

n

White House Middle School

Student Handbook

2026-2027



Principal

Mark Mills

Asst. Principal

Sarah Parker

Rachel Phillips

PRINCIPAL'S MESSAGE

Welcome to White House Middle School. We are excited that you are here and have given us the privilege to contributing to your life and success. Please take a moment and read our vision and mission statement below. These are the fundamentals of everything we do each and every day. We look forward to our time together and cannot wait to see what your success looks like in the future as you move on from White House Middle School.

Vision Statement

We believe every student can learn, grow, and make meaningful contributions to our community. Through positive relationships, high-quality instruction, and a commitment to professionalism, integrity, and lifelong learning, we empower every student to succeed in high school and beyond.

Mission Statement

White House Middle School will prepare students using the fundamental believe that we build **C**haracter, teach **A**ccountability, foster **R**elationships, and strive for **E**xcellence.

C-Character, A-Accountability, R-Relationships, E-Excellence

CARE

ATTENDANCE

SUMNER COUNTY BOARD OF EDUCATION

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 has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting shall be held at the school to assist the family and improve student attendance via an attendance contract. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

The following are official/adequate excuses that should be turned into the attendance secretary in the school office

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (**five parent notes per semester**)
- Court notes for the student
- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

Appeal Procedure for Unexcused Absences

The initial appeal shall be to the building principal or designee. If not resolved at the building level, the parent can request in writing an appeal to the Attendance Office at the Sumner County Board of Education. The appeal will be heard by the Appeals Committee consisting of Director of Schools Designee, an Attendance personnel representative and a principal/assistant principal representative. The burden of proof rests on the student or guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. 49-6-3010.

A principal may verify absences for the following:

- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

Tardies: Any student not in the classroom when the class begins is tardy. Students who accumulate excessive tardiness (as stated below) may be subject to discipline.

6 tardies and/or early dismissal– detention

7 tardies and/or early dismissal – detention

8 tardies and/or early dismissal – detention and parent letter

9 tardies and/or early dismissal – principal discretion and meeting with student

10 and above tardies and/or early dismissal – principal discretion and parent meeting

*tardies and early dismissals will reset each semester

Unexcused Early Dismissals: For any student that is dismissed from school without a doctor's note, it is considered an unexcused early dismissal. A parent note may be used for the early dismissal, **but it will follow the same rules as tardies (see above).**

Make-up work: Upon the first day of returning to school, it is the student's responsibility in middle and high school and the parent's responsibility in elementary school to contact the teacher(s) regarding make-up work. During the school year, make-up work must be completed within several days equal to the number of consecutive days of the absence. If a missed assignment has not been completed by the stated time frame above, a teacher may permit the assignment to be turned in for partial credit IF it is completed by the end of the 4 ½ weeks' time frame. If the assignment is not completed by the end of the 4 1/2 weeks mark, it will be counted as a 0.

Absences from school

The student should bring a written note from his/her parent/guardian or the doctor within two days following his/her absence. Failure to do so will result in an unexcused absence. The following outline must be adhered to for the absence to be excused:

Student's first and last name
Grade

Dates missed, i.e. 1/3/09 (not Wednesday)

Parent's signature and number where he/she can be reached

After an absence, students should drop the note in the basket in the gym or bring it to the office. It is the school policy to make a reasonable effort to call the parents/guardians of all students who are absent.

Students need to bring a note if they miss any part of a school day.

Leaving school during the day

When a student is being checked out of school, the parent must come into the office and sign out the student. The student must bring a note following the absence for classes missed or send a note for early dismissal. **If someone other than a parent or guardian is picking up your child, one of three of the following requirements must be met:**

- 1) Call the school office to give verbal permission.**
- 2) The person picking the student up is on file with the office.**

***** Photo ID may be required for pick up*****

If a student is absent from school during the day, he/she will not be permitted to participate in activities at school that night unless they have attended half the school day or received permission from administration.

State of Tennessee Progressive Truancy Program

Tier 1-Initiated at 3 unexcused absences. Parent will receive phone call from attendance clerk to discuss absences. 5 unexcused absences will be require a meeting between administrator and parent to have an attendance contract signed

Tier 2-initiated at 7 unexcused absences

*SART team meeting with parent

*SART team will consist of admin, counselor, teacher, nurse and attendance clerk

*SART team will formulate remedies for absences and make recommendations.

Tier 3-initiated at 10 unexcused absences

*DART team will request meeting.

*DART team will consist of district truancy officials and school team

*DART will review SART team recommendations and request meeting with parent

*A petition with Truancy court be filed.

BUS TRANSPORTATION

Students are under the supervision of the school from the time they arrive at the bus stop in the morning until they return to the bus stop and the bus has left the sight in the afternoon. Students shall follow the directions of the bus driver. Misbehavior on the bus will result in a penalty at the discretion of the principal/assistant principal depending on the circumstances. The penalty may include removal from the bus for a period of one (1) to ten (10) days per incident.

Due to the lack of drivers and over crowding on buses, students will not be allowed to ride buses other than the bus that they area assigned to in relation to the students address. On other words, transportation will not do complimentary transportation requests.

CAFETERIA

Behavior

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the table and surrounding area clean and orderly. Students are not allowed to take food, paper products, or straws out of the cafeteria. Students are expected to always remain seated. Students who are scuffling, breaking line, running, or throwing food or drinks will be strictly disciplined, possibly resulting in out-of-school suspension.

Breakfast

Breakfast will be served between 7:30 and 8:00 each morning. Students who buy breakfast should report directly to the cafeteria upon arrival to school. Breakfast items are all a la carte. Pricing is posted in the cafeteria.

Charges

Lunch charges may be obtained as the student goes through the lunch line. He/she is to pay the lunch charge the next school day. At no time will a student be allowed to carry more than two (2) charges at a time. Checks will not be accepted through the end of both Fall and Spring school terms.

Free/Reduced

Applications for the free and reduced program for breakfast and lunch are available through the office. Students must re-apply each year.

Lunch

Students will have an assigned lunch period with assigned seats.

They may purchase lunch or bring one from home. When bringing lunch, remember that glass containers are not allowed. Drinks and food are not allowed outside of the cafeteria.

Breakfast and lunch may be purchased daily. Since all students are entered in the computer, a student may pay for any number of meals at one time. The money is credited to his/her account and can be used only by that student.

For the safety of our students with allergies, no outside food will be permitted in the cafeteria. If a student or parent brings in outside food for the student to eat, the student and parent may eat that food in the front office within the time frame of the lunch period provided.

CELL PHONES/SMART WATCHES

In compliance with Sumner County School Board Policy, students may have a cell phone at school. Cell phones and smart watches must be

turned off upon arrival at school and must stay off until departure from campus. In the case of need the principal or his designee may approve phone use during the school day. It is suggested that all cell phones and smart watches must be secured in the student's locker or the classroom cell phone cubbies between the hours of 8:15 a.m. and 3:15 p.m.

All other electronic devices are not allowed on campus during the regular school day unless the student has written permission from the principal.

Penalties for unauthorized or non-appropriate cell use:

- | | |
|--------------------------|--|
| 1 st Offense: | Phone will be collected and returned at the end of the day. <u>Student will sign the warning book.</u> |
| 2 nd Offense: | Phone will be turned in to the office. At the end of the school day, the phone will be returned to the student. <u>The student will receive a detention.</u> |
| 3 rd Offense: | Phone will be turned in to the office. At the end of the day, the phone will be returned to the student. <u>The student will receive ISI.</u> All additional offenses will warrant discipline at the principal's discretion. |

*This policy applies to all cell phones, regardless of whether the owner or another person is using the phone.

*The school in no way guarantees the safety of any electronic device at school.

*Teachers are not to use phones for free time or music use!!

COUNSELORS

The counselors at White House Middle School are available to assist students in many ways. When a student wishes to see a counselor, he/she should go to the guidance 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 get a student. The student

should leave the classroom and return as soon as the conference is over.

DEBTS

At the end of the eighth (8th) grade or transfer to another school, WHMS will not release records and/or report cards to the new school until all debts have been paid. Overdue library books are debts and will be treated as outlined above.

DELIVERIES

Due to the difficulty in making sure every child receives an intended delivery on special occasions, along with problems that may arise during transportation of flowers, balloons, glass containers, etc., we ask that parents assist us by keeping all deliveries sent to the school to a minimum.

DISCIPLINE

White House Middle School promotes accountability for student actions. We believe that students need to be willing to make corrections in their behavior when necessary. It means looking at options, choosing solutions and finding ways to become more effective. Characteristics like laying blame, justifying, denying, and quitting as handy alternatives do not promote responsibility. To assist students in being successful, we have implemented our school wide acronym to guide students at WHM.

Character
Accountability
Relationships
Excellence

All students must adhere to the following:

1. Leave toys, games, playing/collector cards, fidget spinners, puzzles, rubics cubes, and electronic devices (PSP's, I-POD's MP3 players, Gameboy's, etc.) at home. These will be confiscated and returned only to the

- parent. The school will not be responsible for lost, stolen, or confiscated items.
2. Always follow the directions of teachers and supervisors. Rudeness in any form will not be tolerated.
 3. Follow the directions of bus drivers and attendants. The bus driver may refer any student to the principal for discipline.
 4. Abide by the hands-off policy for students. This policy will be strictly enforced.
 5. The selling, purchasing or trading of items between students is not allowed.
 6. Loitering is not allowed anywhere on campus.
 7. Profanity (written or verbal) will not be tolerated.
 8. Harassment will not be tolerated. The use of racial words WILL warrant OSS and will not be tolerated.
 9. Chewing gum or eating candy is not allowed.
 10. No ear buds or headphones shall be worn while in school unless they are being used in the classroom.

Detention/Restriction time

A detention constitutes 30 minutes of time served. When the student serves his or her detention, he/she must report to the technology room prior to attending lunch. They must sign in and bring pencil and paper where they will write during their time in detention. An administrator may also remove a student from related arts to serve a detention if necessary and warranted. If this procedure is not followed, a student will NOT receive credit for the time served. NO morning detention will be offered.

When a student is given a detention, the discipline form will be given to a designated grade level teacher who will collect and monitor the number of detentions and to the student to bring home. The level of discipline follows this chart:

- 2 or more in a month – loss of vending
- 3 detentions – PBIS communication with parents
- 4 detentions – PBIS communication with parents
- 5 detentions – PBIS communication with parents
- 6 or more detentions in a semester – all infractions will be majors

In-School Isolation (ISI)

If the student's conduct is deemed inappropriate while the student is in ISI, the administration may exercise the right to assign further in-school-isolation or out-of-school suspension for the remainder of the ISI days.

Out-Of-School Suspension (OSS)

When behavior becomes detrimental to the good order of the school, it may become necessary to suspend a student from school and its activities for a period not to exceed ten (10) consecutive days.

Depending upon the circumstances, a parent may be required to confer with the school for the student to be readmitted to classes.

The following violations may result in out-of-school suspension.

1. Fighting among students
2. Theft
3. Tobacco possession
4. Vandalism
5. Violence or threatened violence
6. Willful/persistent misconduct
7. Zero Tolerance Offenses
8. Use racially insensitive words

Please refer to the county's most current *Important Policies for Parents and Students*, along with the Sumner County Board *Policy Manual* for detailed information regarding code of behavior, discipline, and discipline procedure.

DRESS CODE (please read)

1. Basic Principle: Certain body parts must be covered for all students.
 - a. 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
 - a. Tops

- i. Must have sleeves or wide straps at the shoulder
 - ii. Non-see through fabric from underarm to the waist band
 - iii. Hoods must remain down
 - b. Bottoms
 - i. Sweatpants, non-see through leggings, yoga pants, jeans, pants are acceptable
 - ii. Holes or tears must be below the mid-thigh as a halfway point between the hip and knee
 - iii. Leggings or yoga pants must be paired with tops that extend past the students wrist with arms by their side
 - iv. Shorts, skirts, dresses must extend to the mid-thigh between the hip and knee
 - c. Shoes
 - i. Students shoes must be secured as designed
 - ii. Elementary students shoes must have heel straps
- 3. Student may wear (within guidelines mentioned in section 1 and 2)
 - a. Hooded tops
 - b. Jeans
 - c. Skinny jeans
 - d. Pants
 - e. Yoga pants
 - f. Leggings
 - g. Shorts
 - h. Sandals, slides, tennis shoes, boots
 - i. Non-natural hair color
 - j. Religious headwear
 - k. Hats
 - i. Outdoors on school property
 - ii. Special occasion days
 - iii. Health or safety requirements
- 4. Students cannot wear:
 - a. Images, logos, or language depicting drugs, alcohol, illegal items or activities

- b. Images of violence, demeaning or derogatory speech, profanity, or pornography
 - c. Sleepwear or slippers
 - d. Shoes with wheels
 - e. Clothing that reveals undergarments
 - f. Accessories that are considered a weapon, pose a threat, or are potential safety hazards
 - g. Items that cover any part of the face such as bandanas or hoods
 - i. Exception is for medical reasons
 - h. Articles of clothing that are not compliant with section 1 and/or 4
5. School agreement
- a. Ensure all students are treated equitably
 - b. Clearly convey dress code to students and families
 - c. Maintain a safe learning environment
 - d. Exceptions for attire for special occasions at the discretion of admin team
 - e. Students out of compliance options are:
 - i. Change into alternative clothing
 - ii. Contact guardians to provide alternative clothing
 - iii. Provide alternative clothing
 - f. If refusal to change occurs or is a habitual offender, the school admin team has the right to assign consequences.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities while attending WHMS. Involvement in extra-curricular activities provides an excellent opportunity for students to explore new interests and develop school spirit.

HALL PRIVILEGES

Any time a student is in the hall, it is his/her responsibility to have signed out of his/her classroom and have the appropriate hall pass using the hall pass system.

HOMEWORK

Students will be expected to do homework regularly. It is vitally important that parents provide a quiet place for their children to study. Homework provides an opportunity for students to practice newly acquired skills and reinforce learning.

INTERNET USE

Use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.

IPAD USE

Each student will be issued an Ipad to use and care for. Parents may reject the use of the Ipad but this must be done in written or email form to the principal prior to the Ipad issuance. When the Ipad is issued, the student must agree to the usage agreement provided and understand that charges may apply if the Ipad and charging cord is not returned or damaged.

LIBRARY

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, overdue library books will result in a student not being allowed to attend dances and other school functions until the book is returned. Extended library hours are available for students needing additional library time.

LOCKERS

All lockers are the property of White House Middle School and are subject to inspection by school administration. The school is not responsible for lost or stolen items. Locks for the lockers are the responsibility of the students however. They may be combination or key locks. Keep in mind, students are responsible for keeping an extra key or the combination with them or otherwise risk losing the lock to having to be cut from locker. WHM does have a rental program should a parent choose to participate. Please ask about the rental program or see school communication at the beginning of the year.

LOST AND FOUND

All lost and found items (clothing, backpacks, etc.) should be turned in or claimed through the office. Lost textbooks will be returned to the teacher who issued the book. Lost library books will be returned to the library. Periodically, unclaimed lost items will be sent out to one of the charitable organizations in the White House community.

BACKPACKS

Once school begins at 8:15, backpacks must be put up in the student's lockers and cannot be carried to the student's classrooms for the sake of safety purposes unless permitted by the principal. At 3:15, the student may load up school items such as books and paper to carry home in the student's backpack.

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 medications will be administered without proper documentation or before 12:00am. The school requires a prescription medication form and/or a nonprescription medication form to be on file before any medication can be given to students. All medications must be brought to school in the original container and clearly labeled. All Over the Counter medications must be in the original container and unopened when brought to school. A log will be kept on the dispensing of all medications. We do not dispense antibiotics or prescription pain medication and all medication must be picked up at the end of the school year or it will be disposed of.

MESSAGES

With an enrollment of about (650+) students at WHMS, we urge parents to communicate transportation, appointment times, and so forth, before the student leaves home in the morning. Announcements are given around 8:15 and 3:10.

PARENT PORTAL

All parents are encouraged to set up and maintain their Skyward account. This includes emergency contacts, address and phone numbers. All student grades are posted to Skyward in a timely

manner. Please contact the office in order to receive login information.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued every nine (9) weeks. There are two (2) grading periods in the fall semester and two (2) grading periods in the spring semester.

Progress reports and grade reports will be posted to Skyward. No printed forms of these will be sent home.

The Grading Scale

A-----90-100

B-----89-80

C-----79-70

D-----69-60

F-----59-0

It is the student's responsibility to turn in classwork, homework, and makeup work. If any of these items are not turned in at the appropriate time, they will become 0's. If a student wishes to resolve the 0, it is the student's responsibility to talk to the teacher where the teacher will make every effort to help the student makeup up that work. Not completing work will negatively affect student grades so it is imperative to keep up with student's grades and work completed.

SCHOOL VENDING AND REWARDS PROGRAM

WHM uses a rewards-based program called vending every 4 weeks to reinforce positive behavior. At vending, students, if permitted to attend, may purchase food and drinks, socialize, and play games for 90 minutes during RTI and Related arts classes. Students will not be permitted to attend if:

- *teacher discretion based on achievement and effort
- *have been given ISS or OSS
- *have been given 1 or more detentions that month
- *have not turned in attendance notes to the attendance clerk

SCHOOL HOURS

School hours are from 8:15 a.m. to 3:15 p.m. All walkers and car riders who arrive at the school prior to 8:15 a.m. will enter through the front doors. No student should arrive at school prior to 7:30 a.m. Students arriving before 8:05 must enter through the gym doors if they are a bus rider and front doors if they are a car rider. Students must be seated in their classrooms by 8:13 a.m. All students who arrive after 8:15 a.m. must sign in at the office.

TEACHERS' WORK AREAS

Absolutely no student is allowed in teacher work areas during the school day unless accompanied by a teacher.

TELEPHONE

The school telephone is for business purposes only. Parents who call the school are to leave a message. Students will not be called from classes to receive a telephone call. Only emergency messages will be delivered during class. Students are allowed to use school phones only with permission.

TEXTBOOKS

All textbooks are furnished by the Sumner County Board of Education. Students are expected to take care of their books and return them in good condition at the end of the school year. Students are not to mark or damage books in any way. Students must pay for any loss or damage to books. If books are not returned or are returned damaged, it may prevent the student from receiving books the next year. To obtain a second book, payment must have been received on the first (lost) book unless arrangements have been made with an administrator.

VISITORS TO THE SCHOOL

All visitors must enter through the main office doors and report immediately to the office receptionist. In the office visitors will sign the visitors' log, receive a visitor's pass, and receive authorization to begin the visit. The visitor's pass must be worn during the entire visit and must be returned to the office when signing out at the end of the visit.

WATER BOTTLES/WATER CONTAINERS

Due to past problems involving spills and student safety, bottles must have a lid that is secure and must only contain water.

WEATHER RELATED SCHOOL CLOSINGS

Inclement weather sometimes causes delayed school openings, early dismissals, or closings. Parents are advised to monitor radio or television stations or visit the Sumner County website at www.sumnerschools.org for announcements related to school closings during inclement weather. **Please have a plan in place for your child in case of early dismissals and communicate that plan clearly to your child.**

WITHDRAWAL FROM SCHOOL

Students needing to withdraw from school to attend another school during the year must request a student withdrawal form from the Attendance Clerk. The student must return all textbooks and library books and clear all debts before the withdrawal will be processed. Once the withdrawal is initialized in the office, the student will have to take the withdrawal papers to each teacher to get clearance for debts and to receive final grades.

SCHOOL AND HOME COMMUNICATION

Keeping in mind that the success of WHM students directly depends on the effective communication between WHM and home, we have created various ways to communicate with parents and all stakeholders. Please take the time to familiarize yourself with these modes of communication.

Parent Portal (skyward – parent and student login available)
Facebook page
Callout system used when needed
White House Middle School website
Email

If anyone has questions or needs help, please do not hesitate to reach out to us via phone or email. It is very important to us to answer your questions in a timely manner.

Responsible Use Agreement

Instruction and Technology

Sumner County Schools 2023-2024

The Digital Learning Environment

Sumner County Schools believes all students should be adequately prepared to function as citizens in an increasingly digital world. To this end, SCS uses free and purchased resources to train students in technology skills, digital literacy skills, and digital citizenship skills they will need to succeed in college, in their careers, and in their relationships with other digital citizens.

SCS strives to remain current and well-educated in new technologies, helping learners understand how to use new technology successfully and appropriately. SCS allows families to determine the parameters for time spent on or off devices, and SCS supports parental decisions about the degree of technology use inside their homes. SCS also recognizes the need for digital health and wellness education and strives to help students maintain a healthy balance between online activities and relationships with the other activities and

relationships in their lives. Students are to always follow all the SCS Responsible Use Agreement and provisions stated in the school board policy.

SCS may use any means available to request the removal of information on personal websites or social media sites that substantially disrupt the school environment. SCS recognizes and communicates that it is unlawful to publicly post or share pictures or media of other individuals without the consent of the parents of minors.

Overview of Safety

Security and Safety

District-issued student devices are configured so that the student can log in under their assigned network username and password. In accordance with the Children's Internet Protection Act (CIPA), all devices reside on the district's network. The district maintains an Internet content filter. Filtering, however, is not as reliable as adult supervision. Student Internet use on district-issued devices will be filtered through the district's Internet content filter regardless of home or school use. There should be no expectation of privacy when using appliances and curriculum resources. When students are on campus or at home using school-provided devices, the filter kicks content back to our server. The filter can be programmed to add or remove blocks or allow additional content for educational purposes. Any attempts to bypass the filter or visit unacceptable sites violate the Responsible Use Agreement. While it is impossible to predict with certainty what information on the internet students may access or obtain, school district personnel shall take every reasonable precaution to prevent students from accessing material and information that is obscene or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate

pedagogical purpose. These procedures comply with board policy and the mandates of CIPA. Sumner County Schools is not responsible for the content accessed by users who connect to the internet via their mobile technology.

When using school or district-provided software or programs, special permission is required to post pictures or videos that include students' images. School district personnel follow strict guidelines to protect student privacy, and all students and families should seek approval from school personnel to post videos or pictures that include students. Parents should consider the terms and conditions of use and any legal responsibilities before allowing minors' photos, audio, or video to be posted online when using any software or programs. We take student privacy seriously, and so should you! Per district policy, cyberbullying is unacceptable and will not be tolerated. Students must not share their log-in information and passwords with other students, and students should not loan out a device or log in as someone else.

Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parents must be aware that the student could obtain access to inappropriate material while engaged in the independent use of the Internet. The parent and student must consent to the student's independent use of the Internet and monitor the student's email and Google communication by school personnel.

In addition to the board's goals and visions for technology, students may require accounts in third-party systems for school-related projects designed to assist students in mastering effective and proper online communications or meet other

educational goals. When necessary, parental permissions will be obtained to create and manage such critical third-party accounts.

Responsibilities Policies

Technology made available to students and staff in the Sumner County Schools is provided to enhance learning and improve communication. The Board of Education has established policies ([4.406](#) and [4.401](#)) to govern student and employee use of these resources. Using school district technological resources on district-owned devices or personal devices, including access to the internet, is a *privilege*, not a right. Individual users of the school district's technology resources are responsible for their behavior and communications when using those resources. Responsible use of technical resources includes behaviors that are ethical, respectful, academically honest, and supportive of student learning. Students and staff are expected to learn and apply all applicable policies. All students and employees will be informed annually of the requirements of said policies and the ways to access or acquire a copy of the same. Students and staff will sign a statement indicating they understand and strictly comply with these requirements annually.

Sumner County Schools' procedures and guidelines are updated and maintained in the Use of Technology Resources and the Internet board policy 4.406 and this SCS Students Responsible Use Agreement. Copies of all these documents are available to parents and staff on the district website.

Students and legal guardians must sign the agreement of the Responsible Use Agreement to use district-issued devices or any technology resources provided by the school district. During deployment, all students and guardians will become aware of the resource guide and be asked to familiarize themselves with the content 'using it as a ready online

reference. If policy 4.406 or contents of the Responsible Use Agreement are not followed, disciplinary action and consequences will be enforced, up to and including the loss of device access privileges or legal action.

Privacy

No right to privacy exists in the use of district technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using school district technical resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Director of Schools may review files, monitor all communication, and intercept email messages to maintain system integrity and ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor individuals' online activities who access the Internet via a school-owned device.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties. For example, a response to a document production request in a lawsuit against the board, as a response to public records requests, or as evidence of illegal activity in a criminal investigation.

Disclaimer

The board makes no warranties of any kind, whether expressed or implied, for its service. The committee will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the school districts or the user's negligence, errors, or omissions. Use of any information obtained via the internet is at the user's own risk. The school district expressly disclaims

any responsibility for the accuracy or quality of information obtained through its internet services.

Sumner County Schools will provide every secondary student - grades sixth through twelfth - with an:

1. Apple iPad
2. A case with a full keyboard and a trackpad
3. Apple charging block and cord

Caring for Your iPad

Receiving Your iPad

iPads will be distributed at each school following an iPad expectations presentation. Parents and students must sign and return Sumner County's Responsible Use Agreement prior to receiving their iPad. Students must also pass a brief assessment to demonstrate their understanding of district expectations.

An iPad will be assigned to each secondary student, grades sixth through twelfth. The student is responsible for the device and is expected to follow the expectations outlined in this document. The device will travel with the student and will be taken home each day for charging.

iPads will be collected at the end of each school year for maintenance, cleaning and software installations. We will collect the iPad, the charger block and the cord from each student at the close of the school year. The iPad's assets tag will be matched to the student, and the iPad will be returned to the school's inventory. Students will be provided an iPad at the beginning of each school year.

Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be reported to the schools' administration and Instructional Technology Coach. All maintenance is provided by Sumner County Schools following the policies and procedures outlined in this document.

General Precautions

1. No food or drink is allowed next to your iPad while it is in use or in a backpack.
2. Students should never carry their iPad while the screen is open.
3. iPad cases must remain free of any writing, drawing, stickers, or labels that are not the property of Sumner County Schools.
4. iPads should never be removed from the case.
5. iPads must never be left in a car or any unsupervised area (including lockers).
6. Students are responsible for keeping their assigned iPad's battery charged for school each day.
7. Never leave your iPad in any area exposed to extreme heat or cold. This may damage the iPad.

Screen Care

1. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Do not lean or place anything on the top of the iPad.
3. Do not place anything near the iPad that could put pressure on the screen.

4. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, emails, calendars, and schedules will be accessed using the iPad. Students must bring their assigned iPad to all classes.

iPads Left at Home

If students leave their assigned iPad at home, they may phone parents or guardians to bring them to school. If a parent/guardian is not available, there will be a limited number of loaner Chromebooks or iPads available. The loaner device will be available for one school day and may not be taken home. It will not be available for consecutive days. Academic loss because of this irresponsibility rests entirely with the student and is at teacher discretion.

iPads Undergoing Repair

A replacement iPad will be issued to students, if available, when an assigned iPad is left for repair.

Charging Your iPad

iPads must be brought to school each day in a fully charged condition. Students need to charge their assigned iPad each evening. Schools will not check out spare chargers. Repeat

violations of this policy may result in disciplinary action listed under the consequences.

Screensavers and Wallpaper

Inappropriate media may *not* be used as a screensaver or wallpaper. Presence of guns, weapons, explicit materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything deemed inappropriate by staff, as outlined in board policy, will result in disciplinary actions as per Sumner County School policy.

Sound

Sound must be always muted unless permission is obtained from the teacher for instructional purposes. Illegally downloaded and/or explicit music and videos are prohibited.

Unacceptable Configurations or Use

No student shall attempt to override any configurations, hack, work around or make use of the iPad with any malicious intent. Immediate cessation of all school computer privileges will result with any malicious intent while using the iPad.

Backing Up Files

It is the students' responsibility to back-up their data using an online storage to include their district-issued AppleID and their Google Drive. Data in any form on any district iPad is not private and is accessible to Sumner County School officials at any time.

Students are completely responsible for storing data safely and securely. It is the student's responsibility to ensure that

work is not lost due to mechanical failure or accidental deletion.

Apps on iPads

Originally Installed Apps

The apps originally installed by SCS must remain on the iPad in usable condition and be easily accessible at all times.

The iPad is supplied with the software approved by the technology department. From time to time the school may add software applications for use in a particular course. A curated list of additional apps are available for download from the Manager app.

Additional Apps

It is the responsibility of individual students to be aware of additional apps and files installed onto their assigned iPad. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

Any additional apps must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.

Students are responsible for ensuring that only apps that are licensed to their assigned iPad are loaded onto their computers.

Non-Educational games and computer images containing obscene material are banned.

Inspection

Students' assigned iPads are subject to random inspection at any time without notice either in person or by remote software. iPads will be physically inspected throughout the year to ensure

the device is in proper working condition and that it is still in the possession of the assigned student.

Procedure for Reloading Software

If technical difficulties occur or illegal or unapproved software is discovered, the iPad may have to be restored to the default settings set by the district. Authorized software will be reinstalled. Students may have to reinstall apps from Self Service.

App Upgrades

Upgraded versions of licensed software are available from time to time. Students will be instructed and are required to upgrade their software from the school's network periodically

Acceptable Use

General Guidelines

Students will have access to all available forms of electronic media and communication which are in support of education and research and in support of the educational goals and objectives of the Sumner County Schools. All use will follow current school board policies. See Appendix B.

Students are responsible for the ethical, approved, and educational use of the technology resources of Sumner County Schools.

Access to Sumner County Schools technology resources is a privilege and not a right. Each employee, student, parent, patron, or visitor accessing school district technology resources will be required to follow the use of Responsible Use Policy.

Transmission of any material that is in violation of any Sumner County School policy, federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material music downloads, threatening or obscene material, any material defaming another person, and computer viruses.

Any attempt to alter data, the configuration of a school district computer or device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action. In addition, such action may be in violation of state criminal code and may be reported to law enforcement authorities.

Assigning iPads to Students

Student assigned iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

1. Record of serial number and SCS asset tag
2. Individual User account name and password
 - a. If a label is inadvertently removed, please notify the IT Coach or an administrator immediately for replacement.

Students are expected to keep their passwords and passcodes confidential. Release of passwords are the responsibility of the student.

iPads should never be left in unsupervised areas.

Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, commons, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of

being stolen or damaged. The Sumner County Schools is not responsible for the theft or damage of an iPad due to the negligence of the user.

Unsupervised iPads may be confiscated by staff. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

Privacy and Safety

1. Do not go into chat rooms or send chain letters without written permission of a teacher or administrator
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords to other people.
4. Storage in any form on any district system is not private or confidential.
5. If you inadvertently access a web site that contains obscene or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked from further access. This is not a request; *it is a responsibility*. You will be culpable should you not report this event immediately.

Legal Propriety

1. Comply with trademark and copyright laws and all license agreements.
2. Ignorance of the law is not immunity. If you are unsure, ask a teacher or the district administrator.
3. Plagiarism is a violation of the SCS District policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

4. Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary actions.
5. Violation of state or federal law can result in criminal prosecution as well as disciplinary action by the district.

E-Mail

1. Always use appropriate language.
2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass emails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class without permission from the instructor.
6. Email accessed from an assigned computer or the district system is subject to inspection by school officials at any time.

Consequences

The student in whose name a system account or computer hardware is issued will always be responsible for its appropriate use. Do not let other students access your iPad. Noncompliance with school board policies or the Responsible Use Agreement will result in disciplinary action.

Electronic mail, network usage, and all stored files are not considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by Sumner County policies and proper authorities will be given access to the content.

Repairing or Replacing Your iPad

Lost, Broken, or Stolen iPads, Charging Blocks, or Cords

Students are provided one incident per year for either their iPad, charging block, or cord. If the device, charging block, or cord are lost, broken, or stolen, the student will need to let the IT Coach and library staff know. The student will be issued a replacement, and the technology department will begin following the proper protocol.

Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police and insurance company for investigation and possible prosecution. A student making a false report will also be subject to disciplinary action.

The district will work with the Sumner County Sheriff's Offices to alert pawnshops and police departments in the area to be aware of this District-owned equipment. The devices are tracked and controlled remotely by the Sumner County Schools' technology department.

For broken or stolen equipment beyond the second incident, the family will be responsible for full repair fee. The collection of this fee will follow Sumner County policy.

For lost equipment, the family will be responsible for a \$250 replacement fee. The collection of this fee will follow Sumner County policy.

Description of Privileges

1. Standard Privileges

- Daily use of the iPad
- Ability to keep the iPad with the student
- Home use of iPad

Criteria

All students will begin on this level at the beginning of the school year. Criteria for determining this level include, but are not limited to:

- Less than two incidents of accidental damage
- No more than one incident of an iPad violation
- No incidents

2. Suspended Privileges

- iPad will be left at school each day
- iPad may only be accessible in classroom
- Blocking of selected sites

Criteria

Criteria for determining this level include, but are not limited to:

- Three or more incidents of accidental damage
- Two or more incidents of iPad violations
- One or more incidents of iPad violations

Use of Technology Resources and the Internet for Students and Families

2023-2024 School Year

Sumner County Schools supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

STUDENTS

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use; and
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, defaming, or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Hacking or attempting unauthorized access;
 - Violation of copyright laws;
 - Trespassing in another's folders, work, or files;
 - Intentional misuse of resources;
 - Using another's password or other identifier (impersonation);
 - Using the network for commercial purposes; and
 - Buying or selling on the internet.

INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by students to inappropriate matter on the internet and world wide web;
2. Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding students; and
5. Restricting students' access to materials harmful to them.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes

prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters internet access (for both students and adults) to material that is obscene, child pornography, or harmful to students;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of students.

The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

INTERNET SAFETY INSTRUCTION

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The Director of Schools shall provide adequate in-service instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this district.

Legal

TCA 49-1-221

TCA 10-7-512

Children's Internet Protection Act (Public Law 106-554)