

**CONTRACT AGREEMENT FOR A  
LEARNING PARTNERSHIP  
GRASSLAND MIDDLE SCHOOL**

**STUDENT**

I, \_\_\_\_\_, have read and understand the rules and regulations required by Grassland Middle School to have a successful learning environment. I agree to uphold and practice behaviors that contribute to my success and the success of my classmates and overall school environment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT(S)**

I, \_\_\_\_\_, parent(s) of \_\_\_\_\_, have read and understand the rules and policies of Grassland Middle School needed to provide success for my child and his/her classmates. In particular, I agree to help my child practice the

..... make-up work policy

..... early dismissal policy

..... dress code

..... tardy policy

..... attendance policy

by monitoring my child daily and providing parental assistance as needed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT(S) & STUDENT**

I, \_\_\_\_\_ & my child, \_\_\_\_\_ have reviewed the WCS policy (BYOT-Bring Your Own Technology), concerning the appropriate use of technology during the school day. Students are expected to utilize BYOT devices for **school purposes** during school hours and exercise good digital citizenship in the process.

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY AUGUST 17<sup>th</sup>.

## **GRASSLAND MIDDLE SCHOOL HONOR CODE**

Grassland Middle School is driven by the commitment to the core principles of integrity, respect and responsibility. These principals guide Grassland middle students in the classroom, on the playing fields, in cooperative activities and in how students represent the school to the community. Each Grassland student is required to sign and abide by the following honor code in respect for themselves and Grassland Middle School.

I will be honest in all my work and my interactions with people. Cheating and plagiarism are unacceptable. I will not cheat on a test or on a school assignment by using the words or ideas of another person. I will complete all my assignments to the best of my ability.

I will be honest in statements and actions. Lying about any action is unacceptable, regardless of circumstances.

I will respect the physical and emotional feelings of everyone in the school community

I will respect the property of others. I will not take the property of another person unless I have permission. I will not damage, use improperly or destroy the property of another person or of the school.

All students are expected to abide by the Honor Code.

Student Signature: \_\_\_\_\_

\*Adapted from laurelschool.org

# Grassland Middle School

[www.wcs.edu](http://www.wcs.edu)

[www.wcs.edu/gms](http://www.wcs.edu/gms)

Twitter-@wcsgms

Telephone: Office: 472-4500 Teachers: 472 – 4501 + extension FAX: 472-4511

**Principal-Dr. Darren Kennedy**

**2018-2019**

Vision: Grassland Middle School exists to prepare students to be life-long learners and responsible members of the local and global communities.

Mission: Grassland Middle School develops inquiring, knowledgeable, and caring young people who celebrate and learn from our differences through a global perspective.



This agenda belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Bus No.: \_\_\_\_\_ Locker No.: \_\_\_\_\_

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## **GMS Generals Agenda**

### **Where to go and who to see**

Grade 8 Issues	Dr. Kennedy, Head Principal
Grade 7 Issues	Mr. Behringer, Assistant Principal
Grade 6 Issues	Ms. Hennecke, Assistant Principal
Lockers	Front Office/Mr. Behringer
Scheduling	Ms. Hennecke
Clinic	Nurse Peggy Sutton
Student Support Services	Mr. Behringer
Cafeteria Issues	Ms. Redden
Skyward Issues	Mr. Behringer
Guidance	Counseling Office
Early Dismissal	Front Office
Lost and Found	Front Office
Lost Items	Front Office
Bus Notes	Front Office
Attendance Notes	Front Office
Sign In/Out	Front Office

### **Academic Procedures**

Report cards and Progress Reports can be accessed using the WCS Family Access. If you need information on accessing Family Access please call the front office. The Williamson County grading scale is as follows;

A=91-100

B=81-90

C=72-80

D=70-71

F=69 and below

GMS has two honor rolls to acknowledge superior performance. Related Arts and focus classes are always included when calculating honor rolls.

- A/B Honor Roll - All grades are B's or better.
- A Honor Roll – All grades are A's

## **ATTENDANCE EXPECTATIONS/PROCEDURES**

### **ATTENDANCE**

It is our expectation that all GMS students will attend school every day school is in session. We expect parents to support us in reaching that goal. Regular, uninterrupted attendance is an essential ingredient in the learning process. Students are expected to be at school ready to start the day when the school bell rings. Full day attendance is expected. Students are expected to be present the entire day. We are placing a high priority on students being prompt and in full attendance every class period. The purpose of the following policies is to establish guidelines for attendance, to clarify terms used in the process, to identify who is to assume the necessary responsibilities for attendance, and primarily to foster regular attendance for all students. Student athletes absent on a game day are ineligible to play.

### **ATTENDANCE RESPONSIBILITIES**

#### **Students**

- Be present and on time for all classes.
- Collect assignments whenever absent.
- Bring your parent note or medical excuse to a staff member in the front office the day following your absence or your absence will be listed as unexcused.

#### **Parents/Guardians**

- Make sure your child is in school every day unless there is a valid reason.
- Parents should phone the GMS Office (615-472-4500) between 7:30 - 9:00 A.M. the day the student is absent if they would like to be removed from the absence notification system. This does not excuse the absence.
- Send a note to school following the absence detailing the reason for the absence.
- A doctor's note is required after **4 days of absences**, as a note from a Dr. will ensure that your student is excused.
- Family trips are not excused absences.
- Failure to provide a note of any kind will result in an unexcused absence.

#### **Teachers**

- Keep accurate attendance records and report accurate information to the office first thing in the morning.
- Notify attendance secretary and appropriate assistant principal of suspected attendance irregularities.
- Give assignments to students in a timely manner whenever informed of a prearranged absence or after an excused absence or when requested.

#### **Attendance Secretary**

- An electronic phone system will notify parents of daily absences by 10:00 a.m.
- Monitor students with attendance problems.
- Send letters to parents that are required by state law after **5 unexcused absences and/or 10 excused absences**.

### **BUS NOTE PROCEDURE**

Please use the GMS website to request a bus permit. Simply select the Parent and Student link, then Parent Resource and then click on bus note link. It is important to use this link to ensure the entire office staff will be notified of your child's transportation change.

## **COMPULSORY ATTENDANCE LAWS**

If a student has a total of 5 unexcused absences, a “compulsory attendance law letter” must be sent to the parent. State Law 49-3-3007 e 1,2,3.

If a student continues to be absent 3 days from the date of the compulsory attendance laws letter, then a petition for truancy must be filed. State law 49-6-3007 e 1,2,3.

If a student’s absences warrant a truancy petition or if it seems it is heading in that direction, you will have already had interaction with either an assistant principal or the principal.

## **CHRONIC ABSENTEEISM**

The State of Tennessee defines chronic absenteeism as a student missing 10 percent (10%) or more of the days the student is enrolled for any reason, including excused absences, unexcused absences, and out-of-school suspensions. If a student is chronically absent as defined by the State of Tennessee, then a notice identifying chronic absenteeism will be placed in the student’s file. Students will have allotted 4 excused absences for each semester.

**Students exceeding 18 absences** for the year may be deemed chronically absent. Due to this policy, we are asking families to bring in a formal doctor’s note as often as it applies. Medically-excused absences will not count toward truancy; however, they do count towards Chronic Absenteeism. We are requiring that after 4 excused absences, that a formal note from a doctor should be obtained. It is our goal to work with our families and ensure that students are given ample opportunity to succeed in the classroom. **Grassland Middle School will no longer be using or accepting the Pre-Arranged Absence Form, you may still send in a note after the absence.**

## **EXCUSED ABSENCES**

Parents should phone the GMS Office (615-472-4500) between 7:45 - 9:00 A.M. the day the student is absent. The fax number for the school is (615-472-4511). Parents are to send a note or a medical excuse to school the day following the absence. If parents do not send in a note the absences will be considered unexcused. Excused absences may be granted for the following:

- **Illness of the student.** The principal may require a doctor’s statement. Although a doctor’s statement may be required at any time for an absence to be excused, it will be required of any student that accumulates **4 or more absences of any kind.**
- **Illness in the immediate family,** which requires absence of the student from school. A doctor’s statement may be required.
- **Death in the immediate family.** Absence should not exceed 5 days.
- **Religious holidays** regularly observed by persons of the student’s faith. A statement from the minister, parent, or other person recognized by the given religious group may be required.
- **Absences for other reasons** as approved by administration.
- Attendance, grades, and timing of the request (before or after a holiday) will be taken into consideration when approving absences.

## **EARLY DISMISSAL**

Any parent requesting an early dismissal for a student must come to the GMS office to sign out their child. An early dismissal note or email may be sent ahead of time, but no student will be



dismissed from class until the parent/guardian is present. If a child is to be released to another adult not listed on the child's emergency card, a written note with parent signature must be submitted to the office prior to the release of the student. Parents are encouraged to make dental, medical, and other appointments after school hours. Please refrain from picking up your child between 2:15 – 2:47 except for emergencies. All adults picking up a student will be required to show their driver's license and they must be listed as approved pickup.

### **INCLEMENT WEATHER DISMISSAL**

During inclement weather it is impossible for our phone lines to handle all the last minute instructions and personal phone calls. Please have an emergency plan with your child. Regularly scheduled after-school events are cancelled. Parents will receive a call from the WCS Central Office if school is dismissed early. In addition, parents can watch Channel 3, listen to the radio, watch the regular TV for up-to-date news on school closings rather than calling the school. **All detentions that are scheduled will be cancelled if inclement weather causes school to open late or be cancelled.**

### **MAKE UP WORK**

**Students are responsible for getting their assignments for the days they are absent.** If you need to contact teachers about make-up work, please allow 24 hours for teachers to prepare the work. Students will be expected to complete all make up work in a reasonable amount of time determined by the teacher.

### **RETURN TO SCHOOL ON THE SAME DAY**

Students must sign back in in the front office when arriving back at school. A parent is not required to accompany them.

### **TARDIES**

Grassland Middle School believes that being prompt to school and to class is important. **Three unexcused tardies** to school per 4 and ½ weeks will result in the student receiving a detention from the administration. This detention will be served on an assigned date from 6:00-7:00 A.M. Tardies can be avoided by using the school transportation system. It is the expectation that all students arrive to school on time and ready to learn. Tardies are an interruption to classroom instruction. An unruly petition may be filed with the Williamson County Juvenile Services if tardies are a continuous problem.

## **GMS CODE OF CONDUCT**

### **ATHLETIC OR EXTRACURRICULAR ACTIVITIES**

Students who are ill and unable to attend school on the day of an athletic or extracurricular activity **WILL NOT** be permitted to participate on that date. Students involved in extracurricular and athletic activities are expected to arrive at school on time and remain in school for the entire day. Any exceptions to this policy must be approved by an administrator. If a student is serving an ISS or OSS and they are involved in extracurricular and athletic events they **WILL NOT** be permitted to participate.

Sports are offered based on the availability of coaches and sponsors and there is a fee with each sport. We are only able to offer what an adult can supervise. Typically, GMS offers the

following competitive sports:

Baseball (boys) spring, Basketball (boys/girls) winter, Cross Country (boys/girls) fall, Football (boys) fall, Golf (boys/girls) fall, Soccer (boys/girls) fall, Softball (girls) spring, Tennis (boys/girls) fall, Track (boys/ girls) spring, Volleyball (girls) fall, Wrestling (boys) fall

For rising 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders, cheerleading and dance team try-outs are held each spring for the following school year. Students are selected for one of the three squads: football, basketball, or wrestling. There is only one dance team.

A student at GMS who tries out for a school team:

- Cannot turn 15 years old on or before August 1 of that school year.
- Must be passing in each of the four core subjects: Language Arts, Math, Science and Social Studies.
- If a student repeats a grade for a non-academic reason they must sit out the repeated year, but once that year is finished the student becomes eligible again. (Note: any student that repeats the 7<sup>th</sup> or 8<sup>th</sup> grade for non- academic reasons will be ineligible as a 9<sup>th</sup> grader)
- Parents are responsible for providing GMS with written verification of a doctor's physical examination within one year of the beginning date for that sport.
- Must sign a GMS code of conduct.
- Failure to maintain all passing grades during season or could be deemed ineligible
- Must return any issued uniform that is GMS property in clean and undamaged condition. Some sports may ask students to purchase parts of the uniform.
- Adhere to Additional coach expectations that may be presented upon team selection.

Students are permitted to participate on one team at a time. During the year several sports seasons overlap. A student who has been accepted as a member of one team may neither try out for, nor practice, nor compete on a team of a second sport until the season for the first sport has been completed. Students may try out for a second sport and will be considered when the season for the first sport has been completed. Students' primary responsibilities are to their studies and schoolwork. All athletes must abide by the academic standard of the Williamson County School Board. As representatives of GMS, our athletes are expected to set and achieve high academic and behavioral standards. Deviation could result in suspension from the team. Coaches are responsible for management of the team and the selection process. A participation fee will be charged to help defray sports expenses.

## **ASSEMBLIES**

At all assemblies GMS students are expected to conduct themselves in a manner consistent with the nature of the program. Full attention is to be given to any speaker or program participants. Unacceptable behavior will result in removal from the assembly and other disciplinary procedures.

## **EVENT BEHAVIOR**

GMS offers a variety of after school sporting events. Students who attend these events are expected to remain at the field or in the gym. Students who leave the sporting event will be expected to pay as they reenter the event. All school rules and appropriate dress are expected and enforced at sporting events. School authorities cannot be held responsible for students' safety when they leave the site of the game. Parents must have an established pick up plan for students prior to the event to prevent students lingering and staff supervision for long periods of time at the conclusion of an event. Continued late pickups will be prohibit the student for attending future events. Students who receive an OSS or ISS will not be able to attend event for that day.

## **BEHAVIORAL EXPECTATIONS**

A GMS Agenda is given to all students at the beginning of the school year. Every student is instructed in the use of this book. It is a link between home and school. Students are encouraged to use the agenda every day. The staff encourages parents to check the agenda every day for assignments and notes. It is a great way to communicate with teachers. The agenda will be used as a student pass. Any student who leaves the classroom should carry his/her agenda.

**The following behavior expectations should be followed.**

**1. Follow directions the first time given.**

**2. Inappropriate language:** Cursing or obscene language will result in an automatic detention. This includes gestures and inappropriate drawings or written expression.

**3. Matches, lighters, electronic cigarettes, vapes, pods, and explosive materials are forbidden:** This includes all fireworks and stink bombs.

**4. Toys:** This includes radios, video games, laser pointers/pens. Inappropriate items will be collected from students.

**5. Leaving school grounds:** Students may not leave the building during the school day without permission from an administrator.

**6. Students before and after hours:** Students arriving at school between 7:10 and 7:25 are to report to the cafeteria or gym. Students arriving after 7:25 will report directly to their homeroom. Students remaining in the building after 2:45 P.M. must be under the direct supervision of a teacher. Parents are expected to contact the office if they cannot pick up their child by 3:00 P.M.

**7. Backpacks and bags:** Backpacks are to be left in lockers and not carried to class until the last period of the day. This includes all bags larger than a small purse.

**8. Bullying:** Students are to treat others with kindness and respect and follow our WCS **BE NICE** initiative. Failure to do so may result in disciplinary measures. These measures may include a meeting with a counselor, a detention, ISS or OSS or other measures determined by the principal. Students wanting to report bullying can do so with a counselor, teacher or an assistant principal. If reported to a teacher he/she will contact the counselor or assistant principal. In addition, WCS provides students with an anonymous tip line at 1-855-284-0669.

**9. PBIS Expectations:** All Students are expected to follow the PBIS school wide expectations. These expectations are Show Respect, Ready to Learn, Take Responsibility, and Achieve Excellence.

## **BUS CONDUCT**

All students are expected to follow the rules of the transportation department and the bus driver for the safety of all. The bus ride to and from school is an extension of the school day. Failure to comply with the rules may result in an assigned seat, suspension or complete removal from the bus for a designated amount of time.

## **BYOT**

All Williamson County students are expected to comply with the BYOT policy. If an electronic device is found to not be in compliance with this policy the following procedures will be followed.

- **Electronic Device Policy**

- **1st Time-Parent required to pick up device**
- **2nd Time-Student must serve detention and parent must pick up device**
- **3rd Time-Student must serve two detentions and parent must pick up device**
- **4th Time-etc...Policy will continue to build with each incident**

For purposes of BYOT, "Technology" is defined as personally owned wireless, portable electronic equipment used **FOR INSTRUCTIONAL PURPOSES ONLY**. All approved devices should be used for classroom learning purposes only. The device may ONLY be used to access files or internet sites which are relevant to the classroom curriculum and teachers will direct students when to bring them to class. Non-instructional games, sites, and texting are not permitted. Students will be allowed to use device before and after school; however phones are not permitted in the hallways or during lunches. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the WCS guest network.

## **CAFETERIA RULES**

We want the school lunch period to be an enjoyable time for students. There are three basic rules in the cafeteria: (1) Be seated during lunch with your selected period; (2) Follow instructions given by the monitors at lunch; (3) Clean up your table and floor area before dismissal from lunch. Failure to adhere to these rules will result in students having assigned seats. Students who are caught throwing food or skipping line will be referred to a principal. Students are responsible for keeping up with their money. If a student has an issue in the lunch room that issue should be reported to a lunch room monitor immediately. Free and reduced lunch forms are sent home at the beginning of the school year and are available during the year at any time. Parents may also deposit money into their students account online.

## **CHEATING**

1<sup>st</sup> Offense- Teacher will call the parent and assignment/test becomes a 0.

2<sup>nd</sup> Offense-Student/Teacher/Parent conference and a 0 on the assignment/test.

If a 3<sup>rd</sup> Offense occurs the administration will request a parent conference.

All cheating instances are cumulative while attending GMS.

- **Plagiarism** is defined as, but not limited to, the following: -not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source, paraphrasing an author without giving proper credit and violating copyright laws by not following fair use guidelines.

### **COMPUTER EXPECTATIONS**

Students are expected to only use computers for school assignments as prescribed by teachers. Students caught using computers for anything other than these specific educational assignments will be subject to the following:

**1<sup>st</sup> offense** - Verbal warning (unless the offense is in violation of the WCS Acceptable Use Policy)

**2<sup>nd</sup> offense** – conference with classroom teacher and administrator which may result in a demerit, detention or loss of computer privileges.

\*\*\*If device is damaged or broken from failure to follow expectations, the school may seek reimbursement if the school cannot repair it.

### **CLASS CONCERNS**

If you have concerns about a class please follow the following procedures.

- Contact the teacher and develop a plan of action to address the concern and assist the student.
- If the issue persists contact an assistant principal.
- If the issue is still not resolved contact the principal.

### **CLINIC**

A student should report to class before requesting a pass to the clinic, guidance. An assessment will be made by the nurse. Students are **NOT** allowed to call parents and leave school without following the listed procedures. Failure to follow the rules will result in disciplinary action. Parents, for the safety of all, please assist us in enforcing this policy.

### **DEMERIT POLICY**

GMS exists to help students better prepare themselves for their future. As part of this development, Grassland has developed a demerit system for misbehavior and classroom disruptions. Students are assigned detention for every 3 demerits that have been accumulated during a quarter. A student starts with a clean slate every 9 weeks. Examples of demerits may include but are not limited to: distracting the learning environment, misbehavior, tardy to class, minor classroom/hallway disruptions, not following school rules or teacher directions, etc.

### **DISCIPLINE PROCEDURES**

Teachers are responsible for providing opportunities for learning. Students are responsible for learning. To enable students to learn in an orderly atmosphere, cooperation is necessary. **Failure to do what a staff member asks, blatant disobedience, threats, violence, and fighting may result in an automatic out-of-school suspension or ALC placement.** The policies set forth in this agenda are applicable during regular school hours, school sports events, and field trips. A child who chooses not to live up to the expectations established for GMS students, will experience one or more of the following disciplinary consequences

depending upon the severity of the infraction and the frequency of occurrence. **These are not necessarily sequential.**

- **Level One: Teacher-student and/or parent conferences, discipline reports, behavior contracts.**
  - o Demerits may be given by teachers/ administrators. Three demerits will equal a detention before school.
- **Level Two: Before-school detention:**
  - o Students will be given a two day window in which detention must be served. If a student does not serve detention within that window of time, an In-School Suspension will be assigned.
  - o **Detention will be canceled if school is late in starting or if school is canceled.**
- **Level Three: In-School Suspension:** In-School suspension consists of students gathering their work and spending a day in another classroom or the office. The student will receive credit for their work.
- **Level Four: Out of school suspension:** exclusion from all school classes and activities for up to ten school days. By school board policy, students are allowed to make up work missed during out-of-school suspensions, but are not allowed on school grounds and activities.
- **Level Five: Alternative Learning Center:** a restrictive classroom serving students throughout the county who have demonstrated chronic discipline problems or who are guilty of a “zero tolerance” infraction.

### **DRESS CODE EXPECTATIONS**

In order for WCS to maintain a safe learning environment that minimizes distractions, the minimum standards for acceptable clothing during the school day are as follows:

- 1) Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;
- 2) Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh. Mid-thigh is defined as the mid-point between the waist and mid-knee;
- 3) All pants, trousers, shorts and skirts must be held at the waist;
- 4) Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
- 5) Hats may be worn in buildings with the permission of building administration;
- 6) Appropriate shoes are required;
- 7) Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA49-6-4215).

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

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

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

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

**The GMS dress code will be enforced. Dress code compliance will be checked each morning. If a student is not in compliance with the dress code at any time during the day, parents will be called. Students will be held in the office until clothing is appropriate. On the first offense the student will receive a warning if appropriate clothing is obtained. Second offense will result in an automatic detention and appropriate clothing must be obtained. Third offense will result in automatic ISS. If on the first or second offense, appropriate clothing is not obtained, the student will be held in ISS for the remainder of the day.**

#### **DROP OFF/PICK UP**

Students, being dropped off or picked up for before school, during school, or after school, must be done so in the designated area near the main office in order to maintain a safe environment. Any violation will be communicated to administration and the School Resource Officer.

#### **FIGHTING**

Fighting or any acts of violence may result in in-school suspension, out of school suspension or ALC placement.

#### **FOOD AND BEVERAGES**

Items purchased from the healthy vending machines are purchased at the students' own risk. Students should not anticipate being reimbursed for lost money. Students may bring clear bottled water or their own clear thermos/water bottle to class with teacher approval. Students should not purchase items from the janitors' closets. No Energy drinks, such as Red Bull will be allowed at school.

#### **FORGERY**

Schools often depend upon students returning notices and reports with a parent signature to facilitate communication with home. Students engaging in forgery will be assigned to a detention and parent(s) will be notified.

#### **GAMBLING**

Any form of gambling is prohibited.

#### **GUIDANCE**

The guidance program offers students opportunities for personal and academic growth by providing individual and group counseling, classroom guidance, and specific interest groups through STARS. Also available are consultations with parents, teachers, outside agencies,

referral services for special education, development of intervention plans for personal or academic problems, review of records and testing results and access to career information.

There is initiation of homebound services during periods of long-term illness or hospitalization, student assistance in scheduling and completion of forms for transfer and new students, high school pre-registration/planning and other guidance related assistance as student needs dictate.

Students-Is it hard to

- see the board clearly?
- read papers or books?
- hear or understand what people say?
- read?
- do math?
- understand what the teacher tells you to do?
- keep your grades up?

GMS has many ways to help students who find it hard to see, hear, or learn.

Come by the Guidance Office or talk to one of your teachers to see if we can help you.

### **HALL PASSES**

A blue hall pass is provided to all teachers to use with their students. Students should have this blue hall pass or teacher signed agenda with them at all times if in the halls or going to the restroom during class time.

### **HARASSMENT/BULLYING**

GMS is committed to making school a safe environment for each student.

According to TCA 49-6-1015-

Any act that substantially interferes with a student's educational benefits, opportunities or performance and it act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus top.

**It is the responsibility of a student who witnesses harassment/bullying or is a victim of the harassment/bullying to report to a teacher, support staff, counselor, or an administrator. Williamson County Schools provides a harassment/bullying tip line at 1-855-284-0669**

### **IN-SCHOOL SUSPENSION**

In-School Suspension is a progressive step in dealing with student behavior. When a student is assigned to In-School Suspension, students will gather their books and materials from their teachers and will be placed in another classroom or the office for their assigned amount of time. Students will receive credit for their work while in In-School Suspension. Students are not allowed to participate in after school activities the day(s) of their In-School Suspension.

### **LOCKERS**

A hall locker will be assigned to students. The student will pay for damage done to the locker.



**Students are not to share lockers or combinations and lockers must be LOCKED at all times.** Students are responsible for all belongings brought to school.

### **LOST AND FOUND**

At the end of each month all articles are taken to Goodwill. Please **label** all jackets, coats and personal items. We will make every effort to return all items that are labeled.

### **MEDICATION & CLINIC PROCEDURES**

All prescription and over-the-counter medication is to be kept in the clinic. Parents must bring medication to the nurse with a signed medical form from the physician indicating the amount and the time to be taken. Students are **never allowed** to carry medication. Doing so could result in serious consequences.

GMS has a nurse on site during school hours each day. When a child feels ill and needs to go to the clinic they will need to first report to their class and have their agenda signed. The school nurse will do an assessment on the student and make decisions based on the findings. If she determines the student must go home, she will make parental contact. It is important that your child follow these steps and not call or text a parent/guardian to come pick them up, **as this is a violation of the BYOT policy.**

### **MESSAGES AND DELIVERIES**

Messages and parent deliveries to students from parents need to be handled by the main office rather than texting your child, calling or emailing the classroom teacher. 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 GMS front office by 10:30 so that it can be delivered to the student at their designated lunch time. Please label the item with the students name and grade. Messages received after lunch will be delivered at dismissal. Deliveries and lunches will only be accepted from parents, no outside food vendors will be allowed to deliver to school.

### **OUT OF SCHOOL SUSPENSION**

Out of School Suspension is a progressive step in dealing with student behavior. When a student is assigned to Out of School Suspension, students will gather their books and materials from their teachers and will be required to stay home for the remainder of their suspension. Students will receive credit for their work while in Out of School Suspension. Students are not allowed to participate in after school activities the day(s) of their Out of School Suspension.

### **PUBLIC DISPLAYS OF AFFECTION**

Affection, such as kissing and prolonged hugging, is intimate and personal and inappropriate for public display. Such display of affection will result in a warning, counseling, parental contact or a possible referral to an administrator.

### **SEARCH AND SEIZURE**

Under the school security Act T.C.A. section 49-6-4201, all students and visitors are subject to being searched for drugs, drug paraphernalia, dangerous weapons and other property not properly in their possession. Upon reasonable suspicion the principal and/or assistant

principals may search students themselves, belongings, lockers and bags when anywhere on school grounds or at school events.

### **SKIPPING**

Any incident of skipping class will be reported to the administration and appropriate punishment will be assigned.

### **THEFT**

Stealing in no way will be tolerated. Stealing in any form will result in disciplinary action or possibly a juvenile court petition.

### **THREATS**

Any threat of harm to one self, peers, GMS, or GMS staff will be subject to investigation by Threat Assessment Task Force and/or Administration. Additionally, any mention of violence or violent related items, like pictures, videos, drawings, or anything that depicts violent acts (“shooting”, “killing”, guns, knives, etc) can be subject to disciplinary actions/investigation ranging from Level 1 to a Level 5 consequence, as well as ALC placement.

### **TOBACCO**

Tobacco is not allowed on campus. If found in possession of tobacco products, the student will be issued a citation by a GMS administrator or by the school resource officer. The student will be required to appear in juvenile court. All e-cigarettes and vapors are prohibited.

### **VANDALISM**

No student will intentionally damage or deface any school building, school owned property or personal property located at the school. A police report may be filed plus full restitution will be required. Students who commit or are involved in vandalism may be placed in ISS, suspended from school, placed in the ALC, and/or subject to a juvenile court petition.

### **VISITORS**

Students are not allowed to bring visitors. Adults must report directly to the office when entering the building as well as parents arriving for conferences. All visitors must wear a “Visitors Pass”. School dances are organized for GMS students only. Non-student guests may not be invited to attend.

### **WITHDRAWAL**

In order to withdraw 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

### **ZERO TOLERANCE**

A zero tolerance offense is a one calendar year suspension with placement in the Alternative Learning Center and a juvenile petition being signed against the student.

Zero Tolerance Offenses:

1. Possession of a weapon
2. Possession, use or under the influence of drugs or drug paraphernalia

3. Possession use or under the influence of alcohol
4. Threatened violence against a staff member

According to board policy, "Reasoned" Judgement Offenses include all of the following:

Assault, Possession of weapons other than firearms, other instruments and substances. Making or circulating a false report of bomb, fire or other emergency will also carry with it discipline up to a year's suspension, restitution and a report to law enforcement. WCS will pursue punishment to the full extent of the law.

### **FEDERAL NOTICES**

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

Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify their child's school in writing if they do not want his/her directory information released to military recruiters.

### **SECTION 504 NOTICE**

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

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

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

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

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

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

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

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

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

## **CHILD ADVOCACY GROUPS CONTACT INFORMATION**

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

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

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

Tennessee Disability Law and Advocacy Center (DLAC), 2416 21st Avenue South, Suite 100, Nashville, TN 37212, Phone: 615-298-1080, Toll free: 1-800-342-1660, email: **[GetHelp@DLACTN.org](mailto: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](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 Bill Squires, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals.

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

## **TEACHER INFORMATION**

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

## **HOMELESS EDUCATION**

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

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

