



PAGE MIDDLE SCHOOL STUDENT HANDBOOK 2020-2021

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**COUNSELORS
Shawn Carter 8th
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Welcome Panthers,

On behalf of the faculty and staff, it is truly my pleasure to welcome you to an exciting year at Page Middle. Every student is valued and worthy of our best efforts. Therefore, your teachers are ready to teach, and we know you are ready to learn. This will be a year of learning and growing. Let's all work together to make this the best year yet!

At Page Middle School we have become a Learning Organization. We embrace continuous innovation as a core value of our school. This means that the administration, staff, parents, and students work collaboratively to achieve academic success. As we continue to work together, you will be prepared to achieve all your goals for high school.

Please get involved in as many activities as possible while you are in middle school. It will make you a better student and a better person. Try something new, pursue your interest, or help someone who needs help. All our co-curricular activities will help you make friends and have more fun while you learn.

This is an exciting time of year. I sincerely hope you will take time to look through the agenda and learn about the different opportunities available to all students who are members of our Panther family. We believe our students' years at Page are their opportunity to become scholars and champions! We want to make sure your voice is heard. If you have ideas or suggestions that will improve your overall experience at Page, please feel free to contact a member of the Building Leadership Team, your Student Council Representative or me. Let someone know if you need help in accomplishing your goals, and we will work diligently to help you out! Let's continue our focus this school year on building lasting relationships that are relevant in becoming world class citizens who are relentless in pursuing their dreams and goals. With your help, we will continue to keep up the tradition of academic excellence here at Page Middle. Why? Because... We are...Page Panthers!

Welcome to our new year,

Eric Lifsey

Eric Lifsey, Ed.D.
Principal

Williamson County School System's Vision

Williamson County Schools will provide a supportive environment where students are challenged to pursue excellence in academics, athletics, and the arts.

WWW.WCS.EDU

(CLICK THE LINK FOR ALL RESOURCES FOR PARENTS AND STUDENTS.)

WWW.WCS.EDU/PMS/

(VISIT OUR WEBSITE TO FIND ALL THINGS RELEVANT TO PAGE MIDDLE.)

Williamson County Schools/Page Middle School does not discriminate on the basis of race, color, national origin, sex, or disability.

GENERAL STUDENT INFORMATION

ACTIVITIES (EXTRACURRICULAR ORGANIZATIONS) – Students become more versatile when they participate in school activities, and students are encouraged to join clubs of their choice. A listing is available on the Page Middle School's web site and listings are available in the counseling center and front office.

ATHLETICS – In order to participate in athletics, a student/athlete must complete the approved physical form as well as meet all academic eligibility requirements

SEMESTER EXAMS

Students in 8th grade will take mid-term and final exams. 6th and 7th grade students will take nine-weeks tests at the end of each nine weeks in lieu of exams. Williamson County School District policy does not allow teachers to give semester finals early. Therefore, exams shall be given on the scheduled day. Any missed exams that need to be made up will need to be arranged with the Principal. Students who do not take an exam will be given an incomplete. No credit will be given in any class with an incomplete. End of course tests will count 25% of the second semester grade and as the final exam in Algebra 1 and Spanish. All absences on exam days will be unexcused pending a Dr.'s note.

ATTENDANCE

Excused Absences

Regular attendance is vital to the academic success of students; therefore, students are expected to be present each day that school is in session. Williamson County Schools has amended the current absentee/truancy policy for the district. As we began our 2017-2018 school year, the State of Tennessee has revisited the Truancy and Chronic Absenteeism Policy. 8 absences may be excused by a parent note. Students exceeding 18 absences for the year will be deemed chronically absent. Due to this policy, we are asking families to bring in a formal doctor's note after 8 absences. Medically-excused absences will not count toward truancy; however, they do count towards Chronic Absenteeism. It is our goal to work with families and ensure that students are given ample opportunity to succeed in the classroom. Williamson County Schools will no longer be using or accepting the Pre-Arranged Absence Form; you may still send in a note for absences. Board Policy 6.200 states that conditions for which a student's absence may be excused are as follows:

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 (may not exceed 5 days). The Principal may require a copy of the obituary.
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 judgement of the Principal, the circumstances warrant.

Written documentation is required to excuse all absences. Excuse notes should be submitted to the front office no later than three days after the absence. The notice should include the student's name and grade, the date of the absence, reason for the absence, and the name and contact number for the student's parent or guardian. Absences reported by telephone will **not** be accepted as an excuse for the absence.

Unexcused Absences

All absences are considered unexcused until a parent or guardian provides an acceptable written excuse to the attendance office. Students who accumulate five unexcused absences within a school year become subject to the truancy laws of the state of Tennessee. For more information regarding attendance, review the board policy at <https://www.wcs.edu/school-board/policies/> (Section 6.200)

Tardy Policy

Students are considered tardy if they are not present in the classroom when the bell rings. Each tardy will be noted on the student's attendance record. A student must be in attendance for more than 3.25 hours of the day to be marked present for the day. Tardies can only be excused due to illness or extreme circumstances as deemed by the Principal. Car trouble or traffic are not excusable reasons for being tardy to school. Consequences for unexcused tardies accrue by semester and are noted as follows:

1 st – 5 th unexcused tardy:	No consequences
6 th unexcused tardy:	Before School Detention
7 th – 8 th unexcused tardy:	No consequences
9 th unexcused tardy:	Saturday School

All unexcused tardies after the first nine will be considered excessive tardiness and will be addressed by School Administration.

Early Dismissals

Students must be in attendance at least half of the school day to be marked present. If a student leaves school within the first 3.25 hours of the day, they will be marked absent. All individuals checking a student out for early dismissal must provide a valid driver's license as proof of identification. If anyone other than a parent/guardian is checking a student out for early dismissal, written permission must be provided in advance by the parent/guardian. In order to have a safe and orderly dismissal, early dismissals will not be allowed after 2:00 p.m.

Pre-Arranged Absences

Absences not defined by the county policy such as travel are not advised. Williamson County Schools will no longer be using or accepting the Pre-Arranged Absence Form. If absences due to trips/travel/etc. are necessary, please submit a request in writing to the Attendance Office for referral to the Principal for review. Any requests that fall during the three weeks prior to TN Ready testing or semester/final exams will not be approved. 8th grade Exams cannot be taken in advance in accordance with Board Policy. These types of absences are discouraged due to new Tennessee Board of Education accountability measures. Attendance is now part of a school's Report Card.

MAKE-UP POLICY

The student must take responsibility to get assignments when absent. It is recommended that the student go to his/her teacher before or after school if the student cannot obtain adequate information from classmates. For excused absences of 1 to 3 days, the student will have three days to complete all makeup work. For absences of four or more days, as a minimum the student will have the number of days missed plus (+1). The student must meet with the teacher upon return to develop a plan for completing the assigned work. If a student misses one day and returns on test day, then the student should have an extra day to make up the work. However, if the test was announced prior to the absence and the student returns on test day, the student should take the test on the scheduled day. Likewise, any work assigned before the absence is due on the day of return to school.

BEHAVIOR TOWARDS FACULTY/ STAFF

Maintaining a school environment that is conducive to learning is important to everyone. Students are expected to treat faculty and staff with respect. The following misconduct is unacceptable and will be referred for disciplinary action:

1. Disrespectful, argumentative, or insubordinate language or behavior toward any member of the faculty/staff.
2. Refusing to identify oneself or giving a false name to a staff member.
3. Failure to cooperate with requests or exhibiting an uncooperative attitude toward faculty/staff members.

BEHAVIOR TOWARDS OTHER STUDENTS

Students are expected to treat each other with mutual respect and consideration. Aggressive behavior between students jeopardizes the safety of others and is disruptive to the learning environment. The following behavior will be referred to an administrator for disciplinary action:

1. Fighting will not be tolerated. Students are expected to take every opportunity to walk away from a fight. Fighting may warrant suspension. Some cases may be referred to local authorities for prosecution. If any student is involved in a situation which he/she feels may lead to a fight, the student is strongly encouraged to discuss the situation with a teacher, counselor, or administrator to help avoid physical confrontation. Parents are urged to contact an administrator if they have any concerns regarding their student.
2. Confrontations between students, including loud arguments, yelling, or verbal threats.
3. Intimidation or harassment (physical or verbal) of another student.
4. Horseplay, which includes seemingly playful physical contact with another student (i.e. pushing, shoving, slapping) which is disruptive in the classroom, hallway or cafeteria, and on busses.

STUDENT RIGHTS AND RESPONSIBILITIES

1. The Right to Due Process:

Each student has the right to an education. Any disciplinary measure, which deprives the student of this right, must be applied only after careful review. The student has responsibilities that are inseparable from and inherent in these rights. One such responsibility is obedience to school procedures, rights, and regulations. In-school suspensions, home suspensions and expulsions are measures that may be used when a student fails to meet responsibilities or denies others of their rights.

2. The Right to Free and Appropriate Program

All students are entitled to a free and public education. When the school program is not appropriate, the school system will notify the parents/guardians of special service needs.

3. The Right to Privacy of Records

Records are maintained for each student from his/her entrance into school through exit from the school system. Privacy rights concerning these records are guaranteed by Board of Education Policy.

4. The Right to Personal Property

Students have the right to be secure in their persons, papers, and effects; however, the principal or his/her designee is authorized to conduct a reasonable search of a student if there is reasonable suspicion to believe that the student has in his/her possession any item which is against school rules or state laws.

5. The Right to Nondiscrimination

The Williamson County School System will not discriminate in the basis of sex, race, color, or national origin nor on the basis of handicap (Section 504 of the Rehabilitation Act of 1973) in the educational programs and activities of Page Middle School. No student will be denied the benefits derived from the various programs and activities conducted by the system. It shall be the practice of the system to maintain separate comparable athletic programs for males and females. The system will be in compliance with implementing Title IX of the Educational Amendments of 1972, United States Department of Health, Education and Welfare, Office of Education. Complaints should be directed to the principal.

6. The Right to Free Speech and Expression

Students who have facts and opinions on topics should be allowed to express them in print as well as through conversation. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media. No students shall distribute any publication that is:

- a. Obscene to minors according to current legal definition
- b. Libelous, according to current legal definitions, or
- c. Creates a material and substantial disruption of the normal school activity.

7. Responsibilities for Academic Work, Attendance and Behavior

Students absent from school are expected to make up all work. It is the responsibility of the student to make arrangements with the teacher for making up work. **(See make up work policy)**

RIGHTS AND RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents/guardians have the legal responsibility for the behavior of their children as determined by the law and community practice. Parents/guardians are expected to exercise the responsibility so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive. Parents have the responsibility to encourage students to follow the Code of Conduct, abide by all school rules, and cooperate with teachers and administrators in the reasonable enforcement of all school rules, board policies, and laws affecting the school. Cooperation between parents/guardians and school is essential in assisting students to work to the best of their ability and to have positive school experiences. Parents/guardians have the responsibility to help maintain communication with the school by participating in school community activities such as Parent Teacher Student Organization meetings, checking all progress report cards, attending individual conferences and bringing matters to the attention of the principal or faculty.

STUDENT SEARCHES

The Williamson County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner that ensures that students are not arbitrarily stripped of all personal privacy. The principal of each school or his authorized representative possesses the authority to conduct inspection of student's lockers, articles carried upon their persons. Such a search shall be based on a reasonable suspicion of the presence of harmful items but not limited to bombs, handguns, or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, secreted noise makers, and water guns.

In the event the search of a student's person, personal possessions, his locker, or vehicle, reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, local law enforcement authorities shall be notified so they may take appropriate action. **(T.C.A. 49-6-4201)**

DISCIPLINE DEFINED

DISCIPLINARY MEASURES FOR GENERAL MISCONDUCT

Disciplinary actions taken for misconduct are progressive in nature and will be determined by the appropriate administrator based on the circumstances of the specific infraction and the student's previous disciplinary conduct. A general guideline of disciplinary actions follows. With the exception of a zero-tolerance offense, administrative discretion in assigning disciplinary action for any given situation may be used at any time.

DETENTION/IN-SCHOOL SUSPENSION DEFINED

A. Teacher Detention

Detention shall constitute a feasible means of discipline or punishment by any teacher provided the following procedures and instructions are observed:

1. If detention is to be administered, the student must have a maximum of three school days in which to advise his parents (or guardian) so that they shall be responsible for the student's transportation. The principal shall assure that the parent has been contacted, either by phone or email.
2. Detention shall not exceed one (1) hour after the official closing of the school day or beginning of the school day but may be administered any number of days in succession. This shall be at the discretion of the administering teacher or principal.
3. If a student fails to meet the detention measures, the principal may, at his discretion, initiate the procedures for ISS or OSS as necessary.
4. The principal of each school has the authority to organize detention hall, including Saturday detention, at his/her discretion and to make equitable assignments for the teachers.

B. Power Monday Detention starts at 7:25a.m. and ends at 8:15a.m. Students will be dismissed to homeroom.

C. Wednesday Detention starts at 6:45a.m. and ends at 7:25 a.m. Students will be dismissed to homeroom.

D. Saturday School starts at 8:00 a.m. and ends at 10:00 a.m. The school system does not provide transportation to and from Saturday School.

D. In-School Suspension

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study.
2. Students given in-school suspension shall be required to complete academic requirements and shall receive credit for work completed.
3. Students under in-school suspension shall be recorded as constituting a part of the public-school attendance in the same manner as students who attend regular classes. **(Board Policy 6.316)**

E. Out of School Suspension (Short-Term Suspension) Students suspended out-of-school are not allowed on campus for any reason and may not participate in any sponsored activity. All class work missed will be made up. Students may be suspended out-of-school for ten days or less for good and sufficient cause as outlined in the Code of Conduct. Board Policy 6.316.

- F. **Long Term Suspensions:** The principal (in accordance with Tennessee State Laws 49-1309 and 49-2501) shall have the right to suspend a student for longer terms (remainder of the year), for good and sufficient reasons under his/her discretion. Prior to any suspensions, the principal shall require a hearing to determine the authority of the charge(s). The student shall have the right to an explanation of the evidence supporting the charge(s) and an opportunity to explain his/her side of the story. Following the hearing, the principal may suspend the student. Upon suspension, the principal must report his/her action in writing at once to the Director and the parent, guardian, or person en loco parents to the student. The notice must include notification of the rights/responsibilities for application for readmission (TCA 49-1309).
- G. **Expulsion:** The decision to expel is the exclusive domain of the Board of Education. The decision to expel will be weighed in a public meeting of the Board. The student involved is entitled to representation by counsel and has the right to be present at the meeting.

SAFETY HAZARDS

Behavior that jeopardizes the health and safety of students and faculty (i.e. bomb threats, false fire alarms, smoke/stink bombs or possession/use of any combustible materials, calls to 911 when no emergency exists) is a serious violation of school policy and may result in out-of-school suspension/expulsion.

TOBACCO / VAPING

Students shall not be allowed to possess, smoke, or use tobacco products in any form while on school property or while participating in a school-sponsored event, or while on school buses to and from school, or on school buses to and from school-sponsored events.

The school principal shall be responsible for administering appropriate punishment for possessing, smoking, vaping, or using tobacco products which may include detention, in-school suspension, or suspension from school attendance. Possession of tobacco and vaping products in any form anywhere by a juvenile is prohibited by law and will result in a citation to Juvenile Court with a subsequent fine and other punitive consequences.

TENNESSEE LAW CONCERNING SUSPENSION

The administration of Page Middle School is authorized to carry out disciplinary and related procedures for the successful operation of the school under Tennessee law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process. **(TCA 49-6-3401)**

ZERO TOLERANCE POLICY

A student unlawfully possessing, handling, using, under the influence of, or selling alcohol, or any controlled substances in any way in the school building, on school grounds, on school busses, or at a school sponsored activity shall be suspended/expelled for one calendar year.

Administrative Processing:

- a. The principal may recommend placement in the Alternative Learning Center
- b. The principal shall notify the local law enforcement agency and the Williamson County Juvenile Services Department.
- c. All contraband shall be given to the local law enforcement agency for laboratory testing.
- d. During any out-of-school suspension period, the student shall not be permitted to attend or participate in extracurricular activities.

Case-By-Case Review: The Director of Schools may review any individual case and may reduce the suspension time to less than one calendar year.

Second Offense: Any second offense shall result in immediate suspension for one calendar year by the principal. **TCA 49-6-4202; TCA 49-6-4018**

Drugs: Students shall not unlawfully possess, handle, use, be under the influence of, share or sell drugs or any controlled substances in any way in school buildings, on school grounds, or on other grounds used for school purposes, (including parking lots and athletic facilities), on school buses, or at any school sponsored activity. "Drug" means any narcotic or stimulant drug, prescription drug, or any other controlled substance. **(TCA 49-6-4018)**

Alcohol: The Board of Education will not tolerate any possession or use of alcoholic beverages by its students. A student unlawfully possessing, handling, using, under the influence of, sharing, or selling any alcoholic beverage in any way in a school building, on school grounds, or on other grounds used for school purposes, (including parking lots or athletic facilities), on school buses, or at any school sponsored activity shall be suspended for a calendar year. **(WCBE/6.309)**

Weapons: Students shall not possess, handle, transmit, use or attempt to use any dangerous weapons in the school building or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event. Students shall not solicit another to bring a dangerous weapon onto school property. Students are further forbidden to use any instruments or substances such as chemicals, inhalants, pencils, scissors, razors or compasses with the intent to do harm to self or others or in a manner which renders the item dangerous. **(WCBE/6.309)**

Assault: Students shall not physically assault or verbally threaten a teacher or other school employee while on a school bus, on school property, or on other grounds used for school purposes, or while attending any school activity or event. **(WCBE/6.309)** Upon information that a student is suspected of violating this policy, the principal of the school shall notify the student's parent or legal guardian and the appropriate law enforcement officials as required by law. **TCA 39-17-1309; 18 U.S.C. 921; TCA 49-6-4209; TCA 49-6-4204; TCA 49-6-4018**

BUS CODE OF CONDUCT (Board Policy)

The Director of Schools or the principal may suspend from the right and privilege of transportation any student attending the Williamson County Public Schools to whom transportation is provided, due to misconduct or misbehavior of each student en-route to or from school.

Principals of schools served by buses are required to have at least one teacher on the grounds to look after early and late children. The driver of a school bus may assign each student a regular seat on the bus, and the student shall remain in this seat until the driver gives permission for him to move or his destination is reached. A student shall be allowed to talk in a manner that would not disturb the driver or cause confusion among the students.

HONESTY POLICY

All students are expected to produce their own, original work. Violations of this concept include the following:

1. Taking information of any form into a test situation for the purpose of responding to test items.
2. Plagiarism. "The submission of another person's published words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source."
3. Copying the work of others when the copied material is to count as a part of the semester grade. This includes the copying of computer files.
4. Providing test information to others in or out of class.
5. Taking test questions (complete test, answer key, teacher's edition) to provide assistance in later test situations.
6. Selling or buying papers.

If the teacher deems necessary, he/she may consult further with the appropriate administrator.

SEXUAL HARASSMENT

The Williamson County Board of Education strives to provide students of Williamson County with a climate that is conducive to a quality-learning environment by adopting the following policy. This policy encourages all members of the learning community to be proactive in providing a climate in each school that is inviting, receptive, caring, supportive and flexible. It is meant to discourage sexual harassment by employees or other students.

Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of sexual nature which do the following:

1. unreasonably interfere with the student's work or educational opportunities;
2. create an intimidating, hostile or offensive learning environment;
3. imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit;
4. imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participating in a student activity.

If a student feels he/she is being sexually harassed, he/she shall report these conditions to the immediate supervisor of the offending person (teacher, counselor, and administrator). In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The principal/designee shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the superintendent and ultimately to the board of education.

Bullying and Harassment

Bullying, harassment and bullying and harassment behaviors are strictly prohibited and will not be tolerated. All cases will be investigated, and students engaging in these behaviors will be subject to disciplinary action at the discretion of the administration up to and including suspension or expulsion. For more information regarding bullying and harassment, review the board policy at <https://www.wcs.edu/pms/school-counseling/anti-bullying/>.

Dress Code

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 with the permission of building administration.
- 6) Appropriate shoes are required.
- 7) 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.
- 8) 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).
- 9) 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.
- 10) Any apparel or dress that is potentially disruptive to the learning environment or educational process is not permitted.
- 11) 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.

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

The Dress Code applies to all after-school events, field trips and other extra-curricular activities. When the dress code is not followed, the student will be sent to the office to call home for a change of clothes. Persistent dress code violators will be subject to appropriate disciplinary action.

BYOT

Students should put devices in their locker and should not be using them unless under the direction of a teacher in their classroom.

Level 1 consequence (Classroom violation – Log w/ teacher) Per 9 weeks

- 1st time - taken by teacher and given to grade level administrator. Returned at the end of the day. Logged by Administration. Pickup from Office at the end of the day.
- 2nd time - taken by teacher and given to grade level administrator. Returned at the end of the day. Logged by Administration. Parent contacted. Pickup from Office at the end of the day.
- 3rd time - PMD. Taken by teacher and given to grade level administrator. Phone kept in office. Parents must pick up. Admin contacts parents
- 4th time - BSD. Taken by teacher and given to grade level administrator. Phone kept in office. Parents must pick up. Admin contacts parents
- 5th time - Loss of device for the remainder of the Semester. Parents must pick up.
- 6th time – Loss of device for the rest of the year. Parents must pick up.

Level 2 consequence

(Other networks (i.e. 3G, 4G, etc.)/Picture taking/Picture taking (malicious intent)/Video/tape recording/Cyber bullying/Cheating/Sexting)

- 1st Offense: Suspend use of device for 9 weeks (parent call/conference)
2nd Offense: PMD and suspend device for rest of Semester (18 weeks)
3rd Offense: BSD and loss of device for the rest of the year.

HALL PASSES

It is the student's responsibility to have a valid pass, signed by a staff member, while outside the classroom during class time. Before leaving the classroom, the student should have their agenda signed by the teacher.

Students receiving a pass are expected to report directly to the area designated on their pass, using the most direct routes to and from their destination.

STUDENTS SHOULD NOT LEAVE A CLASSROOM WITHOUT A HALL PASS!

Federal Notices

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 their child's school in writing if they do not want his/her directory information released to military recruiters.

SECTION 504 NOTICE

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

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

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

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

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

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

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

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

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

CHILD ADVOCACY GROUPS CONTACT INFORMATION

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

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

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

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

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

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION

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

Employees include Title VI & ADA Coordinator Rebecca Owens, Title IX Coordinator Bill Squires, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals.

Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl Scouts.

TEACHER INFORMATION

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 615-472-4050.

HOMELESS EDUCATION

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

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are also 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, Assistant Superintendent of Elementary Schools at 472-4000.

CHILD FIND

Williamson County, in compliance with federal and state law, performs a countywide child find. Child find uses screening to find students in both public school or private school located in the geographic region, who may need special education services and supports. There are two types of screening. The first is a general screening of preschool age children throughout the school year. These screenings are on-going throughout the school year and serve preschool age children. The other kind of screening is only for school age children. A child can be referred for screening by school personnel, the family, and/or individuals in the county (physicians, child care providers, etc.) This should be done any time it is suspected that a child has a disability. Children can be screened for the following areas:

- Hearing
- Vision
- Communication Skills
- Social Skills
- Motor Skills
- Behavior/Adaptive Skills
- Academic and Pre-academic Readiness Skills/Development

Who can I call if I am concerned?

1. If your child is an infant or toddler under the age of 2.5 years, then contact TEIS at (615) 904-3636.
2. If your child is between the ages of 3-5 and you are a resident of Williamson County Schools call Student Support Services at (615) 472-4130.
3. If your child is enrolled in a Williamson County School, report your concerns to your child's principal and the principal will talk with you about the next steps of the RTI² process.
4. If your child is home schooled or attending a private school in the geographic region of the Williamson County Schools, then call Kim Palmer, at (615) 472-4132, Student Support Services.

The federal law of IDEIA (Individuals with Disabilities Improvement Act of 2004) requires each school district to spend a proportionate amount of federal allocation for services for students with special needs enrolled by parents in home school or private school each year.

GIFTED CHILD FIND

Intellectual giftedness is found throughout diverse populations and crosses all economic and cultural boundaries. In order to identify all children and youth with high intellectual potential, community residents and school personnel are encouraged to help in this identification process. Each school has a team of professionals who help identify children who may need assistance in the classroom. This may include students with high academic achievement, creative thinking and intelligence.

In Tennessee, each district is required to conduct a system-wide grade level screening in at least one elementary grade. Williamson County Schools conducts a grade level screening of every student in a grade to determine if students need referral for special education gifted services. Currently students are screened during their 4th grade school year; however, the district is planning to move the screening to 2nd grade beginning with the 2014-15 school year. Two years of overlap with screening in both 4th and 2nd grade will occur to be sure not to miss any students in 2014-15 and 2015-16. Once the school team reviews the required data from the screening, they make a determination to consider an individual screening. Identification can also occur at any grade level regardless of the screening year.

Page Middle School Behavioral Expectations

A successful school is one in which teachers and students exhibit an attitude of respect for each other. The teacher is responsible for creating a classroom climate that is conducive to learning. This is done through the establishment of clear and consistent expectations and building effective student teacher relationships.

Students are expected to:

1. Respect all teachers and staff
2. Respect their peers
3. Use appropriate language at all times, no profanity
4. Behave appropriately and respect any substitute teacher that may be in the classroom
5. Adhere to the dress code: which also applies to all after-school events, field trips and other extra-curricular activities.
 - Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment.
 - 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.
 - All pants, trousers, shorts and skirts must be held at the waist.
 - Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts.
 - Hats may be worn in buildings with the permission of building administration.
 - Appropriate shoes are required.
 - 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.
 - 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).
 - Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must follow this policy during the academic day.
 - 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 judge as to compliance with the dress code.
6. Be honest on all assignments. Cheating/forgery is not an option
7. Cell phones and personal mobile learning devices are to be placed in a locker (if available) during the school day or in a backpack if lockers are not available. Teachers may direct students to get the device if needed and students can get them prior to Flex in preparation to go home. No device should be used unless under the direction of a teacher
8. Refrain from writing notes, texting or drawing pictures that are in poor taste or threatening to others
9. Refrain from having any weapons or anything that could be viewed or used as a weapon
10. Use the restroom facilities in the manner in which they were intended. Restroom vandalism is a serious offense and will be handled as such. No loitering in the restrooms
11. Keep their hands, feet and other objects to themselves
 - No pantsing
 - No fighting
 - No horseplay
 - No kicking or punching just for fun
12. Be in every class, every day on time. Students are to be in class by 7:40 or they are considered tardy. Students are also expected to get to all their regularly scheduled classes on time throughout the day as well. Skipping class is a serious violation due to safety concerns and will be treated as such. Ten minutes tardy is considered skipping
13. Use good judgment and not have in their possession drugs, alcohol, tobacco, or vaping products
14. Come to school prepared and with all materials needed for the day
15. Turn in all assignments and projects including homework on time
16. Conduct themselves in an appropriate manner during lunch, school assemblies, extra-curricular activities, field trips, and class changes
17. Be proactive when dealing with conflicts between peers. There will be no fighting, punching, or any behavior that leads to a physical confrontation. It is the responsibility of the parties involved to seek out a peaceful resolution by notifying a teacher, counselor, or school administrator. Both parties are expected to walk away from a fight
18. Do not chew gum during the school day
19. Understand that "playing around" is not an acceptable excuse
20. When in remote learning, students should follow the remote learning guidelines issued by the district

Failure to follow school expectations will result in a consequence. Consequences range from an isolated lunch to ALC placement. If a student receives in-school suspension (ISS), out of school suspension (OSS) or ALC placement, they will not be able to attend any extra-curricular activities including athletic events, plays, concerts, etc.. If there are any questions, please have your child ask the teacher for clarification before a possible issue arises. Let's be proactive. Thank you and let's have a wonderful year!

We have reviewed all the above information.

Parent/Guardian: _____

Student: _____

Williamson County Schools Remote Learning Plan for Instruction General Guidelines and Expectations July 2020

Students learn best when they are with their teachers, so it is the goal of the Williamson County Schools to have students in classrooms with teachers to the maximum extent possible given current CDC safety recommendations and the recommendations of local health officials. Williamson County will make every attempt to have students in school full time, however if WCS declares it unsafe to open schools the district will immediately implement this remote learning plan. Teachers and students should be prepared to implement this plan at any point during the 2020-21 academic year. Remote instruction for the purpose of this document is defined as moving instruction designed for in-person teaching and learning to an online environment.

Instructional Guidance for Williamson County Middle Schools 6-12 Middle School Student Schedule All middle school students will have daily scheduled instruction directed by their teacher(s) at every level of the WCS COVID-19 Community Spread Metric.

Student attendance will be required for in person, remote interactive and online sessions throughout all levels. Students will also earn grades which will become part of their permanent academic record. Additionally, they will receive report cards. Students will engage in content through a variety of digital learning tools including Schoology, Zoom, and other resources made available through the WCS ClassLink.

Low Spread

All students will be in school on-campus or online based on parent preference following the 2020-21 WCS school start and stop times.

Medium Spread - if implemented, the following will apply:

All student learning will occur remotely with groups of students on campus for individual or small group instruction as scheduled by each school. • Grades 6-8 will attend school, remotely, Monday through Friday. • Students will follow their regular schedule for a full day of classes with a blend of direct and non-direct instruction. • Each school day will include interactive lessons, recording of attendance, and any necessary additional programming throughout the school day. o Monday through Thursday will emphasize direct, real time virtual instruction with class attendance taken in Skyward at the start of each Zoom session. o Fridays will begin with a virtual class meeting with attendance taken in Skyward followed by teacher-designed instructional activities and/or assessments through Schoology, all within the structured bell schedule. • Instructional delivery will include Zoom sessions, teacher-assigned individual or group projects, audio or video recorded lessons, online course modules, printed work materials, or other appropriate methods of instruction. • Special education teachers will provide students with disabilities access to instruction in a manner consistent with each student's Individualized Education Plan (IEP), which may include socially distant, on-campus instruction as appropriate.

High Spread - if implemented, the following will apply:

Grades 6-8 will attend school, remotely, Monday through Friday, mirroring the Medium Spread schedule. • Students will follow their regular schedule for a full day of classes with a blend of direct and non-direct instruction. • The day will include daily interactive lessons, recording of attendance, and any necessary additional programming throughout the school day. • Examples include Zoom sessions, teacher-assigned individual or group projects, audio-or-video recorded lessons, online course modules, printed work materials, or other appropriate methods of instruction. • Individual access to school buildings for specific learning needs may occur as deemed necessary by the principal, provided all safety procedures required at Low and Medium spread are followed.

Student Behavior Expectations in a Remote Learning Environment

Students will follow the WCS Remote Learning and Videoconferencing Guidelines. • Students will be expected to actively engage in the learning environment through regular attendance and participation. • Students will adhere to the school policies and guidelines outlined in the student handbook.

District Academic Calendar

Secondary late start days will not continue during remote learning. • Teacher Professional Development and Administrative days will continue as outlined in the current school calendar with a focus on remote learning support. • After a touch base morning meeting Fridays will be utilized as a full remote learning day for students while teachers work to provide small group instruction, collaborate in PLCs, participate in professional development, complete remote learning lesson planning, and attend student meetings.

Detailed Attendance Guidance

During times of Remote Learning, students are expected to engage in both direct and indirect instruction as directed by the student's teacher. Instruction may include independent work, teacher-assigned individual or group projects, audio or video recorded lessons, or online class modules, or other appropriate methods as determined by the school and/or teacher.

Tennessee Board of Education Rule 0520-01-17-.01 requires student attendance to be recorded daily when students are participating in remote instruction. Williamson County Schools will consider students who are interacting and responding to remote instruction as "in attendance". Students attendance will be recorded daily beginning with daily Zoom sessions. Additional attendance will be taken by class period. This may include, but is not limited to, any of the

following: Student submission of an assignment, Student completion of an online assessment, Student participation in synchronous learning in an online classroom, Student submittal of work via hard-copy or virtual formats, Student-initiated phone call, email, and/or other digital communication or responses to teacher email, Other evidence of participation as determined by the principal or designee • Attendance is not based solely on assignment completion. Teachers will be responsible for monitoring student participation in remote learning and reporting attendance to principals daily. • Williamson County Schools Board Policy 6.200 defines excused and unexcused absences. These definitions will also apply during Remote Learning. To receive an excused absence from remote learning, the parent/guardian or student is responsible for submitting the appropriate documentation for those categories defined in Policy 6.200, which includes: Personal illness/injury (The Principal may require a doctor's statement), Illness of immediate family member which requires absence of the student from school (The Principal may require a doctor's statement), Death in the immediate family of the student (should not exceed 5 days), Extreme weather conditions, 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), Pregnancy, School-endorsed activities, Summons, subpoena, or court order, Circumstances which in the judgment of the principal warrant absence from school and over which the student has no control • Williamson County Schools will utilize the Progressive Truancy Intervention Plan during remote learning. One additional step added to this plan as a direct result of remote learning will be to identify students that may have issues preventing them from learning and accumulating unexcused absences. • After three unexcused absences the Attendance Secretary or school designee will inform parents/guardians of the three accrued unexcused absences. If additional unexcused absences accrue, Williamson County Schools will implement a Three-Tier System to remove attendance barriers and improve student/school attendance.

Tier 1 - When a student accumulates five unexcused absences, the Progressive Truancy Intervention Plan will be implemented and include the following: • Attendance Secretary sends letter signed by administrator to parent/guardian notifying the home of student's 5 unexcused absences and cc's the school designee. • School designee contacts parent/guardian to set up date and time of attendance conference. • School-based Truancy Team meets with parent/guardian to discuss strategies to reduce absences using the WCS Attendance Contract. The student, parent/guardian, and school administrator or school designee sign attendance contract based on conference. The contract shall include the following: • A specific description of the school's attendance expectations for the student • The period for which the contract is effective • Penalties for additional absences and alleged school offenses including additional disciplinary action and potential referral to juvenile court • Administrator/school designee schedules follow-up meetings to discuss the student's progress and collects documentation from Tier 1.

Tier 2 - When a student accumulates seven unexcused absences and is in violation of the attendance contract, the student will be subject to Tier 2. • School designee conducts and documents an individualized assessment to share with administrators and makes referrals, as determined by the Truancy Team, to the Truancy Interventionist. • If needed, adjustments to the attendance contract are made with input from the student, parent(s)/guardian(s), and administration. • The Truancy Team determines next steps i.e. additional site-based supports, referral for counseling, community-based services, or other services to address student attendance. • All Tier 1 and Tier 2 documentation is provided to the Truancy Interventionist.

Tier 3 - Continued Accumulation of Unexcused Absences and/or Non-compliance with Tier 2 Mandates Administrator & Truancy Interventionist. • Attendance Secretary sends a letter signed by administrator notifying the parent/guardian of student's unexcused absences (at 10, 15, AND 20) and cc's school designee/administrator.

• Ten unexcused absences will prompt School administration to contact the Truancy Interventionist in consideration of filing a truancy petition with Williamson County Juvenile Court, following the implementation of all three tiers listed above.