, etc.) is delivered to the school for a student, parents will be contacted to pick it up in the office if students ride the bus or can not carry.

## Cell Phone / Smart Device Policy

Cell phones/smart devices are to **remain "off" and placed in backpacks** during school hours.. If a cell phone is out during school hours, it will be collected and turned in to the office. Admin will contact parent and device must be picked up in the office by a parent if out or turned on. Apple/Smart/VTech watches are not allowed to be used as communication devices, phones calls, texts, recordings or internet access and should remain in backpack turned off or at home. If a student needs to contact the parent, they may use the office phones.

## School Security Procedures

All visitors will buzz into the school building upon arriving at the front. If signing in or out a student, visitors wait in vestibule area and show ID. If you are eating lunch or have a scheduled meeting, sign in at office lobby guard. Must have a state issued ID to use lobby guard.

Visitors must wear a visitor sticker badge at all times while in the building. Students are only allowed to leave with persons indicated on their registration card. Office must be notified of any exceptions. All students must be dismissed from the office when leaving early. Students will not be released with anyone under the age of 18 unless permission is given from the administration or the individual is listed on the student's data card. All persons picking up students **MUST** show photo ID. Information will not be issued regarding any student over the phone due to inability to verify appropriate photo ID.

*The playground area is part of the school grounds and may not be used or accessed by visitors during the school day.*