

Student & Parent Handbook

Portland West Middle School
2025-2026



Our Mission

The **Mission** of Portland West Middle School is to provide an enriched, engaging learning experience that enables our students to develop knowledge, character, and life-long learning skills to become contributing citizens to our society.

Our Vision

Prepare ... Work ... Master ... Succeed
Portland West Middle School
110 Nolan Private Drive
(615) 325-8066

ADMINISTRATION

Principal.....Shelley Cooper
Assistant Principal.....Dr. Stacey Cornette
School Counselors.....Natalie Campbell
Tammi Hurst

OFFICE STAFF

Secretary..... Shana Blankenship
Bookkeeper..... Keri Latimer
Attendance Clerk..... Tammy Russell

Our Beliefs

We believe that students, teachers, administrators, parents, and our community share the responsibility for advancing the school's vision and mission. **#ownership #empower #thrive**

We believe in striving for excellence.

We believe that our students deserve a safe, comfortable learning environment.

We believe that all students can learn, and it is our responsibility to provide the support needed to meet their unique physical, social, emotional, and intellectual needs.

We believe that a positive atmosphere of honesty and integrity promotes learning and respect.

We believe that regular attendance is valued, expected, and essential for success in school, in the workplace, and in the community.

We believe that our students deserve an active, engaging learning experience that reflects sound professional development practices.

We believe that our students should be recognized for their achievements.

Bullying

Portland West Middle School is committed to reducing and eliminating bullying. Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. PWMS strives to proactively prevent bullying through Character Strong lessons, speakers, assemblies, student improvement plans, and individual conversations. We appreciate the opportunity to partner with parents to prepare kind, active future community members.

Cyber Bullying

The use of electronic communication to bully a person, typically by posting or sending messages of an intimidating or threatening nature. We request that you please monitor your child's social media presence. Students who participate in cyber bullying may be disciplined when it impedes the educational environment.

Portland West Middle School Bell Schedule

7:55-8:40	1 st Period	(45 min.)
8:40-8:44	Transition	(4 min.)
8:44-9:29	2 nd Period	(45 min.)
9:29-9:33	Transition	(4 min.)
9:33-10:18	3 rd Period	(45 min.)
10:18-10:22	Transition	(4 min.)
10:22-11:07	4 th Period	(45 min.)
11:07-11:11	Transition	(4 min.)

Lunches	6 th Grade	7 th Grade	8 th Grade
6 th - 11:14-11:44	11:11-11:14 Line to Lunch	11:11- 11:16 Transition	11:12-11:16 Transition
	11:14-11:44 Lunch	11:16- 11:46 3 min/ 5 th Per	11:16-12:00 5 th Period
7 th - 11:46-12:16	11:44-11:47 Transition	11:46- 12:16 Lunch	12:00-12:04 Transition
	11:47-12:31 5 th Period	12:16- 12:18 Transition	12:04-12:19 15 min/ 6 th Per
8 th - 12:20-12:50	12:31-12:35 Transition	12:18- 12:32 14 min/ 5 th Per	12:19-12:49 Lunch
	12:35-1:18 6 th Period	12:32- 12:36 Transition	12:50-12:52 Transition
		12:36- 1:18 6 th Period	12:52-1:18 26 min/ 6 th Per

1:18-1:22	Transition	(4 min.)
1:22-2:06	7 th Period	(44 min.)
2:06-2:10	Transition	(4 min.)
2:10-2:55	8 th Period	(45 min.)

Attendance Information

Goal: Perfect Attendance

Being in school is key to achieving academic and other school-related goals. Parents have both a legal obligation and moral responsibility to see that children are present every day that school is in session. PWMS recommends that each student arrive early in order to have sufficient time to go to the locker, visit with friends, take care of personal business, and still arrive in class prior to the bell that signals the beginning of class. If students are late to school they must check in at the office before going to class.

Note: Each semester, a detention will be issued after 3 tardies.

Signing in / Signing Out

Parents, Guardians, or designated adults can sign a student out of school for various appointments. Upon the student's return to school, the student will use the kiosk to sign in. Photo-Identification is required (before entering the building) of those wanting to sign out a student. This precaution is designed to ensure the security of all students. Thank you for your cooperation.

Absences

A student who is absent five (5) days without adequate excuse will be reported to the Director of Schools/designees 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 Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Excessive Absences/Tardies and Extracurricular School Functions

To be eligible to participate in after school activities, including dances, clubs, sports, and other school events, students MUST be present for a minimum of a half-day student attendance.

Students with the following accumulation of absences or tardies/early dismissals will be restricted from extracurricular activities including athletics, clubs, dances, and field trips **per semester**.

- 3 unexcused absences
- 5 unexcused tardies/early dismissals
- 8 excused absences

<p>Tier 1- (3 unexcused)</p>	<ul style="list-style-type: none"> ● Three (3) unexcused absences = Text and email from Principal ● Five (5) unexcused absences will trigger an invitation for an Attendance Contract meeting- completed by administrator, parent, and student.
<p>Tier 2- (7 unexcused)</p>	<ul style="list-style-type: none"> ● Triggered at seven (7) unexcused absences, SART (School Attendance Review Team) will complete Individual Assessment on student. ● Based on the Assessment, Interventions may include: Referrals to school counselor, community resources, McKinney Vento students referred to Student Support Counselor, referral to Family Resource Center or creation of Student Health Plan with the nurse. ● SART consists of at least the Administrator, Counselor, Teacher, and School Nurse
<p>Tier 3- (10 unexcused)</p>	<ul style="list-style-type: none"> ● Progressive Assurance Statement signed by Administrator, Truancy Referral and previous Tier documentation is sent to Attendance Office. ● Assigned Truancy Officer implements interventions ● If non-compliant: Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed.

Excused Absences

Student attendance is imperative for learning to take place. When a student is absent, a written note from the parent/guardian will excuse the student up to **five times each semester**. Excused absences include the following:

- Personal illness/injury
- Illness of an immediate family member
- Death in the family
- Religious Observances
- Additional excused absences may vary by circumstance

Additional absences must be verified, such as:

1. Physician, Dentist, Orthodontist, health Agency, or Hospital
2. Funeral Home, Mortuary
3. Court Officials

A principal may also verify absences for the following:

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

Attendance is based on class period presence. Please schedule out-of-school appointments so a minimum of school time is missed.

Tardies

Any student not in the classroom when class begins is tardy. Students who accumulate excessive tardies are considered truant and will be reported to Juvenile Court. A tardy is only excused by a doctor's note. Students will be issued a detention after their third tardy to class.

Makeup Work

Sumner County Schools Board Policy states, "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 make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of absence. No penalty will be imposed if completed in the allotted time.

Access to Students

Under the law, school officials are required to remain neutral in their contacts with parents who are separated or divorced. The faculty and staff of Portland West Middle School are committed to preserving the emotional well-being of each student and to protecting him or her from undue emotional stress when separated or divorced parents cannot agree on school related issues. Under ordinary circumstances, both the custodial and non-custodial parent has equal access to the student's school records. Both parents are granted equal status relative to the education of their child.

In some cases, a court decree may be issued that limits or restricts a parent's rights in educational matters. Please be advised that the Sumner County Board of Education will grant equal parent access to school records (and to eligible children) unless a court order is provided specifying any special conditions, which may exist. It is the responsibility of the parent to provide the school principal the court order, if one exists.

Sumner County Schools Dress Code Policy



Values

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

Goals

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

Basic Principles

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

1. **Basic Principle: Certain body parts must be covered for all students.**
 - Clothing must be worn in such a way that **undergarments** are always covered. TN law prohibits exposing body parts in an indecent manner that disrupts the learning environment.
2. **Students MUST Wear**
 - Tops
 - must have sleeves or **wide** straps at the shoulder
 - non-see-through fabric from underarm to waistband
 - overlap waistband
 - hoods must remain down
 - Bottoms
 - sweatpants, non-see-through leggings, yoga pants, jeans, pants
 - holes or tears must be below mid-thigh as a halfway point between the hip and knee
 - leggings or yoga pants must be paired with tops that extend past the students' wrist with arms by their side
 - shorts, skirts, dresses
 - mid-thigh as a halfway point between the hip and knee
 - Shoes
 - students' shoes must be secured as designed
 - elementary students' shoes must have heel straps

3. Student **MAY** Wear

(Within the guidelines provided in section 1 and 2)

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

4. Students **CANNOT** Wear

- Images, logos, or language depicting drugs, alcohol, illegal items or activities
- Images of violence, demeaning or derogatory speech, profanity, or pornography
- Sleepwear or slippers
- Shoes with wheels
- Clothing that reveals undergarments
- Accessories that are considered a weapon, pose a threat, or are a potential safety hazard
- Items that hide any part of the face
 - Examples include but are not limited to bandanas and hoods
 - Exceptions are masks for medical reasons
- Articles of clothing that are not compliant with section 1 and/or 4

School Approved Uniforms

Sports uniforms, cheerleader uniforms, and other specially approved attire may be worn under the direction of the coaches and/or principal.

Student Safety

Students have a right to feel safe while in school. It is the responsibility of everyone in the school to comply with all safety expectations and report safety concerns to an adult and/or the office as soon as possible. Everyone works together for the safety of our school's population.

All Visitors

Visitors must enter through the front doors and report to the main office during school hours. All visitors will be asked to show identification prior to entering the building. All visitors will sign in and wear a name badge while in the building. Anyone without a visitor tag should report to the office immediately. Students from other schools or school systems are not allowed to visit during school hours without advance principal approval and only for extenuating circumstances. For the safety and privacy of all students, we request no video taping, pictures, or recording within the office area.

Portland West Middle School is a tobacco free campus, including vapes and e-cigarettes. Tennessee state law prohibits anyone to possess or carry a weapon on school grounds, with the exception of law enforcement officers. Thank you for helping us keep Portland West Middle School safe.

Alcoholic Beverages and Drugs

Possession, sell, purchase, and/or use of any alcoholic beverage, drug, or possession of paraphernalia on school property is illegal and in violation of Sumner County Schools Policy and Tennessee State Law.

Tobacco and Tobacco Products

Portland West Middle School's campus is a tobacco-free site. The policy on Tobacco Products from the Sumner County Schools Central Office will be followed. Tobacco products found in the student's locker or personal effects will constitute possession; this includes evidence found during investigations that a student previously had it. Visitors to Portland West Middle School should respect this policy and avoid embarrassing situations.

Emergency Procedures

Portland West Middle School has a comprehensive Emergency Response Plan, which is reviewed, updated, and practiced regularly. Students will review emergency procedures at the beginning of each semester to ensure everyone is aware of how to respond in the event of an emergency. The emergency plan includes:

- Fire Emergency: Students should exit the building quietly and quickly, reporting to the practice football field.
- Severe Weather: Students will move to the closest identified safe shelter location, identified throughout the building.
- Lockdown/shelter in place: Students should enter the closest room, lock the door if possible, and shelter in the hard/safe corner, identified in each room. Students should remain in place and quiet until released by an administrator or law enforcement entering each room.

Accidents/ Injury

All accidents or injuries that occur on school grounds, should be reported to administration as soon as possible. A nurse is present during school hours, as well as a School Emergency Team. For after hours emergencies, an AED and Narcan (for narcotics overdose) are available in the main lobby for use, if needed.

Backpacks, Bags, and Purses

All bags should be stored in the students locker during the school day. Only class materials should be taken to class. Students may go to lockers during class changes, or other times, with teacher permission. Visitors are not permitted to bring large bags or backpacks into the school. All bags are subject to inspection and search.

Cell Phone Policy

Per SCS policy, students may possess personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, while on school property; however, the personal communication device must be powered off and must be kept in a backpack, purse, or similar personal carry-all inside the locker and may not be used during school hours.

The teacher/administrator may grant a student permission to use a personal communication and/or electronic device at his/her discretion for education purposes. Use of cameras on personal communication and/or electronic devices, is strictly prohibited on school property or at school functions, including restrooms and locker rooms. A student in violation of this policy is subject to disciplinary action and possible legal action.

Use of a cell phone during the day will result in 1 day of ISS.

****If a student refuses to hand over their cell phone to a teacher, they will receive one day of ISI. If they refuse to hand over their cell phone to an administrator, they will receive one day of OSS.***

Lockers

Each student is assigned a school locker to be used throughout the school year. Students are encouraged to bring a lock to secure their items. Extra keys may be left in the office in the event they lose their key. The School is not responsible for lost or stolen items. Students are responsible for the appearance and care of their locker. Stickers or inappropriate materials may not be displayed. Lockers are the property of the school and may be subject to inspection/search at any time by school administration.

Medications

NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL WITH YOUR CHILD. Only medications required to maintain student attendance will be given. All students must have prescription and non-prescription forms completed before the school can administer medication to the student. Over the counter/non-prescription medications will be given according to package directions only, unless accompanied by a physician's order with alternate directions. All prescription medications require physician and parent signature. The pharmacy 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.

Alternative medicines and/or treatments such as herbal supplements, homeopathic medicines, vitamins, nutritional supplements, essential oils and any other products that are not regulated by the FDA will not be administered at school. The actions and potential side effects of these products are not readily available to healthcare providers and will not be given by the school staff.

Students cannot be in possession of ANY non-prescription medication; including Tylenol, cough drops, herbs, vitamins, etc.

Becoming Sick at School

Portland West Middle School has a full-time nurse on staff. Students may visit the clinic with teacher permission or between classes. The nurse evaluates the student and calls parents, as needed. **After consultation** with the nurse and parents, the decision is made whether to dismiss the student from school or return to class. Students using personal cell phones to call home are subject to cell phone violation consequences. A phone is available in the office for student use, if needed. Only basic first aid is available for minor injuries.

Searches

When probable cause is established, the administration may conduct a search of the locker and/or personal items belonging to the student. Searches of students are always conducted with witnesses.

Possession, and/or admittance, of banned items will serve as evidence of school/county policy violations. Appropriate action will be taken by the administration of the school in accordance with SCS's Policy.

Sexual Harassment

Sexual harassment is defined as unwelcome or unwanted sexual advanced, behavior, or conduct whether verbal, physical, or visual that is based on a person's gender or interferes unreasonably with student activities, work performance, or creates a hostile learning or working environment. Sexual harassment may include but is not limited to:

- Physical contact, such as hugging, kissing, grabbing, pinching, patting, brushing against, touching, or blocking one's path or egress;
- Implicit or explicit sexual propositions, requests, demands, or other forms of pressure for sexual favors.
- Sexually suggestive or degrading remarks, including jokes, kidding, or teasing
- Unwelcome verbal or physical flirtation, sexual gestures, or comments, or comments about another person's body or appearance, including touching oneself sexually or talking about sexual activities in front of others.
- Vulgar or obscene language
- Display of sexually explicit or offensive printed or visual material including, but not limited to, photographs, calendars, graffiti, cartoons, emails, drawings, or notes including making and playing sexually explicit audio/video tapes.
- Spread rumors about or rating other individuals as to sexual activity or performance.

Persons guilty of sexual harassment should be reported to the administration as soon as possible. If you are uncomfortable reporting sexual harassment, please tell an adult you trust and have that adult contact the administration of the school. The safety and well-being of every person is important at PWMS.

Zero Tolerance Offenses

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated.

1. Unlawful possession of a firearm on school property.
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event.
3. Aggravated Assault or assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
4. Threats of school-related mass violence: Students shall not, by any means of communication, threaten to commit an act of mass violence on school property or at a school-related activity. "Mass violence" means any act which a reasonable person would conclude could lead to the serious bodily injury or the death of two or more persons. "Means of communication" means direct and indirect verbal, written, or electronic communications, including graffiti, pictures, diagrams, telephone calls, voice over internet protocol calls, video messages, voice mails, email, social media posts, instant messages, chat group posts, text messages, and any other recognized means of conveying information.

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

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

Vandalism

Any damage or destruction to school property or other student's property will result in immediate disciplinary action. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item. Any person who has witnessed vandalism or believes he/she has information regarding vandalism, should immediately report the incident to a teacher, administrator, or SRO.

Student Life

Deliveries

Parents and friends may send flowers to the school for students celebrating special occasions and birthdays. The flowers should be delivered to the school office where they will be kept until the end of the school day. Please be advised that the Sumner County Schools Transportation Policy prohibits glass containers on school buses. The school bus driver has the final say in allowing balloons, etc., on the bus. It is suggested that parents/friends check with the driver before ordering flowers.

Field Trips

Students should abide by all school rules while representing Portland West Middle School on school trips. Consequences for violating school rules, including disrespectful behavior, will follow normal school procedures. Students must have a signed permission form to participate in school trips. Verified parents may chaperons, as determined by trip sponsors.

Morning and Afternoon Procedures

When arriving prior to 7:45 AM, students should report to the gymnasium to sit in their grade-specific area. Students are encouraged to visit with friends, charge their iPad (if needed), or eat breakfast in the cafeteria. Students not following school rules, including horseplay, may receive assigned seats in the morning.

During afternoon dismissal, all bus riders should report to the gym. The first load of busses boards immediately, while buses that arrive later, will wait in the gym in their bus's designated area. Students should remain seated until their bus number is called.

Car Riders

Car riders in the morning or afternoon should adhere to the following guidelines:

- Doors open at 7:10 for car riders. Students should not arrive prior to 7:10.
- All car riders should be dropped off and picked up at the main entrance of the school. Morning car riders will walk to enter at the gym entrance. Do not drop off or pick up your child in front of the gym or side entrance of the school.
- Please be alert and move forward to allow pick up and drop off procedures to run quickly and smoothly. Use of cell phones in the car rider line is discouraged and dangerous.

Walkers

Students walking to school should enter through the gymnasium doors. Walkers should follow all safety rules as they walk to and from the campus, walking on sidewalks instead of through grass. Walkers will be dismissed from the gym in the afternoons. Students walking to the high school should cross at the cross walk/4-way stop instead of the back entrance.

Prohibited Items

Problems arise every year because students bring items to school that are not necessary. Examples of prohibited items include: skateboards, electronic games, headphones, toys, laser pointers, shocking devices, playing cards, dice, toys, and anything else that is a distraction, unless specifically permitted by the teacher or administration. Any prohibited item may be confiscated by the administration.

Administration will determine whether the student may retrieve the item at the end of the day or if a parent will be required to pick it up. Any property not retrieved by the end of the school year will be donated to local organizations.

Selling and/or trading personal items should not occur on school property. Students should only bring items necessary to complete school work and assigned activities. NO smart watches are allowed to be worn during the school day.

School Spirit

Portland West Middle School proudly uses the purple and white school colors and panther mascot. Students are encouraged to attend athletic games, music concerts, art shows, club activities, special assemblies, and pep rallies. Participating in various school spirit activities will create memories that will last throughout your life. School spirit reward days will be planned on a monthly basis. Students in good standing, with no missing work, will get to participate.

Lunch/Foods/Drinks

The cafeteria at Portland West Middle School prepares delicious meals each day for our students and staff. Students should be quiet and orderly while going to and from the cafeteria for lunch. The serving area should be quiet and free from horseplay or cutting line. Students should not return to their classroom for any reason, unless given specific permission from a teacher or administrator. Students outside of the cafeteria for permission during lunch will face disciplinary action. Students may go to the restroom by signing out and using a hall pass. Students should go to the closest restroom in the main hall.

Students should know their student identification number to check out. Funds can be added by sending cash or check with your student or adding money online.

Students are also allowed to bring their lunch from home. Approved beverages (milk, fruit juices, water) are available for purchase in the cafeteria. Students may include water or fruit drinks in lunches brought from home. It is strongly recommended that caffeine and/or high sugar drinks be avoided. **No** "energy" drinks are allowed. Food from outside restaurants is not allowed.

Food/drink should be limited to breakfast/lunch times and/or special occasions with teacher/administrative permission.

Library Policy

The library is open daily during school hours; students also have scheduled times to visit the library through their ELA class. Books checked out by a student are the responsibility of the student. When a student returns a book, he/she may check out another book. Lost and/or damaged materials are the responsibility of the student to replace.

Discipline

Minor/Teacher Managed	Major/Office Managed
<ul style="list-style-type: none"> ● Redirect/Reteach appropriate behavior/Appropriate intervention from below, with parent contact ● Warning and parent contact ● Detention in PBIS, parent contact ● Continued minors (3+) can be rolled into a major for willful and persistent behavior ● 6+ minors results in Student Improvement Plan creation <p><i>** Teachers can restrict Ipad use after 2 violations and use a chromebook for classroom activities, instead, *</i></p>	<p>Principal Discretion</p> <ul style="list-style-type: none"> ● Consequence specific to offense ● ISI ● OSS <p>Zero Tolerance</p> <ul style="list-style-type: none"> ● OSS ● Possibly DH
<p>Examples:</p> <ul style="list-style-type: none"> ● Defiance/Disrespect ● Disruption ● Horseplay/Physical Contact ● Inappropriate Affection ● Inappropriate Language ● Lying to an adult ● Improper use of technology ● Bathroom loitering 	<p>Examples:</p> <ul style="list-style-type: none"> ● Abusive language (sexual or racial) ● Bullying (notify guidance) ● Cell Phone (confiscate) ● Cheating ● Property Damage/Vandalism ● Major disrespect ● Theft ● Ongoing defiance ● Out of Zone/Skipping <p>Contact Office Immediately for:</p> <ul style="list-style-type: none"> ● Fighting ● Tobacco, Vape, Alcohol, Drugs ● Weapon
<p>Possible Interventions:</p> <ul style="list-style-type: none"> ● Time out in classroom/"Break" corner ● Time out in neighbor classroom ● Earned privilege ● Verbal Warning/Redirect ● Private Conversation ● Restorative options (Cleaning, etc...) ● Natural Consequence (i.e. Zero for cheating) ● Apology note, write-offs, essay over better choices 	

Restroom Expectations

Due to the private nature of restrooms and the potential for unsafe behaviors, consequences for restroom infractions will be treated more severely. Students should only go to the restroom during class changes, designated class break time, or by signing out with teacher permission. Examples of unsafe restroom behavior include:

- Loitering (any time a student is in the restroom and not using the restroom)
- Violation of hands-off policy
- Possession of a device capable of capturing video/audio/picture including, but not limited to, cell phones, iPads, etc...
- Horseplay

Hallway/ Common Area Expectations

Transitions are a time when hallways are most crowded and can lead to a great potential to violate the expectation of: Be Safe, Be Responsible, Be Respectful. Students should adhere to the following guidelines to create a positive, safe environment:

- Walk on the right side of the hallway to create a smoother flow of traffic
- Walk continuously to the next location without stopping to talk to friends. This prevents traffic jams and close groups of students.
- Keep hands, feet, and belongings to themselves.
- Keep voices at an appropriate indoor level
- No running
- No horseplay

Students violating hallway expectations are subject to the minor disciplinary process.

Cafeteria Expectations

Breakfast and lunch should be a safe and relaxing environment for students to enjoy downtime and meals. In order for it to remain efficient, safe, responsible, and respectful, student should:

- Enter the cafeteria and sit in the designated area. Free seating is a privilege and can be revoked.
- Remain seated until your table is called to discard trash, unless you have raised your hand and received permission from a cafeteria monitor to get up.
- Remain safe, responsible, and respectful.
- Never run or horseplay in the cafeteria.

Transportation

School Bus Regulations

<https://www.sumnerschools.org/index.php/school-bus-rules>

It is a privilege to ride a Sumner County School bus. The privilege is dependent upon student behavior and observance of bus rules. The principal may suspend a student's right and privilege to ride the bus due to misconduct or misbehavior while riding the bus.

- Students should be at the bus stop at least 5 minutes before the bus arrives. Buses operate on a fixed schedule and cannot be expected to wait for students who are late.
- Students must get on and off the bus at their assigned bus stop.

- Students should not stand in the road while waiting for the bus.
- Students must wait in an orderly manner and wait until the bus comes to a complete stop before approaching the bus.
- If it is necessary to cross the street or roadway, students must wait until the driver signals them to cross and cross the street or roadway 10-15 feet in front of the bus to ensure that the driver sees them.
- Students must enter the bus single file and be seated as quickly as possible.
- Wait until the bus comes to a complete stop before standing to exit. Standing is not permitted on a moving bus.
- Exit in single file in an orderly manner and walk away from the bus..
- The driver of the bus is in full charge of the bus and students.
- The operator has the responsibility to assign seats and will be directed to do so as a matter of policy.
- All school rules are also in effect while on the bus.
- Students should remain properly seated while the bus is in motion.
- Students should keep aisles and exits clear.
- Pupils will not extend hands, arms, heads or objects from the bus windows at any time.
- Pupils should not throw any objects on the bus or outside the bus windows.
- Students are not permitted to bring glass items onto the bus.
- Students needing to ride any bus other than their regular assigned bus must give the driver a note from their principal using the proper form. Bus drivers may not accept notes from parents.

Bus Discipline

Students who violate bus rules may be written up by the bus driver. Bus referrals are handled by the principal. Persistent violation of bus rules may result in a student losing the privilege of riding the bus for an extended period of time. Bus suspensions are considered a serious matter and will be reported to the Director of Transportation. Parents are responsible for transporting their student to and from school if suspended from the bus.

Consequences vary depending on the violation but will follow the school discipline flow chart.

Bus Notes

Please write a note anytime your students will be getting off at a different location. Please include the following:

- Name of the Student
- Bus Number and Driver's Name
- Address where the student is to be let off
- Telephone Number where the parent can be reached
- Signature of the parent/guardian and date

When a bus student wants to go home with another student on a different bus, the parents/guardians will write a note to the school office with the following information:

- Name of the Student
- Current Bus Number and Driver
- Transfer Bus Number and Driver
- Address where the student is going
- Telephone Number where the parent can be reached
- Signature of the parent/guardian and dated

Students will receive a form to give to the bus driver before the end of school when approved.

If a student needs to ride a different bus to a different location for more than one day, a Complimentary Transportation Form should be completed by the parent and signed by the Principal. The completed form will be submitted to School Transportation for approval. The student will be given a copy of the form to be given to the bus driver upon getting on the bus.

NOTE: The decision for an additional student to ride the bus is at the discretion of the SCS Transportation Dept.