

Westmoreland Middle School

Student Handbook 2026-2027

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P.O. Box 69
Westmoreland, Tennessee 37186
Phone: (615) 644-3003 Fax: (615) 644-5584
wms.sumnerschools.org



Our Vision

Westmoreland Middle School is committed to every student, every single day, in every class, by providing quality instruction that nurtures academic growth and supports the social-emotional well-being of all learners.

Core Values

Every Student
Every Day
Every Class
Strong Connections
Quality Instruction

GENERAL SCHOOL INFORMATION

HOURS

School hours are from 7:40 AM to 2:40 PM. Office hours are from 7:00 AM until 3:00 PM daily. The school building will open each morning at 6:45 AM and close at 3:00 PM. Students arriving before 7:30 AM will enter through the North Wing Front Doors if they are a vehicle rider or will enter through the North Wing Gym Doors if they are a bus rider and then go to the North Wing Gym. Breakfast will begin at 7:10 AM. At 7:30 AM the bell will ring to go to first period. Students have ten minutes to take care of any school business.

Students must be in first period at the 7:40 AM bell or they will be counted as tardy to school.

Students that arrive after 7:40 AM must check in at the main office before going to first period. The last school bell of the day occurs at 2:40 PM. Students that are vehicle riders can be picked up at the north wing main entrance. All walkers should leave the school premises at this bell. Those students that ride the late bus routes will be dismissed to the north wing gym. Supervision of students occurs Monday through Friday beginning at 6:45 AM and continues until the last bus pick-up for the afternoon. No students should be in any other part of the building after the 2:40 PM bell, unless they are attending a supervised, extra-curricular, after-school activity.

Westmoreland Middle School 2 Hour Delayed Schedule begins at 9:40 AM.

FACILITIES AND SECURITY

Westmoreland Middle School's students and faculty take pride in the facilities that we are provided. Therefore, we request that all students, faculty, and visitors take care in their use of these facilities. We each share responsibility for the attractiveness of our buildings and surrounding campus. Anyone who vandalizes or destroys school property will be subject to the most severe school and legal consequences available.

As a public-school facility, students, faculty, and all visitors to the Westmoreland Middle School campus 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 security, provide greater safety for everyone, and to reduce vandalism and theft, areas of the middle school buildings and surrounding campus are subject to continuous observation and monitoring by video cameras. The video recordings 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.

All visitors to Westmoreland Middle School are required to sign in at the main office before being permitted to enter the building. All visitors must clearly display a VISITOR badge while moving around the building.

School Resource Officer

A school resource officer is a law enforcement officer who is assigned to our school. The Sumner County Board of Education has entered into an agreement with the Sumner County's Sherriff's Office to have a certified deputy at the school full time during the school year. The SRO performs all law enforcement related duties and can investigate all criminal activity that occurs on campus. He is also responsible for the overall safety and security of the school.

Deputy Michael Millner: Michael.willner@sumnerschools.org

PARENT/GUARDIAN INFORMATION

VISITORS

Parents and other citizens of the community are encouraged to visit W.M.S. for the purpose of keeping informed of school programs and services, and for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day without approval by the principal or his designee. Except on special occasions, such as school programs, open house and the like, all visitors, including parents must enter through the main office and sign in. After completing the sign-in procedures, visitors will receive a visitors' tag that must remain visible throughout their time at Westmoreland Middle School. Any visitor present during the school day must only visit the individual he or she is designated to be visiting and shall not abuse the privilege by approaching other students during the visit. However, nothing in this policy is intended to prohibit students from voluntarily approaching a visitor with whom he or she wishes to speak. To maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the schools during the hours of student instruction except students assigned to that school, the staff of the school, parents of students and other persons with lawful and valid business on the school premises. The principal or his designee has the authority to exclude from the school premises any person disrupting the educational programs in the classroom or in the school, disturbing the children or teachers on the premises, or on the premises for the purpose of committing an illegal act.

MESSAGES

All messages are delivered to students during their lunch period. Every effort by the parent/guardian be made to call the office before 10:30 AM to have a message delivered to their child. In the event the message delivery is needed before the afternoon announcements, office staff will call the student to the office in between classes. Transportation arrangements should be made with your child before arriving at school, not with a phone call or message.

Parents should not call the school and ask to speak to their child during a student's class time.

COMMUNICATION

Parent-Teacher Conferences

Parents /guardians are encouraged to email the teachers with questions or concerns. Sumner County Schools has scheduled parent-teacher conference days.

School Website and Facebook

Westmoreland Middle School maintains a website accessed at wms.sumnerschools.org. The website is the main resource for obtaining information about the school, events happening at the school, and student accomplishments. The school's Facebook page is also a source of school information.

E-mail

All Westmoreland Middle School's faculty can be reached through their school email account. Email Information may be found on the school's website. School employees may use email to contact a parent/guardian concerning their student.

School Messenger

All parents/guardians may receive phone calls, emails, and text messages relating to relevant school information or announcements about upcoming events.

EMERGENCY CLOSING/INCLEMENT WEATHER

If school is dismissed due to weather or any type of emergency, a School Messenger will be made by the Sumner County Board of Education. The announcement may also be made on various radio and television stations. Parents are encouraged to have a plan in place so that students are aware of what to do if this occurs. Students will be given permission to use their personal cell phones and all school phones will be made available for students that need to know their transportation/supervision plans due to the change in dismissal.

SUMNER COUNTY SCHOOLS MEDICATION ADMINISTRATION PROTOCOL

Medications should be limited to those required during school hours and necessary to provide student access to educational programs. Only medications required to maintain the student's attendance will be given (no supplements, vitamins, etc.). **All prescription and non-prescription medication administration require a written parental/guardian**

request. Prescription medications will require a physician's order. All medications must be brought to school and delivered to the appropriate school employee by the parent/guardian or adult designee. ***Never send medications to school with your child.*** In addition, medicines may only be retrieved from the school by a parent or guardian. Over the counter/non-prescription medications will be given according to package directions unless accompanied by a physician's order with different directions. All prescription medications require physician and parent signature. The pharmacy bottle label MUST match the physician's written order. Non-prescription medications require a parent's signature only and must be sent in a sealed, unopened bottle. No Ziploc baggies, unlabeled bottles, or expired medications will be accepted. All medication forms can be found online at sumnerschools.org (bottom homepage under parent/student forms) OR obtained from your school.

To contact Nurse Rippy: kinsey.rippy@sumnerschools.org

- Morning medications should be given at home. This includes over-the-counter medications such as Advil, Tylenol, cough medicines, etc.
- Antibiotics ordered less than 4 times a day will not be given during school hours.
- Narcotics will not be given during school hours.
- A new medication form must be completed each school year. This includes insulin and emergency medication orders.
- Medication guidelines for Sumner County Schools do 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.). If you are not certain if a product contains aspirin, please check the list of active ingredients for "salicylate" or "salicylic acid" or consult your pharmacist.
- Any changes in medication must be accompanied by a new form with the changes noted and signed by the physician.

All unused medication will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within two weeks of the request being made, the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last day of instruction. All medications must be brought in by an adult

STUDENT INFORMATION

DAILY EVENTS

Announcements

Each morning and afternoon, announcements related to school and student activities will be given over the school's intercom. This information may also be shared in the cafeteria during lunch. Students must listen carefully to these announcements as they are responsible for knowing the information given during these times.

Pledge of Allegiance

The Sumner County Board of Education believes a knowledge of American history, including the purpose and proper usage of national emblems and patriotic traditions, is an important aspect of citizenship in the United States of America. To promote these objectives, Westmoreland Middle School shall begin each school day with the recitation of the Pledge of Allegiance to the United States Flag. At the principal's discretion, recitation of the Pledge of Allegiance may be waived on days when extraordinary circumstances exist.

Moment of Silence

Tennessee state law (49-6-1009) requires all public schools to include a moment of silence each morning. The purpose of this moment of silence is to help students and teachers to prepare themselves for the activities of the day. A period of silence of approximately one (1) minute in duration shall be maintained in each grade in public schools. During the moment of silence, talking and movement shall cease. Any students in the hall are expected to stop movement and be quiet until the moment of silence is finished. Anyone failing to comply may be subject to disciplinary action

INSTRUCTIONAL INFORMATION

Curriculum

Westmoreland Middle School will implement the standards prescribed by the Tennessee State Board of Education in compliance with Rules, Regulations, and Minimum Standards (TRR/MS) ². All students are required to attend math, English-language arts, science, and social studies classes. During the middle school years, a student will have an opportunity to participate in a related arts rotation. This rotation may include physical education, music, art, social health, and STEM. Students may opt to enroll in band and may not be able to participate in the related arts rotation.

Textbooks

Textbooks are issued for use by students. Each student is responsible for the care of the books issued to them. Students are not to mark or damage the books in any way, nor are the numbers to be changed. Textbooks are the property of Sumner County Board of Education and shall be returned at the end of the school year upon completion of the course or upon withdrawal from a course or school. To obtain a second book due to loss or damage, payment must be received on the first book. School board policies outline the selection, distribution, and care of textbooks used at Westmoreland Middle School.

Library

The library makes available both print and non-print materials that are designed to supplement and/or enrich the curriculum. There is a variety of research materials and a selection of books/magazines that can be read for pleasure. The library is open during the regular school day. Students may purchase books

and educational supplies during the book fairs held during the school year.

Librarian: Tyla.creasy@sumnerschools.org

Internet Usage

The Sumner County Board of Education provides internet/wi-fi access to every school for instructional purposes. All students are responsible for using the internet in an appropriate manner and are permitted access only through the school's filtered internet provider. Students are permitted to access the internet only with an electronically signed "Student Internet Use Agreement" form and the permission of a supervising faculty member. Students who access other internet services, publish inappropriate content, assist others in accessing/publishing such content or services, are subject to disciplinary actions. These actions may include suspension, expulsion, and, when applicable, the involvement of appropriate law enforcement. Inappropriate uses include, but are not limited to, pornography, gambling, business transactions, harassment, and illegal activities.

Grading Policy

At Westmoreland Middle School, grades are intended to accurately reflect each student's progress toward mastery of the Tennessee Academic Standards. Our goal is to provide timely feedback to students and parents while maintaining consistent grading practices across all grade levels and content areas.

Grading Categories

Student grades will be calculated using the following weighted categories:

- **10% Minor Assignments** (*when used by the teacher*) – Homework, bell ringers, and other practice activities that reinforce classroom learning.
- **50% Formative Assessments** – Classwork, quizzes, projects, labs, and other assignments that monitor student learning throughout instruction.
- **40% Summative Assessments** – End-of-Module Tasks, unit assessments, curriculum assessments, and other major assessments that measure student mastery of academic standards.

Grade Reporting

Teachers are expected to update grades on a regular basis to ensure parents and students have current information regarding academic progress. Families are encouraged to monitor student grades frequently through the district's parent portal and communicate with teachers if questions arise.

Late Work

Students are expected to complete and submit assignments by the assigned due date. Unless otherwise specified by the teacher or required by an approved absence, late assignments may be submitted for up to **one (1) week** after the original due date. Assignments submitted after the one-week window will not be accepted.

Academic Support

Westmoreland Middle School is committed to providing students with opportunities to be successful. Students with missing or incomplete assignments may be assigned to **COACH**, our academic intervention period, where they will receive additional support and dedicated time to complete missing or make-up work.

In addition, Study Hall opportunities may be offered throughout the school year, with rotating academic content areas, to provide students with extra assistance and time to stay current with assignments.

Missing Assignments and Zeroes

A grade of **zero (0)** may be assigned when a student chooses not to complete an assignment or demonstrates no effort to complete the required work. Parents are encouraged to regularly review their child's grades and communicate with teachers if concerns arise regarding missing assignments or academic performance.

A strong partnership between home and school is essential to student success. We encourage parents to support their child's organization, attendance, timely completion of assignments, and communication with teachers throughout the school year.

Grading Scale

A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= 0-59

Cheating Policy

If a teacher discovers a student cheating to earn a grade, then that teacher will consider an alternative assignment or measure or can choose to assign the student a zero for that assignment or test. If cheating is discovered, a parent/guardian will be notified by the teacher. Depending on the severity and scope of the cheating, further disciplinary action may be required by the administration.

GENERAL INFORMATION

Food and Drinks on Campus

Energy drinks are NOT permissible at any time on the Westmoreland Middle School campus. Clear plastic water bottles are the only drink containers allowed on campus. Stanley cups, solid colored or stainless steel Cirkul bottles or any other cups that are not clear will not be allowed. Unless a drink is packed in a student's lunchbox to be consumed during lunch time, water is the only acceptable liquid allowed on campus. Students will not be permitted to use drink mixes in water bottles. Water bottles cannot contain tea, soft drinks, Kool Aid, lemonade, etc. Water only, please. Students with documented medical conditions may be allowed to consume liquids other than water if deemed necessary by medical professionals. Students violating this policy will be required to dispose of drinks that are not allowed.

Food, drinks, and gum are not allowed in the gym. Food and drinks must be consumed before entering the building when students arrive at school in the morning.

School Telephones

School telephones are available for student use when an emergency occurs.

CALLS ARE TO BE LIMITED TO SCHOOL RELATED BUSINESS. Calls for permission to ride home with friends, attend parties, etc. will not be permitted. These matters should be taken care of at home. A school administrator or a member of the office staff must grant permission before a student is allowed to use the school phones. Phone calls will be held to a maximum of three minutes. Students cell phones can only be used with teacher or administration approval. **NO PHONE CALLS ARE TO BE MADE DURING CLASS.**

Physical Education Requirements

Students are required to dress appropriately for PE class. Athletic shoes must be worn in order to participate in PE activities. Cowboy boots, Crocs, sandals, flipflops, or dress shoes may not be worn.

Coach Akins will communicate specific classroom expectations to students each quarter when related arts classes rotate.

Jamie.akins@sumnerschools.org

School Counseling Services

Our school counselor is available to help students and their families. These services are focused on the personal, social, educational, attendance, and vocational needs of our students. Students may request to visit the counselor by using the app on their iPad. Teachers and administration may also refer a student to the school counselor. To contact the school counselor: chris.walker@sumnerschools.org

School Bus Transportation

Students that require bus transportation to and from school should know that riding the bus is a privilege. Students are required to obey and follow all directions of the bus driver. Failure to do so may result in the bus driver completing a "School Bus Incident Report" for the student. This report is given to school administration so that the appropriate discipline consequences can be assigned. If a student plans to ride a bus that is not their regular bus or must get off their regular bus at a location that is not their home, a written note from the parent/guardian is required. The note should be given to school officials during morning bus duty so that the required paperwork can be completed and returned to the student during lunch. If there is a need for students to ride a bus somewhere other than home on a regular basis, please contact the office for a one- time complimentary transportation form.

Car riders

Arrival

Students that are car riders must be dropped off in front of the main office before 7:35AM so that students have time to make it to their class by 7:40AM. Students not in class at the 7:40 bell are considered tardy.

Dismissal

Parents picking up their students should not be in the car rider line before 2:20PM. All pick ups will occur at the main office. Parents will pull into the main entrance (at the Marquee sign) off of old Hwy 31e. Please follow the signs for the path that will lead to the front of the North Wing Office main entrance.

School Meals/ Cafeteria

Breakfast and lunch meals are available for all students. Prices will be shared by the School Nutrition Program Department. Students may wish to add money to their account for additional food items. Cash should be placed in a sealed envelope with the student's name and lunch number written on the front. Checks should have the same information written in the memo blank. Weekly breakfast and lunch menus can be located on our school's website.

Families who receive free/reduced meals **MUST** complete the application form each school year. Please contact the cafeteria manager, Kim Byrd, if you have questions about this process.

Kim.byrd@sumnerschools.org

No outside food or drink from local establishments may be brought into the cafeteria unless it is packed in a student's individual lunchbox. DoorDash orders will not be accepted or delivered to students.

Due to issues of safety for all students, parents, guardians, or other adults are not permitted to eat lunch with students in the cafeteria. Thanksgiving lunch is the only day visitors are permitted to join students in the cafeteria.

Students will have the opportunity to go through the cafeteria line **ONE** time to purchase lunch items and/or snacks and drinks. The cafeteria staff will close the serving line doors once all students in each grade level have gone through the serving line. After the doors are closed, students will not be able to purchase additional food or drink items.

Students must remain seated at their assigned lunch tables unless they get permission from a lunch monitor.

No food items, unless they are contained in a student's lunchbox, may leave the cafeteria when students are dismissed from breakfast or lunch. All food and drink items must be consumed or disposed of **BEFORE** leaving the cafeteria.

Lockers

Lockers may be issued to students. The lockers are the property of Westmoreland Middle School/Sumner County Board of Education and are subject to inspection or search by authorized school personnel. The school is not responsible for lost or stolen items. Students are urged to purchase **combination** locks for their lockers. The combination must be shared with the teacher who assigns the student his or her locker **BEFORE** the lock is used. Students may not share a locker or switch lockers.

Driver's License Information

Students who wish to receive the required certification for a driver's license or driver's permit must meet the state guidelines as determined by the principal or his designee. The state guidelines include making satisfactory academic progress. The student must be passing all courses for the year to meet this requirement. Also, the state guidelines include maintaining satisfactory attendance requirements established by the school. The student must not have 10 consecutive absences or 15 absences (excused or unexcused) to meet this requirement. In both cases, the principal will make the final decision.

Student Recognition Program

WMS is committed to recognizing students who demonstrate excellence in academics, attendance, and behavior. At the end of each nine-week grading period, eligible students will participate in a school-wide recognition celebration.

Students may be eligible by meeting the following criteria during each nine -week grading period:

Academic Achievement: Earn all A's, B's or C's.

Positive Behavior: Receive no In-School Suspension (ISS) or Out-of-School Suspension (OSS).

Attendance: NO unexcused absences and no more than two absences during the grading period.

Students will earn recognition based on the number of categories in which they qualify:

Gold Eagle Recognition: Meets all three categories: Academic Achievement, Positive Behavior, and Attendance.

Silver Eagle Recognition: Meets any two of the three categories.

Bronze Eagle Recognition: Meets any one of the three categories.

Recognition levels may receive varying incentives and privileges as determined by school administration. Students earning Gold Eagle Recognition will receive the highest level of recognition and incentives.

Students who do not meet the eligibility requirements will remain in their assigned classes and participate in alternative educational activities during the celebration period.

Additional student incentive opportunities, including Eagle Swoops and other grade-level or school-wide recognition events, may be planned throughout the school year to encourage and celebrate student success.

Dress Code

The primary responsibility for a student's attire resides with the student and their 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 on 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 students' wrist with arms by their side
- Shorts, skirts, dresses must be mid-thigh as a halfway point between the hip and knee

Shoes:

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

3. Students MAY wear (within the guidelines provided above):

hooded tops, jeans, skinny jeans, pants, yoga pants, leggings, shorts, sandals, slides, tennis shoes, boots, non-natural hair color, religious headwear, and **hats (outdoors on school property, special occasion days, and/or for health and 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; and items that hide any part of the face.

EXTRACURRICULAR ACTIVITIES/SPECIAL EVENTS

Clubs and Organization

Westmoreland Middle School provides students with many opportunities to extend their academic curriculum through participation in a school club or organization. These clubs are open to all students who meet the membership requirements. Extracurricular activities are an integral part of school life and are carefully planned and supervised. Official sanctioned clubs and activities of Westmoreland Middle School are open to all students at the school provided stated qualifications are met.

Field Trips

Field trips at Westmoreland Middle School are designed to stimulate interest and inquiry and to provide opportunities for social growth and development and are considered appropriate extensions of the classrooms. These school trips are also a method for rewarding student accomplishment. All field trips are optional for students.

8th Grade Spring Formal

Attendance at the 8th Grade Spring Formal is by invitation. The requirements for all Westmoreland Middle School students are as follows:

1. Each student must have no more than 10 days absences and no unexcused absences.
2. Any student's discipline record will be reviewed to determine eligibility to attend. Excessive discipline referrals, including minor and major infractions, will result ineligibility.
3. Students that have two or more F's at the end of the first semester may not be eligible to attend due to potentially failing the school year.
4. All decisions regarding the eligibility for students and guests to attend the 8th Grade Spring Formal are determined by the administration of W.M.S.

Athletics

There are several opportunities for students to participate in school sponsored athletic teams.

Football, basketball, cross-country, volleyball, and cheerleading teams are all selected from candidates who attend the try-out process prescribed by the coaching staff of each sport. Westmoreland Middle School is a member of the Tennessee Secondary School Athletic Association and adheres to the policies and procedures of the organization. Athletic Director, Jamie Akins: Jamie.akers@sumnerschools.org

In accordance with recommendations from TSSAA (TMSAA) the following will apply to WMS athletics:

Student-athletes must maintain passing grades in 4 out of 5 academic subjects on each report.

In conversations with TSSAA (TMSAA) representatives, it is felt that it is important for student athletes who fail to meet this requirement to be able to practice, etc. so that necessary athletic skills (including conditioning) are maintained for safety, and it is felt that a student-athlete who is serious about academics and athletics will achieve the academic level necessary to fully participate in athletics. If tryouts are held, students may tryout regardless of grades.

If a student athlete does not maintain passing grades in 4 out of 5 academic subjects, then the student athlete will not be able to play in scrimmages, games, etc. until the student-athlete meets the

requirement on the following grading report (progress report/report card). The student-athlete will be on the team and must practice, etc., but will not be allowed to participate in any competitive event

W.M.S. Athletics Discipline Policy

The WMS Athletics Discipline Policy affects all student athletes. The policy is effective as soon as you make the team and continues until the season ends for that sport. The following is the policy:

- If you receive a first or second ISI or OSS or combination of ISI and OSS disposition, you will receive a warning from your coach. If you receive a third ISI or OSS offense or combination of ISI and OSS, you will be dismissed from the team effectively immediately, turning in your uniforms and/or equipment in the shape that they were given to you.
- If you are a multi-sport student athlete, you can be removed from all teams at the same time should your dispositions fall between tryouts and the end of both seasons

After-School Events/Programs

To be eligible to participate in dances, sporting events, programs, and any other after-school event a student must meet the following criteria:

Attendance: Students must be free of any unexcused class periods/days in the previous and current 9-week grading period the event is being held.

Discipline: Students must be free of excessive detentions and any ISI or OSS

ATTENDANCE

The Sumner County Board of Education and Westmoreland Middle School recognize that good attendance is a key factor in student achievement. Therefore, students are expected to be present each day that school is in session. Attendance Clerk: Denise.anderson@sumnerschools.org

The Compulsory School Attendance Law in Tennessee requires children to attend school each day.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(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 progressive truancy intervention plan described below will be implemented prior to referral to juvenile court.

Progressive Truancy Interventions

Tier 1 (3 unexcused)

- Three (3) unexcused absences = phone call from Attendance Clerk to obtain parent note or valid excuse
- Five (5) unexcused absences will trigger an invitation to an Attendance Contract meeting that includes an administrator, the attendance clerk, parent, and student.

Tier 2 (7 unexcused)

- Triggered at seven (7) unexcused absences, a SART Team (School Attendance Review Team) will complete Individual Assessment on student.
- Based on the Assessment, Interventions may include:
 - **Referrals to the school counselor, a school social worker, or Centerstone**
 - **community resources**
 - **McKinney Vento students could be referred to Student Support Counselor**
 - **Tutoring**
 - **Referral to Family Resource Center**
 - **Creation of Student Health Plan with the school nurse**
 - **An alternative transportation plan to and from school**
- The SART Team (School Attendance Review Team) consists of at least the Administrator, the school counselor, teacher(s), and School Nurse. The SART team can also include an attendance officer from the Sumner County Schools Attendance Department.

Tier 3 (10 unexcused)

- Progressive Assurance Statement signed by Administrator, Truancy Referral and previous Tier documentation is sent to the Attendance Office.
- Assigned Truancy Office implements intervention.

- If non-compliant: Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed.
- If 12 unexcused absences occur, an attendance officer may do a home visit.
- If a parent/guardian fails to comply with interventions and unexcused absences continue to accrue, a DART (District Attendance Review Team) meeting may be held.

Chronically Absent Students

Attendance Clerk at WMS runs weekly report of students with **8 excused/verified absences**. The attendance clerk will then send the chronic absence education letter to parents and refer student to appropriate person. All medical concerns should be referred to the nurse. All mental health, social/emotional concerns, resource needs, and academic concerns should be referred to the guidance counselor.

Tardy/Early Dismissal

All students are expected to be on time for all classes. Any student arriving at school after the 7:40 AM bell will report to the North Wing Office, sign-in as tardy to school, and get an admittance note for class. Students that need to leave school before the 2:40 PM dismissal bell must be signed out in the office. These students will need to provide written documentation as to why they left school early. **Early dismissals and tardies do count as unexcused absences unless medical, court, official service provider, or funeral documentation is provided.** Parent notes will not be accepted to excuse a tardy or an early dismissal. Excessive tardies and/or early dismissals may be addressed through attendance meetings with students, parents, and school administration.

Excuse Notes

Students are allowed **five (5) parent notes per semester** to excuse an absence.

All parent excuse notes must be submitted to the **Attendance Clerk within seven (7) school days** of the student's absence. Notes submitted after the seven-day deadline may not be accepted for excusing the absence.

If a student has a doctor's note, they must be submitted to the **Attendance Clerk within seven (7) school days** of the student's absence. Notes submitted after the seven-day deadline may not be accepted for excusing the absence.

DISCIPLINE

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process. It is recognized that student behavior is the responsibility of the home and school, and every effort should be made to involve parents at every level of misbehavior. To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Disciplinary actions will be administered when any individual's actions interfere with the right of teachers to teach and students to learn, or when safety is an issue. Students are reminded that teachers or staff members of the school have the right to correct unruly students at any place and at any time.

School administrators, faculty, and staff have full authority according to SCBOE Policy and Tennessee State Law, to speak with every student in their school concerning any and all discipline issues without permission from parents.

Classroom Management

Westmoreland Middle School students have been informed about the behavioral expectations through the Student Handbook. Students are reminded that all members of the school staff have the right to correct unruly individuals at any place and at any time. Each teacher will communicate individual classroom expectations to students.

Hands-Off Policy

Our school adheres to a "Hands Off" policy for all student relationships. Any public displays of affection or aggression are not appropriate at school and will be considered a disciplinary infraction. Students are expected to respect the personal space of others at all times.

Fighting

Fighting creates an unsafe environment and is not acceptable at Westmoreland Middle School. Students who engage in fights are subject to immediate disciplinary action and may face possible arrest and criminal charges. All students who participate in a fight will face disciplinary action. Students who promote and/or video fights are also subject to immediate disciplinary action. Students are encouraged to walk away or seek adult intervention when faced with the decision to engage in a fight. To refuse to do so is a choice to continue with the development of a fight. The School Resource Officer will be involved as necessary based on the degree of physical contact/battery. If a student is charged with assault, a disciplinary hearing may be requested.

Weapons/Dangerous Objects

The Sumner County Board of Education has a zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general school population at the discretion of the administration and could be subject to suspension from Sumner County Schools for a maximum period of one (1) calendar year.

Dangerous instruments which will be considered as weapons include:

- | | | |
|-----------------------------|--------------------------------|---|
| 1. knives | 9. paint ball guns/pellet guns | 13. chains |
| 2. box cutters/razor blades | 10. brass knuckles | 14. explosives (includes fireworks) |
| 3. ice picks | 11. BB guns | 15. spiked wristbands |
| 4. clubs or police batons | 12. any firearm | 16. fish hooks (including those worn on hats) |

any object used in such a manner that could cause bodily harm or inflict damage to person or property

any item which could be perceived to be a dangerous instrument such as a toy or non-working device

The list is not all inclusive; therefore, the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy. 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 of Schools. 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'.

Smoking/Vaping/Nicotine

Vape/Smoke detectors are on campus and are monitored continuously by administration and central office personnel. Students shall not use or possess nicotine products (including matches or lighters), vapes, or other devices in any form while on school property, attending or participating in a school-sponsored event, or while on school buses.

- 1st offense= 3 days of ISS
- 2nd offense = 5 days of ISS
- 3rd offense= OSS/ possible referral to disciplinary hearing for willful and persistent behavior

Discipline Dispositions

- **Verbal warning/conferences:** Teachers may issue a student a verbal warning for a minor infraction followed by an individual behavior expectation conference with a student as initial steps to correct student's behavior.
- **Parent Contact/ Parent Conferences**
- **Detention:** Detention will be held during lunch. Parents will be notified by phone call (messages may be left on voice mail), in-person (at a conference or visit to school), text or e-mail. One detention is served in isolation for a 45-minute period of time during lunch and break time.
- **In-School Suspension (ISS):** In-school suspension is a method of removing disruptive or uncooperative students from the classroom setting. Students in ISS are supervised at all times. The students are expected to do their assignments for the day and are not penalized academically if their work is turned in as assigned. Students who complete assignments may be required to read or complete other work assigned by the ISS supervisor. Students will be expected to complete a behavior reflection worksheet. No disruptive behavior or lack of cooperation is allowed in ISS.
- **Out-of-School Suspension (OSS):** Out-of-school suspension means a "temporary" refusal to allow the student to attend school. Suspensions are used only when serious violations of school or SCBOE policies have been committed or when ISS is not available. Any student who has been suspended out-of-school is not allowed on any Sumner County school property during the period of suspension. This includes any activity that takes place after school hours.

- **Disciplinary Hearing:** If at the time of an infraction the principal determines that an offense has been committed which, in the judgment of the principal, would justify a suspension for more than ten days, the principal shall immediately refer the case by way of the director or his designees to a disciplinary hearing authority appointed by the Board. The hearing shall be no later than ten school days after the beginning of the suspension.

Discipline Infractions

Minor

Disrespectful behavior
Disruptive behavior
Dress code violation
Gum
Lying
Minor hands-off policy violations (hugging/hand holding)
Horseplay
Inappropriate hallway behavior
Technology/Device misuse
Not following directions
Off task
Out of assigned area Tardy to class
Unprepared for class
Violation of classroom rules

Major

Alcohol/Drugs
Bullying
Cheating
Defiance/repeated non-compliance
Significant/Excessive disruption
Threats
Aggressive hands-off policy violations
Fighting/promotion of fighting
Fire alarm/equipment tampering
Harassment
Profanity/Vulgar Gestures
Leaving school property
Inappropriate sexual behavior/kissing
Skipping class
Theft
Vandalism
Weapons

Discipline Disposition for Minor Infractions: All minor infractions will be documented in PBIS Rewards

- o 1st Minor Infraction = Warning.
- o 2nd Minor Infraction= Warning and Parent Contact
- o 3rd Minor Infraction= Lunch & Break Detention/ Admin. Conference/Parent Contact
- o 4th Minor Infraction= 2 Lunch & Break Detentions/ Admin. Conference/Parent Contact
- o 5th Minor Infraction triggers 1st Major Infraction Referral for Willful and Persistent Behavior
- o All subsequent Minor Infractions will result in a Major Infraction Referral for Willful and Persistent Behavior

Discipline Disposition for Major Infractions: All Major infractions will be documented in PBIS Rewards

- o 1st Major Infraction= Admin. Conference/ Parent Contact/ ISS or OSS
- o 2nd Major Infraction= Admin. Conference/ Parent Contact/ ISS or OSS
- o 3rd Major Infraction= Admin. Conference/ Parent Conference/ Admin. may implement a Student Behavior Support Plan and assign possible OSS
 - All major and minor infractions occurring after the implementation of the Student Behavior Support Plan will result in a review and/or revision of the plan.
- o 4th Major Infraction= Admin. Conference/ Parent Conference/ Behavior Intervention Plan Review and Revision and assign additional ISS or OSS
- o 5th Major Infraction = ISS or OSS/ possible referral to a Disciplinary Hearing for willful and persistent behavior

(These consequences will be determined by administration depending on the type of major infraction and the severity of the major infraction.)

Searches

Any principal or his designee having reasonable cause for a search, may search any student, locker, and/or their possessions. This search may also take place during any organized school activity off campus, including buses, if the principal or designee receives information which would cause a reasonable person to believe that the search will lead to the discovery of evidence of any violation of the law or any violation of the school rules or regulations or proper standards of conduct and/or any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person. A student may be subject to a physical search (with a witness). If a student refuses to allow a search, the student will receive the disciplinary action which would occur for possession of the item which was the subject of the search.

Alcohol and Drugs

It is against the Sumner County Board of Education's policy for any student to use, 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 as soon as feasible. If it is determined that Board policy has been violated, the principal or appropriate designee shall notify the student's parent or guardian and, if necessary, local law enforcement officials, as soon as feasible, and the student shall be subject to suspension for such policy violation.

Definition of Terms

1. Alcoholic beverages include alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
2. Illegal drugs includes controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances, substances used as an intoxicating inhalant, or any other substance which is podrayed as one of the above.
3. Use shall mean either 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.
4. Possession will mean either having illegal drugs, drug paraphernalia, or alcoholic beverages on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.).

Cell Phones and Other Electronic Devices

Students are responsible for their devices while at school. Upon arrival at school each morning, all cell phones, ear buds, and/or other electronic devices must be turned off and stored in a purse or a backpack. Students may wear smart watches but will be subject to confiscation and/or disciplinary action if the watch is found to be used for a purpose other than checking the time. Ear buds and headphones are not to be worn during the day unless used for specific educational purposes in a classroom. Gaming systems, handheld or otherwise, are not allowed at WMS.

Students are prohibited from using cell phones or other personal electronic devices during the school day (6:45 a.m. until off school property) unless authorized by a teacher for classroom educational or reward purposes or in the event of an emergency when authorized by administration. Unapproved use of and/or improper storage of a cell phone is subject to disciplinary action and will result in confiscation of the device until it may be released to a parent/guardian. Students who require cell phone access in order to manage documented medical conditions will be allowed to use cell phones as needed for health purposes.

Technology/Device violations will result in:

- Device confiscation: device will be stored in the office in a locked area until the device is released to the student or the parent/guardian
 - **1st offense:** device is confiscated by faculty member and turned into the office with the device confiscation form completed; technology infraction will be recorded in PBIS Rewards; parent/guardian will be notified by office staff; device will be released to the student at the end of the school day
 - **2nd offense:** device is confiscated by faculty member and turned into the office with the device confiscation form completed; technology infraction will be recorded in PBIS Rewards; parent/guardian will be notified by the office staff; device will be released to parent/guardian or a designee they identify; device will only be released to the student if extenuating circumstances exist
 - **3rd offense:** device is confiscated by faculty member and turned into the office with the device confiscation form completed; technology infraction will be recorded in PBIS Rewards; parent/guardian will be notified by the office staff; device will be released to parent/guardian or a designee they request; device will only be released to the student if extenuating circumstances exist; student will not be allowed to be in possession of cell phone during school hours for a period of time to be determined by the administrator
- Disciplinary actions: if repeated technology violations occur, students will be issued consequences ranging from detention, ISS, and/or loss of privilege of possessing technology on school property

iPad Information

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 complete a brief documentation 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 Instructional Technology Coach.

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 are not allowed to be used in the gym or cafeteria in the morning before students go to class.

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.

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.

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.

Handbook Disclaimer

The information contained in this handbook is intended to provide students and parents with an overview of the policies, procedures, expectations, and programs of Westmoreland Middle School. While every effort has been made to ensure the accuracy of the information presented, circumstances may require changes during the school year.

Westmoreland Middle School and Sumner County Schools reserve the right to revise, amend, or discontinue any policy, procedure, practice, or program described in this handbook at any time when deemed necessary. Any changes will be communicated to students and parents through appropriate school or district communication channels.

This handbook is not intended to create, nor shall it be construed as creating, a contract between the school, the district, students, parents, or guardians. In the event of any conflict between this handbook and the policies of the Sumner County Board of Education or applicable local, state, or federal laws and regulations, the Board's adopted policies and applicable laws shall govern.

By enrolling in Westmoreland Middle School, students and parents acknowledge their responsibility to become familiar with the contents of this handbook and to support the school's efforts to provide a safe, respectful, and productive learning environment for all students.

Our Commitment

At Westmoreland Middle School, we believe every student can learn, grow, and succeed. Through strong partnerships among students, families, staff, and the community, we are committed to providing a safe, supportive, and engaging learning environment where every Eagle is encouraged to achieve excellence, demonstrate character, and prepare for future success.

Together, We SOAR

