

**Contract Agreement for a Learning Partnership
Spring Station Middle School
Do Your Job!**

Student

I, _____, have read and understand the rules and regulations required by Spring Station Middle to have a successful learning environment. I agree to uphold and practice behaviors that contribute to my success, the success of my classmates, and the positivity of the whole school environment.

Signature: _____

Date: _____

Parent(s)

I, _____, parent(s) of _____, have read and understand the rules and policies of Spring Station needed to provide success for my child and his/her classmates. I agree to help my child practice by monitoring my child daily and providing parental assistance as needed in the following areas:

- make-up work policy
- early dismissal policy
- dress code
- tardy policy
- attendance policy

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. Devices are off and in locker during the school day.

Signature: _____

Date: _____ Homeroom Teacher: _____

Please return this form to your homeroom teacher by August 16, 2019.

Spring Station Middle School Honor Code

Do Your Job!

Spring Station Middle School is driven by the commitment to the core principles of showing respect to self, the school and community; acting responsibly to self, the school and community; and taking pride in self, the school and the community. These principals guide Spring Station Middle students in the classroom, on the playing fields, in cooperative activities and in how students represent the school to the community. Each Spring Station student is required to sign and abide by the following honor code in respect for themselves, others and Spring Station 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 and as instructed.
- I will be honest in statements and actions. Lying about any action is unacceptable, regardless of the circumstances.
- I will respect the physical and emotions of everyone in the school community regardless of any differences.
- 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

Spring Station Middle School

www.wcs.edu

www.wcs.edu/ssms

Twitter: @wcsssms

Telephone:

Office 615-472-5080

Fax: 615-472-5091

Principal – Paula Pulliam

Assistant Principals – Amy Seago and Chris Whitefield

2019 – 2020

Vision: Spring Station is a community where students become independent, lifelong learners by developing their character, critical thinking and problem-solving skills. All members of the community will cultivate the knowledge that anything is possible using technology, innovative teaching and collaborative learning within a safe, respectful environment.

Mission: Spring Station exists to educate, engage and nurture each student through meaningful experiences, positive relationships and character development.



This agenda belongs to:

Name: _____

Homeroom Teacher: _____

Bus No.: _____ Locker No: _____

Spring Station Middle School
Student / Parent Handbook 2019-2020

**** Subject to Change ****

Learning Environment	4	Staying Connected	11
PBIS	5	Student Learning	11
Core Expectations	5	Touching/Physical Contact	11
Arrive on Time-Tardy and	6	Valuables	12
Prepared to Learn		Violence	12
Attendance Information	6	Prohibited Items	12
(Absences/Trips			
Bus	7	Student Conduct and Discipline	12
Bullying Reporting	7	Safety Drills and Real Emergency	13
Hazing	7	Early Dismissals	13
BYOT	7	Promotion Retention	13
Cheating	8	Make Up Work	13
Community Presence	8	Inclement Weather	14
Consequences	8	Immunization Documentation	14
Dress Code	8	Search and Seizure	14
Following Directions	9	Medications	14
Graffiti	9	Hall Passes	15
Guidance	9	Child Find	15
Hallways	10	STARS	15
Lunchroom	10	Lockers	15
Home Baked Goods	10	Lost and Found	15
Vulgarity/Racial Slurs	10	Textbooks	16
Restroom	10	Athletics	16
Retakes and Grades	11	Clubs	17
Sporting Events	11	Parent Volunteers	17
		Library	17

Learning Environment at Spring Station

Creating a learning environment in a school is the responsibility of three parties: parents, students and educators. The expectations of parents is to be able to send children to school with the assurance children will be supported in their learning. Parents expect their students to: be able to learn in a positive environment, without fear, in all school settings; be able to learn in an environment free of distractions from classroom interruptions; and not be subjected to disrespect whether to them or to adults in the building which rob them of learning. Share with your children your expectation of how they will accept our invitations to learn and his or her behavior towards every person at Spring Station.

Students come to school because it is the law. From there, students come to school with all different levels of parent involvement and commitment to learning, expectations of behavior and respect to all people. All students desire to learn, coming through the schoolhouse doors with different levels of commitment to learning and commitment to allow others to learn. The social aspect to school is certainly a motivator for many as well as being involved with an activity or group. It is the student's responsibility to accept the invitations we offer every day to learn; do the work professional educators create for them; practice learning; respect others' rights to do their jobs which are learning and teaching and to cultivate within themselves the intrinsic importance of learning with learning as the reward.

Our educators do what they do because they enjoy working alongside students in partnerships with parents. Of course, we all work because we need a way to gain revenue to live. It is just fabulous to be able to glean satisfaction and enjoyment when students master the learning through provided educational opportunities. Educators must be able to teach in an environment where it is not an uphill battle against distractions created by administration, students and parents. Creating and crafting lessons that are engaging for students is personal and a responsibility not taken lightly. Your SSMS educators are driven by wanting to do their very best each day for each student which is certainly a high expectation! Having high expectations for behavior from our students is paramount to SSMS educators so they can help all students learn and grow. Pushing students to expect better and more from themselves is a huge responsibility and we strive to do it well. Most importantly, it is our responsibility to let your child know we are glad he or she comes through the doors of Spring Station each day!

Positive Behavior Intervention Support – PBIS

To help with achieving the optimal learning environment, Spring Station Middle School is excited about our Positive Behavior Intervention Support (PBIS). PBIS is a school-wide program that includes proactive strategies for teaching and supporting appropriate student behaviors to create a positive school environment. A range of positive behavior supports for all students will be implemented in both classroom and non--classroom settings. Students will receive multiple orientations from teachers and administrators throughout the year. Students who are missing work, owe money to the cafeteria, owe for lost or damaged books, have late return fees, need to make up tests, have been suspended from school or served an ISS will not attend the quarterly reward celebration. Eighth graders, taking a class at the high school, are on the high school schedule and will miss part of nine week celebrations. Our PBIS events and incentives are supported by funds generated by the sale of our spirit wear. Help support our program.

Core Expectations

SSMS Core Expectations for All – Be Nice!

S – Show respect every day to self and others.

A – Act responsibly; it is the right thing to do.

T – Take pride in the work you produce and how you present yourself.

Arrive on Time-not tardy and Prepared to Learn

Tardiness to school and to class keeps the student and others from learning. Students who are tardy are subject to disciplinary and court action (tardy detention after 5 school tardy and/or court appearances). Traffic is not an excuse for arriving late nor is dropping a sibling off at another school.

Eat a good breakfast with protein. Completing homework and classwork is vital to the continuation of learning, acts as an extension of the classroom, and helps students work towards mastery. Students who are not prepared for class are subject to disciplinary action. Ask your child to show his or her work and to show you how to access the assignments in Skyward or Google Classroom.

Attendance Information

State Attendance Law – 4.100: Students who miss 18 days will have recorded “chronically absent” in their records. It encompasses all absences, excused or unexcused.

School Attendance policies at SSMS – Trips are not excused. It is not reasonable to expect trips to be excused due to the “chronically absent” portion of the law. This means it is the student’s responsibility to cover the content missed, get any work made up and to teachers. We need students at school every day unless running a fever or vomiting. Email a note to Patricia.Pfaender@wcs.edu. If your child goes to a physician, please bring us a note from the physician regardless of the specialty. Students who have a pattern of missing school will end up in truancy court.

- A note or e-mail explaining the nature of each absence must be given/sent to the school office the day of return.
- Students with four unexcused absences (no note) will receive a compulsory attendance letter and subsequent letters.
- Any time a student visits a doctor or dentist, get a doctor’s note and turn it into the school. Make every effort to schedule dentist/doctor visit after school hours.
- Absences due to death in the immediate family is excused for up to five days but may require a funeral program. Board Policy 6.200
- WCS schedules breaks during the school year. Take trips during calendar breaks.
- Students are to be on time to school.
- The school determines whether the situation warrants filing a court petition. It is the court who decides if a child/parent is truant. Per the district, a student may accrue 8 excused illness, doctors/or other reason absences per year. Use them sparingly because after 8, a doctor’s note is required.

In accordance with new state attendance guidelines, Williamson County Schools has implemented a Progressive Truancy Intervention Plan to monitor student attendance. Parents will be notified as unexcused absences accumulate to proactively help with truancy concerns.

- *3 unexcused absences - Parents will receive a phone call regarding unexcused absences.*
- *5 unexcused absences - The principal/principal's designee will schedule a meeting with the student, parent(s), and school team members to provide needed supports while creating an attendance contract to monitor progress.*

- *If the student continues to accumulate unexcused absences, a school-based truancy board will evaluate progress and determine appropriate next steps which could include a truancy petition with juvenile court.*

NOTE: Our school policy is subject to change based upon any directive received from WCS or the state due to the implementation of the new state chronic absentee policy.

Bus

Students are always expected to exhibit behaviors on the bus as if they are riding in parents' cars; to respect the authority of the bus drivers and the rights of student riders. Good behavior allows the driver to do his/her job, getting students to and from home safely. Yelling, cursing, messing with others, and arguing with the driver are all unacceptable, hazardous behaviors. We hope students don't act this way in cars, and they certainly should not on public transportation. Violators are subject to disciplinary action including, but not limited to, removal from the bus by an administrator for a predetermined period of time. It then becomes the responsibility of parents to get the student to school by 7:35am and pick him or her up from school at 2:45 pm. If this is an inconvenience for a parent, there needs to be a conversation at home to set the expectations, so a school call does not cross the phone lines. All school rules apply on the bus and at the bus stop.

Bullying Reporting

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

- 1) Physically harming a student or damaging a student's property
- 2) Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property
- 3) Causing emotional distress to a student or students
- 4) Creating a hostile educational environment

There is a form with all homeroom teachers, guidance and office to report bullying.

Hazing

Hazing is defined by Tennessee law as any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation, or as a condition of attaining membership in, or affiliation with, any school sponsored activity or grade level attainment.

Students who experience bullying or hazing are to report the violation to an adult in Spring Station Middle School. Filling out the Bullying Harassment form is documentation that will be used in the investigation. Remember, giving a false report is serious and will result in consequences. Turn in this form to an administrator. Within 48 hours of receipt of the report, parents of both parties will be contacted. An intervention plan will be put into place within 20 days per state law.

BYOT Guidelines and Expectations

1. To participate in BYOT, students and parents must sign and return the WCS Acceptable Use,

Media Release and Internet Safety Procedures form as well as the BYOT Acceptable Use Guidelines.

2. Cell phones are to be turned off and in lockers during the school day. Devices are not to come to the lunch room nor allowed during Study Focus, Level Up classes, restrooms or in the hallways.
3. Administrators will have the final say on whether a device can be used in class when requested by the teacher.
4. WCS is not responsible for the theft of a device or damage done to the device while it is at school. Parents should record the device's serial number prior to a student bringing it to school. Turn on the phone locator.
5. Students who fail to adhere to the electronics policy are subject to disciplinary action and having their items confiscated for an administratively determined period of time.
6. If a classroom teacher needs a device for instruction, he or she will allow the students to retrieve it once class starts and return it to lockers before class ends.

Cheating

Cheating is not acceptable. This includes, but is not limited to: copying, allowing others to copy, forging signatures, plagiarizing, and changing grades. Consequences will be at the discretion of the administration and the teacher.

Community Presence

SSMS students are expected to set the highest standard of behavior for all students, no matter the age or setting. All school and community events are an opportunity for SSMS students, parents and staff to exhibit behaviors that highlight SSMS as an exemplary school. All rules and policies apply to students and parents at any event in which SSMS is involved or sponsors.

Consequences

Consequences for negative behaviors include, but are not limited to: verbal warning, parent contact /conferences, assigned reports, work duties, loss of PBIS privileges, referral to office, before or after school detention, removal from extracurricular activities including, but not limited to, sports teams, cheer, dance, drama, etc., in--school suspensions (ISS), court petition, placement in alternative learning center (ALC) and expulsion.

Dress Code

The Williamson County Board of Education approved changes to the dress code at its regular meeting on February 20, 2017. The policy is stated below.

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 (non-see through) top garment;
2. Skin and undergarments must be covered with opaque (non-see through) 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 (two inches below the Bum and you are safe);
5. Hats may be worn in buildings with the permission of building administration (At SSMS we do not wear hats in the building except on spirit or special days);
6. Appropriate shoes are required; SSMS strongly suggests no shower shoes or flip flops. You can't move quickly if the need becomes apparent.
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).
8. Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., under age beverages, profanity, illustrations, or suggestive language, etc.).
9. Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.
10. Any apparel or dress that is potentially disruptive to the learning environment or educational process is not permitted.
11. Any apparel or dress that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.
12. Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code.
13. Students who do not adhere to the code will call home for a change of clothing. If no parent can be contacted, a student will wear clothing provided by the school or serve an after school detention.

Following Directions

Students are expected to follow directions the first time given from any and all adults in this building. Students who do not follow directions or are argumentative about following directions are subject to consequences.

Graffiti

Graffiti is considered vandalism. Students responsible for defacing SSMS campus property will be subject to disciplinary action, restitution and police action. Stickers inside or on lockers is a form of graffiti and is not permitted.

Guidance

The guidance program offers students opportunities for personal and academic growth by providing individuals and group counseling, classroom guidance, specific interest groups through STARS, Oasis, and Family & Children Services; consultations with parents, teachers or outside agencies; referral services for special education and development of intervention plans; review of records and testing results; and access to career information. There are homebound services available during periods of long-term illness or hospitalization; information on community agencies and services available to families; student assistance in scheduling and completion of forms for transfer and new students; high school pre-registration/planning and other guidance-related assistance, as students' needs dictate.

Hallways

Students are expected to walk throughout the halls using conversational levels and tones without pushing, shoving, putting hands on each other, “messaging with” each other, or loitering in areas that prohibit the movement of others. Our hallways are too crowded to have anything but acceptable, courteous behaviors. Students who put “hands on” others, even in jest, will have consequences.

Lunchroom

Fast food is not allowed in the cafeteria. If a parent comes to eat with his/her child and brings fast food, they will eat in an area away from the cafeteria. **Do not bring cell phones or other BYOT devices to the lunchroom!**

Students are to show appropriate behavior. This includes cleaning up after themselves, clearing the tables and assisting in sweeping and washing on a rotating basis. Students are expected to follow the directions of all cafeteria staff and supervisors. Violators are subject to disciplinary action.

If lunch account balances fall below zero, students will call home to notify parents. Any outstanding balances will keep students from participating in school events such as PBIS.

Students are not to share food at any time. SSMS has students with severe and life-threatening food allergies. The sharing of food may lead to life-threatening reactions. Parents need to be mindful of sending snacks containing peanuts. Parents who have children with a life-threatening food allergy should notify the school immediately. Allergen free zones are available in the café.

Home Baked Goods

Williamson County Schools are not able to have home baked goods to give out in classrooms or in the cafeteria by students, parents or teachers. Store bought items must be individually wrapped with the ingredients clearly marked. Students are not to share home baked goods from home lunches due to allergies.

Vulgarity/Racial Slurs

Vulgar gestures, notes, music, the use of racial slurs will not be tolerated and have no place in school. Contraceptives certainly have no place at school. Consequences will be at the discretion of the administration and teachers. Vulgar drawings, literature and notes or pictures are considered pornography distribution, whether intentionally or accidentally circulated, and will result in the involvement of law officials.

Restrooms

We are so fortunate to have a nice facility. Restrooms are to remain neat and clean by throwing trash in the appropriate receptacle and using the convenience appropriately. Good personal hygiene is expected in consideration of others using our public space.

Retake and Grades

Students may retake the lowest assessment scoring below a 72 in a quarter grading period for each academic class and Spanish. Late Start Mondays and Study Focus classes are the designated times for retakes.

On the report card in Skyward you will see three different categories; Homework - 20%; Assessments - 80%; Formative Assessment - 0%. Credit class exams count 15% of the semester grade; all other exams count 10% of the semester grade. TCAP will have a value determined by the district.

Teachers will have an assessment entered within seven calendar days of taking an assessment. Writing essays may take longer to enter as they take longer to grade.

Sporting Events

It is expected that SSMS students and parents set the example for other schools for exemplary behavior while attending and/or participating in sporting events. All school rules, district rules, and policies apply at sporting events. Students who behave inappropriately at sporting events, either on or off campus, will not attend other events. Coaches and sponsors have clear team rules and policies that will be enforced. At the coach's discretion, a player may be removed from the team. Negative parent behavior may result in parent suspension from events and/or the player being removed from the team. Players may also be removed from a team at the discretion of the administration for school or team violations. Students not passing core classes with a "C" or better are not to attend after school events. This time should be used to make up work or study.

Staying Connected

Students are required to record their assignments in the agenda provided by the school every day. This agenda is a link between home and school. The staff encourages parents to check the agenda daily for assignments and notes. This is a great way to communicate with teachers. Visit our website at www.wcs.edu/ssms to access teachers' homework pages for assignments and class announcements. Keep in mind, technical difficulties can occur with the website. Please rely on your student's agenda of choice. We do have agendas for sale if you desire one.

Student Learning

A student's number one responsibility in school is to learn. A student who is keeping others from learning is subject to disciplinary action.

Touching / Physical Contact - KEEP HANDS TO SELF- All students are expected to keep their hands to themselves and refrain from touching each other. This includes all forms of PDA (Public Display of Affection), horseplay, "messing with" or any other physical contact inappropriate for a school setting. Don't aggravate others to the point of retaliation and then try to call foul! Those who engage in this type of behavior will have consequences.

Valuables

Leave valuables, large sums of money, electronics, special jewelry, toys, trading cards, skateboards, large amounts of PBIS tickets, etc. at home. SSMS is not responsible for items that are lost or stolen. Backpacks, purses and drawstring packs are to be in the lockers. If your cell phone is valuable, have it appropriately locked in your locker. We are not able to use our resources to locate your cell phone.

Violence

Violence is not tolerated at SSMS. Rumors, exclusion, and profanity are all entry level violence. Consequences for such behaviors are at the discretion of the administration which may include court petition. Bullying and threats will follow the district protocols. Assault will result in juvenile petitions being filed along with a Juvenile Court appearance. Blocking is self-defense. Hitting back is a fight because it takes two. Parents always have a right to file a petition on a child causing havoc in a neighborhood or with their own child.

Prohibited Items

Vaping paraphernalia, weapons, fireworks, matches, lighters, alcohol, tobacco, and drugs are prohibited. Possession and/or use of these will follow the Juvenile Court and school board policy. This includes, but is not limited to, suspension and/or Alternative Learning Center. Consequences will follow Board policy. Williamson County Board of Education Adoption Date: 4/16/01-6.3061

STUDENT CONDUCT AND DISCIPLINE

In accordance with the Williamson County Board of Education Rule 6.3061, Spring Station Middle School adheres to and recognizes the following adopted policy as its basis for the authority of the Administration and of the teachers.

Administrators and teachers shall strive to create school environments favorable to the development of self-discipline and self-direction. The Board believes that acceptable behavior is essential to an effective school program. The principal is responsible for establishing and maintaining effective discipline within the school.

Principals have the right to expect the cooperation of all teachers, and it is the duty of all teachers to assist in the discipline of the total school. Each teacher/para-professional is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of an engaging learning environment. The authority to control pupil conduct shall extend to all activities of the school including all games and public performance of athletic teams, trips, excursions, and other school activities and groups. Students shall comply with all rules and regulations for the government of the school and the school system. Students found to have violated school or school system rules shall submit to appropriately administered punishment and penalties. Any refusal to accept the disciplinary action may result in, but not be limited to, detention, suspension, or expulsion.

Profane and indecent language is prohibited. Students must adhere to the school dress code policy. Students who deface or purposely damage any school property, including school buses, shall pay in

full for all damages. Failure to do this within two weeks shall result in suspension. A student may be subject to disciplinary measures by the school system for actions occurring off school premises during school- sponsored activities. The criteria to be used to determine whether an off--school activity is subject to discipline within the school system include, but are not limited to:

1. Whether the student's conduct endangers the individual student's or other students' physical and emotional safety and well-being; and
2. If said actions are reasonably related, under all the circumstances, to the discipline and general welfare of the school.

Safety Drills and Real Emergency

One of the reasons we have students keeping phones in the lockers is the prevention of interfering with the work of first responders in the case of an emergency. Texting and calling will cause widespread panic, clog the communication waves, and create rumors and confusion. The school will communicate with you as soon as possible through the district notification system. It is clearly communicated to students that we do what we do for the safety and welfare of all. Many of our safety drills are unannounced. While students have more practice with fire drills, tornado and intruder drills are less common, and students need to pay close attention and follow all instructions. If admin calls to inform you of a tornado or intruder drill, we ask you not to tell your child as this compromises the validity of the drill.

Early Dismissals

If it becomes necessary for a student to check out early, a note stating the reason must be brought to school and shown to the teacher of the class from which the student will be dismissed. The parent must come into the office and record the reason for the early dismissal. Parents must come in and sign a student out of school. We do not make calls into the classrooms after 2:00 for early dismissals. It is too much interruption at the end of the day.

Promotion/Retention

Promotion and retention will follow board policy. Students must pass each core subject: Language Arts, Math, Science, and Social Studies. If you see your child is making a low "C" the first nine weeks, have a conversation with your child early on to improve grades. If your child is not passing at winter break, summer school is a possibility if grades are not brought up to passing in the second semester. There is summer school, so keep those grades up! Board Policy 4.603

Make Up Work

It is the students' and parents' responsibility to communicate with teachers to gather and return assignments if a student must be out of school. Teachers should not have to ask your child to pick up the work. Making up an assessment is to be completed within the week back from school. Students should do all they can to gather work before he or she is out of school. Per board policy, requests must be made to make up tests upon return to school. 6.200. If technology is available, along with a printer during the absence, most students can get the work from the teacher in real time. Once again, check our website; www.wcs.edu/ssms

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. All students should have access keys to their homes in case a surprise storm finds a parent away from the home. Students will be sent home on the bus unless a written request is on file in the office for a student to follow. A child calling the parent cannot be the plan. On such days, the buses usually leave in plenty of time to get students home safely. Whenever school is canceled, all after school events are canceled. Parents should check InFocus, check the county website, listen to the radio, or watch the local TV channels for up-to-date news on school closings rather than calling the school. Phone notifications are sent from the Central Office.

Immunization Documentation

It is a state requirement for seventh and eleventh grade students to have a physical documented on the Tennessee State Department Immunization Verification Form. A rising seventh grade student may enter 7th grade only if immunization documentation is provided on the first day of the school year. Get your appointments set for the spring of the 6th grade year. If you go to the doctor during the sixth grade year, get the shots. If insurance is an issue, get the shots during the sixth grade year at the health department, Little Clinic or Minute Clinic or if you get a sport physical at any of those places. Take the documentation to your doctor, have them transfer the info onto the Tennessee State Department Immunization Verification Form and make sure the doctor signs and dates it in the appropriate boxes. It is very difficult if you wait till June if you have not made appointments in advance. No documentation, no entry to 7th grade.

Medications

Medication procedures are consistent with the state of Tennessee Law TCA 49-5-415 and are implemented in our schools countywide. Authorization forms for medication must be completed for each school year. Parents or legal guardians must bring their child's medication to school in an up-opened, original container. A thirty day prescription supply may be brought at a time. Students are not allowed to bring their own medication, prescription and/or non-prescription medication. The first dose of any new medication must always be given at home in case of adverse reaction. Students are allowed to keep inhalers in their possession as long as it is specified on the authorization form mentioned above and signed by both the parent and physician. At the conclusion of the school year, only an empty prescription bottle will be sent home with a student. If a parent does not pick up the child's medication, two designated school personnel will dispose of the leftover medication per school procedure and document. Medications are not left in the clinic over the summer, over the counter or prescription. Contact the school nurse if you have questions.

Search and Seizure

The school principal or his/her representative may conduct a search of a student if he/she believes the student has vaping paraphernalia, drugs, weapons, alcohol, tobacco, or other materials in

violation of school rules or state law. The search may include the student's possessions and any space used by the student.

Hall Passes

To be in the hallway during non-passing times a student must have a hall pass provided by the teacher. If a student has a medical reason where frequent restroom visits are needed, physician's documentation is required on file with the nurse. A meeting with teachers and administration may be required by the school.

Child Find

Do you know a child who needs help? Does this child have difficulty seeing the whiteboard clearly, reading papers and books, hearing and understanding what people say, doing math, understanding what the teacher tells him/her to do, or maintaining his/her grades? Spring Station Middle School has many ways to help students who find it hard to see, hear, or learn! Call one of our guidance counselors if you need help or more information.

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

STARS is a comprehensive prevention and intervention program that brings students, parents, and schools together in an effort to eliminate substance abuse. The program provides experiences in positive peer pressure and caring confrontations. STARS is open to all students who sign a one year renewable contract to abstain from the use of drugs and alcohol. Drug free dances, sporting events, and other activities help promote the popular option "cool kids" are "Staying Drug Free."

Lockers

SSMS provides lockers with combination locks. The student will pay for any damage done to the locker. Students are not to share lockers or combinations. Magnets are acceptable. Stickers or any adhesives are not allowed and are considered vandalism. Students are responsible for their money and belongings brought to school. Lockers are to be securely locked at all times and not rigged for quicker access! It is important to keep the locker organized to prevent damage to the door and to avoid issues for the surrounding lockers. Water bottles and liquids are not allowed in lockers. They leak and damage books for which students are responsible.

Lost and Found

The lost and found is located in the café and is accessible before and after school and during lunch. Every couple of weeks, all articles are taken to Spring Hill Children's Home, Graceworks or Goodwill. Please label all jackets, lunchboxes, and personal items. We will make every effort to return an item labeled properly. Activation of the phone tracker on your child's phone is recommended so it can be located if lost.

Textbooks

Parents and students are responsible for taking care of issued books which are bar coded and electronically catalogued. Before we issue a textbook, it is thoroughly examined by the Library Media staff when it is returned and before it goes out. The biggest culprit to damaged books is liquid placed in lockers. Students do not realize something is leaking; books get wet, creating a home for mold to begin. We can't reissue books with mold or water damage. Don't put liquids in lockers. If a book is damaged or lost, the parent and student are responsible for replacement costs. If financial obligations are not met, participation in events, transcripts, records, schedules and report cards are held.

*A textbook condition form should be completed and signed for any textbook issued to a student. If the textbook condition form is not returned, the assumption will be made that the textbook was in perfect condition when issued to the student.

Athletics

The availability of a sport is subject to the coaches and sponsors we have for each activity. We are only able to offer what adults are willing to supervise. Sponsors coach because they love the activity, not for the pay. An athlete selected for a team is expected to put the school team first during the training, practice, and season of the sport. An athlete may be dismissed by the head coach or an administrator for, but not limited to, the following reasons: not attending games and practices, disrespecting a coach or fellow teammate either on or off the playing field, inappropriate actions towards another team, harassing of a coach by a parent, inappropriate behaviors or comments to the officials or coaches by a parent, or not meeting the behavioral standards of the school. Participation fees will not be refunded. Students' primary responsibility is to their studies. All athletes must abide by the academic standard of the Williamson County School Board. As representatives of SSMS, our athletes are expected to set and achieve high academic and behavioral standards. If a student does not meet the discipline standards set by the school, which includes bus behavior, he/she will be suspended from play.

A current athletic physical is required for each individual sport before a student may try out for that sport. When a student receives a physical, get enough copies of the athletic physical to give to each coach before trying out for each individual sport. We will not be keeping physicals at the school site.

SSMS offers the following competitive sports for 2018 - 2019 school year:

Baseball	Track	Soccer
Basketball	Volleyball	Cross Country
Wrestling	Football	Tennis
Golf	Softball	

A student at SSMS trying out for a school team must do the following:

- sign a SSMS code of conduct
- have a parent attend the information meeting
- have all athletic fees paid *before* practice and play
- have satisfactory grades
- have a copy of a current physical presented to the coach at each tryout
- return any issued uniform that is SSMS property in clean and undamaged condition.

(For some sports, students will be asked to purchase parts of the uniform that are theirs to keep.)

See Board Policy 4.301 eligibility 05/17/10

Note: All seventh grade and eleventh grade athletes must have a full complete physical mandated by the state.

Students are permitted to participate on only one team at a time. However, during the year, several sports seasons overlap. Students may try out for a second sport and will be considered without prejudice despite their delayed availability until the season for the first sport has been completed. Financial obligations must be completed with the first team before participation begins with the second team.

Parents are responsible for making provisions for a physical good for a year from the date. We are asking for the physical to be scheduled in early July. Coaches are responsible for management of the team and the selection process. A participation fee will be charged to each team member to help defray sports-related expenses. SSMS offers its students more athletic opportunities than most middle schools in middle Tennessee. Gate receipts cover only a fraction of the program cost. This participation fee will serve to supplement the parent contribution, enabling program improvement and expansion. All athletes fundraise for SSMS general athletics, in addition to their specific sport. In support of the student athlete, parents may be asked to work concessions, man the gate or give support to the coach in other ways.

Final Forms is the platform to upload sports physicals.

Clubs

Clubs vary every year and depend on the availability of sponsors.

Parent Volunteers

We love them! Please refer to Board Policy 4.501 and procedures. Our PTO has plenty of volunteer opportunities and would be happy to assist and have the assistance. The teachers, coaches, sponsors and administration of Spring Station appreciate your support with following rules and procedures and with helping your child understand rules are in place to protect all parties and to support learning for all students.

Library/Media Center

Library hours are from 7:30 a.m. until 3:30 p.m. The following regulations apply to the library:

- All library books are due two weeks after they are checked out. Students are given a printed receipt with the due date.
- A book may be renewed, if a student still wishes to continue to read the book. The student has to bring the book to the library, in order to renew.
- Students may check out up to two books at a time.
- A fine of five cents per day will be charged for each overdue book. Students will not be fined more than \$1.00. Fines will not accumulate over weekends or holidays.
- When a student checks out any materials from the library, the student and the parents automatically assume responsibility for payment of loss or damage to materials.
- If a student has an overdue book, the student may not check out another book until the overdue book is returned and the fine is paid.

- No cell phones allowed in the library.
- All technology usage must be in accordance with WCS and SSMS policies.
- Printing is only for school related materials.

The staff at Spring Station appreciates your review and understanding of the procedures, rules and policies of the school and the district. Just like in any society, organization or community, having an understanding of the expectations helps everyone involved learn to maximum potential. Thank you for your help to have a wonderful school year.

Notes: _____
