WESTMORELAND HIGH SCHOOL STUDENT HANDBOOK

2026 - 2027



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Westmoreland High School Student & Parent Guide

4300 Hawkins Drive
Westmoreland, TN 37186
(615) 644-2280 Fax (615) 644-3395
http://whs.sumnerschools.org

Welcome to Westmoreland High School where spirit, pride, and tradition are the bywords of a school in which the entire community takes pride!

Along with increasing your knowledge and developing your skills, your major responsibility while at WHS will be to respect your fellow students, teachers, and staff members. They, in return, should respect you. No individual at WHS has the right or privilege to infringe on or to deny the rights of another individual.

This handbook is designed so that parents, teachers, and students will have a thorough understanding of school regulations. We hope that everyone can benefit from these guidelines. After reading this handbook, it is suggested that it be kept as a reference.

WHS MISSION STATEMENT

Westmoreland High School's mission is to provide a broad educational experience within a safe atmosphere in order that all students develop their academic, social, emotional, and physical potential.

NON-DISCRIMINATION POLICY

It is the policy of the Sumner County School system not to discriminate on the basis of sex, race, national origin, or handicap in its educational programs or activities. The following are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990;

Ms. Brandi Ubelhor
Section 504 Coordinator
Sumner County School District
695 East Main Street
Gallatin, TN 37066
Telephone (615) 451-5200 ext. 71605

Ms. Julie Daniel
ADA Coordinator
Sumner County School District
695 East Main Street
Gallatin, TN 37066
Telephone (615) 451-6549

Ms. Katie Brown
Title VI & Title IX Coordinator
Sumner County School District
695 East Main Street
Gallatin, TN 37066
Telephone (615) 451-6500

Section 504 of the Rehabilitation Act (prohibits discrimination of the basis of handicap), American with Disabilities Act (prohibits discrimination of the basis of disability), Title VI of the Civil Rights Act of 1964 (prohibits discrimination of the basis of race, color, or national origin), and Title IX of the Education Amendments of 1972 (prohibits discrimination of the basis of sex).

Sumner County Board of Education
Procedural Safeguards available to Parents and Students under Section 504/ADA

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a federal nondiscrimination statute. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. The purpose of this notice is to outline and inform you of the rights assured by Section 504. The enabling regulations for Section 504 at 34 CFR Part 104, entitle students to the following rights:

1. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of nondisabled students are met. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for nondisabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent change in placement. 34 CFR 104.35.
6. Testing and other evaluation procedures must conform to the requirement of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and assessment scores. 34 CFR 104.35.
7. Placement decisions must be made by a group of persons (i.e., Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
8. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. 34 CFR 104.35.
9. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36.
10. You have the right to examine relevant records. 34 CFR 104.36.
11. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
12. If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written request for a due process hearing with the district's Section 504 Coordinator.
13. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
14. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office, which covers Tennessee, is: Office for Civil Rights, 61 Forsythe Street, SW, Suite 19T10, Atlanta, GA 30323. Phone: (404) 974-9406.

The person in this district who is responsible for ensuring that the district complies with Section 504 is Brandi Ubelhor, SCS Section 504 District Coordinator. You may contact her at (615) 451-5200 ext. 71605 or brandi.ubelhor@sumnerschools.org.

ACADEMIC & REGISTRATION INFORMATION

Academic and registration information such as graduation requirements, types of diplomas, Career and Technical Education (CTE) Program offerings, course descriptions, dual enrollment, AP credit, and other important information is available in our Academic Catalog. For an online copy, visit https://whs.sumnerschools.org/, click on the Counseling Center tab, under the menu in the top right corner click Academic Catalog, and then click WHS Course Catalog.

BOARD OF EDUCATION POLICY MANUAL

Interpretation of this handbook will defer to the Sumner County Board of Education Policy manual, available on their website https://www.sumnerschools.org/, as the final authority.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Information regarding the rights afforded to parents/guardians and over 18 year-old students is available in the Guidance Office.

S.T.A.R.S

Students Taking a Right Stand (STARS) is a student assistance program designed to help students overcome social/emotional barriers to learning. It is an award-winning, evidence-based program that addresses social and emotional barriers for youth, such as substance misuse, violence, and bullying. The program assists students in achieving academic and social success by promoting healthy development, reducing barriers to learning, and building upon strengths. Discreet appointments can be made with the STARS counselor in the counseling center during regular school hours.

STUDENT RIGHTS & SERVICES

For information about child advocacy groups and student rights and services, contact TN Department of Education's Legal Services Division at 615-741-2921 or https://www.tn.gov/education/student-and-family-resources.html.

BELL SCHEDULE

7:55 am	Warning Bell
8:00 am	Tardy Bell
8:00 - 9:40 am	Block I
9:40 - 9:55 am	Break
9:55 - 11:25 am	Block 2
11:25 - 11:30 am	Class Change
11:30 - 1:25 pm	Block 3
1:25 - 1:30 pm	Class Change
1:30 - 3:00 pm	Block 4

LUNCH SCHEDULE

Group I	11:30 - 11:55 a.m.
Group II	12:00 - 12:25 p.m.
Group III	12:30 - 12:55 p.m.
Group IV	1:00 - 1:25 p.m.

SUPERVISED BUS DUTY

Supervised bus duty will be Monday through Friday 7:00 a.m. – 8:00 a.m. and 3:00 p.m. – 3:30 p.m. No student should be dropped off prior to 7:00 a.m. School doors will remain locked until 7:00 a.m.

BUILDING PRIDE

We are all very proud of our beautiful building. Therefore, we urge each and every student to take pride in our school and its campus. All of us working together can keep our school and campus one of the attractions for tourists and visitors to observe as they visit our community. Each of us must take his/her share of the responsibility in beautifying our campus and building and keeping them from becoming unattractive.

Penalty for Vandalism or destruction of school property is as follows:

- Minor – Clean or correct vandalism, payment for damages, and parent notification
- Major – Clean or correct vandalism, payment for damages, and parent notification with potential for additional punishment. Suspension and/or subject to Juvenile Court

GUM POLICY

Gum is <u>not</u> allowed at Westmoreland High School. Teachers will address those students violating this policy by either a verbal warning (not recommended) or writing a detention for the offense.

DROPPING OR ADDING COURSES

The Board of Education procedure for schedule changes is as follows:

1. Students register in the spring for the next academic year's courses.
2. Student initiated schedule change requests may be made during the first two days of the term and are subject to approval by the school administration.

VIDEO/AUDIO SURVEILLANCE CAMERAS

As a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on, or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, areas of the high school building shall be subject to observation and monitoring by video and audio cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary, to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the school administration.

TELEPHONES

No student will be allowed to use office telephones except for school business. A school official must grant permission before a student is allowed to use school phones. Phone calls will be held to a maximum of three minutes. Personal business should be taken care of either before school, during breaks, or after school.

MESSAGES

Messages will be delivered to students during class breaks/changes (except in case of emergency).

CELL PHONES & PERSONAL DEVICES

Cell phones and personal devices, including ear buds and smart watches, are only permitted for use prior to the 7:55 warning bell, in between class periods, and during lunch unless otherwise instructed by school administration. Cell phones and personal devices may NOT be used in class unless the teacher grants permission of use for educational purposes. **At no time during the school day or school functions may recording/camera/video functionality on devices be used in restrooms, locker rooms, or to record/photograph other students at school without their permission. The act of recording/videoing a fight or altercation is also not permitted. A student in violation of this policy shall result in confiscation of the device and is subject to disciplinary actions outlined below.**

- ***1st Offense*** = Warning. Device will be turned in to the student's administrator and may be picked up by the student at the end of the following school day.
- ***2nd Offense*** = Detention. Device will be turned in to the student's administrator. Device may be picked up by the student at the end of the following school day after the detention has been served.
- ***3rd Offense*** = ISS. Device will be turned in to the student's administrator. Device may be picked up by the student at the end of the following school day after the ISS has been served.
- ***4th & Subsequent Offenses*** = Student assigned consequence up to and including OSS. Device will be turned in to student's administrator and may be held in office for an extended period of time.

Failure to turn over device after being found to be in misuse of this policy may result in a student being assigned OSS and/or being charged with disorderly conduct. **A student who uses their cell phone to record others in any manner outlined above will forfeit their opportunity to bring their cell phone to school for the remainder of the semester in which the event occurred.**

VISITORS & DELIVERIES TO STUDENTS

Non-students or unauthorized persons are not allowed to come on campus at any time during the day when school is in session without following proper procedures (this would include the lunch period). Any person wishing to visit the school must check in at the main office to get a visitor badge. The badge must be displayed at all times during the visit. There will be no food deliveries to students.

LEAVING BUILDING

At no time should a student be outside the building without administrative approval. If a student needs to leave the building, he/she should see an administrator. This includes class time, class changes, and before school begins in the morning.

ATTENDANCE POLICY & PROCEDURES

Recognizing that absenteeism is a hindrance to education and that the progress of a student at school depends on the regularity of attendance, the Sumner County School Board has adopted the following rules and regulations for grades 9-12 based on the State Compulsory School Attendance Law. Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this law shall be guilty of a Class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

DEFINITION OF TERMS:

Absent from class: Students are absent from class if they miss more than one half of that class period.

Verified absences: Absences, tardiness, and early dismissals are classified as "verified" if documentation of absences is presented to school officials. These absences include medical appointments, hospitalization, dentist appointments, orthodontist appointments, death in the family and required court appearances. Prior administrative approval must be obtained for recognized religious holidays, college visits, non-family deaths, or other circumstances that are beyond the control of the student.

Unexcused absences: Absences, tardiness, and early dismissals that do not have documentation of any kind.

Excused absences: Absences, tardiness, and early dismissals that have written notices from a parent or legal guardian. Board policy allows a maximum of 5 excused absences per semester. Absences that exceed five will be considered "unexcused".

School business: Absences, tardiness, and early dismissals that are directly related to a school activity that have been approved by the principal.

A student may have **a maximum of five (5) absences per semester** that are not verified or school business. Out-of-school and in-school suspensions do not count against this five-day maximum.

BOARD OF EDUCATION ATTENDANCE POLICY

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The **Compulsory School Attendance Law in Tennessee** requires children to attend school each day. A student who is absent five (5) days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parents(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Interventions:

Tier 1 (3 unexcused absences)	• Three (3) unexcused absences = phone call from Attendance Clerk to obtain parent note or valid excuse.
Tier 2 (5 unexcused absences)	• Five (5) unexcused absences will trigger an invitation for Attendance Contract meeting – completed by administrator, parent, and student. • SART (School Attendance Review Team) will complete an Individualized Student Assessment. • Based on the assessment, interventions may include: referrals for school counselor, community resources, McKinney Vento students referred to student support counselor, tutoring, referral to Family Resource Center or creation of student health plan with the nurse… • SART consists of a least the Administrator, Counselor, Teacher(s), and School Nurse.
Tier 3 (10 unexcused absences)	• Progressive Truancy Assurance Statement signed by Administrator, Truancy Referral and previous Tier documentation is sent to Attendance Office. • Assigned Truancy Officer implements interventions. • If non-compliant: Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed.

ABSENTEE NOTES

Upon the first day of returning to school after an absence, **students must provide documentation to the main office explaining their absence.** Official documentation from doctor appointments, court appearances, attendance of funerals, etc. is required for verified absences. A written notice from a parent or legal guardian explaining why a student was not present at school is required for excused absences. Students without official documentation or a parent note (not to exceed 5 per semester) will be considered unexcused and will not be allowed to make up work missed.

Parent notes should include the following:

1. Student's first and last name
2. Date(s) of the absence
3. Reason for the absence or acknowledgment of the absence
4. Parent or legal guardian signature and phone number (ONLY eighteen-year-old students not living at home may sign their own notes.)

The Department of Safety will be notified when students under eighteen years of age leave school without graduating or have more than ten consecutive or fifteen total unexcused absences during a single semester. This will render a student ineligible to retain a driver's permit or license.

LOSS OF PRIVELEGES

Attendance is extremely important to success in everything we do ….. **ATTENDANCE MATTERS**!!!

- If a student has 3 absences that are NOT verified or excused in a 9 week period, then the student will lose all extracurricular activity privileges for the rest of that 9 weeks. (This will start over each 9 weeks.)
- If a student has 7 absences that are NOT verified or excused during the school year, then the student will lose all extracurricular activity privileges for the rest of the school year including Prom. (This will start over the next school year.)
- In addition to losing extracurricular activity privileges, students will also lose driving privileges on campus for the same amount of time.

LATE TO SCHOOL/CLASS

All students are expected to be on time for all classes. Any student arriving at school after the 8:00 a.m. bell (first block class) will report to the main office, sign in as late, and get an admittance note for class. Detentions will be issued to those students without good and sufficient reasons for being late. (Over sleeping, missing the bus, and going for breakfast are some examples of unacceptable reasons). Students arriving to school after 8:45 a.m. will be counted absent from first block. Being persistently late to school will result in the student being reported to the Sumner County Attendance Officer.

The classroom teacher will deal with students late to Blocks 2, 3, and 4. The teacher will issue detention to ALL students late (tardy) to class unless tardiness is verified by another teacher or administrator. Absent unusual or extenuating circumstances, **there is no reason any student should be late to class.**

EARLY DISMISSAL

Students who need to leave before the normal dismissal time must sign out in the main office prior to leaving. A parent may come into the main office and sign out a student at any time. Parent notes giving permission for a student to be dismissed early should be presented to the main office no later than 8:45 a.m. so that permission can be confirmed. Please plan ahead as calls for dismissal are disruptive to the school day. No student will be allowed to leave school simply because he/she has no more classes. Permission to leave school will be issued by the administration only; teachers may not give permission for students to leave campus. Students returning to school must report to the main office to be admitted to class.

MAKE-UP WORK

All missed class work or tests, whether excused or unexcused, may be made up provided that student makes a request to the teacher within 24 hours upon returning to school. The work must be returned to the teacher within three school days of the request. Students who have zeros after the allotted time will be assigned required tutoring after school.

AFTER-SCHOOL ACADEMIC WORK OPPORTUNITIES

Knowing there are times when students may benefit from additional opportunities to complete make up work or may be in need of extra time to finish tests and so forth, students in need of such may be assigned a time to remain after school for academic purposes. Such work opportunities will be scheduled by the teacher and will take place in the library. The teacher will notify the parent/guardian of the decision and it will be the responsibility of the parent/guardian/student to arrange after-school pickup. The supervised work opportunity will begin at 3:05 pm and will end at 4:30 pm. Students may be dismissed earlier upon completion of the assignment. The completed work will be turned in to the supervising staff member upon completion. Questions regarding the assignment or scheduling the opportunity will need to be directed toward the classroom teacher. In most cases, teachers may be reached at the school via phone or at their email addresses (firstname.lastname@sumnerschools.org).

TUTORING OPPORTUNITY/REQUIREMENT

- Tutoring will be available for all students after school on Tuesdays and Thursdays with Mrs. Birchfield beginning at 3:00 PM and ending at 4:30 PM.
- Students who have earned a zero on assignments and tests after the allotted makeup time will be required to attend tutoring to complete the assignment. (Zeros and failing grades are NOT acceptable.)
- Failure to attend assigned tutoring will earn the student one ISS day, re-assignment to the next tutoring time, loss of extracurricular activity privileges for the rest of the 9 weeks, and loss of driving privileges for the rest of the 9 weeks.

CHEATING POLICY / HONOR CODE

Westmoreland High School is an academic institution committed to the cultivation of a strong work ethic within its student body. High ethical and moral behaviors are reflected in the principles of honesty, integrity, and mutual respect. Both the school and the community benefit greatly from the maintenance of such standards. Consequently, students at WHS are expected to have a high degree of personal honor, integrity, and responsibility. Therefore, each person at WHS is expected to uphold the Honor Code and refrain from taking part in the following behaviors subject to being viewed as possible violations of the Honor Code:

1. Cheating: defined as "the dishonest violation of rules or giving or receiving of unauthorized information in academic or other schoolwork, so as to give or gain an unfair advantage" (The American Heritage Dictionary 229). Cheating would include, but not be limited to, looking at another student's paper during a test or quiz, copying another student's work, copying directly from a source without proper citation, taking credit for work completed by another person, and the unauthorized use of computer-generated artificial intelligence (AI). **The giving out or the receiving of material to gain an unfair advantage may be viewed as cheating.**
2. Students are expected to respect both teachers' and students' rights to privacy of materials, tests, and property.
3. When doing research assignments, students shall give proper citation (footnotes, citations, bibliography, and so forth as instructed by the teacher) to sources used in order to avoid charges of plagiarism.
4. The student shall be responsible for his or her own work unless collaboration is permitted by the teacher.

Student Responsibilities

1. To maintain and support the academic integrity of WHS by completing all assigned work, activities, and tests in accordance with the school's Honor Code.
2. To acknowledge the Honor Code and understand individual assignment guidelines.
3. To clarify with the teacher any ambiguities about violations of the Honor Code.
4. To ensure that their personal work is not used inappropriately by any other student.

Teacher Responsibilities

1. To maintain and support the academic integrity of WHS.
2. To clearly present assignment guidelines, including specific guidelines for collaboration on assignments when permissible.
3. To maintain the integrity of the testing process.
4. To explain the use of permissible study aids in coursework.
5. To instruct students in proper research techniques and format.

Administrator Responsibilities

1. To maintain and support the academic integrity of WHS.
2. To make available to all students, teachers, and parents a copy of the Honor Code.
3. To review and administer, if necessary, fair and just consequences for Honor Code violations.
4. To maintain records of Honor Code violations.

Parent / Guardian Responsibilities

1. To support the academic integrity of WHS.
2. To become knowledgeable of the Honor Code.
3. To communicate expectations of student compliance with the Honor Code.
4. To support imposition of penalties if the Honor Code is violated.

Consequences

In the event of an Honor Code violation, the teacher shall consider an alternative test or measure, unless there is absolute proof of cheating. When a teacher has proof of cheating, the student will receive a "0" for the work and a parent will be notified. Further disciplinary action may be required by the administration, especially in cases of repeated violations.

HALL PASS

Each student must request an official hall pass from his/her assigned teacher and sign out/in during class periods to enter the halls. If the student is found in a hall without approval, the student will be subject to disciplinary action. A digital hall pass system will be used during the 2026-2027 school year to identify each student outside their designated class at any given time. This information allows for greater awareness and security across campus.

GRADING SCALE & FORMULA

The basic grading system is expressed by the following values:

GRADING SCALE	FORMULA FOR SEMESTER COURSES	FORMULA FOR QUARTER COURSES	INTERNAL WEIGHTING
A: 90-100	1ST Quarter: 42.5%	Quarter Grade: 85%	The following shall include the addition of specified percentage points to the grades used to calculate the semester average:
B: 80-89	2ND Quarter: 42.5%	FINAL EXAM: 15%	Honors Courses: 3 percentage points
C: 70-79	Final Exam or EOC Grade: 15%	= 100% Course Grade	Local & Statewide Dual Credit Courses: 4 percentage points
D: 60-69	= 100% Term Grade		Advanced Placement & Dual Enrollment Courses: 5 percentage points
F: 0-59			

GRADES: METHOD OF REPORTING

Grades will be reported officially to parents and students after each 45 days of instruction. The 45 day marking periods will stand alone and each marking period will be averaged as ½ of the final grade. Parents will be given progress reports at the mid-point of each 45 day marking period. Students may discuss grades with teachers throughout the marking period during non-classroom time.

GRADES: HOMEWORK POLICY

Homework assignments will be made at the discretion of the teacher. Both teacher and student should understand the purpose of the assignment and assignments should be within the student's ability to complete the work unaided. Most classes may require homework on a regular basis. As college requirements continue to be strengthened, it is essential that all college preparatory courses, including homework assignments, be more important than extracurricular activities or outside jobs. A parental support system for students should include an established time for study and a commitment that emphasizes study above entertainment or personal convenience.

GRADES: EXEMPTION POLICY

Students may qualify to be exempt from taking a final exam in a specific class if he/she meets the criteria below.

- Has an "A" average in the specific class within the semester.
- Does not exceed 5 excused/verified absences in the specific class.
- Has zero unexcused absences in the specific class.
- Has not served ISS or OSS within the semester and does not have any unserved detentions.

Each class stands independent of all others; therefore, a student may have met the requirements for exemption in one class without having met them in another. Failure to be exempt in one class does not forfeit the opportunity to be exempt in other classes.

INTERNET POLICY

WHS and the Sumner County Board of Education links with the Tennessee Educational Network, which allows access to unlimited information. Every individual using school equipment and networks must apply for and be approved to use the Internet. By signing the official application/agreement, applicants agree to abide by all laws and terms of the agreement. Illegal or unauthorized use of the Internet could result in school discipline and/or legal prosecution. Internet forms are available upon registration to school.

CLASS BREAKS

Breaks serve as a time of leisure for students and teachers. Horseplay or boisterous behavior will not be tolerated. Students are not allowed to go to the parking lot without permission from an administrator. Food and drink are only allowed in the lobby areas and halls.

LIBRARY

The library makes available print and non-print materials designed to complement and enrich curriculum. There are materials to use for research and books to read for pleasure or class assignments. The library is a great place to read or study. The library is open 7:30 a.m. to 3:00 p.m.; however, it may remain open longer if there is a need.

SICKNESS AT SCHOOL

If a student becomes ill, he/she must report to the main office and is expected to see the school nurse before calling his/her parent to go home. No student is to leave school for any reason without checking out in the main office. Students sick in the restroom during class need to let the main office know of their illness as soon as possible.

DISPENSING MEDICATION

ALL medicines (prescription and non-prescription) must be in original containers, accompanied by appropriate forms noted below, and kept in the nurse's office. The following are guidelines from Sumner County Schools Board of Education regarding dispensing student medication:

1. All students must have the medication form completed before the school can administer medication to the student. Non-prescription medication forms are to be completed and signed by the parent/guardian. Prescription medication forms are to be completed and signed by the physician and the parent/guardian. **NO MEDICATION WILL BE GIVEN WITHOUT THE PROPERLY SIGNED FORM. **
2. Only the school nurse or trained, designated staff members are allowed to administer medications.
3. Medication guidelines for Sumner County Schools does not allow aspirin or products containing aspirin to be given without a doctor's order (BC Powder, Pamprin, Excedrin Migraine, Bayer Aspirin, Midol, Goody's Powder, Pepto-Bismol, etc.).
4. Forms will not carry over from one school year to the next. A new medication form must be completed each school year.
5. Any changes in medication must be accompanied by a new form with these changes noted. Forms indicating changes in prescription medication must be signed by the physician. This includes discontinuing a daily medication.
6. All prescription medication must be sent to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the signed physician orders. (Most pharmacies will give you an extra bottle for school.)

7. Non-prescription medication will only be given by the package directions unless accompanied with a physician's order. All non-prescription medications must be received in an unopened bottle with the student's name on it. No ziploc baggies, unlabeled bottles, or expired medications will be accepted.
8. A.M. (morning) medications need to be given at home at least 30 minutes to one hour before the start of school.
9. Antibiotics that are to be given 3 times a day will not be given at school. (3 times a day means every 8 hours).
10. Inhalers can be carried with the student as long as the medication form is signed and on file in the nurse's office and the student knows how to properly use the inhaler.
11. Any medication remaining at the school at the end of the school year should be picked up by the last day of school or it will be disposed of appropriately. If this presents a problem, please contact the school nurse.
12. Please make sure all medical conditions, including allergies, are noted on the student's registration card along with emergency contact numbers and names of adults who are allowed to pick up your child from school. This form is filled out at registration nights.

SCHOOL RESOURCE OFFICER

As a result of a partnership with the Sumner County Sheriff's Office, a School Resource Officer (SRO) has been assigned to work with faculty, staff, and community members to ensure a safe school environment. The SRO is a certified police officer who is assigned full-time to WHS. The officer is available during the school day to answer questions and to work with students, parents, and staff in matters that may require police intervention.

SUMNER COUNTY SCHOOLS K – 12 DRESS CODE POLICY

VALUES

- Commit to minimizing personal distractions to prioritize learning.
- Communicate clear dress code expectations to preserve a positive learning environment.
- Cultivate relationships between staff, students, and families.

GOALS

- Ensure students' class time is minimally impacted by dress code violations.
- Use consistent discipline practices.
- Encourage students to express individual styles that are appropriate for school.

BASIC PRINCIPLES

The primary responsibility for a student's attire resides with the student and families. The school district and individual schools are responsible for seeing that students' clothing choices do not interfere with the health, safety, and learning for any student.

1. **Basic Principle: Certain body parts must be covered for *all* students.**
   - Clothing must be worn in such a way that undergarments are always covered. TN law prohibits exposing body parts in an indecent manner that disrupts the learning environment.
2. **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

3. Students MAY Wear

- Hooded tops
- Jeans
- Skinny jeans
- Pants
- Yoga pants
- Leggings
- Shorts
- Sandals, slides, tennis shoes, boots
- Non-natural hair color
- Religious headwear
- Hats
  - Outdoors on school property
  - Special occasion days
  - Health and/or safety requirements for certain classes

4. 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
- Articles of clothing that are not compliant with section 1 and/or 4

SCHOOL AGREEMENTS

- Ensure ALL students are treated equitably.
- Clearly convey dress code guidelines to students and families in a variety of ways.
  - i.e., student handbook, social media, posters, announcements etc.
- Maintain a safe learning environment where protective clothing, shoes, & accessories are needed.
  - i.e., eye wear in chemistry, athletic shoes in PE, etc.
- Exceptions for attire for special occasions is at the discretion of the administrative team.
  - i.e., school-wide programs, special performances, or dress up days etc.
- Students out of compliance, section 1 and/or 4, deemed by the administrative team, options are:
  - Students will be asked to change into their own alternative clothing.
  - Students' guardian(s) will be contacted and asked to provide alternative clothing.
  - If available, alternative clothing may be provided by the school. (Optional)
- If a student refuses to change or is a habitual offender, the school administration has the right to assign consequences.

CLASSROOM MANAGEMENT

The classroom management plan outlined below is to be followed by teachers in dealing with discipline problems.

1. Write offending student's name on board. (There should be no public discussion of why the name was placed on the board. Such a discussion takes away instruction time and serves to make the student the center of attention. In most cases, the student would already know the nature of his offence.)
2. If necessary, or requested by teacher or student, respectful discussion concerning the matter should take place after instruction time or at the end of class.
3. Teacher issues detentions for offending behaviors.
4. **Any public discussion initiated by the student after name has been placed on the board is likely to result in assignment to ISS.**
5. **Continuance of offending behavior after name was placed on board should result in student being sent to the main office for immediate punishment.**
6. Teacher should call the parent if problems persist.

Teachers are to follow this classroom management model unless the discipline problem is considered extraordinary.

LOCKERS

Students may request a locker at no charge. Students may rent a lock for $5.00. Students are responsible for the locks assigned to them. Lockers offer minimal security and items of unusual value should not be placed in the locker. It is the student's responsibility to keep his/her own locker locked.

Lockers may be entered by school officials in the presence of a witness without prior notice to the individual to whom the locker has been assigned if there is evidence that indicates the locker may contain dangerous, illegal, or stolen material. School maintenance personnel can also enter a pupil's locker for the purpose of hygienic inspection or repair of the locker.

No decorations may be used in a locker including but not limited to: contact paper, signs, posters, stickers, etc. You may use collapsible shelves as long as they are not fastened to the locker with either screws or tape. Lockers will be randomly checked on a daily basis. Those students whose locker contains trash will receive one hour detention.

MONEY & VALUABLE ITEMS

Unfortunately, our school population includes people who steal. It will be to your benefit not to bring large amounts of money to school. All valuable items should be in possession of the owner at all times. Students should keep lockers locked at all times. The school cannot accept responsibility for stolen money or other items. Penalty for stealing is suspension and subject to Juvenile Court involvement.

TEXTBOOKS & FEES

Books are issued for use by students and the student is responsible for the book issued. Students are not to mark or damage the books in any way and numbers are not to be changed. To obtain a second book, payment must be received on the first book. Students accept financial obligations for classroom fees, issued workbooks, and items used in classroom or extracurricular activities.

FIELD TRIP POLICY

Field trips, by their nature, are extracurricular activities in most cases. They are opportunities for learning outside the classroom and often expose our students to experiences they might otherwise fail to have. We encourage these academically appropriate opportunities. The opportunity to participate in such experiences will be predicated upon the following academic areas: incomplete work and unexcused absences.

Any student having an unexcused absence will be prohibited from attending a field trip that is scheduled during the regular school day. After announcement of the field trip is made by the scheduling teacher (the teacher leading the field trip), students may have the opportunity to bring in available notes to convert an absence to "excused" (provided they have not exceeded five parent notes per semester or the absence is verified). The scheduling teacher should announce and remind students of this policy in preparation for the field trip. A complete list containing names of all students attending the field trip should be submitted to the Attendance Clerk in the main office no later than three school days prior to the field trip.

Any student owing work to a teacher will be prohibited from attending a field trip that is scheduled during the regular school day. It will be the responsibility of the student to check with their teachers regarding their work status. The making up of missed work shall be at the teacher's discretion and in alignment with Sumner County School Board policy.

Any student having an "F" average will be prohibited from attending a field trip that is scheduled during the regular school day. It will be the responsibility of the student to check with their teacher regarding opportunities to improve their grade prior to the date of the field trip.

In summary, any student that is determined to not be in good academic standing, i.e. having an unexcused absence, owing missing assignments, having a failing average in a class, will be prohibited from attending a field trip scheduled during the regular school day.

Students are to return with teachers unless the parent/guardian speaks personally to the teachers and picks up his/her child. Written notes will not be accepted in granting students permission to return from a game, contest, or performance with a person other than the parent/guardian without phone and note verification in advance.

Students on school-sponsored activities are subject to all school rules.

Having had ISS or OSS will not prohibit a student from participating in a field trip.

SCHOOL BUS

The bus drivers are in charge of all students who ride their buses. Any student misbehavior that interrupts the driver's ability to safely drive the bus may result in a student's suspension from riding the bus and/or other forms of punishment.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and approval by the principal or his designee. Parental note requesting a change in bus transportation must be presented to the Attendance Clerk by 7:55 a.m.

Any student who gets off the bus at any point between pick-up point and school must present the bus driver with a note of authorization from the principal of the school that the student attends.

When a bus is used to transport students to an away event, those students are expected to ride that bus to and from that event.

STUDENT PARKING

Cars serve as a means of transportation and are necessary for many students. There are parking spaces on campus and students will park in one parking space only. There are no designated individual parking spaces for students. Parking will be on a first come first serve basis. The front parking lot is reserved for faculty/staff and visitors. Students are not to park in the front parking lot.

Students are not to loiter or linger in their automobile after arriving on campus. If books or other personal items must be secured from a student car, permission must be obtained from an administrator. A sign out sheet is available in the main office for student's signature after receiving permission from an administrator. Students who go to the parking lot without administrative approval will be subject to discipline.

Police officers will handle all off-campus parking problems and any accidents that may occur on campus. The police will patrol the parking facilities on campus throughout the day.

The purpose of these rules is to assist everyone in having a well-organized and safe parking area. Students who fail to follow these regulations will be subject to parking violations and traffic fines, vehicle towing at owner's expense, and/or driving privilege revoked.

All vehicles parked on campus are subject to be searched by school officials.

DRIVER'S LICENSE LAW

Per Tennessee law, the Department of Safety has the authority to deny a license or permit to any minor due to withdrawal or excessive unexcused absences from school.

1) A student who has 10 consecutive unexcused absences during a semester or term (including out-of-school suspension or being placed in a correctional institution) shall have their driver's license suspended or may not have the privilege of obtaining a driver's license form completed by school officials.
2) A student who has 15 days of unexcused absences during a semester or term (including out-of-school suspension or being placed in a correctional institution) shall have their driver's license suspended or may not have the privilege of obtaining a driver's license form completed by school officials.

Five (5) days after receiving the school form for non-compliance, Department of Safety will notify the licensee that the license will be suspended on the thirtieth day following the notice from the school. After suspension for the first time, a student may not be considered as being in compliance until the student returns to school or attains eighteen (18) years of age. For second and subsequent non-compliance notifications, a student shall have all driving privileges suspended until the student attains eighteen (18) years of age.

DRIVER'S LICENSE FORMS

Students attempting to obtain a driver permit must take a valid "Certification of Compulsory School Attendance" form to the Testing Center. Tennessee Department of Safety requires all students to obtain documentation that they are not in violation of the school's attendance policy. Forms may be requested in the school's main office. The school may revoke this form if students violate the state requirements; therefore, revoking the student's driver's license. Forms are only good for thirty (30) days. **Forms will not be given to students who have unexcused absences in his/her current classes.**

PROOF OF RESIDENCE

The following are among the relevant factors which the Sumner County Board of Education shall use to define residency in the county for purposes of determining eligibility for admission. **The primary custodial parent/guardian must provide two (2) of the following documents as proof of residency**:

1. Legal document/lease showing proof of residency for specific address (Notary public or typed/handwritten letters from the landowner are not accepted.)
2. Motor vehicle registration with current address
3. Current invoice/bill (electric, gas, water, landline telephone) assigned to specific address and the primary custodial parent/guardian (Cell phone bill is not accepted.)
4. Current bank statement with current address
5. Current employment record; example most recent check stub with home address
6. Place of parents' registration for voting
7. Place of payment of property taxes on parents' physical address
8. Tennessee Driver's license with current address
9. Tennessee Picture ID with current address
10. Documentation from Tennessee Department of Human Services for benefits with the current address

Sumner County Schools Systems will allow your child to register for classes with the understanding that the parent/guardian will have ten (10) school days to complete the above resident requirements. **At the end of the tenth school day if the required documentation has not been turned into the main office, your child will not be allowed to return to school until the documentation is complete.** At such time, the Truancy Division of the Sumner County School system will be notified that your child is truant from school. NOTE: A Truancy Officer may verify a student's residency at any time during the current school year.

SOLICITING OR COLLECTING MONEY AT SCHOOL

Any effort designed to solicit or collect money at WHS 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 by the principal.

Neither students nor parents are authorized to purchase or obligate school funds (including class or extra-curricular money). Teacher sponsors must request expenditures as outlined in the policy manual issued by the Sumner County Board of Education. Payment for purchases without proper authorization will be the responsibility of the purchaser, NOT the school.

DRUG & ALCOHOL USE

Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time whether on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that Board policy has been violated, the student shall be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

DEFINITION OF TERMS:

A. Alcoholic beverages include alcohol, spirits, liquor, wine, beer, and every liquid or solid containing those listed above which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
B. Illegal drugs include controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances for pain relief, substances used as an intoxicating inhalant, or any other substance which is portrayed as one of the above.
C. Use shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has taken place.
D. Possession shall mean either having illegal drugs or alcoholic beverages on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.).

FIGHTING

Harmonious relations can be developed among all students. WHS promotes positive ways of handling disagreements with other students. These positive ways include:

- talking out the problem with other student(s)
- talking with a counselor or administrator
- talking with a teacher or a parent

Students who seek help with a personal relationship problem before a fight occurs will find a positive response from the school administration. Students who choose to incite or resort to violence to solve problems with other students will be dealt with in a severe manner. The school will not tolerate fighting at school. The dangers to the students involved and to other students are too great to permit this type of behavior. Students who are involved in a fight will be brought to the main office.

The following procedures will be followed if students are cooperative with the school administration.

1. A cooling off period will be required.
2. Students involved will write statement of action.
3. The student who is deemed the principle cause of the fight will be given OSS for a minimum of five days.
4. The student who is deemed the lesser cause may be punished in proportion to his/her involvement in the fight.
5. In the event that a student is involved in another fight, the student will be suspended until his/her parents come to school for a conference with a school administrator.
6. Students involved in large numbers of verbal or written conflicts will not be tolerated.
7. Students who continue to fight when asked to stop by a school official will be automatically suspended out of school and possibly arrested.

Fighting will result in the notification of the School Resource Officer. Students will likely be arrested for unruly behavior, disturbing the peace, and/or assault and may be scheduled for a disciplinary hearing.

FIRE SAFETY EQUIPMENT & ALARMS

Any student guilty of pulling any school fire alarm, tampering with the sprinkler system, fire extinguishers, or any other fire safety equipment will be automatically suspended from school and referred to Fire Marshall Officials for legal proceedings. Fire alarms and safety equipment are placed in school buildings for the safety of students and are **NOT** under any circumstances to be falsely used.

INSUBORDINATION

Students who willingly refuse to submit or comply with authority are subject to OSS or arrest for disorderly conduct and/or disturbing the peace.

SEARCH OF PERSONS & CONTAINERS

A person may be subject to physical search or a student's pocket purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student, if such action is reasonable to the principal. All searches will be conducted by the school's administration or principal designees.

Lockers and other storage areas are property of the Sumner County Board of Education and are subject to search for drugs, dangerous weapons, or any property which is not properly in possession of the student

(T.C.A. 49-6-4202).

PROFANITY

Profane or vulgar language will not be tolerated in classrooms, hallways, at any school activity, or on campus. Stern discipline will be dealt to any student guilty of this conduct. Language used to convey a lewd, profane, or vulgar statement will not be tolerated. Use of profanity will result in three days of ISS. Use of extreme profanity will result in three days of OSS. Use of profanity toward a teacher will, at a minimum, result in three days of OSS. Use of social/racial slurs will result in one day of OSS and two days of ISS.

SEXUAL HARASSMENT

Sexual harassment of ANY individual will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or statements of a sexual nature which produces any of the following:

1. Interferes with the student's work or educational opportunities
2. Creates an intimidating, hostile, or offensive learning environment
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit and/or participation in student activities

Victims of sexual harassment shall report these conditions to a school official. The Guidance Office shall be notified. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of sexual harassment charges.

In determining whether alleged conduct constitutes sexual harassment, all circumstances, including the nature of the conduct and the context in which alleged conduct occurred, will be investigated. The Assistant Principal in conjunction with the SRO shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools, and ultimately, to the Board.

Any student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, and possible criminal charges.

STUDENT DISSENT

Westmoreland High School is an educational institution; it is not a vehicle for political or social change. Demonstrations, marches, sit-ins, or protests which disrupt normal academic and institutional pursuits will not be tolerated. Any grievance will be heard on an individual basis at any time. If students are involved in demonstrations, marches, or sit-ins at school or school-related events, the following actions will be taken:

- Students involved in the above activities will be suspended and will be given an unexcused absence in each subject for each day missed.
- Before the student is readmitted to school, his/her parent must meet with the principal on an individual basis.
- If the protesting students fail to leave the building and campus in an orderly manner, the police will be called to remove the persons, and they will be charged with disturbing the peace.

STUDENT RELATIONSHIPS

Mutual respect is a policy that reflects maturity. Our school adheres to the "HANDS OFF" policy for student relationships. When the policy is violated, the parents will be contacted and may be required to come to school for a conference concerning the problem. Have respect for your fellow students.

Penalty for inappropriate display of affection is as follows:

1. First Offense: Counsel, 1 day ISS
2. Second Offense: Counsel, 2 days ISS, and parent notification
3. Third Offense: Counsel, 3 Days of ISS
4. Subsequent Offenses: Additional days of ISS/OSS as needed

THREATS

In accordance with state law and board policy, any student making a verbal, written, digital or electronic threat of violence against a student, staff member or the school in general will be subject to the likelihood of suspension/expulsion from school, a disciplinary hearing and criminal charges/arrest by the local authorities.

BULLYING/HARASSMENT

Bullying or harassment of any kind will not be tolerated at WHS. Students can report any inappropriate behavior immediately to faculty, staff, or administration. School Counselors are available for resources and support. Students caught bullying, harassing, or involved in any intimidation of another student will be dealt with accordingly by the administration.

TOBACCO/VAPING PRODUCTS USE OR POSSESSION

Students shall not use or possess tobacco products (or any facsimile thereof) or e-cigarettes in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or

on school buses to and from school-sponsored events. Possession and/or use of a vape or any vape products is the same as possession and/or use of tobacco products. Violation of this policy will result in disciplinary action as designated:

1. First Offense: 3 Days ISS, parent phone call
2. Second Offense: 1 Day OSS, 2 Days ISS, parent phone call, Tobacco Cessation Class-STARS
3. Third Offense: 3 Days OSS, parent phone call, call to SCS Social Worker
4. Fourth Offense: 10 Days OSS, disciplinary hearing, parent phone call, SCS Social Worker

Per Sumner County Policy any tobacco product that is confiscated in a search will not be returned to students or parents.

WEAPONS & DANGEROUS INSTRUMENTS

The Sumner County Board of Education has zero tolerance for weapons. Where appropriate, criminal charges will be brought against the student and parents or legal guardian.

Any student who brings to school or who is found in possession on school property of any dangerous instrument will be immediately removed from the general student population. A disciplinary committee shall recommend the disposition, including expulsion, of the student. The Director of Schools may modify the recommendation on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns will be suspended as determined by the principal. The principal shall report his/her action to the Director. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the disciplinary committee for disposition as determined by the committee.

The term weapon shall be defined as any dangerous instrument. The term dangerous instrument shall include but is not to be limited to the following:

- knives
- box cutters or razor blades
- clubs or police batons
- pellet/BB guns
- paint ball/air soft guns
- mace/pepper spray
- brass knuckles, spiked wristbands
- chains
- ice picks
- lasers (unless under supervision or a school official and with prior administrative approval)
- any object used in such a manner that could cause bodily harm or inflict damage to property
- any explosive device including but not limited to all fireworks
- any firearm
- any item which could be perceived to be a dangerous instrument such as a toy or non-working device

This list is not all inclusive; therefore, the principal shall use his/her discretion in ascertaining whether an object is a weapon as defined in this policy. Each case regardless of the circumstances must be reported to the Director of Schools. Full documentation is required including written statements from all witnesses.

The Principal shall notify the parents or legal guardian of any student in violation of the policy.

The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

DISRESPECTFUL CONDUCT

Students are expected to be respectful and courteous to all faculty and staff members. Disrespect to any teacher or staff member will be considered a serious infraction of school policy and will not be tolerated.

METHODS OF DISCIPLINE

DETENTION

All detentions written by a teacher or administrator of WHS will be completed/served at least by the second school day following issuance of the detention. Detentions written on Friday may be served on the following Monday.

The student will be given a writing assignment by the school's administration. The completed assignment in the student's handwriting is due the second day following the day it is assigned.

If the student does not serve the detention as assigned, and on time, the student will be placed in ISS for one day for "failure to serve the detention". This assignment to ISS does not remove the student from having to serve the detention. The detention must still be completed as originally assigned. A failure to serve any future detentions in a similar manner will result in additional days of ISS per offense.

After the 5th detention in the school year, the student will be assigned a day of ISS per offense, in addition to the detention.

LUNCH DETENTION

Realizing that the successful completion of assigned work is necessary for learning, students who habitually fail to complete assignments will be assigned a lunch detention at the discretion of the teacher and Administration. The student will forfeit the opportunity to have lunch in the cafeteria and will, instead, serve a "working lunch" in a designated area apart from the other students. The student will be given any missing assignments in need of completion and the student will continue to use this time daily until the missing assignments are successfully completed. The student will remain in the alternative lunch setting until released by Administration. Failure to participate in the lunch detention will result in a day of ISS which will accumulate until the lunch detention is completed.

IN-SCHOOL SUSPENSION (ISS)

The student serving ISS will:

1. be assigned to an isolation area for a designated number of days
2. be isolated from other students and closely monitored
3. be responsible for all assignments and tests
4. be permitted to continue regular class assignments without penalty while serving an ISS

Misbehavior in ISS will result in either additional days of ISS or OSS.

OUT-OF-SCHOOL SUSPENSION (OSS)

Any principal or his designee of any public school in Tennessee is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Sumner County Board of Education policy states that a student who is suspended from school must not be on the property of any Sumner County School and cannot attend **any school function** during the suspension.

ALTERNATIVE SCHOOL

Students who cannot conform to school rules may be referred to the School Board for a disciplinary hearing. The School Board may assign a student to the Sumner County Alternative School. Any student attending the Sumner County Alternative School may not participate in any school activities such as but not limited to attending games, plays, musical presentations, prom, or any other activity at or involving WHS during their enrollment at the alternative school.

EXPULSION

The Board of Education has the right to expel or exclude any student from the school system for continuous violation of school or Board of Education rules and regulations.

ZERO TOLERANCE POLICY

The Sumner County School Board and WHS strive to ensure a safe and secure learning environment; therefore, the following offenses shall not be tolerated:

- Unauthorized possession of a firearm or weapon on school property
- Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event

- Aggravated assault or assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer

Committing any of these offenses shall result in a student being expelled from regular attendance at school for a least one (1) calendar year, unless modified by the Director of Schools. Modification to the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses shall be assigned to an alternative school or program if staff and space are available as determined at the time of the infraction.

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

BEHAVIOR AT SCHOOL EVENTS

Students who engage in misbehavior at ball games and other extra-curricular events will be barred from attending similar events thereafter. Students are expected to exhibit good sportsmanship as fans and attendees.

Violation of school policies at such events shall result in additional punishment in accordance to school rules.

ATHLETIC INFORMATION

Below is a summary of athletic participation at Westmoreland High School. Additional information can be found by contacting Sumner County Board of Education/Athletics and by visiting the Tennessee Secondary School Athletics Association at tssaa.org.

ATHELTIC INSURANCE

Student athletes are required by TSSAA to have insurance coverage. This coverage must be maintained on the student athlete while they are participating in practice or athletic contests.

WHS does not provide insurance to athletes. Individuals participating is extracurricular activities should have their own insurance. This information must be provided on Final Forms paperwork that is required for all athletes prior to participation and must be signed by a legal parent/guardian.

ATHLETIC PARTICIPATION

Westmoreland High School is the enforcement body for the TSSAA and NCAA. Westmoreland High School student athletes are expected to follow all school rules. They must sign a drug consent form and be willing to be randomly drug tested to participate in Westmoreland High School athletics.

Students involved in extracurricular activities must be present for a minimum of one-half of the school day on the scheduled date of the activity (band concert, ball game, etc.) to be eligible to participate. This rule will apply to all students, absence of extenuating circumstances, to be determined by the principal and the sponsor (Band Director, Head Coach, etc.) of the activity. Approval by the identified parties must be made in advance of the absence.

DRUG TESTING POLICY

Sumner County Schools is concerned with the physical wellbeing of all students, including those who participate in athletics. This policy only refers to voluntary extracurricular activities. For this policy, 'athletics' refer to all activities governed by the Tennessee Secondary School Athletic Association (TSSAA).

1. All students will be subject to random drug testing beginning with the first official practice as defined under TSSAA regulations.
2. All students who participate in athletics will be subject to random testing throughout each school year of participation.
3. Final Forms must be signed for consent to random drug testing prior to participation in extracurricular activities that are governed by TSSAA.

TSSAA RULES

A summary of Tennessee Secondary School Athletic Association (TSSAA) eligibility is provided for your information. Please read the following rules carefully.

ACADEMIC REQUIREMENTS FOR ATHLETES

- Student athletes are required to earn 6 credits their freshman, sophomore and junior years to be eligible for athletics the following year. These credits should be earned prior to the first day of the next school year. Student athletes who are academically ineligible in the fall semester may gain eligibility by earning 3

credits in the fall semester. Incoming freshmen are required to pass the 8th grade. Incoming freshmen are also expected to complete middle school in 3 years or eligibility their freshman year may be in jeopardy.

- A student must be enrolled before the 20th school day of the term, in regular attendance, and carrying at least three full courses during the present term.
- A student shall be ineligible in high school if he/she becomes 19 years of age on or before August 1 or for freshman athletics if he/she becomes 16 years of age on or before August 1.
- A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport.

PHYSICALS

Student athletes are required by TSSAA to have a current physical, with a copy of that physical on file at Westmoreland High School. The physical must be dated after April 15 of each school year. This physical will cover the student athlete for the entire next school year for any sport which the student athlete participates. No student athlete will be allowed to participate without a current physical.

CONCUSSION TESTING

Student athletes are required to be computer tested to set a baseline for concussions. This testing is to occur prior to any practices or contests. The concussion test is administered by our athletic trainer in a computer lab at Westmoreland High School. This test is one of the tools that will help to determine the readiness of the athlete to return to practice or competition if they are diagnosed with a concussion.

2026-27

Sumner County Schools Student Calendar

Board Approved 10/21/2025

pending TDOE approval

2026 | First Semester

- July 22: New Student Registration
- July 27-28: Evening Registration @ schools
- August 4: First Day for Students | First Semester
- August 6: Election Day | No School
- August 7: No School
- September 4: No School
- September 7: Labor Day | No School
- September 21: Parent Teacher Conferences
- October 2: End of Quarter 1
- October 5-9: Fall Break | No School
- October 12: No School
- November 3: Election Day | No School
- November 23-27: Thanksgiving | No School
- December 18: Half day of School | End of Quarter 2 | End of Semester 1
- December 21-January 1: Christmas Break | No School

2027 | Second Semester

- January 4-5: No School
- January 6: First Day of classes for Students Second Semester
- January 18: Martin Luther King, Jr. Day | No School
- February 15: Presidents' Day | No School
- March 19: End of Quarter 3
- March 22-25: Spring Break | No School
- March 26: Good Friday | No School
- March 29: Easter Monday | No School
- April 23: Kindergarten Registration
- May 25: Last Day of School for Students End of Quarter 4 | End of Semester 2

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

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
23/30	24/31	25	26	27	28	29

September

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

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

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

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

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
24/31	25	26	27	28	29	30

February

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						

March

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

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

May

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			

Registration Days	Students Attend	No School	Parent-Teacher Conferences