

## *Fairview Hawk Handbook 2018-2019*

*The information in this handbook was carefully created with the input of teachers, parents, and other Williamson County School's policies and procedures and should be read and reviewed often. The following policies are intended to be a guideline for behaviors and expectations in our school environment and are not all-inclusive. The faculty, staff, and administration reserve the right to modify, interpret, and revise these policies when needed to promote a safe learning environment for students.*

### Table of Contents:

- Assessment
- Attendance
- Behavior: Discipline Policy, Character Education/PBIS
- “Bully-Free” School
- Cafeteria/Lunch
- Celebrations (Class Parties and Birthdays)
- Child Find
- Clinic/Illness
- Custodial Issues/Parenting Plan
- Dress Code
- Emergency Dismissal
- Field Trips
- Fire, Tornado, & Emergency Drills
- Homework
- Internet Policy
- Lost and Found
- Medication Protocol
- Moment of Silence or Prayer
- Parent Online Communication
- Parent – School Communication
- Pet Policy
- Photography & Video Guidelines
- Physical Activity
- Pledge of Allegiance
- Protecting Instructional Time
- Recess & Playground Safety
- SACC (School Age Child Care)
- School Safety
- Student Enrollment
- Student Immunization Law
- Student Progress/Report Cards
- Textbooks

- Toys
- Transportation
- Visitors
- Volunteers
- Weapons
- Withdrawal Procedures
- Appendix - Federal Notices

## **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 course. They are utilized to guide the school on overall approaches and strategies for instruction.

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

Please refer to the following link for information regarding district assessments including the assessment calendar. <https://www.wcs.edu/teaching-learning/assessment/assessment-faq/>

## **ATTENDANCE**

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

### **Tardies and Early Dismissals (before 3:50)**

Students are tardy if they are not in their classrooms by 8:50 am. Students may be dropped off at school starting at 8:25 a.m. If you need childcare prior to this time, please contact our SACC program.

Late arrival and early dismissal may be excused for the following reasons: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances. Early dismissals are strongly discouraged after 3:20 (except in an emergency) due to safety issues and the interruption of instructional time in classes. Instructional time extends until dismissal at 3:50 PM.

Parents must send a note to the teacher the morning of the request for early dismissal (unless an emergency situation) with the following information:

- 1) Student's name and teacher's name

- 2) Date and time child needs to be dismissed
- 3) Reason for early dismissal

The parent must sign the student out in the office at dismissal time stating time and reason, and office personnel will call the student to the office when the parent arrives to pick up the student.

### Excused Absences

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

### Written Documentation

The Williamson County School Board Policy 6.200 requires written parental or medical documentation for all absences, tardies, and early dismissals. This documentation ensures that school personnel are fully and accurately informed about your child. All absences are considered “unexcused” until a note is sent, preferably within 48 hours of the student’s return to school. When a student’s absences exceed 9 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, Shirley Hammon, [shirleyh@wcs.edu](mailto:shirleyh@wcs.edu).

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

### 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 for schools related to truancy, Williamson County Schools has implemented a three tiered system to monitor attendance. Parents will be notified as unexcused absences accumulate (recorded) to proactively help with truancy concerns.

- 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.

## **BEHAVIOR**

All students are expected to adhere to the following school expectations: Be Respectful, Be Responsible, Be a Role Model. Individual classroom teachers will establish classroom procedures for meeting these expectations.

### **Character Education & PBIS**

The teachers and staff at Fairview Elementary School strive to provide classroom environments and experiences where all children feel safe and have a positive learning environment. Our school focuses on character education, appropriate behavior and the elimination of bullying. We support these goals in everything we do within our school community. We expect all of our students, staff, and parents to follow the school rules so that teachers can teach and students can learn.

#### **SCHOOL RULES**

**Be Respectful**

**Be Responsible**

**Be a Role Model**

Please take time to discuss these simple and effective rules with your child and ask him/her to explain what they mean in a school setting. All three rules will be taught and discussed in class. We want every child to "get caught" following the rules.

### **QUANTUM LEARNING – KEYS OF EXCELLENCE**

These eight keys of excellence will help our students learn how to be respectful, responsible and a role model so that everyone can learn in a positive, caring environment.

- Integrity – follow a code of personal values in a way that shows moral excellence
- Failure Leads to Success – learn from mistakes and make changes needed to be more successful in the future
- Speak with Good Purpose – be positive with your language – avoid gossip and putdowns
- This Is It! – focus your full attention on the present moment and make what you are doing at any given time the most important
- Commitment – do what you set out to do – follow through with your commitments to yourself and others, even if it is challenging
- Ownership – take responsibility for your thoughts, feelings, words, and actions – we can't always control what happens, but we can control how we respond
- Flexibility – change your actions to get the desired outcome
- Balance – make the life choices that provide lasting fulfillment – make choices that fill your body, mind, and spirit.

The Williamson County School System has a Zero Tolerance Policy for drugs, alcohol, assault, and weapons. For more information please visit [www.wcs.edu](http://www.wcs.edu).

**Fairview Elementary School**  
**Policy for Administrative Discipline Referrals**  
**(Severe Offenses or Incidents/Office Referrals)**

The disciplinary actions listed below are a minimum recommendation for any of the offenses listed in this document. Administrative discretion, in regards to consequences, will be used based on the severity of the offense. Parent Contact will be initiated for each offense. The following consequences are in compliance with WCS policies [6.3061-6.316](#). Classroom consequences may be used in addition to 1st/2nd offense by the teacher.

**BYOT Prohibited Items or Misuse of technology**

**1st Offense:** Teacher verbal warning

**2nd Offense:** Teacher will confiscate device to be returned to student at the end of the day and parent notification

**3rd Offense:** Teacher will confiscate device, turn it into the office and parent will be required to pick up the device from the office

**4th Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan (Loss of BYOT privileges could occur)

**Cheating/Plagiarism**

**1st Offense:** Administrator notified with documented proof, parent notification, and student will redo assignment

**2nd Offense:** ½ Day ISS and 1st offense consequence

**3rd Offense:** 1 Day ISS and 1st offense consequence

**4th Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

**Defiance/Disobedience**

**1st Offense:** Administrative referral, parent notification, silent lunch in the office and student loss of recess

**2nd Offense:** ½ Day ISS and parent notification

**3rd Offense:** 1 Day ISS and parent notification

**4th Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

**Disrespect**

**1st Offense:** Parent Contact by Teacher

**2nd Offense:** Parent/teacher Conference

**3rd Offense:** Administrative referral, parent notification, silent lunch in the office and student loss of recess

**4<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

#### **Excessive Distraction or Disruptive Behavior**

**1st Offense:** Parent Contact by Teacher

**2<sup>nd</sup> Offense:** Parent/teacher Conference

**3<sup>rd</sup> Offense:** Administrative referral, parent notification, silent lunch in the office and student loss of recess

**4<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

#### **Lying/Dishonesty**

**1st Offense:** Parent Contact by Teacher

**2<sup>nd</sup> Offense:** Parent/teacher Conference

**3<sup>rd</sup> Offense:** Administrative referral, parent notification, silent lunch in the office and student loss of recess

**4<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

#### **Inappropriate Language or Gestures/Use of Profanity (written or verbal)**

**1st Offense:** Parent Contact by Teacher (teacher discretion based on direct/indirect)

**2<sup>nd</sup> Offense:** Administrative referral, parent notification, silent lunch in the office and student loss of recess

**3<sup>rd</sup> Offense:** ½ Day ISS and parent notification

**4<sup>th</sup> Offense:** 1 Day ISS and parent notification

**5<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

\*Administrative discretion will be used to determine severity of consequences based on direct/indirect use. Consequences can range from silent lunch and loss of recess to OSS.

#### **Stealing/Theft**

**1st Offense:** Restitution/ ½ Day ISS and parent notification

**2<sup>nd</sup> Offense:** Restitution/ 1 Day ISS and parent notification

**3<sup>rd</sup> Offense:** Restitution/ 1 Day OSS and parent notification

**4<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

#### **Student Conflict**

**Harassment of Students** (verbal, repetitive and/or bullying)

**1st Offense:** Parent Contact by Teacher

**2<sup>nd</sup> Offense:** Administrative referral, parent notification, silent lunch in the office and student loss of recess

**3<sup>rd</sup> Offense:** Administrative referral, parent notification, ½ day ISS

**4<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

### **Offensive Touching, or Physical Contact**

**1<sup>st</sup> Offense:** Parent Contact by Teacher

**2<sup>nd</sup> Offense:** Administrative referral, parent notification, silent lunch in the office and student loss of recess

**3<sup>rd</sup> Offense:** Administrative referral, parent notification, ½ day ISS

**4<sup>th</sup> Offense:** Administrative referral, parent notification, 1 day ISS

**5<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

### **Causing Physical Injury**

\*Administrative discretion will be used to determine severity of consequences based on an investigation of the incident. Consequences can range from silent lunch and loss of recess to OSS.

### **Transportation**

WCS [Rules and Regulations](#) will be followed. Failure to follow these may result in the following disciplinary actions:

**1<sup>st</sup> Offense:** Driver completes Bus Behavior Referral Form & submits to Administrator, student warning and parent notification

**2<sup>nd</sup> Offense:** Administrator notifies parent to set up conference

**3<sup>rd</sup> Offense:** Suspension from school bus (3 days up to expulsion from WCS bus transportation privileges)

### **Vandalism**

**1<sup>st</sup> Offense:** Restitution/ ½ Day ISS and parent notification

**2<sup>nd</sup> Offense:** Restitution/ 1 Day ISS and parent notification

**3<sup>rd</sup> Offense:** Restitution/ 1 Day OSS and parent notification

**4<sup>th</sup> Offense:** Team (parent, teacher, administrator) conference to discuss appropriate consequence and develop individual plan

### **Zero Tolerance**

WCS [Zero Tolerance policy](#), will be following for any offense involving: drugs, drug paraphernalia, alcohol, weapons, or assault.

## **“BULLY-FREE” SCHOOL**

Bullying is not tolerated. 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 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 policy 6.3032. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension.

Definition: Bullying is defined by Tennessee law as any act that substantially interferes with a student’s educational benefits, opportunities or performance. Bullying is: 1) repeated, 2) intentional harm, 3) against someone perceived with less power. Bullying 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 administration.

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 at [bullying@wcs.edu](mailto:bullying@wcs.edu).

### **BYOT (Grades 3-5)**

Fairview Elementary teachers work to incorporate technology into student learning on a regular basis. Students in grades 3-5 are able to bring their own devices for **instructional purposes**. Examples of devices include Nooks, Kindles, iPads, and laptops. All other electronic games, toys, trading cards, hand-held games, etc. are not permitted. If any of these items are seen or heard during the day they will be taken up and returned only to the parent/guardian. Teachers may allow students to use their cell phone for instructional practices and they should only be used for that purpose during the school day. 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. If, as a parent, you feel that it is imperative for your child to have a cell phone/Apple watch at school for after school communication, it is to remain in your child’s backpack, turned off during the school day. 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.**

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 from home. District information about BYOT and the Acceptable Use Agreement for Digital Devices Form for grades 3-5 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 a 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 success 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

Fairview Elementary will follow the guidelines set by the district located at [www.wcs.edu](http://www.wcs.edu).

### Cell Phones/Apple Watches

Teachers in grades 3-5 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 backpack and turned off during the school day. Student cell phones or Apple watches are not be used to text or call parents/guardians at any time.

Parents are encouraged to attend any community meetings regarding digital citizenship.

## **CAFETERIA INFORMATION**

### Meal Prices

- Student Breakfast - \$2.00
- Student Lunch - \$2.90
- Adult Lunch - \$3.50
- Reduced Breakfast - \$0.30
- Reduced Lunch - &0.40

Please send items in your child's lunch that can be easily managed by the child. Carbonated drinks and food brought from anywhere other than home are not allowed in the cafeteria. Please consider managing your child's lunch account [online](#). This way you are able to check the account daily. Please visit the following website link for more information related to our cafeteria: <https://www.wcs.edu/departments/food-services/> In visiting this website you will be able to do the following:

- Make an On-Line Payment
- An Instruction Book on How to Sign Up for online payments
- Transfer of Funds between student accounts
- Add purchasing restrictions to child's account
- Request a Lunch Account Refund
- Apply for Free & Reduced Lunches (application is not currently available)
- Menus and pricing
- MealViewer tutorial

#### FREE & REDUCED MEALS AT SCHOOL

Almost every family has experienced financial difficulties at some time. Job losses, marital changes, health concerns and many other issues can cause challenging economic times for any family.

If your family is going through a difficult financial period, your child may qualify for free or reduced school meals. It is easy to apply, you get results quickly, and your child's free or reduced meal information is highly confidential.

In addition to helping your family, our school receives extra money and services for all of our students based on the numbers of students who receive free or reduced services. You have the necessary information in your enrollment packet and available on line at [www.school lunchapp.com](http://www.school lunchapp.com) or call Trish Donegan, our cafeteria manager, at (615) 472-4387.

#### Eating Lunch with Your Child:

Family members only are welcome to join their children for lunch. Visitors must eat at the tables designated for them in the cafeteria. Parents may only eat with their own children. You will need to sign in at the front desk to get a lunch visitor's badge. When your child's lunchtime is over, please exit the cafeteria before your child's class leaves and walk back to the office. Please turn in your lunch visitor badge to office staff before leaving the building. Visitors for lunch are allowed only in the cafeteria and the hallway waiting area located outside the cafeteria. In order to model good manners for students, we also ask that you refrain from using your cell phone while in the cafeteria. (Taking cell phone pictures of any student other than your own is strictly prohibited.) **In the best interest 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.**

## **CELEBRATIONS**

We love to honor and celebrate students at Fairview Elementary. There will be two class parties scheduled during the year. The parties will be a time for students to participate in fun activities with their classmates. It is vital that staff and parents be mindful of food allergies when planning for celebrations. Food allergies can be life threatening and are a serious concern to all schools. We have several students with serious food allergies. Therefore, we will make every effort to protect students with allergies while not taking away from traditional childhood celebrations. The guidelines listed below are in accordance with the district's Wellness Policy.

### **Class Parties**

All celebrations must be pre-planned with the classroom teacher. The room parents and party planners for each classroom organize classroom celebrations and coordinate the plans with the teachers. As we work to keep our buildings and children safe, parties will no longer be open to all family members. **Only the party planners (2 per class) and PTO Board members will be allowed to attend/facilitate parties.** All foods for scheduled schoolwide and classroom celebrations must be pre-packaged with ingredient and nutritional values listed. Food made from home may not be distributed during the school day or brought into the classroom.

### **Birthdays**

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the [WCS Wellness Policy](#) as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday this year. The Fairview Elementary staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle and maximizing learning:

- Send in a non-edible treat for everyone in the classroom such as pencils, bookmarks, etc.
- Donate a book in your child's name to our school library.
- Donate an educational game or book to your child's classroom teacher in their honor.
- Have a family member come and read to the class.

Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class or one for every student that is the same gender as your child (i.e. for your daughter, an invitation for every girl in the class). There is no need to put student names on these invitations as there will be enough for one per child. Please note that these invitations will be distributed to students in your child's class only. Invitations sent to school where there is not one for every child in the classroom will be returned home.

## **CHILD FIND**

What is involved in child find?

A screening checks to see if children are developing and learning at their age level.

Child find is a process of screening and/or evaluation to see if children are developing and learning at their age level.

What does it assess?

A variety of activities and observations are used to determine a child's strengths and weaknesses in the following areas:

- Hearing
- Vision
- Speech
- Language
- Social skills
- Thinking skills
- Large and small muscles
- Self help

Who should be screened?

Parents of children ages 3-5 who are zoned for Williamson County Schools should have their children screened if they have a concern about their child's development. This screening is not used to help determine readiness for kindergarten. Child Find is also for students K-12 in the Williamson County Schools. A parent, teacher, or staff member can make a referral for screening or testing after intervention or instruction has been provided.

When and where do screenings take place?

Screenings for preschool children age 3-5 take place at the school by appointment.

Screenings or evaluations can occur during any grade level at any time.

Who do I contact?

To find out additional information or set up a free screening for your child, please contact Williamson County Schools at (615) 472-4130.

### **CLINIC/ILLNESS**

We are very fortunate to have a full time nurse on staff. She is committed to serving all students and staff. If a student becomes ill or injured at school, the teacher will have the student evaluated by the school nurse. Through her examination and in accordance with the district 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 your sick child. **We ask that you or an emergency contact pick up your child within the hour that you are called.** The school nurse may only administer medications that are provided and authorized by the parent/guardian. Refer to the WCS Medication Administration Protocol for guidance.

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 by clicking [here](#). 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 <https://www.wcs.edu/district/departments/health/> .

### **CUSTODIAL ISSUES/PARENTING PLAN**

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

### **DRESS CODE – SEE ALSO SCHOOL BOARD POLICY 6.310**

Students should dress appropriately for comfort, weather and learning. Fairview Elementary will follow the guidelines set forth by the county school board policy [6.310](#).

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

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

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

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

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

### **EMERGENCY DISMISSAL**

Director of Schools or a public relations designee from the district will use the phone system to notify you of emergency closings. The school will follow the dismissal plan on each child's emergency dismissal card on file

in the office if school is dismissed early due to weather or other emergency conditions. Please make sure that the emergency dismissal information remains up-to-date.

### **FIELD TRIPS**

Students have the opportunity to participate in several 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.

### **FIRE, TORNADO, & EMERGENCY DRILLS**

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

### **HOMEWORK**

Homework is an extension of the learning and allows independent practice and reinforcement of skills and concepts presented in class. Students in grades Kindergarten – Second should not exceed more than 30 minutes nightly of homework. Students in grades Third – Fifth should not exceed more than 1 hour nightly. If you believe your child is spending too much time on homework, please contact the teacher right away. The general rule of thumb is about 10 minutes per grade (i.e. 3<sup>rd</sup> grade – 30 minutes). Please encourage children to read every day at home for at least 20 minutes in addition to homework. In order to protect instructional time and reinforce responsibility, forgotten homework brought to school late will not be delivered to classrooms. It will be placed in teacher's mailbox and graded at teacher's discretion. Homework should be done independently. Parents should monitor the homework and not complete it for their child. School Board Policy 4.607 has further information as it relates to homework.

### **INTERNET POLICY**

(see also Acceptable Use Policy– Williamson County Schools)

In order for a student to use the Williamson County Public Schools' internet connection, a copy of the policy sent home must be read, and the contract must be signed by the student and a parent or guardian.

### **LOST AND FOUND**

Please label all students' items inside with first and last name (backpacks, jackets, coats, notebooks, lunchboxes, etc.). Items without names will be stored in the Lost and Found located in the cafeteria. Items not

retrieved will be donated to local charities at fall break, Thanksgiving break, winter break, spring break and on the last day of school.

### **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. 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 destroyed.

### **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. Visit [www.wcs.edu](http://www.wcs.edu) for more information.

### **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 Fairview 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 email or newsletter from the Principal
7. School Web Page – <https://www.wcs.edu/fes/>
8. [WCS Skyward Family Access](#)
9. Phone calls from the principal through a message system
10. Parents should also sign up for the county's district-wide In Focus digital news [www.wcs.edu](http://www.wcs.edu).

#### E-mail Policy

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

#### Voice Mail Policy

Please do not leave time sensitive messages by voicemail, as teachers' instructional schedules do not allow for immediate response. In an effort to keep in communication with parents, teachers will check their voicemail before and after school each day.

School staff will make every effort to return parent communication within 48 business hours.

### **PET POLICY**

Due to allergies and potential safety concerns, pets are not allowed in the school building or on the school campus without permission from the classroom teacher and the administration.

### **PHOTOGRAPHY & VIDEO GUIDELINES**

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

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



## PHYSICAL ACTIVITY

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

## PLEDGE OF ALLEGIANCE - Tennessee State Law – (TCA 49-6-1001)

As required by our School Board, students will recite the Pledge of Allegiance to the flag each day at a designated time. No student will be compelled to participate in such exercise if the student or the student's parents 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.

## 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 to school in time to be in their classrooms by 8:45 a.m.
- 3) **Try not** to schedule appointments for students during the school day.
- 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 and dismissal times.
- 8) Avoid early dismissal whenever possible. **Attendance matters!**

## RECESS & PLAYGROUND SAFETY

Children go to recess everyday unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Fairview Elementary will follow Williamson County Schools Standard Operating Procedures (SOP) regarding whether students will go outside or have indoor recess. This SOP was carefully written by a team of people including medical professionals to determine what is safe for students. As you know, we all value recess time and the opportunity for students to get some exercise; however, the effects of cold and heat exposure can be very uncomfortable and even life threatening. Therefore, guidelines have been established.

- Students will not go outside for recess 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 principal will monitor and consider the appropriateness of outdoor activities. Recess time may be decreased.
- When the heat index is 100 F or greater students will not go outside for recess.

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

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

If you are unable to meet these clothing needs for your child, please reach out to us. We will provide help as quickly as possible.

### **SCHOOL AGE CHILD CARE(SACC)**

The Williamson County School's SACC program is a year round program that provides extended care services for school aged children. SACC is open 6:30 am – 6:00 pm Monday through Friday. SACC is also available during school holidays, inclement weather days, and throughout the summer.

### **SCHOOL SAFETY**

Fairview Elementary adheres to the Williamson County Crisis Intervention Plan. School safety policies have been established and are reviewed often under the leadership of the School Health Team and the Building Leadership Team. In addition, Williamson County Schools employs a full time SRO (School Resource Officer) at all WCS schools. Safety policies include:

- 1) All visitors must enter the building through the front doors and exit through the front office
- 2) Visitors should use the outside security system to state their name and purpose and be present photo id to enter the building beyond the office
- 3) All other doors remain locked to outside entrances. Students have been instructed to never open an outside door to anyone, even someone they know
- 4) Parents, visitors, and volunteers, no matter how often they are in the building, must sign in and out in the front office and must wear either a visitor or volunteer badge/sticker. Photo identification is required. Please do not be offended if a teacher sees you without a badge in the building and asks you to return to the office. This is for the safety of the staff and the children
- 5) Parents and visitors must schedule appointments to visit classrooms
- 6) Volunteers or school personnel escort visitors touring the school
- 7) Parking is only allowed in designated parking spaces
- 8) Safety drills such as the following: fire, severe weather, intruder lockdown, and earthquake are scheduled throughout the year. During severe weather warnings/situations, all measures and precautions for the safety of our students will be taken
- 9) A State Fire Marshal inspects the school to ensure fire safety policies are followed
- 10) Office personnel must verify the identification of individuals when releasing a student, please be prepared to show your ID.
- 11) Parents must communicate in writing, the permission for someone to pick up a student other than the parent. A student will not be released to anyone who is not specified by the legal parent/guardian. If there are changes in release information, you must come in and make those changes in person. Please do not be offended if someone asks for your ID when picking up your child. We have numerous parents and school personnel working the front desk who may not know you by sight. This is for the safety of your children.
- 12) Students are expected to follow safety guidelines established by the school and classroom teachers
- 13) Parents and students are expected to follow the guidelines in the car rider lines during drop-off and pick up
- 14) The custodial and maintenance staffs work to keep the school clean and free from safety hazards.

- 15) Fairview Elementary adheres to the American Lung Association's Tools for School Indoor Air Quality program.
- 16) There is no smoking/smoking devices on the Fairview Elementary campus.
- 17) Students must have written permission from parents any time dismissal is different from their normal plan.
- 18) Fairview Early Dismissal Form/Student Information Card will be used for early dismissal due to inclement weather
- 19) Required legal documents are on file in the case of custody/non-release situations. (Please see front office personnel for these requirements)

### **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.

### **STUDENT IMMUNIZATION LAW: 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 statement signed by the parent or guardian upon entrance.

### **STUDENT PROGRESS/REPORT CARDS**

Student progress may be accessed through Skyward Family Access for students in grades 3 – 5. Parents may request that a printed copy of their report card be sent home each nine weeks. Students in grades K – 2 will have receive report cards sent home each nine weeks.

Progress reports will be sent home 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. Teachers will notify parents at any point if students are failing to show progress toward standards.

### **TEXTBOOKS**

The county provides textbooks free of charge. All textbooks should be handled with care and returned in good condition at the end of the school year. Students will be required to pay full publisher price for lost or damaged books.

### **TOYS**

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

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

## TRANSPORTATION

### Arrival and Dismissal: Bus and Car

#### Morning Procedures for All Students - School Hours 8:50 – 3:50

- The front doors will be unlocked from 8:30 a.m. – 4:05 p.m. Gym door (for bus riders only) and Hawk Walk doors (for car riders only) will open at 8:25 a.m. each morning. All other exit doors will stay locked at all times.
- No child should be left unattended outside the building before school.
- For safety reasons, only students and staff will be allowed past the security doors during morning arrival. Fifth grade helpers and staff will accompany any student to class who requires assistance. Any school projects will be left in the front office and our office staff will get them to your child's classroom.
- No student drop-off in front – park and walk child inside.
- All children should use the crosswalk and sidewalks.
- Children arriving by car should walk in front of the vehicle when crossing traffic.
- Buses unload at the gym entrance @ 8:25 am.
- All students are to go directly to the gym. Students eating breakfast will be dismissed to the cafeteria from the gym at 8:25.
- A bell will ring at 8:45 a.m. and a tardy bell will ring at 8:50 a.m.
- No cars are allowed in the bus lane between 8:30 a.m. and 8:45 a.m.

#### Morning Drop-Off Procedures for Car-Riders

- 8:25 a.m. – 8:50 a.m. Use the Playground Drive behind the school, entering from Old Franklin Road traveling west. Traffic will enter and turn right only into Playground Drive. Left turns that block Old Franklin are a city traffic violation.
- Drive slowly on school property. Speed limits are posted and enforced for student safety.
- Cars should proceed slowly and form one lane as they come around the corner of the building.
- Students will unload on Playground Drive at the Hawk Walk door only.
- Hawk Walk Door will open at 8:25 a.m. All children should remain in the car until the Hawk Walk door is opened.
- Staff will tell children when it is safe to exit the car, and staff will release cars when students are safely across Playground Drive.
- For safety reasons, car riders are only allowed to unload from the cars waiting between the front end of the awning and the back corner of the building. When it is your turn, drive all the way forward to reduce wait time.
- Do not leave your car unattended in the car rider line.
- Buckle up!
- Exit with the crossing guard on Highway 100.

- Playground Drive gates will be locked at 8:45 a.m. Any students arriving after that time must enter through the school's front entrance.  
A parent/adult must sign the child in.
- By law, smoking/smoking devices are not allowed on school property including drop-off areas.

#### Parking Procedures

- Parents wishing to enter the building must park in the front parking lot and enter through the front doors of the school. *During arrival times, this is highly discouraged as it is a safety concern and creates traffic congestion in the parking lot/front office.* Please only use this means in the event of an emergency or meeting with a school representative near the beginning of the school day.
- No cars are allowed in the bus lane between 8:15 a.m. and 8:35 a.m.
- Please do not park in the fire lane at any time. It must remain unobstructed for use by emergency vehicles.

#### Afternoon Procedures for All Students:

*Gates will be locked until 3:25 p.m.*

- Students will load on Playground Drive at the Hawk Walk door only. Traffic will enter and turn right only into Playground Drive. Left turns that block Old Franklin are a traffic violation.
- When the gate is opened, cars will proceed slowly and form two or three lines as directed as they come around the corner of the building.
- Car riders will be released to load only the cars waiting between the cones. Drive all the way forward to the front cone to allow as many children to load as possible.
- Do not leave your car unattended. Either stay in your car or stand beside it.
- Staff will tell the children when it is safe to go to the cars.
- Law dictates that smoking/smoking devices is not allowed on school property, and this includes all vehicles.
- Traffic will merge and exit with the crossing guard on Highway 100.
- No cars are allowed in the front parking lot while buses are loading. Cars will be allowed after the buses leave.
- CHILDREN ARE NOT ALLOWED TO DISMISS FROM THE SCHOOL'S FRONT OFFICE/LOBBY – You must use the car rider line. If you are a walker, please contact the principal to discuss walker procedures.

#### Traffic Laws, Safety, and Courtesy

- Please do not block through traffic on Old Franklin Road.
- Please do not block through traffic on Highway 100.
- Please do not block through traffic on Playground Drive.
- Please do not block a private driveway.
- Please do not break line. Traffic moves quickly.
- To avoid back up on Old Franklin Road during arrival or dismissal, please form two lines behind the school then merge back into one before going thru the gate. Please be courteous and alternate as you merge.

For improved traffic flow, right-of-way priority will be given as follows:

- First – Buses in main driveway
- Second – Traffic from Playground Drive
- Third – Other vehicles from parking area loop

Without all drivers following these exit guidelines, traffic on Highway 100 and Old Franklin Road becomes completely blocked.

### Bus Transportation

#### **Rules of the Ride**

School transportation is a very important part of the education process of the school system. The Transportation Department's goal is to provide safe, efficient transportation for all passengers to and from school and school events.

Student conduct on the bus plays an essential role in achieving this goal. There are serious safety concerns involved with the operation of school buses. When a bus driver's attention is diverted because of misconduct, a serious safety hazard develops.

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

#### **Rules and Regulations**

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

Drivers will provide all students the safest, most comfortable and least troublesome journey to and from school. In order to assure safe transportation while traveling on a bus, certain rules for pupils have been established by the Transportation Director.

1. Students shall obey the driver. The driver must be totally in charge. Students shall respond promptly to instructions given.
2. Each student will be seated in the seats which they are assigned, take their seats promptly upon entering the bus and stay in their seat while the bus is in motion. No windows or doors will be opened or closed except by permission of the bus driver.
3. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hand, feet or body in any objectionable manner.
4. The use of electronic devices or other items in a manner that might interfere with the school bus communication equipment or the driver's operation of the school bus is prohibited. This may include,

but is not limited to, cell phones, audible radios, tape or compact disc players, mirrors, lasers, flash cameras or other reflective devices.

5. The use of alcohol, illegal drugs, tobacco, eating, chewing gum or soda drinks on the bus is prohibited.
6. Students must observe classroom conduct. Ordinary conversation is permitted. Loud, boisterous, profane language and obscene gestures or indecent conduct will not be tolerated.
7. Students must keep the aisles clear of items such as musical instruments, books, backpacks, etc. If student must carry such items, they will NOT occupy another student seat nor extend above the seat back. Animals (alive or dead), oversized objects as well as glass containers are not permitted.
8. At no time will a student put hands, head or other body parts out the window.
9. Students must treat bus equipment as they would the furniture in their homes. Any damage to bus seats, windows, equipment, etc., will be charged to responsible student.
10. STUDENTS MUST HAVE A BUS PERMIT TO RIDE ANY BUS OTHER THAN THEIR ASSIGNED BUS. Parents must send written notice in advance to school principal with appropriate information for child to ride a different bus. Principal or their designee will approve and issue a Bus Permit. STUDENT WILL GIVE BUS PERMIT TO BUS DRIVER WHEN THEY BOARD THE BUS.
11. Students will not ask the driver to let them off at such places as a store, job, etc. All extra stops must be approved in writing by the school principal or designee or Transportation Department in advance.
12. Students are asked to use the hand rail when getting on and off the school bus.
13. If students must cross the street or road to board the bus, they must wait for the driver's signal. They must cross well in front of the bus.
14. Students are expected to do the following:
  - Be at the stop 5 minutes BEFORE scheduled pickup time
  - Never run to catch the bus
  - While waiting for the bus, stay clear of the roadway and wait in an orderly line
  - Never exit using the rear door unless in an emergency and directed by the bus driver

Failure to follow the rules and regulations may result in the following disciplinary actions:

**First Offense** – Driver completes Bus Behavior Referral Form and submits to principal

**Second Offense** – Principal notifies parent

**Third Offense** – Suspension from school bus

***Extreme or zero-tolerance offenses may bypass the above steps for immediate bus suspension.***

Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the student until such time as reinstatement is made.

### **VISITORS**

- 1) All visitors must enter and exit through the main office doors.
- 2) Parents, visitors, and volunteers must sign in and out in the office, present a photo id and wear either a visitor or volunteer sticker/badge at all times.

- 3) Parents and visitors must schedule appointments to visit classrooms in the event of a conference or volunteering in the classroom.
- 4) School personnel escort visitors touring the school.
- 5) Office personnel must verify the identification of individuals when releasing a student. Parents must communicate in writing the permission for someone to pick up a student other than the parent. Office personnel will ask for a driver's license as an ID when someone comes to school to check out a student.

### **VOLUNTEERS**

We welcome and appreciate parent volunteers at Fairview! One of our main priorities is to keep children safe. Williamson County Schools has created a three tier guideline to protect children and to continue to maintain the high levels of volunteerism. Parents are required to adhere to the following procedures in order to protect the students and classroom instructional time.

- Tier 1 – no volunteer application required, volunteers occasionally in a highly public setting with little or no access to children
- Tier 2 – volunteer application required, volunteers with student contact under constant supervision of school personnel
- Tier 3 – volunteer application and fingerprinting required, volunteers who have unsupervised contact with students on and off campus. See complete volunteer guidelines at <http://www.wcs.edu>.

#### **Parent Volunteers at Fairview**

- Please sign in on the Visitor/volunteer clipboard in the front office and obtain your Volunteer badge/sticker. Please sign out when you leave
- When volunteering please adhere to school's dress code
- Do not drop in to talk to your child's teacher without an appointment. Please contact the teachers by email or phone
- Due to the use of sharp cutting devices and other equipment, students are never allowed in the workroom.
- When volunteering, please make alternative arrangements for your pre-school age child/children. ☒ Please do not drop by the classroom to talk with your child

Classroom volunteers should schedule work dates and times with individual teachers. When volunteering in the classroom remember to encourage, praise and compliment students, supervise students carefully at all times and enjoy this precious time of learning and growing with our students

### **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.

### **WITHDRAWAL PROCEDURES**

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



## APPENDIX

### SECTION 504 NOTICE

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

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

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

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

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

### F.E.R.P.A.

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

### HOMELESS EDUCATION

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

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if

qualified, are allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Denise Goodwin, Asst. Superintendent of Elementary Schools at 472-4000.

#### RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

Parents may access information about child advocacy groups and information on how to contact the state department of education for information on student rights and services from the following agencies: Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412. Williamson County Schools Student Support Services, 1320 West Main Street, Franklin, TN 37064, 615-4724130, 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, 615-4632310, 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](mailto:GetHelp@DLACTN.org).

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-2698914, TN Toll Free: 800-670-9882, [TVC@tnvoices.org](mailto: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 Dana Ausbrooks, IDEA

Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals.

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