

Walnut Grove Elementary School Policies

09-25-09

Williamson County Schools

The Mission

“To cultivate the ability, intellect, and character of each student”

The Vision

The Williamson County Schools is a student-centered, academically enriching district that supports the collaborative educational efforts of teachers, students, staff, and community.

The Goal

All students will show at least one year’s academic growth each year.

Beliefs

We believe. . .

1. Education is the cornerstone of democracy and civility.
2. All students can learn more than they are currently learning.
3. Respect for ourselves and others is demonstrated in our interactions.
4. Public education strives to achieve a balance between academic, career and technical and extra-curricular activities.
5. All constituencies work together to attain the strongest educational system possible.
6. Our educational system is a learning community where all personnel engage in continuous growth opportunities.
7. All forms of data are important in the determination of the present and future plans for public education.
8. Public education is a responsibility shared by schools, families, and members of the community. For example. . .

- a. Students volunteer their attention and commitment when they are supplied with an engaging curriculum. Students are the primary focus of our schools.
- b. Teachers are leaders of students and designers of engaging, high-quality work.
- c. Principals are “leaders of leaders” who ensure that teachers have the ability, flexibility, resources, and support required to design engaging work for each student.
- d. District office and other support personnel serve to sustain the work of principals and teachers.
- e. The Director of Schools ensures that the entire community is aware of the changing needs of the educational system and of the kinds of support required for the district to pursue its mission.
- f. The school board members are advocates of public education and support the efforts of the district as a whole to accomplish the district’s mission.
- g. All members of the community will offer support in all possible ways when they understand the benefits of the positive results of public education.

WGES is a site-based managed organization. The principal, the grade-level chairs, the PTA President, and two additional parent representatives comprise the Building Leadership Team (BLT). All policies that fall under the responsibility of BLT are first handled by the appropriate committee and then approved by the entire Building Leadership Team. The district policies supersede the policies contained in this document.

Attendance

School Hours: 8:35 a.m.-3:35 p.m.

- 8:05 a.m. Students may enter school building. K-2 students should report to the gym and Grades 3-5 should report to the cafeteria.
- 8:25 a.m. Students are dismissed to their classrooms.
- 8:35 a.m. Class begins.

Students are tardy if they are not in their classrooms by 8:35 a.m.

Tardy Policy

Arriving at school on time is important to each student and his/her classmates and teacher. When students arrive at school on time, they benefit from beginning the day with the rest of their classmates instead of having to rush to catch up. When children arrive at school on time, they participate in the morning routine of lunch count, sharpening pencils, attendance, etc. without disrupting the class. When children arrive at school on time, they learn that punctuality is the best way to respect the time of others. If tardiness is a persistent issue, the principal will work

with student and family at his discretion. **Students are required to check in at the office after 8:35 a.m. with a parent.**

Early Dismissal

Children will not be permitted to leave the school with any adult unless that person is a parent, known friend (with parent permission note or call) or member of the school staff. Any parent or individual checking a student out of school early must sign his/her name, the time checked out in the school office and provide a reason. Photo Identification will be required to check students out. Please bring it with you each time. Early dismissal is any time before 3:15 p.m.; students may not be checked out early after 3:15 p.m. Please remember that the last minutes of class can be very important to both student and teacher.

Absences

The attendance of pupils is to be regular. The principal, or personnel designated by the principal, shall check all reasons offered for absences. Questionable and prolonged absences are to be reported to the Juvenile Court for prompt investigation.

Conditions for which a student's absence may be excused are:

- (1) Illness of the student. The principal may require a doctor's statement.
 - (2) Illness in the immediate family which requires the absence of the student from school. The principal may require a doctor's statement.
 - (3) Death in the immediate family of the student (should not exceed 5 days).
 - (4) Religious holidays regularly observed by persons of the student's faith because of the observance of a day set aside as sacred by a recognized religious denomination of which the student is a member or adherent, where such religion calls for special observances of such day. The principal may require a statement from the minister or other person recognized by the given religious group.
 - (5) Absences for other reasons may be excused if, in judgment of the principal, circumstances warrant.
- Any student whose absence is unexcused will not be allowed to make up the grade credit for work missed or due on dates of absence (except for absence due to suspensions during mid-term or final examinations).
 - All missed class work or tests from excused absences may be made up provided the student makes the request immediately upon returning to school, and provided class time is not taken from other students.

- For excused absences, make-up work should be completed within the maximum of 3 school days after the student's return to school. If the make-up work is not completed within 3 days, the absence may be considered to be unexcused. If a student misses one day and that day was a scheduled test day, then the student should make up the work on the next day in school. If a student misses one day and returns on test day, then the student should take the test on the scheduled test day, if the test was announced prior to the student's absence.
- 10 consecutive or 15 total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.
- If a parent or teacher feels that a principal has been either too harsh or too lenient in judging an absence as excused or unexcused, they should communicate this to the principal whose judgment, after further consideration of the matter, will be final at the school level. Parents may, if they still disagree, forward their complaint to the Director of Schools.
- Students who are tardy to school shall receive a tardy slip from the office for submission to the teacher.
(For complete language see Board Policy 6.208.)

Truancy

- a. Students who have had 5 unexcused absences within a school year will have violated the attendance policy of this system. The name of any student who has accumulated 5 unexcused absences within a school year shall be submitted to the Juvenile Court for proper disposition.
- b. After written notice to the parents or guardian if absences continue, a recommendation shall be made to the Director of Schools or his designee, the disposition of the case.
- c. The Director of Schools shall report any child who habitually and unlawfully absents himself from school to the county judge, where said judge shall deal with the matter as he may determine to be in the best interest of the child.
- d. Any parent, guardian, or other person who has control of a child, or children, and who shall violate the provisions of the Compulsory Attendance Law shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine or not less than \$2.00 nor more than \$50.00 and costs, at the discretion of the court. Each day's unlawful absence shall constitute a separate misdemeanor.

If you would like to acquire the assignments for a sick child, please call the office by 10:00 a.m. The assignments should be ready to be picked up at the end of the day in the front office. When a student returns to school after being absent, the student must bring a note to the teacher

with the following information: Child's Name, Teacher's Name, Date Absent, Reason for Absence, and Parent's Signature. Notes are kept on file for the school year.

Excessive unexcused absences/tardies/dismissals may result in a letter to the parents, a parent conference, or filing a petition with Juvenile Services in accordance with Williamson County School policy.

Families are discouraged from planning trips when school is in session. However, if you plan on taking a family trip, please have this approved by the principal prior to the trip. Please submit a trip request form to the principal as far in advance as possible. The student may then make up work that may be missed. Students may not make up work when absent on a non-approved trip. Forms are available in the office.

Transportation

Buses

All children must behave properly before and after boarding the school bus.

Children are expected to:

- *Behave in an orderly manner while waiting for the bus to arrive.
- *Talk quietly while on the bus, refraining from yelling or loud talking.
- *Leave balls, bats, etc. at home. These are prohibited at school.
- *Remain in their seats while the bus is in motion and keep their hands and heads away from open bus windows. Tossing objects is not permitted.
- *Find other means of transporting school projects that are too large to be held in a student's lap.(Glass is not allowed on buses.)
- *Always cross in front of the bus when loading or unloading.
- *Look in both directions before crossing a street in case careless drivers do not stop for the bus.
- *Be prompt so the bus driver can remain on schedule.
- *Wait at designated areas.
- *Ride their assigned bus.
- *Always wait until the bus has come to a complete stop before loading or unloading. Do not push or run.

Remember that the bus driver is in complete charge of the bus and is to be respected. If a student must be constantly corrected or disciplined, he/she will not be permitted to ride the bus. The bus driver will report students who disobey the rules. The district has established the following procedures for discipline problems.

1st offense Driver completes Student Bus Behavior Referral Form and submits to Principal.

2nd offense Driver turns in form and Principal notifies Parent.

3rd offense Driver turns in form and Principal suspends bus-riding privileges.

Bus Changes

Please plan ahead. If a student is to ride a different bus on a specific date, the parent must send a note stating the bus change, date, and reason to the teacher. By law the note must include a signature of the parent or guardian. A bus pass will be issued for the student that must be shown to the bus driver. Students without **written permission** will be sent home on their assigned bus.

Switching from Bus to Car or Car to Bus

Please plan ahead. **Send a handwritten note with your child to their teacher indicating any change in transportation for that day (from car to bus, bus to car, or regular bus to different bus).** Only make changes by phone in cases of emergency. If a phone call is necessary for an emergency transportation change, it must be communicated by 2:00. Parents are not allowed to take children off of school buses. **Students without written permission for a transportation change will be sent home according to their daily dismissal procedure.**

Mechanical Disruption in Schedules

In the event a bus breaks down or a substitute driver is necessary, causing a disruption in the arrival of your child, the following policy applies: If the situation has not been rectified by 4:00 p.m., the transportation staff will contact the parents to advise of the situation.

Car Riders

Morning Drop Off (after 8:05 a.m.)- Cars must enter from Stable Road circling the parking lot on the right and exiting the school by Stable Road. Please do not drop off in the bus lane or parking lots.

Afternoon Pick-Up (after 3:20 p.m.)- Parents form a double line circling the parking lot on the right and leave the school via Stable Road. Please do not pick up in the bus lane or parking lots.

Car Rider Procedure

The safety of Walnut Grove children is the number one priority at our school. The following guidelines are designed to ensure their safety:

1. Students should go outside to the end of the brick verandah.
2. All children must stop and wait for the teacher to tell them to go to their cars.
3. All children who do not find their cars should come back under the verandah while the cars are allowed to move. When all loaded cars have moved, they are stopped again and children load up again. This procedure repeats itself until all children are loaded. No children may be moving when the cars are in motion, and no cars may be moving when the children are loading.
4. Cars form a double line and stop at the crosswalk. Vans, trucks, and other large vehicles should line up in the inside lane allowing students to see over small vehicles in the lane nearest the building. No cars will be allowed in the bus lane.
5. Cars will be dismissed to exit Stable Drive under the direction of the teachers on duty.
6. If a child is not in the car when we begin dismissing, the parents will be asked to go around again and get back in line as not to hold up the others who are ready.
7. At 3:45 p.m. all remaining car riders will go to the office for parent pick-up.
8. If you are walking, please use the crosswalk.
9. We ask that all parents utilize the car rider lane. Please do not park and walk up to pick up your students.

Be In The Click! DON'T FORGET TO WEAR YOUR SEAT BELT!!

Fire Lane

Please do not park in the fire lane, designated by the yellow curb, except when you are in line for afternoon dismissal.

Riding Home With Others

Please make sure that you send a note with your child if he/she is to go home in a manner different from the norm. His/her teacher must have written permission in order for your child to be permitted to ride on another bus or with another parent.

Walkers/Bikers

Children may walk to school ***only when parents provide a letter of permission***. The letter must be on file in the office and a copy provided to the teacher. NO BIKES will be ridden to school.

Cafeteria

Our school food service provides nutritious, well-balanced lunches. Meals can be paid for daily, weekly, or monthly. Students are expected to be polite while going to, eating in, and leaving the cafeteria. Applications for free or reduced lunch prices are available to parents. If you forget your lunch money, you can charge that day's lunch only. There is a maximum of two charges per child.

The cafeteria management and fellow students will appreciate cooperation in the following areas:

1. We discourage the use of bottled drinks in the cafeteria.
2. All lunch litter should be deposited in the waste cans.
3. The area around you should be left clean for others.
4. Food and drinks must remain in the cafeteria.

School lunches are available when classes go on field trips.

Lunch Prices- Student lunches cost \$2.50. Milk is required to be served with each tray. Students wishing to purchase extra milk or juice can do so at a cost of \$.45. Parents/guardians are encouraged to eat lunch with their student(s). Visitors' lunches are \$3.00.

Lunch Payment- Please send lunch money or a check (payable to WGES). You may pay for the number of lunches needed for that week or up to 30 days if desired. The money/check needs to be sent in an **envelope** with your **child's name**, teacher's name, grade and the amount of money enclosed on the outside of the envelope.

Lunch Schedules- Class lunch schedules are posted in the cafeteria.

Menus- Monthly menus are sent home with each child and on our website

Nutrition/Wellness Guidelines

Walnut Grove adheres to the nutrition/wellness guidelines of the WCS district. It is our recommendation that in lieu of treats for celebrations that parents provide a novelty item for children such as pencils, erasers, bookmarks, or a classroom gift such as a book in honor of the child, or an item to be used at recess such as a playground ball or jump rope. Food items that would follow the policy could be fruit, yogurt raisins, or veggies and dip. Treats such as donuts or cupcakes with icing do not follow the guidelines. If you choose to bring a food item check with your child's teacher to see if there are food allergies present among the students so an alternative can be provided. For further information a link can be found on the WGES website.

Clinic

Walnut Grove's clinic is located in a room within the front office area. Ill or injured children are assisted by the school nurse or the office staff. Parent volunteers assist in the clinic.

Communicable Disease Policy

Children who have one of the common communicable diseases (measles, mumps, chicken pox, scarlet fever, etc.) must stay home until symptom free. The parent is responsible for contacting the school when a child has a communicable disease. Children may be readmitted to school with a note from the parent/guardian stating the reason for absence.

If you think that your child might have a fever, please check his/her temperature before sending him/her to school. Before attending school, your child should be fever free and vomit/diarrhea free for a period of 24 hours **without the aid of fever reducing medication.**

Pink Eye

Symptoms of pink eye are redness of the eye, burning or itching, and crusty white or yellow drainage. Your child may return to school after 24 hours on antibiotics.

Skin Diseases

Any child with a skin disease (impetigo, scabies, ringworm) shall be ask to remain at home until the child is no longer contagious. A letter from the family physician is acceptable and may be required.

Head Lice

If a child has contracted head lice, the parent/guardian will be contacted. Instructions will be sent home with the child for treatment. The child will need to be picked up by the parent/guardian. The child may not ride home on the bus. Once the child has been treated he/she must be checked by trained school personnel before readmittance. A letter stating that treatment has been performed is required.

Emergency Care

Provisions are made for first aid and emergency care for accidents and/or illness during school hours. The school is not responsible for treatment beyond first aid. If a doctor's care is needed, every effort is made to notify the parent. The parent is responsible for providing the school with

home, work and emergency telephone numbers.

Medication

The purpose of administering medications in school is to help each child maintain an optimal state of health to enhance his/her education. Medications should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance at school. For all prescription, non-prescription, and emergency drugs, a medication authorization form must be provided ***each school year*** requesting that the medication be given during school hours. The request must include the parent or guardian's name and phone number in case of emergency. It is the parent's responsibility to bring the medication authorization form and medications to the school administration office to be administered by the school nurse or the principal's designee. The first dose of new medications should always be administered at home in case of adverse reactions. All medications will be kept locked in an area designated by the principal. This is to insure the safety of the students for which the medications are intended. Students are ***not allowed to bring their own medications to school.***

If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before, after school and at bedtime. **DO NOT** send the antibiotic to school.

Medication procedures are consistent with the Tennessee State Law TEA 49-5-415, and are being implemented countywide.

1. All prescription drugs given in school shall be prescribed by a licensed physician, nurse practitioner or dentist on an individual basis as determined by the child's health status. Prescription medication must be brought to school by the parent or guardian in the **original** pharmacy labeled container. The container shall display: child's name, prescription number, medication name and dosage, administration route or other directions, expiration date, licensed prescriber's name, pharmacy name, address and telephone number. No medications may be given after expiration date.
2. All non-prescription drugs (Tylenol, Advil, Benadryl) given in school shall:
 - A. Require a written medication administration form completed by the parent. Medications must be brought to the school in the original container, unopened, with the manufacturer's original ingredient label affixed. The student's name and time of administration (or "as needed for _____"-please list specific complaint) must be on each container.
 - B. All medication labels should include:
 - Child's Name
 - Name, dosage, route of administration, frequency, time of administration, expiration date.

The administration of over-the-counter medications for minor-moderate complaints of headache, menstrual cramps, toothaches, etc. provides for minimal

student absenteeism and improved academic achievement by limiting potential distractions in the classroom.

3. Emergency Medicine

Children with a history of serious allergic reactions should have written authorization and individually prescribed medication and guidelines signed by the attending physician for a certain defined emergency circumstance.

NOTE: Student possession of any form of medication or substance purported to be a medication that has not been checked in to the administration office is strictly forbidden and is subject to severe disciplinary action.

The school system retains the right to reject requests for administering medication. School nurses will monitor storage and proper documentation of medications on a regular basis to insure that drugs are handled and distributed properly.

Drugs that are Schedule II controlled substances require special handling by administrative staff with specific identification of the student and strict administration of the medications.

Volunteers

Volunteers are needed at various levels of service at WGES. Without involved parents, Walnut Grove could not accomplish the student success it now enjoys. Volunteers may work with students or assist the staff with a wide variety of interesting projects. The PTA sends out a Parent Participation Form early in the school year to better utilize community resources in our school.

Visitor/Volunteer Badge

All visitors and volunteers must sign in and receive either a visitor or volunteer badge. Please do so upon entering the campus to help with any volunteer work, to have lunch or attend a meeting. This policy is to help maintain the safety of our children and school.

Volunteer Guidelines

- *Always work under the direct supervision of a WGES staff member.
- *Maintain a high level of integrity by keeping confidential matters within the school.
- *Allow teachers only to discipline students.
- *Be prompt and consistent - teachers and children are depending on you.
- *Accept children as they are.
- *Encourage and praise students
- *Reinforce good behavior.
- *Follow the teacher's lead.
- *Be firm, but also warm and friendly.
- *Supervise students carefully.

If you must bring small children with you to the school, please supervise them carefully, especially in the teachers' workroom. If at all possible, keep young children out of the workroom; there is dangerous equipment and very little space.

Involvement

Parents, grandparents, and all family members are encouraged to be involved with their child's school and classroom. You are an important part of the Walnut Grove "family" and are needed for various projects and events.

Instruction

Grading Systems

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.

REPORT CARDS

The report card form, content and procedure shall be thoroughly examined by a team of competent educators at least every three years and shall be approved by the Board prior to implementation. Parent opinions shall also be solicited.

The report cards shall indicate the information necessary to communicate effectively with the parents concerning their child's progress.

All elementary report cards shall contain sufficient space for teachers and parents to write comments regarding the pupil's conduct, attendance, and academic progress.

When a student's academic performance or behavior noticeably or suddenly changes, the teacher shall promptly inform the parents, maintain a record of the contact, and make an effort to have a conference with the parent. Parents will receive interim progress reports or other notification whenever a significant change in performance occurs or whenever a student is failing. Report cards communicating student academic progress or status (grades) and attendance will be provided to parents on a regular basis (9 weeks).

Teachers may use supplemental reports whenever some concept not covered by the existing reporting method is needed.

GRADING SYSTEM Kindergarten, Grades 1 and 2 Core Content Areas (Literacy, Mathematics, Science and Social Studies):

5 The student has mastered grade level standards for this component and is engaged in **deeper study**.

4 The student has **mastered** the standard.

3 The student has been introduced to the standard and **is making expected progress toward mastery**.

2 The student has been introduced to the standard and **is not making expected progress toward mastery**. (Parent communication required.)

1 The student has **not mastered** the standard. The standard has **not been introduced and/or assessed**.

Kindergarten Non-Core and Work Skills/Habits:

S: Satisfactory: Has met expected outcomes

P: In Progress: Is working towards expected outcomes

Grades 1 and 2 Non-Core and Work Skills/Habits:

S: Satisfactory: Has met expected outcomes

P: In Progress: Is working towards expected outcomes

U: Unsatisfactory: Not working towards expected outcomes

The grading system for grades 3-12 shall be the following:

Grade	Grade Range
A	91 – 100
B	81 - 90
C	72 - 80
D	70 - 71
F	Below 70
I	Incomplete (must be removed during the next grading period)
P/F	Credit by Examination

NUMERICAL GRADES may be used for tests and other daily or weekly work that is readily quantifiable and shall be used on report cards. Only **LETTER GRADES** (A, B, C, etc.) will be used on high school transcripts. No plus (+) or minus (-) notations will be used on high school transcripts.

Report Cards

Report cards are issued at the conclusion of each nine-week grading period. Mid-term reports are provided and serve to indicate areas of concern. Please sign and return report cards promptly.

Promotion and Retention

The general policy of the district is to encourage and assist each pupil to move along in a continuous growth pattern of academic achievement in harmony with his/her normal social and emotional development. Most of the students will require the normal allotted time to progress through the school curriculum. In arriving at a decision for either the promotion or retention of a pupil, the combined views of the parents, teachers and principal are taken into consideration. The results obtained from standardized achievement tests and class work assignments will be important factors in the decision. The following comes directly from board policy:

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.

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.

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.

The following factors shall be considered in making a decision on promotion and retention:

1. Mastery of essential competencies. Students should have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.

2. Conduct. Retention shall not be used as a disciplinary measure.
3. Previous retention. Except under unusual circumstances, students shall not be retained more than once in the same grade.
4. Teacher input. Teacher input should include the student's progress from daily work, homework, and tests. Teachers should provide information on developmental level, attendance, and academic achievement commensurate with student ability.
5. Grade-Level Guidelines.

a. Elementary Schools:

In grades 1-5, students should function on or near grade level with an average of at least 70% in language arts and mathematics. In arriving at a decision for either the promotion or retention of a pupil, the combined views of the teachers, principal, and instruction director are taken into consideration along with those of the parents. The results obtained from standardized achievement tests and class work assignments will be important factors in the decision. The final decision rests with the school personnel.

As soon as, but no later than the end of the first semester, a major problem has been identified which could result in retention, the parents will be notified in writing by the teacher(s) of the need to schedule a conference to discuss such a student's need for improvement. At least six weeks before the end of the school year, the parents will be notified by the teacher(s) in writing of the need to schedule a conference to discuss a possible retention.

Student Placement Policy

Students are grouped by current teachers according to heterogeneous mix - based on school data (scores, gender, etc.), the matrix*, and parent input regarding educationally relevant matters. Groupings are made in such a way that they could stand alone or be teacher specific. Often, among a group of four teachers, classes are interchangeable between two teachers or more.

In some instances the interchangeability is limited in order to avoid a teacher having a particular cluster type for multiple years in a row. Occasionally a class is teacher-specific due to a high needs student being placed with a teacher for specific reasons and the balance of the class is carefully developed to reduce the numbers of high needs students in that group.

*The matrix is a list of considerations that may indicate a student's need for additional time, support, or materials. Included in the list of considerations are the following: the need for therapeutic services such as occupational, physical, vocational, speech, and vision; TCAP scores; general academic performance; weaknesses in reading which impact multiple academic areas; the need for assistive technology devices; the need for physical help due to medical fragility; the need for nursing or medical assistance; home concerns such as a death in the family or divorce; excessive absenteeism; and the need for behavioral supports.

Considerations in the process for grades one through five:

- Each teacher should have as heterogeneous a group as is practical in order to foster ongoing professional growth in all areas of curriculum and differentiation.
- * Gifted and high achieving students should have an appropriate peer group available and should be distributed into all classes as is practical. Low achieving or struggling students should have an appropriate peer group available and should be distributed into all classes as is practical.

- * Grade levels in which there are low numbers of a particular population characteristic may consider distributing students equally among a smaller number of teachers in order to provide students with a comfortable peer group and make the provision of services more efficient. Specific recommendations may be made regarding one, two, or three teachers whose personality type may be specially suited for working with fragile students (e.g. emotional factors that impact education).
- * When pure heterogeneous groups are difficult to form with a particular grade level cluster, consideration may be given to dividing into quadrants and combining 1s (very high needs) with 3s (high average to above average performers) and 2s (low average) with 4s (above average and higher performers).

Process:

- Current teachers, special education personnel, related arts teachers, and an administrator meet. Special education personnel make recommendations based upon Individual Educational Plans for each special needs student. Related arts personnel make suggestions regarding students' performance in settings outside of the general education classroom.
2. Current teachers for each grade level and a member of the administrative staff meet. Sticky notes are prepared which include students' names and special considerations as outlined above which may assist with student placement. The sticky notes can be placed on the wall for better viewing and ease of movement. When class groupings are completed, lists are made.
 - * The lists are reviewed by current grade level, the receiving grade level, and administration.
 - * Principal makes final determination.
 - * Each student will receive notice of classroom assignment with the final report card.

Considerations in the process for kindergarten:

- * Age
- * Gender

Process:

- * Heterogeneous groups are formed by administration.
- * Approximately two weeks prior to the commencement of school, parents of kindergarten students will be notified via letter of the student's placement.

Homework Policy

Homework for elementary-age children can enhance and extend the learning process when properly planned. Our teachers assign homework so children can complete regular classroom assignments, work on basic skills, make up work missed during excused absences and/or develop study skills. If a child is experiencing significant difficulty completing homework, the teacher should be contacted. Homework assignments may vary somewhat across a grade level. Our teachers do try to make judicious homework assignments. In some instances, a child's amount of homework may be compounded by failure to complete daily classroom assignments.

Conferences

Scheduled teacher/parent conferences are held for all parents. If you have questions concerning your child's progress, a conference with your child's teacher should be scheduled. Teacher/parent conferences are scheduled regularly in the fall and spring. If you have questions regarding your child's progress, or are concerned about another matter, you should contact your child's teacher in writing. Be specific about your concern in the note. The teacher will either respond in writing or schedule a time to discuss the matter. We feel that school should be a happy place where learning occurs. Only by working together can we obtain conditions essential to the proper growth and development of your son or daughter. Parents should confer with the teacher to work on special needs before meeting with the principal.

Field Trips

Classes periodically participate in activities off campus. They may attend museums, theater events, etc. Children should always wear their WGES t-shirts for easier identification. Each grade will send home a list of scheduled trips and fees at the beginning of the school year. Permission to attend field trips must be completed prior to each scheduled event.

Annual Testing

TCAP is a week long series of achievement testing that occurs in the spring of each year. Grades 2-5 participate; student scores are sent to the parent/guardian at the end of the year. The district assessment shall be administered on three occasions: Fall, mid-Winter and Spring. The district assessment is designed to measure academic growth. Results are available to both students and parents. Results will be used to determine appropriate levels of instruction. 5th Grade will participate in a TCAP writing assessment during February. Developmental Reading Assessments occur in grades K-3 in the Fall, Winter, and/or Spring, depending on the grade level, to identify instructional reading levels.

Textbooks

Students are responsible for textbooks assigned to them. If these books are defaced, lost or destroyed, the student/parent is responsible for the cost. A letter will be sent home showing textbooks checked out to your child. Please sign and return the letter to your child's teacher.

Study Skills

A student who studies well will:

1. Bring pencil, paper, books, homework assignments and other materials necessary to function in the classroom.
2. Be an active participant in the classroom; listen well, take part in the class discussion.
3. Ask questions if he/she doesn't understand or has a problem.
4. Plan class work and schedule time for homework each day. This would include being sure you understand the assignments before leaving school.
5. Use class time wisely.
6. Strive to do his/her best.

Uninterrupted Time

Because the Walnut Grove community values uninterrupted instructional time, classes will not be interrupted to share telephone messages, except in the case of an emergency. If you have an emergency, call the office and the secretaries will get your message to your child's teacher.

If you need to see a teacher, a principal or another member of the staff; appointments are strongly recommended. Most teachers prefer to be contacted first in writing. Because our teachers are so busy every minute they are at school, drop-in visits to the classroom (especially immediately before and after school) cannot be accommodated. Requests to visit a classroom should be made through teachers or the principal.

Miscellaneous

Severe Weather- School Closings

In case of severe weather, snow, ice, etc. the official announcement for school closing may be heard over Franklin radio stations or on television stations (Williamson County Schools Channel 3 on cable or Nashville network affiliates Channels 2,4, and 5, radio 950 am). Please tune into these stations and refrain from calling school officials. A Connect Ed call will be placed to all numbers on record.

In case of severe weather warnings during school hours, the administration and faculty are always on the alert to move the children to tornado shelter areas within the school. Students will remain in shelter areas until Emergency Management issues an all clear. Parents who enter the building once the warning commences can shelter at the school site. Special forms are sent home at the beginning of the year so that you may indicate how your child is to get home in severe weather (bus, walk, car rider or other). Should you decide to check your student out during a weather warning you will be required to sign a release form.

Drills

A loud, continuous sound coming through the public-address system signals a fire drill. We have drills often, to teach the students the safest, quick route from school buildings. Whenever a class leaves a room for any emergency, the students should stay with the teacher until he/she instructs them to return.

Library Rules

1. Books are checked out for one (1) week and then returned during the next library visit.
2. Students in grades K-1 may check out one book at a time. Grades 2-5 may check out 2 books a time.
3. Books that are kept out more than 45 school days will be considered lost. Parents will be contacted and if the book is lost they will receive a "lost book" form to sign so their child can continue to check out. If the book is not found by May of the current school year a bill will be sent to the parent.

Lost and Found

Please put your name on clothing and personal items you bring to school. Taking some time to

do it now may save the cost of buying replacements. Since WGES cannot be responsible for lost toys, we suggest that students share them with friends at home, not at school. Video games, CD players, video game systems, etc. are not permitted unless the teacher grants permission for special occasions. Lost items are stored at school until their owners claim them or until lost and found is too full. Usually, we call charitable groups to pick up unclaimed items just before winter break and at the end of the year. Please check lost and found if you lose something at school. Many items, especially clothing, go unclaimed all year.

Photographs (Class and Individual)/Yearbook

Student photographs are taken in the fall and spring. Fall pictures are a more formal pose. Spring pictures include a class shot as well as casual individual photographs. Notices will be sent out regarding these events. A yearbook will be published which will include individual, class and casual shots of Walnut Grove children. Information on how to purchase a yearbook will come home with your child.

Telephone

Students may use the phone for emergencies only. Calls for forgotten homework, lunch, books, instruments, or social arrangements will be very rare and with teacher permission only. We request parents/guardians not leave messages for students only in the case of an emergency.

Transfers and Withdrawals

Please notify the office three days in advance before moving or withdrawing from school. We will prepare transfer materials that will help you get started at a new school.

Custody

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. The custodial parent is responsible for providing the school with the parenting plan (TN) or court order.

Dress Code

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. For middle schools and high schools the minimum standard for acceptable, modest clothing during the school day includes items such as the following:

- (1) no "tank" tops, "crop" tops, or fish-net/see-through material;
- (2) no short skirts or short shorts (maximum is 6 inches above the knee);
- (3) all pants or trousers are to be held at the waist;
- (4) underwear must not be visible;
- (5) no visible body piercing other than ears;
- (6) any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities (TCA 49-6-4215)

The Board of Education encourages individual schools to adopt standards that would

exceed the above minimum standards. 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. Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc).

Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code.

Student uniforms related to student extra-curricular activities (dance, sports team, band, etc.), may be worn during the school day on specific occasions when approved by the school principal. The Board of Education endorses the concept of a uniform dress code or uniforms to be adopted on an individual school basis.

Students at Walnut Grove are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and good taste. Students are permitted to wear shorts to school if the parents so choose. All students shall be dressed and groomed so as not to interfere with the educational process. Students shall refrain from wearing hats/caps in the building without special permission from the principal. Students may not wear clothing items that promote activities which are illegal for school age children. Any child considered to be inappropriately dressed will be sent to the office. **Shoes must be worn to school that will protect toes and feet from potential injury while at recess and physical education. No open-toed shoes, sandals or flip-flops are allowed.**

YMCA Fun Company

The YMCA Fun Company offers before (beginning at 7:00) and after school care (until 6:00) at Walnut Grove. The YMCA also has a summer program. Call the Franklin YMCA for more information.

Anti-Harassment Policies

I. GENERAL STATEMENT OF POLICY

The Williamson County Board of Education is committed to safeguarding the rights of all students, employees and third parties within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual 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.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel or the Williamson County Schools to harass or sexually harass a student, teacher, administrator or other school personnel through conduct or communication of any form as defined

by this policy. The school system will act to promptly investigate all complaints and to promptly and appropriately discipline any student or school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment or sexual harassment.

For the purpose of this policy, school personnel includes school board members, employees of the Williamson County Schools, agents, volunteers, contractors, or persons subject to the supervision and control of the Williamson County Schools.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin, race or any other class protected by law.

II. HARASSMENT DEFINED AND PROHIBITED

A. It is the policy of the Williamson County Board of Education not to discriminate on the basis of sex, race, national origin, color, creed, religion, age, marital status, disability or any other class protected by law in its educational programs, activities, or employment policies as required by the referenced federal and state statutes. Any student or school personnel shall be punished for infractions of this policy when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of the student or school personnel to participate in or benefit from the educational program or activity or the work environment and/or creates an intimidating, threatening or abusive environment.
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.

B. Harassment may include but is not limited to:

1. Graffiti, notes, or cartoons containing discriminatory language;
2. Name calling, jokes, or rumors;
3. Negative stereotypes and hostile acts which are based upon a person's sex, race, national origin, color, creed, religion, age, marital status, disability or any other class protected by law;
4. Written or graphic material containing discriminatory comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes;
5. Threatening or intimidating conduct directed at another because of the other's race, national origin, color, creed, religion, age, marital status, disability or any other class protected by law;
6. A physical act of aggression or assault, or other acts of aggressive conduct, upon another because of, or in a manner reasonably related to, an individual's race, national origin, color, creed, religion, age, marital status, or disability or any other class protected by law.

III. SEXUAL HARASSMENT DEFINED AND PROHIBITED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or

creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. Sexual advances;
2. Verbal harassment or abuse;
3. Subtle pressure for sexual activity;
4. Touching of a sexual nature, including inappropriate patting or pinching;
5. Intentional brushing against a student or employee's body;
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
7. Demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
8. Graffiti of a sexual nature;
9. Displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes;
10. Sexual gestures, including touching oneself sexually or talking about ones sexual activities in front of others;
11. Sexual or "dirty" jokes; or
12. Spreading rumors about or rating other students as to sexual activity or performance.

IV. REPORTING PROCEDURES

Any person who believes he or she has been the victim of harassment or sexual harassment as defined in section II and III of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment shall report the alleged act(s) immediately to the appropriate school system official as designated by this policy. The Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

A. In Each School – The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Coordinator of Student and Employee Relations (as appointed by the Director of Schools) immediately. A written report will be forwarded simultaneously to the Coordinator of Student and Employee Relations. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Coordinator of Student and Employee Relations. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Coordinator of Student and Employee Relations.

B. System-wide – Prior to June 30 each year, the Director of Schools will designate the system's Coordinator of Student and Employee Relations to receive reports or complaints of sexual harassment from any individual, employee or victim of harassment or sexual harassment and also from the school principals as outlined above. This appointment will be made public at the next regular meeting of the Board of Education and will include the appointee's name, office phone number and office mailing address. If the complaint involves the Coordinator of Student and Employee Relations, the complaint shall be filed directly with the Director of Schools. If the complaint involves the Director of Schools or the Williamson County Board of Education, the complaint shall be made to the School Board Attorney.

C. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades or work assignment. The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

V. INVESTIGATION AND RECOMMENDATION

By Board authority the Coordinator of Student and Employee Relations, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by the school system officials and/or by a third party designated by the Director of Schools. The party making the investigation shall provide a written report of the status of the investigation as soon as possible to the Director of Schools and the Coordinator of Student and Employee Relations.

In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding circumstances, the nature of the sexual advances is sexual harassment is alleged, relationships between parties involved and the context in which the alleged incidents occurred shall be considered.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the Director of Schools shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment.

VI. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the Director of Schools shall take such action as appropriate based on the result of the investigation.

B. The Director of Schools or the Coordinator of Student and Employee Relations shall report the result of the investigation of each complaint filed under these procedures in writing to the complainant. The report shall document any disciplinary action taken as a result of the complaint.

C. The Director of Schools or the Coordinator of Student and Employee Relations shall take other steps as are necessary to prevent recurrence of the harassment.

D. The Director of Schools or the Coordinator of Student and Employee Relations shall keep the complainant informed of the status of complaints.

VII. REPRISAL

The Director of Schools shall discipline any individual who retaliates against any person who reports alleged incidents of harassment or sexual harassment (as defined in section II and III of this policy) or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, which creates a hostile environment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse that may be available under state and/or federal law.

False accusations of harassment or sexual harassment (as defined in section II and III of this

policy) can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes false accusations for any reason which would be contrary to the spirit and intent of this policy shall be subject to immediate and appropriate disciplinary action.

IX. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse as defined under Tennessee Law. In such situations, the school system shall comply with Tennessee Law regarding the reporting of suspected abuse to appropriate authorities.

X. DISCIPLINE

Any action taken pursuant to this policy will be consistent with requirements of federal law, Tennessee statutes, and school system policies. The Director of Schools will take such disciplinary action deemed necessary and appropriate.

XI. POLICY DISTRIBUTION

A copy of the foregoing policy and reporting procedure shall be published in the Board's Policy Manual, shall be included in each student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name(s) of the person(s) to whom reports should be directed.

Staff Development and student education will be provided by the school system.

Please see attached addendum regarding Williamson County School's

Child Find program.