

## TO OUR STUDENTS AND PARENTS (Grades K-12)

Dear Parents and Students,

A strength of any school district is the joint effort of parents and staff to establish and maintain high expectations for all areas of student growth and development. To this end, we are pleased to provide you with a Wilson County Schools Student Handbook for the 2016-17 school year. This handbook is provided to help parents and students have useful information regarding policies and procedures of our district. Please take the time to review the handbook and help your student(s) understand the expectations and many supports available to them at their school. Close communication between home and school supports the best interests of each student. We are committed, as a district, to providing our students with a safe, structured school environment and our parents with all of the support and information needed to ensure the success of our children. After reviewing the handbook with your student, feel free to contact us if have any questions or concerns. If you need additional information, please visit the district website at [www.wcschools.com](http://www.wcschools.com). The website contains additional information and links to individual school websites.

We look forward to partnering with you to ensure that your child has a very successful school year. If I can be of any assistance to you and your family, please do not hesitate to contact me.

Dr. Donna Wright  
Director of Schools

### MISSION STATEMENT

**Wilson County Schools ensures an environment in which every student develops high personal expectations, knowledge, and skills necessary to be successful today and in the future.**

### VISION STATEMENT

**Excellence in all we do!**

### **Wilson County Board of Education**

Board Members' contact information may be found at [www.wcschools.com](http://www.wcschools.com). The Board of Education meets once a month in regular session. These meetings are open to the public and are held at the Wilson County Board of Education, 351 Stumpy Lane, Lebanon, TN 37090. Phone: 615-444-3282 Fax: 615-449-3858

**Anyone wishing to address the Board must submit a written request at least five days in advance. For more information, contact the Wilson County Board of Education at 615-444-3282.**

Wilson County Schools  
351 Stumpy Lane, Lebanon, TN 37090  
615-444-3282 phone – 615-449-3858 fax  
Snow Line: 615-443-8727  
[www.wcschools.com](http://www.wcschools.com)

### **The Wilson County School System**

The Wilson County School System serves approximately 17,250 students in pre-kindergarten through adult education. Twelve elementary schools, three middle schools, four high schools, one adult high school, one alternative school, an adult basic education program and a virtual on-line school make up the twenty-three sites.

The Wilson County School System is committed to excellence in all areas of education. To ensure student success, the system strives to recruit and retain effective teachers, administrators, and support staff in all schools. We currently employ 1,220 highly qualified teachers and administrators dedicated to establishing high academic standards and expectations for all students. During the past school year, 95.3% of Wilson County Schools' teachers met or exceeded expectations on their overall effectiveness. All Wilson County Schools and the Board of Education are accredited by the Southern Association of Colleges and Schools (SACS) and the Council on Accreditation and School Improvement (CASI).

The school system has employed reading and math coaches, increased the number of teaching assistants and school counselors, added graduation coaches, and has employed School Resource Officers (SROs) and registered

nurses in each school as ways of providing a better educational experience to the students of Wilson County. Wilson County Schools has worked to improve its delivery system of educational technology. Teachers and students use technology in many new and exciting ways, including online and distance learning.

### **Programs and Services**

At all grade levels, the curriculum is based on continuous evaluation and the latest research. Reading, language arts, mathematics, science, social studies, art, music, physical education, business, foreign language, and career technical education classes are offered and emphasized at the appropriate grade level.

Our schools have a student assistance program in place to help students who may have personal substance abuse problems or problems in their families. Our schools utilize curricula concerning drug abuse, violence prevention, and HIV/AIDS awareness and prevention.

### **Programs For Adults**

The **Wilson County Adult High School** offers an opportunity for adults who strive to earn a high school diploma. The program offers a self-paced, computer based curriculum. Certified highly qualified teachers provide essential individual student instruction. The Adult High School offers Open Enrollment to students who are 18 years or older. Interested adults may contact the Wilson County Adult High School to schedule an orientation. For more information, call 615-443-7199 or e-mail [ashbym@wcschools.com](mailto:ashbym@wcschools.com). The Adult High School is located at 207 Joe Branham Drive, Lebanon, TN 37087.

The **Adult Learning Center** provides free academic instruction to adults preparing for the HiSET exam. In addition, basic literacy instruction in reading, writing, and math is individualized for adults who seek to improve those skills. Remediation in math and language arts is available for students who need to refresh their skills prior to entering college or vocational training. For assistance, call 615-443-8731 or e-mail [byrdb@wcschools.com](mailto:byrdb@wcschools.com).

### **Programs/Services For Students**

#### **Career-Technical Education**

The career-technical programs in the Wilson County Schools are committed to making students more marketable in a global workforce. Students learn work ethics, decision-making, problem solving, teamwork and critical thinking skills. In career-technical classes, students recognize the correlation between school and the real world. Membership in career-technical related student organizations provides students with additional opportunities for career information, leadership, decision making, competitions, and job opportunities. Career-Technical Education instructors are preparing today's students for tomorrow's opportunities.

#### **Kids' Club**

The extended school program provides quality care in an enriching environment for each child. This service is provided before and after school, during summer vacation, on snow days, and on school holidays for students. During the program, children will have the opportunity to take part in activities which will benefit them socially, emotionally, physically, and academically. Kids' Club includes crafts, sports, games, art, music, computers, homemaking activities, and many other creative and cultural pursuits.

#### **Department for Exceptional Children**

Meeting the needs of exceptional students is a priority of Wilson County Schools. When deemed appropriate by an IEP Team, the Department for Exceptional Children provides a variety of services to students, ranging from consultation to comprehensive placement, with related services being provided as needed.

The Wilson County Schools' Department for Exceptional Children serves over 2,500 students based on eligibility requirements of 18 disability categories. We provide a variety of specialized instructional techniques and learning environments based on each child's unique characteristics and needs. Services include, but are not limited to, consultation, direct service, related services such as speech and language therapy, occupational and physical therapy, vision and hearing services, transition services, and psychological interventions. Our Department for Exceptional Children staff provides assistance in such areas as academics, social, emotional/behavioral, pre-vocational/vocational, and motor skills. In addition, we strive to maintain a cooperative relationship with general classroom teachers, administrators, parents, and outside agencies involved with the student. Our goal is to provide the most appropriate services for all exceptional students in Wilson County in an effort to develop productive members of the community.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act (IDEA) of 1975 guarantees students with disabilities the right to equal education opportunities. In order to qualify as a protected student with a disability, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation or access to an aspect of the school program. 504 services are separate from those provided to students in special education. For further information on the evaluation and provision of services under Section 504, please contact your School Counselor or Dawn Bradley, Wilson County Schools 504 Coordinator at 615-444-3282.

## **S.E.E.K**

S.E.E.K Program (Students Exploring and Expanding Knowledge) is the gifted and talented education program provided to students in grades three through eight. The objective of the program is to provide academically challenging work that goes beyond the experiences within the regular classroom setting. Students are identified for initial screening into the program based on academic achievement. Students meeting the criteria will receive further assessing once parental consent is received. Students scoring within the entry guidelines will be part of the S.E.E.K program for additional learning opportunities to further enhance the standards taught in the classroom. Students are provided activities and projects that develop, enhance, and encourage complex thinking, communication, research, science, technology, math and engineering skills.

## **Family Resource Center**

Wilson County's Family Resource Center coordinates services for families in the county schools and community. It exists to provide leadership, educational support, and resources to implement quality programs that strive to engage and empower families. It provides parent education classes, family support groups, a lending library, and community referrals. The Advisory Board for the Center includes representatives from the community, parents, and the school system. Located at 308 W. High Street in Lebanon, the Center is open to all families in the Wilson County School System. Watertown Elementary hosts a 2<sup>nd</sup> location for the Family Resource Center. The Center is open during regular school hours and selected evenings.

## **Pre-Kindergarten Program**

The Wilson County Schools Pre-Kindergarten program targets at-risk 4-year olds, with first priority given to children whose family meets federal income poverty guidelines. The goal of the Wilson County Schools Voluntary Pre-K Program is to provide 4-year old children with the learning experiences they need in order to succeed in Kindergarten. The Pre-K Program prepares children for school by providing an opportunity for them to develop school readiness skills in an environment that fosters the love and joy of learning. Participation in the Pre-K Program helps children develop pre-academic and social skills that will help them in their educational career.

## **ESL Program**

Federal Funding is provided to help ensure that children and youth who are limited English proficient, both Native American and immigrants, attain English language proficiency, develop high levels of academic attainment in English, and meet the same challenging state academic standards that are expected of all students.

## **Title I Program**

Federal funding is provided to offer extra help for students in reading, language arts, and/or math. The program serves approximately 3,400 students each year based on test data, achievement, classroom teacher referrals, and needs of the schools. Title I schools provide high quality, enriched educational programs that may include tutoring, small group instruction, extra help in the classroom, extra professional development for teachers, and parenting workshops. Parent involvement is a high priority throughout the year, and parents evaluate the program each spring.

## **Virtual School**

Tennessee Virtual On-Line School (TVOLS) is a virtual school program developed by the Wilson County School Board of Education to provide alternative educational opportunities for students and families who are located within the boundaries of Wilson County Schools as well as students and families outside the school district. TVOLS is comprised of certified teaching and mentoring staff that bring students, parents and community together in a standards-based, virtual learning environment. Students engage in individualized instruction and programming using state of the art technologies to gain the skills and knowledge necessary to succeed in the 21st century. We consider online instruction a means to enhance and/or expand current course offerings and provide an educational alternative better suited to the learning needs of some students. Therefore, students enrolled in T-VOLS will have options

relating to virtual, online education. Some of these include (but are not limited to) support for existing face-to-face instruction, TVOLS created online courses, and/or third party courses. Online courses may be taken as part of the regular schedule or as partial or full-time virtual education enrollment. TVOLS enrollment shall follow district board policies regarding open enrollment, partial enrollment, and any others that may apply. Relative to high school graduation, a virtual course of study must comply with the district's graduation requirements and receive pre-approval following TVOLS participation guidelines. For additional information regarding the TVOLS program, please contact Kim Clemmons at 615-443-2681 ext.2 or [clemmons@wcschools.com](mailto:clemmons@wcschools.com).

### **Safe and Drug Free**

Wilson County receives funds under the Safe and Drug Free Schools Program. Through these funds, Students Taking a Right Stand (STARS) counselors, provide programs and activities which support efforts to prevent violence and drug/alcohol abuse for students in grades 6-12. Parents are encouraged to participate in school programs which address violence and drug prevention. Parents wishing to learn more about the content of such programs may do so by contacting your school's STARS counselor or the school principal. Parents objecting to their students participating in violence and drug prevention programs may provide a written request to the school principal withdrawing the student from the program and/or activities.

### **Medication**

The purpose of administering medications in school is to help each student maintain an optimal state of health to enhance his/her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. **All medication must be brought to school by the parent/guardian** and counted with the medication designee or the nurse.\* All prescription medication must be accompanied with the proper form, signed by the physician and parent/guardian and must match the pharmacy label. All over-the-counter medication must be accompanied with the proper form, signed by the parent/guardian and must be in the original, unopened container. **No medication will be accepted at school without the necessary forms.** \*Medications will only be dispensed to students if brought to school by the parent or guardian.

### **Immunizations**

The State of Tennessee requires all students to present an up-to-date Tennessee School Immunization Certificate when entering the school system. Students transferring from one Wilson County School to a different in-county school must present a current Immunization Certificate at the time of registering. Transfers from an out-of-state school, a non-approved public school, private school or home school are required to have an original Tennessee Certificate of Immunization signed by a health care provider at the time of registration, as well as a physical exam within the past twelve (12) months. Religious or medical exemptions must have the proper documentation.

### **Health Screenings**

As an added benefit for our students, the Wilson County School System conducts a series of health screenings annually. All students in Kindergarten (BMI only), 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grades as well as those in high school Lifetime Wellness classes are offered vision, hearing, blood pressure, and BMI checks. The district also uses the PACER running test to measure the aerobic capacity of 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> graders along with our high school Lifetime Wellness students. All of these health screenings are offered to our students free of charge. For more information, please contact your school nurse. If you would like for your child to be excluded from health screenings, please submit a written request to your school nurse.

### **Child Advocacy Groups**

State of Tennessee Department of Children's Services  
615-443-2750  
217 East High Street  
Lebanon, TN 37087

Child Abuse Hotline  
1-877-237-0004

### **School Nutrition**

Menus, nutritional information and on-line free and reduced meal applications are available at [www.wcschools.com](http://www.wcschools.com) under the Food and Nutrition link. Applications can also be obtained from the school cafeteria manager or at the School Nutrition office. Applications must be completed yearly with all family members listed on one application. Applications are submitted at the first of the school year, but will be accepted anytime during the school year. In accordance with policy, charges are limited and must be paid back. Each student has a five digit code which should be kept confidential and used when making purchases. Students cannot purchase for other students on their account.

Student lunch history can be viewed by registering at [www.Parentonline.net](http://www.Parentonline.net). Parents may also deposit money on their child's account at this website. Information on meal substitution for medical or other special dietary reasons can be found under the Food and Nutrition link at [www.wcschools.com](http://www.wcschools.com). A feeding evaluation form, (available online and in the school cafeteria), will need to be completed, signed by the physician and returned to the School Nutrition office or to the Cafeteria Manager to be kept on file before any special diet modification will be considered.

#### **NSF Charges**

The Wilson County School System gladly accepts checks. Should your check be returned for insufficient funds, you expressively authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check is your acknowledgement and acceptance of this policy and its terms and conditions. Any inquiries regarding returned check charges should be directed to checXchange at 1-800-208-2964 or [www.checXchange.com](http://www.checXchange.com)

#### **Grades:**

**For High School Students:** Effective with students enrolled in high school in the 2016-2017 school year, students will receive the following:

- As mandated by the Tennessee Board of Education, students completing an Advanced Placement class will receive an additional 5 points added to each semester average. Students completing an Honors class will receive an additional 3 points added to each semester average.
- Students earning an Advanced Placement credit with a final weighted average of a C or higher will be awarded 1.0 additional Quality Points to be used in the calculation of their G.P.A. (which determines class rank).
- Students earning a Dual Enrollment credit or Honor's credit with a final weighted average of a C or higher will be awarded 0.5 additional Quality Points to be used in the calculation of their G.P.A. (which determines class rank).
- Students in Dual Enrollment will receive the letter grade awarded by the college or university.

#### **Awarding of Credits:**

Credits will be awarded and rank re-calculated at the end of each year. A student may earn a full credit at the end of a year-long course if the two semester grades average to a 70 or above.

#### **Testing Information**

For the most updated information on state and local assessments and the assessment calendar, please go to <http://www.wcschools.com/testing-and-accountability/>

#### **High School**

In 2016-17, all high school students will take a state assessment at the end of the following courses:

English I, English II, English III

Algebra I, Algebra II, Geometry

US History

Biology, Chemistry

#### **Elementary and Middle School**

In 2016-17, all students, Grades 3-8, will take a state assessment at the end of the following courses:

- Language Arts, Math, Science and Social Studies

## 2016-2017 CODE OF CONDUCT K-12

Please note this document contains some very important information about Wilson County Schools. The responsibility for developing responsible, self-disciplined young people rests with the parents of these students. We need your help and urge every family to get involved in your school's Parent-Teacher Organization (PTO). Involvement is the key and we welcome your ideas and opinions. Remember this is your school system

The schools will provide your child with instruction, supervision, and the challenge to do his/her best to become a productive citizen. As we work with you and your child, this partnership is intended to create a safe environment that enables all students to learn.

Please review this Code of Conduct with your child and use it as a reference when you have concerns about the consequences used to help us manage the day-to-day environment in our schools.

Thank you for your support of Wilson County Schools. We look forward to working with you and your child during this school year.

The Wilson County Board of Education

### The following school and bus discipline codes are applicable to all students attending school in the Wilson County School System

*The CODE of CONDUCT and the disciplinary action outlined for the offenses contained herein shall be the MINIMUM discipline applied for any offense, notwithstanding any other policies or procedures, athletic or otherwise, that may have been adopted by any other schools.*

- This discipline code shall apply at all times at any school-related activity, on or off campus, or while being transported to or from a school-related activity or simply being transported to and from school.
- Violations or infractions of the rules listed may lead to suspension or expulsion from school, school activities, and/or the school bus.
- In no way shall this list of violations or consequences be considered all-inclusive.
- No other policy shall supersede this policy.
- Tennessee state law gives the principal, or his/her designee, the authority to discipline students who violate school board policies or school rules.
- In instances where violations are severe enough to warrant doing so, the principal may choose to by-pass one or more of the preliminary steps.
- Numerous violations of different offenses may be considered cumulative by the principal/designee, and appropriate consequences may be assigned.

A **RECORD** of all disciplinary action shall be maintained on each student. All disciplinary offenses shall be recorded in the district's student management system, including the date, offense(s), and disciplinary action(s).

**MINOR VIOLATIONS** are typically handled by the classroom teacher using an administration-approved classroom discipline plan. However, excessive minor violations shall be referred to the principal where more serious disciplinary action may be taken.

**DUE PROCESS** - Before imposing consequences, the teacher or principal shall be guided by the principle of fundamental fairness and make at least a rudimentary inquiry into the incident to assure that the offense is accurately identified, that the student understands the nature of the offense, and that the student is given an opportunity to present his/her views. Before a student is removed from the school setting, he/she shall be given a complete due process hearing by either a/ the principal of said school and/or the Wilson County Schools Discipline Hearing Authority.

**VIOLATIONS** will be handled according to the categories contained herein. Abbreviations or codes that may be used to describe infractions or consequences are listed:

**DET** – Detention (may include Saturday School)

**ISS** – In-School Suspension

**OSS** – Out-of-School Suspension (2 day minimum)

**SDHA** – Student Discipline Hearing Authority

## **Wilson County Schools 2016-2017 Dress Code**

Dress code guidelines are designed to promote a standard of appearance that complements the learning environment. The majority of our students need no advice on appearance because they use common sense. Decency, good taste, and the normal standards of the community are to be maintained in dress and grooming by all students. Any student attire that is considered distracting, disruptive in appearance, detrimental to the educational environment, or the public image of the school itself, or contrary to good hygiene will not be permitted. Also, student attire should not be a hazard to the student's safety or to the safety of others.

### **The administration will determine the appropriateness of dress.**

1. Shirts/dresses must have sleeves. Shoulders must be covered.
2. Pants, skirts, and shorts must meet standards of decency as determined by the administration. All clothing must be appropriately sized. Pajamas, tight fitting, and baggy or sagging clothing (shirts and/ or pants) are not allowed. Leggings may be worn with appropriate dresses, skirts or shorts.
3. Skirts, dresses and shorts must come down to at least 3 inches above the middle of the knee. Bare skin is not to be visible 3 inches above the knee. i.e., jeans with holes.
4. Students may not wear clothes that mention or reference the following: drugs, tobacco, alcohol, anything gang related or gothic attire, vulgar/obscene/profane captions or depictions, or clothing that may be considered offensive to others.
5. Sunglasses, spiked accessories, oversized jewelry or belt buckles, and inappropriate head coverings (such as hats or bandanas) are prohibited.
6. No facial jewelry is allowed. However, clear spacers may be used in pierced holes.
7. Appropriate footwear must be worn at all times. Laces on shoes must be tied. No house shoes or flip flops are allowed.
8. The administration will determine the appropriateness of dress. Apparel considered too revealing will not be permitted. Clothing may not reveal cleavage or midriff. Undergarments must not be visible. "See-through" clothing is prohibited unless other clothing is worn underneath.

Parents will be notified if students are inappropriately dressed. Students who continually violate the dress code will be subject to disciplinary measure per the Discipline Code of Conduct.

**DRESS CODE VIOLATIONS**  
**If students do not comply after a verbal warning**

<b><u>K – 5 CONSEQUENCES</u></b>	<b><u>6– 12 CONSEQUENCES</u></b>
<b>STEP 1:</b> Notify Parent and Comply <b>STEP 2:</b> Notify Parent and Comply <b>STEP 3:</b> Notify Parent and 1 of ISS <b>STEP 4:</b> Notify Parent and 2 days of ISS <b>STEP 5:</b> This offense may now become a Category 2 offense at the Principal’s discretion	<b>STEP 1:</b> Notify Parent and Comply <b>STEP 2:</b> Notify Parent and 1 day of ISS/or Detention <b>STEP 3:</b> Notify Parent and 2 days of ISS <b>STEP 4:</b> Notify Parent and 3 days of ISS <b>STEP 5:</b> This offense may now become a Category 2 offense at the Principal’s discretion

**TARDY VIOLATIONS**  
**Tardy and Unexcused Early Dismissal offenses are PER SEMESTER**

<b><u>K-5 CONSEQUENCES – Tardy /Early Dismissal</u></b>
<b>STEP 1:</b> after 3 tardies/unexcused early dismissals: a warning is issued / Parent Notification <b>STEP 2:</b> after 5 tardies/unexcused early dismissals: up to 1 day of detention / ISS / Parent Conference <b>STEP 3:</b> after 10 tardies/unexcused early dismissals: 1 day detention / ISS / Parent Conference <b>STEP 4:</b> after 15 tardies/unexcused early dismissals: 1 – 2 days ISS <b>STEP 5:</b> The offense has now entered Category 2 for Willful and Persistent Violation of School Rules
<b><u>6-12 CONSEQUENCES - Tardy to Class/School and Unexcused Early Dismissal</u></b>
<p>(The first 3 offenses will be handled by the classroom teacher, administrator, or designee)</p> <b>STEP 1:</b> 1 Day In-School Suspension/Detention and Parent Notification (first referral to Principal) <b>STEP 2:</b> 2 Days In-School Suspension/Detention and Parent Conference <b>STEP 3:</b> 2-3 Days In-School Suspension and Parent Conference <b>STEP 4:</b> The offense has now entered Category 2 for Willful and Persistent Violation of School Rules

**RECKLESS DRIVING**

**CONSEQUENCES**

- STEP 1:** Loss of parking privilege for six weeks and may also include a citation  
**STEP 2:** Loss of parking privilege for nine weeks and may also include a citation  
**STEP 3:** Loss of parking privilege for 1 calendar year and may also include a citation

**WIRELESS COMMUNICATION AND OTHER ELECTRONIC DEVICES**

Offenses start over at semester

Students may use electronic devices only at times designated by teachers in support of instruction.

Inappropriate use of an electronic device may result in the following discipline:

- STEP 1:** Confiscation\* of device and return to the student at the end of the day  
**STEP 2:** Confiscation\* of device for the day and return *ONLY* to parent and 1 day ISS  
**STEP 3:** Confiscation\* of device for 10 school days and return *ONLY* to parent and this offense now falls under Willful and Persistent Violation of School Rules which is a Category 2 Offense resulting in 1-3 days OSS

**\*Refusal to give up electronic device to any school personnel will result in an Out-of-School Suspension for up to 5 days.**

**UNACCEPTABLE TECHNOLOGY USE**

Students who violate the Acceptable Use Policy are subject to disciplinary action which includes, but is not limited to:

- Notification to Parent/Guardian
- ISS / OSS / Removal from class
- Loss of network/computer privileges (privileges will be reinstated at the discretion of the principal)
- Referral to DHA
- Reimbursement of damages

- Illegal / criminal activity will be referred to the appropriate law enforcement agency  
The complete Acceptable Use Policy (AUP) may be found on the county website at [www.wcschools.com](http://www.wcschools.com)

## **STUDENT CODE OF CONDUCT**

### **CATEGORY 1 OFFENSES**

- 1-1 Cutting Class
- 1-2 Disrespect
- 1-3 Forgery (notes, passes, etc.)
- 1-4 Gambling
- 1-5 Off-Limits Area/Out of Pocket
- 1-6 Profanity (using and/or writing offensive language or gestures)
- 1-7 Public Display of Affection
- 1-8 Refusal to Comply with a Directive from a School Board Employee / School Bus Driver
- 1-9 Refusal to Identify Self/Giving False Name
- 1-10 Vandalism (repair or replacement included in consequences)
- 1-11 Non-Prescription Drug/Over-the-Counter Drug (possession, use, transmission of)
- 1-12 Conduct Unbecoming to a Student
- 1-13 Refusal to Comply with Teacher's Consequences
- 1-14 False Accusations
- 1-15 Other minor violations (hitting, pushing, tripping, etc.)
- 1-16 Classroom Disruptions

### **CATEGORY 1 CONSEQUENCES\***

<b><u>K – 5 CONSEQUENCES</u></b>	<b><u>6 – 12 CONSEQUENCES</u></b>
<b>STEP 1:</b> Counseling / Parent notification <b>STEP 2:</b> 1 day of detention / ISS <b>STEP 3:</b> 1 – 3 days of ISS <b>STEP 4:</b> OSS/now enters a category 2 offense	<b>STEP 1:</b> 1– 3 days of ISS/Detention/ Notify Parent <b>STEP 2:</b> 3- 5 days of ISS/Detention/Notify Parent <b>STEP 3:</b> 1-3 days of OSS <b>STEP 4:</b> 3-5 days of OSS, enters Category 2 Offense

**\*Citation issued as appropriate / Confiscation of item(s) if applicable at any step.**

### **CATEGORY 2 OFFENSES**

- 2-1 Aggressive Behavior (verbal or physical)
- 2-2 Disturbance of Classroom/Campus (includes indecent behavior and inciting others to fight)
- 2-3 Fireworks (possession/use)
- 2-4 Stolen Property (stealing, possession of)
- 2-5 Willful and Persistent Violation of School Rules
- 2-6 Trespassing (including students currently suspended from school)
- 2-7 Leaving campus without school's permission
- 2-8 Tobacco Products (possession/use) to include e-cigarettes\*
- 2-9 Inappropriate use of technology

### **CATEGORY 2 CONSEQUENCES\***

<b><u>K – 5 CONSEQUENCES</u></b>	<b><u>6 – 12 CONSEQUENCES</u></b>
<b>STEP 1:</b> Notify parent / 1-2 days ISS <b>STEP 2:</b> 3 days ISS/1-2 days OSS/Principal Discretion <b>STEP 3:</b> OSS/Principal's Discretion	<b>STEP 1:</b> 1-3 days OSS <b>STEP 2:</b> 3-5 days OSS <b>STEP 3:</b> 3-5 days OSS or until hearing / may include referral to DHA

**\*Citation issued as appropriate / Confiscation of item(s) if applicable at any step.**

### CATEGORY 3 OFFENSES

- 3-1 Disorderly Conduct
- 3-2 False Fire Alarm
- 3-3 Fighting / Assault / Actions Exceeding Aggressive Behavior
- 3-4 Gang Related Activities/Paraphernalia
- 3-5 Threats
- 3-6 Hazing/Harassment/Sexual Harassment
- 3-7 Participation in Sexual Activity or Abuse
- 3-8 Bullying / Cyber bullying / Beyond Aggressive Behavior
- 3-9 Vandalism / Malicious or Destructive
- 3-10 Capturing and/or distributing inappropriate pictures or video taken either at school, on school grounds, or at school sponsored events

### CATEGORY 3 CONSEQUENCES

#### K-5 CONSEQUENCES

**STEP 1:** Notify parent /1-2 days ISS / Principal's discretion

**STEP 2:** 2 days OSS / Principal's discretion

**STEP 3:** 3-5 days OSS / Principal's Discretion

*When appropriate SRO/Law Enforcement will be notified/citation issued*

#### 6-8 CONSEQUENCES

**Any Category 3 violation may result in student placement on school probation.**

**STEP 1:** 3-5 days Out-of-School Suspension / may include referral to DHA

**STEP 2:** 5-7 days Out-of-School Suspension / may include referral to DHA

**STEP 3:** 7-10 days Out-of-School Suspension / may include referral to DHA

*When appropriate SRO/Law Enforcement will be notified/citation issued*

#### 9-12 CONSEQUENCES

**Any Category 3 violation may result in student placement on school probation.**

**STEP 1:** 5 days Out-of-School Suspension / may include a referral to DHA

**STEP 2:** 7 days Out-of-School Suspension / may include a referral to DHA

**STEP 3:** 10 days Out-of-School Suspension / may include referral to DHA.

*When appropriate SRO/Law Enforcement will be notified/citation issued*

### CATEGORY 4 OFFENSES

**The offenses listed in this category will not be tolerated. ANY/ALL student (s) in violation of any offense listed below will be suspended out-of-school pending a mandatory hearing with the Wilson County Disciplinary Hearing Authority at which time disciplinary measures will be taken, up to and including expulsion.**

- 4-1 "Behavior prejudicial to good order and discipline occurring in class, during school sponsored activities, or on the school campus" (TCA 49-6-3401 (b) (c)), or off campus during the school day
- 4-2 Student charged with a felony while on campus or off campus
- 4-3 Alcohol (under influence of and/or possession)
- 4-4 Under the influence of drugs
- 4-5 Possession of drug paraphernalia

- 4-6 Possession of a dangerous weapon
- 4-7 Inciting a riot
- 4-8 Instigating a bomb threat
- 4-9 Vandalism (acts of vandalism whose monetary damage is excessive, as determined by the school principal and the director of schools, or his designee)
- 4-10 Reckless Endangerment
- 4-11 Sexual Assault/Sexual Battery
- 4-12 Terroristic Threats
- 4-13 Arson

**CATEGORY 5 OFFENSES**  
**ZERO TOLERANCE OFFENSES**

**All students are suspended out-of-school pending a referral / hearing with the Wilson County Disciplinary Hearing Authority.**

**The following offenses shall result in an automatic expulsion\* (see definitions below) from Wilson County Schools for one (1) calendar year after due process has occurred. (TCA 49-6-3401(g))**

The **CODE OF CONDUCT** and the disciplinary action outlined for the offenses contained herein shall be the **MINIMUM** discipline applied for any offense, notwithstanding any other policies or procedures, athletic or otherwise, that may have been adopted by any other schools.

1. Use, possession, sale, and / or transmission of drugs.
2. Battery on a School Board employee or School Resource Officer (SRO).
3. Possession of firearms.
4. Possession of destructive device / explosive device / incendiary device.

**\*Expulsion** means removal from the pupil’s regular school or from school attendance altogether.

**BUS CODE OF CONDUCT**  
**(Parents will be notified of all occurrences)**

*Please note: Infractions on the bus may be subject to the Wilson County Schools’ Code of Conduct as well as the Bus Code of Conduct at the discretion of the Principal. Severity of some actions may result in the skipping of Step 1.*

**Destruction of Property**

- **STEP 1:** Payment and 5 Day Bus Suspension
- **STEP 2:** Payment and Bus Suspension for balance of the year

**Fighting / Assault / Bullying / Harassment / Aggressive Behavior**

- **STEP 1:** 5-10 day bus suspension
- **STEP 2:** 10-20 day bus suspension
- **STEP 3:** Bus suspension for balance of the year

**Smoking / Use of Tobacco**

- **STEP 1:** 5 day bus suspension
- **STEP 2:** 10 day bus suspension
- **STEP 3:** Bus suspension for balance of the year

**Unauthorized Departure from a Bus\***

- **STEP 1:** Notice to Parents and Conference with Student
- **STEP 2:** 1-5 day bus suspension
- **STEP 3:** 10 day bus suspension
- **STEP 4:** Bus suspension for the balance of the year

**\*The severity of some actions may result in disciplinary action starting at Step 2.**

**Verbal Abuse of Driver**

- **STEP 1:** 1-3 day bus suspension
- **STEP 2:** 5-10 day bus suspension
- **STEP 3:** Bus suspension for balance of the year

**Unauthorized Departure from a Bus**

- **STEP 1:** 1-3 day bus suspension
- **STEP 2:** 5-10 day bus suspension
- **STEP 3:** Bus suspension for balance of the year

**Getting out of seat, profanity, throwing objects, yelling, hands/head out of window, eating, drinking, littering, tripping, pushing, excessive mischief, or other distractions that may be safety concerns.**

- **STEP 1:** Notice to parents and conference with student
- **STEP 2:** 1-3 day bus suspension
- **STEP 3:** 3-5 day bus suspension
- **STEP 4:** 5-10 day bus suspension
- **STEP 5:** Bus suspension for balance of the year

**Alcohol/Drugs (POSSESSION/USE OF/TRANSMISSION OF) on the bus**

**THIS WILL BE DEALT WITH IN ACCORDANCE  
WITH SCHOOL BOARD POLICY ON ALCOHOL AND DRUGS**

- **NOTE:** School buses shall not transport any items, animals, materials, or equipment, which in any way would endanger the life, health, or safety of the passengers and driver. These would include sharp objects, live animals/reptiles/creatures/bugs, and glass items, large instruments or boxes which would take space intended for a student, and anything flammable, such as helium balloons. Umbrellas must be secured and pencils and pens must be in purses or book bags.

**ADDITIONAL INFORMATION**

**REPORT OF REASONABLE SUSPICION BY A PRINCIPAL TO A LAW ENFORCEMENT OFFICER**

It is the duty of a principal of a school, who has reasonable suspicion (either as a result of a search or otherwise) that any student is committing or has committed any violation of TCA 39-17-1307, or of Title 39, Chapter 17, part 4, upon the school grounds or within any school building or structure under his/her supervision, to report such reasonable suspicion to the appropriate law enforcement officer. (TCA 49-6-4209) Charges may be filed.

**SEARCHES:**

Lockers and desks, which have been assigned to a student, are and remain school property. These may be inspected at any time by school officials. Vehicles parked on school property by students or visitors, containers, packages, and other areas accessible to students or visitors may be searched. The search may be in the student's or visitor's presence or in the presence of other members of the staff. (TCA 49-6-4204)

**SEARCHES OF PERSONS AND CONTAINERS:**

May be conducted because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal. (TCA 49-6-4205)

**USE OF METAL DETECTORS:**

To facilitate a search of students, school visitors, containers, or packages, metal detectors, (including hand-held models "which are passed over or around a student's or visitor's body"), stationary detectors, and other devices designed to indicate the presence of dangerous weapons, drug paraphernalia, or drugs, may be used. (TCA 49-6-4207)

**USE OF ANIMALS:**

To facilitate a search: Dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but such animals shall be used only to pinpoint areas needed to be searched and shall not be used to search the persons of students or visitors. (TCA 49-6-4208)

**DRUGS:** Any student that acquires, possesses, uses, sells, or transmits any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any manner of illegal controlled substance or substances represented as if they were drugs shall be expelled from Wilson County Schools for at least one (1) calendar year, after due process has been followed. The use of the recommended dosage of a current drug prescription from a licensed physician for the named student possessing the prescription shall not be considered a violation of this policy. (Wilson County Board of Education Policy)

**BATTERY:** Upon any teacher, principal, administrator, or any employee of a local education agency, or a School Resource Officer, shall result in expulsion for a period of not less than one (1) calendar year. (Public Chapter 968)

**OTHER CRIMINAL ACTS:** It shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, shotgun, rifle, pistol, dynamite, cartridge, bomb, grenade, explosive device, mine, Bowie knife, dirk, dagger, leaded cane, slingshot, switchblade knife, blackjack, metallic knuckles, or any other weapon of any kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public school building, bus, or any other public school campus, grounds, recreation area, athletic field, or other property owned, operated, or used, by the Wilson County Board of Education. Weapons are defined in Tennessee Code Annotated, 49-6-4202, as “any dangerous instrument or substance, which is capable of inflicting any injury on any person”. (Public Chapter #252)

**Consequences** – Any person who violates the provisions of this law shall be charged with a felony and, upon conviction, shall be punished by imprisonment for a period of not less than one (1) year nor more than five (5) years and fined an amount not to exceed \$2,500.00.

**DRUG FREE YOUTH ACT:** Chapter number 64 of the Public Acts of 1989 (informally called the Drug-Free Youth Act) amends the motor vehicle operator licensing laws so as to provide that any child less than eighteen years of age who is convicted of any offense involving the possession, use, sale, or consumption of prohibited drugs or alcohol shall not be issued a driver’s license or shall have his/her existing license suspended. This denial of driving privileges shall be effective for one year or until the child reaches the age of seventeen for the first offense and for two years or until the child reaches the age of eighteen for subsequent offenses. Under certain circumstances, the license may be issued or reinstated upon payment of \$20.00 and the child’s completion of a driver’s safety course or an approved alcohol or drug abuse intervention program. Schools are responsible for informing all pupils in grades seven through twelve of the provisions for this new law and for distributing to all such students a pamphlet describing the law, to be supplied by the Department of Safety.

**CORPORAL PUNISHMENT (TCA 49-6-4103)**

*The following regulations shall apply to the use of corporal punishment:*

1. A student may be given a choice of either corporal punishment or another disciplinary measure as the teacher or principal deems appropriate.
2. When corporal punishment is administered, it shall be done in a humane manner by the teacher involved or principal, and in the presence of another member of the staff. Punishment in no case shall be administered in the presence of peers.
3. Corporal punishment shall be administered by striking the student with an open hand or wooden paddle across the buttocks and in no other manner.
4. The number of licks inflicted shall not exceed three (3).
5. Corporal punishment must be appropriate for the misbehavior for which the student is being punished.
6. Corporal punishment is not to be administered in anger.
7. The building principal may require that all corporal punishment be administered through his/her office.
8. All cases of corporal punishment will be immediately reported to the principal in writing. Such report will contain full details, date, pupil’s name, cause of punishment administered, and result. Principals are to enforce this regulation literally. (A copy of this report shall remain on file in the office of the principal for

two [2] years.)

9. Corporal punishment is not to be confused with self-defense upon the part of the teacher. Self-defense may take whatever form is necessary and appropriate.
10. The use of physical force to seat a student or to separate students involved in a fight is not to be construed as corporal punishment. Written notification must be made to the building principal when a parent refuses corporal punishment as a disciplinary option for his/her child. Parents are responsible for informing their child, and students are responsible for informing their teachers of this action. A record of all disciplinary action shall be recorded, including date, offense, and disciplinary action taken.

## **DEFINITIONS**

**Zero Tolerance**—TCA 49-6-3401 (g) Battery, Drug Possession or Use, and Firearms - Automatic expulsion from Wilson County Schools for one calendar year after a due process hearing before the Wilson County Discipline Hearing Authority.

**Expulsion** from the Wilson County School System means that a student shall be removed from his/her regular school or from school attendance altogether. This does not prohibit the assignment of such students to an alternative school program. Compliance with the mandatory attendance law, for students through the age of 17, becomes the total responsibility of the parent or guardian. If the parent or guardian does not comply with the attendance law, the parent or guardian may be held financially responsible, the student may become a ward of the state, and the court system may place the student in a state operated facility.

### **Bullying**

In accordance with Wilson County Board of Education school policy, conduct that may be considered bullying (to include cyber bullying) will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. Bullying may include, but is not limited to, either physically harming another or damaging his/her property or knowingly placing another in reasonable fear.

**Disrespect** is characterized by rudeness and a lack of regard for authority or another person's property.

**Hazing** is an intentional or reckless act by one student acting alone or with others which is directed against any other student, which endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety.

**Sexual Harassment** by way of inappropriate physical contact or sexually explicit language and/or **harassment** in any form of any individual will result in stern disciplinary action. Any incident shall be reported immediately to an administrator, guidance counselor, or teacher. The nature of the punishment will be determined by the severity of the harassment with possible referral to the Wilson County Discipline Hearing Authority

**Weapons** are defined in Tennessee Code Annotated, 49-6-4202, as "any dangerous instrument or substance which is capable of inflicting any injury on any person."

**DHA** – Discipline Hearing Authority. A hearing may be requested by a principal for students who have committed serious offenses or a multitude of minor offenses. The Director of Schools appoints a chairperson of the Discipline Hearing Authority.

### **Wilson County Schools Transportation Procedures**

It is the Mission of the Wilson County Schools Transportation Division to provide safe and efficient transportation from home to school and back and for special activities. The school bus is proven to be the safest mode of transportation for students. The design of the bus body and seat configuration is engineered to compartmentalize riders and protect them in the event of a collision. The safety features engineered for each bus will protect the students in the event of collision if the students are properly seated.

Our motto is safety 1<sup>st</sup>! Suspension or termination of bus riding privileges will be exercised if necessary to achieve the safety for the driver, other students, or the offending student. The following rules and regulations insure the

safest and most efficient transportation for your students. Fortunately, each bus is equipped with a video and audio recording system that assists with safety concerns.

The district shall comply with all applicable state and federal laws related to video recordings. Additionally, the videos may be retained to be included in the students' behavioral record as determined by the district. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

### **Bus Discipline Regulations**

Students transported in a school bus shall be under the supervision of the driver and/or bus monitor. For the safety of all students, in the event that the driver deems the discipline of the student to be unsafe for the operation of the school bus, the driver will radio dispatch and request the appropriate police department to be dispatched to the bus. If the police and driver agree that the bus may proceed safely with the questionable student, the driver may continue the route. If the police remove the student, it will become the parent/guardian's responsibility to pick up their student. Continued disorderly conduct or persistent refusal to submit to the authority of the operator shall be sufficient reason for refusing transportation to any student. Drivers are required to report misbehaviors on the bus. When a misconduct report is issued for inappropriate behaviors, Principals will follow the Wilson County Schools' Code of Conduct procedures and notify the transportation department within 24 hours of the discipline imposed.

### **Bus Safety Best Practices**

1. Students must be at their bus stop on time. Students should be at their assigned bus stop at least 5-10 minutes prior to their scheduled pick up time. Students who miss their bus will be responsible for notifying his/her parent/guardian to obtain transportation to school.
2. While waiting at the bus stop, students must wait on the sidewalk or driveway, maintaining a minimum 10'-15' from the traveled portion of the road. The parent/guardian is responsible for seeing that the student reaches the assigned bus stop on time and for the safety of the student while waiting for their bus. It is the responsibility of the parent/guardian to make sure their student follows procedures while waiting for the bus and departing from the bus.
3. Students must wait in an orderly manner and wait until the bus comes to a complete stop before approaching the bus.
4. If it is necessary to cross the street or roadway, students must wait until the driver signals them to cross, then the student shall cross the street or roadway 10-15 feet in front of the bus to ensure the driver sees them. This also applies upon leaving the bus. Do not cross until the driver signals you to do so.
5. Students must enter the bus single file and be seated as quickly as possible.
6. When departing the bus, students must wait until the bus comes to a complete stop before standing to exit. Standing is not permitted on a moving bus.
7. When departing the bus, students should do so in an orderly manner. Checking the mailbox or any activity which delays their leaving the danger zone, 10-15 ft. around the bus, is not permitted. Students are not permitted to walk behind the bus.

### **Student Safety Rules/Regulations**

1. Quiet conversation must be exercised. Shouting, vulgar language or gestures are not permitted.
2. Students must remain seated facing forward with feet on the floor in front of them.
3. Students will not extend hands, arms, heads, or objects from the school bus window at anytime.
4. Students are not permitted to shout, or gesture to passing vehicles or pedestrians.
5. Students may not throw objects inside or outside of the bus.
6. At no time shall any student touch any emergency exit unless instructed to do so by the driver.
7. Riders must stay out of the driver's seat and may not tamper with operating equipment or safety devices (i.e. fire extinguishers, triangles).
8. No eating or drinking on the bus.
9. The use/possession of tobacco, firearms (including cap guns and water pistols), explosives, drugs, or alcohol in any form shall not be permitted and will be disciplined per the Wilson County Schools' Code of Conduct.
10. Animals, knives, matches, electronic cigarettes, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus. Possession of prohibited items will be handled per the Wilson County Schools' Code of Conduct.

11. For the safety of the students, absolute quiet is required at railroad crossings. The driver will turn off all radios and illuminate the dome lights to alert students to be absolutely quiet. This is a requirement of the State of Tennessee, Pupil Transportation; and Wilson County Schools.
12. Parents will be held responsible for payment for damages/vandalism to the bus. Vandalism will be considered a category offense per the Wilson County Schools' Code of Conduct. Bus privileges will be suspended until payment of damages/vandalism is received by Wilson County Schools.
13. Students must comply with the Wilson County Schools Code of Conduct.
14. Fighting/Bullying/Assaults/ Sexual Harassment by any student will be considered a category offense as described in the Wilson County Schools' Code of Conduct and Wilson County Schools' Policy.
15. Electronic devices including; cell phones, ipods, MP3 players, CD players, etc. are permitted as long as the device does not compromise safety or cause a disruption on the bus. The drivers may take-up electronic devices and return them to the student when they leave the bus or turn over to school administrator. Wilson County Schools is not responsible for lost, damaged, or stolen items belonging to students.

#### **Driver Responsibilities**

1. The operator of the school bus shall be responsible for the order and conduct of the pupils transported.
2. The operator has the responsibility to **assign seats** and will be directed to do so as a matter of policy.
3. Female and male students can be separated at the discretion of the driver.

#### **School Bus**

**Riding the school bus is a privilege and is not required by state law.** Any deviation from a student's regular bus route requires that a bus driver be provided a boarding pass signed by the principal. Bus drivers are not permitted to accept a note from the student/parent or guardian. Students are to maintain proper conduct while riding the bus. Bus riders should pay close attention to school announcements in the afternoon for bus numbers and possible changes. It is the student's responsibility to listen and go directly to the bus in the afternoon. Should a student miss their assigned bus after school administrators have released the bus for departure, the student must report to a school administrator and make other arrangements to be picked up at school.

The school bus is an extension of school activity; therefore, the Board expects students to conduct themselves on the bus in a manner consistent with established standards for safety and classroom behavior.

The Principal of the student transported shall be informed by the Transportation Department of any serious discipline problem and may be called upon to assist if necessary. A student can have his/her riding privileges suspended or terminated by the principal if determined their behavior is such as to cause disruption or an unsafe situation on the bus or when they disobey local, state, or federal regulations pertaining to student transportation. Parents/Students must provide transportation to and from school should they be denied transportation because of suspension or termination of privileges.

If riding privileges have been terminated on one bus, then riding privileges are removed for all school system provided transportation for the same duration. This will include all activity trips, athletic trips and shuttles.

Any Parent/Student who threatens a driver or school district personnel either verbally or nonverbally will be reported to the proper authorities and student(s) could lose riding privileges for the remaining time enrolled in Wilson County Schools.

Any student who exits the bus at any point between school and their assigned stop must present the driver with a note signed by the school administrator of the school they attend. Students may not ride another bus that is not their regular assigned bus except for emergency purposes and must be approved by the school administrator and may not cause bus to be overcrowded. Students desiring to take another student home with them, who does not normally ride a particular bus, must obtain prior permission from the Principal and present the driver with a note signed by their principal. All requests are conditional on the bus not being overloaded. This may not be a blanket approval and a copy of the permission note must be held in the school office. Teachers and sponsors have the responsibility to enforce all rules and regulations while their class is on the bus.

#### **Transportation of Large Articles**

In transporting large musical instruments, school projects, or other large articles, the following will apply:

1. The driver will not permit the transportation of any item that will block the aisle or exits of the bus.
2. No item will be placed in the driver's compartment.
3. All items carried by a student will be under his/her control at all times.
4. The size of an item should be such that it can be carried on the student's lap or under the seat in front of the student. The length of the item cannot exceed 39 inches.
5. The same rules apply to field trips.

Below is a list of items allowed and not allowed to be transported on the bus.

**Allowed on bus**

Violins  
 Violas  
 Piccolos  
 Flutes  
 Clarinets  
 Oboes  
 Trumpets  
 Bassoons  
 Trombones  
 Alto Saxophone  
 Soprano Saxophone  
 Tenor Saxophones (if case is less than 39")  
 Any instrument that can fit entirely into a standard backpack  
 Baseball bat, glove and shoes  
 Tennis Racket

**Not allowed on bus**

Cellos  
 Basses  
 Bass Clarinet  
 Baritones  
 Euphoniums  
 Tubas  
 Any type of guitar  
 French Horn  
 Baritone Saxophone  
 Any type of drums with head larger than 8" in diameter  
 Color Guard Flags  
 Hockey Sticks  
 Golf Clubs  
 Catcher equipment duffle bag

**Misconduct Reports**

If necessary, a Misconduct Report will be given to the Principal by the Transportation Department. The Principal will have 24 hours to address the problem and inform the Transportation Department and the bus driver of the discipline action that has been taken.

**New Students or Changes to Transportation**

**Parents/Guardians who need to add a student to transportation or change pick-up or drop-off locations must go through the student's school office to make request.** The school will confirm the request with custodial parent(s)/guardian(s) and check emergency contact information. The school will contact the transportation department with the request for change. The Transportation Department has three business days to approve/deny the request. An IEP must accompany a special needs request which outlines the requirements that must be expected from the Transportation Department. This information will be kept with the driver for the safety of the student.

The Wilson County Board of Education has authorized the establishment and utilization of a two-tenth of a mile parent responsibility walk zones from a student's home to an assigned bus pick-up and drop-off point. These walk zones are used to better utilize county equipment. Safety concerns with assigned pick-up and drop-off locations can be reported to the transportation department and will be investigated by the Director of Transportation who will have final say as to the location of bus stops.

Wilson County Schools Transportation Department will not pick-up or drop-off student(s) at daycare centers on private property, any business, extra-curricular activities or enter gated communities. Any special accommodations will be at the discretion of the Transportation Director.

**STUDENT ATTENDANCE K-12 RULES & REGULATIONS  
 (2016-2017)**

**TENNESSEE COMPULSORY ATTENDANCE LAWS  
 (Compulsory School Age is 6 Years to the 18<sup>th</sup> Birthday)**

T.C.A. 49-6-3001 – School Age – (c) (1) Every parent, guardian or other person residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both

inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so shall be subject to the penalties hereafter provided. *(The courts have ruled that the word “inclusive” requires a child to attend school until the day before his/her eighteenth birthday.)*

T.C.A. 49-6-3007 – Attendance and truancy reports – (e) (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the superintendent, or to the superintendent’s designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

T.C.A. 49-6-3009 – Penalty for Violations – (a) Any parent, guardian, or other person who has control of a child or children, and who violates the provisions of this part commits a Class C misdemeanor. (b) Each day’s unlawful absence constitutes a separate offense.

T.C.A. 40-35-111 – Terms of Imprisonment or Fines – (3) Class C misdemeanor, not greater than thirty (30) days or a fine not to exceed fifty dollars (\$50.00), or both, unless otherwise provided by statute.

## **ATTENDANCE RULES AND REGULATIONS OF THE WILSON COUNTY SCHOOL SYSTEM 2016-2017**

### **Introduction**

The Wilson County Board of Education believes that attendance is a key factor in student achievement. The Board encourages every positive and innovative means that will contribute to students’ regular attendance, recognizing that school personnel, parents, the community, and the students themselves share in the responsibility. Students are expected to be present and punctual each day that school is in session.

### **Perfect Attendance**

Perfect attendance means a child is present every day school is in session during the school year. The child must be present for each class; therefore, a child cannot have any tardies or early dismissals to have perfect attendance. A certificate of perfect attendance will be presented at the end of the school year.

### **Excused Absences\***

Written documentation supporting reasons for absences must be submitted to school level principals within three (3) school days. Even though a parent may phone the school, a written notice must also be sent to the school. Written documentation shall include the reason for absence, date, parent signature, and phone number. **After that time period has elapsed, the absences will become permanently unexcused.**

\*The student is excused for the day or days of absences, not the material covered in his/her classes. Students will be afforded the opportunity to complete all assignments covered during his/her absence.

1. **Personal Illness** – A note from the student’s parent or guardian will be required upon the student’s return to school. The school may accept a written note from a parent or guardian verifying a student’s illness (without a doctor’s visit) for up to a total of five (5) accumulated days during the semester. The school principal, with proper notice and documentation, is allowed to make exceptions for students with childhood diseases, chronic health problems, or special needs and circumstances. A doctor’s note excusing the absence should include the beginning and ending date. School administration may require additional medical information for excessive doctor notes. If an illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction immediately.

2. **Illness of immediate family member** – Illness of immediate family (mother, father, grandparents, brother or sister) members – Parents or guardians should contact the principal before the absence when possible, to arrange a suitable time of absence as determined by the emergency circumstances. The principal may require written verification.

### **3. Death**

- a. In the immediate (mother, father, grandparents, brother or sister) family – Three (3) days will be excused. Additional days will be at the discretion of the principal.
- b. Of others – The principal may approve as an excused absence with appropriate documentation.

4. **Religious holidays** regularly observed by persons of the student's faith because of the observance of a day set aside as sacred by a recognized religious denomination of which the student is a member or adherent, where such religion calls for special observances of such day. The principal may require a statement from the minister or other person recognized by the given religious group.

5. **Required court appearance** – T.C.A. 49-6-3002 (c) (1) Notwithstanding any law to the contrary, if a student is unable to attend regular class pursuant to a summons, subpoena, court order, statute or rule, then the student's absence shall be an excused absence and the student shall be afforded the opportunity to complete all assignments missed for this purpose. Verification from authorities must be provided.

**The above shall not apply if a student's absence is:**

- a. The result of a commission of a delinquent act and notice of intent to transfer the student to criminal court has been provided pursuant to §37-1-134; or
- b. For the detention purposes pursuant to §37-1-114(c)  
Verification from authorities must be provided.

6. **Unscheduled disasters** – Example: destruction of a home, flood, tornado, or other extreme weather conditions.

7. **Principal Discretion** – Circumstances, with appropriate documentation, which, in the judgment of the principal, constitutes a good and sufficient cause of absences from school. Maximum of five (5) days allowed per year.

8. **Active Military Service** – Students with parents that are active military can be excused from school for up to ten total days per school year for the following:

- a. Visitation when the member is granted rest and recuperation leave and is stationed out of the country.
- b. Visitation during the member's deployment cycle.
- c. A one (1) day excused absence is provided for students when their parent(s) or custodian is deployed and/or returns from active military service as part of their ten excused days per year.

The Student shall provide documentation to the school as proof of the service member's deployment and/or return from deployment.

Students shall be permitted to make up school work missed during the excused absence.

#### **Unexcused Absences**

1. Students who are absent for reasons not covered in the provisions as described under "Excused Absences" are considered "unexcused". Daily class work may be made up for a grade and the student may make up tests or project assignments. A grade of no higher than 84 (C) shall be used for credit purposes on an unexcused absence make-up test, daily work, and assignments.

2. Students who have had five (5) or more unexcused absences within a school year have violated the attendance laws of the state of Tennessee. The name of each child who is absent without excuse for five (5) days during the school year must be reported to the Director of Schools or his designated representative, as required by T.C.A. 49-6-3007. This refers to a total of five days and does not necessarily mean five consecutive days. The Director of Schools will then serve, or cause to be served, on the parent or guardian a written notice that attendance is required. If the parent or guardian does not assure attendance of the pupil within three days, the Director of Schools shall follow legal procedure to ensure compliance with the attendance law.

3. Out of school **suspension is an unexcused absence**, but is not a chargeable offense for truancy in Juvenile Court.

#### **Late Arrivals/Early Dismissals**

Being on time to school and class is essential for optimum teaching and learning. When a student is tardy, or leaves early, he/she disrupts the process for others and loses important learning time for himself/herself. School bus transportation is provided free of charge to students of Wilson County. For this reason, tardies and early dismissals related to car problems, traffic, oversleeping, etc., are not valid reasons for tardiness. To receive an excused tardy when late to school or leaving early, the student must have either:

- A. A doctor's statement;
- B. An official court notice;
- C. A parent conference or a parent's telephone call and approval by administration;  
(Personal illness would be excused up to five (5) days per semester for illness without a doctor's note.)
- D. Principal Discretion – Circumstance, with appropriate documentation, which, in the judgment of the principal constitutes a good and sufficient cause for being tardy or leaving early from school. Maximum of five (5) days allowed per year.

The school principal will pursue available means to facilitate and persuade the student's return to regular attendance, as noted in the code of conduct. If the student's attendance does not improve significantly, both the student and parent(s) or guardian(s) may be subject to court action.

#### **Approved School Related Activities**

Students who are attending approved school related activities that are school sponsored and school supervised shall be counted as present. Prior approval is required. Local, county or state activities that are closely aligned with school organizations may also be considered as school related. These school sponsored activities will not count toward the exam exemption of limit of three (3) excused absences.

#### **Positive Incentives for Good Attendance Grades K-12**

Individual schools are encouraged to provide positive incentives for regular attendance.

#### **Exam Exemption - Board Policy #4.600 – Grading System (in part)**

A student having a 90 or higher average from the two nine week grading periods and having three (3) or fewer excused absences will be exempted from the semester exam, if the student desires. When a student is exempted from the examination, the semester average will be the average of the two grading periods and any state mandated exam. Any unexcused absence will disqualify the student from semester exam exemptions. A student will be eligible for an exam exemption on a semester by semester basis. If a student who qualifies for exam exemption elects to take his/her semester exam, the resulting exam grade shall not lower his/her semester average below the average of the two quarter grading periods.

**Attendance Supervisor:** The attendance supervisor shall oversee the entire attendance program, which shall include:

- A. All system-wide accounting and reporting procedures;
- B. Ensuring that all school-age children attend school;
- C. Observing and enforcing all county attendance policies and state attendance laws; and
- D. Notifying the Department of Safety whenever a student with a driver's permit or license is revoked due to grades and/or attendance.

**Principal:** The principal shall be responsible for ensuring that:

- A. Attendance is checked and reported daily for each class;
- B. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
- C. All student absences are followed up;
- D. Determination is made if an absence is excused or unexcused, based on criteria approved by the Wilson County Board of Education;
- E. System-wide procedures for individual accounting and reporting are followed;
- F. An attempt is made to contact, individually by telephone or electronically, each day the parent/guardian of each student who is absent (principal or his/her designee K-12);
- G. An attempt is made to contact parents/guardians to schedule attendance compliance meetings, individually by telephone and if not successful, by letter of all K-12 students who have missed five (5) unexcused days or more prior to ten (10) unexcused days (principal or his/her designee);
- H. Each student receives a copy of the attendance policy; and
- I. Said policy is explained in a homeroom or assembly meeting.

#### **Confidentiality**

Student attendance records shall be given the same level of confidentiality as student records. Authorized school officials for legitimate educational purposes only may have access to student information without the consent of the student or parent/guardian. (T.C.A. 10-7-504; U.S.C.A. 20-1232g)

#### **Eighteen-Year Old Absenteeism (Unexcused)**

A student who is eighteen years of age and has missed five or more unexcused days will be referred to the principal. After meeting with the student, the principal will send a letter to the student's parent or guardian informing him/her of the consequences of non-attendance. (Said letter shall advise parents of the possible *transfer to the Adult High School* if student misses ten or more unexcused days.) After the student has missed ten (10) or more unexcused absences, he/she may be dropped from the roll of the school.

#### **Change of Address**

Parents are reminded to notify the school when there is a change of address, telephone number, custody, etc.

### **Driver's License Revocation**

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least two (2) full unit subjects on the block schedule or their equivalency at the conclusion of any subsequent grading period.

A student shall be deemed deficient in attendance when he/she drops out of school or has more than ten (10) consecutive or fifteen (15) days total in unexcused absences during a single semester. Suspensions shall be considered unexcused absences.

### **Head Lice Information**

**\*Head Lice – up to three (3) days may be excused per infestation.** Your school nurse can provide information on treatment and procedures.

### **Homebound / Hospitalization Information**

The purpose of the homebound / hospitalization program is to provide instruction while the student is medically incapable of participation in regular classroom activities. The State of Tennessee Department of Education has written guidelines for the use of homebound. Their definition of medically incapable is "fragile". Homebound services will be approved only if there are no other modifications that can be made to allow them to remain in school. Through the assistance and approval of the principal and school counselors, accommodations can be made to allow for students that need assistance in changing classes or carrying books, modified schedule, etc. to continue school attendance. There is no substitute for in-school instruction. A student will best benefit from the social and academic interaction and classroom instruction. In some situations, students will benefit from the one on one instruction of homebound; the purpose of homebound instruction is not to improve grades that have declined from previous absences or other outside influences. Homebound services cannot be requested for a student in order for them to care for an infant or elderly family member.

Placement in the program should be viewed as a **temporary intervention**. Homebound service consists of two (2) home visits per week for 1 ½ hours per visit. All students will be returned to a regular school placement, where the least restrictive educational experience can be provided, as soon as possible.

Students unable to attend school **may be eligible** for homebound / hospital instruction. The student's medical or psychological disability must be fully documented and verified by his/her attending physician or psychiatrist. **Medical documentation** (i.e. progress/soap notes, admission and discharge summary, etc.) and a fully completed Homebound Referral packet must accompany any request for homebound instruction. Upon receipt of all required documentation, a determination will be made regarding your child's eligibility for homebound services.

- The parent is responsible for the completion and return of the Homebound Packet. Do not expect the physician to send it from his office. Only the original paperwork will be accepted as application for homebound instruction. The appropriate medical documentation must accompany the application packet.
- The forms filled out by your physician and returned to the Board of Education Office are reviewed by the homebound committee; and, if necessary, a follow-up with the physician's office will be made.

Please be advised that completion of the Homebound / Hospitalization Packet does not necessarily mean that homebound services will be approved. Decisions regarding your child's educational placement are made by a committee at the Board of Education and are based on the recommendations and information received from the appropriate specialists. While awaiting a decision regarding your child's placement to homebound, it is your responsibility to get assignments and materials from the school in order to keep your child current in his/her work. If your child is approved for homebound services, the homebound teacher will not be responsible for work that should have been completed during the waiting period.

### **STUDENT DIRECTORY INFORMATION PROCEDURES**

**Directory information** includes: name, address, major field of study, participation in official activities/sports, weight and height of members of athletic teams, dates of attendance, awards received, and most recent educational agency attended by the student. Parents or eligible\* students shall have two weeks following the receipt of notification of these provisions in the Agenda booklet to advise the school of any or all of the items which they refuse to permit the school system to designate as directory information about said student. This notification must be in writing (a letter to the principal's office), and any stipulated restrictions will be marked on said student's

school records by the records custodian, who will also notify appropriate staff. The designation shall remain in effect until said student changes schools or until it is modified by the written direction of the student's parent(s) or the eligible student. Student directory information for 11<sup>th</sup> and 12<sup>th</sup> grade students shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the state or of the United States, unless otherwise stipulated by the parent(s) or eligible student.

(\*The student becomes an "eligible student" when he/she reaches age eighteen or enrolls in a post-secondary school.)

**Statistical information** not identified with a particular student may be released to any person, agency, or the public.

### **ACCEPTABLE USE POLICY – STUDENTS**

All Wilson County Schools have access to computers, networks, and the Internet. A small minority has made objectionable materials available over the internet, and Wilson County Schools will take every precaution to restrict access to this information by students. We believe that the valuable information available on the internet far outweighs the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending, acquiring, or developing objectionable material over the internet on school equipment.

#### **Students must follow these guidelines at all times:**

- Never download or install any software without your teacher's permission. (Includes CD, video, DVD, and wireless devices)
- Never tamper with technology equipment that does not belong to you.
- School computers may not be used for personal e-mail.
- No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.
- Wilson County Schools does not condone and specifically forbids the unauthorized duplication of software.
- Students will abide by all copyright laws.

*According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied and criminal penalties, including fines up to \$250,000 per work copied and imprisonment of up to 5 years per title copied.*

A student's use of the computer, network, internet, and other technology equipment in Wilson County Schools is a privilege and not a right and the use of this privilege may be revoked at any time, for any reason. As a condition of the students' use of the computers, networks, and internet, they will abide by the above Terms and Conditions for Technology/Internet Use at Wilson County Schools, and by any future terms or conditions that may be developed. Disciplinary action will be taken if they are found abusing any computer, network, internet, or other technology equipment privilege. This policy will be updated throughout the year as conditions warrant.

The Acceptable Use Policy with current updates may be found at:

<http://www.wcschools.com/information-for-students/acceptable-use-policy/>

### **NOTICE OF NON-DISCRIMINATION**

The Wilson County School System does not discriminate due to age, race, color, gender, national origin, disability, religion, creed, or veteran status in the provision of services, in programs or activities, or in employment opportunities or benefits. The lack of English language skills will not be a barrier to admission and participation in educational programs. Translation services are available at each school and at the Central Office. Inquiries concerning Title VI or Title IX of the Civil Rights Acts should be directed to Chuck Whitlock at 615- 444-3282. Inquiries concerning Section 504 should be directed to Dawn Bradley at 615-444-3282. Inquiries concerning the American with Disabilities Act should be directed to Mickey Hall at 615-444-3282.

### **UNSAFE SCHOOL CHOICE POLICY**

#### **Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Stan Moss, Attendance Supervisor, at 615-444-3282.

### **NOTICE OF ASBESTOS MANAGEMENT PLAN**

The Wilson County Board of Education, in compliance with AHERA Regulations, has on file an Asbestos Management Plan located in each Principal's office in the Wilson County School System, Wilson County School Bus Garages, and the office of the Director of Schools at 351 Stumpy Lane, Lebanon, TN 37090. These documents are open to public inspection. Questions may be directed to Mickey Hall, Deputy Director of Schools, Wilson County Schools, by calling 615-444-3282.

### **EDUCATION – THE RIGHT OF EVERY CHILD**

Every child can learn. Children with disabilities are, first and foremost, children. Therefore, they are entitled to the benefits and rights the law gives children. The local government and school districts in Tennessee will make the same effort for children with disabilities as for children without disabilities.

Tennessee's Individuals with Disability Education Act makes special provisions for children with disabilities.

The State must provide free public education to each and every child age 3-21 who has a disability.

All local public education systems are to maintain a program to locate and identify, at the earliest possible age, all children who need services. Parents must be involved in decisions concerning their children.

All Tennessee school systems must evaluate the educational needs of students with disabilities at least once a year. School systems must design programs of public education services sufficient to meet the needs of children with disabilities and work with parents to determine the needs of their children.

Schools must keep parents informed of their children's progress. Education should be provided in as normal a setting as possible, as close to home as possible.

Public school systems shall provide or secure the regular and special education needed for children to benefit from a free public education appropriate to their needs. They must secure the informed consent of parents or guardians for all placement or changes of placement of children with disabilities.

Due process for children with disabilities and their parents entitles them to the right to an impartial hearing and the right to appeal decisions. The Wilson County Public School System provides appropriate educational programs for children with disabilities in Wilson County. Anyone who has a child with a disability between the ages of 3 and 21 who needs a special program should contact the Department for Exceptional Children, 351 Stumpy Lane, Lebanon, TN, 615-444-3282.

### **PARENTS' RIGHTS**

Parents have the right to inspect and review education records at their child's school and to request an amendment of these records from a school official. Parents must also consent to disclosure of personally identifiable information from educational records except as specified by law.

### **FAMILY ENGAGEMENT POLICY**

In an attempt to increase student achievement, the Wilson County School System is committed to involving and engaging families in an effort to improve communication between the school system and the home.

Wilson County's policy components include the following:

- Meaningful involvement of all families in the development of the district family engagement policy
- A design to improve parent and teacher cooperation in such areas as homework, attendance, and discipline; that includes procedures by which parents/families may learn about the course of study for their children with access to all learning materials
- Provision of support to assist families in understanding local, state, and federal standards through technical support and the use of specific, measurable goals that are research based
- An annual school and district assessment that is clear and meaningful and relates to student achievement
- Support for families in understanding state academic content standards and curricular materials in an effort to build capacity of families to be involved in their child's academic experiences
- Recognition that parenting skills are important to successful school achievement and provision of funds devoted to training directed toward effective parenting practices
- Provisions for families to become involved in district level and school level decision making
- Ongoing and meaningful professional development for all professional, support staff, and families in specific areas that support successful family engagement
- Effective development and implementation of district and school based family engagement programs embedded in the budget process to ensure ongoing commitment and continuous improvement

**WILSON COUNTY SCHOOLS**  
**CALENDAR**  
**July 2016 – May 2017**



**July 2016**

- 27 Administrative Day
- 28 Professional Dev. Day
- 29 Administrative Day

**August 2016**

- 1 Full Student Day
- 4 Admin Day – No Students

**September 2016**

- 5 Labor Day Holiday  
No School

**October 2016**

- 4 End of 1<sup>st</sup> Nine Weeks Grading  
Period
- 10-21 Fall Break

**November 2016**

- 8 Professional Dev. Day –  
No Students
- 23-25 Thanksgiving Holiday/Break

**December 2015**

- 21 End of First Semester
- 22-31 Winter Break

**January 2017**

- 1-4 Winter Break - No School
- 5 Professional Dev. Day –  
No Students
- 6 First Student Day of Second Semester
- 16 Martin Luther King, Jr. Day – No School

**February 2017**

- 20 Professional Dev. Day - No Students

**March 2017**

- 10 End of 3<sup>rd</sup> Nine Weeks Grading Period
- 13-17 Spring Break – No School

**April 2017**

- 14 Good Friday
- 17 Professional Dev. Day – No Students

**May 2017**

- 24 Last Day for Students
- 25 Administrative Day for Teachers
- 25-27 Graduation Window

Parent-Teacher Conferences will be scheduled by the individual schools. Parents will be notified by their child(ren)'s school of the date and time of the Parent-Teacher Conferences, and dates will be posted on the district and schools' websites.

**2016-2017  
WILSON COUNTY SCHOOLS  
FEE SCHEDULE**

**Maximum fees that may be requested for the following courses in grades 9 – 12**

<b>AP* Biology</b>	<b>\$20.00</b>	<b>Drama, Theatre, Dance</b>	<b>\$10.00</b>
<b>AP* Chemistry</b>	<b>\$20.00</b>	<b>English</b>	<b>\$ 3.00</b>
<b>AP* Physics</b>	<b>\$20.00</b>	<b>Family/Consumer Science (Lab Fee)</b>	<b>\$15.00</b>
<b>AP* Studio Art</b>	<b>\$30.00</b>	<b>Foreign Language</b>	<b>\$ 3.00</b>
<b>All other AP* Courses</b>	<b>\$10.00</b>	<b>Math</b>	<b>\$ 3.00</b>
<b>Art I, II, III, &amp; IV</b>	<b>\$20.00</b>	<b>Physics</b>	<b>\$10.00</b>
<b>Band</b>	<b>\$10.00</b>	<b>Social Studies</b>	<b>\$ 3.00</b>
<b>Biology I, Biology II, Ecology, Geology</b>	<b>\$10.00</b>	<b>CTE* - All other classes (Agriculture, Horticulture, etc.)</b>	<b>\$10.00</b>
<b>Chemistry, Physical Science</b>	<b>\$10.00</b>	<b>*Advance Placement</b>	
<b>Chorus</b>	<b>\$10.00</b>	<b>*Career Tech Education</b>	

**Maximum fees that may requested for the following courses in grades 6-8**

<b>Band</b>	<b>\$10.00</b>	<b>English</b>	<b>\$3.00</b>
<b>Physical Science</b>	<b>\$10.00</b>	<b>Math</b>	<b>\$3.00</b>
<b>Chorus</b>	<b>\$10.00</b>	<b>Social Studies</b>	<b>\$3.00</b>
<b>Drama, Theatre, Dance</b>	<b>\$10.00</b>	<b>Science</b>	<b>\$3.00</b>
<b>CTE (Family/Consumer Science, Agriculture, etc.)</b>	<b>\$10.00</b>	<b>All other Exploratory</b>	<b>\$3.00</b>

**Maximum fees that may be requested for grades Pre-K –5**

General materials and supplementary educational items	\$15.00
Consumable supplies at each grade level	\$25.00

**We regret the necessity for this request. Our schools use the fee money collected to purchase supplementary materials that maximize our students' educational opportunity.**

### **SPECIAL NOTES:**

1. Money collected for instructional supplies and materials is used by the class or department in which it is collected to supplement money received through the regular county budget. It is used to purchase expendable supplies such as copy paper, consumable workbooks, etc.
2. Waiver of fees is possible if the student has been verified for and receives free and reduced price school lunches.<sup>1</sup> At the beginning of the school year, each principal shall be responsible for providing information to all students and their parents/ students who receive free or reduced price lunches.
3. Waivable fees include those listed above. Other fees, such as fees for summer school, graduation fees and diploma, or student records, may be requested.
4. Non-waivable fees include fines for late-returned, damaged or lost library books, damaged or lost textbooks, workbooks, student parking permit fees (at a maximum of \$20.00 for the school year), lock rental fees, fines for parking violations while on school property, costs for extracurricular activities, non-resident tuition charges, security deposits for use of school property for participation in extracurricular activities, and any debts incurred pursuant to TCA Rule 0520-1-3-03(13), withholding of student grades for debts owed to the school.
5. All matters related to the collection and/or waiver of fees shall be treated as confidential information from parents, students, teachers and the school administration.
6. Fee refunds are available upon request provided the class is dropped and/or student's transfer/withdrawal is accomplished before the end of the first grading period per term (excluding expulsion, suspension, or transfer to MAP Academy).

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<sup>1</sup> TCA 49-2-114 (a)

**Wilson County Schools**  
**SCHOOL-PARENT CONTRACT**

Pursuant to TCA 49-6-7004(c) the Wilson County School District sets forth the following:

Wilson County Schools and the parents of the students participating in activities, services, and programs, agree that this contract outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent contract is in effect during the 2016-17 school year.

**School Responsibilities**

**As school personnel, we will do the following so that students are successful:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - Provide assistance to parents so they can help students meet and exceed state standards (what students are expected to learn)
  - Provide activities to help students learn how to think and develop study skills
  - Use engaging activities in the classroom to make learning enjoyable
  - Incorporate technology and resources beyond the textbook in lessons
  - Have high and demanding expectations for every student
  - Stay up to date on the latest research and best practices
  
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**
  - As formally set by each individual school and posted on school and district websites
  - As requested by teacher, administrator, or parent
  
- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
  - Mid nine week progress report
  - Nine week progress report
  
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**
  - During teacher's planning time by appointment
  - Parent/Teacher Conferences
  
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

There are many opportunities to volunteer in your child's school. Please contact the school office for a list of these opportunities. You may contact your child's teacher to make an appointment to observe in your child in your child's classroom.

**Parent Responsibilities: As a parent/guardian/caring adult I want my child to achieve. Therefore, I will encourage him/her by doing the following:**

- Review and sign report cards
- Ensure that my child arrives at school each day, on time, and ready to learn.
- Review homework assignments and offer assistance when needed.
- Demonstrate interest in the student's well-being by attending school functions and supporting the student's school activities.
- Make every effort to attend parent teacher conferences
- Monitoring amount of television/video games/internet their children view.

- Volunteering in my child’s classroom.
  - Participating, as appropriate, in decisions relating to my children’s education.
  - Promoting positive use of my child’s extracurricular time.
  - Staying updated on state standards ([www.state.tn.us/education/curriculum.shtml](http://www.state.tn.us/education/curriculum.shtml)) and Common Core State Standards ([www.corecommonstandards.com](http://www.corecommonstandards.com)) which outline what my child is expected to learn for current grade level.
  - Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

**In signing a contract, the parent shall agree to maintain within the parent’s best efforts involvement with the parent’s child’s education to the extent required by the contract.**

**If any obstacles or extenuating circumstances hinder and/or prevent me from a full commitment I will offer an explanation to the appropriate administrator (s) or staff member (s).**

**Student Responsibilities (revise as appropriate to grade level)**

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. As a student it is important that I work to the best of my ability. Therefore, I will do the following:

- Attend school regularly and be on time every day
- Come to school each day with pencils, paper, and other tools for learning
- Complete and return all assignments on time and ask for help when needed
- Give my best effort to meet and exceed state standards (what I am expected to learn) for my grade level
- Respect and cooperate with other students and adults
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent(s)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Wilson County Schools  
351 Stumpy Lane  
Lebanon, TN 37090

Telephone: (615) 444-3282  
Fax: (615) 449-3858

July, 2016

Dear Parent/Guardian:

These agenda books are provided to students in the Wilson County School System. As a parent/guardian, please take time to familiarize yourself with the information contained in the agenda book.

**THIS LETTER MUST BE SIGNED, DETACHED, AND RETURNED TO YOUR CHILD'S TEACHER OR SCHOOL OFFICE INDICATING YOU HAVE READ AND UNDERSTAND THE POLICIES OF THE WILSON COUNTY SCHOOL SYSTEM.**

Dr. Donna Wright  
Director of Schools

1) I DO or DO NOT wish for my child to have Internet access at school. \_\_\_\_\_  
(circle one) Parent/Guardian Signature

2) I have read and understand the information contained in the school and/or district handbook, to include the School-Parent Contract, which has been provided to my child.

\_\_\_\_\_  
Signature – Parent/Guardian Student's Name

\_\_\_\_\_  
Complete Current Physical Address (No PO Box Numbers)

3) Will your child ever need bus transportation? (Even if only 1 time per year)

Yes \_\_\_ No \_\_\_ A.M. \_\_\_ P.M. \_\_\_

\_\_\_\_\_  
School Date

4) Do you agree to allow your child to be photographed and/or videotaped to appear in media outlets and/or social media?

Yes \_\_\_ No \_\_\_