

Thompson's Station Middle School

STUDENT HANDBOOK 2018-2019

Thompson's Station Middle School
2638 Clayton Arnold Road
Thompson's Station, TN 37179



Student Name:

Homerom Teacher:

Principal: Mrs. Paula Waits (Paula.Waits@wcs.edu)
Assistant Principal: Mr. Jason Loudon (jasonl@wcs.edu)
School Website: <https://www.wcs.edu/tsms>
School Secretaries: Beth Duryea (Elizabeth.Duryea@wcs.edu), Front Office
Melissa Oberstaedt (MelissaO@wcs.edu), Attendance
Ashley Ross (AshleyR1@wcs.edu), Bookkeeper
School Counselors: Carolynn Hallbright (Carolynn.Hallbright@wcs.edu)
Kristin Trudeau (Kristin.trudeau@wcs.edu)

School Hours

Regular School Day: 7:40 a.m.-2:47 p.m.
Power Monday: 8:25 a.m.-2:47 p.m.
Half Day: 7:40 a.m.-11:15 a.m.

Building is open for drop-off at 7:20 a.m. All students must be picked up by 3:15 p.m. unless participating in an extracurricular activity.

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ATTENDANCE

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. The principal is responsible for checking all reasons offered for excuses for 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.
 - **Prior approval from the principal is required and a doctor's note may be requested.
- 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).

**Absences for reasons other than the above may be excused at the discretion of the principal if a written request is presented for consideration at least one week in advance. Requests should be sent via email to

Paula.Waits@wcs.edu.

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.

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.

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. Parents may also submit the excuse via email to the TSMS Attendance Secretary, at Melissao@wcs.edu. The note/email 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. If a student visits a doctor for an absence, please bring a note from the doctor's office to excuse the specific dates of absence.

Making Up Missed Work and Tests:

All missed class work and tests from absences are expected to be made up in a timely manner upon returning to school. All make-up 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. Please do not request work prior to a student's absence or during their absence. Parents 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 related to the test or quiz has been completed. If a student misses a scheduled test due to **documented illness**, a teacher may allow one day per absence (with a maximum of 3 days allotted total following the student's return to school) for a student to make-up.)

Tardy Students:

All students are required to be in their assigned classroom by 7:40 a.m. Students arriving inside the building after 7:38 (not in their classroom by 7:40), must be signed in by a parent/guardian in the main office. He/she is to receive a tardy pass to enter class. Excused tardies will need a parent or doctor note to be excused although a parent note does not guarantee a tardy will be excused. A regular pattern of morning tardies can become an attendance concern and will require a parent conference with administration. Parents are strongly urged to schedule dental and medical appointments outside of the school day.

Consequences for Unexcused Tardies to School:

**Tardies will reset each semester.

- 3 tardies: Wednesday afternoon detention (3:00-4:00 p.m.) in the library
- 6 or more tardies: Wednesday afternoon detention (3:00-4:00 p.m.) in the library **and** parent conference with administration

Early Dismissal:

Parents should make an effort to contact the school office for early dismissal prior to student pick up. Students can only be signed out for early release by a parent, guardian, or other adult who is listed in Skyward as "Approved for Pick Up". The adult picking the student up early must be on the approved list and show a valid picture ID before the student will be called to the office. **This policy will be strictly enforced. In order to have a safe and orderly dismissal, early dismissals are not permitted after 2:30 p.m.**

Excessive Absences, Tardies, or Early Dismissals:

Students are responsible for assignments missed due to absence, tardiness, or early dismissal. If a student's unexcused absences, tardies, or early dismissals are deemed a consistent problem by administration, he/she may be required to attend an afterschool detention to complete missing assignments.

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. Every family should have a plan in place in case 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.

TSMS CODE OF CONDUCT

Positive Behavior Interventions and Supports (PBIS)

School-Wide Student Expectations

TSMS is a PBIS school that focuses on positively reinforcing students for making good choices and having good behavior. We expect students to be respectful, responsible, take pride, and stay safe.

Take Pride

- Students will give their best effort and take pride in themselves and their school.
- Students will take pride in bringing all expected classroom materials, participate in all classroom activities, and complete all assignments to the best of their ability.
- Students will take pride by working to maintain a clean and well-presented school campus.
- Students will take pride in how they treat others, including guests, to our campus.

Show Respect

- At TSMS we believe it is essential that we treat others the way we want to be treated.
- Students will respect all adults, students, and school property.
- Students will avoid language or actions that are inappropriate or hurtful to others. Profanity or negative conversations about others should not take place at TSMS.
- Students will use good manners in all settings related to school.

Make Good Choices

- Students will act responsibly and make choices that positively impact themselves and the people around them.
- Students will arrive to school on time and stay all day.
- If you make a mistake, admit it, and accept responsibility for it.

Stay Safe

- Students should report any concerns, fears, or complaints to a staff member. **If you see something, say something!**
- Students' words and actions will reflect a commitment to the safety of themselves and others.

PBIS Points:

TSMS believes in positively reinforcing students when they make great choices, particularly when they exceed the school's expectations. Students can earn PBIS Thunder Tokens throughout the year when going above and beyond in the areas of taking pride, showing respect, making good choices, and keeping themselves and others safe. Students can redeem their PBIS Thunder Tokens for various classroom and school-wide prizes throughout the school year.

PBIS Reward Parties:

Students also have the opportunity, through making good choices, to attend nine week reward parties. These reward parties will take place at the end of each nine weeks. While they will vary in format, these parties are designed to celebrate students for making good choices, as evidenced by NOT earning a consequence for a Major Referral or an accumulation of five Minor Referrals.

STUDENT DISCIPLINE

Just as we have a proactive discipline plan for when students make good choices, we also have a reactive discipline plan for when students make negative choices. In addition to what is detailed below, each teacher may have additional expectations for their individual classrooms.

Imperatives at TSMS:

In order to provide an exemplary educational experience at Thompson's Station Middle School, we expect students to abide by the following rules.

- Student IDs must be worn and visible at all times.
- Students must have their agenda in class every day.
- Students must have permission and a pass to be allowed into the hallway during instructional time.
- **At all times**, TSMS students will consider the safety and well-being of TSES K-5 students by setting an excellent example in character, words, and actions.
- Students should not engage in public display of affection (PDA).

Lunchroom Behavior:

- Students are expected to maintain the same level of control and noise level as they do in the classroom.
- In order to encourage appropriate social interaction, students are not allowed to bring or use electronic devices in the cafeteria.
- Students should stay in their seat at all times unless they are making a purchase or throwing their trash away.
- Students are expected to dispose of their food/objects in the trash prior to leaving the cafeteria.
- If students do not follow these expectations as well as the TSMS Code of Conduct, referrals will be issued, silent lunches may be assigned, and students may be given a temporary seat in the cafeteria away from peers.

Bus Rules: (Refer to WCS Board Policy 3.400 and WCS Dept. of Transportation Rules and Regulations)

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. WCS Bus Transportation Rules and Policies can be found at the following website: <https://www.wcs.edu/district/departments/transportation/bus-rules/>

Minor Referral Offenses: All Grades

Teachers and staff will submit a Minor referral for committing Minor offenses. Minors include but are not limited to:

- Tardy to class
- Minor classroom/hallway disruption (class continues)
- Not following school rules or teacher directions (may include excessive talking, being off task, refusing to work, etc.)
- Unprepared for class (not bringing books, notebooks, novel, calculator, etc.)
- Dress code violation
- Minor Horseplay
- Chewing gum

- Using electronic device for a non-academic purpose (i.e. texting, playing games, listening to music etc.) without teacher/staff permission.
- Using electronic device without accessing WCS guest network

Minor Referral Consequences:

Consequences for Minors may include but are not limited to:

- Parental Notification
- Student Conference
- Silent/Working Lunch
- Loss of Privilege (Cell phones, other, etc)

At a minimum, students will earn the following consequences for an accumulation of Minors per semester

- 2nd Minor per semester = parent notification by phone or email
- 3rd Minor per semester = parent notification by phone or email and silent lunch assigned by staff member who issues the referral
- 4th Minor per semester = parent notification by phone or email and silent lunch assigned by staff member who issues the referral
- 5th Minor per semester = parent notification by phone or email. Referral is submitted as a Major for administrative review and Wednesday after school detention (3:00 – 4:00) in library will be assigned.
- 6th Minor per semester = parent notification by phone or email. Referral is submitted as a Major for administrative review and Wednesday after school detention (3:00 – 4:00) in library will be assigned.
- 7th Minor per semester = Administrative Intervention. Consequences may include Silent Lunch(es), After school Detention, Saturday School, In-School Suspension, or other natural consequences deemed appropriate by administration based on the specific student behaviors.

*The accumulation of Minors will reset at the end of each semester.

Major Referral – Level I: All Grades

- An accumulation of 5 or more Minor referrals
- 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.)
- Cheating (see Academic Integrity Policy)
- Skipping class on campus (including lunch and focus)/not in assigned location
- Direct or indirect usage of Profanity/Cursing/ Inappropriate Language
- Minor vandalism of school property (writing on desks, bathroom stalls/walls, etc.)
- Major class disruption (class has to stop in order to deal with the situation)
- Public displays of affection

Major Level I Consequences: All Grades

Administrative Intervention. Consequences may include Silent Lunch, After School Detention, Saturday School, In-School Suspension, or another natural consequence deemed appropriate by administration based on the specific student behaviors.

Major Level II Referral: All Grades Harassment, Intimidation, or Bullying-any act that substantially interferes with a student's educational benefits, opportunities or performance. This could occur face-to-face or via on campus cyber bullying (for a more complete definition, refer to WCS Board Policy 6.3032).

- 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
- Assault of another person
- Skipping class off campus
- Theft (including from the cafeteria or lost & found)
- Threats of personal injury
- Major vandalism of school property
- Selling, delivering, or distributing a counterfeit controlled substance

Major Level II Consequences: All Grades

Out of school suspension and/or referral to juvenile court or Administrative Intervention.

Major Level III Referrals (Zero Tolerance and Reasoned Judgement Offences: All Grades

Possession of firearms or other weapons/alcohol/drugs/drug paraphernalia.

- OTHER INSTRUMENTS AND SUBSTANCES. Students are further forbidden to be in possession of or use any instruments or substances, including but not limited to nonprescription drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to self or others or in a manner which renders the item dangerous in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.
- 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.

Major Level III Consequences: All grades Out of school suspension/referral to Juvenile Court/ALC referral/expulsion to ALC.

***All discipline referrals (minors and majors) will be submitted and documented using the PBIS Referral System.**

BRING YOUR OWN TECHNOLOGY (BYOT)

For purposes of BYOT, “Technology” is defined as personally owned wireless, portable electronic equipment used **FOR INSTRUCTIONAL PURPOSES ONLY**. **Students’ devices must be kept in lockers unless a teacher has informed them that they will be used in class for BYOT purposes.** 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. Non-instructional games, sites, or texting are not permitted. WCS approved devices for the 2016-2017 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:

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 on-line behavior, access privileges, and penalties for misuse.

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

BYOT – Minors

****Students will receive a minor referral for the following choices:**

- Using electronic device for a non-academic purpose (i.e. texting, playing games, listening to music etc.) without staff permission
- Using electronic device without accessing WCS guest network
- Causing class disruption with electronic devices (alarms, ringtones, etc. going off at inappropriate times and/or possessing electronics at times not permitted by staff)

BYOT – Minor Consequences

Students will earn demerits for BYOT and therefore are subject to consequences as laid out in the Minor Consequences section of the TSMS Code of Conduct. In addition to these consequences, student privileges of use are subject to loss for a period of time shown below.

- 3rd BYOT Infraction – Loss of use of any electronic device for 5 days
- 4th BYOT Infraction – Loss of use of any electronic device for 4 weeks
- 5th BYOT Infraction – Loss of use of use of any electronic device for 8 weeks
- 6th BYOT Infraction – Loss of use of any electronic device for remainder of the school year.

BYOT – Major Level I Choices

****Follow code of conduct procedures for immediate administrative referral to administration.**

- 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)
- 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 –Major Level I Consequences All Grades

Administrative Intervention. In addition to losing use of device at school for a period determined by administration, consequences may include Silent Lunch, After-school Detention, Saturday School, In-School Suspension, or another natural consequence deemed appropriate by administration based on the specific student behaviors.

BYOT – Major Level III Choices

**Follow code of conduct procedures for immediate administrative referral to administration.

- 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, or requesting inappropriate media, etc.)
- Sexting – Texting or sending inappropriate sexual pictures of oneself or others.
- Possession or distribution of pornography

BYOT – Major Level III Consequences: All Grades

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

Description of Consequences

Silent Lunch

Students may be assigned a silent/working lunch for the following reasons: (Minor/Major referrals, missing work, unsatisfactory lunchroom behavior, etc.) Students who are assigned a silent lunch will be notified by the staff member who assigns it and will be placed on a list that will be checked daily by staff supervising in the cafeteria. Students assigned silent lunch should bring their lunch, or purchase their lunch, and proceed immediately at the beginning of the period to the designated silent lunch space. Failure to report to the assigned silent lunch space, work silently, and/or otherwise follow staff instructions may lead to additional consequences being assigned.

After School Detention

After school detentions will take place on Wednesday afternoons from 3:00pm-4:00pm. Students assigned an after school detention must report to the designated area (Library) no later than 3:00pm on the day they have been assigned. Students will not be permitted to return to their lockers and should bring with them something with an academic purpose to complete. Failure to work silently and otherwise follow the supervising staff's instructions during detention may result in an additional consequences being assigned. If the detention was assigned for missing academic work, the supervising staff will have copies of the missing work to provide the student. Failure to turn in the completed missing work by the Thursday morning following the academic detention may result in additional consequences being assigned.

Saturday School

Saturday School is held each Saturday from 7:00 – 9:00 AM. Rules for Saturday School are as follows:

- Must be on time. Students may not be allowed to attend Saturday School if they arrive after 7:00 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 7:00 a.m., TSMS administration will determine whether the student is able to reschedule or be assigned to In-School Suspension.

- Saturday School can be rescheduled only one time with parent’s written or verbal communication with the TSMS administration.
- Students who do not attend Saturday School without communication between parents and TSMS administration will result in one day of In-School Suspension.

In-School Suspension:

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 supervising staff. 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.

- Students may bring a lunch or will be permitted to purchase lunch from the cafeteria. 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.

Out of School Suspension:

ACADEMIC INTEGRITY POLICY

At Thompsons’ Station Middle School, we believe the development of *character* is the foundation of good citizenship. Individual students are solely responsible for their own work and will be held accountable for any actions that undermine this premise.

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

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

- By both copying from another student’s work as well as allowing your work to be copied.
- By 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.
- By 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 Policy:

Cheating and Plagiarism are considered Major Referrals. Progressive discipline, as noted in the major referral consequences in the TSMS discipline policy, will apply.

DRESS CODE

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

- Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;
- Skin and undergarments **must be covered** with opaque clothing from the **underarm to mid-thigh (This includes holes in jeans exposing skin above the mid-thigh area.)**. Mid-thigh is defined as the mid-point between the waist and mid-knee;
- All pants, trousers, shorts and skirts must be held at the waist;
- **Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;**
- Hats may not be worn in the building without the permission of building administration;
- Appropriate shoes are required;
- Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

- 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

Dress code will be checked daily. Teachers will refer students who are in question of violating the dress code to the main office and administrators or designee will enforce the dress code policy. Students that are deemed to wear inappropriate clothing will be given a minor referral 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 will be provided clothes to wear that are within dress code.

GRADING AND PROGRESS REPORTING

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

Family Access / Skyward:

Parents and students are expected to set up a Family Access account to monitor students' academic performance as grades are entered in the teachers' grade books. Through Family Access triggers can be set so that an email is sent when your child's grade drops below a designated numerical average. To set up a Family Access account, please

visit the [TSMS Website](#). Look in the top blue bar and select Skyward. You will need a WCS-issued user name and password to activate your account. **Please bring a photo ID to pick up this information at TSMS 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 TSMS.

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)

Academic Intervention Detention (A.I.D.):

It is the expectation of TSMS that all students diligently complete all academic assignments. If a teacher assigns the work, then the student should complete the work. To this end, TSMS has designed an Academic Intervention Detention (A.I.D.) in order to support students in completing all assignments. Students can be assigned to A.I.D. for either of the following two reasons:

- The student is missing multiple (2 or more) assignments.
- The student is failing a class due to a missing assignment.

Students will receive an A.I.D. form from their teacher assigning them to the intervention time. Parents will be contacted by the teacher to confirm the scheduled date of the detention.

Parents will be contacted to confirm the time A.I.D. should be served. A.I.D. is from 3:00-4:00 on Wednesday afternoons in the library. After a student attends A.I.D., the work is expected to be turned in by Thursday morning (the next day). If a student fails to do so, then the student will be assigned to Saturday school to complete the missing assignment(s). At any time throughout this process, a student **cannot** turn in the missing work to avoid attending the A.I.D. or Saturday School. Once the teacher has assigned the A.I.D. or Saturday School the student must attend the intervention time.

*At the discretion of administration and the counseling department, students may also be subject to academic working lunches if grades fall below passing or they have missing assignments.

Promotion/Retention:

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 in summer school as a condition for promotion. The final decision for promotion/retention rests with school personnel.

GENERAL INFORMATION

School Day Hours:

School Hours: 7:40-2:47

Power Monday Hours: 8:25-2:47

Two Hour Late Hours: 9:40 – 2:47

Half Day Hours: 7:40 – 11:15

Arrival and Dismissal Procedures:

ARRIVAL BEGINS AT 7:20 AM

- Students may enter the building beginning at 7:20 AM.
- The doors to the school will not open for students to enter before 7:20 AM.
- Students cannot be dropped off at the car rider line or anywhere else on campus before 7:20 AM.
- THE TWO LANES CLOSEST TO THE SPORTS COMPLEX ARE FOR BUSES ONLY. PARENTS MAY NOT ENTER THIS AREA DURING ARRIVAL OR DISMISSAL.
- **Walkers and Bikers**
 - Students should not arrive on campus before 7:20 AM.
 - Walkers and bikers must enter the campus through the sidewalk in Bridgemore Village Subdivision in the back of the building.
 - (It is not safe for these students to enter campus in the front of the school or off Clayton Arnold Road.)
 - There are bike racks available in the back near the door where these students will enter.
 - Students must provide their own lock.
 - TSMS is not responsible for bikes, scooters, or skate boards brought on campus and these items cannot be brought into the building.
 - Students who walk or ride a bike to school will enter through the back door near the elementary school gym. **THIS IS A STUDENT ONLY ENTRANCE. ANY PARENT WISHING TO ENTER THE BUILDING MUST ENTER THROUGH THE FRONT OFFICE ENTRANCE AND SIGN IN AT THE FRONT OFFICE.**
- **Car Rider Drop Off**
 - **The car rider DROP OFF LANE will be ONE LANE ONLY. RIGHT LANE ONLY!!**
When parents enter campus, please stay to the far right for student drop off.
 - STUDENTS WILL EXIT ON THE RIGHT SIDE OF THE VEHICLE ONLY; TO THE UTILIZE THE SIDEWALK AND THEN ENTER THROUGH THE GYM.
 - The unloading zone (beginning and end) will be clearly marked. We will not allow students to exit a car that is not within the parameters of the unloading zone.
 - This is a “drop off and go” lane.
 - STUDENTS MUST HAVE BACKPACKS, LUNCH BOXES, ETC., READY TO EXIT THE VEHICLE.
 - Parents who need to park and come into the building, should merge to the left lane once entering campus **to enter the parking lot.**
 - To exit campus going toward Critz Lane- STAY IN THE FAR RIGHT LANE

- To exit campus going toward Thompson's Station Road- MERGE TO THE LEFT LANE TO TURN LEFT.
- **CAR RIDER LANE CLOSES AT 7:38.**
 - PARENTS ARRIVIING INTO THE CAR RIDER LANE AREA AFTER 7:38 MUST PARK AND COME INSIDE TO SIGN THE STUDENT IN AS TARDY.
 - THIS POLICY WILL NOT BE STRICTLY ENFORCED DURING THE FIRST FEW WEEKS OF SCHOOL AS WE ARE WORKING OUT THE DETAILS ON THE ARRIVAL PROCEDURES.

DISMISSAL BEGINS AT 2:46 PM (DISMISSAL BEGINS AT 11:14 ON HALF DAYS)

- **Walkers and Bikers:**
 - Students will exit through the doors near the elementary gym in the back of the building.
 - Walkers and bikers should exit the building and go into the Bridgemore neighborhood as soon as possible. Students are not allowed to ride or walk around campus once school is dismissed.
- **Car Rider Pick Up**
 - **ALL VEHICLES IN THE CAR RIDER PICK UP LANE MUST HAVE A TSMS CAR RIDER TAG! THIS POLICY WILL BE STRICTLY ENFORCED.**
 - **PARENTS WITHOUT A TAG WILL BE ASKED TO ENTER THE FRONT OFFICE AND SHOW AN ID BEFORE STUDENTS ARE DISMISSED.**
 - We will use all three lanes in the front of the building for dismissal.
 - The car rider lanes will open at 2:30 PM.
 - Student dismissal will begin at 2:46 PM. (HALF DAY DISMISSAL WILL BEGIN AT 11:14)
 - Please pull all the way down in the car rider lane when you arrive.
 - Do not leave more than 2 feet between cars.
 - Once you are in the car rider lanes, put your car in PARK until we are ready to dismiss all the cars.
 - FOR SAFETY REASONS, we will not load students into cars until all cars have stopped within the loading zone.
 - FOR SAFETY REASONS, we will not dismiss cars until all cars are loaded with students.
 - If a student is not outside in the car rider line once we have loaded the majority of the cars, we will ask the parent to pull around to the parking lot in order to keep traffic flowing.
 - The loading zone (beginning and end) will be clearly marked. We will not allow students to get into a car that is not within the parameters of the loading zone or into a car parked in the paring lot.
 - To exit campus going toward Critz Lane- STAY IN THE FAR RIGHT LANE TO TURN RIGHT.
 - To exit campus going toward Thompson's Station Road- MERGE TO THE LEFT LANE TO TURN LEFT.
 - STUDENTS SHOULD BE PICKED UP FROM THE CAR RIDER LINE NO LATER THAN 3:05.

E-mail/Voicemail Policy

- All teachers have published e-mail and voicemail.
- Email address are listed on the school website.
- Voice mail extensions can be accessed on the school website.
- Please do not send **time sensitive** information by e-mail/voicemail as teacher's instructional schedules do not allow for immediate response.
- Teachers are encouraged to respond to emails/voicemails within a 24 hour period.
- If you do not get a response to an email/voicemail from a staff member within 24 hours, please call the school office and leave a message with the office staff.

School Closing

Parents of students attending Williamson County Schools will receive school closing notifications on their phone and on Facebook, through email and Twitter. Parents will be contacted by phone and email if schools are closed due to hazardous travel conditions. The district's phone notification system continues to be used by the school district and individual schools to notify parents of school closings and other important information. In addition, parents, students and staff may "like" the school district FACEBOOK PAGE and follow the district on TWITTER to receive the district's school closing information. In addition, school closing information will still be available on the Williamson County Schools cable access channels (Comcast 3, Charter 96, AT&T 99) and local radio station WAKM AM 950. School closing information can also be found on the front page of the district WEBSITE, just below the Twitter icon, and many Nashville area television stations will also broadcast school closings and early dismissal information. In Middle Tennessee, any type of inclement weather, including snow, ice and flooding, can cause schools to close, along with extended power outages.

Parent-School Communication

Ongoing communication from school to home and from home to school is essential to working together as partners in providing excellence in education for all students. Your ideas, questions, and concerns are important to the entire TSMS Team. We welcome your notes, calls, and visits. Listed below are ways we work to communicate with parents:

- 1) Parent Handbook
- 2) PTO meetings, PTO newsletter, and PTO Facebook Page
- 3) Parent Open House Nights
- 4) Twitter @wcstms
- 5) Weekly Classroom/Grade level Newsletters
- 6) Newsletter from the Principal sent via email
- 7) School Web Page – <http://www.wcs.edu/tsms>
- 8) Phone call-outs from the Principal

If school is dismissed early due to weather or other emergency conditions, the school will follow the dismissal plan on each child's emergency dismissal form on file in the office.

Visitors:

All visitors are required to present a valid photo ID, (driver's license or work ID) sign in at the TSMS main office, and receive a Visitor's badge before entering the building. **Student visitors from other schools are not allowed at TSMS.**

Lost and Found

Lost and Found items will be collected and organized by TSMS PTO. Please label student's clothing and other belongings. At the end of the month, lost and found items not claimed or not labeled will be donated to charity.

Medication

Medication procedures are consistent with *State of Tennessee Law 49-5-415* and are implemented in schools countywide. The intent of this legislation is to assure the safe administration of medications to children in school who require them. Please be aware of the following:

- 1) The school must have an authorization form completed by the physician and the parent. These forms are available in the office.
- 2) Parents, or legal guardians, must bring their child's medication into school. Students are not allowed to bring in their own medication. This includes prescription as well as non-prescription medication. Empty prescription bottles may be given to the student to take home, unless you inform the school otherwise.
- 3) No medication will be given unless it is in a properly labeled pharmacy bottle and matches the doctor's orders exactly (only one-week supply at a time). If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before school, after school, and at bedtime. **DO NOT** send the antibiotic to school.
- 4) If you are supplying over-the-counter medication, you must fill out the authorization form available in the school office. All non-prescription drugs need to be in the original manufacturer's bottle with the student's name affixed to the bottle. Parents can supply a bottle for the entire school year.
- 5) The school is required to designate school personnel to give students medications on field trips. However, if you do not want your child to receive medication on a field trip, you will need to put the request in writing.

Nurse

Williamson County School Nurses prioritize their school day according to types of medical issues that students have within the individual school (s) assigned to them. Students requiring licensed nurse procedures and students with emergency and/or individualized health care plans are the nurses' top priorities. WCS nurses coordinate and oversee the school health clinics in each of our schools, perform licensed nurse procedures, and annual or as needed health screenings. Nurses are available to consult with parents/guardians regarding health issues that impact student performance and attendance at school. If students have medical needs requiring accommodations for them to be able to participate in their education in a school setting, or needs for individualized health care plans, the school nurse will work with the student's parent/guardian and health care provider as needed to develop the plans and/or accommodations needed to ensure that the student's safety and well-being will be maintained in the school setting.

- WCS Health and Illness policies can be accessed at <http://www.wcs.edu/departments/health-services/>
- TSMS School Nurse, Erin Cofer, can be reached at erin.cofer@wcs.edu or 615-472-5365.

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 TSMS 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. **Each child is responsible for checking the grade level basket for items to be picked up during lunch. Parents are not allowed to bring their child a lunch from an outside restaurant.** For messages or items received after **11:30**, students will have the opportunity to come to the front office to receive the message or pick up the item. TSMS staff cannot guarantee that items left at the office will be picked up by the student as it is always the student's responsibility to bring necessary materials and equipment to school each day. Deliveries of flowers, balloons, cupcakes, etc. are not allowed.

Parent Volunteers

We welcome and appreciate parent volunteers at TSMS! We ask that parents adhere to the following procedures in order to protect our students and classroom instructional time.

Williamson County has a three-tiered volunteer guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. The three tiers include:

- **Tier 1**-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by Williamson County Schools personnel will not be required to complete a volunteer application or a criminal background check. A volunteer fitting this example might be someone working at a school field day or fundraising or making an occasional classroom visit.
- **Tier 2**-Regular volunteers with student contact under constant supervision of Williamson County personnel must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements. A volunteer fitting this example might include a room parent, class readers, and front door reception. A new application must be completed each new school year.
- **Tier 3**-Volunteers who have unsupervised contact with students on or off campus will be required to complete a volunteer application and confidentiality agreement and have a criminal background fingerprint check through the Williamson County Schools Human Resources.

Procedures for Volunteers

- Please complete the volunteer application and turn in to the office.
- **If you intend to go on field trips or volunteer in a Tier 3 capacity, please get your background check completed early.**
- When you come in to volunteer, please sign in with the main office and obtain a volunteer badge.
- TSMS PTO is responsible for scheduling parent volunteers for our workroom. Please visit the PTO website for more information.
- Please observe rules of confidentiality. If you work with or notice a student's work, you are bound by rules of confidentiality.

Pet Policy

Due to allergies and potential safety concerns, pets are not allowed in the school building or on the school campus.

Photography and Video

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

- Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
- Picture-taking at non-public school events: These events occur before, during, and after school and include class parties, field trips, assemblies to which the public is not invited (ex. grade level musicals during the school day, etc.) Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.
- Picture-taking at public school events: This includes events that are open to the public such as Back to School Bash, PTO events, etc. Parents may take photos at public school events that include other people's children but are discouraged from posting these photos to social media.

Parent Teacher Organization

We encourage all TSMS parents to become active in PTO. When sending in money or notes to PTO, please have information sent in an envelope with "PTO" written on it. Board policy prohibits teachers from collecting money on behalf of our PTO. Parents can find information about joining PTO, volunteering, and upcoming events at the following website: <https://tsmspto.membershiptoolkit.com/>

Pledge of Allegiance – Tennessee State Law – (TCA 49-6-1001)

As required by our School Board and TN State Law, students will recite the Pledge of Allegiance to the flag each day at a designated time. Students will stand and recite the Pledge while facing the flag with their right hands over their hearts. No student will be compelled if the student or the student's parents or legal guardians object on religious, philosophical or other grounds to the student participating in such exercise. Students not participating will remain quietly standing while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

Moment of Silence

Mandated by State Law Tennessee State law requires that a period of silence shall be observed each school day. School administrators shall provide for the observance of a period of silence each school day. Teachers and other school officials must maintain official neutrality by neither encouraging nor discouraging prayer nor other religious exercise during the moment of silence. School administrators may designate staff, students, or teachers who volunteer to announce the moment of silence. Teachers or other school officials must supervise students during the moment of silence.

School Immunization Law, Chapter 76, Section 15

"No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella." Requirements for Kindergarten also include immunizations against hepatitis B and chicken pox (or physician-documented history of disease)

NOTE: Children exempt from physical examination and immunizations must present a statement signed by the parent or guardian upon enrollment.

Toys, Electronics, and Items from Home

Students are not allowed to bring computer games, Game Boys, CD players, iPods, MP3 players, toys, virtual pets, trading cards, etc. to school. Our goal is to keep students focused on learning. Any exceptions to this policy will be communicated to the parents from the teacher. Electronics that are brought to school will be taken up by the teacher and will be given to the office. They will remain in the possession of school administration until a parent comes to retrieve them. **Please note that TSMS faculty is not liable or responsible for any lost or stolen cell phones, electronics, or other nonacademic related items; thus we ask students to leave them at home.**

School Safety

TSMS adheres to the Williamson County's Crisis Intervention Plan. School safety policies have been established as follows:

- All visitors must enter the building through the front office door; all other doors remain locked during the school day.
- Parents, visitors and volunteers must sign in and out in the office and wear a TSMS visitor sticker or WCS volunteer badge.
- Parents and volunteers must schedule appointments to visit classrooms.
- School personnel escort visitors touring the school.
- Parking is only allowed in designated parking places.
- Emergency drills are scheduled for the year according to state law.
- A State Fire Marshall inspects the school to ensure fire safety policies are followed.
- Office personnel must verify the identification of individuals when releasing a student. Parents must communicate in writing giving permission for someone other than the parent to pick up student.
- Students are expected to follow safety guidelines established by the school and teachers.
- Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- A student information form is on file in the office with the student's updated emergency information. This form is sent home at the beginning of the school year for parents to complete. **Please notify the office immediately if there are any changes to this information.**

Weapons

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

Withdrawal Procedures

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

Transportation

Car Riders:

Students must be picked up no later than 3:15 p.m. Parents of students left after 3:15 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.

Afternoon Transportation Changes: Changes in afternoon transportation should be made before 2:15 PM. Phone calls will not be accepted except in case of emergency. Parents must send an email to the student’s team of teachers, Office Secretaries Beth Duryea (elizabeth.duryea@wcs.edu) AND Melissa Oberstaedt (melissao@wcs.edu) or fax a note to 615-472-5369.

Riding Home on a Different Bus:

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 should follow the following steps:

- Students 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.
- The office will issue a TSMS bus pass.
- The student must present the bus pass to the driver upon getting on the bus.

****A bus driver is not allowed to accept a bus pass that is not issued by the TSMS front office. A bus pass is only good for the day it is issued by the TSMS 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:

Students must pay for lost or damaged textbooks and library books issued by TSMS. School records will be withheld if books are not returned or the fine is not cleared.

Lockers:

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 TSMS administration. 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.

Counseling:

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

School Counselor Services:

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

Referrals by School Counselor:

The school counselor may refer or help facilitate a referral of a parent or legal guardian’s student to an outside counselor or therapist for mental health assessments or services. If a school counselor refers a student to a counselor or other mental health provider, the school nor the school counselor shall bear the expense of such

services provided to the student.

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 TSMS. The S.T.A.R.S. counselor assigned to our school works with the TSMS 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.

Breakfast and Lunch at the TSMS Café:

Breakfast and lunch prices for WCS can be found at <https://new.wcs.edu/district/departments/food/>. A la Carte items are sold as well. Parents can 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 should not be deposited in student accounts during lunchtime.

Lunch Program

- WCS lunch menus are posted monthly at <http://www.wcs.edu/departments/food-services/>. Alternative lunches are available ala carte as well (salads and sandwiches).
- Cafeteria Expectations
 - Carbonated drinks are not allowed in the cafeteria.
 - Sharing of food is not allowed because of possible food allergies.
- Lunch Guests
 - Parents are welcome to eat lunch with their child.
 - To preserve instructional time, parents are asked to wait at the cafeteria to join their child for lunch and to say "goodbye" to their child in the cafeteria before leaving.
 - Parents and special guests will sit at the in "The Crossings:" outside the cafeteria.
 - **Only the child of the parent/guest in attendance may eat lunch with a visitor.**
 - Parents/Guests may not sit at the class lunchroom tables.
- Any questions or concerns can be directed to our Cafeteria Manager, Dawn Stevens at Patricia.stevens@wcs.edu or 615-472-5358.

Outside Food Policy:

- At TSMS, we will honor student birthdays without the focus on food. Non-food items are permitted to be brought in for any child's birthday celebration as we welcome parents to celebrate in ways that promote a healthy lifestyle and maximize learning.
- All foods brought to school for scheduled school-wide celebrations must be pre-packaged with product ingredients listed. Food made at home may not be distributed during the school day or brought into the classroom.
- **Parents/guardians will not be allowed to bring outside restaurant food into the school cafeteria.** Where space is available, schools may designate an area outside the cafeteria for parents/guardians to bring lunch for their student.

Field Trips

Field trips are part of the regular academic day. However, the school must have written permission from the parent on file for a student to go on a field trip. Teachers will notify parents of time and dates of field trips. Permission forms will be sent home for parental signatures. WCS Policy directs that all students must ride the bus with the class, to and from all field trip locations. **For the safety of the students, no siblings are allowed on field trips.** Many times prepayments must be made to a venue as well as transportation costs being determined based on grade level enrollment. For these reasons, no refunds will be issued if your child does not attend a field trip. Payment for field trips must be made online or with a check/money order only (no cash payments). Any chaperone must be a Tier 3 volunteer, meaning they must have followed the steps necessary for a background check through WCS.

Library Media Center:

The library media center is devoted to the learning enrichment of the TSMS students and faculty. Books, magazines, newspapers, and computer stations are available during the school day. There are work stations from which students have access to online resources, Microsoft Office, and additional software programs.

Fees and Fines:

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.

School fees are defined as follows: 1. Fees for activities that occur during regular school hours; 2. Fees for activities and supplies required to participate in all courses offered for credit or grades; 3. Equipment and supplies required to participate in interscholastic athletics and band, if taken for credit; 4. Fees for a copy of the student's records; and 5. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

6 th Grade Supplies and Materials	7 th Grade Supplies and Materials	8 th Grade Supplies and Materials
Locker	Locker	Locker
Physical Education Uniforms	Physical Education Uniforms	Physical Education Uniforms
Planner/Agenda	Planner/Agenda	Planner/Agenda
Multi-Color Retractable Pen	Thin Crayola Markers	12 Count Colored Pencils
Post-It Durable Tabs	Consumable Science Supplies	Elmer's Glue Sticks
Spiral Subject Notebook	Thick Crayola Markers	Consumable Science Supplies
Paper Mate Flare Pen Set	Multi-Color Retractable Pen	Graph Paper
Scissors	Highlighters	Index Cards
Highlighters	5 Subject Spiral Notebook	Highlighters
Consumable Science Supplies	Scissors	Science World Subscriptions
	Science World Subscriptions	

CUSTODIAL OR PRIMARY CARE PARENTS AND GUARDIANS:

Both parents will be given equal access to their child and that child’s records unless TSMS office staff has been provided with a copy of an official/legal document that includes a case number, a Judge’s signature, and is stamped “filed” with a court stating otherwise. Please provide the school office with a copy of any Court Order, Marital Dissolution Agreement, Parenting Plan, or other legal document which affects parental rights. If any changes occur during the school year, please provide us with a copy of the new document which has been stamped “filed” with the Court.

Assessment Information

Williamson County Students participate in both formative and summative assessments. Formative assessments are ongoing classroom assessments utilized to inform instruction. Examples include: exit tickets, quizzes, unit tests, STAR universal screeners and benchmark assessments. Summative assessments typically take place at the end of a course. They are utilized to guide the school on overall approaches and strategies for instruction.

Students in grades 6-8 will participate in the district-wide reading and math STAR screener three times each year and a Benchmark Assessment at the end of each nine weeks. Students in grades 6-8 will participate in state and district assessments. During assessment windows we ask that parents make every attempt to have students at school on time. No absences will be excused for family trips.

Please refer to the following link for information regarding district assessments including the assessment calendar. <https://www.google.com/url?q=http://www.wcs.edu/teaching-learning/assessment/&sa=D&ust=1493398408482000&usg=AFQjCNECfErlrdPAs0xcIACIAFDJOkRWpA>

Protecting Instructional Time

Uninterrupted instructional time in the classroom is vital to an environment conducive to teaching and learning. Please help us to ensure that this valuable time is protected and honored as a time free of distractions and interruptions. The following are ways parents can help protect and honor instructional time:

- Check to be sure students have needed items for school each day.
- Ensure that students arrive to school in time to be in their classrooms before 8:45.
- Do not schedule appointments for students during the school day, if possible.
- Plan family vacations when school is not in session.
- Classroom visits should be scheduled in advance with the teacher.
- Meet your child at the cafeteria when having lunch at school and say goodbye in the cafeteria.
- Do not go to classrooms during arrival and dismissal times.
- Avoid early dismissal whenever possible.
- Keep all electronic games/devices and toys at home.

Co-Curricular Organizations:

There are a variety of after school clubs and organizations offered to our students. Please visit <https://www.wcs.edu/TSMS/programs/extracurricular> for a complete listing of co-curricular organizations.

ATHLETICS

WCS sponsors a number of interscholastic sports for both girls and boys. Below is a list of sports offered

at Thompson's Station Middle School.

Sports Physical Information and FinalForms:

Once you have obtained a physical form completed by a physician, you will need to make copies to give to the coaches on the first day of tryouts. **Please do not give a coach your original physical. They do not keep them after the season. If your child plays more than one sport, you will need a copy of your physical for each coach. Students will not be allowed to tryout without a physical.**

FinalForms: In addition to providing the coach with a hard copy of the sports physical, students are required by the WMAA to upload and update documents in the online Final Forms. Parents and students will need to visit wcs-tn.finalforms.com to setup an account, upload documents, and make changes to existing selections of sports to participate in.

Athletic Seasons:

Early Fall Season (August – October)

Football (JV, Varsity) Football
Cheer (one team)
Volleyball (6th, JV, Varsity) Girls/Boys
Golf (one team for each)
Girls/Boys Tennis (one team for each)
**Girls/Boys Cross Country (one team)

Late Fall Season (October –November)

Girls/Boys Soccer (JV, Varsity for each) Wrestling
(one team)

**Indicates no cut, all academically eligible students may participate.

Winter Season (December – Feb.)

Girls/Boys Basketball (6th, JV, Varsity)
Basketball Cheer (one team)
Dance Team (one team)

Spring Season (March –May)

Baseball (JV, Varsity)
Softball (JV, Varsity)
Girls/Boys Track (one team for each)

Athletic Eligibility:

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). 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-weeks 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 is the case, during the sports season the following will occur:

- Coaches will provide TSMS administration with team rosters once teams are formed. Administration will share with subject area teachers.
- TSMS administration will set up an activity group in skyward with the team roster for coaches to access and monitor their players' grades throughout the season.
- TSMS 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 fall 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. As soon as the grade has improved to an average of 70% or above, the student will be allowed to participate on the team, except that a student shall not dress out or play for at least one week after being placed on probation.
- 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.”

Public Education Notices

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.

Ensuring Education for Every Child

Williamson County, in compliance with federal and state law, performs a countywide **Child Find**. Child Find uses screening to find students in both public school or private school located in the geographic region who may need special education services and supports.

There are two types of screening. The first is a general screening of preschool age children throughout the school year. These screenings are on-going and serve preschool-aged children. The other kind of screening is only for school-aged children. A child can be referred for screening by school personnel, the family and/or individuals in the county (physicians, child care providers, etc.) This should be done any time it is suspected that a child has a disability.

Children can be screened for the following areas:

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

Who can I call if I am concerned?

If your child is an infant or toddler under the age of 2.5 years, then contact Tennessee Early Intervention System (TEIS) at 615-904-3636.

If your child is between the ages of three and five and you are a resident of Williamson County Schools call Student Support Services at 615-472-4130.

If your child is enrolled in a Williamson County school, report your concerns to your child's principal and the principal will talk with you about the next steps of the Response to Instruction and Intervention process.

If your child is home-schooled or attending a private school in the geographic region of the Williamson County Schools, call Kim Palmer, at 615-472-4132, Student Support Services. The federal law of Individuals with Disabilities Improvement Act of 2004 (IDEIA) 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.

SECTION 504 NOTICE

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

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

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

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

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

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

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

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

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

CHILD ADVOCACY GROUPS CONTACT INFORMATION

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

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

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

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

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

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

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

WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION

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

II of the American Disabilities Act of 1990.

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

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

TEACHER INFORMATION

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

EDUCATION FOR HOMELESS

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.

Bullying Stops Here

- Williamson County Schools is committed in its fight against bullying. In the 2013-2014 School year the

district unveiled a new anti-bullying tip line. Parents and students are encouraged to call the tip line if they have witnessed or know of instances of bullying.

- The toll free number is 1-855-284-0669. Incidents can also be reported via email at bullying@wcs.edu.
- Students or parents who have been bullied or witnessed bullying should immediately report such incidents to the school principal.

All Thompson's Station Middle School students and parents are expected to follow the regulations, policies, and procedures stated in this handbook. It is the responsibility of each parent to become familiar with the contents so there will be no misunderstanding of school policies. If an answer to your questions cannot be found within the handbook, please ask for the answers from the appropriate school personnel.

All information will be applicable throughout the school year unless there is notification regarding a revision.

Please sign to acknowledge that you have read the Thompson's Station Middle School Student/Parent Handbook and understand the rules, policies, and procedures set forth in this document.

Please sign and return this page to your child's homeroom teacher by August 31, 2018.

Student's Full Name: _____

Homeroom Teacher: _____

Student Signature: _____

Parent(s) Signature: _____

Date: _____