
Legacy Middle School
STUDENT-PARENT HANDBOOK
2020-2021



Legacy Middle School

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Franklin, TN 37064

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School Hours: 7:45 a.m. – 2:52 p.m.

Student arrival begins at 7:25 a.m.

Office Hours: 7:15 a.m.– 3:30 p.m.

Welcome to our inaugural school year for Legacy Middle School. Our brand new, state-of-the-art facility is projected to house 460 students our first year in grades six, seven and eight with ample space to grow in a building constructed with a capacity for up to 1000 students. We are truly excited to experience this year of *firsts* with you and look forward to continuing to develop our own unique school culture with countless opportunities to learn, grow, achieve, connect, serve and celebrate as our school calendar unfolds. We humbly consider it an honor and privilege to work with you, our wonderful students and committed parents/guardians.

Our extraordinarily talented teachers and staff are eager to engage our students in high quality, purposeful and rigorous learning experiences within and outside our classrooms. Coupling this with our fun, yet challenging, extracurricular and enrichment offerings, we strongly believe our students will reap the benefits of an excellent, balanced middle school education with tremendous support for growth and success along the way.

Our solid foundation, established on our commitment to excellence in education, and our guiding core values, will make our school the number one middle school in our district and state.

Together we will “Build a Legacy to Leave a Legacy”.

We look forward to a positive and productive school year with our Legacy Lions. We extend a year-long invitation to all of our parents/guardians to join us at any and all school events when your schedule allows. We value your input, involvement, partnership and support in your child’s middle school education. We encourage all parents/guardians to stay “in the know” and please contact us if you have any questions. Again, Happy Inaugural Year LMS students and parents. Welcome to our Legacy family!

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ACADEMIC CALENDAR

Monday	July 27	Summer Visit 6th
Tuesday	July 28	Summer Visit 7th
Wednesday	July 29	Rising Lions Camp (6th)
Thursday	July 30	Summer Visit 8th
Tuesday	August 4	Family Night Tours 5:30 -7pm
Friday (Students ½ Day)	August 7	First Day of School
Tuesday	August 25th	A Day in the Life of A Lion Parent Night 5 -6:30pm
Monday	September 7	Labor Day System Closed
Thursday	September 17	Constitution Day
Friday	September 25	Fall Picture Day
Wednesday	October 7	Legacy Pride Lunch Day
Wednesday	October 7	End First Quarter Grading
Thursday -Friday	October 8 -9	Fall Break System Closed
Monday (No Students)	October 12	No Students -Site Based PD
Friday	October 23	Fall Sports Pictures
	TBD	Family Night (PTO)
Tuesday & Thursday	October 27 & 29	Parent Teacher Conferences
Tuesday (No Students)	November 3	No Students -Election Day
Thursday	November 5	Fall Picture Retakes
Wednesday	November 11	Veterans Day (Students in School)
Monday - Friday	November 23 -27	Thanksgiving Holiday System Closed
Monday -Thursday	December 14-17	7 th & 8 th Grade Exams
Friday (Students ½ Day)	December 18	End First Semester -½ day
Monday -Friday	December 21-January 1	Winter Break System Closed
Monday (No Students)	January 4	Teacher Admin Day
Tuesday (Students Full Day)	January 5	First Day Second Semester
Monday	January 18	Martin Luther King Jr. Day System Closed
Friday	January 29	Winter Sports Pics
Monday (No Students)	February 15	Teacher Site Based PD
Monday -Friday	February Dates TBD	Spring Book Fair Window
Wednesday	March 10	End of 3 rd Quarter Grading
Monday -Friday	March 15-19	Spring Break System Closed

Tuesday	March 26	Spring Pics, Sports Pics, Clubs/Activities
Friday	April 2	Spring Holiday System Closed
Monday -Thursday	May 17-May 20	7 th & 8 th Grade Exams
Thursday	May 20	8 th Grade Promotion Ceremony
Friday (Students ½ Day)	May 21	Last Day for Students, End of Semester
Monday (No Students)	May 24	Administrative Day and Checkout for Teachers

Legacy Middle Guidelines A to Z

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

([Acceptable Use Policy](#) – Williamson County Schools)

Board Policy 4.406

In order for a student to use the Williamson County Public Schools’ internet connection, a copy of the AUG policy must be sent home, read, and the contract must be signed and agreed to by the student and a parent or guardian. Please read the board AUG agreement in its entirety and return to school with signatures. AUG paperwork will be sent home the first week of school.

ARRIVAL PROCEDURES

Students arriving to school by car should be dropped off at our car rider side entrance and enter the building beside our Learning Commons. All students should report to the gymnasium upon arrival unless eating breakfast in the cafeteria or meeting with a teacher for an early appointment. No student should be dropped off at the school before 7:25am unless they have an appointment with a teacher to arrive early for tutoring. Adult supervision is not available until 7:25 am. Bus riders will enter the building on the cafeteria side of the building. If bus riders need to eat breakfast, they will report to the cafeteria to eat breakfast at the designated breakfast tables before moving to the gymnasium. The Learning Commons is open for business before the school day begins. Students must have a pass to visit the Learning Commons before school. All students should stay in their arrival locations until staff members dismiss the students to move to homerooms. Students are not allowed in the academic hallways before 7:40 am without a pass from a teacher.

ATHLETIC TEAMS

Students who are interested in trying out for athletics or club sports must have a completed and up-to-date physical examination on file with our school and updated in Final Forms (district athletics database). A student selected to participate in

interscholastic athletics must be enrolled in our school or an accredited homeschool program, meet academic requirements, and adhere to team expectations. Students selected for teams must also be willing to commit to daily participation during the season and sport for which they are involved.

Tryout dates will be included in daily student announcements at school, posted in the Principal's Community Newsletter, and communicated through Final Forms. A Williamson County athletic fee is required for each extracurricular sport, to be paid at the opening parent meeting.

The following interscholastic team sports will be offered for sixth, seventh, and eighth grade students pending interest and student numbers:

Football, Cheerleading, Dance Team, Golf, Volleyball, Tennis, Cross Country, Soccer, Wrestling, Basketball, Softball, Baseball, Track

Grade Requirements

Board Policy 4.301

The middle school student shall have passed (with 70 or above) four (4) academic subjects: communication arts (reading, language, spelling), math, science and social studies in the previous nine -week grading period in order to be eligible to try -out for a middle school athletic team. The previous nine -week grading period is the last nine -week period school was in session.

Student Behavior

To be eligible to participate in evening athletic events, a student must be in school for at least half of the school day. A student who is in ISS or OSS at any time during the school day is not eligible to participate in athletic events on that day and will not become eligible until he/she is admitted back into the normal instructional day. Students in ISS or who have OSS on a Friday may not participate in weekend activities with the athletic teams.

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, quizzes, unit tests, STAR universal screeners and benchmark assessments. Summative assessments typically take place at the end of a unit or course. They are utilized to guide the teachers and school on overall approaches and strategies for instruction.

Students in grades 6-12 will participate in the district-wide reading and math STAR screener. Students in grades 3-12 will participate in state and district assessments. During assessment windows, we ask that parents make every attempt to have students present at school and on time. Please refer to the following link for information regarding district assessments including the assessment calendar.

<https://www.google.com/url?q=http://www.wcs.edu/teaching-learning/assessment/&sa=D&ust=1493398408482000&usg=AFQjCNECfErldPAs0xclACIAFDJOKRWpA>

ATTENDANCE

Consistent attendance and punctuality is essential to success in school. If students repeatedly miss school or are often tardy, it puts them at risk for missing and/or misunderstanding concepts that are taught and reinforced while they are not present. Consistent attendance is a priority at Legacy Middle School.

Board Policy 6.200

The attendance of pupils is to be regular. The Principal, or personnel designated by the Principal, shall check and verify where appropriate all reasons offered for absences. Questionable and prolonged absences are to be reported to the attendance department 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 absence of the student from school. The Principal may require a doctor's statement.
3. Death in the immediate family of the student.
4. Religious holidays regularly observed by persons of the student's faith. 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 the judgment of the Principal, the circumstances warrant.

Any student whose absence is unexcused will be expected to make up the work missed or due on dates of absence. See Board Policy 6.316. All missed class work or tests from 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.

EXCUSED AND UNEXCUSED ABSENCES

The Juvenile Court Services and Williamson County Schools work very closely to ensure regular school attendance. Parents and students will be held accountable for attendance.

After 8 absences, a doctor's note will be required in order to be excused.

Students who have 5 unexcused absences during a school year will have violated the attendance law of the State of Tennessee. In these circumstances, truancy petitions will be filed with Juvenile Court by the WCS truancy officer. The courts could refer to the Department of Children's Services for a follow up visit. Therefore, it is very important that your child's absences are excused by either a parent or medical note.

The new Tennessee Department of Education Accountability Regulations (ESSA), defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused criteria. Students who accumulate 18 or more absences will be considered "chronically absent" and reported to the state.

FAMILY TRIPS

In response to the new legislation regarding chronic absenteeism, WCS schools will be more conservative than in past years in regard to excusing absences due to family trips. Family trips should be scheduled during regularly planned breaks. Family trips will not be excused except for Principal approved emergencies or in exceptional circumstances with prior approval. Non-school related activities and vacations are considered unexcused.

TARDIES AND EARLY DISMISSALS

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, (5) Principal approved emergency or exceptional circumstances, or (6) transportation issues for car riders. If school buses arrive late, students are not tardy.

Tardies

Students are tardy if they are not in their homeroom classroom by 7:45am. A student who arrives after 11:20 am will be considered absent for that day.

Early Dismissals

Early dismissal is considered as missing instructional time. Early dismissals before 11:20 am will be considered an absence for that day. The parent must sign the student out in the front 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. **No early dismissals are permitted between 2:30 pm and 2:52 pm.**

If a student will be absent due to medical reasons for 10 days or more, parents should fill out the homebound services application located on our district website.

WRITTEN DOCUMENTATION

WCS 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. **When student absences exceed 8 days, a doctor’s note will be required to excuse all future absences** . Notes are kept on file for the school year. Parents may also send an email with all appropriate information to their teacher AND our attendance secretary, Mrs. Son Hui Mitchell.

Notes should state:

- child’s name
- teacher’s name
- date(s) of absence
- reason for absence
- doctor’s note attached (if applicable)
- parent or guardian signature

MAKING UP MISSED WORK AND TESTS

All missed class work and tests from absences are expected to be made up in a timely manner upon returning to school. All make-up work should be completed for the first day missed within three days after the student returns to school. Make up work for days missed in succession will be due in the succeeding days following the third day. Please do not request work prior to a student’s absence or during their absence. Parents may request work if a student has missed 3 consecutive days. Students are expected to make-up all tests and quizzes once all of the work related to the test or quiz has been completed. **If a student misses a scheduled test, the student will be expected to take the test upon returning to school as long as the information being assessed was not presented during the absence.**

SCHOOL NOTIFICATION

When a student accumulates a total of 8 excused absences, all other absences will be considered unexcused unless a doctor’s note is presented upon the day of returning to school.

In accordance with new state guidelines regarding attendance as it relates to truancy, Williamson County Schools has implemented a three-tiered system to monitor

attendance and truancy. Parents will be notified when absences begin to accumulate.

- 3 unexcused absences - parents will be notified via email or phone.
- 5 unexcused absences – a meeting will be held with family and school personnel. The team will create a plan to support the family and ensure subsequent school attendance. Follow-up meetings will be planned to monitor progress.
- If the student continues to accumulate absences, additional interventions will be established.
- The new Tennessee Department of Education Accountability Regulations (ESSA) defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused. Students who accumulate 18 or more absences will be considered “chronically absent” and reported to the state.

ACADEMIC GRADING SCALE

A: 91-100

B: 81-90

C: 72-80

D: 70-71

F: 0-69

ANTI-BULLYING ZONE

Bullying is not tolerated. Bullying may occur face -to-face or via technology. We ask all parents and students to report any bullying to a teacher or staff member in the building. The report will be investigated by the administration within 48 hours. The investigation and required intervention will be implemented within 20 calendar days. Administration will notify the parent/guardian of any students involved immediately. Administration will also provide information regarding any support services available. Administration will follow investigation procedures and definitions set forth in board policy [6.3032](#) Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension as deemed by administration.

Bullying is defined by Tennessee law as any repeated act that substantially interferes with a student’s educational benefits, opportunities or performance and has the effect of:

1. Physically harming a student or damaging a student’s property,

2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property,
3. Causing emotional distress to a student or students, or
4. Creating a hostile educational environment.

If a student needs help with resolving a conflict, or if a student feels that he/she is being bullied, he/she should communicate with a staff member such as a teacher, counselor or administrator.

Students are prohibited from intentionally submitting a statement they know to be false or intentionally falsely accusing another of bullying or bullying-related behavior. Any student violating this prohibition shall be held responsible for their actions.

Retaliation against a victim, witness, or person with reliable information for reporting a bullying offense or for providing information in any manner is strictly prohibited. Any student violating this prohibition shall be held responsible for their actions.

Families may also report bullying to a WCS toll free tip line. The toll-free number is: 1-855-284-0669. Incidents can also be reported via email : bullying@wcs.edu .

Please reference School Board Policy 6.3032

<http://www.wcs.edu/wp-content/pdf/BoardPolicies/63032.pdf>

BUS BEHAVIOR AND SAFETY

(Refer to WCS Board Policy 3.400)

- Students may ride the school bus to and from school if zoning allows. Riding a school bus is a privilege.
 - Students have the responsibility to follow school bus rules and regulations or lose the privilege of riding the bus.
 - The student code of conduct applies to the bus.
1. The bus drivers, together with the school administration, have the responsibility of maintaining a safe environment for students riding the buses. The driver shall report any behavior problems to the administration of the school. It is the duty of the driver, in the case of any infraction of rules by any student, to notify the administration. Notification should be made in writing on the appropriate School Bus Behavior Report form. The school administration shall determine consequences.
 2. Any misbehavior on the bus, at the bus stop, walking to or from the bus stop, or arriving and leaving school at bus locations may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from

school becomes the responsibility of the parent/guardian. Some offenses may result in suspension/ expulsion from the bus or school.

3. Students are not allowed to ride a different bus home with a friend or get off at a different stop without a written note from a parent/guardian. The parent note must be brought to the office in the morning and the student will receive a “bus pass” to give to the bus driver in the afternoon. In addition, the daily pick-up/drop-off location for the bus must be the official address listed for school enrollment.

When riding the bus, students should:

- Obey directions of bus drivers.
- Stay in their seat at all times.
- Report any incidents of misbehavior to the driver.
- Refrain from use of alcohol, tobacco, illegal drugs, food, drink or glass containers.
- Observe classroom conduct: low voices, no profane language or obscene gestures, hands to self, and care for own belongings.
- Keep aisles clear of musical instruments, book bags, equipment etc.
- Keep hands, head, and other body parts inside the bus.
- Accept responsibility for any damage student causes to the bus seats, windows, equipment, etc.

BYOT (BRING YOUR OWN TECHNOLOGY)

(Refer to WCS Board Policy 4.406)

Legacy Middle teachers will work to incorporate technology into student learning on a regular basis. Students are able to bring their own devices for **instructional purposes**. Examples of devices include Nooks, Kindles, iPads, phones and laptops. All other electronic games, toys, trading cards, handheld games, etc. are not permitted. Any devices used during school at inappropriate times will be confiscated by the teacher or administration and a parent will be required to pick up the device at school. The use of a device is not allowed in the hallways and waiting areas during the instructional day unless requested by the teacher for instructional purposes. Devices should be put away during lunch. Students may not travel in the hallways with ear buds, air pods, or with cell phones as this presents a safety hazard for students and staff.

Teachers may allow students to use their cell phone for instructional purposes and they should only be used for that purpose during the school day. Cell phones and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes only. If, as a parent, you feel that

it is imperative for your child to have a cell phone/smartwatch at school for after school communication, it is to remain in your child's locker and in silent mode during the school day. Misuse of devices are the responsibility of the student and parent and the school is not liable for **ANY** loss or damage incurred. **We are working to keep students focused on learning and personal devices can be a distraction to the learning environment if used inappropriately or at unapproved times** .

The student's classroom teacher will communicate to parents any exceptions to this policy for that specific classroom. The teacher will state when it is appropriate to bring electronic devices for classroom purposes. District information about BYOT and the Acceptable Use Agreement for Digital Devices Form for grades 3 -8 must be electronically checked and agreed upon during the re-enrollment process or the paper form must be completed and agreed upon during new student registration in order for your child to participate in BYOT. Students must adhere to the Acceptable Use Agreement found in school board policy [4.406](#). In addition, students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.

- The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- The device may not be used to record, transmit or post photographic images or video of any person or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the WCS Acceptable Use, Media Release and Internet Safety Procedures.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Students must comply with a teacher's request to turn off the device.

Students acknowledge and agree that:

- The school's network filters will be applied to the WCS guest network access to the internet and shall not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school related purpose.
- Personal technology must be charged prior to bringing it to school, and the device must run off its own battery while at school.
- Students remain subject to all other school behavior rules.

Students are responsible for the well-being of their device. Please consider the following to help ensure the safety and appropriate use of your child's device:

1. Record the serial number on the device in the event of it being lost or stolen.
2. Seek to use a password protected device.
3. Do not share any passwords.
4. Consider an insurance policy for your device.
5. Monitor your child's use of the device on a regular basis.

LMS will follow the guidelines set forth by the district. These guidelines can be located at www.wcs.edu. Any disciplinary actions regarding inappropriate behavior with a device will be handled on a case by case basis. Using devices at unauthorized times can result in the loss of BYOT privileges for any amount of time as determined by the administration, as well as other disciplinary actions.

CELL PHONES/APPLE WATCHES

Teachers may allow students to use their cell phone for instructional purposes only. Cell phones, Apple watches and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes. Unless otherwise directed by a teacher for instructional use, cell phones are to remain in your child's locker, backpack, or out of sight until used for instructional purposes. Phones should be turned to silent during the instructional school day.

Student cell phones or Apple watches are not to be used to text or call parents/guardians at any time during the instructional day. If a student needs to contact a parent during the school day, they must go to the office, with teacher permission, and use the office phone. If you need to contact your student during the school day, please call the front office. Please do not call or text your student's personal device during the instructional day.

Cell Phones Guidelines

- Between the hours of 7:35 and 2:45pm, students should have their cell phone out of sight, unless a teacher gives the student permission to have his/her cell phone in class for educational purposes.
- Students may not text or call others during the instructional day.
- Students may not have their cell phones during lunch.
- Students may not have their cell phones in the restroom.
- Students may have their cell phones for music or communication before the school day begins in their arrival locations or after the school day has ended for dismissal.

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, handheld 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. **Parents are encouraged to attend any offered community meetings regarding digital citizenship.**

CAR SERVICES

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

CLUBS

A variety of club activities are made available to students each year. Student clubs enhance social and emotional development of our students as well as teach responsibility, organization and collaboration. Clubs could be student-led or teacher-led depending on the nature of the club. A club brochure will be distributed to students and parents during the first two weeks of school and will be available in the front office and on the school website. It is the student's responsibility to check with the sponsor for meeting times and locations. Transportation is not provided for club meetings.

CODE OF CONDUCT: STUDENT & PARENT

(Refer to WCS Board Policy 6.3061)

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

LMS is committed to establishing and sustaining a positive school climate each academic year. Through the use of our PBIS program, we encourage and reinforce positive decision-making behavior in order to maximize the academic engagement and achievement of our students.

PBIS Rewards Program

LMS believes in positively reinforcing students when they make great choices, particularly when they exceed the school's expectations. Students can earn PBIS points throughout the year when going above and beyond school-wide expectations. Students may use their points accumulated to enter drawings for giveaways, purchase items at the student online store, and to earn a variety of school-

wide or classroom -specific incentives. Our goal is for students to be outstanding citizens regardless of whether they earn PBIS points or not. The PBIS Rewards Program is a fun way to celebrate making good, positive choices.

Parents and students are expected to read and know the Williamson County Schools Student Code of Conduct and Discipline Procedures in board policy 6.306 and the LMS Student -Parent Handbook which is given to all students upon enrollment at LMS. The handbook is located on our school's website as well as printed inside the student agenda. Parents are asked to read the district board policies and handbook with their child and sign the code of conduct form acknowledging that they have read the handbook. Students and parents are expected to adhere to the WCS Code of Conduct and handbook expectations in transition to and from school on WCS transportation, at school or on school property any time, and off school grounds at any school sponsored activity, function, or event. Any specific questions about this Code of Conduct should be addressed with the school's administration.

EXPECTATIONS

STUDENT EXPECTATIONS

- Be in attendance and punctual each day of school.
- Follow district dress code policy.
- Stay alert, on task, and attentive in classrooms and at school assemblies.
- Start each class period prepared with a positive attitude, materials, and assignments.
- Correct homework.
- Be kind and courteous when addressing other students, staff members, parents, and guests.
- Complete written assignments neatly and on time and engage in the learning process daily.
- Be an active participant in new activities, clubs, sports, related arts, and school events.
- Respect yourself and others.
- Keep yourself and others safe at all times.
- Follow directions the first time given. Students are expected to follow directions given from anyone on staff.
- Use agenda when leaving the classroom for a hall pass.

- Always ask adult permission to leave the room, use the office phone, or to change routine.
- Leave valuables, large sums of money, special jewelry, expensive devices, toys etc. at home. If it is really important to you, don't bring it to school.
- Use appropriate language at all times.
- Use technology appropriately and at the appropriate times.
- Be respectful of school property and do not vandalize walls, desks, books, etc.
- Follow the school-wide behavior matrix for PBIS Rewards Program.
- Follow all school rules and expectations.
- Adhere to your parents' expectations and guidelines at home.
- Own your mistakes and actions.
- Stop and think through your decisions.
- Try your best at all times and work hard to succeed at your goals.

OUTDOOR RECESS AND PHYSICAL ACTIVITY EXPECTATIONS

- Listen to all adults and respond promptly.
- Play in designated areas only.
- Adhere to safety guidelines.
- Play "touch" football only, NO tackle games.
- Use equipment appropriately.
- No harming of self or others.

HALLWAY EXPECTATIONS

- Walk quietly and orderly.
- Do not disrupt other classrooms.
- Keep hands, feet, and objects to self.
- Get materials quickly and move on to your next class without wasting time.
- Only open and use your own locker.

PARENT PARTNERSHIP FOR SUCCESS DURING MIDDLE SCHOOL

- Ensure your student attends school daily on time.
- Support the school's policies and procedures and ensure your student adheres to rules and expectations.
- Set up Skyward Family Access Accounts and check often for grade updates and messages.
- Attend and support school events.
- Ensure your student wears clothing aligned with the district dress code policy.
- Assist your student with homework and ensure homework is completed daily.
- Consistently and appropriately communicate with your child's classroom teacher.

- Report negative behaviors of students to school administrators or school personnel and trust administrators to investigate and handle the situation(s) appropriately.
- Check your student's agenda daily for school notices and assignments. Review assignments and long-range due dates.
- Encourage students to read daily.
- Provide school with current contact information and notify the main office of any changes.
- Maintain a positive attitude about your child, the school, and members of the school staff.
- Sign in at the Front Office and show proof of identification when visiting the school.
- Work as a volunteer for the support of our students, staff, and school.
- Attend all parent meetings if possible.
- Contact teachers and communicate the positive things as well as concerns.
- Spend time with your child talking and playing. Yes, middle school children still love to play!
- Check your child's social media accounts and messages on a regular basis.
- Help your child to learn perseverance. Frustrations and difficult situations are a natural part of learning and life. Help your child work through hard situations and overcome challenges with a plan of action. Help to build resiliency.
- Provide opportunities at home for your child to learn personal responsibility.
- Provide opportunities for your child to be creative and be who they are.
- Be reasonable in your expectations of your child and your teachers.
- Assist with homework if needed but do not complete assignments for your child.
- Help your child to be involved in an extracurricular activity.
- Help your child get enough sleep at night to be productive during the day.

IF CODE OF CONDUCT IS NOT FOLLOWED

To the extent appropriate to the situation, school administrators will follow the progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors surrounding the situation. Schools are not required to start at step one of progressive discipline if the behavior warrants a more severe consequence.

STUDENT SEARCHES

Student (sibling) cars brought on campus, student backpacks, and school lockers, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents.

CAFETERIA INFORMATION

Please send items in your child's lunch that can be easily managed at school. Carbonated drinks, glass bottles and food brought from anywhere other than home are not allowed in the cafeteria. Outside food items from restaurants are not permitted inside the cafeteria.

Lunch money may be sent to school on a daily, weekly or monthly basis. Students are responsible for their money until it is turned into the cafeteria. Please send lunch money in an envelope with your child's full name and their ID number written on the envelope. Funds can also be added to the student's account online at <https://family.titank12.com/>

Cafeteria Prices

K-12 Breakfast \$2.00

K-12 Lunch \$2.90

Reduced-Price Breakfast \$0.30

Reduced-Price Lunch \$0.40

Adult Breakfast \$2.00

Adult Lunch \$3.50

BREAKFAST

Breakfast will be served from 7:20 am-7:40 am daily, though students may continue to eat until 7:42 am. Students will be served on a first come, first served basis. Students must be seated at the appropriate table labeled as one of the following: Car riders eating breakfast, Parents eating with students, or Bus riders eating breakfast. All students will be responsible for cleaning their area. Breakfast service will stop at 7:40 am daily except in the event of a delayed bus. Car riders will not be served breakfast after 7:40 am. Delayed buses will be announced at morning announcements. Staff on cafeteria duty will urge students to eat promptly upon being seated for breakfast. Students will not be permitted to travel down the halls and into classrooms with their breakfasts unless they were on a late bus.

LUNCH VISITORS AND OUTSIDE FOOD

Family members are welcome to join their children for lunch. Visitors must eat at the designated tables. Parents may only eat with their own children. They cannot bring a friend to lunch with another parent without written permission. **In the best**

inter est of all students and in alignment with the district’s wellness policy and allergy protocol, outside restaurant food is not permitted. Parents should plan to purchase a school lunch or bring a sack lunch from home for themselves. We appreciate your understanding of this request as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.

To preserve instructional time, parents are asked to wait by the cafeteria to join their children for lunch and to say “goodbye” to their children in the cafeteria.

Don’t forget to sign in/out in the office and wear a visitor’s sticker.

CAFETERIA BEHAVIORAL EXPECTATIONS

Students will be able to talk and interact with friends during lunch. However, students are expected to maintain the same level of control and noise level that they do in the classroom. In order to encourage appropriate social interaction, students are not allowed to bring or use electronic devices in the cafeteria.

Cafeteria Behavioral Expectations:

1. Always remember to be polite, kind, courteous.
2. Walk in the cafeteria.
3. While waiting, treat everyone in line with respect.
4. Purchase a la carte items when you go through the line the first time.
5. Gather all necessary items (utensils, condiments, etc.) before sitting down.
6. Use a conversational voice with the people at your table.
7. Raise your hand if you need assistance from the cafeteria monitor. Do not leave your seat without permission.
8. When lights are turned off, everyone will be silent and listen for directions.
9. When your table is dismissed, throw away your trash and clean your area (chairs, table, and floor).

CARE OF PERSONAL ITEMS

Lockers will be provided for each student to store personal items and textbooks.

Only the locker assigned to an individual student should be used by that student.

Sharing a locker combination with another student compromises security and safety associated with the use of a locker. Lockers should never be hit to open. This

compromises the latch system and the security and safety of the locker as well. If

students jam their lockers with articles on the inside of the locker, the student should

seek an adult to help with opening the locker. Locker keys are provided to team

leaders on each middle school team. All lockers are cleared and checked at the end

of each school to ensure that they are workable and ready for the beginning of each new school year. Locker combinations are changed yearly and new combinations are issued to each student at the beginning of each school year. Student backpacks, school lockers, desks, or any other property used by students are subject to inspection and search by school authorities when appropriate for the safety and security of all students.

Athletic and PE lockers are also provided in the locker rooms and a combination is given to individual students. Combinations should not be shared with any other student for safety and security. The school does not assume responsibility for lost items. Valuables and large amounts of money should never be brought to school. In addition, cameras, games, toys, trading/playing cards, electronic devices, skateboards etc, should not be brought to school unless a teacher has approved for a special event or project. Confiscated items will only be returned to a parent. Parents may come to school during school hours to pick up items from the front office.

In the event a parent is unable to visit the school during the regular school day, the item may be claimed by the student on the last two days of school for the year. Items not claimed one week after the last day of school will be discarded or donated to a local charity. Weapons, tobacco, or other drug products will not be returned to the parent or student but will be given to the resource officer on campus.

BIRTHDAYS

Our students' birthdays will be recognized on our school -wide announcements. Individual invitations to private birthday parties may not be distributed during school hours.

CHILD FIND

Child Find is how Williamson County Schools identify students who may need extra support. This may include children who are gifted, as well as students who have trouble seeing or hearing, need special education services, or need added support to learn. It is important to identify children and give them the help they need as early as possible. Families concerned about a child can refer the child for screening by calling Student Support Services at 615 -472-4130.

CLINIC/ILLNESS

We are very fortunate to have a full -time nurse on staff. Our school nurse 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 the examination, and in accordance with the district illness policy, 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 a 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. Refer to the WCS Medication Administration Protocol for guidance.

Students who become ill during the day **must** report to the school clinic in order to be dismissed.

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 found here <http://www.wcs.edu/wp-content/pdf/HealthServices/IllnessPolicy.pdf>. 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.

If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services Site at <http://www.wcs.edu/departments/health-services/>.

MEDICATION PROTOCOL

Medication procedures are consistent with *State of Tennessee Law 49-5-415* and are implemented in our schools district-wide. Medications should be limited to those required during school hours to assure safe administration of medications for those students who require them. Please be aware of the following:

1. The school must have a medication authorization form completed each school year for both prescription and non-prescription medications. These forms are available in the office.
2. Parents, or legal guardians, must bring their child's medication into school. Students are not allowed to bring in their own medication or to be in possession of medication. This includes prescription as well as non-prescription medication. Empty prescription bottles may be given to the student to take home, unless you inform the school otherwise.

3. Prescription medications must be in the original, pharmacy labeled container and match the doctor's orders exactly (up to 30-day supply at a time). If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before school, after school, and at bedtime. DO NOT send the antibiotic to school.
4. All over-the-counter medications must be in the original, unopened manufacturer's packaging with the child's name affixed. You can supply over-the-counter medication with an expiration date that will not expire during the school year. Only FDA approved medications can be administered at school.
5. Designated school personnel will be trained to assist students with their medications on field trips. If you do not want your child to receive medication on a field trip, please notify your school nurse in writing.
6. Medications must be kept at school no longer than the expiration date or end of the school year, whichever is sooner. All medications not picked up by the last school day will be discarded.

COURSE OF STUDY

The Tennessee Department of Education sets the curriculum standards for courses taught in the state for all K -12 Public Schools.

In William County Schools, all schools share a scope and sequence for each grade level and course. The scope and sequence describes what students will learn - the content and skills to be taught in the classroom. The sequence describes the order in which skills and content should be taught, ensuring that students are able to build continually on prior knowledge and build deep understanding. The WCS Scope and Sequence includes Tennessee's academic standards, student -friendly "I can" statements that describe competencies, and resources available to teachers, students, and parents.

At LMS, each grade level is divided into teams of teachers and students who work together to achieve academic and personal goals. Teachers are on collaborative teams to plan instruction and work together to problem solve all situations. Teachers share consistent expectations and will support all students on their learning journey.

The daily schedule followed by students is composed of four academic classes (English Language Arts, Math, Science and Social Studies), two enrichment classes with intervention days and time included, and a Focus Time. Each teacher will provide parents with a syllabus at the beginning of each school that includes information for each course, expectations for the classroom, and contact information.

CUSTODIAL PARENTING PLANS

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 the 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 TO SCHOOL

In an effort to maintain academic focus, parents or other individuals are not allowed to deliver special packages such as flowers, balloons, gifts, or outside food etc. during classroom time. Items that are delivered to the front office during the school day will be held in the office and students will be called to the office during afternoon announcements to retrieve their items before dismissal.

If items such as money, instruments, PE clothing, shoes, equipment, HW, etc. are delivered to the front office, the student will be called to the front office to retrieve items during a student break or transition. Students will not be paged out of instructional time to retrieve items. Students may leave lunch to pick up items in the front office with the permission of an adult.

DISMISSAL PROCEDURES

All students are dismissed from their last period class at the dismissal bell or if needed, by the teacher. Parents who pick up students in the car rider line will enter the line on the Eastern side of the building. There are three lanes for vehicles in the car line. Please pull forward as far as possible and stop lanes at the beginning of the car rider line marked by teacher and white line. Please follow all directions from school staff members and be alert. Remember, cell phones are not allowed by law in school zones while operating a motor vehicle. Student safety is the number one priority at LMS. Once all students are loaded in the first car rider group (from cone to cone), staff members will release one lane at a time. If your child did not load, turn on your flashers and a staff member will make one final call for your student. If the student still does not load, the parent will need to pull back around to the end of the car rider line. Please make sure all vehicles are in park when waiting for students to load. Please make sure that all drivers are alert and monitoring the movement of students.

DRESS CODE

(Refer to WCS Board Policy 6.310)

Students should dress appropriately for comfort, weather and learning. In order for WCS to maintain a safe learning environment that minimizes distractions, the minimum standards for acceptable clothing during the school day are as follows:

1. Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment .
2. Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh. Mid-thigh is defined as the mid-point between the waist and mid-knee .
3. All pants, trousers, shorts and skirts must be held at the waist .
4. Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts .
5. Hats may be worn in buildings ***on special occasions only as permitted by administration*** .
6. Appropriate shoes are required .
7. Tennis shoes with non-marking soles are ***required*** for physical education.
8. It is ***recommended*** that students wear tennis shoes for physical activity or special school events. 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 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).

Any apparel or dress that is potentially disruptive to the learning environment or educational process is not permitted. Any apparel or dress that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.

Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final determination as to what is in 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 or a student may put on other clothes available.

CONNECTION CLASSES

Elective classes are designed to reinforce reading, writing, mathematics, and critical thinking skills, as well as promotion of self-discovery and collaboration. Elective classes also seek to develop interpersonal skills, investigate career options, and promote reflection. Students will select two elective classes every nine weeks and will be rotated through these courses throughout the year. Band and Orchestra are both full year elective courses. Choir and LMS Media Production are both semester courses. Elective classes are based on student interest, as well as faculty expertise. Areas of study may include, but are not limited to:

Art, Band, Computer Science/Multimedia, Chorus, Orchestra, Robotics, Theater, Library Assistant, General Music, Physical Education, STEM, Spanish, Graphic Design

EMERGENCY DISMISSALS

The Director of Schools or a public relations designee from the district will use the phone system to notify the district/school 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 so there will not be a need to call the front office to inquire about school dismissing early. The school's phone system cannot handle the volume of last-minute phone calls to give students individual directions. Generally, it is best for the plan to be that the student will ride the bus home on any day school must close early. On such days, the buses are dismissed early enough to get the students home safely. Every family should have a plan in place in case school should close early due to inclement weather. All students should have a key or some other method of access to their homes in case of emergencies.

EMERGENCY DRILLS

Fire, tornado, intruder, and other emergency drills are necessary for the safety of the students and staff; therefore, the school will practice drills throughout the year. The following safety drills are scheduled: fire drills, tornado drills, security drills, and shelter in place.

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.

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.

FIELD TRIPS

Students have the opportunity to participate in field trips as extensions of classroom activities throughout the year. Teachers will notify parents concerning field trips and send home permission forms for parent's signature. The school must have on file written permission from the parent before a student may go on a field trip. If the written permission slip is not returned by the due date, the child will not be able to attend the field trip. Students will travel by bus to and from all trips. Any exceptions to this procedure must be approved by the Principal. Chaperones are not permitted to ride on the bus with students. Therefore, chaperones should plan to follow the bus in their car.

Chaperones are welcome and needed for field trips. For the safety of our students, no siblings are allowed on school field trips. According to Williamson County School Board Policy, all chaperones **must** be Tier 3 Volunteers.

HOMELESS EDUCATION

One can 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 Denise Goodwin, Asst. Superintendent of Elementary Schools at 472-4000.

HOMEWORK

(Refer to WCS Board Policy 4.607)

Homework is an extension of the learning and allows independent practice and reinforcement of skills and concepts presented in class. In addition, it is an expectation that students read each night as research shows the vast impact it has on overall learning.

Homework is defined as purposeful academic assignments given to students by teachers, which are to be completed outside of class time. Homework will be:

1. **Rigorous** : Homework will be challenging and appropriate to the developmental, emotional, and academic levels of the students, will be structured for a high completion rate, and will be designed to be done independently without the assistance of the teacher or the parent.
2. **Relevant**: Students will realize the value of the homework in both their immediate and long -range goals.
3. **Related**: Teachers will relate homework directly to identified learning goals.

All homework assigned will be reviewed and constructive feedback will be given to the student. When homework is given for a grade, the percentage of the quarterly grade attributed to homework will not exceed 20%. Teachers will not assign homework to be completed over holidays, breaks during the school year, summer, or with a due date that immediately follows these periods.

Homework is something that should be completed independently by the child. Parents are encouraged to monitor that homework is attempted or done. If a child is unable to complete work independently, this should be communicated to the child's teacher. If a child is struggling to complete homework or is spending over the maximum time allotted, please contact the teacher. The teacher needs feedback at

this point so that together you can resolve the issue. We understand students and families are busy and it is not our intent to dominate all of a student's after-school hours with homework. It is our intent to promote organization, good work habits, practice, and responsibility in our students.

INTERSCHOLASTIC ACADEMIC ACTIVITIES

Students are encouraged to participate in numerous interscholastic extracurricular activities. These activities challenge students academically and allow students to display their talents and represent LMS. These activities may include, but are not limited to the following:

Model United Nations, Science Fair, Choral Competitions, Duke TIP Program, Essay Contests, Science Olympiad, Math Competitions, VEX Robotics Competitions, Youth and Government, Band Competitions, PSAT, Art Throwdown, Battle of the Books

Students who have ISS or OSS for the day may not participate in interscholastic activities for the day. If a student receives ISS or OSS on the Friday before a weekend competition, they may not participate in the interscholastic activities that occur over the weekend.

ITEMS SOLD AT SCHOOL

No items are permissible to be bought, sold or traded at school unless the sale of items is sponsored and approved by Legacy Middle School administration and the Williamson County Schools School Board. All school fundraising activities must have prior administrative approval through the fundraising process.

LEARNING COMMONS

The LMS Learning Commons is a unique and collaborative environment in the school. This learning hub is open and accessible throughout the school day to students and staff. The Learning Commons houses books, magazines and other publications. It also contains audiovisual materials, video production equipment, computers, chromebooks, laptops, STEM supplies, reference materials, and breakout rooms for group collaboration. Students are encouraged to explore the diverse range of learning materials, spaces, and equipment available in the Learning Commons.

LOST & FOUND

The Lost and Found is located outside the cafeteria. Check these items when you have lunch with your child or when you visit the school. Please label students' clothing such as jackets and sweaters. At times throughout the year, all unclaimed

lost and found items will be given to a local charity after notifying parents and allowing time to claim items.

MOMENT OF SILENCE OR PRAYER

Tennessee State Law – (TCA 49-6-1004)

In order for all students and teachers to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade 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 but shall maintain silence for the full time. It is lawful for any teacher in any of the schools of the state 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.

PARENT ONLINE COMMUNICATION

Williamson County Schools Family Access gives parents the ability to track their child's academic progress safely and securely online. You may visit <https://www.wcs.edu/parents-students/wcs-family-access/> to register. Please check Skyward Family Access weekly and communicate with teachers.

PARENT - SCHOOL COMMUNICATION

Ongoing communication from school to home and from home to school is essential to working together as partners in providing excellence in education for all students. Your ideas, questions, and concerns are important to the entire school team. You are a valid member of our team. We welcome your notes, calls, and visits. Listed below are possible ways teachers can communicate with parents:

1. Parent Back to School Night
2. Parent Information Night/Open House
3. Parent Handbook
4. Weekly Teacher/Classroom newsletters
5. Teacher-parent phone calls
6. Monthly/Weekly email or newsletter from the Principal
7. School Web Page – <http://www.wcs.edu/lms>
8. [WCS Skyward Family Access https://skyward.wcs.edu](https://skyward.wcs.edu)
9. Phone calls from the principal or designee through callout message system
10. Parents should also sign up for the county's district-wide In Focus digital news <http://www.wcs.edu>

E-mail Policy

All teachers have a published e-mail address. Please do not send time sensitive information by email as the system is occasionally down and teacher's instructional schedules do not allow for an immediate response.

Voice Mail Policy

All teachers have published voicemail extensions that can be accessed by calling 615-472-5310. Please do not leave time sensitive messages by voicemail, as teachers' instructional schedules do not allow for immediate response. In an effort to keep communication with parents, teachers will check their voicemail before and after school each day. The expectation is that teachers should respond to parents within 24 hours.

School staff will make every effort to return parent communication within business hours or within 24 hours total.

PARTIES

Individual parties (birthdays, holiday, etc.) are not allowed on LMS campus. Party refreshments should not be brought to school to be shared with particular groups unless a grade level or particular class has a celebration scheduled by a teacher or school. Special school events or celebrations may be scheduled and sponsored by staff members for a particular reason related to school accomplishments or student celebrations. If special school celebrations are scheduled, parents will be notified.

PET POLICY

Due to allergies and potential safety concerns and waste on campus, pets (dogs, hamsters, rabbits, etc) are not allowed in the school building or on the school campus. Only service animals are allowed on school grounds.

PHOTOGRAPH & VIDEO GUIDELINES

The following guidelines are from the WCS office of communications regarding parents taking photographs and/or video at school events during the instructional day. Parents are advised not to post on social media any pictures taken at school that include any children other than their own.

1. Picture-taking at non-public school events: These events occur before, during, and after school and include class celebrations, field trips, assemblies to which the public is not invited (ex. talent show during the day, etc.) Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.
2. Picture-taking at public school events: This includes events that are open to the public such as Back to School Bash, Family Fun Night, etc. Parents may

take photos at public school events that include other people's children but should avoid posting these photos on social media without the permission of the other child's parent.

3. Class Parent Photographer: A teacher may assign a parent to be the class photographer to take pictures for the teacher using a WCS approved camera.

PHYSICAL ACTIVITY

Per Tennessee State Law, students are required to participate in physical activity. Physical education class, open activity time and recess are examples of physical activity. Therefore, students must have a doctor's note in order to be excused from participating in activities or physical education.

PLEDGE OF ALLEGIANCE

Tennessee State Law – (TCA 49-6-1001)

As required by our School Board and TN State Law, students will recite the Pledge of Allegiance each day at a designated time. No student will be compelled to participate in such exercise if the student or the student's parent or legal guardian objects on religious, philosophical or other grounds. Students not participating will remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge of Allegiance.

PROTECTING INSTRUCTIONAL TIME

Parents can help protect instructional time in the following ways:

1. Please make sure students have needed items for school each day.
2. Ensure that students arrive at school in time to be in their classrooms by 7:45 a.m.
3. Please schedule appointments for students outside of the school day when possible.
4. Plan family vacations when school is not in session.
5. Only visit classrooms when scheduled with teachers.
6. Meet your child at the cafeteria when having lunch at school and say "goodbye" to your child in the cafeteria.
7. Do not go to classrooms during arrival or dismissal times unless you have a scheduled appointment with a teacher.
8. Avoid early dismissals whenever possible. **Attendance matters !**

RECESS, PHYSICAL ACTIVITY & OUTDOOR SAFETY

Safety is our number one priority for students. To that end we have established common expectations guiding recess, physical activity or any time outside. Please review these rules with your children.

- Respect the rights and space of others.
- Rough play will not be tolerated (touch football only).
- Learn to interact with others in a positive manner – cooperate.
- Play fairly and include others.
- Rocks, sticks, dirt... are to remain on the ground.
- Any equipment used, must be used correctly.

Staff members observing students on the fields are equipped with a first aid kit and a two-way radio for additional safety. Please keep in mind these weather guidelines for specific events or school activities :

- Students will not go outside for activities when the outdoor temperature including wind chill is less than 32 degrees. In addition, if the wind chill is less than 40 degrees with precipitation, students will not go outside.
- When the heat index is between 90°F and 100°F, the school team will monitor and consider the appropriateness of outdoor activities. Activity time may be decreased or moved inside if needed.
- When the heat index is 100°F or greater, students will not go outside.

Finally, the county provides guidelines regarding appropriate dress. The following has been recommended for outdoor physical activities and/or middle school athletics:

- 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.

RECOGNITION OF STUDENTS

There will be a variety of student recognition celebrations throughout the year. These may include, but are not limited to:

Student of the Month –Counseling Department, Academic Achievement & Growth Celebrations, Art and Photography Exhibitions, Athletic End of Season Celebrations, Music Performances, Theater Productions Cast and Crew Celebration, Performances and Concerts, 8th Grade Promotion Celebration, Honor Roll, Perfect Attendance

RESOLVING CONFLICT/RESTORATIVE PRACTICE

Restorative : having the ability to replace the feeling of health, strength, and well-being.

Restorative practices in schools are inspired by the philosophy and practices of restorative justice, which puts repairing harm done to relationships and people over and above the need for assigning blame and dispensing punishment.

Every conflict or confrontation will look different. No two scenarios will be exactly alike, since no two people are alike. When a “challenging moment” with a student occurs, we will incorporate these five concepts from Restorative Practices to help in support of the student :

1. **Support** - Supportive comments given to and for the student with an opportunity to explain the situation from their perspective. What happened?
2. **Expectation** - Expectations shared by everyone at school based upon commonly understood foundations. What were you thinking at the time of the occurrence of the action? What have you thought about since the occurrence?
3. **Breakdown** - Breakdown of these expectations identified and shared with the student. Who has been affected by what you have done? How have they been affected? Be specific.
4. **Benefit** - Benefits to the student, both short-term and long-term, if they adhere to expectations.
5. **Closure** - Closure in the conversation, acknowledging next steps. What do you think you need to do to make things right?

SCHOOL COUNSELING

The guidance program offers students opportunities for personal and academic growth by providing individual and group counseling sessions, classroom guidance, and specific interest groups through school counselors or STARS counselors. Also available are consultations with parents, teachers, outside agencies, development of intervention plans for personal or academic problems, review of records and testing results, and access to career information. There is initiation of homebound services during periods of long-term illness or hospitalization, student assistance in scheduling and completion of forms for transfer and new students, high school pre-registration/planning and other guidance related assistance as student needs dictate. School counselors assist with the transition of elementary students into the middle school setting for sixth graders and the transition of eighth graders to high school.

The school counselor may refer or help facilitate a referral of a parent or legal guardian’s student to a counselor or therapist for mental health assessments or services. If a school counselor refers a student to an outside counselor or other

mental health provider, the school nor the school counselor shall bear the expense of such services provided to the student.

SCHOOL DANCES

School dances may be held for fundraising purposes of a particular school group and are a school sponsored event. School dances will be held on Friday evenings from 6pm-8pm. Admission to dances will be \$5.00 and concessions will be available for purchase. All school rules and expectations as well as dress code requirements are enforced at school dances. Administrators and teachers will chaperone the dances. Any student serving an ISS or OSS on the day of the school dance will not be permitted to attend the dance. LMS dances are for LMS students only. Parents are expected to sign students out of the dance at 8pm. If parents are carpooling, the parent who is responsible for all students in their car at pick-up, will sign the dismissal log for all students.

SCHOOL IMMUNIZATION LAW

(Refer to WCS Board Policy 6.4021)

CHAPTER 76, SECTION 15

“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 chickenpox (or physician -documented history of disease). NOTE: Children exempt from physical examination and immunizations must present a notarized Williamson County Immunization Exemption Affidavit along with the TN Department of Health Certificate of Immunization with the healthcare provider’s signature and date in the top right corner of the document.

SCHOOL SAFETY

A school safety plan is in place and has been vetted by local law enforcement. The following school safety policies have been established:

1. All school doors are locked throughout the day.
2. All visitors will be required to present photo identification and state their reason for visiting, to enter the building.
3. Parents, visitors, and volunteers must sign in and out in the office and wear a visitor badge at all times.
4. Visitors are only to go to the area designated upon sign in.
5. Parking is only allowed in designated parking places.
6. Parents and visitors must schedule appointments with the teachers to visit classrooms.

7. Volunteers or school personnel escort visitors who are touring the school.
8. A school nurse staffs the clinic and notifies parents by phone when a student has an accident or becomes ill.
9. Medication policies established by the school system are followed.
10. Students are expected to follow safety guidelines established by the school and classroom teachers.
11. Students must have written permission from parents to change the bus the student rides at dismissal.
12. Office personnel will verify the identification of individuals when releasing a student. Parents must communicate, preferably in writing, the permission for someone other than the parent to pick up a student.
13. Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
14. The custodial and maintenance staff work to keep the school clean and free from safety hazards.
15. The State Fire Marshal inspects the school annually to ensure fire safety policies are followed.
16. A student information card is on file in the office with the student's updated emergency information. Please make sure you keep this information updated.
17. 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.

EMERGENCY EVACUATION OF CAMPUS

In the event of a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe and secure site. As soon as the safety and security of all students is assured, traffic control is established, and checkout preparations have been made, parents/guardians will be notified regarding the family reunification process.

EMERGENCY NOTIFICATION TO PARENTS

Parents/guardians should make arrangements in advance for when schools must close due to emergency situations such as inclement weather, electrical issues, or water leaks, etc. Plans will include instructions to the school in the event of school closings, delayed openings, or early dismissals. Plans are kept in the front office for the school year. Please make sure these plans remain up -to-date in the front office. In the event of an emergency situation, please refrain from calling the front of fice. Our lines need to remain open to talk with emergency personnel. A notification will be sent to all parents with clear directions for arrival/dismissal procedures or school closing information.

SCHOOL CLOSING

School closing information will be announced on local media outlets, the school system website, InFocus newsletter, and from the district callout system.

STUDENT ENROLLMENT

All returning students will register online using their Family Access account login. If you choose not to use the online registration, paper packets can be picked up in the front office.

SCHOOL SUPPLIES

Student supply lists for each grade level and content will be posted on the school's website. Please let a teacher, counselor or administrator know if your family needs assistance with school supplies.

SPECIAL EDUCATION SERVICES & SECTION 504

A teacher, principal, counselor, or parent/guardian may recommend students for referral to a student support team to review data to determine next steps for a student in the educational planning process. If the student support team determines that an evaluation needs to be completed to consider additional services, an initial evaluation may be recommended for the team to consider. All student data, medical information, and classroom data will be reviewed to determine next steps. After the school psychologist has completed any assessments, the team will reconvene to determine the types of supports needed for the student.

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

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.

SECTION 504 NOTICE

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are legislation 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.

STUDENT AGENDA

Every student is required to have their LMS agenda for the school year. This agenda should be an organizational tool to assist students in organizing assignments, projects, activities, extracurricular activities, and deadlines. This agenda may also serve as a communication tool between home and school. Students are expected to have their agenda with them daily, in all classes. Each class will have a designated time in which students are expected to write down the learning goal for the class for the day and any classwork, HW, projects, tests or quizzes assigned. Parents are encouraged to review their child's agenda nightly and to reiterate its importance to their child as the student is responsible for their schedule and all other student responsibilities.

STUDENTS STAYING AFTER SCHOOL

Students are not allowed to stay on school campus after school hours unless they have permission from a LMS teacher or staff member, coach, or administrator. The student must be under the direct supervision of a staff member. If students would like to stay for an event, they must first go home and return to school at the appropriate time for the event unless a staff member has agreed to supervise the student. At pickup time for all events, please make sure that students are picked up promptly at the close of the event. These procedures are in place to ensure the safety of our students and to keep parents informed regarding the location of their child.

If students are absent from school due to illness, they are NOT permitted to attend after school events for that day. This includes practice sessions, games, performances, dances, club meetings, etc. The same restrictions are in effect for students who have served in -school or out -of-school suspension for the day .

STUDENT DISCIPLINE

(Refer to WCS Board Policy 6.3061)

In addition to our PBIS Rewards program, teachers intentionally implement preventative procedures in their classrooms to maintain a positive learning environment. Teachers build positive teacher-student relationships, present engaging bell-to-bell instructional lessons, and purposefully create seating arrangements to encourage good behavior. Just as we have a positive behavior plan to encourage students to make good choices, we also have a reactive discipline plan for when students make poor choices that negatively impact members of the school community. In addition to what is detailed below, each teacher may have additional expectations for their individual classrooms.

Discipline Tickets

Depending on the severity and repetitiveness of a student's misbehavior, a teacher will write a student a discipline ticket. Copies of the discipline ticket will be given to the student to take home to a parent/guardian, kept in the teacher's records, and given to the administration. Ticket counts reset each quarter.

All disciplinary incidents are subject to the discretion of the LMS administration. The school administration reserves the right to create specific discipline plans for individual students.

- **Three tickets** in a single quarter will result in a Friday After -school Detention.
- **Four tickets** in a single quarter will result in a Friday After -school Detention and a meeting at school between the student, his/her parent(s), and school staff.
- **Five or more tickets** in a single quarter will result in an automatic discipline referral to administration which may result in In -School Suspension and/or other appropriate interventions.

STUDENT PROGRESS

Student progress may be accessed through Skyward Family Access. Parents may request that a printed copy of their report card be sent home each nine weeks if needed. Progress reports will be accessible on Family Access before the fifth week of each nine week grading period. Teachers offer opportunities for parents to schedule conferences. Parents and teachers may request conferences at any time during the school year, but two designated evenings will be scheduled and communicated to the school community. Teachers will notify parents at any point if students are failing to show progress toward standards.

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.

TEXTBOOKS

All textbooks are on loan to students for use during the school year. Each student is responsible for the care of textbooks issued to them through a Learning Commons account. Payment for lost or damaged books is the responsibility of the student and his/ her parent or guardian. All fees for lost or damaged textbooks will be paid to the bookkeeper before final grades or the next year's class schedule is given to the student.

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, or special events. 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.

TRANSPORTATION

Car Arrival

Students may be dropped off at school starting at 7:25a.m. Do not drop students off unless a school employee is outside to receive them. Please follow the traffic pattern to the left of the school. Do not drop students off anywhere else on campus other than the single car line in the mornings. Arrival has a single line for the morning traffic pattern. Please pull forward as far as possible to the arrival sign, come to a complete stop and drop off your student. Students will enter the side of the building closest to the Learning Commons.

Car Dismissal

Car riders must be dismissed via the car rider line entrance/exit. Do not park and come into the building to pick up your student during dismissal. Pick up before 2:10 p.m. if your student needs to leave early for an appointment.

Parents will be given car tags. You may pick up additional tags in the front office if needed. Upon arrival follow these instructions:

- The staff directs cars to form three lanes of cars pulling all the way forward to the designated area.

- Staff will send students out at dismissal once all cars are stopped and in park.
- When your car is positioned for pick up, **please turn off your car engine for safety.**
- The staff will dismiss students to cars and students will load the three lanes until reaching the orange cones at the bend.
- If your child does not load during the designated time, please turn on your emergency flashers and a staff member will move to your vehicle and call your student on our walkies. If the student still hasn't loaded after being paged, the parent will need to circle around once traffic begins to move. Please make sure students understand to find their vehicle and load quickly in the afternoons.
- Staff will indicate when cars are free to leave the lines. Do not pull away until directed to do so by a staff member. This is for the safety of our students.

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 everyone learning and following the expectations for student safety and understanding the procedures. Please be patient with us!

TRANSPORTATION CHANGES

Please plan ahead. Send a note to the office indicating any change in transportation for that day. **Only make changes by phone in cases of an emergency. If a phone call is necessary for an emergency transportation change, it must be communicated by 12:00 p.m. We will not accept transportation changes after that time**. If the student will be riding home with someone not on their emergency contact list, we must have written documentation. You may email your permission to the front office.

Bus Changes

All students must have a written note signed by a parent in order to ride home on a different bus. Students need to take the note to the front office upon arriving at school and obtain a bus pass to be given to the driver. ***Only make changes during the day in case of an emergency.*** If a change is necessary for an emergency bus change, it must be communicated by **12:00 if possible**. The office must receive a phone call and an email to confirm a change. Students without written permission for a transportation change will be sent home according to their daily dismissal procedure.

Inclement Weather and Early Closings

Every family should have a plan in place in the event school should close early due to inclement weather. The WCS Communications Department will send out a phone call to notify all families that school will be dismissing early. Therefore, there is not a need to call the front office to inquire about school dismissing early. The school's

phone system cannot handle the volume of last -minute phone calls to give students individual directions. Generally, it is best for the plan to be that the student will ride the bus home on any day school must close early. On such days, the buses are dismissed early enough to get the students home safely. All students should have a key or some other method of access to their homes in case of emergencies. The majority of time, after school events will be canceled if school closes early or there is no school. Email notifications will be sent to families regarding after-school activities.

Bus Riders

Students are expected to behave in a safe and kind manner and to follow directions given by the bus driver. Please review Williamson County School bus policy [3.400](#). We ask you to read it with your child. This policy will be strictly followed for the safety of all children. Students are to stay seated on the bus, demonstrate self-control, and talk quietly. No food is allowed to be eaten on the bus unless the driver allows. **Riding the school bus is a privilege. Any inappropriate behavior will result in disciplinary action which may include suspension from riding the bus.** Specific questions about bus routes and times for bus arrival should be addressed to the school system transportation department (472 -4950) or checked on the website.

Parents can also sign up with Safe Stop to track their student's bus. For more information go to this website:

<https://www.wcs.edu/wp-content/pdf/Transportation/WCS-Parent-Safe-Stop-Guide.pdf> \

VISITORS

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 sign in and out in the front office and wear a visitor or volunteer sticker/badge at all times.
4. Parents and visitors must schedule appointments with the teacher to visit classrooms, in the event of a conference, or when volunteering.
5. School personnel will escort visitors who are 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 enters school to check out a student.
7. Students are not allowed to bring visiting friends to class during the school day.

VOLUNTEERS

The school team appreciates the efforts and support of the many parent volunteers who work in partnership with us to provide a safe and caring learning environment focused on the academic achievement of all students. Volunteer workers are needed and so very appreciated. Please notify your child's teacher or the PTO if you are interested. We need everyone to support our students.

Background Check and Fingerprinting

The school district has established a three -tiered background check and guidelines to protect our students and to continue to maintain the high levels of volunteerism that we enjoy in our district. Please note that the Volunteer Application and Confidentiality Agreement is an annual expectation. All parents and community members who wish to volunteer at any level must complete that paperwork located in the front office. If you completed the district requirements for background check and fingerprinting in a county school last year, then you are on our LMS approved list. If you have not yet done so, you may want to consider this next step.

Please note the three tiers (See <http://www.wcs.edu/volunteers.htm>)

***Tier 1** does not require documentation. Tier 1 volunteers are those who volunteer occasionally; in a highly public setting with little or no contact with students; and who are under constant supervision by Williamson County Schools personnel.

***Tier 2** requires the Volunteer Application and Confidentiality Agreement. Tier 2 volunteers are regular volunteers with minimum student contact and are under constant supervision of Williamson County personnel.

***Tier 3** requires the Volunteer Application and Confidentiality Agreement and a criminal background fingerprint check through the Williamson County Schools Human Resources Department. Tier 3 volunteers are those who have unsupervised contact with students on or off campus. Parents who work with small instructional groups of students during the school day or who chaperone field trips are considered Tier 3.

Classroom volunteers must schedule work dates and times with teachers or front office staff. Volunteers may not bring young children to the classrooms or teacher workroom for safety reasons and to alleviate any distraction from the current instruction taking place. Volunteers must be in school appropriate dress code while working in school.

WEAPONS

No weapons of any kind are allowed on school property. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken by our resource officer and administrative team.

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 Lorette 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 provide equal access to youth groups such as Boy Scouts and Girl Scouts.

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 expectations have been met, a parent/legal guardian may withdraw a student from school. The attendance secretary/registrar will fax all documents and transcripts to the receiving school once the request has been received.

ZERO TOLERANCE AND SCHOOL DISCIPLINE

Our teachers and staff work to create a safe learning environment for all students utilizing high expectations of behavior and Positive Behavior Intervention and Support. The goal of school discipline is to create an environment where learning can occur and students learn self-direction, self-discipline, and feel safe. Parents

should consult the student section in Board Policy [6.3061](#) and [6.309](#) and [6.316](#) to better understand district consequences from misbehavior.

It is also important to become familiar with the LMS PBIS plan. We follow all WCS policies, procedures and guidelines concerning behavior management and discipline for these offenses.