



Fairview Middle School

Home of the Falcons

STUDENT HANDBOOK

2018-2019

7200 Cumberland Drive | Fairview, TN 37062

Telephone: (615) 472-4430 | Fax: (615) 472-4441 | www.wcs.edu/fms

THIS HANDBOOK BELONGS TO:

Name: _____

Homeroom Teacher: _____

Welcome to Fairview Middle School for the 2018-2019 school year. Everyone at FMS is committed to providing a school that emphasizes rigorous academic expectations, the development of a positive work ethic, growth in social skills, and a respect for the environment. We want you to do your best, to be responsible for your learning, and to make good choices that will lead to a successful future. Students, please encourage your parents to be involved at FMS by listening and working with you at home and by working with the FMS PTO. We want you to have a great year!

All students and parents are to read through this handbook to become familiar with all rules and expectations at FMS.

I HAVE READ AND UNDERSTAND ALL RULES AND EXPECTATIONS TO BE FOLLOWED:

Student signature _____

Parent signature _____

All students are required to have their agenda with them when they are not in their assigned classroom. A teacher must sign the agenda to give the student permission to be in the hallways, bathroom, or any other area outside of their assigned classroom. This will help us provide a safe and secure learning environment for all students.

Vision Statement

Fairview Middle School challenges and empowers all students to be lifelong learners and successful leaders.

Mission Statement

- Fairview Middle School will provide a safe and supportive learning environment facilitated by a compassionate and engaging staff.
- Fairview Middle School will promote rigorous learning opportunities in a collaborative culture where students advocate for their own learning.
- Fairview Middle School will produce students who accept challenges and grow as productive representatives in partnership with the community.

FMS Behavior Expectations

- Be a Leader
- Be a Learner
- Be Nice

GENERAL INFORMATION

Principal:	Mrs. Heather Hayes (heatherh@wcs.edu)
Assistant Principal:	Mr. Scott Johnson
School Website:	www.wcs.edu/fms
School Twitter:	@WCSFvMS
Athletics Website:	http://www.wcs.edu/fms/athletics/
School Secretaries:	Mrs. Elizabeth Dawson (elizabeth.dawson@wcs.edu) Mrs. Stephanie Hughes (stephanieh1@wcs.edu) Mrs. Carrie Coleman (carrie.coleman@wcs.edu)
School Counselors:	Sissy Brinkley - (Last names A-K) (lindab2@wcs.edu) Nikki Harrison - (Last names L-Z) (michaeline.harrison@wcs.edu) Kathy Huckaby - STARS Counselor (kathy.huckaby@wcs.edu) Jessica Hyne - Mercy Counselor (jessicah@mercytn.org@wcs.edu) Erika Christianson - School Psychologist (erika.christianson@wcs.edu)
School Hours:	7:40 a.m.-2:47 p.m. Building is open for drop-off at 7:20 a.m. and all students must be picked up by 3:05 p.m. unless participating in an extracurricular activity.
Buses & Zoning:	Information available at www.wcs.edu . Click Bus Routes/School Zones.

ATTENDANCE

(Refer to WCS Board Policy 6.200)

Excused and Unexcused Absences

Attendance is a key factor in student academic growth and achievement; therefore, students are expected to be present each day that school is in session. If a student is not in school to receive instruction and participate in class activities it becomes very difficult for a student to master the grade level standards and objectives. The principal reserves the right to investigate questionable and/or prolonged absences. Conditions for which a student's absence may be excused are:

- Illness of a student. The principal may require a doctor's note.
- Illness in the immediate family that requires the absence of the student from school. The principal may require a doctor's note.
- Death in the immediate family.
- Religious holidays – the principal may require a statement from the minister or another recognized by the given religious group.
- Absences for other reasons may be excused, if in the judgment of the principal, circumstances warrant. (For complete language see Board Policies).

After a student's 8th absence, the student must have a doctor's note for all days that are missed. A parent note is not sufficient to excuse the absence. For every absence after 8, students may be required to attend homework club, after school detentions, and/or Saturday school in order to make up the missed work or to complete assignments that were missed due to the absences.

5 Unexcused Absences:

All students must follow the new state law, which requires school personnel to intervene with services for students who accrue 5 or more unexcused absences during the school year. A student's **first eight absences can be excused with a note from a parent**, but **a doctor's note must be submitted after eight absences**. Therefore, it is very important that your child's absences are excused by either a parent or doctor note.

A regular pattern of morning tardies and/or early dismissals in the afternoon can become an attendance concern. Parents are strongly urged to schedule dental and medical appointments outside the school day. Undocumented tardies and early dismissals will be considered unexcused absences from school. After eight absences, excused or unexcused, a doctor's excuse will be required for any additional absences.

Chronic Absenteeism

Students who miss 18 school days per year will be considered "chronically absent" according to the Tennessee Department of Education. Beginning the 2017-18 school year, the State began requiring a new accountability measure called the Chronically Out-of-School indicator which will place a larger emphasis on attendance when the district and schools are given performance scores.

Chronic absenteeism is defined as a student missing 10 percent or more of the days the student is enrolled for any reason, including excused absences and out-of-school suspensions. Students who miss 18 days for any reason will be reported as chronically absent on his or her attendance record.

Returning From an Absence

A student who has been absent must present a note to the main office the day the student returns to school (please do not call). The note should include the student's first and last name, the number of days the student has been absent (include dates), the explanation of the absence, and the signature of the parent or guardian. Please do not email teachers an excuse note; all correspondence must go through the attendance office. If you have visited a doctor for an absence, please bring a note from the doctor's office to excuse specific dates of absence. You can email a doctor's note or parent note to elizabeth.dawson@wcs.edu as well.

Making up missed work and tests:

All missed classwork and tests from absences are expected to be made up in a timely manner upon returning from school. All makeup work should be completed for the first day missed within three days after the student returns to school. Make up work for days missed in succession will be due in the succeeding days following the third day. Do not request work prior to a student's absence or during their absence. You may request work if a student has missed 3 consecutive days. Students are expected to make-up all tests and quizzes once all of the work relating to the test or quiz has been completed.

Tardy Students

All students are required to be in their assigned classroom by 7:40 a.m. When students are tardy to school (not in their classroom by 7:40), a student is to report to the office, sign in, and then receive a tardy note to enter class. Excused tardies will need a parent or doctor note to be excused; however, a parent note does not guarantee a tardy will be excused.

Consequences for Unexcused Tardies to School:

**Tardies will reset each semester.

- 3 tardies: lunch detention
- 6 tardies: lunch detention
- 9 tardies: Tuesday afternoon detention (2:55-3:55 p.m.)
- 12 tardies: Saturday School (8:00-10:00 a.m.)

**The student will be assigned to one day of In-School Suspension for each additional tardy after 12 in one semester.

Early dismissal

Students are required to be in their assigned classroom until the conclusion of the school day at 2:47 p.m. If a student is dismissed from school early, a doctor's note or parent note is required to excuse the dismissal. You can email a doctor or parent note to elizabeth.dawson@wcs.edu for early dismissal. The student will be called from class when the parent or guardian arrives at school and signs them out in the front office. In order to have a safe and orderly dismissal, there will not be any early dismissals after 2:20 p.m.

**If a student's unexcused absences, tardies, or early dismissals become a consistent problem (more than 10 throughout the school year), the student may be required to attend homework club, after school detention, and/or Saturday school in order to make up the missed work or to complete assignments that were missed due to the early dismissal.

New Truancy Laws effective July 1, 2018.

All students must follow the new state law, which requires school personnel to intervene with services for students who accrue 5 or more unexcused absences during the school year. A student's **first eight absences can be excused with a note from a parent**, but a **doctor's note must be submitted after eight absences**.

Tier One (5+ Unexcused Absences)

- Schools will **check** attendance and **connect** students and families with school team members to create an attendance contract and monitor progress.

Tier Two (Continued Accumulation of Unexcused Absences)

- A school-based Truancy Team member will **check** student needs via an individualized assessment and will **connect** families with the district Truancy Interventionist, who will determine appropriate next steps and coordinate wraparound services to support attendance.

Tier Three (Continued Accumulation of Unexcused Absences/Non-compliance with Tier 2 Mandates)

- A school-based Truancy Team will **check** student progress and determine appropriate next steps, which could include filing a petition with juvenile court if previous **connections** have failed.

Inclement Weather and Closing

The WCS central office will send out a phone call to notify all families that school will be dismissing early. Therefore, there is not a need to call the front office to inquire about school dismissing early. Please wait to receive the call from central office. Every family should have a plan in place in the event that school should close early due to inclement weather. The school's phone system cannot handle the volume of last-minute phone calls to give students individual directions. Generally, it is best for the plan to be that the student will ride the bus home on any day school must close early. On such days, the buses are dismissed early enough to get the students home safely. All students should have a key or some other method of access to their homes in case of emergencies. All after school events are automatically cancelled if school closes early or there is no school.

FMS CODE OF CONDUCT

(Refer to WCS Board Policy 6.3061 – Student Conduct and Discipline)

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

School-Wide Student Expectations

FMS is a PBIS school that focuses on positively reinforcing students for making good choices and having good behavior. To keep FMS safe, orderly, and focused on all students making one year's academic learning growth, we expect students to be learners and leaders in all endeavors.

LEADER

- Respect all adults, students, and school property
- Avoid language or actions that are inappropriate or hurtful to others (profanity or negative conversations about others should not take place at FMS)

- Use good manners during school and all school-related activities and events
- If you make a mistake, admit it and accept responsibility for it
- Tell a teacher, a counselor, or an administrator about any concerns, fears, or complaints
- Minimize any distractions to allow peers to be able to receive classroom instruction
- Partner with teachers to foster a safe and supportive learning environment for all
- If you see something, say something- make sure adults are aware of unsafe behavior at FMS

LEARNER

- Bring all expected classroom materials
- Arrive to school on time and stay all day
- Engage in all classroom activities
- Learn as much as you can by diligently completing all assignments and studying for all tests and quizzes.
- Give your best effort every day!
- Take advantage of the education being afforded to you by the faculty and staff of FMS
- Have a growth mindset

**Please see the FMS Behavior Expectation Matrix on how you can be a leader and leader in every setting of the school.

Falcon Flight

FMS believes in positively reinforcing students when they go above and beyond school expectations. Students can earn “Falcon Flight” throughout the year when it comes to going above and beyond in the areas of being a learner or a leader. Students Falcon Merits will determine their “Falcon Flight” during each of the four nine-week PBIS celebrations to enter drawings for giveaways, purchase concessions, and participate in activities. There will also be a PBIS store during lunch one time per nine-weeks for all students to purchase items with their “Falcon Flight” Level:

1. If a student's Falcon Merits are above 100 that is “Bronze Falcon Flight”
2. If a student's Falcon Merits are above 125 that is “Silver Falcon Flight”
3. If a student's Falcon Merits are above 150 that is “Gold Falcon Flight”

These levels will give access to three different “stores” depending on “Falcon Flight Level” with differing prizes at each level. This is all sponsored by the PTO.

Our goal is for students to be learner and leaders, regardless of whether they earn “Falcon Flight” or not. “Falcon Flight” simply serves as a fun way to celebrate making good, positive choices and being great FMS Citizens.

Falcon Flight/ Falcon Merit Reward Celebrations

As a reward for continually making good choices, students are invited to attend a reward celebration at the end of each grading period. These reward celebrations are held at the end of each nine weeks in October, December, March, and May. All students attend the **Falcon Flight** celebrations; however, there are more opportunities for students who have presented themselves as good citizens at FMS and earned additional Falcon

Merits, or maintained their Falcon Merits. Students earn entry to these celebrations through exemplifying our school's mission to be learners and leaders and by upholding our school's values.

FALCON MERITS

In an effort to encourage and reward positive citizenship in our students, we sponsor a point system called Falcon Merits. At the beginning of each semester, every student starts with 100 Falcon Merits. Throughout the semester, Merits may be earned or lost as a result of behavior and responsibility factors. This program is intended to provide students immediate and gradual feedback with respect to their overall citizenship and behavior. We believe that students learn from mistakes, and this feedback on those mistakes will assist in the learning of acceptable behaviors. This also provides parents and students with a quick and understandable gauge of how a student is performing as a FMS citizen. We encourage conversations between students and families regarding positive citizenship and offer positive rewards at home for "keeping Merits up". **Students who drop below 70 Merits will not be eligible to participate in any extra-curricular activity at school until the student earns Merits to once again be above the 70 merit level as per the policy outlined below.** When a student is suspended from school, there is an automatic loss of 50 Merits.

*Disciplinary action may be taken in addition to Merit loss. Falcon Merits are part of the school's overall discipline plan. Good citizenship is essential for the privilege of participation in any extracurricular activity.

Merit Procedures:

1. Each student at the start of each academic Semester will receive 100 Falcon Merits. Students can earn or lose Merits at any time. If a student reaches (0) Zero Merits they still have the ability to earn Merits. This system does not allow students to fall below (0) Zero Merits. If a student falls to Zero Merits, an administrative/ parent conference will be offered to discuss behavior and a Merit recovery program.
2. Each office referral a student receives is at least a 10 Merit loss unless otherwise noted by the Merit procedures. Additional disciplinary action may occur such as outlined by the discipline policy of the school and District.
3. Falcon Merits may assist teachers in determining the citizenship notes on the Semester report card.
4. Students must earn the privilege of attending dances, participating in after-school activities, and attending class field trips throughout the year. Merits will determine eligibility for all campus and extra-curricular activities, 70 or more Merits are needed for eligibility. The following standards apply:
Dances: Students must have a minimum of 70 Merits at the cut off time prior to the dance. The cut-off for the dance will be the end of the week before the dance. Administration reserves the right to count a loss of more than 10 Merits that occurs during the week of the dance. If behavior is serious enough to lose more than 10 Merits during the week of the dance and this causes a drop below 70 Merits, then the student will not attend the dance regardless of cut off dates.
Extra-Curricular: Sports/extra-curricular activities. Students must have a minimum of 70 Merits as of the preceding official grading period (semester and quarter). A grading period is defined as the officially scheduled, report card or progress report card.
Trips: Participation on trips is limited to those students who have maintained a record of positive citizenship prior to the trip. For trips that occur during the first semester, students must have 70 or more Merits at the designated cut-off point.

5. In order to help students recover from their mistakes or to be recognized for extra and responsible effort, students have the opportunity to earn Merits through a variety of service-oriented activities. On average, students can earn five (5) Merits for every ½ hour of assistance they provide, but cannot exceed twenty (20) Merits when assisting with activities that are greater than two hours. At the teacher's discretion, students can earn no more than ten (10) Merits per week performing class jobs during class time (i.e. office notes runner, paper sorter, science lab helper, book monitor).

Merit gain that teachers initiate:

- Being Recognized as a **Leader** (5)
- Being Recognized as a **Learner** (5)
- Act of kindness (5)
- Helpful to substitute (10)
- Class job performed during school day (5) Merits per week if jobs rotate among class members.

Merit gain that students initiate:

- Before school, after school or lunch jobs in the classroom (5 Merits/ half hour): Organize books, clean, dust, wash lab equipment, catalog or inventory class materials
- Merit earning during E-Time (5 Merits)
- Students can earn Merits at lunch, they must sign up ahead of time and spots are limited. Students work with the Assistant Principal on Tuesday or Thursday after school, students need to bring a parent note for permission to work from 3:00-4:00pm. Work session needs to be scheduled with the Assistant Principal at least 24 hours in advance.

To regain Merits, a student must first approach the staff member who deducted the Merits before asking other staff members for opportunities to earn new Merits. **Students can only earn up to a maximum of 20 Merits per week** in a pre-arranged Merit earning activity. Students must arrange such activities with a staff member prior to activity by appointment. Such Merits must be earned from a Fairview Middle School staff member. (Only Fairview Middle School staff members shall issue Merits).

Merits may only be earned by participating in a Fairview Middle School approved or sponsored activity. Although considered worthwhile activities, students cannot earn Falcon Merits for such service activities such as, Girl/Boy Scouts, Boy's and Girl's Club or church-sponsored activities. Students who have difficulty making arrangements to earn Merits may leave a note in the main office to get help from school administration.

6. FMS staff looks for ways to acknowledge students throughout the Semester through the use of Merit Reward Activities

There are other periodic reward activities for students with high Merits that may be pre-announced or may be a surprise.

- Merit reward activities also happen twice each Semester.
- At the end of Semester 1 and 2, students having more than 100 Merits are entered in a gift card drawing that our PTSO sponsors. If a student has over 100 Merits they get their name in

the drawing once, over 125 Merits they get their name in twice. Students get their name in the drawing three times if they have over 150 Falcon Merits!

7. Students who accumulate 150 Merits or more during a Semester are eligible for the “Above and Beyond” award at the Semester’s end. These students receive special recognition for their outstanding citizenship.
8. Students will be check in with by their Homeroom or “I-time teacher” to be given a weekly update on their Merits.
9. Questions regarding merit totals are to be directed to Mr. Johnson, the Assistant Principal.
10. Parents of students who drop to 75 Merits will receive notifications of their child’s Merit status, as they are five (5) points away from ineligibility. All students start over at the beginning of each semester with 100 Falcon Merits.
11. Students who have zero Merits during the semester will be placed on behavioral probation. A letter will be sent home advising that your child has reached this level of intervention. This means an administrative conference is offered with the student and his/her parents to determine a behavior intervention program. When a student drops to zero Merits, they may be suspended for each office referral he/she receives. Additionally, if the student is on a school sports team, they are removed or benched from the sports team until Merits are recovered to a level of 70.
12. Staff members will inform students when Merits are deducted. Please refer to the full matrix of offenses and merit loss listed below.

STUDENT DISCIPLINE

(Refer to WCS Board Policy 6.3061 – Student Conduct and Discipline)

Just as we have a positive behavior plan for when students make good choices, we also have a reactive discipline plan for when students make negative choices. We believe that every student has a right to learn, and every teacher has a right to teach. Students who choose not to meet these expectations by making the negative choices detailed below, should expect the corresponding negative consequences. Each teacher may have additional expectations for their individual classrooms, but this plan outlines the minimum expectations for all Fairview Middle School students.

Non-negotiable rules for FMS:

In order to accomplish our mission of providing a safe and supportive environment focused on all students achieving high levels of learning, we expect students to abide by the following rules.

1. FMS is a community in which all individuals are expected to treat one another with respect and kindness.
2. All students must have their agendas with them at all times. Any student in the hallway or any other area outside of his/her assigned classroom must have signed permission from a teacher, preferably the student’s agenda.
3. A teacher must sign the agenda giving the student permission to be in the hallways or any other area outside of their assigned classroom.
4. Students are not allowed to leave the school grounds during the day without permission from an administrator and his/her parents or legal guardian. Skipping school and leaving the school campus

will result in a referral to juvenile court.

5. Students are not allowed to be in the building after 3:05 p.m., unless they are under the direct supervision of a teacher, coach, or an administrator and in their designated area. Coaches and teachers must stay with students until they are picked up. Students who are not picked up on time may lose the privilege of participating in that sport or extracurricular activity.
6. Students will engage in the appropriate use of technology. Please see the BYOT section for how these situations will be handled.

All disciplinary incidents are subject to the discretion of the FMS administration. Administration may deem to change the consequences for students who have repeatedly made poor choices.

LEVEL I CHOICES: All Grades- this will be handled through the Falcon Merit System

**All students begin each SEMESTER with 100 Merits.*

- Tardy to class (5 Merit loss)
- BYOT violation (5 Merit loss)
- Minor classroom/hallway disruption-class continues (5 Merit loss)
- Not following school rules or adult directions (5 Merit loss)
- Unprepared for class (not bringing books, notebooks, novel, calculator, etc.)
- Horseplay/Safety Issue/ Bus Referral (10 Merit loss)
- Inappropriate Language (10 Merit loss)
- Dress code violation (5 Merit loss)
- Missing mandatory homework club (10 Merit loss)
- Falsely identifying oneself, refusing to identify oneself
- Selling any item on campus for personal gain (10 Merit Loss)

LEVEL I CONSEQUENCES: Code of Conduct

**All level one choices will result in Merit loss, student/teacher restorative conversation and parent notification by phone or email.*

LEVEL II CHOICES: All Grades

- Disrespect to anyone in the building (negative conversations about others, hitting, name calling, pushing, shoving, kicking, mistreatment of others and of others' property, being dishonest with an adult, etc.)
- Bullying – bullying is any form of disrespect that is repeated (looks, put downs, jokes, physical contact, etc.). This could occur face-to-face or via on-campus cyberbullying.
(Refer to WCS Board Policy 6.3032)
- Skipping class on campus (including lunch) or not in assigned location
- Profanity/Cursing/Inappropriate Language
- Minor vandalism of school property (writing on desks, bathroom stalls, etc.)
- Major class disruption (Teacher has to stop class in order to deal with the situation.)
- Public displays of affection
- The use of any tobacco, vape or juuling product

LEVEL II CONSEQUENCES: All Grades

**The following of these steps are subject to administrative discretion as deemed appropriate by the Administrative Team.*

- Step One – After School Detention or Saturday school (Administrative Discretion and/or Academic Intervention)
- Step Two – ISS or Administrative Intervention
- Step Three – Out of school suspension or Administrative Intervention

LEVEL III CHOICES: All Grades (Refer to WCS Board Policy 6.316)

- Sexual harassment (touching body parts, or using inappropriate gestures, jokes, or drawings) (**Refer to WCS Board Policy 6.304**)
- Possession or distribution of pornography
- Fighting
- Skipping class off campus
- Theft (including the cafeteria)
- Threats of personal injury
- Major vandalism of school property
- Selling, delivering, or distributing a counterfeit controlled substance

LEVEL III CONSEQUENCES: All Grades

- Out of school suspension and/or referral to juvenile court

LEVEL IV CHOICES (ZERO TOLERANCE AND REASONED JUDGEMENT OFFENSES): All Grades (Refer to WCS Board Policy 6.309)

- Possession of firearms or other weapons/alcohol/drugs/drug paraphernalia
- Assault of another person
- In addition, making or circulating a false report of bomb, fire, or other emergency will also carry with it discipline up to a year's suspension and a report to law enforcement.

LEVEL IV CONSEQUENCES: All grades

- Out of school suspension/referral to Juvenile Court/ALC referral/suspension to ALC (Please refer to the WCS Board Policy 6.309 for further information about the process and appeals.)

BRING YOUR OWN TECHNOLOGY (BYOT)

(Refer to WCS Board Policy 4.406)

For purposes of BYOT, “technology” is defined as personally owned wireless, portable electronic equipment used FOR INSTRUCTIONAL PURPOSES ONLY. Students are allowed to have their devices at teacher request for educational purposes. There are certain areas where there is no use for technology as an educational device such as the hallways, cafeteria, gymnasium, restrooms, and theater. These areas will be considered cell phone free zones. All approved devices should be used for classroom learning purposes only. Students are not allowed to use their cellphones to text or make phone calls between 7:20 am and 2:47 pm. The device may ONLY be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games,

sites, or texting are not permitted. WCS approved devices for the 2017-2018 school year include: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the definition of technology. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the WCS guest network.

Electronic Media Access (Refer to WCS Board Policy 4.406)

An annual parental request is required prior to students being granted independent access to the school's technological resources. The required permission/agreement form will specify acceptable uses, rules of online behavior, access privileges, and penalties for misuse.

When BYOT privileges are abused, FMS will enforce the following policies:

BYOT – LEVEL I CHOICE

****Students will receive Merit Loss for the following choices:**

- ▪ Using electronic device for a non-academic purpose (i.e. texting, playing games, etc.)
- ▪ Using electronic device without accessing WCS guest network
- ▪ Using device without teacher permission
- ▪ Class disruption with electronic devices (alarms, ringtones, etc. going off at inappropriate times)

BYOT – LEVEL I CONSEQUENCES

**All level one BYOT choices will result in Merit loss, student/teacher restorative conversation and parent notification by phone or email.*

BYOT – LEVEL II CHOICES

****Follow code of conduct procedures for immediate administrative referral to the grade level principal.**

- Disrespect (i.e. using technology to be mean to or degrade another student, teacher, or staff member)
- Cyber bullying (Using one's online presence to repeatedly disrespect or intimidate another student or staff member)
- Using the device to record, transmit or take photographic images or video of a person or persons on campus during school hours and/or on campus activities (unless assigned by the teacher)
- Visiting inappropriate or blocked sites as defined by WCS AUP (i.e. Facebook, Instagram, etc.)
- Using electronic devices to cheat on assignments and/or assessments
- Profanity/Cursing

BYOT – LEVEL II CONSEQUENCES: All Grades

- Step 1 – After School Detention, Saturday School, or Administrative Intervention (Loss of Device for 5 days)
- Step 2 – ISS or Administrative Intervention (Loss of device for 9 weeks)
- Step 3 – OSS or Administrative Intervention (Loss of BYOT privileges for the remainder of the year)

BYOT – LEVEL III CHOICES

**Follow code of conduct procedures for immediate administrative referral to the grade level principal.

- Threats of personal injury
- Communication that would be in violation of the law (i.e. theft, major vandalism of school property, selling, delivering, or distributing counterfeit controlled substances, etc.)
- Sexual harassment (i.e. inappropriate sexual advances, making sexually inappropriate comments, jokes, etc.) (**Refer to WCS Board Policy 6.304**)
- Sexting – Texting or sending inappropriate sexual pictures of oneself or others
- Possession or distribution of pornography

BYOT – LEVEL III CONSEQUENCES: All Grades

- Out of school suspension and/or referral to Williamson County Juvenile Court

Academic Integrity Policy

Philosophy: At Fairview Middle School, we believe the development of *character* is a key aspect of good citizenship. We are charged with the responsibility of helping students grow academically, socially, and ethically to become effective citizens who will act with integrity. The FMS faculty and staff are dedicated to these purposes. Behavior such as cheating and plagiarism will not be tolerated at FMS, not only because it is self-defeating for the student, but because it is a reality of life. Plagiarism is illegal. Individual students are solely responsible for their own work; they will be held accountable for any deceitful actions which undermine this premise.

Definitions: Academic dishonesty falls under two basic categories – Cheating and Plagiarism.

Cheating is defined as, but not limited to, the following:

- Copying from another student’s work as well as allowing your work to be copied.
- Giving or receiving answers during a test, quiz, or any other assignments without your teacher’s approval. This includes working on assignments together when the teacher has not given explicit permission.
- Using electronic means (such as text messaging, email, pictures, etc.) to copy homework assignments, projects, or communicate test answers.
- Referring to a book, person, or any other resource while you are taking a test or quiz.
- Obtaining, possessing, using, or distributing tests, quizzes, answer keys, teacher manuals or teacher textbooks, etc.

Plagiarism is defined as, but not limited to, the following:

- Representing the work of others as one’s own work. Copying another author’s work from any source and turning it in as your own ideas and writing.
- Not using quotation marks, and/or proper citation to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving proper citation.
- Violating copyright laws by not following fair use guidelines.

Consequences for violating academic integrity:

Offenses will be recorded by grade level. By violating the academic integrity policy, student offenders will not be considered for the Beta Club, the student of the month, or any other honor with character as a consideration.

First Offense:

- Parent contact
- Administration will be informed
- Student must complete an alternative assignment, paper, or test to replace the grade of a zero.
- Saturday school assigned by administration

Second Offense:

- Parent Contact
- Zero for assignment, paper, or test
- Student must complete assignment, paper or test for no credit
- ISS assigned by administration provided all of first offense consequences were applied.

Third Offense:

- The administration will impose appropriate consequences

Homework Club Policy

It is the expectation of FMS that all students diligently complete all academic assignments on time. FMS provides Homework Club in order to support students in completing all assignments. However, students may also be assigned to Homework Club for either of the following two reasons:

1. The student is missing 2 or more assignments per class.
2. The student is failing a class due to missing 2 or more assignments.

Students will receive a Homework Club form from their teacher that includes all missing assignments. The school counselor will contact parents to schedule Homework Club. Homework club is from 2:50 - 4:50 pm on Tuesday and Thursday afternoons. After a student attends homework club, the assignment(s) is expected to be submitted to the teacher by the end of that week. If a student fails to turn in the assignment(s), does not attend an mandatory Homework Club, or fails to follow FMS Code of Conduct at Homework Club, a Merit Loss will be issued.

Saturday School (Refer to WCS Board Policy 6.315)

Saturday School is held each Saturday from 8:00-10:00 AM. Rules for Saturday school are as follows:

1. Students must be on time. Students may not be allowed to attend Saturday school if they arrive after 8:00 a.m. or extra time will be added on for students who arrive after the designated time. If a student is not allowed in after 8:00 a.m., FMS administration will determine whether the student is able to reschedule or be assigned to In-School Suspension.
2. Saturday school can be rescheduled only one time with parent's written or verbal communication with the FMS administration.
3. Students who do not attend Saturday school without communication between parents and FMS administration will result in one day of In-School Suspension.

Saturday School Expectations:

- Students should bring a writing utensil
- All school rules and dress code apply
- Be respectful to the Saturday School staff
- All students must be active and engaged
- Students should be on time

In-School Suspension (Refer to WCS Board Policy 6.316)

In-School Suspension (ISS) is another discipline alternative which the administration may assign. Students who are assigned ISS are required to comply with all instructions of the ISS teacher. Students will be required to complete class work and make-up tests and quizzes. Students in ISS should report to the office upon arriving at school.

- ISS students will walk with an adult to the ISS classroom. Students may bring a lunch or may order a school lunch. Students must work on their class work the entire day.
- Each classroom teacher will assign the student work that needs to be completed while in ISS. Students will turn in all ISS work to the classroom teacher when the student returns to class.

In-School Suspension Expectations:

- Students will work diligently while in ISS.
- Students should bring work to ISS.
- Students will turn in any BYOT to supervising staff.
- Students should bring a writing utensil.
- All school rules and dress code apply.
- Be active and engaged.
- Students should be on time to school.

Lunchroom Behavior

FMS wants students to be able to talk and interact during lunch. However, students are expected to maintain the same level of control and noise level as they do in the classroom.

Lunch Expectations:

- All school rules apply.
- Pay attention while standing in the line.
- Be courteous and polite to the cafeteria workers and supervisors.
- Ask for permission to leave the cafeteria.
- Dispose of all trash.
- The cafeteria is a BYOT free zone.

If students do not follow these expectations as well as the FMS Code of Conduct then Merit Loss will be given, silent lunches may be assigned, and students may be given a temporary seat in the cafeteria away from peers.

DRESS CODE
(Refer to WCS Board Policy 6.310)

In order for WCS to maintain a safe learning environment that minimizes distraction, 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 midpoint 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 (TCA 49-6-4215).

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.

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 extracurricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.

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.

Dress code will be checked daily. Students that wear inappropriate clothing will be given a Merit Loss and asked to call home for a change of clothes to be brought to school. If a change of clothes cannot be brought to school, the student may be given clothes to wear that are within dress code.

Safety Drills and Procedures

In order to ensure the safety of all students and faculty, safety drills will be routinely practiced. Students are expected to follow procedures for each safety drill. Any student not following safety procedures will result in Merit loss.

See Something, Say Something! - Students are encouraged to share concerns or knowledge of unusual or suspicious activity with a counselor or administrator. Students may share these concerns by completing this form: <https://goo.gl/9XYSBe> . Students may also share these concerns in person with counselors and administrators.

GRADING AND PROGRESS REPORTING

(Refer to WCS Board Policy 4.600 – Grading Systems and Report Cards)

The assessment and reporting of student progress to parents is an important component in establishing effective home/school relations. It is our goal that students, teachers, parents, and administrators work together to help students reach their maximum potential.

Family Access / Skyward

Parents are expected to activate their Family Access account and monitor their child’s academic performance weekly. Parents can keep up to date with their child’s grades as they are entered in the teacher’s grade book. Through Family Access you can set triggers to be sent via email when your child’s grade drops below a designated numerical average. To set up a Family Access account, please visit www.wcs.edu. Choose the Parents and Students tab and click WCS Family Access. You will need a WCS-issued username and password to activate your account. Please bring a photo ID to pick up this information at FMS during school hours.

Progress Reports

Grades are updated in Family Access for progress reports at the halfway mark (4.5 weeks) of the 9 week reporting period. Parents are able to access these grades electronically through the Family Access account. If you desire a hard copy of your progress report, please contact the main office at FMS.

Report Cards

Report Cards are generated at the end of each nine-week grading period into a PDF file in your Family Access account.

WCS Grading Scale

- A 91-100
- B 81-90
- C 72-80
- D 70-71
- F 0-69
- I Incomplete (must be removed during the next grading period)

Promotion/Retention (Refer to WCS Board Policy 4.603)

In grades 6-8, students must pass with an average of 70% in language arts, math, science, and social studies. Principals may require students who are failing coursework to attend remediation after school, during study hall, or summer school as a condition for promotion. The final decision for promotion/retention rests with school personnel.

GENERAL INFORMATION

School Day Hours

School Hours: 7:40 a.m. – 2:47 p.m.

Power Monday Hours: 8:20 a.m. - 2:47 p.m.

Two Hour Late Hours: 9:40 a.m. – 2:47 p.m.

Half Day Hours: 7:40 a.m. – 11:15 a.m.

Visitors (Refer to WCS Board Policy 1.501)

All visitors are required to sign in at the FMS main office and receive a Visitor's badge. **Student visitors from other schools are not allowed at FMS.**

Messages and Deliveries

Messages and deliveries to students from parents need to be handled by the main office rather than texting your child, or calling or e-mailing the classroom and interrupting learning. Parents should not text their child while at school as this disrupts the learning environment. If you absolutely must get something to your child, bring it to the FMS front office by 10:15 so that it can be delivered to the student at lunch. Please put your child's name on the item or lunch. Parents are not allowed to bring their child a lunch from an outside restaurant. For messages received after lunch, we will call the student to the main office at dismissal to receive the message.

Car Riders

Students must be picked up no later than 3:05 p.m. Parents of students left after 3:05 p.m. will be notified that they are in violation of school policy and their child may be required to ride the bus home for the remainder of the school year.

Bus Rules (Refer to WCS Board Policy 3.400)

Failure to obey the school bus driver may result in denial of school transportation rights. The decision regarding the disciplinary action is to be made by the school administrator. The bus is an extension of the school. All school rules apply. No student should behave in a way that interferes with the driver's ability to focus on the road and keep student safety the main priority. Bus infractions will result in Merit loss and possible additional consequences.

Riding Home with a Friend

A student should only ride the bus to which he or she has been assigned by the WCS Transportation Department. Any student who needs to ride home with another student must have a note written and signed by the parent or guardian. This note must be brought to the office each day the student plans on riding another bus and the office will issue a FMS bus pass, which must be given to the bus driver upon getting on the bus. A bus driver is not allowed to accept a bus pass that is not issued by the FMS front office. A bus pass is only good for the day it is issued by the FMS office. Phone calls and emails are not sufficient for receiving a bus pass, because it would be a violation of the state law concerning this issue.

Textbooks (Refer to WCS Board Policy 6.709)

Students must pay for lost or damaged textbooks and library books issued by FMS. School records will be

withheld if books are not returned or the fine is not cleared.

Lockers (Refer to WCS Board Policy 6.303)

Hall lockers are assigned to students at the beginning of the school year. Lockers should be locked at all times. Students should not give their locker combinations to anyone, and they should not set their locker so that the locker opens automatically or by just turning the dial slightly. This is for student protection and safety since students are responsible for whatever is found in their lockers. Any problems with locks or lockers should be reported to the office. Lockers can be searched by school officials. Lockers can be taken away from a student for not following the rules or being tardy to class because of their locker.

Water Bottles

Students may bring water bottles to class. Water must be in a clear, untinted, non-disposable, and spill-proof plastic container. Only WATER is allowed in these containers.

Campus Life

Counseling (Refer to WCS Board Policy 6.400)

Two school counselors are available to help and support students through their daily life at Fairview Middle School. The school counselors meet regularly with the teachers and administration as a part of the team effort in planning for the positive progress of all students.

The school counselor's services include:

- Individual and group counseling
- Classroom Guidance/Anti-Bullying Programs
- Student Support
- Parent Support
- Academic Support
- Testing Consultation

Students Taking A Right Stand (S.T.A.R.S.)

S.T.A.R.S. is an organization that provides individual and group support for students in need at FMS. The S.T.A.R.S. counselor assigned to our school works with the FMS counselors and faculty members to facilitate and co-facilitate the counseling program. Some of the issues discussed in counseling groups are alcohol and other drug abuse, tobacco, families in transition, grief, eating disorders, and bullying.

Mercy Counseling

In addition to the school and S.T.A.R.S. counseling provided at Fairview Middle School, we are fortunate to have additional therapy services provided through Mercy Community Healthcare for students needing more specific and intensive counseling. There is a referral process for these services. For more information, please contact a school counselor.

Breakfast and Lunch at the FMS Café (Refer to WCS Board Policy 3.500)

For the 2018-2019 school year, the price for breakfast is \$2.00 and the price for lunch is \$2.90. Ala Carte items are sold as well. Parents please create an account at <https://family.titank12.com/> . This account will allow you to deposit money in your child's lunch account at any time and track your child's daily purchase history. Students may add money to their personal account before school starts each day. To speed up lines in the cafeteria, money cannot be deposited in student accounts during lunchtime.

Library Media Center

The library media center is devoted to the learning enrichment of the FMS students and faculty. Books, magazines, newspapers, and computer stations are available during the school day. There are workstations from which students have access to online resources, Google Apps for Education, Microsoft Office, and additional software programs. The library media center will be open at 7:20 a.m. for students to study or read quietly before school starts at 7:40 a.m.

Fees and Fines (Refer to WCS Board Policy 6.709)

Fees approved by WCSB may be charged by schools for activities that occur during regular school hours, supplies required for participation in all courses offered for grades, equipment, and supplies required to participate in interscholastic athletics and band, and fees or tuition for summer school. The payment of school fees is voluntary. No fee will be charged to any student as a condition of attending school, but students shall be responsible for normal school supplies, such as pencils and paper. School fees are waived for students who are eligible to receive free or reduced-priced school lunches. Applications are available in the school office. Fines may be charged for overdue library books, lost, damaged or destroyed textbooks, library books, workbooks, or other school property.

Health and Medicine (Refer to WCS Board Policy 6.405)

A written request must be made by parents for any medicines to be administered to their child during the school day. All such medicine will be stored and dispensed by the school nurse in the clinic. This procedure encompasses all medication: prescription, non-prescription, and emergency drugs. For the safety of all students, DO NOT send medicine with your child to school. It must be brought and picked up by the parent/guardian to and from the nurse's office. Medication will not be sent home with a student for any reason.

Co-Curricular Organizations (Refer to WCS Board Policy 4.300)

There are a variety of after-school clubs and organizations offered to our students. Please visit the FMS website for a complete listing of co-curricular organizations.

ATHLETICS

(Refer to WCS Board Policy 4.301)

FMS sponsors a number of interscholastic sports for both girls and boys. Below is a list of sports offered at Fairview Middle School.

Athletic Seasons

<u>Fall Season (August – October)</u>	<u>Winter Season (December – February)</u>	<u>Spring Season (March – May)</u>
Football (JV, Varsity) Football Cheer (6 th , 7 th , 8 th one team) Volleyball (6 th , JV, Varsity) Girls/Boys Golf (6 th , 7 th , 8 th one team) Girls/Boys Tennis (6 th , 7 th , 8 th one team) Girls/Boys Cross Country (6 th , 7 th , 8 th one team) Girls Soccer (JV, Varsity)	Girls/Boys Basketball (6 th , JV, Varsity) Basketball Cheer (6 th , 7 th , 8 th one team) Dance Team (6 th , 7 th , 8 th one team) Wrestling (6 th , 7 th , 8 th one team)	Baseball (JV, Varsity) Softball (JV, Varsity) Boys Soccer (JV, Varsity) Girls/Boys Track (6 th , 7 th , 8 th one team)

Participation Requirements

Valid Physical-A current physical must be on file with the athletic department before your student can participate in tryouts, practices, or games.

Cardiac Arrest/Concussion Forms- All student athletes and parents are required to complete both the cardiac arrest and concussion forms before participation in interscholastic athletics. Currently these forms can be completed through the Final Forms athletic management program. For more information about Final Forms please contact Athletic Director Preston Brooks. prestonb@wcs.edu

Athletic Eligibility (Refer to WCS Board Policy 4.301)

For any athlete to play a game he or she must have attended school for at least one-half of the school day on game day (7:40-11:15 a.m.). To be eligible to participate on an athletic team, students must pass (70% or above) all four academic subjects: Language Arts, Math, Science, and Social Studies in the previous nine-week grading period. The previous nine-week grading period is the last nine-week grading period school was in session. Once a student makes a team, academic eligibility must be maintained.

To ensure this the following will occur during the sports season:

- Coaches will provide FMS administration with team rosters once teams are formed. Administration will share with subject area teachers.
- FMS administration and subject area teachers will certify those students with a passing grade (70% or above) at the end of each established nine-week grading period.
- Students whose grades in any of the four academic subjects listed above falls below 70% for the nine-week grading period will be placed on probation.
 - Students on probation may practice, but not dress out or play in a game. Grades of students on probation will be checked each week. Students shall not dress out or play for at least one week after being placed on probation. Following that time, as soon as the grade has improved to an average of 70% or above, the student will be allowed to participate on the team.
- For any student whose grade does not improve to an average of 70% or above in each of the four academic subjects by the mid-term progress report, that student will be suspended from participation

until the next nine-week grading period.

- Principals are responsible for enforcing “probation and ineligibility status.”
- All students and parents must complete registration in the Final Forms athletic managements system before athletes can participate in sports. <https://wcs-tn.finalforms.com/>

FEDERAL NOTICES

FERPA

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.

Child Find

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

A screening checks to see if children are developing and learning the way they should be at their age. Screening uses a variety of tests and observations to find possible problems in the following areas: hearing, vision, speech, language, social skills, thinking skills, moving and using muscles, self help.

Williamson County Schools embraces the RTI (Response to Intervention) framework as a system for delivering increased levels of support to students by identifying at -risk students, monitoring student progress, and providing evidence -based interventions. Students' vision and hearing are screened during grades K, 2, 4, 6 and 8. Any child can be screened anytime it is requested by a teacher, parent or concerned individual. Each school has a team of professionals who help identify children who may need assistance in the classroom. This may include students not learning on grade level. It also includes students with high academic achievement, creative thinking and intelligence. Annually, all students in a specific grade level are screened for giftedness.

Based on screening results, the team or any individual can refer a child for a more thorough evaluation. Families do not have to agree to have their child screened because it is done for all children. Families must agree before more thorough formal test(s) are done. If more tests are needed, an assessment team, including the parents, will decide what tests need to be given. The evaluation may show the child does not need special education or is not gifted. If a child qualifies for special education or gifted services, then an educational plan for meeting the child's needs is written. The child's parents are part of the team that decides what services the child needs.

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.

The Williamson County Schools office of Student Support Services can be reached at 615-472-4130.

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 licensure 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 615-472-4000.

Make it a great day or not, the choice is yours!

Fairview Middle School Behavior Expectation Matrix

	LEADERS	LEARNERS
Classroom	<ul style="list-style-type: none"> ● Cooperate with others ● Be honest ● Keep hands/feet to yourself ● Listen and pay attention to the speaker/teacher. ● Use appropriate language ● Stay calm and controlled ● Use appropriate language ● Pick up all materials off of the floor 	<ul style="list-style-type: none"> ● Follow directions ● Remain in school all day ● Bring required materials ● Turn in finished work ● Make up work when absent ● Keep electronic devices in your locker ● Be in classroom on time
Library and Computer Labs	<ul style="list-style-type: none"> ● Cooperate with others ● Be honest ● Listen and pay attention to the speaker/teacher. ● No food or drink ● Keep noise level at appropriate volume, showing respect to other classes. ● Return books on time ● Keep electronic devices in your locker ● Have a purpose for being there ● Stay on task 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Acceptable Usage Policy (AUP) <input type="checkbox"/> Follow directions <input type="checkbox"/> Bring required materials (signed agenda) <input type="checkbox"/> Use all electronics appropriately <input type="checkbox"/> No food or drink in these areas <input type="checkbox"/> Have a purpose for being there.
Hallway	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to yourself <input type="checkbox"/> Stay calm and controlled <input type="checkbox"/> Use appropriate language <input type="checkbox"/> Pick up all materials off of the floor 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands to yourself <input type="checkbox"/> Follow instructions given for drills and emergencies <input type="checkbox"/> Report unsafe behaviors <input type="checkbox"/> Pick up all materials off of the floor <input type="checkbox"/> Walk in the building
Cafeteria	<ul style="list-style-type: none"> <input type="checkbox"/> Listen to and follow adult requests the first time given <input type="checkbox"/> Share your lunch tables with others <input type="checkbox"/> Keep food on plate <input type="checkbox"/> Keep voice at a reasonable volume <input type="checkbox"/> Use hallway time appropriately <input type="checkbox"/> Report to class on time <input type="checkbox"/> Keep lunch tables clear <input type="checkbox"/> Clear away trash 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up after yourself <input type="checkbox"/> Choose a seat quickly and stay in it.

	LEADERS	LEARNERS
Bathrooms and Locker Rooms	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in your own stall <input type="checkbox"/> Take care of your own business <input type="checkbox"/> Give others privacy <input type="checkbox"/> Keep surfaces and walls free of graffiti <input type="checkbox"/> Avoid using cell phone <input type="checkbox"/> Respond appropriately to conflict situations <input type="checkbox"/> Report unsafe behavior 	<ul style="list-style-type: none"> <input type="checkbox"/> Wash your hands with soap and water <input type="checkbox"/> Report any problems to your teachers <input type="checkbox"/> Use the restroom quickly and return to class quietly <input type="checkbox"/> Return to class promptly
Bus	<ul style="list-style-type: none"> <input type="checkbox"/> Use kind words towards bus driver and others <input type="checkbox"/> Listen to and follow bus driver's rules <input type="checkbox"/> Remain seated after entering the bus <input type="checkbox"/> Stay clear of roadway <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Stay clear of a moving bus <input type="checkbox"/> Be alert and prepared in emergency situations 	<ul style="list-style-type: none"> <input type="checkbox"/> Talk quietly with others <input type="checkbox"/> Remain in seat <input type="checkbox"/> Use self-control <input type="checkbox"/> Be ready when bus arrives <input type="checkbox"/> Be alert and watch for your stop on the way <input type="checkbox"/> Keep all food and drinks stored away
Athletic Spaces	<ul style="list-style-type: none"> <input type="checkbox"/> Use good sportsmanship when playing or when cheering for your team. <input type="checkbox"/> Control temper in conflict situations <input type="checkbox"/> Give your best effort in competition and cheering for your team. <input type="checkbox"/> Maintain a positive attitude <input type="checkbox"/> Represent FMS by being your best. 	<ul style="list-style-type: none"> <input type="checkbox"/> Be on time and prepared if you are playing. <input type="checkbox"/> Have a plan for getting to and from the event. <input type="checkbox"/> Control temper in conflict situations

GO FALCONS!



Falcon Merit Loss Matrix

The following are Merit infraction point values; however, administration intervention may be used per discretion.

Infraction	Loss of Merits
Minor class disruption/hallway disruption-class continues	5
Not following adult direction the first time	10
Inappropriate school language	10
Unprepared for class (not bringing books, notebooks, novel, calculator, etc.)	5
Horseplay/safety issue	10
BYOT Violation	10
Tardy to class	5
Falsely identifying oneself, refusing to identify self	10
Inappropriate displays of affection	10
Dress Code Violation	5
Missing mandatory homework club	10
Selling item on campus for personal gain	10
In School Suspension	20
Suspension	50

- Issues or circumstances may arise outside of this list. Those Merit loss values will be determined by administration.
- Any Level 2 or 3 behavior and choices will result in Merit loss and consequences determined by administration.