

HARPETH MIDDLE SCHOOL

170 Harpeth View Trail
Kingston Springs, TN 37082

Lucas Winstead, Principal
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Dear HMS Families,

In an effort to avoid any interruptions to your student's instructional time, we are changing several of our communication policies:

- 1) If your student has a change of transportation, please write a note for your student to give to their homeroom teacher or send an email to your student's homeroom teacher BEFORE 7:30 a.m. We can no longer accommodate all the phone calls throughout the day.
- 2) Students will no longer be able to interrupt class by calling home to inquire about transportation.
- 3) Early dismissals will not be permitted after 2:00 p.m. everyday unless there is documentation of a doctor's appointment occurring before 3:30 p.m.
- 4) All written communication or informational distributions from parent organizations and teachers must be sent to the grade level team leaders before 11:30 a.m. Unless we have them in the team leaders' boxes before school starts, there is no guarantee that they will go out that day.

We know that this will be an adjustment for several families, but believe this is necessary for our students' progress.

Thanks,

Lucas Winstead, Principal
Scott Adkins, Assistant Principal