

TUNSTALL MIDDLE SCHOOL

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Kirsten Harper, Principal

Adam Louhoff, Assistant Principal

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Dear Parents of Incoming and Returning Students:

Welcome to Tunstall Middle School for the 2022-2023 school year! I hope you have enjoyed your summer and are looking forward to a great school year. An effective middle school is one in which its students and parents are knowledgeable and actively involved. With this in mind, the following information will be helpful and should be discussed with your child.

OPEN HOUSE: Students and parents are encouraged to attend open house on Thursday, August 4, **any time between 1:30 p.m. and 6:30 p.m.** Students should report to their grade level hall to see the list of homerooms and find their names. They may then report to their homeroom to receive their schedules. **Changes will not be made to schedules unless your child wishes to drop band or a foreign language.**

LOCKERS: Lockers will be assigned by homeroom teachers. Each locker has a built-in combination lock. Students are not to give their combinations to other students. The administration reserves the right to examine lockers at any time, and no other locks are allowed to be placed on hall lockers. Students may place pictures or memorabilia on the inside of the lockers, but nothing may be placed on the outside of the lockers. Rolling book bags will not be allowed because of the damage they can cause to the lockers.

STUDENT CONDUCT: Students may not bring weapons of any type, tobacco products, matches/lighters, e-cigarettes or look-alikes, alcohol, or any type of drug or drug paraphernalia, sharp objects, or laser pointers to school. Students are not to bring drinks of any kind to school unless they are stored in their lunch bags. Soft drinks or any previously opened bottles are not allowed. Students are to report any illegal activity to the principal. Consequences for unacceptable or inappropriate behavior may include, but are not limited to: Alternate Learning Center (ALC/ISS), Suspension, and/or Expulsion. Any student who is assigned ALC and then is suspended is still required to complete the assigned days in the ALC classroom before returning to the regular classroom.

CELL PHONES: Cell phones are allowed on school property and on school buses as long as they are turned off and out of sight. They may not be turned on until 3:30 on regular school days and 1:30 on early dismissal days. If a cell phone is visible or turned on, the following consequences will apply: First offense = 1 day ALC/ISS; second offense = 3 day ALC/ISS; third offense = 1 day OSS. Any electronic device with the ability to text will be treated with the same consequences as cell phones. Students who are in violation of the policy will have their phone confiscated. Phones will be locked in the main office and may be picked up by the student at the end of the day. It is the student's responsibility to remember to pick up his/her phone.

ABSENCES: When a student is absent, a note will be required stating the following: the current date, child's name, date absent, reason for absence, parent's signature, and phone numbers where the parents can be reached. Parents are asked to call the school the morning the child is absent to confirm the absence. After a student has been absent for seven days, a letter will be sent to the parent or guardian from the principal stating that a doctor's note will be required for any further absences. If an educational trip is planned, parents must fill out an Excused Absence for Educational Opportunities Form and have it approved by an administrator one week **prior to the trip** to determine the educational benefit of the trip.

NOTES OF PERMISSION: Any time the need arises for students to alter their normal schedule, parents should send a **written note** bearing their signature. The note should detail the change in schedule and give parental permission for the change. Examples would include participation in after school athletics, tutoring, or changes in transportation. Students must ride the activity bus, after receiving written permission, to Tunstall High School for any after school activity. Students are not permitted to walk to the high school. **Phone calls are not accepted for changes in transportation.** Permission notes may cover the duration of the same activity, such as six weeks of baseball practice, or two months of cheerleading. **For the safety of our students,** no individual other than the legal guardian will be allowed to leave with or check out one of our students. If a parent gives permission for their child to leave school during the day with any other individual, the office must have a **written** statement from the parent or legal guardian indicating the name of that person, the date, and the time the student may leave. The statement must be signed by the parent or legal guardian and include a phone number where they can be reached during the day.

ARRIVING AT SCHOOL/LATE ARRIVALS/EARLY DISMISSALS: For the safety and well-being of all, no students are to be released from parent/guardian care to enter or wait outside the building until 7:45 a.m. At that time, the doors will be unlocked and students may enter to wait in the front lobby until the morning bell rings at 8:00 a.m. No students are to remain outside the building. The tardy bell will ring at 8:15 a.m. Students who arrive late to school (other than on a bus) are required to have a note from a parent or guardian. If not, the tardy will be unexcused. Students are expected to remain at school for the entire day. **The school day will end at 3:05 p.m.** Parents are asked to make medical and dental appointments before or after school hours in order to protect our academic standards and requirements. Parents are asked not to pick up students early unless it is an emergency. Students who require an early dismissal must have a note from their parent or guardian. Individual student circumstances require discussion between the parent or guardian and the principal.

HOMEROOM: Students are to report to homeroom between the time of 8:00 a.m. and 8:15 a.m. Students arriving to school after 8:15 a.m. should report to the office to check in through our computer and then go to the attendance clerk to present documentation.

PARENT PORTAL: If you currently have an account it will follow your child throughout his/her school career. If an account needs to be set up, contact the school if your password needs to be reset or if you need to set up an account. A driver's license must be presented at the school in order to pick up information when an account is set up.

REPORT CARDS: All progress reports and reports cards will be sent via email. The school must have a valid email on file in order for parents to receive a copy of the reports.

MEDICATION AT SCHOOL: Parents are expected to read and sign the county guidelines that will be sent home with students the first day of school regarding medications at school.

STUDENT DRESS: Students are expected to maintain a modest and appropriate appearance at all times. Parents are asked to monitor their child's dress, making sure that the attire is neat and appropriate for school and that it complies with school rules. Dress and grooming are primarily the responsibility of our students and parents. Students are expected to maintain the type of appearance which is not distracting to teachers or other students or disruptive of the educational process of the school. **Phone calls home will NOT be made in order to obtain a change of clothes.**

Students are not to wear clothing with language, symbols, or pictures that are offensive, that advertise illegal substances, or that advertise weapons, tobacco or alcohol. Students are not to wear clothing that exposes undergarments, including bralettes, or their midriff. No see-through clothing, sheer skirts, muscle shirts, or mesh shirts are permitted. Tops must have both shoulders covered with material that is at least 2 inches wide. No plunging necklines or exposed backs (razor backs) are permitted. Cleavage must be covered.

Shorts and dresses are to be of a length that is no more than 4" above the top of the knee cap (front and back.). Pants or slacks are to be secured at the student's waist with a length that does not drag the floor. Students may not wear pants or jeans with holes in them above the knee unless colored leggings are worn under them. Leggings and yoga pants are not considered pants and may only be worn with skirts/dresses that meet the dress code. Students may not wear long heavy chains which may be used as a weapon, around their neck, at their waist, or attached to any part of their clothing. Fish hooks on hats are also prohibited. Head coverings of all types should be worn outdoors except by written permission of the principal. Head coverings include but are not limited to: hats, bandanas, athletic bands, hoods, and skull caps. All clothing should allow for a variety of educational activities, including physical education. No pajamas, capes, costumes, lounging pants, or bedroom shoes may be worn. Dress for gym: round neck t-shirts, shorts or pants following school dress code, and tennis shoes required. All students must come dressed for PE on their scheduled days. (No changing of clothes or shoes will be allowed in the classroom.) All outdoor coats must be kept in students' lockers during the day. No heavy coats are to be worn in the building. (Hoodie sweatshirts or lightweight fleece jackets are acceptable) While the school cannot be responsible for lost or stolen items, we will make every effort to return items that are labeled. **Students who come to school in violation of the dress code will remain in ALC for the entire school day.**

TRANSPORTATION: Bus transportation is provided for all students who live in the TMS attendance zone. Students may only ride the bus to which they are assigned. Our buses are very crowded and requests to ride a different bus will only be allowed in extreme cases. Any requested change requires a note from a parent and must be approved by the administration.

STUDENT FEES: The following fees will apply for the 2022-2023 school year: Technology, Agriculture, and FACS, are as follows: 6th grade, \$5.00 per session; 7th grade, \$8.00 per session; 8th grade, \$10.00 per session. Keyboarding is as follows: 6th grade, \$5.00 per session; 7th grade, \$8.00 per session; 8th grade, \$10.00 per session. Art class supply fee: \$5.00. In math, Graphing Calculator fee: \$2.00 per year, and science lab fee, \$5.00 per year for all students.

BREAKFAST/LUNCH: Tunstall Middle School is once again offering the "Breakfast on the Go" program. Nutritional breakfasts will be provided for students to pick up and carry to their classrooms to be eaten during the homeroom period. Breakfast and lunch will be provided to all students free of charge. Students may buy extras for an additional charge.

Students are encouraged to eat the lunches provided by the cafeteria. Student lunches will be eaten inside the cafeteria. Please be reminded that under federal guidelines, students/parents may not bring food or soft drinks in from outside vendors during the lunch period. You may manage your child's cafeteria account online using the MySchoolBucks.. **If you have used this service before, your login will remain the same.** A parent must come to the school with picture identification to obtain their child's student ID number for the initial registration. Accounts that have been set up at other PCS schools remain valid.

Note to Parents: We will gladly accept your checks at the school. Please include the following on your check: **full name, street address and phone numbers.**

This is a lot of information to absorb, but an informed individual is a happy individual!! I hope this assists you in preparing for the new school year. You can find the school supply list for each grade level on the school website. Enjoy the remainder of your vacation, and I look forward to seeing you at open house on Thursday, August 4.

Respectfully,

Kirsten M. Harper
Principal