



# **T.W. HUNTER**

## **Student Handbook**

### **2026-2027**

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## **T.W. HUNTER MIDDLE SCHOOL**

### **Vision Statement:**

*B.U.C.S.*

*“Building a Unified Culture for Success.”*

### **Mission Statement**

*“To provide opportunities where all students may pursue and achieve excellence in academics, arts, and athletics.”*

## **SCHOOL POLICIES**

The following policies will serve as both a guide for student conduct and an outline of school-wide procedural considerations. Not all requirements for proper conduct have been included, as it is neither necessary nor practical to print all regulations that govern the behavior of ladies and gentlemen.

### **ACADEMIC INTEGRITY**

Academic Integrity is essential because it reflects honesty, responsibility, and respect for learning. When students complete assignments and assessments on their own, they build the knowledge and skills needed for future success. Cheating may provide a short-term advantage, but it undermines learning, creates unfairness, and can damage trust between students and teachers. Upholding academic integrity helps ensure that grades accurately represent a student's understanding and effort while fostering a culture of fairness and accountability. Teachers will determine and assign a consequence for the violation.

### **ARTIFICIAL INTELLIGENCE**

T.W. Hunter may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI. Teachers may opt out of using AI resources in their classes at their discretion.

Students shall be instructed on responsible use and expectations including but not limited to the following: effective use of generative AI, when it is appropriate to use AI, how to determine whether AI responses are accurate, students assume responsibility for incorporating AI content responsibly, and the difference between cheating and seeking support. Refer to our Academic Integrity Policy.

### **ATHLETICS**

T.W. Hunter Middle School, per Board Policy, sanctions sports including cheerleading, football, girls' basketball, boys' basketball, cross-country, track, and volleyball. Sixth graders, according to the Board of Education, are prohibited from participating in middle school football. T.W. Hunter is an active member of the Tennessee Secondary School Athletic Association (TSSAA).

Athletes must show proof of insurance and an updated physical form before they will be allowed to participate in practice and tryouts. Athletics are extra-curricular and have extra requirements for participation. Athletes are students first. Student-athletes at T.W. Hunter Middle School are held to a high academic and behavioral standard. Coaches will set policies about academic and behavioral requirements

for their respective sports teams. Questions about athletics including policies and practices should be directed to the athletic coaches and the school Athletic Director.

## **ATTENDANCE**

The Sumner County Board of Education has set forth the following rationale for school attendance: “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 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.” **Students absent for a partial (half-day) or full day will be prohibited from participating in after-hour, school-related activities on that same day including but not limited to athletic events, club meetings, or school dances.**

Present: When a student is in attendance at school or class to which he or she is assigned. For truancy purposes, present shall mean attending a full day of school.

Absent: When a student is not in attendance at the school or in the class to which he or she is assigned. Missing more than one half of a day or a class counts as an absence. Absences are considered either excused or unexcused. *Note, all absences are considered unexcused without proper documentation provided to the school.*

Excused Absences: It is imperative students are in attendance at school every day. For absences of a full or partial day to be considered excused, a written note from the parent, guardian, or doctor must be provided. Students are only allowed 5 “parent note” excused absences per semester. Reasons for excused absences may include:

- Student’s personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian may apply for homebound instruction.
- Death of a family member. Death of a non-family member if approved by the principal.
- Special recognized religious holidays regularly observed by a particular faith. Please submit a note to the Attendance Clerk prior to the student being absent for a religious holiday.
- Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
- Pre-approved school-related activities.
- Other extenuating circumstances beyond the control of the student. For such absences to be excused, the building principal or designee must approve them.

Unexcused Absences: Absences which are not verified or which do not meet valid reasons for absences. All out-of-school suspensions are unexcused. **A student may not have more than (3) three unexcused absences during a semester.** At three unexcused absences, the TWH SART (School Attendance Review Team) will initiate and implement an attendance plan for the student. If additional unexcused absences occur, further interventions will take place with the support of the parents and school administration.

Chronic Absenteeism: The State of Tennessee considers students who miss **17 or more** school days as “chronically absent.” A progressive truancy intervention process is in place to avoid excessive student absenteeism. This process may include: contact from the Attendance Clerk, parent and/or student

conference with an administrator, meeting with school counselors, signing an attendance contract, and/or referral to the Sumner County Attendance Office.

**Tardy to School:** When a student arrives to school after 7:45 am. In such cases, the parent/guardian must accompany the student into the front office and sign in the student. On the third tardy to school within a quarter, the attendance clerk will call home. **On the third tardy to school during a quarter, a student will be issued a detention.** Excessive tardies may result in further disciplinary action.

**Tardy to Class:** For remaining classes, students are considered tardy if they are not in their seats before the bell rings. Students will be assigned a demerit by their classroom teacher if tardy to class.

**Early Dismissal:** When a student leaves school before 2:45 pm dismissal. In such cases, the parent/guardian must sign out the student in the front office, at which point he or she will be called from class. Parents should try to schedule appointments (including medical) after school. If the student becomes ill during the day or must go home for emergency purposes, the student must report to the office, where an adult will call home for the student.

**Reporting Procedures:** The process whereby an absence is considered excused or unexcused. Any student returning from a full or partial day absence must check in at the front office between 7:25-7:45 am, where he or she will receive an Absent Slip. Within two days of any absence from school (full or partial day), the student should bring a note from his or her parent, guardian, or doctor in order to have the absence excused. Failure to do so will result in an unexcused absence. Parent notes should state the child's name, date(s) of absence, and reason for the absence.

**Makeup Work:** Students are encouraged to check Google Classroom for notes and assignments. Upon the first day of returning to school, it is the **student's responsibility** in middle school to make contact with the teacher(s) regarding make-up work. *During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.*

**Perfect Attendance:** When a student has not been marked absent for any class, in part or in whole, during the entire school year. School approved activities are considered exceptions to this rule and do not jeopardize a student's perfect attendance status.

## **BUCCANEER BASH**

The Buccaneer Bash is designed to recognize and celebrate students who exemplify the T.W. Hunter School Vision and Mission Statements through their commitment to excellence in key areas of student success. Each quarter, students have the opportunity to earn participation in up to four 20-minute Buccaneer Bash sessions by meeting established expectations in the following categories: **Academics, Attendance, Behavior, and Responsibility**. This recognition program highlights and rewards students who consistently demonstrate the qualities and habits that contribute to a positive and successful school community.

- **Academics:** All core grades at or above a C.
- **Attendance:** Three or fewer absences.
- **Behavior:** No assigned consequences at or above a detention.

- Responsibility: No assigned consequence for iPad charge below 80% (may have two warnings).

## **BUS TRANSPORTATION**

Bus riders are under the supervision of the school from the time they leave home in the morning until they return home in the afternoon. Understanding that he or she is a county-employed authority figure, students will follow the directions of the bus driver. Misbehavior within those times outlined will result in a discretionary consequence assigned by the administration. Consequences include, but are not limited to, assigned seating or bus suspension. Note, bus drivers may assign seats on the bus.

When necessary for a student to ride a bus other than his or her regular bus, the office will issue a **Complimentary Transportation Request** pass allowing the student to ride another bus contingent upon the following provisions:

- The student has a note from his or her parent to ride a bus other than his or her own regular bus. Alternate bus notes must include the following information: student name, address, regular bus number, alternate bus number, destination address, parent signature, and parent phone number.
- The parent request is submitted to the office before 8:00 am.
- The student will not create an overcrowding condition on the bus he or she wishes to ride.

## **CAFETERIA**

In all nutrition programs administered by the U.S. Department of Agriculture, no child will be discriminated against because of race, sex, color, national origin, age, or disability.

Behavior: Student behavior in the cafeteria should be based on courtesy and cleanliness. Serving areas, eating areas, chairs, and tables must be kept clean and orderly. Students cannot take food, drinks, paper products, or straws out of the cafeteria. Students are expected to remain seated at all times. Disruptive behavior, breaking line, running, or throwing food or drinks will result in disciplinary action. All students and adults will work together to help keep the cafeteria a clean place to eat breakfast and lunch.

Breakfast: Breakfast will be served between 7:05 and 7:35 each morning. Students eating breakfast should sit in the first two rows adjacent to the serving area entry and are expected to follow all cafeteria rules - including cleaning their area after eating.

Charges: Lunch charges are to be paid the next school day.

Free/Reduced: Applications for the free and reduced program for breakfast and lunch are available at the annual school registration and through the cafeteria manager. A new application must be completed and submitted each year.

Lunch: Students will have an assigned lunch period based on their classes. They may purchase lunch or bring it from home. When bringing lunch, glass containers are strongly discouraged. A parent may drop off a lunch for their child, but outside food deliveries are not permitted (ex. Door Dash, etc.).

Payment: Breakfast and lunch may be purchased on a meal-by-meal basis, but students/parents may load money to their individual accounts. Accounts can be loaded at school or online periodically, at which

point money is credited to the student's account. Please visit [twh.sumnerschools.org](http://twh.sumnerschools.org) for a link to the cafeteria site.

### **CELL PHONES, META GLASSES, AND SMART DEVICES**

Meta Glasses are not permitted on campus. Smart devices (including watches) should not be utilized during the school day. To minimize distractions from our shared purpose of teaching and learning, students are prohibited from using cell phones during the school day. More specifically, cell phones are not to be seen or used in the building from the time a student arrives on campus until the time they leave campus. Students that are afternoon car riders may use their cell phone when outside to communicate with parents for pickup purposes. Violation of the school policy will result in the cell phone being collected and a detention will be assigned.

- First offense: Detention and cell phone held until the end of the day; pick-up by student.
- Second offense: Detention and cell phone held until the end of the day; pick-up by student.
- Third offense: Detention and cell phone held until the end of the day; pick-up by student.
- Subsequent offenses: Additional disciplinary measures may be implemented.

**Cell phones are strictly prohibited in all Restroom and Locker Room locations. Individuals who violate this policy may be assigned an in-school suspension (ISS).**

Administration may authorize the use of cell phones in an emergency or extenuating circumstance.

### **COMMUNICATION**

The administration and staff will use various methods to communicate with parents. These methods may include the following: FinalSite, School Cast email (please make sure [noreply@sumnerschools.org](mailto:noreply@sumnerschools.org) is not blocked), Skyward email, Google Classroom, and staff email. Parents are encouraged to email teachers directly. All email addresses can be found on the TWH Website. Students are encouraged to email teachers from their [sumnerk12.net](mailto:sumnerk12.net) email account.

### **COUNSELORS**

The counselors at T.W. Hunter are available to help students in many ways. When a student wishes to see a counselor, he or she should go to the counseling office to arrange an appointment. Sometimes a teacher may suggest that a counselor talk with a student. There may be a time during the school day when a counselor will come to the classroom to give a student an appointment time. The student should leave the class upon the teacher's approval, and return as soon as the conference is completed.

### **DEBTS**

If a student owes money to the school, he or she will not be allowed to attend dances or other selected school activities. Additionally, unpaid debts will result in a "hold" being placed on the student's report card. Upon completion of the 8<sup>th</sup> grade or upon transfer to another school, T.W. Hunter will not release records to the new school until all debts have been paid. Debts include, but are not limited to, field trip fees, textbook replacement or rebinds, cafeteria charges, library fines, and picture money.

## **DELIVERIES**

Due to the difficulty in making sure every child receives an intended delivery on special occasions, along with problems that may arise during the transportation of flowers, balloons, glass containers, and similar items, the administration respectfully asks that all such deliveries be kept to a minimum. **Balloons and glass containers are not allowed on school buses.**

## **DISCIPLINE**

T.W. Hunter employs a dual-level discipline program. Assertive discipline and rewards will be used as needed in monitoring, regulating, and correcting student behavior. Assertive discipline is the strategy used to hold students accountable for their actions and choices. While not all-inclusive, the following rules have been set forth in order to maintain a school-wide culture that is conducive to learning:

1. Acknowledge and observe the hands-off policy at all times. *The hands-off policy is strictly enforced for the safety and welfare of our students.* This includes, but is not limited to, public displays of affection.
2. Always follow the directions of faculty and staff members. Rudeness and disrespect in any form will not be tolerated.
3. Refusal to participate in classroom instruction, loitering (inside or outside the building), profanity of any kind, and harassment (including bullying).
4. Follow the directions of bus drivers and attendants. Bus drivers have the authority and responsibility to refer any student to the administration for discipline. It is a privilege to ride the bus, and students may be suspended from the bus if inappropriate behavior occurs.
5. Leave toys, games, playing/collector cards, and electronic devices at home. The school will not be responsible for lost, stolen, or confiscated items.

**Detentions:** Detentions are suitable consequences for many behavior related offenses and may be issued by any employee. Detention will be held Tuesdays and Thursdays from 2:50 - 3:35. Detentions will be considered satisfied only if students arrive on time and cooperate with the detention supervisor.

- Behaviors warranting a detention from an event on a Monday or Tuesday will be expected to serve the following Thursday. Behaviors warranting a detention from an event on Wednesday, Thursday, or Friday will be expected to serve the following Tuesday.

Failure to serve a detention will result in an in-school suspension (ISS). Students receiving their 3<sup>rd</sup> detention during a 9-week period may be assigned ISS. Each additional detention during the same grading period may warrant one additional day of ISS. Finally, excessive detentions and/or ISS may result in out-of-school suspension (OSS). A student may be placed in In-School Suspension (ISS) which could be for a class period, lunch, or a partial school day. ISS can give the student a needed “time-out” or “cool-down” period as determined by the administration.

**Food, Drink, and Gum:** In order to keep T.W. Hunter clean, food and drink (other than water) are prohibited outside of the cafeteria. Violations will result in a demerit. Additionally, gum is not permitted on campus. Violations will result in a lunch detention to be served that day or the next school day. Water, in the appropriate container, is permitted in most classrooms. Metal water bottles create unnecessary

disruptions to the learning environment and are strongly discouraged for use. Glass containers are prohibited.

**Hands-off Policy:** With regard to student interaction, T.W. Hunter Middle School enforces a hands-off policy. This policy includes, but is not limited to, hugging, kissing, hand-holding, horse playing, fighting, or any other type of touching. In short, students should keep their hands, feet, and objects to themselves. Consequences **will be** assigned to students who violate this policy.

**In-School Suspension (ISS):** In-School Suspension is a suitable consequence for offenses deemed detrimental to the good order of the school. Rules for ISS are established by the administration and will be posted in the ISS room. The number of ISS days assigned is situation specific and is determined by an administrator. An ISS assignment is considered satisfied if and only if the student serves all days assigned and cooperates with the ISS supervisor. Failure to serve ISS in a satisfactory manner may result in additional days in ISS or an Out-of-School Suspension (OSS). **Students assigned ISS will not be allowed to participate in school dances, field trips, or other “outside of classroom” activities during that semester. The identification of such activities is at the discretion of the administration.**

**Out-of-School Suspension (OSS):** Out-of-school suspension is a suitable consequence for offenses of a more serious nature, resulting in conduct detrimental to good order or willful and persistent violation of school rules. OSS is for a period of time determined by the administration, depending upon the circumstances, and the offense. The following non-inclusive list of offenses may result in OSS:

1. Disrespect
2. Theft
3. Tobacco, matches, lighters possession/use, e-cigarettes, and vapes
4. Vandalism
5. Violence or threatened violence
6. Willful/persistent violation of school rules
7. Fighting
8. Repeated harassment/bullying

Students assigned OSS during a semester will not be allowed to participate in school dances or other “outside of classroom” activities at the discretion of the administration.

Please refer to the *2026-2027 Important Policies for Parents and Students*, along with the Sumner County Board Policy Manual for detailed information regarding code of behavior, discipline, and discipline procedures.

## **DRESS CODE**

Our students' appearance reflects the quality of the school and influences student conduct and performance. Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance. The following is the Standardized Dress Code adopted by the Sumner County Board of Education and applies to ALL school-related activities, both during and after school hours.

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:

- o Hooded tops, jeans, skinny jeans, pants, yoga pants, leggings, shorts, sandals, slides, tennis shoes, boots, non-natural hair color, religious headwear
- o 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)
  - o 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

Students will be offered the opportunity to change or notify parents for initial violations. Continual dress code violations warrant disciplinary action.

## **GRADES AND GRADE REPORTING**

For purposes of reporting, the grading scale is as follows:

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

Report cards are issued to students every quarter (9-weeks), and a final report card is uploaded to the student's Skyward Portfolio at the end of the school year.

Parents will also receive a progress report four times per year - at the end of every 4 ½ week grading period. This progress report is not a final quarterly grade, but does provide an opportunity for both parent and student to receive grade information at the midpoint of the quarterly grading period. Parents are also encouraged to stay informed of student grades continually by utilizing the online gradebook in Skyward and the student's Google Classroom.

Quarter, semester, and TN Ready scores are weighted and averaged to determine the final grade in core courses, including English/Language Arts, Math, Science, and Social Studies. The calculation of a student's final grade is outlined below:

**Semester 1 Grade** is comprised of three weighted components:

Q1 grade (50%), Q2 grade (50%)

**Semester 2 Grade** is comprised of three weighted components:

Q3 grade (42.5%), Q4 grade (42.5%), TNReady scores (15%)

\*No TNReady score: Q3 grade (50%), Q4 grade (50%)

**Final Grade** is an average of Semester 1 and Semester 2 grades.

## **HALLWAY AND RESTROOM BEHAVIOR**

Any time a student is in the hall during class time, it is his or her responsibility to have signed out of the classroom and have the appropriate hall pass. Hallways are monitored by cameras and adults to ensure the safety and compliance of all students. Additionally, students are discouraged from leaving the classroom to go to the restroom unless it is an emergency. Restroom breaks should be taken between classes and during lunch with the permission of the cafeteria monitors. There should be no loitering in restrooms.

## **HOMEWORK**

Students are expected to do homework regularly. Parents are encouraged to provide a quiet, suitable place for their children to study at home as they grow more independent in their academic responsibility. Homework provides both reinforcement of learning and an opportunity to practice newly acquired skills.

## **INTERNET AND E-READER USE**

Internet use is a privilege, not a right, and inappropriate use will result in the loss of those privileges. The "Internet Use Permission Form" and "E-reader Policy" must be on file, granting parental permission for students to use the Internet or e-reader at school. A new form is required each year for both internet and e-reader use.

## **iPad**

Students will be issued an iPad purchased by the Sumner County Board of Education. These iPads are intended for educational use only. Every safety precaution is taken by the technology department to avoid access to sites which are not deemed educational. It is the responsibility of the student to charge the iPad

each night. Sufficient charge is 80% but 100% is preferred. A demerit may be issued if the iPad is below the established sufficient charge of 80% upon arrival to school.

### **LIBRARY/MEDIA CENTER**

Books are checked out for a two-week period and may be renewed once. Students will be charged five cents for every school day a book is overdue until the fine reaches the cost of the book. At this time, the student will be charged the cost of replacing the book. Outstanding library books and fines are considered debts to satisfy and may prohibit a student's participation in school dances and other functions until the book is returned and fines are paid. Extended library hours are available for students needing additional time in the media center.

### **LOCKERS**

Lockers are the property of T.W. Hunter Middle School and, as such, are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items. Students are prohibited from sharing lockers. Students are responsible for keeping up with his/her combination. Only orange-dialed locks purchased from T.W. Hunter bookstore may be used. Students may use a carabiner instead of a lock. Carabiners may be purchased in the library.

### **LOST AND FOUND**

All lost and found items (clothing, backpacks, etc.) should be turned in or claimed in the cafeteria. Lost textbooks will be returned to the teacher issuing the book. Lost library books will be returned to the library. Unclaimed items will be sent periodically to a local charitable organization.

### **MEDICATION**

Any student who needs to take medication during the day shall, upon entering the school building, leave the medication at the office to be administered at the designated time. No medication will be administered without proper documentation from the parent (non-prescription) or parent and doctor (prescription). All medications must be brought to school in the original container and clearly labeled. A dispensing log will be kept, documenting the administration of all medication. Neither antibiotics nor prescription pain medications are administered at school.

### **MESSAGES**

We urge parents to communicate transportation and appointment times before the student leaves home in the morning. Announcements are made before school and at dismissal. Every attempt will be made to relay the message to the student, but we cannot guarantee the delivery of messages received after 2:00 pm.

### **RELATED ARTS, ENRICHMENT, AND EXPLORATORY CLASSES**

With the exception of Band and Chorus, students and parents do not choose related arts, enrichment, or exploratory classes. In order to ensure that middle school students are exposed to a variety of educational experiences, these classes are populated based on seat availability and are offered on a limited basis because of class period constraints. Enrichment and Exploratory classes are used to support and enhance academic areas for students.

## **SCHOOL HOURS AND CAR RIDER PROCEDURES**

School hours are from 7:45 am to 2:45 pm. All walkers and car riders enter and exit the building through the main entrance at the front of the school. Bus riders enter through the 6<sup>th</sup> grade hallway doors and exit the building through the closest hallway to the student's 8th period classroom (6th grade or 7th grade).

**Car Rider Arrival:** It is vitally important that students exit vehicles only in the “drop zone” clearly marked by orange cones. Failure to observe this policy endangers the students who are exiting the vehicles. Please keep in mind that the car rider lane nearest the school exits to Beech High School or New Hope Road. The lane nearest the parking lot exits ONLY to New Hope Road. Drivers are encouraged to enter the correct lane upon their arrival to campus in order to ensure the uninterrupted flow of traffic.

**Car Rider Dismissal:** Students may be picked up following the same procedures as those outlined above, including drop zone (load zone) requirements, lane selection, and crosswalks. Because successful dismissal depends on student awareness of parent arrival, student names will not be called, and “waves” of vehicles will be entering and exiting the load zone in two-minute intervals.

- Parents who arrive early should visit the school website and complete the early car rider form.
- If a student is not paying attention when the parent enters the load zone and consequently misses his or her ride, the parent is expected to exit the load zone with the other traffic, loop around the campus, and wait in the dismissal line again.
- The lane nearest the building may turn left or right onto Buccaneer Boulevard. The lane nearest the parking lot can only turn left onto Buccaneer Boulevard.

## **SCHOOL RESOURCES**

T.W. Hunter has a number of school resources intended to provide support to the students and enhance the learning environment. Students are expected to use these resources in a respectful and responsible manner, preserving their availability for future students.

## **SCHOOL-SPONSORED ACTIVITIES**

Students are provided the opportunity to enjoy many school-sponsored activities during the school year. Students who have unpaid debts must satisfy those obligations before participating. Truancy issues, ISS, or OSS within a given semester may prohibit students from attending these events.

## **STUDENT EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities, including sports, service clubs, and special interest clubs are offered as enrichment and reinforcement of traditional curricular activities. Membership and participation in these groups is considered a privilege and is dependent upon student conduct and, in some cases, achievement.

## **TELEPHONE USE (FRONT OFFICE)**

The school telephone is for business purposes. Parents who call are to leave a message with the receptionist. Students will not be called from classes to receive a telephone call, and only emergency messages will be delivered during class. Students are allowed to call out using the school phones in the main office with permission.

## **TEXTBOOKS AND TECHNOLOGY DEVICES**

All textbooks and technology devices are purchased and furnished by the Sumner County Board of Education. Students are expected to take care of their books and devices and return them in good condition at the end of the school year. Students are not to mark or damage these items in any way. Damaged or lost items must be paid for by the student. Textbooks and technology devices are distributed through the library media center.

## **VISITORS**

All visitors must enter through the main office doors upon arrival and report to the office receptionist where they will sign the visitor log and receive a visitor badge. Visitors must remain in the front office until they are escorted to their destination. The visitor badge must be worn for the duration of the visit and must be returned to the office when signing out.

- Special events may require a deviation from our Visitor procedure. Any deviations will be communicated by the administration prior to the event.

## **WEATHER**

Inclement weather sometimes causes delayed school openings, early dismissals, or closings. Parents are advised to monitor local media for information pertaining to weather related school closings. The Sumner County alert system, SchoolCast, is one method the county will use to communicate weather related closings. Please have an after-school, early dismissal plan in place for your child.

## **WITHDRAWALS**

When withdrawal becomes necessary, please notify the school as soon as possible and request a Student Withdrawal Form. **Parents must come to the school and sign a release to officially withdraw a student.** Technology devices, textbooks, cafeteria charges, and library books must be returned and financial obligations paid before records can be released.