

Shafer Middle School



STUDENT HANDBOOK
2025-2026

ATTENDANCE INFORMATION

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| <p style="text-align: center;">Attendance & Arrival</p> | <p style="text-align: center;">Everyday counts—because every day, you grow.</p> <p>At Shafer, showing up matters. When you are present and engaged, you grow — and we notice. Each day brings new opportunities to achieve, connect, and succeed. We're here to help you get there.</p> |
| <p style="text-align: center;">What to Know About Attendance</p> | <p>School attendance is required for students ages 6 to 18 under Tennessee law. When you're here, you thrive. Our staff is here to support regular, consistent attendance</p> <ul style="list-style-type: none"> ● Students are expected to be present every school day from 7:45 AM to 2:45 PM ● If your child is sick or has a family emergency, call the front office and send a written note within 3 days ● Students are allowed 5 parent excuse notes per semester (including sick days, travel, and family needs) |
| <p style="text-align: center;">Excused Absences</p> | <p>Absences may be excused with a parent/guardian note or official documentation. These may include:</p> <ul style="list-style-type: none"> ● Personal illness (doctor's note preferred after 5 days) ● Family bereavement ● Court appearances ● Religious observances ● Pre-approved family trips ● Emergency situations <p>To get a family trip approved:</p> <ul style="list-style-type: none"> ● A parent or guardian must send a written request to the principal at least five (5) school days in advance. Include: dates, destination or purpose, and student name. ● Principal approval is required before the trip begins for it to be excused. ● Trips without advance approval will be marked unexcused. <p>We value time together as a family—just help us plan ahead!</p> |
| <p style="text-align: center;">Verified Absences</p> | <p>Some absences are excused only when verified with proper documentation. These include:</p> <ul style="list-style-type: none"> ● Personal illness, medical appointments, or hospitalization with a doctor's note <ul style="list-style-type: none"> ➤ <i>If the illness lasts more than 10 days, parents may request homebound instruction.</i> ● Death of a family member (bring a note or program from the funeral home) ● Death of a non-family member, with principal approval ● Religious holidays (notify the principal in advance with a parent note) ● Court appearances (must be verified with a court document) ● School-related activities (must be pre-approved) ● Family vacations or trips, when approved at least five (5) days in advance ● Other extenuating circumstances, with principal or designee approval <p style="text-align: center;">Our goal is to make sure all students stay supported and on track — documentation helps us ensure you're taken care of while you're away.</p> |
| <p style="text-align: center;">Unexcused Absences</p> | <p>Students and families will be supported through a step-by-step plan. This may include attendance meetings, support services, and goal-setting plans. We aim to restore—not punish.</p> <p>Provided below are the Sumner County Attendance Department Progressive Truancy Tiers. Each Tier will require both parental and student accountability when working with the school to improve attendance.</p> |

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| Tardiness | If you arrive after 7:45 AM , check in at the front office . Excessive tardiness may result in a parent-student-staff conference . Let's work together to be on time and ready to learn. |
| Returning from an Absence | Bring a written note that includes: <ul style="list-style-type: none"> • Full name • Reason for absence • Date(s) missed • Parent/guardian signature and contact information |
| Make-Up Work | Students are responsible for requesting make-up work. If you miss more than two days , parents may request assignments through the office before 9:15 AM . Work will be available for pickup after 2:00 PM . Student work is also available through Google Classroom - check with your teacher for join code. |
| PERFECT ATTENDANCE | Perfect attendance for Joseph E. Shafer Middle School is defined as no absences for any class during the school day and no more than three (3) unexcused tardies to school during the school year. |
| Early Dismissal | Students must be signed out by a parent/guardian through the front office . Leaving without permission will be treated as skipping. If you return later, you must re-check in at the office . |

PROGRESSIVE TRUANCY INTERVENTIONS

| Tier 1 (3 Unexcused) | Tier 2 (7 Unexcused) | Tier 3 (10 Unexcused) |
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| <ul style="list-style-type: none"> • Three (3) unexcused absences: <ul style="list-style-type: none"> ○ Phone call from Attendance Clerk to obtain parent note or valid excuse. • Five (5) unexcused absences: <ul style="list-style-type: none"> ○ Invitation for attendance contract meeting between Administrator, parent, and student | <ul style="list-style-type: none"> • Seven (7) unexcused absences: <ul style="list-style-type: none"> ○ SART (School Attendance Review Team) will complete an individual student assessment ○ Based on SART Assessment, Interventions may include: <ul style="list-style-type: none"> ■ Referrals for school counselor ■ Community resources ■ McKinney Vento students referred to Kecia Ray ■ Student Support Counselor ■ Tutoring ■ Referral to Family Resource Center ■ Creation of student health plan with nurse ○ SART Team consists of at least: <ul style="list-style-type: none"> ■ One Administrator ■ Counselor ■ Teacher(s) ■ School Nurse | <ul style="list-style-type: none"> • Progressive Assurance Statement signed by Administrator <ul style="list-style-type: none"> ○ Truancy Referral ○ Previous Tier Documentation sent to Attendance Office • Assigned Truancy Officer implements interventions • If non-compliant: <ul style="list-style-type: none"> ○ Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed |

DISMISSAL

Our school day ends at **2:45 PM** with a structured dismissal process to ensure safety and order. Students are expected to follow all school rules until they have exited the building and campus.

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| End-of-Day Procedures | <ul style="list-style-type: none"> • Car riders and walkers are dismissed first and exit through the student hallway. <ul style="list-style-type: none"> ○ Students may not move through the building without staff permission at dismissal. ○ Students should not return to the building after dismissal without approval from an administrator. |
| Athletics | <ul style="list-style-type: none"> • Student-athletes go directly to locker rooms or practice locations. |
| Bus Riders | <ul style="list-style-type: none"> • Bus riders are escorted to the gym by their last period teacher at 2:47 PM. • Students must sit in their assigned area and remain seated until dismissed. |
| <p>At Shafer, dismissal is treated with the same care and respect as any part of the day. Horseplay, roaming the halls, or unsafe behavior will not be permitted.</p> | |

COUNSELOR & ADMINISTRATOR CONFERENCES

Shafer counselors and administrators are here to support your growth—academically, socially, and emotionally. We are available when students need guidance or help solving problems.

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| Student Appointments | <ul style="list-style-type: none"> • To meet with a counselor, students should inform a trusted adult, who will submit a request. • The counselor will meet with the student as soon as appropriate. This could be immediately or at a scheduled time. |
| During Class Time | <ul style="list-style-type: none"> • Students meeting with a counselor or administrator during class must have a SmartPass allowing them to report to the office. • Students should not leave class without a confirmed appointment or pass. |
| Parent Requests | Parents may contact the counselor or administration to request a meeting or conference. |
| Contact Information | <p>Dr. Thomas Oglesby – Principal – thomas.oglesby@sumnerschools.org</p> <p>Mrs. Nikki Bono – Assistant Principal (Students A–K) – nicole.bono@sumnerschools.org</p> <p>Mr. Brad Mosley – Assistant Principal (Students L–Z) – brad.mosley@sumnerschools.org</p> <p>Mrs. Jennifer Mitchell – Instructional Coach – jennifer.mitchell@sumnerschools.org</p> <p>Mrs. Amanda Walker: Guidance Counselor (Students A–K) amanda.walker@sumnerschools.org</p> <p>Mrs. Kate Kennedy: Guidance Counselor (Students L–Z) kate.kennedy@sumnerschools.org</p> |

HALL PASSES

Smart movement keeps our school focused and safe.

At Shafer, we use the **Smart Pass system** to monitor and support student movement during class time. This system helps ensure students are where they need to be—and that instruction is protected.

Expectations for Hall Pass Use

- Students must create a **Smart Pass** before leaving class
- A maximum of **3 passes per day per destination** is allowed (e.g., restroom, office, water fountain)
- Passes must be approved and **active before entering the hallway**
- School staff will check pass status during transitions

Without a Pass

- Being in the hallway without an active pass is considered being out of area
- Repeated or intentional violations may result in disciplinary consequences
- Misuse of the system (excessive or unnecessary passes) may result in pass restrictions
- **Smart Pass = smart choices.** Use it wisely—and show you're ready to lead with responsibility.

BEHAVIOR AND CONDUCT

At Shafer, we believe every student can learn to lead with respect, make wise choices, and contribute to a safe, productive environment. Behavior is an opportunity to grow, not a reason to fear. We guide students with fairness and encouragement

Respect and Responsibility

At Shafer, we follow consistent expectations throughout the building to create a school that is safe, respectful, and focused on learning. These expectations apply in **classrooms, hallways, the cafeteria, restrooms, assemblies, and all school events.**

ALL STUDENTS ARE EXPECTED TO:



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| S | SAFE SPACE | I will follow all school safety rules and respect the personal space of others. |
| H | HAVE RESPECT | I will treat myself, others, and school property with kindness and consideration. |
| A | APPROPRIATE LANGUAGE | I will speak kindly and respectfully, avoiding offensive or hurtful words. |
| F | FOLLOW DIRECTIONS | I will arrive on time and prepared, listen to teachers and staff, and follow school policies. |
| E | ENGAGE IN LEARNING | I will participate actively in class, complete assignments on time, and avoid unnecessary distractions. |
| R | RESPONSIBILITY | I will own my actions and their outcomes, and I will make positive choices. |

WE ARE THE WAVE
WE ACHIEVE VICTORY EVERYDAY!

When Expectations Are Met

Students will be recognized and celebrated through:

- Verbal praise and positive referrals
- Class and team rewards
- Opportunities for leadership, privileges, and school events


When Expectations Are Not Met

We respond with fairness and clarity.
Staff will:







- Redirect and reteach expectations
- Provide consequences that match the behavior
- Involve families and support services when needed

We are not just here to follow rules—we are here to grow together. When we hold each other to high expectations, **everyone rises.**

VIOLATIONS OF EXPECTATIONS

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| <p>Tardiness to Class</p> | <p>Students must arrive on time and prepared. Repeated tardiness without a valid pass may result in:</p> <ul style="list-style-type: none"> ● 1st–2nd Tardy: Warning given by teacher ● 3rd Tardy: Supportive conversation with staff ● 4th Tardy: Lunch/recess detention ● Additional Offenses: Referral to administration | |
| <p>Disrespectful Conduct</p> | <p>Blatant disrespect or disruptions interfere with learning. These actions may result in parent contact, restorative meetings, and appropriate consequences to support behavior change.</p> | |
| <p> Hands-Off Policy</p> | <p>Respect personal space. Keep your hands to yourself.</p> <p>We all learn and grow best in a safe, respectful environment. That means keeping hands, feet, and belongings to yourself—at all times.</p> | <p><u>What does this mean?</u></p> <ul style="list-style-type: none"> ● No play fighting, horseplay, or physical joking ● No pushing, grabbing, hugging without consent, or physical contact in anger ● Any form of physical aggression may result in consequences <p>At Shafer, we rise by respecting boundaries and honoring space.</p> |
| <p>Fighting & Conflict</p> | <p>Students are encouraged to seek help resolving problems before they escalate. If you're concerned, talk to a teacher, counselor, or administrator—we will respond with support. Choosing violence will result in disciplinary action. Promoting, recording, or encouraging fights may also lead to consequences.</p> | |
| <p>Profanity & Inappropriate Language</p> | <p>Words matter—choose them with care.</p> <p>At Shafer, we believe language should uplift, not offend. Profanity, vulgarity, or lewd language is not acceptable—whether spoken, written, posted, or shared.</p> | <p><u>What's Not Allowed</u></p> <ul style="list-style-type: none"> ● Cursing or inappropriate language in classrooms, hallways, or restrooms ● Profanity during school activities, on buses, or anywhere on campus ● Writing or displaying vulgar, offensive, or suggestive messages (including online) <p><u>Consequences</u></p> <ul style="list-style-type: none"> ● Language violations will be addressed by staff and may result in consequences such as redirection, detention, or administrative referral ● Repeated use of inappropriate language may result in additional support or disciplinary action <p>Language is a reflection of leadership. At Shafer, we speak with purpose and pride.</p> |

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| <p>Harassment or Bullying</p> | <p>At Shafer, every student deserves to be seen, heard, and safe.</p> <p>We do not tolerate harassment or bullying in any form. That includes in person, online, through messages, or behind someone’s back. We care deeply about how students treat each other—because school should feel like a place you belong.</p> <p>If it happens to you or someone else—tell an adult right away. Every report will be taken seriously and followed up with care and confidentiality.</p> | <p>Harassment or bullying includes:</p> <ul style="list-style-type: none"> • Name-calling, teasing, or targeting someone repeatedly • Spreading rumors or posting harmful things online • Pushing, hitting, or excluding someone on purpose • Any behavior meant to make someone feel small, afraid, or ashamed <p>If a student is found to be harassing or bullying others, the school will:</p> <ul style="list-style-type: none"> • Address the behavior immediately • Support the student who was harmed • Contact parents/guardians • Assign consequences and provide learning opportunities for behavior repair |
| <p>Alcohol & Drug Abuse</p> | <p>Shafer Middle School is a drug-free campus. We are committed to supporting student safety, health, and long-term success. The use, possession, or distribution of drugs or alcohol is not permitted at school or any school event.</p> | <p>What is Prohibited?</p> <p>Students may not use, carry, distribute, or be under the influence of:</p> <ul style="list-style-type: none"> • Alcohol or alcoholic beverages • Illegal or controlled substances, including prescription drugs not prescribed to the student • Over-the-counter substances used to alter behavior • Drug paraphernalia or items resembling drugs <p>If a Violation Occurs:</p> <p>If a student is suspected of violating this policy, the school will:</p> <ul style="list-style-type: none"> • Notify the principal immediately • Contact the student’s parent or guardian • Inform law enforcement if necessary <p>Apply appropriate disciplinary consequences, which may include suspension</p> <p>Each case will be reviewed individually. Our priority is student health and safety.</p> |
| <p>Damage to School Property</p> | <p>Our school building and materials are shared by every member of the Green Wave community. We expect all students to help care for Shafer and demonstrate pride in our space.</p> <p>Respecting our space helps everyone feel welcome, safe, and ready to learn.</p> | <p>If Damage Occurs</p> <ul style="list-style-type: none"> • Accidental or intentional damage must be reported to a teacher or administrator immediately. • Students who damage property will be required to help cover the cost of repairs or replacement. • Disciplinary consequences will apply based on the situation. |

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| <p> Stealing</p> | <p>Integrity means doing the right thing—even when no one is watching.</p> <p>At Shafer, we expect every student to respect the property of others. Taking anything that does not belong to you—without permission—is considered stealing and will be addressed seriously.</p> <p>We rise by being trustworthy. Every student has the right to feel safe—and to have their things respected.</p> | <p> Stealing Includes</p> <ul style="list-style-type: none"> • Taking another student’s belongings (bags, food, phones, etc.) • Removing school property without authorization • “Borrowing” without permission or without returning the item • Accessing digital files, passwords, or accounts without consent |
| <p> Fire Alarm & Safety Equipment</p> | <p>Safety tools are not for jokes—they’re for emergencies.</p> <p>Fire alarms and emergency equipment exist to protect lives. Misusing them—even as a joke—puts everyone at risk.</p> | <p>What You Need to Know</p> <ul style="list-style-type: none"> • False alarms or tampering with safety devices is a serious offense • Pulling a fire alarm or discharging a fire extinguisher without cause may result in legal consequences and school discipline • Always follow directions immediately when an alarm sounds • Real safety starts with real responsibility. |
| <p> Weapons or Dangerous Instruments</p> | <p>A safe school is a successful school.</p> <p>Shafer Middle School has a zero-tolerance policy for any item that could pose a danger to others. Students must never bring weapons—or objects that could be perceived as weapons—onto campus or to any school event.</p> | <p> What Is Prohibited:</p> <ul style="list-style-type: none"> • Firearms, knives, or any item designed to harm • Objects that resemble weapons (realistic-looking toys, replicas, etc.) • Tools, explosives, or everyday items used in a threatening or unsafe way • Possession of drugs with intent to distribute • Physical assault or battery on a school employee <hr/> <p> Consequences</p> <ul style="list-style-type: none"> • Immediate removal from the school environment • Parent/guardian notification and possible law enforcement involvement • Potential long-term suspension or alternative placement, in accordance with district policy • Safety is non-negotiable. At Shafer, we look out for one another—always. <p>These rules protect every student and staff member. We believe in always putting safety first.</p> |

BUS CONDUCT

Riding the bus is an extension of the school day. Students are expected to demonstrate the same **respect and responsibility** on the bus as in the classroom.

Bus Behavior Expectations

- Follow directions from the driver
- Remain seated while the bus is in motion
- Keep hands, feet, and belongings to yourself
- Use appropriate language and volume
- Respect others and school property

Consequences for Bus Misconduct

Bus privileges may be suspended for unsafe or disruptive behavior. Students are responsible for **transportation** if removed from the bus.

POTENTIAL CONSEQUENCES

Detention

Detention is a **structured time during lunch or recess** used to reflect on behavior and restore expectations. Students will be supervised and expected to follow all rules during this time. **Our goal is not punishment—but a chance to reset, reflect, and return ready to grow.**

What to Expect

- Detention is assigned for repeated or moderate misbehavior.
- Students will report promptly to the designated room.
- Students may be asked to complete a reflection activity or review behavioral goals.

Suspension

Sometimes stepping away is part of moving forward.

At Shafer, suspension is used when a student's behavior significantly disrupts the learning environment or endangers others. It is not meant to punish—but to pause and reflect.

In-School Suspension (ISS):

- Student remains on campus in a supervised, structured setting
- Academic work is completed independently
- Support staff may conduct check-ins, reflections, or restorative conversations
- Students are expected to follow all ISS rules respectfully

Out-of-School Suspension (OSS):

- Student is temporarily removed from school and may not attend classes, events, or activities
- Missed assignments are provided and must be completed upon return
- A re-entry meeting with staff may be required before returning to class
- Repeat OSS incidents may lead to further consequences and interventions

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| <p style="text-align: center;">Search & Seizure</p> | <p style="text-align: center;">We protect your rights while keeping our school safe.</p> <p>At Shafer, every student has the right to feel safe and supported. To maintain a secure environment, school administrators may conduct searches when there is reasonable suspicion of rule or law violations.</p> | <p style="text-align: center;">What May Be Searched</p> <ul style="list-style-type: none"> • Backpacks, purses, or personal belongings • Lockers or desks assigned to students • Cell phones or electronic devices (with appropriate justification and documentation) • Items brought to school events or on school transportation |
| | <p style="text-align: center;">Our goal is not to punish—it’s to protect. We believe in fairness, transparency, and the safety of every student in our care.</p> | <p style="text-align: center;">Important Notes</p> <ul style="list-style-type: none"> • Searches are not done randomly—they are based on concern for safety or rule violations • Whenever possible, a student will be present during the search • Parents/guardians will be notified when a significant search takes place • Any illegal or dangerous items will be confiscated and handled according to school and district policy |

STUDENT DRESS CODE

Sumner County's dress expectations are designed to support a **safe, inclusive, and distraction-free** learning environment.

We respect individuality while maintaining standards that promote school pride and readiness for success.

Dress Code Principles

- Students should dress in a way that is respectful, comfortable, and appropriate for learning.
- Clothing must cover undergarments and essential body areas at all times.
- Items that promote drugs, violence, profanity, or inappropriate content are not permitted.

Dress Code Guidelines



What Students May Wear

- Tops with sleeves or wide straps that cover undergarments
- Bottoms including pants, jeans, shorts, leggings, and skirts must be below mid-thigh as a halfway point between the hip and knee
- Sandals, sneakers, slides, or boots (shoes must be secure)
- Hats outdoors, religious headwear, and non-natural hair colors

What Students May Not Wear

- Clothing with offensive, violent, or inappropriate messages
- Sleepwear, slippers, or items that mimic undergarments
- Items that cover the face (except for medical or religious reasons)
- Accessories that pose safety risks or are disruptive to the school setting

Addressing Dress Code Issues

- Students will be asked to change into personal or school-provided clothing if needed.
- Parents may be contacted if alternative clothing is required.
- Repeated violations may result in additional consequences.

CELL PHONES AND TECHNOLOGY USE

Technology can help us learn—but it must be used wisely.

At Shafer, we are an **"Off and Away"** school during instructional hours. Cell phones, smartwatches, earbuds, and other personal electronic devices may only be used with staff permission.

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| When & Where Devices Must Be Off and Away | <p>From 7:35 AM to 2:45 PM, phones must be turned off and placed in your backpack—not your pocket, desk, or hoodie.</p> <p>Earbuds and headphones may not be worn unless given permission by a teacher for academic use.</p> <p>Devices should not be out in the hallways, restrooms, cafeteria, or during transitions.</p> |
| ✔ Acceptable Use Examples | <ul style="list-style-type: none"> • When a teacher allows for a class activity or project • With adult permission in special settings (e.g., the library, guidance office) • In case of emergency contact with family through the main office or guidance team |
| ✘ Not Allowed | <ul style="list-style-type: none"> • Texting, taking pictures/videos, or using social media during class or transitions • Recording others at school without permission • Using AirPods, earbuds, or smartwatches to communicate during the school day |
| Consequences for Misuse | <ul style="list-style-type: none"> • 1st Violation: Warning and device returned at end of day • 2nd Violation: Parent notified and pickup required • 3rd Violation: Loss of personal device privilege for a period of time • Repeated Misuse: Administrative referral and plan for behavior support • Some consequences are at the discretion of administration |
| <p>Technology is a privilege. Use it with purpose—and we'll help you grow into a confident, responsible digital citizen.</p> | |

FOOD AND GUM POLICY

Let's keep our learning spaces clean and respectful.

Students may bring snacks or water bottles, but they must follow all classroom guidelines and stay mindful of allergies, cleanliness, and school expectations. .

✔ What's Allowed

- Water bottles with secure lids
- Gum chewing (privilege could be taken away due to cleaning and maintenance concerns)
- Healthy, non-messy snacks in designated areas (when permitted by the teacher)

✘ What's Not Allowed

- Food in hallways, restrooms, classrooms or shared workspaces
- Sharing food with other students (due to allergy and safety concerns)

Eating responsibly shows respect—for your school, your classmates, and yourself.

CAFETERIA EXPECTATIONS

Mealtimes are a chance to refuel, connect, and reset.

At Shafer, the cafeteria is more than a place to eat—it's a shared space where respect and responsibility help create a positive, welcoming environment for all students.

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| Cafeteria Schedule & Entry | 6th Grade Lunch: 10:45 AM – 11:15 AM | Students will be escorted to the cafeteria by their classroom teachers Students must enter calmly and remain with their group during transition |
| | 7th Grade Lunch: 11:15 AM – 11:45 AM | |
| | 8th Grade Lunch: 11:50 AM – 12:20 PM | |
| What We Expect in the Cafeteria | <ul style="list-style-type: none"> ● Enter calmly and follow directions from staff at all times ● Remain seated at your table unless given permission to get up ● Clean up after yourself—throw away all trash and leave your space better than you found it ● Use respectful language and volume ● Keep hands, feet, and personal items to yourself | Positive Choices Are Recognized |
| Reminders | <ul style="list-style-type: none"> ● No outside food deliveries (DoorDash, Uber Eats, etc.) are allowed during school hours ● Students may not share food due to allergy and health concerns ● School meals are available to all students and menus are posted in advance | |

Every space in our school is a place for growth. Respect the space, your peers, and yourself—and you'll help make lunch a time to look forward to.

ACADEMIC INTEGRITY & HONOR CODE

At Shafer, we value honesty, effort, and personal growth.

We believe every student is capable of learning—and we expect students to demonstrate integrity in all academic work. That means completing your own assignments, asking for help when you need it, and honoring the learning process.

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| What Academic Integrity Means | <ul style="list-style-type: none"> • Doing your own work on tests, quizzes, and projects • Asking questions if you're unsure about instructions • Giving credit when using someone else's ideas or information • Using AI tools or the internet responsibly and only with permission | |
| ⊘ Violations of Academic Integrity | <p style="text-align: center;">Examples of Academic Integrity Include:</p> <ul style="list-style-type: none"> • Copying another student's work or allowing others to copy yours • Plagiarism (using someone else's words or ideas without credit) • Using notes, phones, or other devices to get answers during tests • Submitting AI-generated work as your own without approval | <p style="text-align: center;">What Happens if There's a Violation?</p> <ul style="list-style-type: none"> • The teacher will conference with the student and notify parents • The student may be asked to redo the assignment for partial credit • Repeated offenses may result in disciplinary action or a loss of academic privileges <p>We don't expect perfection—we expect honesty.</p> |

When you do your best, ask for help, and take responsibility for your work, you're showing the heart of a true Green Wave scholar.

EMERGENCY DRILLS AND SAFETY PROCEDURES

Preparedness is power—and we take it seriously.


At Shafer, your safety is our top priority. We conduct regular emergency drills to make sure everyone knows what to do in case of an emergency. These drills are not meant to scare you—they're here to protect you.




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| Types of Drills We Practice | Fire Drills – Evacuate quickly and quietly to designated areas |
| | Tornado/Severe Weather Drills – Move to interior shelter areas and stay silent |
| | Lockdown Drills – Secure your space and remain quiet until directed |
| | Evacuation Drills – Follow adult instructions to relocate safely if needed |
| During All Drills or Emergencies | <ul style="list-style-type: none"> • Listen carefully and follow staff directions • Stay calm and move with purpose • Take drills seriously—they help us stay safe in real situations |
| Communication During Real Emergencies | <ul style="list-style-type: none"> • Parents/guardians will be contacted through our emergency messaging system • Do not call or message students directly—this can slow down emergency procedures • Updates will be shared by school and district leadership as soon as it is safe to do so |

Safety is everyone's responsibility.

When we prepare together, we protect each other.

GENERAL INFORMATION

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| Athletics: Green Wave Pride in Action | <p>More than a game—it's how we grow.</p> <p>Shafer offers a wide range of athletic opportunities where students can build skills, character, and school pride. Our student-athletes learn teamwork, discipline, and how to pursue victory with honor.</p> | |
| | <p style="text-align: center;"> Opportunities include:</p> <ul style="list-style-type: none"> • Basketball • Cheerleading • Cross Country • Football • Volleyball • Track & Field | <p style="text-align: center;">To participate, students must:</p> <ul style="list-style-type: none"> • Maintain passing grades • Have a current physical and completed forms in FinalForms • Show positive behavior and effort in the classroom and on the field |
| Clubs & Organizations | <p>Find your people. Fuel your passion.</p> <p>Shafer offers a variety of clubs and student organizations where you can explore interests, build leadership skills, and connect with others who share your passions.</p> | |
| | <p style="text-align: center;">Examples include:</p> <ul style="list-style-type: none"> • Academic Team • Art Club • Jr. Beta Club • Chess Club • Crochet Club • Drama Club • Game Club • History • Robotics • Student Council • Shafer News • Weight Club • Yearbook | <p style="text-align: center;">If you don't see a club that fits—you can propose one! Shafer is a place where new ideas are always welcome.</p> <p>To establish a club on campus, students must:</p> <ol style="list-style-type: none"> 1. Secure the names of at least ten (10) students who wish to participate in the club. 2. Provide the name(s) of adult faculty members who are willing to serve as a club sponsor. 3. Provide a statement of purpose. 4. Function in accordance with the federal Equal Access Law. 5. Make a presentation to the administration for approval. |

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|  <p>Grading & Academic Progress</p> | <p align="center">Effort matters. Growth matters. You matter.</p> <p align="center">Grading is about more than numbers—it's a way to track your growth and reflect on your progress. At Shafer, we focus on learning first and help students build strong academic habits.</p> | | | | | | | | | | | |
| | <p align="center"> Key Points</p> <ul style="list-style-type: none"> • Grades reflect classwork, homework, participation, projects, and assessments • Progress reports and report cards are shared quarterly • Students and families can view grades at any time through Skyward • Teachers provide feedback to help you improve and succeed <p>If you fall behind, don't give up—reach out. We're here to help you catch the wave.</p> | <p align="center">GRADING INFORMATION</p> <p>The Board of Education has adopted the following grading scale for the 2023-2024 school year.</p> <table border="0"> <tr> <td align="center">90 – 100</td> <td align="center">A</td> </tr> <tr> <td align="center">89 – 80</td> <td align="center">B</td> </tr> <tr> <td align="center">79 – 70</td> <td align="center">C</td> </tr> <tr> <td align="center">69 – 60</td> <td align="center">D</td> </tr> <tr> <td align="center">Below 60</td> <td align="center">F</td> </tr> </table> | 90 – 100 | A | 89 – 80 | B | 79 – 70 | C | 69 – 60 | D | Below 60 | F |
| | 90 – 100 | A | | | | | | | | | | |
| 89 – 80 | B | | | | | | | | | | | |
| 79 – 70 | C | | | | | | | | | | | |
| 69 – 60 | D | | | | | | | | | | | |
| Below 60 | F | | | | | | | | | | | |
| <p align="center">HONOR ROLL</p> <p align="center">Honor roll at Joseph E. Shafer Middle School is broken down into two categories: All A's and All A's and B's. Honor roll is selected during the third grading period and only core class grades are used. At the time of selection, students must have qualifying grades for their Q1, Q2, and first semester grades (i.e. T1 report card grades) and their third quarter grades (i.e. Q3 report card grades).</p> | | | | | | | | | | | | |
|  <p>Extracurricular Activities</p> | <p align="center">There's something for everyone. Let's get involved.</p> <p>Being a Green Wave means showing up—not just in the classroom, but in the community. Our after-school programs offer opportunities to lead, create, serve, and grow.</p> <p align="center">The more involved you are, the more you'll thrive.</p> | <p align="center">Transportation</p> <p>Each student needs to ensure that he/she has transportation scheduled following the activity. Students who are not picked up within thirty (30) minutes following the end of an extracurricular activity will be denied participation or attendance at future after-school activities for the remainder of the school year.</p> | | | | | | | | | | |
| | <p align="center">Restrictions:</p> <p>Students who have (5) detentions, three (3) or more in-school suspensions and /or one (1) or more out of school suspensions during the school year will be denied the privilege of participation or attendance at extra-curricular activities for the school year. Students who owe debts to the school may be restricted from attendance at extra-curricular events.</p> | <p align="center">Activities may include:</p> <ul style="list-style-type: none"> • Theatre productions • Talent shows • Community service projects • Academic competitions • School spirit events • Leadership workshops • Dances • Athletic Events | | | | | | | | | | |

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| <p>Access to Students</p> | <p>Under the law, school officials are required to remain neutral in their contacts with parents who are separated or divorced. The faculty and staff of Joseph E. Shafer Middle School are committed to preserving the emotional well-being of each student and to protecting him or her from undue emotional stress when separated/divorced parents cannot agree on school related issues. Under ordinary circumstances, both the custodial and non-custodial parent has equal access to the student's school records. Both parents are granted equal status relative to the education of their child. In some cases, a court decree may be issued that limits or restricts a parent's rights in educational matters. Please be advised that the Sumner County Board of Education will grant equal parent access to school records (and to eligible children) unless a court order is provided specifying any special conditions. It is the responsibility of the parent to provide to the school principal the court order if one exists.</p> | |
| <p>Accidents</p> | <p>In the event of an accident, immediately report to an adult what has occurred. First aid supplies are kept in the office for minor injuries. We will provide immediate assistance.</p> | |
| <p>Car Riders (Morning and Afternoon)</p> | <p>When driving to Joseph E. Shafer Middle School, please do NOT pass another vehicle or make a double line. Drop-off in the main parking lot is prohibited. Students should not walk across the parking lot. We also ask that vehicles do not use the bus lane for drop-off or pick-up.</p> <p>Please use the ENTIRE sidewalk for drop off. Holding your student in the car until you get to the awning/gym walkway holds up traffic.</p> | |
| <p>Communicable Diseases</p> | <p>The school nurse must be notified of any communicable diseases. This will help us meet the needs of all students and help prevent the spread of any diseases. Any disclosure will not be made public and will be kept as confidential as possible. Board policy JGCC.</p> | |
| <p>Student Illness/ Information</p> | <p>When coming to the nurse students must have a nurse's referral from their teacher. Please do not come to the nurse between classes. This could result in a tardy for your class. If a student becomes ill, he/she must report to the nurse's clinic. Students may not leave the school for any reason without checking out through the office.</p> | |
| | <p>Under the following circumstances, the parent/guardian will be required to pick his/her child up from school:</p> <ul style="list-style-type: none"> ● Acute pain, which distracts from the student's ability to perform in class. ● Vomiting ● Diarrhea ● Temperature greater than 100.5 ● Nosebleed (Uncontrolled after ten (10) minutes) ● Possible communicable disease ● Conjunctivitis (Pinkeye) suspected ● Ringworm ● Head lice/nits ● Open draining sores/wounds ● Severe allergic reactions/asthma (May have epipens/inhalers at school with doctor's order) ● Abnormal blood pressure (Systolic \geq150, diastolic \geq100) ● Other as deemed necessary by the school nurse | <p>If your child is diabetic, the school should be provided with doctor's orders addressing the following:</p> <ul style="list-style-type: none"> ● Interventions for hypo/hyper glycemia ● Special needs for exercise, diet, blood glucose monitoring ● High blood glucose readings, high ketones ● Insulin at school ● Glucagon injections for emergencies |

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| <p>Medications</p> | <p>All students must have the prescription or nonprescription medication form completed before the school can administer medication(s) to the student. The prescription medication form is to be completed and signed by the physician and the parent/guardian. No medication(s) will be given without the properly completed and signed form. All medications must be kept in the office. Never send medicine of any type to school with a child.</p> <p>Additional information:</p> <ul style="list-style-type: none"> ● Forms will not carry over from one school year to the next. A new medication form must be completed each school year. ● Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form. ● All medications must be brought to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the physician's order. Bottles must be unopened when first brought to the school. ● Inhalers may be kept by the student as long as an individual health plan is on file in the office as well as signed orders from the doctor. ● All unused medications will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within two weeks of the request being made, or the medication is being discontinued then the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last full day of instruction. |
| <p>8th Grade Picnic & 8th Grade Formal</p> | <p>The following requirements must be met for a student to be eligible for the picnic:</p> <ul style="list-style-type: none"> ● Must be passing all core classes for the year ● Must not have more than three (3) unexcused absences for the year in any single class ● No out of school suspensions for the year ● Students receiving (3), or more In-school suspensions will need administrator approval. ● (5) Detentions |
| <p>Fundraising</p> | <p>All school fund-raising must be approved by the principal. Athletic team fund-raising which will occur on campus with student participation must be pre-approved by the principal.</p> |
| <p>Lockers</p> | <p>Lockers are the property of Joseph E. Shafer Middle School. Stickers or inappropriate materials may not be displayed in lockers. Lockers must be cleaned out by the last day of school. Any unclaimed items will be donated to charity.</p> |
| <p>Lost Books</p> | <p>Students who currently owe for lost books will not receive additional books until they have paid for the missing book(s). Students who lose book(s) should report to the librarian to pay for lost book(s). The librarian will issue a replacement book.</p> |
| <p>Messages</p> | <p>As a general rule, the office will relay only emergency messages from a parent or guardian after approval by an administrator. An emergency is an illness or death in the family. All messages need to be received by 2:00 p.m. to allow us to communicate them to the students before dismissal.</p> |
| <p>Non-Discrimination Policy</p> | <p>It is the policy of the Sumner County Board of Education and Joseph E. Shafer Middle School not to discriminate on the basis of sex, race, national origin, or handicap in its educational program or activities. Inquiries should be directed to Craig Ott at the Sumner County Board of Education at 451-5200.</p> |

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| <p>Office Phone Usage</p> | <p>In order to preserve valuable instructional time, student phone calls will only be allowed at lunch and recess time. The office staff will make the call to expedite the process. One way to reduce the need for these calls is to have your child prepare his/her supplies for school the night before. Also, if alternative plans will be needed for afternoon dismissal, please discuss these with your child before leaving home.</p> |
| <p>Publications Rights</p> | <p>In a positive effort to reflect our school community, Joe Shafer Middle School reserves the right to publish student names, pictures, and work-products on the internet and through other media. Permission and release of Joseph E. Shafer Middle School from liability resulting from or connected with publication of such work and information is assumed granted unless the school receives written notification to the contrary by the legal parent or guardian.</p> <p>Several companies have contracts which require that we give them the mailing addresses of our students. A written request from parent(s) or guardian(s) to the principal will delete your child's name from any such lists.</p> |
| <p>Publications - Solicitations</p> | <p>No publications may be produced or distributed unless permission is granted by the principal. Any effort designed to solicit or collect money at Joseph E. Shafer Middle School must have prior approval of the principal. An announcement will be made over the public address system to inform teachers and students of the approval. In major emergencies, such as the destruction of home and personal belongings by fire, collecting money may be considered for approval.</p> |
| <p>Signs or Posters</p> | <p>Any signs or posters placed in the building must have approval from the administration. Nothing should be placed on the doors.</p> |
| <p>Student Records</p> | <p>Parents and/or guardians are provided the opportunity to inspect student educational records. Correction of items in the record which are thought to be inaccurate, misleading, or in violation of the student's rights may be requested as well as a hearing. If necessary, a complaint may be filed with the appropriate federal or state officials when the school district violates laws and regulations relative to student records. Please notify the office if you wish to inspect your records, and we will make an appointment. A copy of the Sumner County Board of Education policy relative to this issue is available upon request.</p> |
| <p>Student Vehicles</p> | <p>Students are not permitted to park cars or motorcycles on school property. Board Policy JGFF.</p> |
| <p>Textbooks</p> | <p>Students are issued textbooks for their use, and the student is responsible for the book issued. Students are not to mark or damage the books in any way, and the numbers are not to be changed. In order to obtain a second book, payment must be received for the first book.</p> |
| <p>Trips of Convention Policy</p> | <p>All school or school-related trips must be approved by the principal. Prior to the trip or convention, the student must make satisfactory arrangements with his/her teachers concerning make-up work. It will be the responsibility of the student to check with each teacher concerning make-up work. If a student is assigned ISS or OSS at the same time as the trip, he/she will not be allowed to participate in the trip. Students on school-sponsored activities are subject to all school rules.</p> |

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| Visitors | <p>The Sumner County Board of Education encourages parents and other citizens of the community to visit schools for the purpose of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day without approval by the principal or designee.</p> <p>Except on special occasions, such as school programs, open house and the like, all visitors, including parents, will report to the school office when entering the building and sign in using our visitor kiosk. A valid identification is required to sign in for official business or to sign out a student. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his designee. Guest passes providing visible guest identification shall be issued for all persons other than students and employees of the school in order to clearly identify the visitor as a guest and distinguish the visitor as a non-school employee or staff. Any visitor present during the school day must only visit with the individual he or she is designated to be visiting and shall not abuse the privilege by approaching, unsolicited, other students during the visit. However, nothing in this policy is intended to prohibit students from voluntarily approaching a visitor with whom he or she wishes to speak.</p> <p>In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the schools during the hours of student instruction except students assigned to that school, the staff of the school, parents of students and other persons with lawful and valid business on the school premises. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or children on the premises, or on the premises for the purpose of committing an illegal act. Law enforcement officials may be called if the situation warrants such measures.</p> |
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The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Brandi Ubelhor

Section 504 Coordinator

695 East Main Street

Gallatin, TN 37066 (615) 451-5231

Julie Daniels

ADA Coordinator

695 East Main Street

(615) 451-5423

Eric Bowman

Title VI and Title IX Coordinator

695 East Main Street

(615) 451-5222