

Mill Creek Elementary School Parent Handbook 2020-2021



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Dear Mill Creek Families,

Welcome to Mill Creek Elementary! Here at Mill Creek, our team works hard to design challenging and engaging work that ensures learning for all and to guide students as they grow and develop into life-long learners and responsible citizens. We treasure your involvement as an important part of our team.

This year we are presented with unique challenges as we navigate educating students in the midst of a pandemic. There will likely be times we are able to meet in person and other times when we have remote instruction. We also have some students who will be part of WCS Online this semester. Our teachers and staff are prepared for the different instructional delivery methods that may be necessary this year.

As you read this handbook, you will notice changes due to the pandemic. These changes are indicated with a “COVID Change” heading. I also struck through portions that do not apply at this time but we will revisit at a later date.

Communicating and working with parents is an important aspect of my role as Principal. Please share your ideas, questions, and concerns with me as we strive together to provide the best education possible for all students. I look forward to a fantastic year of learning for your child. Thank you for your support!

Sincerely,

Julie D. Sparrow, Principal

WELCOME TO MILL CREEK ELEMENTARY

Home of the Chargers

Our Mission

Mill Creek Elementary will, through combined effort of all staff, parents, students, and community, cultivate a love of collaborative learning, model respectful actions, and provide opportunities for service on our campus and throughout our diverse community.

Our Vision

Chargers Take Charge:

- ◊ of our **learning**
- ◊ of our **actions**
- ◊ of our **environment**

**The information in this handbook is intended to be a guideline for behaviors and expectations in our school environment and are not all-inclusive. Policies may be revised when needed to promote a safe learning environment for students.

Charger Expectations



Chargers Take Charge:

- ◇ of our **learning**
- ◇ of our **actions**
- ◇ of our **environment**

Settings

Expectations	Classroom	Hallway	Cafeteria	Playground	Restroom	Bus	Arrival/Dismissal
Be Respectful	<ul style="list-style-type: none"> -Follow Directions -Listen and Pay Attention to Speaker -Cooperate with Others 	<ul style="list-style-type: none"> -Keep your hands and feet to yourself -Be courteous of other classrooms -zone zero 	<ul style="list-style-type: none"> -Listen to and follow adult directions -Use appropriate manners -Use inside voice 	<ul style="list-style-type: none"> -Respect other people's personal space -Respond immediately when the teacher calls -share equipment 	<ul style="list-style-type: none"> -Give others privacy -clean up after yourself -wait your turn patiently 	<ul style="list-style-type: none"> -Listen and follow the bus driver's rules -Use kind words to the bus driver and others 	<ul style="list-style-type: none"> -Listen and follow the cafeteria and hall monitor rules -Use kind words to monitors
Be Responsible	<ul style="list-style-type: none"> - Demonstrate self-control -Bring required materials -Take ownership of work 	<ul style="list-style-type: none"> -Walk to where you are going -Stay in line with your class -Be responsible for your own behavior 	<ul style="list-style-type: none"> -Clean up after yourself and recycle -Raise your hand to ask permission to get up -Follow recycling procedures 	<ul style="list-style-type: none"> -Use equipment appropriately -Return equipment to the appropriate spot when you are done -Report any problems to teachers 	<ul style="list-style-type: none"> -Flush toilet -Wash hands with soap -Use the restroom quickly and return to class quietly and promptly 	<ul style="list-style-type: none"> -Be alert and watch for your stop -Remain in seat -Talk quietly with others 	<ul style="list-style-type: none"> -Be alert and careful when walking to your class -Zone 1
Be Ready	<ul style="list-style-type: none"> -Use and store supplies safely -Use walking feet and zone 1 voices -Keep hands and feet to yourself 	<ul style="list-style-type: none"> -Maintain personal space 	<ul style="list-style-type: none"> -Get up only with permission -Keep hands and feet to yourself 	<ul style="list-style-type: none"> -Use equipment properly -Keep hands and body parts to yourself -Report any problems to an adult 	<ul style="list-style-type: none"> -Have a purpose (leave when you are done) 	<ul style="list-style-type: none"> -Bottom to Bottom, back to back, put your backpack on your lap 	<ul style="list-style-type: none"> -Walk to the right -Follow adult directions the first time given

Charger Leadership Team for 2020-2021

<i>Julie Sparrow, Principal</i>	Chelsea Montague, Kindergarten
<i>Drew Perry, Assistant Principal</i>	Christy Mullens, 5 th Grade
Adam Danner, 3 rd Grade	Michelle Organ, PTO President
Paige Davis, 1 st Grade	Julie Phillips, 4 th Grade
Caitlin Jones, 2 nd Grade	Kelley Sieja, Student Support Services
Beth Kolwyck, Music	

Assessments

Williamson County Students participate in both formative and summative assessments. Formative assessments are ongoing classroom assessments utilized to inform instruction. Examples include exit tickets, discussion boards, observations/conversations, and benchmark assessments. Summative assessments typically take place at the end of a unit. They are utilized to guide the school on overall approaches and strategies for instruction. Performance on an assessment informs a teacher on student progress toward a standard. It is imperative that a student does his/her own work.

Students in grades K-5 will participate in the district-wide reading and math AIMSweb screener. Students in grades 3-5 will participate in state and district assessments. During assessment windows we ask that parents make every attempt to have students at school on time. No absences will be excused for family trips.

Absences

Parents should e-mail Pamela Needham, school secretary at pamela.needham@wcs.edu to report a student's absence; this will serve as an excuse note. If this communication is not received the students must bring a note to the teacher with the following information: (1) Child's Name; (2) Teacher's Name; (3) Date Absent; (4) Reason for Absence; (5) Parent's Signature. Notes are kept on file for the school year. If the school does not receive a note within 3 days of absence, the absence will not be excused.

Consistent attendance and punctuality is a cornerstone of student progress and success. If students repeatedly miss school or are often tardy, it puts them at risk for misunderstanding concepts that are taught and reinforced while they are not present. Additionally, student attendance is one of the categories the federal and state governments use to evaluate schools and assess whether they are making adequate yearly

progress. Consistent attendance is a priority at Mill Creek.

Student attendance will be taken daily, even while learning remotely. If your child is ill or otherwise is unable to attend a scheduled learning session, please contact your child's teacher. Teachers will be posting daily classroom materials and activities to their Google Classroom.

Tardies and Early Dismissals (before 3:45)

Students may be dropped off at school starting at 8:40 a.m. As arrival processes may take longer to include screenings, principals will be more flexible this year on tardies. A student is considered present for the day if they arrive before 12:20. If you need childcare prior to this time, please contact our SACC program.

Late arrival and early dismissal may be excused for the following reasons: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

The parent must sign the student out in the office at dismissal time stating time and reason, and office personnel will call the student to the office when the parent arrives to pick up the student. A student is considered absent for the day if they are picked up prior to 12:20 PM. **Students will not be dismissed early after 3:15 (except in an emergency) due to safety issues and the interruption of instructional classes.** The instructional time at the end of the day is an extremely valuable time to reflect on the day's learning and to prepare homework assignments and materials. Whenever a student is dismissed early, the entire class is interrupted.

Parents should use the dismissal app to make the dismissal change before the cut off time.

The parent must sign the student out in the office at dismissal time stating the time and reason, and office personnel will call the student for dismissal.

Dismissal changes that results in someone other than the parent or guardian picking up the child must be done in writing, not via phone or email.

Excused Absences

Excused absences include: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

Written Documentation

The Williamson County School Board Policy 6.200 requires written parental or medical documentation for all absences, tardies, and early dismissals. This documentation ensures that school personnel are fully and accurately informed about your child. All absences are considered “unexcused” until a note is sent, preferably within 48 hours of the student’s return to school. Parents should e-mail Pamela Needham, school secretary at pamela.needham@wcs.edu to report a student’s absence; this will serve as an excuse note. If this communication is not received the students must bring a note to the teacher with the following information: (1) Child’s Name; (2) Teacher’s Name; (3) Date Absent; (4) Reason for Absence; (5) Parent’s Signature Notes are kept on file for the school year. If the school does not receive a note within 3 days of absence, the absence will not be excused.

Families are discouraged from planning trips when school is in session. Family trips should be scheduled during regularly planned breaks. Family trips will not be excused except for principal approved emergencies or in exceptional circumstances.

Behavior

All students are expected to adhere to the following school expectations: **Be Respectful, Be Responsible, Be Ready**. Individual classroom teachers will establish classroom procedures for meeting these expectations. If a student fails to meet expectations, it may result in a conference with school administration. Administrative consequences will be determined based on behavior and any prior behaviors or interventions. Consequences may include but are not limited to: time in the office, silent lunch, ISS (in school suspension) and possible OSS (out of school suspension). In addition, all Mill Creek students are expected to follow WCS policies, procedures and guidelines concerning discipline for any offenses concerning Zero Tolerance and Zero Tolerance reasoned judgement offenses.

During the time of active COVID cases, teachers will implement routines and procedures to keep students and staff safe. Any intentional behavior that puts another person at risk will be taken seriously and addressed accordingly.

Bullying (Board Policy 6.3032)

Children need a worry-free environment in order to do their very best in school. Unfortunately, teasing and bullying are facts of life for your students. While these actions are not prevalent, any incident can be discouraging to a child and disruptive to the learning process. The learning of appropriate social skills is a vital part of the

educational process.

Bullying can include behaviors initiated by one or more students against a victim that are deliberate and hurtful, and are repeated over time. The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time and creates a pattern of harassment or abuse. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors. Actions taken shall be designed to:

- Correct the problem behavior
- Prevent another occurrence of the behavior
- Protect the victim of the act
- Help the student understand how the other person feels

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interest of others at the same time. This learning related to character developments is as important as academic achievement. Parents, students, teachers, and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements.

If a student needs help resolving a conflict or if a student feels that he/she is being bullied, he/she should communicate with his/her teacher, one of our guidance counselors, or administration.

Reports shall be made to the Principal, Assistant Principal or a teacher. All reports shall be promptly forwarded to either the Principal or an Assistant Principal. Families may also report bullying to the WCS toll free tip line by calling 1-855-284-0669 or by emailing bullying@wcs.edu. Either the Principal or the Assistant Principal shall promptly (within 48 hours) investigate and evaluate the merits of the report. All parties will be interviewed, including any witnesses. Students found guilty of bullying will be subject to disciplinary action. Counseling or support services will be made available to students involved as deemed appropriate.

Throughout the school year bullying prevention education will occur through the life skills curriculum.

The PBIS Expectation Matrix as well as the MCES reactive plan will be a critical part of the action plan that is developed

Cafeteria

COVID Change: Students will eat lunch in classrooms.

- Students are encouraged to bring their lunches in disposable containers such as brown bags or plastic bags.
- Please send items in your child's lunch that can be easily managed by the school.
- The school cafeteria will offer a variety of lunch options everyday.
- We are unable to host visitors during lunch.

The student lunch price is **\$2.90** per day. This price includes an entrée, bread, vegetable, fruit and milk. Monthly menus are posted on our school website. Breakfast will be offered from 8:25-8:40 and the cost is \$2.00 and includes two to three items. Ice cream is **\$.75**. You can create and add money to your child's lunch account and check their account balance on-line. Please contact cafeteria manager, Jennifer Caporali with questions or concerns regarding cafeteria purchases. She can be reached by phone at 615-472-5258 or by email at jenniferc1@wcs.edu.

Students can turn in their lunch money to their homeroom teacher. Please send a check for each student separately and include the student and teacher name. Checks should be made payable to the MCES Cafeteria.

~~Parents are welcome to eat lunch with their child. Visitor lunches are \$3.50. Cash will be accepted on a daily basis at the register. To preserve instructional time, parents are asked to meet the students and say their "goodbye" in the cafeteria.~~

Car Services

Students may not be picked up from car services such as Uber and Lyft. These companies prohibit minors from being transported alone.

Celebrations

We recognize that children like to celebrate their birthdays at school. In an effort to abide by the WCS Wellness Policy as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday this year.

- send in a non-edible treat for everyone in the classroom such as pencils, bookmarks, etc
- donate a book in your child's name to our school library
- donate an educational game or book to your child's classroom in their honor

Please do not send flowers or balloon deliveries to school or request other treat options including food, balloons or party favors for the classroom or lunchroom.

~~Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class or one for every child the same gender as your child (i.e. for your daughter, an invitation for every girl in the class).~~

COVID CHANGE: The classroom teacher with the help of the room parent will plan two celebrations: a winter party and an end of the year party. Volunteers will not be permitted in the classroom for the party but can support the teacher through the donation of supplies.

~~There will be two class parties scheduled during the year. The parties will be a time for students to participate in fun activities with their classmates. The room parents and party planners for each classroom will work with the teacher to organize classroom celebrations. As we work to keep our buildings and children safe, parties will no longer be open to all family members. **Only the party planners (2 per class) and PTO Board Members will be allowed to attend/facilitate parties.**~~

All foods for scheduled school wide and classroom celebrations must be pre-packaged with ingredient and nutritional values listed. Food made at home may not be distributed during the school day.

Cell Phones and Other Electronic Devices

Cell phones, Apple watches and cameras may not be used to take pictures or videos in the school setting. If, as a parent, you feel that it is imperative for your child to have a cell phone/Apple watch at school for after school communication, it is to remain in your child's backpack, turned off during the school day and during bus transports to and from school. All items in backpacks are the responsibility of the student and the school is not liable for ANY loss or damage incurred. We are working to keep students focused on learning. All electronic games, toys, trading cards, MP3 players, virtual pets, hand held electronic games etc. are not permitted and should not be seen or heard during the school day. If any of these items are seen or heard during the school day they will be taken up and returned only to a parent/guardian. Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.

Character Education

Character Education is explicitly taught through the school counseling program. As we implement our positive behavior support system this year students will have an opportunity to earn Charger Cash when they are following Charger expectations. Charger Cash can be redeemed for a variety of items.

Child Find

Child Find is how Williamson County Schools identify students who may be having problems. This may include children who are gifted (having high intellectual potential) as well as students who have trouble seeing or hearing, need special education services, or need supports to learn. Children with giftedness or special education needs can be found in all types of families. It is important to find these children and give them the help they need as early as possible.

For children ages birth to 5 years:

A Screening checks to see if children are developing and learning the way they should be at their age.

Screening uses a variety of tests and observations to find possible problems in the following areas:

- hearing
- vision
- speech
- language
- social skills
- thinking skills
- moving and using muscles
- self help

Screening sessions are held four times a year or more in different places in the county. Families or anyone who is concerned about how a child is doing can refer the child for screening by calling Student Support Services at 472-4130.

For children ages from kindergarten through age 21:

Students' vision and hearing are screened during 1st, 3rd, and 5th, grades. Any child can be screened anytime it is requested by a teacher, parent or concerned individual.

Each school has a team of professionals who help identify children who may need assistance in the classroom. This may include students not learning on grade level. It also includes students with high academic achievement, creative thinking and intelligence.

Clinic/Illness

COVID Change:

Parents/Guardians should always follow the [WCS Illness Guidelines](#), found on the WCS website. Parents/Guardians should conduct health screening(s) on their children before sending them to school. This includes taking their temperature and assessing for the following COVID-19 symptoms:

- Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
- Have you had unusual cough or shortness of breath?
- Have you had a sore throat or other flu-like symptoms?
- Have you had a fever of 100F or greater in the past 72-hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24-hours?

If they answer 'yes' to two or more of any of the above questions, or have a temperature of 100F or higher, then please keep them home and seek medical attention, as necessary. Please assist your younger children in how to answer these questions once they get to school.

Upon arrival at school students will go through health screening conducted by staff. Their temperature will be checked with a no touch thermometer, and they will be asked to answer the above six COVID-19 symptoms questions. Any student who does not pass this screening will be kept in the isolation room under the care of staff until you can be contacted to pick-up your child from school.

Staff will report any observed symptoms in students during the day to the school nurse. The school nurse will determine if any symptoms are present and, if so, to contact you to pick-up your child.

Please refer to the WCS Illness Guidelines for return to school.

We are very fortunate to have a full-time nurse on staff. She is committed to serving all students and staff. If a student becomes ill or injured at school, the teacher will have the student evaluated by the school nurse. Through her examination and in accordance with the district WCS Illness Guidelines, the nurse will determine treatment or if the student does not meet criteria to stay in school. The nurse will notify parents if a student becomes significantly ill or injured. The school is not equipped for prolonged care of your sick child. **We ask that you or an emergency contact pick up your child within the hour that you are called.** The school nurse may only administer medications that are provided and authorized by the parent/guardian. Please contact [Nurse Jenn](#) for more information about medications.

Students will be checked for head lice by the school nurse when demonstrating symptoms of infestation. Parents of students with live lice or an active infestation will be asked to pick up their child as soon as possible to begin the treatment process. The student may return to school only after the hair has been treated appropriately and the parent presents

proof of treatment.

When determining whether your child is well enough to attend school, please refer to the Williamson County Schools Illness Guidelines. Please note that your child should not be sent to school until he/she has been fever free for at least 24 hours without taking a fever reducing medication. In addition, if student is absent from school due to illness, he/she may not attend after school activities that same day.

If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services [Site](#).

Chromebooks

Chrome books will be provided at the beginning of the school year. Before students are issued a Chromebook, both the child and parent must read and sign the Acceptable Use Policy, the Video Conferencing form and the Authorization District Device form. These forms will be made available in Skyward prior to the start of school for review and acceptance.

Students must act responsibly with their Chromebooks. Teachers will review proper practices with students to maintain good condition. If a student willingly and intentionally damages a Chromebook, the student may be charged for repairs up to the total cost for replacement. Charges will be determined by administration.

Students should take their Chromebook home nightly to charge the device, use the device for any assigned homework, and to be prepared for any transition to Remote Learning. Student issued Chromebook charge cords are not needed at school.

Community Information

The time and energy of the Mill Creek Team and students are focused on student achievement. Numerous community events, teams, camp organizations, and classes bring information to the school for distribution. The school will place community brochures on a table located in the main lobby for parents or students to pick up, but the school will not distribute this information directly to the students and classrooms. Please check directly with organizations of interest for information. All brochures placed on the table must have prior approval from the district office.

Complaints

Should a parent become dissatisfied with the action of a teacher, administrator, or other school employee, there is a recommended course of action to follow. First, try to resolve the complaint directly with the person on an informal basis. Following the teacher/parent discussion, persons can bring the issue to the principal.

Custodial Issues

Custodial parents must inform the school immediately upon any changes in custody, especially court restraining orders. Non-custodial parents requesting information for a student should provide the child's teacher with self-addressed, stamped envelopes for periodically mailing information, or arrangements may be made for the child's teacher to collect information to be transported with the student to the non-custodial parent. All families with a parenting plan must have that plan on file in our office along with any subsequent orders or changes to the parenting plan. Students will be unable to register for school without a parenting plan or court order establishing the primary care parent, should any court order exist.

Deliveries

In an effort to minimize the interruption of instructional time, deliveries to students from parents need to be handled at the school office. If you absolutely must get something to your child, please drop it off in the office. Flowers and balloons cannot be delivered to students during the school day. MCES cannot guarantee that deliveries will be picked up. Please work with your student to make sure they bring to school everything they need for the day.

Dress Code

Students should dress appropriately for comfort, the weather, safety and learning. Teachers may request that hats not be worn in the classroom. MCES will follow the guidelines set forth by the county in Board Policy 6.310.

School Board Policy 6.310 states the following:

- 1.) Tops of shoulders must have a minimum of 1 in strap unless otherwise covered by an opaque top garment
- 2.) Skin and undergarments must be covered with opaque clothing from the underarm to the mid-thigh
- 3.) Mid-thigh is defined as the mid-point between the waist and the mid-knee

- 4.) All pants, trousers, shorts and skirts, must be held at the waist
- 5.) Legging and other compression-style garments may be worn so long as an opaque top garment covers the private body parts.
- 6.) Hats may be worn in the buildings on **special occasion as permitted by administration.**
- 7.) Appropriate shoes are required.
- 8.) Tennis shoes with non-marking soles are required for physical education.
- 9.) It is recommended that students wear tennis shoes for recess. Please do not send students in flip flops or shoes without a back as this can result in injury.

Any type of clothing, apparel, or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team etc) must be in compliance with this policy during the academic day.

Any apparel or dress that advertise or promotes products or activity prohibited by law or by the Board of Education is prohibited (profanity, illustrations, or suggestive language etc).

Administrators and teachers shall enforce the dress code policy. The principal and his/her designee shall be the final judge as to compliance with the dress code. Parents will be notified and asked to bring appropriate clothing if a student is in violation of the dress code.

Emergency Dismissal

Director of Schools or a public relations designee from the district will use the phone and email system to notify you of emergency closings. The school will follow the dismissal plan on each child's emergency dismissal card on file in the office if school is dismissed early due to weather or other emergency conditions. Please make sure that the emergency dismissal information remains up-to-date.

Emergency Information

It is vitally important in times of emergency that the school is in possession of information that will enable us to promptly and directly reach the parents. If there are any changes in your contact information throughout the year, you must notify the office immediately.

Face Coverings

A cloth or disposable face covering must be worn by all students, staff and visitors while on school property except as follows:

- When an individual cannot safely wear a cloth or disposable face covering.
- While eating and drinking.
- While indoors and maintaining social distancing, at the direction of WCS staff.
- While outdoors and maintaining social distancing, at the direction of WCS staff.

Cloth face coverings should be washed after each use.

Allowable Exemptions

- Student has an approved Student Face Covering Exemption Request form on file with the school. Parents should contact the school Principal to request the form.
- Any child on campus who is under age 2.
- Student is having trouble breathing or is sleeping.
- Student is unable to remove their face covering without assistance.
- Staff or Student is eating or drinking
- Staff has provided a documented medical reason approved by Human Resources

Face shields may only be used in place of a face covering if a student or staff member has an approved exemption on file at school or with Human Resources.

Field Trips

COVID Change:

For health and safety reasons, all field trips have been cancelled for the 2020-2021 school year.

~~Anyone wanting to be a field trip chaperone must go through the district finger printing process and complete a volunteer application and confidentiality agreement. Go to www.wcs.edu, Parents Tab and Volunteer in Schools for more information.~~

~~The school must have on file written permissions from the parent before a student may go on a field trip. Teachers notify parents concerning field trips and send home permission forms for parent's signatures. Students are required to ride buses for field trips and will not be allowed to travel in cars. Parents who accompany class field trips may not bring pre-school children.~~

Fire, Tornado, Emergency Drills

Fire, tornado and emergency drills are necessary for the safety of the students and staff, therefore, we practice them throughout the year. The following drills are scheduled: fire drills, tornado drills, security lock down drills.

Homework/Academic Intervention Detention (AID)

Homework is intended to be an extension of the learning and is important because it gives independent practice and reinforcement of the skills and concepts presented in class. A rule of thumb is that students should be spending an approximate maximum of 10 minutes per grade level on homework each night: i.e. 1st grade – 10 minutes, 2nd grade – 20 minutes. In addition, students will also be asked to read each night. This is not considered homework, but an encouragement to develop life-long learners and readers. If your child is spending more than the above time on homework, please contact the teacher. The teacher needs feedback at this point so that together you can resolve the issue. We realize our families are busy and it is not our intent to dominate all of a student's after school hours. It is our intent to promote meaningful homework, organization, good work habits, and responsibility in our students.

When a student is missing three or more assignments in any one academic area they will be assigned Academic Intervention Detention (AID). AID is after school from 3:50-4:45 in the office. Parents will receive a letter the week prior to the assigned AID session and if the child completes the missing work, they do not have to attend their assigned AID session.

Immunizations

“No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps and rubella.” Requirements for kindergarten also include immunizations against Hepatitis B and Chicken Pox (or physician-documented history of disease). NOTE: Children exempt from physical examination and immunizations must present a notarized statement signed by the parent or guardian upon entrance.

Instructional Time

It would be appreciated if you could help us protect instructional time by:

- Checking to make sure students have needed items for school each day before the student leaves in the morning (lunch, lunch money, homework, supplies, projects,

tennis shoes, and notes for transportation change).

- Not schedule appointments during the school day, if possible. The entire class is disrupted when a student leaves early.
- Planning family vacations when school is not in session. Note: no vacations will be approved during state testing weeks
- Sending a note to communicate with your child's teacher. You may share information in the note, request a phone call, or schedule a conference with the teacher. Arrival and dismissal times are extremely busy times of the day for teachers who are busy helping students. Although teachers value parent communication, arrival and dismissal times are important times for teachers to focus on children.

When learning remotely, parents can assist in instruction time in the following ways:

- Check to make sure students have items needed for school each day before class starts (technology charged and working, homework and supplies)
- Ensure that students are seated in an area free from distractions 5 minutes before the start of class.
- Ensure your child has the "speaker view" set up on their computer so he may attend to the speaker.

Internet Policy and Technology Forms

Students will have the opportunity to access the Internet for instructional purposes while on campus under close supervision. In addition, students will also need access to the internet at home when completing either remote or online schoolwork. Before students are allowed access WCS instructional resources online, both the child and parent must read and sign the Acceptable Use Policy, the Video Conferencing form and the Authorization District Device form. These forms will be made available in Skyward prior to the start of school for review and acceptance. If your child violates these policies, they could lose technology access while at school.

Lost and Found Items

The Lost and Found is located at the back of the cafeteria. Please label students' clothing such as jackets and sweaters. At times throughout the year, lost and found items are given to charity after notifying parents and allowing time to claim items.

Medication Protocol

Medication procedures are consistent with the State of Tennessee Law TCA 49-5-415 and are implemented in schools county-wide. The intent of this legislation is to assure the safe administration of medications at school to children who require them. Please be aware of the following:

- In order for a medication to be administered, the student must have an authorization form on file. If the medication is non-prescription, the form needs only to be signed by the parent. If the medication is a prescription med, the form must be signed by the parent and the physician. Both prescription and non-prescription forms are available in the office.
- Students are not allowed to carry any medication (including non-prescription) to school. Parents or legal guardians must deliver the medication to the school nurse and complete the administration authorization form.
- No prescription medication will be administered unless it is in a properly labeled pharmacy bottle and matches the doctor's orders exactly. If your child is taking an antibiotic that is to be administered three times a day, the medication should be given before school, after school, and at bedtime. DO NOT send the antibiotic to school.
- All non-prescription drugs must be in the original manufacturer's bottle with the child's name affixed to the bottle. Due to shortage of storage space, small bottles are preferred. Most non-prescription drugs (i.e., Tylenol) are supplied in 24 tablet/capsule size bottles.
- All medications are housed in the clinic. The school nurse will send your child's medications with the child's teacher when the class is out of the building for a field trip. The school is required to designate school personnel to give medications to students on field trips. If you do not want your child to receive medication while on a field trip, you will need to inform, in writing, the child's teacher and the school nurse.

- Forms are available on the Williamson County Schools website under Health Services.

Moment of Silence

In order for all students and faculty members to prepare for their day, a moment of silence shall be maintained at each grade level in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them during this time. It is lawful for any teacher in any of the schools in the State of Tennessee to permit the voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

Observation Policy

Mill Creek Elementary supports the concept that parental involvement in schools is essential if the school and the parents are to work together to improve the quality of education for all students. It is our responsibility to educate students. In order to do this job effectively, it is important to keep classrooms as free of distraction as possible.

The principal or designee will limit the length and number of visits that can be made to any classroom. People requesting to visit classrooms must:

- Request the **PERMISSION FOR OBSERVATION** form from the front office
- Send this form signed by the parent and the person observing the child to the building principal at least 3 days before the visit
- Your request will be approved or denied, and the Permission Form will be returned to you
- Present a copy of the approved form upon arrival at the school
- Sign in at the front office and get a visitor's badge
- Be as quiet as possible during the visit
- Avoid taking up school personnel time during the visit
- If you would like to discuss your child, please schedule a conference with your child's teacher
- **Keep confidential any information learned about any student during the visit**

Important! Even with the signed permission form, a building principal has the right to ask

anyone, including parents, to leave if their presence is disruptive to the education of students or if any other student need requires the support of specialized personnel.

Parent Communication

Ongoing communication from school to home and from home to school is extremely important in promoting students' academic success. Your ideas, questions, and concerns are important to the Mill Creek Team, and we welcome your notes, calls, and visits. MCES communicates with parents through:

- Parent Handbook
- ~~MCES Parent Coffees~~
- ~~Family Fun Nights~~
- Friday Parent Email Memo
- Assessment Data
- Parent Conferences
- Parent Phone Call Messages
- PTO Meetings
- PTO newsletter
- PTO Website: www.mcespto.org
- Teacher/Classroom Newsletters
- Teacher-Parent Phone Calls
- Letters from the Principal
- School Open Houses
- School Web Page <https://www.wcs.edu/MCES>
- School Counselor Parent Nights
- Curriculum Related Parent Nights
- School Yearbook

Email Communication: all teachers have a published email address. Although you may wish to communicate with your child's teacher by email, please be aware that email is not always confidential. Please do not send time sensitive information by email as the system is occasionally down and teacher's instructional schedules do not allow for immediate response.

Voice Mail Communication: All teachers have published voicemail numbers. Please do not leave time sensitive messages by voicemail as teacher's instructional schedules do not allow for immediate response. In an effort to keep in communication with parents, teachers check their voicemail before and after school each day.

School staff will make every effort to return parent communication within 24 business

hours.

Parent Online Communication

Williamson County Schools Family Access gives parents the ability to track their child's academic progress safely and securely online.

Pets

Pets including dogs are not permitted at school due to health and safety concerns. If your child would like to share his/her pet with the class, please take a picture of the pet to bring to school for sharing time.

Pledge of Allegiance - Tennessee State Law (TCA 49-6-1001)

As required by our School Board, students will recite the Pledge of Allegiance to the flag each day at the designated time. Students will stand and recited the Pledge while facing the flag with their right hand over their heart. No student will be compelled if the student or the student's parents or legal guardian objects on religious, philosophical or other grounds to their child participating in such exercise. Students not participating will remain quietly standing or sitting at their desk while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

Photography and Video Guidelines

Following are guidelines from the WCS office of communications regarding parents taking photographs at school events. The purpose of the guidelines is to address problems that have occurred at some schools when parents have taken pictures at school and posted them on online social media sites.

- 1.) Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
- 2.) Picture taking at non-public school events: these events can occur before, during and after school and include things like class parties, field trips, assemblies to which the public is not invited. Parents are encouraged to take pictures/video of their own children but should not take photos/videos of other children.

Recess

Children go outside everyday unless it is raining or extremely hot/cold. Please keep this in mind when selecting your child's clothing and shoes for the day. MCES will follow WCS Standard Operating Procedures regarding whether students will go outside or have indoor recess.

- students will not go outside for recess when the outdoor temperature including wind chill is less than 32 degrees. In addition, if wind chill is less than 40 degrees with precipitation, students will not go outside.
- when the heat index is between 90- and 100-degrees F, the principal will monitor and consider the appropriateness of outdoor activities. Recess time may be decreased.
- when the heat index is 100F or greater students will not go outside for recess.

The county provided guidelines regarding appropriate dress. The following has been recommended:

- Wind chill below 60 degrees: jacket or long sleeves recommended
- Wind chill below 50 degrees: coat and long pants recommended
- Wind chill below 40 degrees: gloves and hats with previously recommended gear necessary

COVID Change: During times of active COVID cases, students will continue to have recess time. Students will socially distance as feasible and are permitted to bring their own non-electronic toys to play independently.

Teachers will encourage and lead students in social games that do not require close contact with others such as charades and shadow tag.

We strive hard to put safety first at Mill Creek. To that end we have established common playground rules. Please review these rules with your children.

- Respect the rights and feelings of others.
- You may not cause a problem for yourself or anyone else on the playground.
- Rough play will not be tolerated (touch football only!)
- Learn to interact with others in a positive manner – cooperate.
- Play fairly and take turns.
- Rocks, sticks, dirt... are to remain on the ground.
- ~~Playground equipment must be used correctly. Rules for slides, climbing equipment and swings are reviewed at the beginning of each year and throughout the year as needed.~~

Staff members observing children on the playground are equipped with a first aid kit and a two-way radio for additional safety. Children may be removed from play for a “cool-down” period if involved in unsafe playground behavior.

Room Parents

COVID Change: Each classroom will have one room parent who will be the liaison between the PTO and the classroom teacher. Additionally, they will help the teacher when volunteers are needed (although this will be limited). The Room Parent will also help organize the class party but won't attend this year.

SACC – School Age Child Care

Before and after school care is offered through the Williamson County School Age Child Care Program. SACC is available from 6:30am-6:00pm daily. In addition to homework club, SACC will offer a variety of clubs including foreign language, chess, and more. To register for SACC or for more information visit: <https://www.wcs.edu/domain/1177>

School Hours

Typical school hours are 8:45 – 3:45. Arrival begins at 8:40. Students cannot arrive prior to that time because we do not have staff available to supervise.

COVID Change:

If we have only Kindergarten through 2nd grade in the building for instruction, student hours will be 8:45 – 3:22.

School Safety

School safety policies have been established to ensure the safety and security of your child:

- All doors remain locked throughout the school day.
- Parents, visitors, and volunteers must sign in and out in the lobby, show photo ID and wear a visitor badge.
- Parking is only allowed in designated parking places. Due to safety concerns, do NOT park in fire lanes. The Nolensville Police may ticket cars.
- Parents and visitors must schedule appointments to visit classrooms.
- The school nurse staffs the clinic and notifies parents when a student has an accident or becomes ill.
- Medication policies established by the school system are followed.
- Students are expected to follow safety guidelines established by the school and classroom teachers.
- Students must have written permission from parents to change the bus the student rides at dismissal. No faxes or emails can be accepted.
- Office personnel must verify the identification of individuals when releasing a

student. Parents must communicate, in writing, the permission for someone to pick up a student other than the parent.

- Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- The custodial and maintenance staffs work to keep the school clean and free from safety hazards.
- The Fire Marshall inspects the school to ensure fire safety policies are followed.
- Fire drills are conducted every thirty days.
- Tornado drills are conducted throughout the school year.
- Lock down drills are conducted at a minimum of one per semester.
- A student information form is on file in the office with the student's updated emergency information.
- An emergency dismissal form is on file with the dismissal plan for students in the event that school is dismissed early due to weather conditions, power failure, or hazardous conditions.
- No children, regardless of age, are allowed in the workroom at any time due to safety concerns and to provide a working environment conducive to completing work assignments in an efficient manner.
- Students are encouraged to wear tennis shoes every day for safety.
- Several of our students have severe peanut/nut allergies that are life threatening. Please do not send any class treats.
- Send transportation changes in writing.

Student Academic Progress Reports

Report cards are available to view each nine weeks. A mid-nine weeks Progress Report will also be sent to parents as needed. Formal parent/teacher conferences will be in the fall however, parents and/or teachers may request conferences at any time during the school year. Skyward is a good source for on-going academic information.

Textbooks

Textbooks and consumables will be provided at the beginning of the school year. Textbooks must be returned at the end of the school year. Any lost or damaged books will need to be paid for.

Threats

A threat is defined as any expression of intent to harm someone. Threats can be spoken,

written, emailed, or expressed in some other way. When a threat is made, immediate action will be taken to protect students, employees and visitors. Administration will investigate and take appropriate action which may include discipline and support in the form of counseling or services. Please speak with your child about using appropriate language at school.

Tobacco Free Campus

The use of Tobacco products, including vaping products and battery-operated devices, is prohibited on school property. This policy shall be in effect whether or not school is in session.

Toys

Students are not allowed to bring toys, computer games, virtual pets, trading cards, etc. to school. We are working to keep students focused on learning. Classroom teachers will communicate to parents any exceptions to this policy for specific dates, times. The teacher will state when it is appropriate to bring items from home; what these specific items may be; and what they will be used for during instruction/class time.

Students are not allowed to bring focus/concentration tools (fidget spinners, stress balls, silent fidgets, etc.) to school without prior discussion and approval from parents and teacher.

COVID Change: Students are encouraged to bring an item from home to play with individually during indoor or outdoor recess (i.e. jump rope, legos etc)

Transportation

Bus Information

COVID Changes: Students are required to wear a mask at all times while on the bus. Student temperatures and wellness checks will happen as students get off buses. In order to maintain social distancing on buses, **no bus passes will be issued this year.**

School transportation is a very important part of the education process of our school system. Our goal is to provide safe, efficient transportation for all passengers to and from school and school events.

An essential ingredient in achieving this goal is appropriate student conduct on the bus. There are serious safety concerns involved with the operation of school buses and it is expected that all students will comply. When a bus driver's attention is diverted because of misconduct, a serious safety hazard develops.

Education is required by state law, transportation is not. Because the bus is an extension of the school day, the code of conduct also applies to behavior on the bus. Eligibility to ride the bus may be revoked if students violate school bus conduct policy. The code of conduct explains the rules, regulations and policies of Williamson County Schools regarding student conduct while traveling on school system buses.

Bus Rules and Regulations

The rules and regulations regarding acceptable student conduct are developed by the cooperative effort of the Transportation Director, School Principals, Bus Drivers and Administrators. School children being transported on a school bus are under the supervision, direction and control of the school bus driver and shall be subject to the discipline of the bus driver and student's principal. The bus driver will be competent and fair in dealing with students and will be responsible to the principal for the conduct of students on the bus.

Please Note: Cell Phones are to remain in students backpack while riding the bus.

In order to assure safe transportation while traveling on a bus, certain rules for pupils have been established by the Transportation Director. These regulations can be found on the school credenza.

1. Students shall obey the driver. The driver must be totally in charge. Students shall respond promptly to instructions given.
2. Each student will be seated in the seats which they are assigned, take their seats promptly upon entering the bus, and stay in their seat while the bus is in motion. No windows or doors will be opened or closed except by permission of the bus driver.
3. **Students will not be allowed to tease, scuffle, trip, hold, hit or use their hand, feet or body in any objectionable manner.**
4. The use of electronic devices or other items in a manner that might interfere with the school bus communication equipment or the driver's operation of the school bus is prohibited. This may include but is not limited to cell phones, audible radios, tape or compact disc players, mirrors, lasers, flash cameras or other reflective devices.
5. The use of alcohol, illegal drugs, tobacco, eating, chewing gum or soda drinks on the bus is prohibited.
6. Students must observe classroom conduct. Ordinary conversation is permitted. Loud, boisterous, profane language and obscene gestures or indecent conduct will not be tolerated.
7. Students must keep the aisles clear of items such as musical instruments, books, backpacks, etc. If student must carry such items, they will NOT occupy another student seat nor extend above the seat back. Animals (alive or dead), oversized objects as well as glass containers are not permitted.

8. At no time will a student put hands, head or other body parts out the window.
9. Students must treat bus equipment as they would the furniture in their homes. Any damage to bus seats, windows, equipment, etc., will be charged to responsible student.
10. Students will not ask the driver to let them off at such places as a store, job, etc. All extra stops must be approved in writing by the school principal or designee or Transportation Department in advance.
11. Students are asked to use the handrail when getting on and off the school bus.
12. If students must cross the street or road to board the bus, they must wait for the driver's signal. They must cross well in front of the bus.
13. Students are expected to do the following:
 - Be at the bus stop 5 minutes before scheduled pickup time.
 - Never run to catch the bus.
 - While waiting for the bus, stay clear of the roadway.

Failure to follow these rules and regulations may result in suspension from transportation. Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the student until such time as reinstatement is made.

Failure to follow the Rules & Regulations may result in the following disciplinary action:

- | | |
|---------------------------|--|
| 1 st Offense – | Driver completes Student Bus Behavior Referral Form & submits to Principal |
| 2 nd Offense – | Principal notifies Parent |
| 3 rd Offense – | Suspension from school bus |

Car Rider Arrival and Dismissal

Car Rider Morning arrival begins at 8:40am daily.

For the safety of our students, we ask that you follow the diagram when dropping off and picking up your child. For the morning arrival use either the inside or outside lane. The middle lane will not be used. Please proceed forward to the “Beginning of Drop Off/Loading Zone” sign before stopping your vehicle. Once your vehicle is stopped a staff member will do the health screening, including temperature check on each student in your vehicle. Once the entire drop off zone load has finished screenings you will be given the signal that it is safe to exit.

Parents will not be permitted to drop students off in the elementary or middle school parking lot.

For dismissal in the afternoon, we will utilize two lanes, the outside lane closest to the sidewalk as well as the inside lane closest to the parking lot. Please proceed forward to the

“Beginning of Drop Off/Loading Zone” sign before stopping your vehicle. Once your vehicle has arrived in the designated loading zone we ask that you turn your vehicle off. When you pull up to the QR Code sign, please scan the code and move forward. Students will be dismissed directly from the classroom and walk down the sidewalk to your vehicle. Once all students have safely loaded in the designated loading zones we will dismiss that zone to exit the parking lot.

Specific SDM Info: Mill Creek utilizes School Dismissal Manager for parents to establish their routine dismissal plans, to make daily dismissal changes as needed and for the school staff to systematically and safely dismiss students from class.

- There will be a set marker indicating where a parent should log into the School Dismissal Manager app and scan the QR Code.
 - This will send a message through the system and to classrooms indicating to the teacher that the parent has arrived and is in a position within the traffic pattern to pick up their child.
 - The classroom teacher will then dismiss the student from class to their car
 - **PLEASE DO NOT CHECK IN PRIOR TO THE DESIGNATED SPOT. THIS WILL RESULT IN CHILDREN LEAVING THE BUILDING TOO EARLY.** This impacts safety and our ability to maintain numbers of students in the hallway during dismissal. We will not allow students to exit alternate doors or go to their car if their car is not within the designated area.
 - When your car is positioned for pick up, **please turn off your car engine for safety.**
 - The staff will dismiss students to cars.

Your patience and consideration for the safety of students is appreciated. Our car rider line typically takes 15-20 minutes; however, at the beginning of the year it will be longer due to ensuring everyone is following rules for student safety. In addition, we anticipate increased car riders during times of COVID.

For safety reasons, students will not be released to parents parking in other areas and walking over to pick up students. Your patience and consideration for the safety of the students is appreciated.

Walkers/Bike Riders

Please fill out the permission form for walkers/bikers which can be found on the MCES website. Students in grades K-2 can walk/bike when accompanied by an older sibling or

parent (permission form required) while 3-5 students can walk/bike once a permission form is on file with the office.

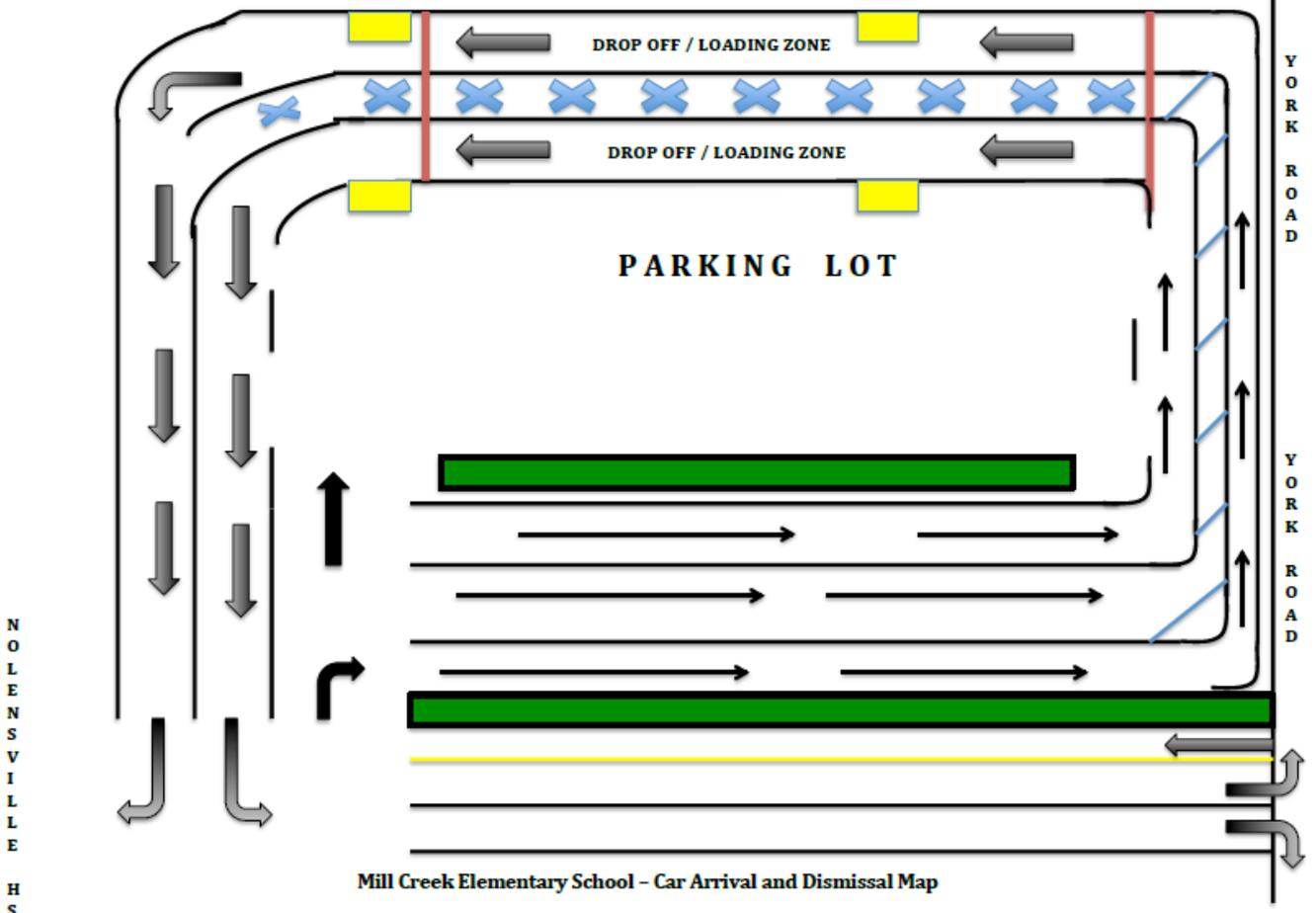
Walkers and bikers will have wellness check when they arrive each morning. The walker/biker wellness check area will be the bike racks near the middle school gym. Students need to have on a cloth face covering before screening begins.

All walkers/bikers are expected to follow safety guidelines including wearing a helmet. If a student demonstrates unsafe behavior, this privilege will be revoked. There are multiple bike racks near the cafeteria entrance. Students are encouraged to use a bike lock.

Attending Middle School Events:

Many of our families have older siblings that attend Mill Creek Middle School and would like to attend after school events on the MCMS campus. We follow the same procedures as outlined above for walkers. Again, there **MUST BE A PERMISSION SLIP ON FILE FOR A STUDENT TO WALK TO MCMS EVENTS.** If the event is inside the building, students in grades 3-5 may walk independently to the SMS gym. If the students are in K-2, parents must meet the students in the front office and escort them to the event. Finally, these dismissal changes must be indicated in the School Dismissal Manager account.

MILL CREEK MIDDLE and MILL CREEK ELEMENTARY BUILDINGS



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Volunteers

COVID Change:

In addition to the expectations set forth below, all visitors must have a cloth face covering to enter the building. Prior to entering, visitors will have their temperature taken and will be asked the following questions:

- Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
- Have you had unusual cough or shortness of breath?
- Have you had a sore throat or other flu-like symptoms?
- Have you had a fever of 100F or greater in the past 72-hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24-hours?

If they answer 'yes' to any of the above questions, or have a temperature of 100F or higher, you will not be allowed to enter the building.

1. All visitors must enter and exit through the main office doors.
2. Parents, visitors, and volunteers must present photo identification to enter the building.
3. All visitors must always sign in and out in the office and wear a visitor or volunteer sticker/badge .
4. Parents and visitors must schedule appointments to visit classrooms in the event of a conference or volunteering in the classroom.
5. School personnel escort visitors touring the school.
6. Office personnel must verify the identification of individuals when releasing a student. Parents must communicate in writing the permission for someone to pick up a student other than the parent. Office personnel will ask for a driver's license as an ID when someone comes to school to check out a student.

Williamson County has procedures for volunteers that will require some volunteers to be fingerprinted and have background checks. Below are the main points of the new policy:

Level 3: Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of a volunteer application and (2) a criminal background & fingerprint check through the WCS Human Resources Department or submission to the Human Resources Department a report detailing the results of a prior fingerprinting. Such activities may include:

- One-on-one tutoring
- Overnight field trip chaperones
- Group leaders/chaperones for day field trips outside a school employee's presence

Level 2: Regular volunteer activity and volunteer activity with student contact taking place under constant supervision by a WCS employee requires completion of a volunteer application and a confidentiality agreement acknowledging FERPA requirements. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:

Room Parents

Class readers

Front door reception

Front office volunteers

~~Accompanying day field trips when the volunteer is not with students outside the presence of a school employee~~

~~Mill Creek elementary field trips have been and will continue to be Level 3. As a result, if parents plan to go on any Mill Creek Elementary field trips they should complete the screening and background check. Instructions can be found on our district website (www.wcs.edu) under the Parent tab, then Volunteer in School.~~

Weapons

No weapons of any kind are allowed at school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

Withdrawal Procedures

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be turned in, and a student must be in good standing with the library and cafeteria. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school.

Workroom

For the safety of all no children, regardless of age, are allowed in either teacher work room.

APPENDIX: Federal Notices

SECTION 504 NOTICE

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are acts which prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment;
- is regarded as having such an impairment, or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, Williamson County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Jill Merritt, 504 Coordinator at 615-472-4000.

F.E.R.P.A.

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g), Williamson County Schools designates the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child's school in writing if they do not want his/her directory information released. Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify the school in writing if they do not want his/her directory information released to military recruiters.

HOMELESS EDUCATION

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of

the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Juli Oyer, Asst. Superintendent of Elementary Schools at 472-4000.

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

Parents may access information about child advocacy groups and information on how to contact the state department of education for information on student rights and services from the following agencies:

Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412.

Williamson County Schools Student Support Services, 1320 West Main Street, Franklin, TN 37064, 615-472-4130, Fax: 615-595-4930.

CHILD ADVOCACY GROUPS CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Williamson County, 129 W. Fowlkes Street, Suite 151, Franklin, TN 37064, 615-790-5815, Fax: (615) 790-5891

Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 615-463-2310, Web: <http://www.tnstep.org>

Tennessee Disability Law and Advocacy Center (DLAC), 2416 21st Avenue South, Suite 100, Nashville, TN 37212, Phone: 615-298-1080, Toll free: 1-800-342-1660, email: GetHelp@DLACTN.org.

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, TVC@tnvoices.org.

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder

Database:<http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do

not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990.

Employees include Title VI & ADA Coordinator Leigh Webb, Title IX Coordinator Dana Ausbrooks, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals. Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl Scouts.