



Student Handbook

**2009 – 2010
School Year**

Effective Date, July 1, 2009

INTRODUCTION

This student handbook provides a brief explanation of the board policies and district regulations affecting students in Williamson County Schools. The student handbook has been outlined in five major areas that specifically address student enrollment, student safety and welfare, student rights, and student participation in academic and activity programs while attending Williamson County Schools.

A brief description of each board policy is provided so that students and their parents can understand what is contained in each board policy or regulation. The sub-sections listed under each major area are linked directly to up-to-date policies and procedures which govern student issues in Williamson County Schools. School Board policies are the final authority, and any information contained in this district student handbook or contained in any school student handbook is provided only for clarification. Any apparent conflict with this document or a school student handbook must be resolved to the School Board policy. From time to time, the School Board or Director of Schools may amend, change, or terminate without notice the provisions within this handbook. No provision herein shall create, establish or be considered or construed as creating or establishing any right, property, or contract or otherwise, in or on behalf of any student.

If students or parents have questions or concerns about issues described in this handbook, School Board [Policy 5.501, "Complaints and Grievances,"](#) and School Board [Policy 1.404 "Appeals to the Board,"](#) detail procedures to follow to submit suggestions, questions, or complaints. Please submit any proposals in writing to your principal, who will forward them to the Director of Schools, with his or her* recommendations.

Finally, the Williamson County Board of Education does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational opportunities and benefits, pursuant to requirements of Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Public Law 92-318, Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans With Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the school system. Inquiries or charges of violation of the above policy should be directed to:

Title VI Coordinator

Eugene Wade
Williamson County Schools
1320 West Main Street
Franklin, TN 37064
PH 615-472-4055

Title IX Coordinator

Jason Golden
Williamson County Schools
1320 West Main Street
Franklin, TN 37064
PH 615-472-4001

Section 504 Coordinator

Carol Hendlmyer
Williamson County Schools
1320 West Main Street
Franklin, TN 37064
PH 615-472-4130

Title II Coordinator

Karen Hawkins
Williamson County Schools
1320 West Main Street
Franklin, TN 37064
PH 615-472-4085

Low cost legal assistance for families in middle Tennessee is available through the following organizations and agencies at the following internet link.

**"His", or other related pronouns are used in this handbook in their generic sense to include both male and female.*

STUDENT HANDBOOK

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STUDENT HANDBOOK

Williamson County Schools has provided the following information for students and their parents to ensure that students are offered a safe environment for productive learning. Student policies and procedures are developed by the board and school administration to reflect the [Mission, Vision, and Goals](#). This online handbook provides a brief description of important issues affecting students and lists the direct links to the school board policy manual. This handbook does not contain the exhaustive list of policies that pertain to students in Williamson County Schools, but the issues that follow are consulted most frequently. Please consult the actual [board policy](#) for other policies not contained in this handbook and for specific information related to the following issues.

STUDENT ATTENDANCE

This section describes the policies and procedures that affect student enrollment in Williamson County Schools. Even though a brief description is provided to explain the policy, students and parents should review the hyperlinked policies for specific details about each topic listed.

Description	Board Policy
Admission Requirements	
Board Policy 6.201 “ Compulsory Attendance Ages ” states that “children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school” but it also provides exceptions to this legal requirement.	6.201
The School Admissions policy specifies that children must be immunized before entering a public school.	6.402
Resident Students	
Board Policy 6.203 states that residents of Williamson County are entitled to attend public schools within the county. “Written notification must be provided to the school by the custodial parent(s) or legal guardian(s) whenever there is any change of address or change of parental custody/guardian status (e.g., death, divorce, legal separation, court orders, etc.)”	6.203
New Resident Students	
Board Policy 6.2051 requires principals to verify documents for new resident students. “The parent or legal guardian of each new student shall be required to provide proof to the Director of Schools that they reside within the Williamson County School District.” [Principals are the primary agent for implementing this board policy.]	6.2051
Assignment	
Student assignment shall be based on attendance transportation zones as adopted by the Williamson County Board of Education. Students whose parents or guardians desire that they attend a school other than the one to which they are assigned may request an attendance zoning exception in compliance with Board Policy 1.703.	6.2052
Attendance Areas	
“The Williamson County Board of Education will provide transportation to all	1.703

	students attending the assigned school within an attendance transportation zone.” Please click here to determine school zone.	
	“Transportation to any school outside the attendance transportation zone will be the responsibility of the parent or guardian.” Board Policy 1.703 clarifies the rules regarding transfers to out of zone schools including exceptions, grandfather provisions, tuition charges, and appeals.	
Transfers and Withdrawals		
	The principal of any school accepting a student by transfer from another school by reason of the family changing place of residence within a semester must satisfy himself that the family is actually residing within the area served by his school before enrolling the student.	6.2061
Transportation		
	The transportation of students is an integral part of the regular school program. This service is organized to provide eligible pupils safe transportation to the district schools and home and/or other related activities. Safety and adequate protection shall be primary requirements which must be observed in transporting all students of the Williamson County Schools.	6.308

STUDENT SAFETY AND WELFARE

The following policies and procedures define the protections afforded to students who attend Williamson County Schools.

	Description	Board Policy
Accidents		
	“The Board is concerned about student injuries; however, the Board is not legally responsible for non-negligent type injuries of children at school or at places under school auspices and cannot pay damages, hospital or medical bills regardless of the seriousness of the case.” In the event that a student suffers a severe accident or becomes seriously ill at school, the professional staff shall follow procedures outlined in the policy.	6.410
Anti-Harassment		
	“It is the policy of the Williamson County Board of Education to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, color, and/ or race/national origin or any other class protected by law. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of a harassment or sexual harassment complaint.” Board Policy 6.304 defines “harassment” and “sexual harassment,” and outlines the procedures for reporting procedures, investigation, school district action, and the appeals process for “harassment.”	6.304
Bullying		
	“Bullying, hazing, harassment, intimidation, or menacing by students, staff or third parties are unacceptable behaviors, are strictly prohibited, and shall not be tolerated in the Williamson County School District. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including expulsion.” Board Policy 6.3032 defines “bullying” and outlines the process	6.3032

	administrators must follow to investigate and protect students from bullying behavior.	
Corporal Punishment		
	“Corporal punishment may be defined as physical contact and is distinguished from a reprimand, a suspension or an expulsion. Corporal punishment shall not be administered as a method of correcting inappropriate behavior in Williamson County Schools.”	6.314
Dismissal Precautions		
	“No teacher shall permit any pupil to leave school prior to regular dismissal hours except with the approval of the principal or his designee. Pupils shall be permitted to leave school only in the company of a parent or legal guardian, or a person designated by the parent or guardian. Parents are urged to schedule dental and medical appointments outside school hours.” The board policy also explains how parents request approval for absences.	6.208
Health Related Issues: Medication, Communicable diseases, and Head lice		
	<p>Board Policy stipulates that WCS administration institute a protocol consistent with Tennessee Law TCA 49-5-415.6c for dispensing medications to students. The entire protocol is available on the WCS website by selecting the link on the right. The first two items are included here:</p> <ul style="list-style-type: none"> • Authorization Forms-the applicable forms must be completed for each school year. A separate form must be completed for each medication. • Parents or legal guardians must bring their child’s medication to school. Students are not allowed to bring their own medication. This includes prescription as well as nonprescription medication. <p>Required FORMS can be accessed by the link on the right.</p> <p>“Students with signs and symptoms of communicable diseases are excluded from school for the period of the communicability and readmitted in accordance with the recommendation of the personal physician and/or the Williamson County Health Department.”</p> <p>The law requires that the following communicable diseases be reported to the Health Department: AIDS, hepatitis A & B, measles, mumps, rubella, meningitis, tuberculosis and whooping cough.</p> <p>Pediculosis (head lice) is a communicable disease and falls under the Tennessee Department of Health Communicable Disease Regulations. The policy provides guidance on prevention and identification of head lice.</p>	<p>6.405</p> <p>Med Admin Protocol</p> <p>FORMS</p> <p>6.403</p> <p>6.4031</p>
Student Aggressive Behavior Management		
	Board Policy 6.3131 clarifies the district’s use of “cool down rooms”, non-violent crisis intervention, and the prohibition of seclusion as a means of separating students from other students.	6.3131

Student Counseling and Student Assistance Programs	
Board Policy, 6. 400, “Counseling” states that “The counseling program is an integral part of the total educational program and is available to all students of Williamson County Public Schools. It is the objective of the Board to provide adequate counseling personnel in the school district, following the American School Counselor Association guidelines. In addition, Board Policy 6.406 states that The Williamson County Board of Education has a program for making psychological services available to its students.	6.400 6.406
Student Involvement in Decision Making	
“Students who desire to propose changes in educational practices or policies should be given the opportunity to do so. Ideas should be submitted in writing to the principal or his designee. In all cases, student initiated ideas must ultimately be processed through the principal.”	6.714
Student Surveys	
“The Board of Education is concerned about the psychological welfare of all students. The Board confirms its commitment to control and minimize the psychological intrusiveness of personal surveys or research studies that elicit individual student responses about attitudes, feelings, or personal habits of students and their families.” Any research studies or surveys conducted with students shall comply with the guidelines including that the “identification of any student by name, social security number, or other individually distinctive identification data is prohibited.”	6.4001
Student Wellness	
<p>“Williamson County School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating habits and physical activity. It is the policy of the Williamson County School that:</p> <ul style="list-style-type: none"> • The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. • All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.” <p>Additional information and guidelines which describe cafeteria regulations and specific physical activity requirements are available on the website.</p>	6.412 Guide lines
Visitors	
“Many visitors may normally be expected on the campus of a public school during the school day. Since the principal is responsible for all persons on the campus, visitors are required to proceed first to the sign-in area, and receive a guest pass.”	1.501

STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

This section describes issues related to student rights as well as information concerning student conduct specifically as it relates to zero tolerance offenses committed by student.

Description	Board Policy
Annual Notification	
<p>Within the first three weeks of each school year, the Williamson County School District will publish in a county newspaper of general circulation a notice to parents, legal guardians, and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents, guardians, or an eligible student when the student enrolls during the school year.</p> <p>The notice will include the following:</p> <ol style="list-style-type: none"> 1. The right of a student's parents or legal guardians and eligible students to inspect and review the student's education records. 2. The intent of the Williamson County School District to limit the disclosure of information contained in a prior written consent of the student's education record except: (a) by the prior written consent of the student's parent or the eligible student, (b) as directory information, or, (c) under certain limited circumstances, as permitted by the FERPA. 3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. 4. The right of any person to file a complaint with the Department of Health, Education and Welfare if the Williamson County School District violates the FERPA. 5. The procedure to follow to obtain copies of this policy and the locations where copies may be obtained. <p>The district will arrange to provide translations of this notice to non-English speaking parents in their native language.</p>	<p>6.601</p>

Bus Conduct	
<p>“The Director of Schools or the principal may suspend any student from the right and privilege of transportation due to misconduct or misbehavior of each student en route to or from school.”</p> <p>“Students are prohibited from bringing dangerous objects, opened beverages and “messy type food” aboard buses when being transported to and from school – for reasons of safety and sanitation. Firearms, sharp instruments, smoking, or explosives in any form shall especially not be permitted on any school bus, at any time, under any condition. This regulation applies to School Board employees and students. Violation of this policy by students can result in suspension from riding the bus by the principal.”</p> <p>Specific Bus Regulations are published on the district website as well as distributed to students who ride the bus at the beginning of each year. Including in these rules and regulations are safety and discipline procedures.</p> <p>Transportation has also published a quick guide Bus Safety Brochure which is available in pdf version on the WCS website.</p>	<p>3.400</p> <p>Bus Rules</p> <p>PDF</p>
Demonstrations and Strikes	
<p>“The Board recognizes that it is responsible for elementary and high school education and that educational leadership rests with the Board, its administrators, the school principals and teachers. We recognize the right of students to dissent peacefully - so long as the day-to-day educational process is not disrupted or hampered. When such dissent includes violation of the rights of other students to an education, when such dissent involves force, threat of force, or actual law violation, those responsible may be suspended from school in accord with 6.316 [Student Expulsion/Suspension].”</p>	<p>6.306</p>
Detention	
<p>“Detention shall constitute a feasible means of discipline or punishment by any teacher provided the following procedures and instructions are observed:</p> <ol style="list-style-type: none"> 1. If detention is to be administered before the beginning or after the end of the school day, the student must have a maximum of 3 school days in which to advise his parents (or guardian) so that they shall be responsible for the student's transportation. The principal shall assure that written acknowledgement from the parent of the detention is to occur prior to the detention. The principal shall assure that the parent has been contacted, either by phone or visit. 2. Detention shall extend no longer than one (1) hour before or after the teacher duty day but may be administered any number of days in succession. This shall be at the discretion of the administering teacher or principal. 3. If a student fails to meet the detention measures, the principal may, at his/her discretion, initiate the procedures for suspension from school. 4. The principal of each school has the authority to organize detention hall, including Saturday detention, at his/her discretion and to make equitable assignments for the teachers.” 	<p>6.315</p>

Dress Code		
	<p>“Students should use such taste in the selection and wearing of their clothes, make-up, and hair styles and maintain such neatness, cleanliness, and self-respect that the school is a desirable place in which to promote learning and character development.”</p> <p>The Board of Education encourages individual schools to adopt standards that would exceed the above minimum standards, and many middle schools and high schools have specific guidelines that exceed the standards established in this policy.</p> <p>Any apparel, dress or grooming that is potentially disruptive to the classroom atmosphere or educational process is not permitted. Any apparel, dress or grooming that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.</p>	6.310
Hearing Procedures		
	<p>The zero tolerance Board Policy 6.309 contains language for students to appeal student suspensions to a Disciplinary Authority: The student and parent have access to an administrative hearing under the provisions of Section IV (Board Policy 6.309). “During the suspension period, the student shall not be permitted to attend or participate in extra-curricular activities.”</p> <p>In addition, the School Board can hear issues related to parent or student concerns as governed by Board Policy 6.3051.</p>	6.309 6.3051
Interrogation and Searches		
	<p>Board policy 6.303 details the procedures that administrators must follow when interrogating or searching students. The policy states that “students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discretely and under circumstances which will avoid unnecessary embarrassment to the student being questioned.”</p> <p>“A student intentionally answering with false information or refusing to answer a proper question may be subject to disciplinary action. If a student is suspected of misconduct or infraction of the student code of conduct, the administrator may question the student without the presence of a parent/guardian.”</p> <p>Board policy outlines procedures that administrators and School Resource Officers (SRO) must follow when conducting student searches including the use of dogs and metal detectors.</p>	6.303
Student Conduct and Discipline		
	<p>“Administrators and teachers shall strive to create school environments favorable to the development of self-discipline and self-direction. The Board believes that acceptable behavior is essential to an effective school program.”</p> <p>“The principal is responsible for establishing and maintaining effective discipline within the school.” School administrators will establish student conduct guidelines consistent with school board policy 6.3061. Please review</p>	6.3061

	<p>the contents on this policy and the school student handbook.”</p> <p>“Students shall comply with all rules and regulations for the government of the school and the school system. Students found to have violated school or school system rules shall submit to appropriately administered punishment and penalties. Any refusal to accept the disciplinary action may result in, but not be limited to, detention, suspension, or expulsion.”</p>	
<p>Student Expulsion and Suspension</p>		
	<p>“Only the Board of Education is authorized by law to permanently bar a student from attendance at a Williamson County School.” Only a principal or assistant principal is authorized by law to suspend a student. A principal or assistant principal of any Williamson County School may suspend a student from:</p> <ol style="list-style-type: none"> 1. Attendance at the school. During the suspension period, the student shall not be permitted to be on any Williamson County Schools campus or any adjacent property used for school purposes or to attend or participate in extra-curricular activities. Notwithstanding this prohibition, a student may come to school campus to conduct necessary business only upon written request of a school administrator. 2. Attendance at a specific class, classes, or school-sponsored activity without suspending such student from attendance at school for good and sufficient reasons. 3. Riding a school bus. <p>During any period of suspension, students shall be expected to make up any daily grades and weekly tests which occur during the period of suspension and are responsible for obtaining assignments for their classes.</p> <p>Parents may at their own expense obtain tutoring during a period of suspension to enable a student to keep up with his class.</p> <p>Students under in-school suspension shall be recorded as constituting a part of the public school attendance in the same manner as students who attend regular classes.</p> <p>This board policy stipulates reasons for student suspensions and expulsions and procedures that administrators must follow to suspend or recommend expulsion. The policy also contains information about how to appeal a suspension or expulsion.</p>	<p>6.316</p>
<p>Zero-tolerance: Drugs, Drug Paraphernalia Alcohol, Weapons Assault,</p>		
	<p>“State Law and/or the Williamson County Board of Education has classified certain offenses as requiring a mandatory one calendar year suspension upon a determination by the principal that a student has committed one of these offenses commonly referred to as zero tolerance offenses. The following are offenses that automatically result in a suspension of one calendar year. On a case by case basis the Director of Schools may modify the one year suspension for:</p> <ol style="list-style-type: none"> a) DRUGS. Students shall not unlawfully possess, handle, transmit, use, 	<p>6.309</p>

	<p>be under the influence of, share, or sell drugs or any controlled substances in any way in school buildings, on school grounds, or on other grounds used for school purposes, (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. "Drug" means any controlled substance, marijuana, alcohol, legend drug or any other substance whose possession or use is regulated in any manner by any governmental authority. Exception: Use of tobacco products is not a zero tolerance offense. See Policy 1.803 (Tobacco/Free Schools).</p> <p>b) DRUG PARAPHERNALIA. Students shall not possess, handle, transmit, use, share or sell drug paraphernalia in any way in school buildings, on school grounds, or on other grounds used for school purposes (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. For purposes of this policy, "drug paraphernalia" shall be as defined in T.C.A.§49-6-4202(3).</p> <p>c) ALCOHOL. Students shall not possess, handle, transmit, use, be under the influence of, share or sell alcohol in school buildings, on school grounds, or other grounds used for school purposes (including parking lots or athletic facilities), school buses or at any school sponsored activity.</p> <p>d) WEAPONS. Students shall not possess, handle, transmit, use or attempt to use firearms or any dangerous weapon in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.</p> <p>e) ASSAULT. Students shall not physically assault or verbally threaten to assault a teacher or other school employee while on a school bus, on school property, or on other grounds used for school purposes, or while attending any school activity or event.</p>	<p>1.803</p>
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STUDENT ACADEMIC PROGRAMS

This section provides information about the curriculum philosophy and specific programs that are required by state law or board policy for students to receive in Williamson County Schools. This section also defines graduation requirements and policies related to student promotion, retention, and grading requirements.

Description	Board Policy
Academic Philosophy	
<p>“The Williamson County Board of Education seeks to create and to provide students with a learning environment in which each student acquires skills and knowledge for life-long learning and develops responsibility for disciplined self-direction. Education is available to all students regardless of sex, race, color, national origin or disability.</p> <p>We believe in each student’s dignity, worth and unlimited potential for growth. We believe that education is relevant to the student, community, society and world. Experiences provided in the curriculum relate to and promote the richness and diversity of human experience and inspire each student to improve the condition of mankind.”</p>	4.000
Character Education	
<p>“Character Education will be implemented at all levels of the educational system of Williamson County Schools. It shall be the goal of the Board of Education to work with all business partners to make this a countywide endeavor. All employees of the Williamson County School District shall accept responsibility for imparting the values delineated under character education.”</p>	4.2091
Dissection	
<p>Animal dissection can be a vitally important hands-on activity to provide students in science with visual, tactile experiences in studying the structure and function of the internal organs and systems of animals. The Board approves and supports animal dissection and provides guidelines that support dissection provided that “ No dissection involving actual animal specimen will be done by students below grade 9.” (Note: inanimate models and/or audio-visual/computer-based software and/or teacher demonstrations may be used.)</p>	4.8011
Enrollment in College Level Courses	
<p>“State Regulations RRMS 0520-1-3-.06(4) provides three options for high school students to earn college credit and delegates specific areas of decision to local boards of education and school principals.” The Williamson County Board of Education establishes guidelines to provide a decision framework for local high school principals to approve individual and/or group programs for high school students to receive college credit. The framework is detailed in the board policy and provided in school student handbooks.</p>	4.205

Family Life Education	
<p>The Board recognizes the importance of teaching about all aspects of family life as contained in the State curriculum framework for Health Education.</p> <p>Specific courses include the following: Health (grades K-5), Multi-Age Middle Grades Exploratory (grades 6-8), and Lifetime Wellness (grade 9).</p> <p>The Board complies with the provisions of state law regarding family life instruction as contained in the following state statutes: TCA 49-6-1301, 49-6-1302, 49-6-1303, 49-1-205, 49-6-1005, 49-6-1008.</p> <p>Specific attention will be given to the following list:</p> <ol style="list-style-type: none"> a. Family relationships and responsibilities. b. Dating, courtship, peer pressure, and sexual abstinence. c. Responsible sexual behavior and relationships. d. Marriage and the family. e. Male and female reproductive systems, including female reproductive cycles. f. Contraception (birth control). g. Prevention of HIV/AIDS, STDs, Hepatitis, and communicable diseases. h. Pregnancy, childbirth, and delivery. i. Parenthood and family responsibilities. 	<u>4.2094</u>
Field Trips	
<p>“All field trips must be educational in nature and be clearly relevant to a specific lesson or unit of study in the established curriculum. All field trips must be approved in writing by the school principal. Overnight field trips must be approved in writing in advance by the school principal and the Director of Schools.”</p> <p>“Each student shall have written permission from a parent or guardian on file at the school, prior to leaving on a trip.”</p>	<u>4.302</u>
Grading Systems and Report Cards	
<p>“The assessment and reporting of a student’s performance at school is an important factor in the establishment of effective home-school relations. Regular communication between teacher and parent interpreting the quantity and quality of each student’s work will enhance home-school understanding and support.”</p> <p>Grading Systems</p> <p>The Board Policy specifies the grading system including elementary grading systems, weighted grades, and GPA calculations.</p>	<u>4.600</u>

	<p>District administrators have developed a series of informational charts, videos, web pages, and a Frequently Asked Question (FAQ) pdf that describe the new graduation requirements including core curricular areas, and the focus offerings in</p> <ul style="list-style-type: none"> a) career and technical elective focus b) humanities and fine arts elective focus c) math and science elective focus d) military science elective focus e) Advanced Placement (AP) and International Baccalaureate (IB) elective focus <p>Please click on the links to the left to view the charts, videos or web pages.</p>	<p>Video</p> <p>FAQ</p>
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Promotion and Retention

	<p>“The guiding philosophy for determining promotion or retention will be what is in the best interest of the child. Students will normally progress annually in sequential order from grade to grade. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.”</p> <p>“Most students will require the normal allotted time to progress through the school curriculum. Retention may be made in the elementary grades, K-5, when, in the judgment of the school personnel, such retention is in the best interest of the students. Middle school and high school students must comply with the satisfactory course and credit guidelines as outlined in the Rules, Regulations and Minimum standards for the Governance of Tennessee Public Schools.”</p> <p>“Students who have been identified as having special problems, including high risk students and other students with special needs shall be given special consideration. Retention of students with plans pursuant to §504 of the Rehabilitation Act of 1973 or Individual Education Plans (IEPs) must be considered by the school administration in consultation with the §504 or IEP team, with consideration of the mandate of the Individuals with Disabilities Education Act (IDEA) that students with IEPs be in age appropriate classes and grades.”</p> <p>Board Policy 4.603 describes the factors that administrators consider when making promotion and retention decisions.</p>	<p>4.603</p>
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Special Education

	<p>“The Williamson County Board of Education recognizes that in order to serve the needs of students with disabilities a variety of instructional strategies and related services must be made available within the school system. The Board strongly supports the need to establish special education services and supports within the school district and offers programs across the entire county.”</p> <p>“The policy of the Williamson County School District is to ensure that students with disabilities are provided a free appropriate public education (FAPE). It is our intent to assure that the instructional needs of all students are met. This</p>	<p>4.202</p>
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	<p>policy is to establish equitable and educationally sound placement of all students, including students with disabilities, in every classroom.”</p> <p>“Monitoring class size will occur periodically to ensure compliance with our district’s policy.”</p> <p>“Education placement decisions for all students, including students with disabilities, shall be made based on the instructional needs of the students.”</p> <p>Education placement decisions for students with disabilities are made by the school Individual Education Plan (IEP) team.</p>	
Student Access to Electronic Media		
	<p>“The Board supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.”</p> <p>“The Director of Schools shall develop and implement appropriate procedures to provide guidance for student access to electronic media. Guidelines shall address ethical use of electronic media (such as Internet) and issues of privacy versus administrative review of the electronic files and communications and shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages or the use of other programs with the potential of damaging or destroying programs or data.”</p> <p>“Written parental permission shall be required prior to the student being granted independent access to electronic telecommunications, including the Internet involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.”</p> <p>The procedures established by the Director of Schools are available at the link to the right.</p>	<p>4.406</p> <p>4.406p</p>
Student Schedules		
	<p>“A full-time class load for high school students (grades 9-12) is defined as 7 hours attendance at school (usually for six class periods and one study hall or seven class periods). The school principal has the discretion, on an individual student basis, to reduce the hours attended at school for a student based on the guidelines established in Board Policy 4.6052.”</p>	<p>4.6052</p>
Testing Programs		
	<p>“The Director of Schools or designee shall provide for a system wide testing program which shall be periodically reviewed and evaluated. This assessment program shall be maintained in order to:</p>	<p>4.700</p>

	<ol style="list-style-type: none"> 1. Aid in the diagnosis of academic mastery so that individual program planning is facilitated. 2. Assist the schools to continually monitor student progress from year to year. 3. Help evaluate the overall academic program for individual schools and for the entire school district by identifying curricular strengths and deficiencies. 4. Assist in promoting accountability for the school district, individual schools, and classroom teachers.” <p>“ All students in grades three through eight shall be tested annually with a criterion referenced measure of achievement. These tests will measure the areas of mathematics, reading comprehension, vocabulary development, language and spelling, science, and social studies.”</p> <p>“Other formative or summative assessments may be given as approved by the principal.”</p> <p>“Any test directly concerned with measuring student ability or achievement through individual or group psychological or sociometric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.”</p> <p>“Results of district wide tests shall be recorded in the students’ permanent records and shall be made available to appropriate personnel in accordance with established procedures.”</p>	
Textbooks and Materials (Reconsideration of Selection)		
	<p>“The Board will seek to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and will provide procedures for review and reconsideration of allegedly inappropriate instructional materials.”</p> <p><i>Reconsideration of Instructional Materials</i></p> <p>“The Board of Education, though it is ultimately responsible for all instructional material purchased, recognizes the student's right of free access to many different types of materials. The Board also recognizes the right of teachers and administrators to select instructional materials and to make those materials available in the schools.” The School Board requires that instructional materials be selected for and used in the schools in accordance with specific requirements set forth in School Board Policy 4.403. Board Policy 4.403 also provides the procedures to follow in case there is a complaint or challenge to instructional materials used in the district. The district has developed a form to aid the complainant define the issue.</p>	<p>4.402</p> <p>4.403</p> <p>FORM</p>

STUDENT ACTIVITY PROGRAMS

This section specifically relates to student participation in co-curricular and athletic programs in Williamson County Schools.

Description	Board Policy
Co-curricular Activities	
<p>“The principal of each school shall be responsible for the organization of all school activities. He shall provide adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty.”</p> <p>“Student activities shall be regarded as a vital part of the total educational programs and shall be used as a means of developing wholesome attitudes, good human relations, as well as knowledge and skills.”</p> <p>“Students are not excused from regular classes for the practice of plays, assembly programs, special music programs (including band), activities of clubs, etc., unless this absence is approved by the principal who is directly accountable to the Director of Schools and the Board of Education.”</p>	<p>4.300</p>
Interscholastic Athletics	
<p>“The principal shall be responsible for the administration and control of the interscholastic athletic program within his school.”</p> <p>“Students who move out of their school transportation zone but continue attendance in the original school per Board Policy 1.703 or any other applicable policy may continue to participate in athletics. The Board specifically forbids recruiting of students in any fashion.”</p> <p>“There shall be a complete annual physical examination of every student prior to his/her participation as a member of any athletic team. Cost of the examination shall be borne by the parent or guardian of the student.”</p> <p>“Schools may not schedule and students may not participate in any athletic team practice during the school day. No student or faculty may be dismissed during the school day from school premises or the regular activities of the student’s or school’s schedule in order to play any athletic contest or interscholastic game without the written approval of the Director of Schools which will be reported to the Board. This restriction would NOT apply to tournaments / play-off games scheduled by the TSSAA.”</p> <p>“It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics.”</p> <p>“No person shall, on the basis of sex, be excluded from participation in, be</p>	<p>4.301</p>

	<p>denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes.”</p> <p>Eligibility guidelines for TSSAA (high school) and WMSAA (middle schools) are specified in Board Policy 4.301.</p>	
Student Activities		
	<p>“The principal of each school shall be responsible for the organization of all student activities. He shall assign adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty.”</p> <p>“Student activities shall be regarded as a vital part of the total educational programs and shall be used as a means of developing wholesome attitudes, good human relations, as well as knowledge and skills.”</p> <p>“A parent or guardian may request a student from his family to be excused from certain types of student activities for religious or physical reasons. The administration shall consider the request in terms of the welfare of the individual.”</p>	6.700
Student Equal Access		
	<p>“Before the beginning or after the end of an instructional day, students in grades 9 through 12 may initiate noncurriculum-related meetings regardless of the religious or political nature of the meetings or clubs.</p> <p>No funds shall be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.</p> <p>No student may be compelled to attend or participate in a meeting under this policy.</p> <p>A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal annually or at least three days prior to the proposed date.”</p> <p>The principal shall approve the meeting if the student request meets the criteria specified in Board Policy 4.802.</p>	4.802
Student Fees and Fines		
	<p><u>FEES</u></p> <p>Board Policy 6.709 provides a detailed list and description of student fees that can be assessed during the school year. The Board Policy further states that “no fee will be charged any student as a condition of attending school, but students shall be responsible for normal school supplies, such as pencils and paper.”</p> <p>“School fees shall be waived for students who are eligible to receive free or</p>	6.709

<p>reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches or a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.”</p> <p>“At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.”</p> <p>“No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.”</p> <p><u>FINES</u></p> <p>“The principal shall be responsible for notifying students of any unpaid fines prior to the end of the semester or graduation.</p> <p>“Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.”</p> <p>“The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.”</p> <p>“Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.”</p> <p>“Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and book number shall be recorded by the teacher issuing it.”</p> <p>“The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.”</p> <p>“Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.”</p>	<p>6.709</p>
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Student Publications	
<p>“All students engaged in soliciting advertisements for annuals, newspapers, etc., shall do so outside of school hours.”</p> <p>“Student produced publications shall be approved by the principal or his designee prior to distribution to the student body.”</p> <p>“Publications issued in the name of the schools of this district shall reflect the high regard and aspirations of our people for their schools. There must be no compromise with high quality of editorial content and effective format. The exercise of appropriate economy in materials and production is expected so long as the main purpose is not jeopardized.”</p> <p>“Regular and special radio and TV programs shall be consistent with the goals of our schools approved by the Board. It is important that such programs also reflect the high regard and aspirations of our people for their schools.”</p>	6.704
Student Social Events	
<p>“School social events which are not fundraisers do not need the approval of the Director of Schools. The approval of these events is the responsibility of the principal.”</p> <p>“All social events must be voluntary and pressure is never to be exerted in an attempt to secure participation.”</p> <p>“Charges to all student events or activities shall be reasonable. Student social events shall be scheduled in such a manner that they compliment the ongoing educational program and do not conflict with the ongoing educational program. All pupil activities provided by the school system must be under the direct supervision of assigned school personnel and shall be subject to regulation by the principal.”</p> <p>“Student assemblies or those involving professional talent shall be financed by student body funds and all programs shall be planned and supervised cooperatively by the students, faculty, and principal.”</p> <p>“School organizations may hold parties or dances after school hours on school property. It is the responsibility of the principal to see that all parties and dances are properly supervised and the lease agreement completed between the sponsoring organization and the school system.”</p>	6.705
Student Solicitation and Fundraising	
<p>“It is the policy of the Board that schools and students are not required to be agents for the distribution of solicitation materials. At the same time, schools should inform and assist students to learn about programs, activities or information which may be of help or service to them. “</p> <p>Board Policy 6.701 provides general guidelines for administrators to follow to ensure that students are not used as “agents for the distribution or solicitation</p>	6.701

	<p>of materials.” The Board Policy also provides specific “active and passive” fundraising requirements that must be followed. In addition, the policy also states the following general policies:</p> <p><i>“GENERAL BOARD POLICIES RELATING TO FUNDRAISERS:</i> In addition to the above, the following policies will apply to fundraisers:</p> <ol style="list-style-type: none">1. Grades will NOT be affected by fundraising activities. No points shall be added to or removed from grades, because of, or to encourage, fundraising participation.2. Children WILL NOT be dismissed from school as a reward for fundraising.3. Door to door sales are discouraged below high school.4. No child will be penalized or singled out for choosing not to participate in a school fundraiser.5. Individual prizes to encourage fundraising are discouraged but left up to the discretion of the principal. If end-of-fundraising celebrations are used to encourage participation, no child shall be excluded from the celebration based on his fundraising input. For example, if a DJ party or pizza party is planned for the class, all children in the class will attend.6. All students engaged in soliciting advertisements for annuals, school magazines, sports programs, or other school based fundraising, will do so outside of instructional time. This policy is not meant to restrict the activity of classes in which soliciting is a curricular component of the class (e.g., yearbook class).”	
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