

PARENT & STUDENT HANDBOOK

2026-2027



Excellence in all we do!



615-444-3282



www.wcschools.com



415 Harding Drive

Lebanon, TN 37087



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The Parent and Student Handbook is intended to inform our families of some of the Wilson County School's policies and administrative rules, regulations, guidelines and procedures. This is not an exclusive list of Board policies. For a complete list of policies refer to the Wilson County Board of Education Policies which can be found on line at www.wcschools.com. The policies or procedures set forth in this Handbook may be revised, modified or amended, in which case the most current policy or procedure will govern. The online version of this publication is the governing document. Therefore, all printed versions of this document are unofficial copies. For electronic access, please visit www.wcschools.com.

Director's Message

Dear WCS Families,

Welcome to the 2026-2027 school year!

As we begin another exciting year, I would like to take this opportunity to introduce myself to those who may not know me. In the spring of 2026, the Wilson County Board of Education selected me to serve as your Director of Schools, and I am truly honored and excited to take on this role.

I have proudly served Wilson County Schools for several years. I was lead principal of Wilson Central High School and most recently served as the district's Deputy Director of Operations. These experiences have given me a deep appreciation for our outstanding students, dedicated employees, supportive families and strong community partnerships. I'm grateful for the opportunity to continue serving this exceptional district.

As we move forward together, please know that our teachers, administrators and staffs remain committed to providing the highest quality educational experience for every student. From building strong foundations in our elementary schools to preparing students for college, careers, and life beyond high school, our focus remains on helping each child reach their full potential.

We recognize that education extends beyond academics. Schools play a vital role in fostering character, leadership, creativity, and personal growth. Each day, we will strive to provide positive learning opportunities in a safe, supportive and engaging environment where students can thrive.

The success of Wilson County Schools is made possible through the collective efforts of our employees, families, community partners and supporters. I'm incredibly thankful for the strong relationships that exist throughout Wilson County and look forward to strengthening those connections in the years ahead.

Student and staff safety will continue to be one of our highest priorities. With dedicated School Resource Officers assigned to every school and ongoing investments in safety measures and security protocols, we remain committed to maintaining secure learning environments across our district.

I also believe strongly in open communication and transparency. I encourage you to reach out with any questions, concerns, or ideas as we work together to support our students and schools.

Thank you for your continued partnership and trust in Wilson County Schools. I look forward to a successful and rewarding school year as we prepare our students for bright futures ahead!

Sincerely,

Travis Mayfield
Director of Schools
Wilson County 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!

RESOURCES

INFORMATION ONLINE

Our website, www.wcschools.com, contains information on a variety of topics, including school lunch menus, academic requirements, school lists and school zoning, and transportation information.

CALLOUTS

Wilson County Schools uses a callout system to share important news and information with families. You will receive recorded calls from the school district and your student's school.

Callouts are also available in other languages. If you are not receiving notifications; verify your information, including your phone number, in Skyward Family Access and update if needed. Contact your student's school if your information is correct, and you aren't receiving notifications. If your phone number changes, please update with your school to ensure you continue receiving our calls.

WILSON COUNTY SCHOOLS SKYWARD PORTAL

Skyward is a web-based tool that helps families stay connected to their student's classroom. It lets families see real-time grades, homework, attendance information, discipline information and more. It allows for greater communication between teachers and families through emails, messages and mobile alerts. The Family and Student Access is available online and on mobile devices. Schools will provide instructions to access the Family Portal. Contact your school administrator for questions.

DOWNLOAD OUR MOBILE APP

WCS has a free app available to download from both the Apple and Google Play stores. The mobile app provides news about schools.

WCSCHOOLS.COM

Have a question, comment, or concern for Wilson County Schools, but not sure who to direct it to? WCSCHOOLS.COM allows you to submit your communication. To submit a message, go to www.wcschools.com and click on the "Contact Us!" link on the webpage.

WILSON COUNTY BOARD OF EDUCATION

School Board Members' contact information may be found at www.wcschools.com. The Board of Education meets at least once a month in regular session. These meetings are open to the public and are held at the Wilson County Schools Administrative and Training Complex located at 415 Harding Drive, Lebanon, TN 37087. Anyone wishing to address the Board of Education should contact the Board Secretary at 615-444-3282.

WILSON COUNTY SCHOOLS BOARD POLICIES

You may find all of Wilson County Schools Board policies using the following link:

<https://go.boarddocs.com/tn/wcschools/Board.nsf/Public>

CONTACT WILSON COUNTY SCHOOLS	
	Wilson County Schools 415 Harding Drive Lebanon, TN 37087
	615-444-3282
	www.wcschools.com
	www.facebook.com/WilsonK12Tn
	@Wilsonk12tn
	@Wilsonk12tn

Programs and Services for Students

Wilson County Schools offers a variety of programs aimed to support students and ensure high level of academic attainment and growth.

CAREER & TECHNICAL EDUCATION

Career and Technical Education (CTE) equips students with the skills and

The high school graduation rate for students with a CTE concentration is 99.61%!

knowledge needed to succeed in a wide range of high-demand, skilled careers. CTE courses are available at both

middle and high school levels, offering hands-on learning opportunities and practical training in essential workplace competencies. To learn more, contact your student's guidance counselor.

ENGLISH AS A SECOND LANGUAGE PROGRAM

Federal funding is provided to help ensure that students who are limited English Proficient attain English language proficiency, develop high levels of academic attainment in English, and meet the state academic standards. *For more information, contact the ESL Coordinator at 615-444-3282.*

SPECIAL EDUCATION

Students who are eligible for an individualized education program (IEP) are served by our Special Education Department. When deemed appropriate by an IEP Team, the District provides a variety of services to students.

If You Suspect Your Student Has an Education Disability Families who suspect their student has a disability may request in writing that their student's school start the support team process (S-Team process). *For more information, call the Special Education Department at 615-444-3282, ext. 7316.*

THE FAMILY RESOURCE CENTER

The Family Resource Center provides educational support and resources to all students and families in all schools in Wilson County. The Family Resource Center provides the following services: Referrals for public services, Referrals for eye exams and glasses, Parenting information, Backpack or Kids Weekend food program, and Group meetings through Wilson County Parents as Teachers; Aid with needs such as food, clothing, school supplies, etc... *For more information about the Family Resource Center, please contact your student's school counselor or call 6154443282 ext. 7415 or 7417.*

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. *More information about our Kids Club Program, including registration, can be found online.*

VOLUNTARY PRE-KINDERGARTEN PROGRAM

The Voluntary Pre-Kindergarten program targets an at-risk four year old, with first priority given to children whose families meet federal income poverty guidelines. The Pre-K Program helps prepare children for school by providing an opportunity for them to develop school readiness skills. *More information about our Pre-K Program can be found online www.wcschools.com in the "Students and Families" tab.*

Programs and Services for Students

PROGRAMS FOR ADULTS

Barry Tatum Academy Adult High School

The Adult High School offers an opportunity for adults who strive to earn a high school diploma. The program offers a self-paced, virtual curriculum. Certified teachers provide essential individual student instruction.

For more information, call 615-453- 3400.

The Adult Learning Center

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 more information or assistance, call 615-443- 8731.*

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination based on disability in programs and activities that receive federal financial assistance, including public schools. Its purpose is to ensure that students with disabilities have equal access to education and the same opportunities to participate in school programs and activities as their non-disabled peers.

A Section 504 Plan is a legally binding document developed by a team at your school for students who have a physical or mental impairment that substantially limits one or more major life activities (such as learning, walking, seeing, hearing, speaking, breathing, performing manual tasks, caring for oneself, etc.). This plan

outlines the specific accommodations, related aids, and services the student needs to participate fully and equitably in their education. For more information about Section 504, please contact your school counselor or the 504 Coordinator at 615-444-3282.

GIFTED/TALENTED STUDENT ENRICHMENT PROGRAMS

Pursuant to the Every Student Succeeds Act (ESSA), Wilson County Schools has developed a coordinated program designed to build and enhance the ability of our elementary and middle schools to identify gifted and talented students and meet their unique educational needs. This includes those students who give evidence of exceptional capability in intellectual, creative, artistic, leadership, or specific academic areas and who warrant services and activities not ordinarily provided in a regular school program in order to fully develop those capabilities. More information about these programs, including a program FAQ and handbook, can be found online www.wcschools.com

MCKINNEY- VENTO PROGRAM

The program is designed for the benefit of students in transition who qualify for services under the McKinney-Vento Homeless Assistance Act of 1987. If qualified, your child has the right to attend their school of zone no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice, it is feasible, and determined to be in the best interest of the child) and receive transportation to the school last attended prior to becoming homeless if requested and necessary to prevent barriers to the child's education.

For further information, contact the McKinney-Vento Liaison at 615-444-3282. Your student may qualify for consideration under McKinney- Vento if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations or if you live with friends or relatives because of the inability to afford adequate housing.

Wilson County Schools Code of Conduct

Safe and Positive Learning Environment

Providing our students with a safe and positive learning environment is a top priority of our District and community. The Wilson County Schools Board of Education has adopted a Code of Student Conduct for the District that applies to all students attending Wilson County Schools.

When does the Code of Conduct apply to students?

The Code of Conduct applies during the school day, during any school-related activity (on or off campus), at school bus stops, during transportation to and from school, or while being transported to or from a school-related activity. It can also apply to any act that takes place off of school property or outside of a school-sponsored activity if: (1) the act is directed specifically at another student(s) or district employee(s), (2) is threatening to the school's learning environment, or (3) is felonious, and creates a substantial disruption to the educational environment.

The Code of Conduct is Subject to Principal Discretion

Pursuant to State statute, principals or their designee have the authority to discipline students who violate this Code of Conduct, Board policy, or school rules. In instances where violations are severe enough to warrant doing so, a principal is authorized to apply a higher level of consequence for serious violations of the Code, even if the sanction is not included in the disciplinary options for the offense category. Additionally, numerous violations of one or more offenses may be considered cumulatively and appropriate consequences may be assigned.

Discipline of Special Education and 504 Students

Students who have an active individualized education program (IEP) or a 504 plan will be disciplined consistent with both federal regulations and their interpretations and the Wilson County Schools Code of Conduct.

Discipline of Preschool and Pre-Kindergarten Students

Preschool and Pre-Kindergarten students are not subject to this Code of Conduct. Discipline of preschool and pre-K students will be defined by the District's Preschool Parent Handbooks.

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a District staff member. Any student observing a student possessing a weapon or illegal substance on school property or at a school function shall report this information immediately to a District staff member. All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who will either impose an appropriate disciplinary sanction, if so authorized, or refer the matter to an administrator.

Due Process

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The Fourteenth Amendment forbids the State from depriving any person of life, liberty, or property without due process of law. Students facing suspension or expulsion are entitled to protection under this Due Process Clause because suspensions and expulsions deprive students of two rights: a property interest in educational benefits which the State chose to provide with compulsory attendance laws, and a liberty interest in their reputations. The basic requirements of due process are notice and an opportunity to be heard. The student shall always be treated with fundamental fairness, which means the student has a right to be fully informed about his/her alleged breach of behavior, and the student shall be provided with an opportunity to respond to such charges. The level of due process required is dependent upon the length of the suspension, generally a ten (10) day threshold. A short-term, in-school suspension that does not exclude a student from the educational process, i.e. the student remains in the school setting and is required to complete academic requirements, may not require any extensive procedural due process.

Disciplinary Appeals

If a school administrator determines that a student's conduct violates the Wilson County Schools Code of Conduct and falls under a misbehavior level that warrants a suspension of less than 10 school days, the administrator shall follow the due process procedures listed in School Board Policy 6.302 and notify the parent/guardian of the suspension. The decision of the building administrator shall be final.

If an offense has been committed that would justify a suspension for more than 10 school days, a placement at alternative school, or expulsion, the administrator will give written or actual notice to the parents of the right to appeal the decision to the student disciplinary hearing authority (SDHA). All appeals must be filed, orally or in writing, within 5 days after receipt of the notice and may be filed by the parent/guardian, student, or any other person holding a teaching license who is employed by the District if requested by the student.

The SDHA hearing will occur pursuant to School Board Policy 6.317 and Procedure 6.3171. Students will be expected to adhere to the consequences imposed by the principal until a ruling is reached by the SDHA, at which point the SDHA's ruling will apply.

Referral to Local Law Enforcement: School administrators have an obligation under State law to notify local law enforcement or the School Resource Officer if the administrator has reasonable grounds to believe that a student has engaged in any criminal offense in school, on school property, or at a school-sponsored or school-related activity on or off school property.

Searches: Any principal, or designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any school activity off campus, including buses, vehicles of students or visitors, and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of: (1) evidence of any violation of the law; (2) evidence of any violation of school rules or regulations or proper standards of student or faculty conduct; or (3) any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

USE OF METAL/WEAPON DETECTORS: To facilitate a search of students, visitors, containers, or packages, metal detectors, (including hand-held models), stationary detectors, and other devices designed to indicate the presence of dangerous weapons, drug paraphernalia, or drugs, may be used pursuant to T.C.A. 49-6-4207.

CONFISCATED ITEMS: If possession of an item is a violation of the Code of Conduct, and that item is confiscated by school officials during a school-related investigation, the confiscated item(s) will not be returned to the student. All illegal confiscated items will be turned over to the School Resource Officer.

USE OF ANIMALS: 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 pursuant to T.C.A. 49-6-4208.

Notice of Juvenile Offender Act:

Pursuant to Tenn. Code Ann. Section 55-10-701, *et seq.*, a student between the ages of 13 and 18 may be subject to the denial of driving privileges or have his/her existing driver's license suspended when the student commits any offense or engages in any of the following prohibited conduct: (1) possession, use, sale, or consumption of any alcoholic beverage, wine or beer, or any controlled substance as defined by Tennessee statutory law; or (2) possession or carrying of a weapon on school property. Schools are responsible for informing all students in grades 7-12 of the Juvenile Offender Act at or near the beginning of each school year.

Corporal Punishment:

Board of Education policy prohibits corporal punishment as a disciplinary method within Wilson County Schools. Certain physical acts against a student by school personnel (such as choking, kicking, punching, pinching, hitting with an object, etc.) are not authorized and will be considered a violation of Board policies when used as a disciplinary measure.

General Code of Conduct Definitions¹

1. Assignment to Alternative School is defined as a removal of a student from their school of zone or attendance and placement at the alternative school program. Students assigned to alternative school must attend the program until the student has earned the total amount of programmatic points assigned. Transportation will not be provided to students assigned to alternative school. If a student who has been assigned to alternative school elects to withdraw from WCS prior to completion of assigned time to the alternative school program, the student will be required to enroll and complete the assigned time before being allowed to attend any school in WCS.
2. Bus suspension is defined as removal of a student from their assigned school bus and all District-provided transportation for the period of time assigned by the school administrator.
3. Expulsion is defined pursuant to Tenn. Code Ann. 49-6-3007(h)(1) and is a removal from attendance for more than 10 consecutive school days or more than 15 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion. Expelled students will no longer be enrolled in Wilson County Schools unless the expulsion is modified by the Director of Schools.
4. Detention is defined as a period of time during or beyond the length of the regular school day that a student serves in an assigned area with direct supervision. The nature of the detention is to be determined by the principal. Failure to serve detention as assigned will result in discipline under Category 2 Offense of "Willful and Persistent Violation of the Code of Conduct."
5. In School Suspension is defined pursuant to Tenn. Code Ann. Section 49-6-3401 and refers to suspension from all school classes in excess of one school day in which the student shall attend either special classes attended only by those students who have also committed acts of misconduct or be placed in an isolated area appropriate for study. Failure to serve ISS as assigned will result in discipline under Category 2 Offense of "Willful and Persistent Violation of the Code of Conduct."
6. Restitution is defined as an agreement between the student and school that the student will attempt to restore/replace damaged property, equipment or supplies to their original condition, or reimburse the Wilson County Schools for the damaged/missing property.
7. Revocation of Parking Privileges is defined as the revocation of a student's vehicle parking privileges in school parking lots for a specified period of time to be determined by the school principal. Failure to observe revocation as assigned will result in discipline under Category 2 Offense of "Willful and Persistent Violation of the Code of Conduct."
8. Suspension is defined pursuant to Tenn. Code Ann. Section 49-6-3007 and is a dismissal from attendance at school not exceeding 10 consecutive school days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school. Suspended students will receive an unexcused absence and will be able to make up any work missed during the suspension period. Suspended students will also be considered suspended from bus transportation and from school activities. Suspended students may not be on any Wilson County Schools property without proper authorization. Pursuant to administrator discretion, suspensions may be paired with removal from extracurricular activities and/or revocation of parking privileges.

¹ All definitions provided throughout this Code of Conduct are provided to afford support and guidance to school administration, students, and parents, and are not considered to be all-inclusive or fully-defined for each infraction.

2026-2027 DRESS CODE

The goal of Wilson County Schools is to create an environment conducive to learning and appropriate for an educational setting. With this in mind, the following conditions have been adopted for students attending schools within our District. The school administrator has the discretion to implement the district code at each school building. Items of clothing not specifically covered in the list below can be prohibited at the discretion of the administration. Students in violation of the dress code will be required to change into clothes that meet the expectations outlined here. Failure to do so will result in disciplinary action.

Prohibited dress shall include, but is not limited to:

- Any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment;
- Clothing designed to be worn as undergarments or visible undergarments;
- Headwear, including but not limited to, hats, bandanas, scarves, earmuffs, hoods, sunglasses, or any other head covering (an exception will be made for headwear worn for religious beliefs or medical necessity), except as may be permitted in advance by school administration;
- Shirts and blouses that leave the midriff or chest bare or do not extend below the navel in length;
- Sleeveless shirts with straps less than 2 inches in width or without a shirt underneath;
- Pants or shorts worn below the waist;
- Any form of onesie or costume
- Pajama pants or sleepwear, except as may be permitted in advance by school administration;
- Skirts, dresses, or shorts that are shorter than 5 inches above the knee;
- Clothing with visible holes more than 5 inches above the knee (unless there is a layer of clothing under the hole);
- Inappropriate footwear that are considered unsafe, including slippers;
- Jewelry or accessories that are considered unsafe or inappropriate to the learning environment;
- Shoes that have wheels
- Any other garments or accessories that would be a distraction to the orderly educational process.
- Wearable technology including but not limited to, glasses, watches, etc...

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

Code of Conduct and School Transportation

When does the Code of Conduct apply to students who ride the bus?

The Code of Conduct applies to infractions occurring on the school bus, including while being transported to or from school and/or a school-related activity, and at school bus stops.

Principal Discretion

Pursuant to State statute, principals or their designee have the authority to discipline students who violate this Code of Conduct or Board policy. In instances where violations are severe enough to warrant doing so, a principal is authorized to apply a higher level of consequence for serious violations of the Code, even if the sanction is not included in the disciplinary options for the offense category. The severity of some actions may result in the temporary suspension from the school bus pending a review and investigation by school administration.

These temporary suspensions are intended for use in situations where the health or safety of others is significantly endangered and the student must be removed from the bus environment pending an investigation. Parents will be notified by school administration of the temporary suspension.

Transport of Hazardous Items

School buses shall not transport any items, animals, materials, or equipment that in any way would endanger the life, health, or safety of the passengers and/or the driver. These include, but are not limited to, sharp objects, live animals/creatures/bugs, glass items, large instruments or boxes that 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.

Due Process

Before an administrator imposes disciplinary sanctions, reasonable inquiry will be made to determine the truth of what occurred. The nature of this inquiry will vary in degree with the seriousness of the offense and the corresponding consequence. For minor offenses where corrective measures are taken by the bus driver, no formal procedure is required. In cases of severe offenses where there is a possibility of suspension, the student will be advised of the nature of their misconduct, questioned about the misconduct and allowed to give an explanation.

Procedure for Confiscation of Items

Bus drivers may confiscate items from students on the bus if the item itself or the student's use of the item violates this Bus Code of Conduct. The driver may hold the item at the front of the bus throughout the duration of the bus ride and return the item to the student upon the student's destination, whether that be the student's home or school. If necessary, the bus driver may give the item to a school administrator, who may then return the item to the student as deemed appropriate within the administrator's discretion.

CATEGORY 1 OFFENSES

Category 1 offenses are acts that occur on school grounds, at school-sponsored events or activities, on the school bus or bus stop, or off-campus if there is a significant impact on the school environment that disrupt the orderly operation of the classroom, school function, extracurricular activities, or transportation. The following are considered Category 1 Offenses:

1-1	Academic dishonesty
1-2	Unexcused tardies
1-3	Classroom or bus ride disruption
1-4	Disrespectful behavior
1-5	Disobedience or refusal to comply with directive from a District employee
1-6	False accusations
1-7	Forgery or falsification of identity
1-8	Gambling
1-9	Presence in an off-limits area or loitering
1-10	Profane, vulgar, or obscene language or drawings
1-11	Public display of affection
1-12	Possession, use, or transmission of over-the-counter or non-prescription drug
1-13	Skipping/Leaving class or assigned area
1-14	Vandalism
1-15	Violation of dress code
1-16	Unauthorized sale of food or non-food items
1-17	Unauthorized use of personal device
1-18	Other violations (peer conflict, horseplay, etc.)

For applicable Category 1 offenses, a citation may be issued or item confiscated if appropriate. Please note, Wilson County Schools, nor its employees, assume responsibility or liability for the loss or damage to a student's personal cell phone, communication, or other electronic device if confiscated pursuant to this Code of Conduct.

If a student commits a Category 1 offense, the school administrator has the discretion to impose one or more of the following consequences:

Grades K-5 Consequences

- In-School Conference with Student
- Parent/Guardian Conference
- In-school or after-school detention
- No Contact Agreement
- Removal from classroom
- Restitution from loss, damage, or stolen property
- Restriction of Attendance at School-Sponsored Activities
- In-School Suspension (1-5 days)
- Suspension from school bus (1-5 days) for transportation-related conduct
- Short-term removal from class

Grades 6-12 Consequences

- In-School Conference with Student
- Detention or Other Extended School Time Options
- No Contact Agreement
- Parent/Guardian Conference
- Removal from Classroom
- Revocation of Parking Privilege
- Restitution from loss, damage, or stolen property
- Restriction of Attendance at School-Sponsored Activities
- In-School Suspension (1-5 days)
- Suspension from school bus (1-5 days) for transportation-related conduct
- Short-term removal from class

Category 1 Definitions

1. Academic dishonesty is defined as plagiarism (which may include the use of artificial intelligence (AI)), cheating on tests, copying assignments or papers, placing parent/teacher signature on a document.
2. Unexcused tardy is defined as the repeated failure to report to school, class, or other instructional area within the time limits set by the school. Teachers or administrators may impose penalties for an unexcused tardy.
3. Classroom or bus ride disruption is defined as the failure to comply with or follow established classroom procedures or intentional acts, behaviors, or conduct in the classroom or school building which disrupts the safe and orderly educational process; or failure to comply with or follow established bus safety procedures or intentional acts, behaviors, or conduct on the bus or at a bus stop which disrupts the safe and orderly transport of students on the bus.
4. Disrespectful behavior is defined as any act of disrespect, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend someone.
5. Disobedience or refusal to comply with directive from a District employee is defined as willfully disobeying the authority, including refusing to be searched, by a District employee authorized to exercise such authority at school, at a school-sponsored activity, or on the bus
6. False accusations is defined as a claim or allegation of wrongdoing that is untrue and/or otherwise unsupported by facts that a student knows is untrue.
7. Forgery or falsification of identity is defined as falsely or fraudulently signing or altering a document such as hall pass, early dismissal note, progress report, absence excuse, etc., and shall also include impersonating another student, falsely identifying oneself or others, or refusing to identify oneself when asked to do so by a teacher or administrator.
8. Gambling is defined as participation in games of chance for money or other things of value.
9. Presence in an off-limits area or loitering is defined as a student's unauthorized presence in any school area.
10. Profane, vulgar, or obscene language or drawings is defined as using profane, vulgar, or obscene language or gestures, as well as creating profane, vulgar, or obscene drawings.
11. Public displays of affection include acts of physical affection or intimacy inappropriate to an educational setting as determined by school administration.
12. Possession, use, or transmission of over-the-counter or non-prescription drug is defined as the possession, use, or transfer of over-the-counter or non-prescription drugs not in compliance with School Board Policy 6.405 while on school property, including a school bus.
13. Skipping/leaving class or assigned area is defined as the unauthorized or unexcused absence from a scheduled class or school without obtaining consent of the proper school authority.
14. Vandalism under Category 1 is defined as intentionally or recklessly causing damage to property of another person or the school building in a nominal amount.
15. Violation of dress code is defined as noncompliance with the dress code included in the Wilson County Schools Code of Conduct.
16. Unauthorized sale of food and non-food items is defined as the personal selling of food, candy, school supplies, and other non-food items without the prior written authorization of school administrators

17. Unauthorized use of personal electronic device is defined as the use of personal electronic devices, including, but not limited to, cellular phones, A.I. glasses, and tablets, inside classrooms, unless expressly authorized by the teacher, educational assistant, or other school staff.
18. Other violations (peer conflict, horseplay, etc.) is defined as intentional verbal and physical acts, behaviors, or conduct within the school building, during a school-sponsored activity, or on the school bus which disrupts the safe and orderly educational process.

CATEGORY 2 OFFENSES

Category 2 offenses consist of more serious behaviors that occur on school grounds, at school-sponsored events or activities, on the school bus or bus stop, or off-campus if there is a significant impact on the school environment that do not represent a direct threat to the health and safety of others, but have educational consequences serious enough to require corrective action from a school administrator. The following are considered Category 2 offenses:

2-1	Continuation of unmodified Category 1 behaviors
2-2	Aggressive behavior that is verbal or physical intimidation toward a student or district employee
2-3	Inappropriate use of an electronic device, including a cell phone
2-4	Inappropriate use of technology or violation of Acceptable Use Policy
2-5	Inappropriate, careless or reckless behavior
2-6	Leaving school, or school bus, without permission
2-7	Stealing or possession of stolen property
2-8	Trespassing on school property or at a school-related event
2-9	Profanity, vulgarity, or obscenity towards a district employee
2-10	Breach of discipline order or student support plan

For applicable Category 2 offenses, a citation may be issued or item confiscated if appropriate. Please note, Wilson County Schools, nor its employees, assume responsibility or liability for the loss or damage to a student's personal cell phone, communication, or other electronic device if confiscated pursuant to this Code of Conduct.

If a student commits a Category 2 offense, the school administrator has the discretion to impose one or more of the following consequences:

Grades K-5 Consequences

- Detention or Other Extended School Time Options
- Parent/Guardian Conference
- In-school or after-school detention
- Removal from classroom
- Restriction of Attendance at School-Sponsored Activities
- Restitution from loss, damage, or stolen property
- In-School Suspension (1-5 days)
- Short-term Suspension (3 days or less)
- Suspension from school bus (1-5 days) for transportation-related conduct

Grades 6-12 Consequences

- Detention or Other Extended School Time Options
- Removal from Classroom
- Revocation of Parking Privilege
- Restriction of Attendance at School-Sponsored Activities
- Restitution from loss, damage, or stolen property
- In-School Suspension (1-5 days)
- Short-term Suspension (3 days or less)
- Suspension from school bus (1-5 days) for transportation-related conduct

Category 2 Definitions

1. Continuation of unmodified Category 1 behaviors refers to a student's repeated violation of Category 1 offenses that continues after Category 1 discipline has been implemented.
2. Aggressive behavior that is verbal or physical toward a student or district employee is defined as inciting or reactionary behavior that can cause physical or emotional harm to other students or district employees.
3. Inappropriate use of an electronic device (wearable and non-wearable), including a cell phone, A.I. Glasses, watches, etc.. is defined as the use or display of electronic devices for non-educational purposes or without the permission of the teacher or school administrator or using the device for inappropriate purposes as determined by school administration.
4. Inappropriate use of technology or violation of Acceptable Use Policy refers to the misuse of school technology that in any way disrupts or degrades the school or District's technology infrastructure or violated the Acceptable Use Policy.
5. Inappropriate, careless or reckless behavior is defined as unintentional behavior that threatens to or causes injury or property damage or intentional behavior that causes or may cause unintentional injury or property damage.
6. Leaving school, or school bus, without permission or authorization: Once a student arrives at the school campus he/she may not elope or leave, unless authorized to do so, until the end of the student's scheduled day. The parking lot is off limits during school hours. Returning to school after leaving without permission may be considered reasonable suspicion to conduct a search. Similarly, once a student boards a school bus, he/she may not leave, unless authorized to do so, until the end of the student's bus route (school or the student's authorized bus stop established pursuant to Board Policy 3.401).
7. Stealing or possession of stolen property is defined as taking, exercising control over or obtaining property of another person intending to deprive that person of it or appropriate it.
8. Trespassing on school property or at a school-related event is defined as a student knowingly or unknowingly is in a school property area without a legitimate purpose or without proper authorization. If student remains on school property or at the school-related event, law enforcement may be contacted.
9. Profanity, vulgarity, or obscenity towards a district employee is defined as using profane, vulgar, or obscene language or gestures towards a district employee.
10. Breach of a discipline order or student support plan - is defined as violation or default of any previously implemented student support plan or order in cases that involve student no contact orders, safety plans, or other written behavioral expectations, etc....

CATEGORY 3 OFFENSES

Category 3 offenses consist of acts that occur on school grounds, at school-sponsored events or activities, on the school bus or bus stop, or off-campus if there is a significant impact on the school environment directly against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school. The following are considered Category 3 Offenses:

3-1	Continuation of unmodified Category 1 and Category 2 behaviors
3-2	Bullying or cyberbullying
3-3	Destructive or malicious vandalism
3-4	Disorderly conduct
3-5	Distribution of inappropriate pictures, videos, drawings, etc...
3-6	Extortion
3-7	False fire alarm
3-8	Fighting or inciting a fight
3-9	Possession of gang paraphernalia or participation in gang related activities
3-10	Threats to students
3-11	Possession, use, consumption, sale, or transfer of tobacco/nicotine products, including e-cigarettes
3-12	Possession or use of fireworks/gunpowder

For applicable Category 3 offenses, a citation may be issued or item confiscated if appropriate. Please note, Wilson County Schools, nor its employees, assume responsibility or liability for the loss or damage to a student's personal cell phone, communication, or other electronic device if confiscated pursuant to this Code of Conduct.

If a student commits a Category 3 offense, the school administrator has the discretion to impose one or more of the following consequences:

Grades K-5 Consequences

- In-School Suspension (5 days or less)
- Restitution from loss, damage, or stolen property
- Short-term Suspension (5 days or less)
- Long-term Suspension from school bus (more than 5 days)

Grades 6-12 Consequences

- Revocation of Parking Privilege
- Restitution from loss, damage, or stolen property
- In-School Suspension (5 days or less)
- Short-term Suspension (5 days or less)
- Long-term Suspension from school bus (more than 5 days)
- Participate in Tobacco-Free Program

Category 3 Definitions

1. Continuation of unmodified Category 1 and/or Category 2 behaviors refers to a student's repeated violation of Category 1 and/or 2 offenses that continues after Category 1 and/or 2 discipline has been implemented.
2. Bullying or cyberbullying is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of: (a) physically harming a student or damaging a student's property; (b) knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; (c) causing emotional distress to a student or students; or (d) creating a hostile educational environment. Bullying or cyberbullying will be defined pursuant to Board Policy 6.304.
3. Destructive or malicious vandalism is defined as willful destruction or defacing of or personal property, with damage caused being estimated to be \$100 or less.
4. Disorderly conduct shall mean conduct in the school environment, or on the school bus, which causes public inconvenience, annoyance or alarm or creates a risk thereof by: engaging in fighting or violent tumultuous or threatening behavior or making an unreasonable noise or an offensively coarse utterance or gesture or display or addressing, abusive language to any person present.
5. Distribution of inappropriate pictures, videos, drawings, etc... is defined as the physical or electronic distribution or showing of inappropriate videos, pictures, "deep fake multimedia content", or drawings or other materials to another students.
6. Extortion- is defined as obtaining anything of value or forcing anyone to do something against his or her will or attempting to do so by threat, violence, or retribution. (include AI generated forms)
7. False fire alarm is defined as activating a false fire alarm in any school.
8. Fighting or inciting a fight is defined as engaging in or playing a part in starting any aggressive physical altercation between two or more students.
9. Possession of gang paraphernalia or participation in gang related activities is defined as the display of gang symbols, paraphernalia, or participating in the recruitment of a student into a gang.
10. Threats to students is defined as a threat to cause harm to students, staff, or school that would cause a person to reasonably fear bodily injury.
11. Possession, use, sale, or transfer of tobacco/nicotine products, including e- cigarettes is defined as the possession, use, sale, or transfer of tobacco/nicotine products, including any tobacco product, tobacco like, or tobacco substitute products (which includes e-cigarettes/juuling/vaping).
12. Possession or use of fireworks/gunpowder is defined as the possession or use of any item containing gunpowder and/or other combustible chemicals. Fireworks will be confiscated and not returned.

CATEGORY 4 OFFENSES

Category 4 offenses consist of behavior that occur on school grounds, at school-sponsored events or activities, on the school bus or bus stop, or off-campus if there is a significant impact on the school environment which result in violence to another's person or property or which pose a threat to the health or safety of others in the school. The following are considered Category 4 Offenses:

4-1	Continuation of unmodified Category 1, Category 2, or Category 3 behaviors
4-2	Arson
4-3	Destructive or malicious vandalism totaling more than \$100
4-4	Inciting a riot
4-5	Instigating a school-wide threat
4-6	Possession of a weapon, including a nonlethal, or imitation weapon
4-7	Possession of drug paraphernalia
4-8	Possession, distribution, sale or transfer of any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance
4-9	Possession, use, consumption, sale, or transfer of alcohol
4-10	Hazing
4-11	Reckless driving
4-12	Reckless endangerment
4-13	Sexual abuse or assault
4-14	Student charged with a dangerous felony while on or off campus
4-15	Terror or death threats
4-16	Threat to District employee
4-17	Under the influence of drugs
4-18	Theft over \$1,000
4-19	Fighting or Assault resulting in serious bodily injury
4-20	The use of an electronic device to transmit a credible threat that requires administrative intervention.
4-21	Assault upon any teacher, principal, administrator, or any other employee of the District or school resource officer that does not result in bodily injury
4-22	Participation in sexual activity on school property, at a school-related event, on the school bus, or at a school bus stop
4-23	Harassment of any form, including but not limited to sexual, racial, ethnic, a disability, or religious
4-24	Distributing inappropriate pictures or videos of other students, themselves, or District employees
4-25	Distributing or taking over the counter medication or other substances not as prescribed or recommended by a physician

For applicable Category 4 offenses, a citation may be issued or item confiscated if appropriate. Please note, Wilson County Schools, nor its employees, assume responsibility or liability for the loss or damage to a student's personal cell phone, communication, or other electronic device if confiscated pursuant to this Code of Conduct.

Category 4 Consequences

If a student commits a Category 4 offense, the school administrator has the discretion to impose one or more of the following consequences:

Grades K-5 Consequences

- Restitution from loss, damage, or stolen property
- In-School Suspension
- Short-term Suspension (5 days or less)
- Long-term Suspension (more than 5 days)
- Suspension from school bus concurrent with suspension from school

Grades 6-12 Consequences

- Revocation of Parking Privilege
- Restitution from loss, damage, or stolen property
- Short-term Suspension (5 days or less)
- Long-term Suspension (more than 5 days)
- Alternative school placement for 4,500* points
- Participate in Tobacco-Free Program

*If it is determined by the school principal in his or her discretion that the circumstances of the student's conduct warrant the placement in alternative school for greater than 4,500 points, the principal may assign additional points with approval by the Director of Schools or designee. Total assigned points for a remandment for a Category 4 offense shall not exceed 13,500.

Category 4 Definitions

1. Continuation of unmodified Category 1 Category 2 and/or Category 3 behaviors refers to a student's repeated violation of Category 1, 2 and/or 3 offenses that continue after Category 1, 2 and/or 3 discipline has been implemented. This section also refers to a student's violation of a behavior contract which that student has signed.
2. Arson is defined as a student recklessly or intentionally starting a fire or causing an explosion.
3. Destructive or malicious vandalism under Category 4 is defined as willful destruction or defacing of school or personal property, with damage caused estimated at over \$100.00.
4. Inciting a riot is defined as defined as a student who urges three or more people to engage in tumultuous and violent conduct of a kind likely to create public alarm.
5. Instigating a school-wide threat is defined as conveying the intent to cause bodily injury to other student(s), school staff member(s), school resource officer(s), school personnel, or visitor(s) to school campus by gestures, images, writings, virtual communication, or verbal comments that results in disruption to the school day or school-related events or programs.
6. Possession of a weapon, including a nonlethal, or imitation weapon is defined as the possession of any item that is capable of causing serious bodily injury in the manner of its use or intended use, including BB-guns, airsoft guns, pocket knives measuring less than 2 and ½ inches. Imitation weapon refers to any item that could be mistaken by a reasonable person for an item that is capable of causing serious bodily injury.
7. Possession of drug paraphernalia is defined as the possession of equipment, products, and materials that enable use of controlled substances.
8. Possession, distribution, sale or transfer of any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance is defined as the distribution, sale or transfer of any look-alike substance or drug-like substance.
9. Possession, use, consumption, sale, or transfer of alcohol is defined as possession, use, consumption, sale or transfer of any alcoholic liquor capable of being consumed by a human being, including alcohol, spirits, wine and beer.

10. Hazing is defined as any intentional or reckless act occurring on or off of school property by one (1) student acting alone or with others, that is directed against any other student that endangers the mental or physical health or safety of that student or coerces a student to endanger that student's mental or physical health or safety. Hazing is defined pursuant to Board Policy 6.702.
11. Reckless driving is defined as driving any vehicle on school property or in a school zone in willful disregard for the safety of persons or property.
12. Reckless endangerment is defined as recklessly engaging in conduct that places or may place another person in imminent danger of death or serious bodily injury.
13. Sexual abuse or assault is defined as nonconsensual, unlawful sexual contact and/or sexual harassment against another student or school employee.
14. Student charged with a dangerous felony while on or off campus is defined as a student who is charged with a felony pursuant to Tennessee state statute.
15. Terror or death threats is defined as a substantive threat to commit a crime of violence or a threat to cause bodily injury to another student.
16. Threat to District employee is defined as a threat cause harm to a District employee or cause the employee to reasonably fear bodily injury.
17. Under the influence of drugs is defined as being under the influence of drugs while on school grounds, on a school bus, or at school-sponsored activities.
18. Theft over \$1,000 is defined as taking, exercising control over or obtaining property of another person, valued at \$1,000 or more, with the intent to deprive that person of it or to appropriate it.
19. Fighting or Assault resulting in serious bodily injury is defined as any aggressive physical altercation between two or more individuals that results in injury requiring more than basic first aid.
20. The use of an electronic device to transmit a credible threat requiring administrative intervention is defined as the use of an electronic device to transmit a credible threat to cause bodily injury or death to another student or school employee that creates actual disruptive activity at the school that requires administrative intervention.
21. Assault upon any teacher, principal, administrator, or any other employee of the District or school resource officer that does not result in bodily injury is defined as any intentional, aggressive physical altercation or contact by a student against a District staff member or school resource officer that does not result in bodily injury. The student is suspended for one school calendar year (180 days) from school sponsored events, unless modified by the Director of Schools.
22. Participation in sexual activity on school property, at a school sponsored event, on a school bus, or at a bus stop is defined as engaging in any form of consensual sexual activity on school property, at a school sponsored event, on a school bus, or at a bus stop.
23. Harassment of any form, including but not limited to sexual, racial, ethnic, a disability, or religious is defined as any actions or statements made with the intent to harass, annoy, or alarm another person which: insults, taunts, or challenges the other person or; is a cause of alarming or distressing conduct which serves no legitimate purpose and is done in a manner which the actor knows is likely to provoke a response or cause a reasonable person to suffer fear, alarm, or distress. Harassment will be defined pursuant to Board Policy 6.304.
24. Distributing inappropriate picture(s) or video(s) of other students, themselves, or District employees is defined as the physical or electronic distribution, or showing, of inappropriate videos, "deep fake multimedia content", or pictures of other students or district employees.
25. Distributing or taking over the counter medication or other substances: is defined as taking or distributing over the counter medications or other substances including herbal products; not as prescribed by the label, exceeding recommended dosage, or recommendation by a physician. This includes any product that is restricted to be sold to minors.

CATEGORY 5 OFFENSES

Category 5 offenses are defined as zero tolerance offenses by Tennessee Code Annotated 49-6-3401, 49-2-4216, and Public Acts of 2023, Chapter No. 299 and include the following:

5-1	Possession, sale, or transmission of a drug, controlled substance, or controlled substance analogue
5-2	Aggravated assault or assault resulting in bodily injury upon any teacher, principal, administrator, or any other employee of the District or school resource officer
5-3	Possession of a dangerous weapon or firearm on school property
5-4	Possession of a destructive device, explosive device, or incendiary device
5-5	Threat of mass violence

For applicable Category 5 offenses, a citation may be issued or item confiscated if appropriate. **Zero tolerance offenses shall result in an automatic expulsion from Wilson County Schools for one calendar year from the date of the offense after due process has occurred.** A student or student's parent/guardian may appeal a zero tolerance expulsion using the disciplinary appeal process outlined in School Board Policy 6.317 and Administrative Procedure 6.3171.

Category 5 Definitions

1. Possession, sale, or transmission of a drug, controlled substance, or controlled substance analogue is defined as possession, use, or distribution of drugs on school grounds, including any controlled substance, controlled substance analogue, legend (prescription) drug, or look-alike drug. Prohibited drugs include, but are not limited to, ketamine, bath salts, and substances containing any percentage of tetrahydrocannabinol as well as synthetic equivalents of those substances. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit.
2. Aggravated assault or assault resulting in bodily injury upon any teacher, principal, administrator, or any other employee of the District or school resource officer is defined as intentionally or knowingly 1) causing serious injury or 2) committing an assault with a deadly weapon of a teacher, school staff, or SRO.
3. Possession of a firearm or dangerous weapon on school property is defined as possession of dangerous weapon or a firearm on school property. Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.
4. Possession of a destructive device, explosive device, or incendiary device is defined as possession of any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, mines and similar devices. Possession of fireworks altered or modified to constitute an explosive may be considered a Zero Tolerance offense only if the altered fireworks are identified as an explosive by law enforcement officials.
5. A threat of mass violence is defined as any student who threatens mass violence on school property or at a school-related event or activity, and that threat is determined to be a "valid" threat based upon the results of a completed threat assessment.

Student Bullying, Discrimination & Harassment

In order to support a safe and positive educational environment in our schools, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students are prohibited and will not be tolerated. This prohibition applies to employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student/students and has the effect of creating a hostile educational environment or creating a substantial disruption to the education environment or learning process.

Definitions

Bullying, intimidation, and harassment are defined as acts that substantially interfere with a student's educational benefit, opportunity, or performance, and has the effect of:

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

Bullying, intimidation, or harassment may also be unwelcome conduct based on race, nationality, origin, color, actual or perceived gender, sexual orientation, age, disability, religion, that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, AI generated, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles including "deep fake multimedia content".

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

Reporting

Any students with knowledge of bullying should report the conduct to their school principal, building-level administrator, or other trusted adult. Bullying, harassment, intimidation or hazing that is reported to any staff member must be reported to the school principal/designee. All other members of the school community, including parents and volunteers, are encouraged to report any act that may be considered bullying, harassment, intimidation or hazing. Students who are concerned about retaliation for reporting may have access to a student safety plan and can discuss their concerns with school administrators, school counselors, or another trusted school employee.

The principal or designee at each school will be responsible for investigating and resolving reports and complaints made under School Board Policy 6.304. The principal or designee shall have the discretion to determine the appropriate discipline for students who engage in bullying, harassment, intimidation or hazing pursuant to the Wilson County Schools Code of Conduct. Please refer to School Board Policy 6.304 for more information regarding bullying, harassment, intimidation or hazing and the associated investigation and reporting requirements.

Tobacco-Free and Drug-Free Programs

Wilson County Schools is committed to reducing the occurrence of both tobacco and drug use among our youth. The options below outline discipline procedures that can apply to students who commit tobacco-related or drug-related offenses on school campus or at a school-related event. These are options for our administrators and are not required to be utilized if there are multiple Code of Conduct infractions occurring simultaneously. A student may complete the Tobacco and Drug-Free programs one time during their educational school career. There are also various treatment programs available in Wilson County. Please contact DrugFree WilCo at 629-210-6626 or info@drugfreewilco.org to learn more about these programs.

Category 3 Tobacco-Related Offenses may result in the following consequences:

1st Offense 2 Days of In School Suspension and Completion of Virtual ASPIRE program

2nd Offense 2 Days of Out of School Suspension and Referral to Saturday School for the INDEPTH Curriculum

- Please note, after the second offense the School Resource Officer may issue a criminal citation and a referral to Teen Court may be made.
- Failure to attend Saturday School will result in an automatic modification of the assigned discipline to include placement at the alternative school for 4,500 points.

3+ Offenses Category 4-1 Continuation (Alternative School Placement for 4,500 points)

ABOUT THESE INTERVENTION PROGRAMS

ASPIRE is an online, self-directed program created by the University of Texas MD Anderson Center that focuses on the dangers of traditional nicotine products, as well as e-cigarettes, hookah, and marijuana use.

INDEPTH is an interactive program developed by the American Lung Association that teaches students about nicotine dependence. It is taught by a trained adult.
Each session addresses a different tobacco-related issue

Category 5 Drug-Related Offenses may result in the following consequences:

1st Offense - Expulsion from school of zone with potential modification by the Director of Schools to the alternative school for 1 calendar year

2nd Offense or more - Students committing subsequent Category 5 drug- related offenses will not have the option to participate in 9-week program or have a reduced point assignment.

- A student disciplined under this section has the option to enroll in a 9- week afterschool program that occurs once a week at the alternative school. The student will also be subject to all the requirements of the Wilson County Teen Court. If the student successfully completes the 9- week program, all the requirements of the Wilson County Teen Court, and receives 9,000 points; the Director of Schools will evaluate that student's performance with the possibility of returning them to their school of zone.
- A student can choose not to participate in the program listed above. If they have satisfactory attendance, grades, discipline, etc. while at Barry Tatum Academy Alternative School the Director of Schools might choose to modify the discipline to allow the student to return to their school of zone after earning 13,500 points.
- Unsatisfactory performance in the 9-week program or a poor educational/disciplinary performance while at BTA will result in the student remaining at Barry Tatum Academy Alternative School for the entire calendar year.

K-12 Student Attendance Policies and Procedures

According to Tennessee state law (T.C.A. 49-6-3001), school attendance is mandatory for all children from the time they turn 6 years old until their 18th birthday. It is the legal responsibility of the parent or guardian to ensure their child attends school every day. Failure to follow these compulsory attendance laws can result in formal truancy penalties for parents.

Documentation for Absences

To have an absence classified as excused, parents must submit written documentation to the school principal or upload it to Skyward within **3 school days** of the student's return. While calling the school is helpful, a verbal notification is not enough; parents/guardians must provide a written note, email the attendance clerk, or use the Skyward portal. If this documentation is not received within the 3-day window, the absence will become permanently unexcused.

Written documentation must include the reason for absence, date, parent signature, and phone number.

Excused Absences

Absences are classified as either excused or unexcused by the principal. Wilson County Board Policy permits the following 9 reasons as excused absences.

1. Personal illness/injury
 - A doctor's note excusing the absence should include the beginning and ending dates, as well as the time period. School administration may require additional medical information for excessive doctor notes.
 - A parent note documenting the student's absence within 3 days of the student's return to school. **The school may accept a written note from a parent verifying a student's illness for up to five (5) accumulated days per semester, for a total of ten (10) days, during the school year.**
2. Illness of an immediate family member
 - An immediate family member is defined as a student's parent/guardian, grandparent, or sibling.
3. Death in the family
 - One day shall be excused for the death of family members. Additional days will be excused at the discretion of the principal with appropriate documentation.
4. Extreme weather conditions
5. Religious observances
 - Religious observances and holidays are those observed by persons of the student's faith because the day is set aside as sacred by a recognized religious denomination of which the student is a member, where such religion calls for special observances of the day. The principal may require additional documentation from the religious group.
6. College visits
 - Students are allowed up to three excused absences per year for college or postsecondary visits. To qualify, a signed letter from a campus official verifying the visit must be submitted; please note that travel days are not excused.

7. Pregnancy
8. School-sponsored or school-endorsed activities
9. Summons, subpoena, or court orders
 - Documentation from the summons, subpoena, or court order is required to be submitted to the school principal.

Military Families: Students get 1 day excused for a parent's deployment and 1 day excused for their return, plus up to 10 days a year for visitation during a deployment cycle. Documentation shall be provided to the school as proof of the student's parent/guardian's deployment.

Non-school-sponsored extracurricular activities: A school principal may excuse a student from school attendance to participate in a non-school-sponsored extracurricular activity if the following conditions are met: (a) The student provides documentation to the school as proof of the student's participation in the non-school-sponsored extracurricular activity; (b) The student's parent/guardian submits to the school a written request for the excused absence. The written request shall be submitted no later than seven (7) business days prior to the student's absence; and (c) The principal or the principal's designee approves, in writing, the student's participation in the non-school-sponsored extracurricular activity.

- The principal may limit the number and duration of non-school-sponsored extracurricular activities for which excused absences may be granted to a student during the school year.
- The principal shall excuse no more than ten (10) absences each school year for students participating in non-school-sponsored extracurricular activities.

<i>Vacations are unexcused absences per Board policy, and parent notes cannot be used.</i>

Progressive Truancy Intervention

Wilson County Schools follows a three-tiered plan to support students who struggle with attendance.

Tier 1	All Students	All students receive school-wide support and incentives published yearly in the WCS Parent & Student Handbook.
Tier 2	Students with 5 unexcused absences	If a student reaches five unexcused absences (Tier 2), a conference will be held to sign an attendance contract and assess the underlying reasons for the absences.
Tier 3	Students with 7-9 unexcused absences	Grades K-8: If a student reaches 7+ unexcused absences (Tier 3), a conference will be held in conjunction with the Truancy Board (at ATC) to review the attendance contract and offer supports as needed. Grades 9-12: If a student reaches 7+ unexcused absences (Tier 3), a conference will be held to review the attendance contract and adjust the plan as needed.

10 unexcused absences will result in a referral to the Wilson County Juvenile Court

If Tier 2 or Tier 3 is unsuccessful with a student, or the parent/guardian is unwilling to cooperate with the truancy intervention plan, a referral will be made to Wilson County Juvenile Court without implementing subsequent intervention tiers. Evidence that a parent/guardian is unwilling to cooperate can include, but is not limited to, a parent/guardian's failure or refusal to attend conferences with school staff, return telephone calls, attend follow-up meetings, enter into an attendance contract, or actively participate in any of the tiers of the truancy intervention plan.

Driver's License & Attendance

Attendance also impacts a student's driving privileges. If a student accumulates ten consecutive or fifteen total unexcused absences in a single semester, the school is required to notify the Department of Safety to revoke the student's driver's license or permit. Reinstatement requires a full semester of good attendance (fewer than 10 unexcused absences). If a student's driving privileges are revoked two times, the student will not be eligible for reinstatement until the age of 18.

Student Grading System

For more information on grading policies and procedures within Wilson County Schools, see School Board Policy 4.600, Administrative Procedure 4.6001, and State Board of Education Policy 3.301.

Grading Procedure for Kindergarten

Students in Kindergarten shall receive grades based on the following grading legend, demonstrating how their child is progressing toward mastery of educational standards:

Grading Procedure for Kindergarten

Number Grade	Meaning of Letter Grade
3	(M) Met Expectations
2	(A) Approaching
1	(B) Below

*Note: Kindergarten uses a standards-based report card that tracks students' mastery toward grade-level standards.

Grading Procedure for Grades First-Twelve (1-12)

This grading system shall be uniform throughout the school system for each grade. Grades given at the end of each nine (9) weeks period will be determined from daily work, homework, written assignments, and tests. In grades nine through twelve (9-12), the weighting factors for Honors, Advanced Placement, Industry Certification, Dual Credit, and Dual Enrollment courses shall be utilized according to Wilson County Schools Board Policy 4.600 and the Tennessee Board of Education Policy 3.301.

The teacher will weigh the value of grades for various assignments and tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Grades Nine-Twelve Grading Scale and Lottery Scholarships

Schools teaching grades nine through twelve (9-12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, student's grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistant Corporation. Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Pass/Fail Grades

Pass/fail grades may be issued for certain non-credit bearing courses. However, these courses shall not be included in the credit calculation for the HOPE Scholarship Eligibility GPA for students in grades nine through twelve.

Principal's List:

To be eligible for the Principal's List, a student must have a grade of 'A' on all courses for the grading period.

Honor Roll:

To be eligible for the Honor Roll, a student must have no grade below 'B' and at least one 'A'.

Weighted Grades:

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average.

Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned - four (4) percentage points; and
- Advanced Placement, College Level Exam Program (CLEP), and Dual Enrollment Courses - five (5) percentage points.

Students enrolled in Local Dual Credit, Statewide Dual Credit, and Advanced Placement courses must sit for the culminating exam in order to receive the additional percentage points

Weighted Grades Cont'd:

With regard to a Dual Enrollment Course taken by a student at an institute of higher education (IHE), if the IHE does not provide the district with numerical grades, the school district will convert the letter grade to a numeric grade based upon the following conversion:

Letter Grade Received from IHE	Numerical Grade Conversion
A	95
B	85
C	75
D	65
F	55

The IHE will add the additional five (5) percentage points before providing the letter grade to the district.

Quality Points

- Final grades in Honors classes will be increased by 0.5 quality point.
- Final grades in any courses designated as an early postsecondary (EPSO) course, with the exception of local dual credit courses, will be increased by 1.0 quality points. This includes Dual Enrollment Courses, State-Wide Dual Credit Courses, Tennessee Specific Industry Certification Courses, and National Industry Certification Courses.
- Final grades in Local Dual Credit courses will be increased by 1.0 quality point, if the student takes the corresponding Local Dual Credit exam. If a student elects not to take the Local Dual Credit Exam, the student will receive an increase to his/her G.P.A. by 0.5 quality points.
- Final grades in Advanced Placement Courses will be increased by 1.0 quality point, if the student takes the corresponding Advanced Placement Exam. If a student elects not to take the Advanced Placement Exam, the student will receive an increase to his/her G.P.A. by 0.5 quality points.
- Assigning quality points above a 4.0 for any course(s) is not allowed for the purpose of determining eligibility for the lottery scholarship.

Middle school grades for high school-level courses, such as Algebra 1 in 8th grade, will count toward high school credit but will not be included in the calculation of the student's GPA.

Weighted grades will be awarded as follows:

- Students completing an Honors class will receive an additional three (3) points added to each reporting period average.
- Students completing Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses, and Dual Enrollment Courses will receive an additional four (4) points added to each reporting period average.
- Students completing an Advanced Placement (AP) class will receive an additional 5 points added to each reporting period average.

Attendance Records

Attendance records will not be used in determining the awarding of grades. However, a student's attendance can be considered in the passing of a course or promotion or retention of a student pursuant to School Board Policy 6.200.

Make-Up Work

The student shall be responsible for making up work missed during excused and unexcused absences. The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (I). An incomplete grade shall be changed to a final grade within the designated time period.

Testing Information

Wilson County Schools provides for a system-wide testing program which assists in promoting accountability and assessing the effectiveness of the instructional program and student learning. No later than July 31st of each year, Wilson County Schools publishes information about State-mandated tests and tests mandated by the District that shall be administered in the upcoming year on its website.

State-mandated student testing programs shall be undertaken in accordance with rules and procedures published by the State Department of Education. All students attending Wilson County Schools will participate in the school, district, and state assessments. Parent(s)/guardian(s) may not opt out of school, district or state assessments.

For the most updated information on state and local assessments and the assessment calendar, please go to the Testing and Accountability Department's webpage on www.wcschools.com.

Elementary School

In 2025-2026 all students, Grades 3-5, will take a State assessment at the end of the following courses: Language Arts, Math, and Science.

Middle School

In 2025-26 all students, Grades 6-8, will take state assessments at the end of the following courses: Language Arts, Math, Science, and Social Studies.

High School

In 2025-2026, all high school students will take a state assessment at the end of the following courses: English I, English II, Algebra I, Algebra II, Geometry, US History, and Biology. Students are also required to complete a college entrance exam - ACT or SAT - prior to graduating from high school. Wilson County Schools provides two opportunities for students to take the ACT: once in the spring of their 11th grade year and again in the fall of their 12th grade year.

Student Promotion and Retention

Grade level promotion and retention decisions will be considered pursuant to Board Policy 4.603. A student in the 3rd grade and 4th grade shall be subject to the applicable promotion and retention requirements of state law and State Board of Education policies.

Student Use of Internet and Media Technology

Because technology is a vital part of the educational process, curriculum, and assessment for students and staff will be provided access to technology resources. To gain access to the Wilson County Schools technology resources and internet, all students must obtain parental permission and return signed authorization to the school's administrative office prior to using internet or media technology.

Users must understand that neither the District nor any District employee controls the content of the information available on the network. Every effort will be made by the district to monitor and restrict ready access to known objectionable sites. Parents and guardians are also responsible for enforcing and conveying the Wilson County Acceptable Use Policy and standards that their children should follow. This educational opportunity also entails a certain amount of responsibility.

When access to the computers, network and the Internet is granted, it is extremely important that rules be followed. Network storage areas will be treated like school lockers. WCS reserves the right to review, monitor, remove, and restrict information stored on or transmitted via WCS-owned or leased equipment and to investigate suspected inappropriate use of resources. Responsible use of technology includes but is not limited to following teacher guidelines regarding the appropriate use of Artificial Intelligence on each assignment. During school, teachers will guide students toward appropriate materials. Outside school, parents/guardians bear responsibility for monitoring proper use of the device and Internet usage.

Misbehavior could result in temporary or permanent loss of access to the Internet and/or the any device. Violations may result in disciplinary action up to and including suspension/expulsion for students and disciplinary actions for employees. When applicable, law enforcement agencies may be involved.

Acceptable Use Policy for Students

Wilson County Schools is pleased to be able to offer access to the district digital network for electronic storage and Internet Access. The use of the District's computer equipment and the participation in any online communication services (i.e. Internet, web conferencing Intranet, cloud based, and web pages) are privileges and not a right. Users must also follow all requirements and expectations of this Acceptable Use Policy. Users should understand that the Wilson County School District (WCSD) will periodically audit, inspect, and/or monitor the user's Internet access as deemed appropriate. All District guidelines and procedures for acceptable use of technology are intended to make the District's equipment, applications/programs and the system network more accessible, protected, safe, and compliant for all "users."

Annual student enrollment provides parents with the opportunity to view the full Acceptable Use Policy. The complete Acceptable Use Policy with current updates may be found at: www.wcschools.com under the Student & Family tab. Board Policy 4.4061.

Student Health Services

The main objective of student health services is to protect and promote the student's health. In Wilson County Schools, a Registered Nurse is assigned to a specific school to oversee the school health clinic. The school nurse is responsible for collaborating with the parent/guardian, student's healthcare provider, and school personnel to identify student health needs in the school setting. If students have medical needs that require accommodations to participate in a school setting, the school nurse develops an Individualized Health Care Plan (IHP) for the student based on parent input, orders received from healthcare providers, and knowledge of the disease process. This plan may include skilled nursing procedures, medication management, emergency care planning, health-related training for school personnel, and preventative health services for students. If your child is sent to the school nurse for evaluation, the school nurse will complete an assessment and determine the student's disposition according to our illness guidelines and/or communicable disease policy. For further information regarding student health services, contact the District Health Services Coordinator or the student's school nurse.

Immunizations

Any student entering school for the first time must present evidence of a complete physical examination performed within the past 12 months. This applies to pre-k, kindergarten, and other students for whom there is no health record. However, the enrollment of any student deemed to be homeless may not be denied or delayed because of the student's lack of a medical examination or immunization records.

No students, except those who are exempt by statute, entering school, including those entering pre-k, kindergarten, or 7th grade, those from out of state and those from non-public schools, will be permitted to enroll without proof of immunization, as determined by the Commissioner of Public Health. It is the parent/guardian's responsibility to have their children immunized and provide such proof to the school the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent/guardian shall file with school authorities a signed, written statement or present the Religious Exemption Form that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor exempting him/her from the specific immunizations medically contraindicated.

Medication Administration

If under exceptional circumstances a child is required to take a non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, appropriately trained school personnel or the school nurse will assist the student only with written permission of a parent/guardian.

All medication shall be delivered in person to either the school nurse or designated school personnel by the parent/guardian of the student or their adult designee unless the medication is exempt by Tennessee law to be self-carry AND authorized by the prescribing health care provider (i.e., Epi Pen, inhaler, diabetic supplies, pancreatic enzymes). Written authorization from the healthcare provider stating a student can self-carry must be provided to the school.

The medication must be counted by the parent/guardian or their adult designee with the medication designee or school nurse and recorded with signatures on the medication log.

The parent/guardian is responsible for providing the exact dosage ordered by the physician (i.e., cutting pills, if needed and providing a measuring device for liquid medications).

Expired medications will not be administered.

The parent/guardian is responsible for informing the school nurse of any change in the student's health or change in medication. An order from the health care provider must be provided when prescription medication changes are made, or prescription medication is discontinued.

No medication will be accepted at school without the required forms and signatures. Medication Authorization forms are available on the district website and at each school. All Medication Authorization Forms shall be renewed each school year. Medication not picked up by the end of the school year will be disposed of on the last day of school. For further information regarding medication administration in the school setting, please contact the school nurse.

Non-Prescription Medication	• Must be brought to school in person by the parent/guardian of the student or the parent's adult designee. • Requires Wilson County Schools Medication Authorization form with parent/guardian signature. • Must be in the manufacturer's original sealed container, labeled with manufacturer's directions and the student's name. • Will be given according to manufacturer's directions only unless accompanied by a health care provider's order with alternate directions.
Prescription Medication	• Must be brought to school in person by the parent/guardian of the student or the parent's adult designee unless it meets the exception qualifications listed above. • Requires Wilson County Schools Medication Authorization form with parent/guardian signature AND health care provider's signature. • Must be in the original pharmacy labeled container with instructions that MATCH the Medication Authorization Form.

Health Care Procedures

A Procedure Authorization form signed by a health care provider and the parent/guardian is required for all health care procedures in the school setting. Health Care procedures include, but are not limited to, urinary catheterization, gastric tube feeding, suctioning, oxygen delivery/saturation monitoring, assistance with orthotic devices, tracheostomy care, ostomy care, wound care, etc. A separate Procedure Authorization form is required for each procedure.

If a student has been taught to perform their own health care procedure, space will be made available for the student to perform this task. A Procedure Authorization form signed by a health care provider and the parent/guardian stating the student is independent to complete the task is required. The parent/guardian is responsible for providing the equipment and/or supplies needed to complete the health care procedure at school.

The parent/guardian is responsible for informing the school nurse of any change in the student's health or change in the procedure. An order from the health care provider must be provided when health care procedure changes are made, or the procedure is discontinued. No health care procedure will be completed at school without the required forms. Procedure Authorization forms are available on the district website and at each school. All Procedure Authorization Forms shall be renewed each school year. For further information regarding health care procedures in the school setting, please contact the school nurse.

Health Screenings

Health screenings for vision and hearing may be conducted for grades 2nd, 4th, 6th, and 8th. Parents/guardians will receive notice of vision or hearing screening result that indicates a condition that might interfere or tend to interfere with a student's progress. Parent(s)/guardian(s) may excuse their child from participating in health screenings by submitting a request in writing to the school nurse and/or teacher. For further information regarding health screenings in the school setting, please contact the school nurse.

The district also uses the PACER running test to measure aerobic capacity for grades 4th, 6th, 8th, and high school Lifetime Wellness classes.

School Nutrition

Menus and nutritional information can be found online at www.wcschools.com under the "Food and Nutrition" link.

Student Lunch Accounts

Each Wilson County Schools student is assigned a five-digit code which should be kept confidential and will be used when making purchases. Please note, students cannot purchase items for other students on their account.

School Café App

Wilson County Schools offers the School Café App that allows you to:

- Prepay for your child's meals online;
- View account balances and student purchase history;
- Receive an email notice when account balance is low.

You can register for an account at www.schoolcafe.com or on the app.

Free and Reduced Meals

Free and reduced meal applications will be completed through School Café, www.schoolcafe.com. A paper application will be sent home with each student.

Please note the following when completing applications:

- Lunch applications must be completed annually. If you have a student in Lebanon Special School District and Wilson County Schools, please complete an application for each district.
- All household members must be included on the family application. Make sure the household size matches the number of family members listed.
- This is a family application so all Wilson County students must be listed at top of application – Step 1.
- All information must be completed in its entirety, including but not limited to, home address and adult signature.

Meal Substitution for Medical Reasons

Information on meal substitution for medical or other special dietary reasons can be found online. A feeding evaluation form, available online and in your school cafeteria, must be completed and signed by a physician licensed medical authority and returned to the District School Nutrition Department or to your school's cafeteria manager to be kept on file.

Unclaimed Funds for Withdrawn and/or Graduating Students

Please request the return of any money left in your child's account no later than 20 days after the last day of school.

- Any money left in your child's account after 20 days of withdrawal/graduation date will be transferred to a sibling's account if available.
- You may contact the school nutrition manager or ATC school nutrition office to receive a request for a refund of money form.
- Wilson County Schools will comply with the Uniform Unclaimed Property Act in submitting any unclaimed funds to the Tennessee Department of Treasury.

Lunch Account Refund

Refund requests must be submitted on a "Request for Refund" form, which is available from your cafeteria manager or the School Nutrition office. The completed form can be mailed to: Wilson County School Nutrition, 415 Harding Drive, Lebanon, TN, 37087 or emailed to your school's cafeteria manager. Please make sure the refund form is complete with child's name, school, and correct address for a check to be mailed.

Non-Sufficient Fund Charges

Wilson County Schools accepts checks, however should your check be returned, you will be charged a \$30 processing fee per returned check. Returned check plus processing fee must be paid via credit card (3.5% processing fee) or cash.

School Nutrition

Meal Charge Procedure

Policy 3.500

In the event a student does not have adequate funds on account or in hand at the point of sale they will be allowed to charge their meal. There will be \$30 limit to the amount of reimbursable meals provided. No charges will be allowed for a la carte items, only the regular reimbursable meal offered that day. Charge notifications will be sent home weekly from the school nutrition managers at their respective schools. Alternative meal selection will not be offered. All student who have inadequate funds will receive the regular reimbursable meal offered that day. Any losses arising from uncollectable accounts and other claims, and unrelated costs (i.e., bad checks, bad debts, etc.) are unallowable.³ Every attempt to collect charges will be made by the school nutrition manager and principal.

Household Notification

You may receive a phone call notification in the event of the following: Negative Balance Notification:

- Automated calls will be made daily for any students with a negative account balance.
- Students with negative lunch accounts will have a charge letter e-mailed to parent e-mail in Skyward. If no e-mail is listed in Skyward, a negative charge letter will be mailed to address in Skyward.

Student Transportation

The Wilson County Schools Transportation Department strives to provide safe and efficient transportation to and from school and for special activities. **Our motto is safety 1st!** The following rules and regulations insure the safest and most efficient transportation for your students.

School Bus Routes and Stops

The Wilson County Board of Education has authorized the establishment and use of assigned bus stops within two-tenths of a mile from a student's home. Safety concerns with assigned pick-up and drop-off locations can be reported to the Transportation Department and will be investigated by the Transportation Director. The Transportation Director has discretion to establish the location of bus stops. The Transportation Department will not pick-up or drop-off student(s) at daycare centers on private property, any business, extracurricular activities or enter gated communities. Any special accommodations will be made at the discretion of the Transportation Director. 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 notes from students or parent/guardians.

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.

Students may not ride a bus that is not their regular assigned bus except in emergency circumstances and such deviation must be approved by a 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 Boarding Pass signed by their principal. All requests are conditional on the bus not being overloaded. This may not be a blanket approval. A copy of the permission note must be maintained by the school.

Bus Safety Procedures

1. Students must be at their bus stop on time. Students should be at their assigned bus stop at least 10 minutes prior to their scheduled pick up time. Students who miss their bus will be responsible for notifying their parent for transportation to school.
2. While waiting at the bus stop, students must wait on the sidewalk or driveway, maintaining a minimum 10-15 foot distance 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 to ensure their student follows procedures while waiting for the bus and departing from the bus.
3. Students must wait in an orderly manner 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. Students should not cross until the driver signals the student(s) 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 feet around the bus) is not permitted. Students cannot walk behind the bus.

Bus Safety Complaints

Bus safety complaints must be submitted to the Transportation Supervisor on forms created by the District. Forms may be submitted in person, via e-mail, or mail. Forms are available online at www.wcschools.com.

New Students or Changes in Transportation

Parents 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 contact the Transportation Department with the request for change. The Transportation Department has up to five (5) business days to approve/deny the request. If a student has not rode the bus in ten consecutive days, the bus will no longer stop at your bus stop. If you need bus service, they will need to call transportation at 615-443-2622 ext. 2102 stating they need service.

Transportation of Large Articles

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

1. Place metal water bottles in the students backpack during transport to and from school.
2. The driver will not permit the transportation of any item that will block the aisle or exits of the bus.
3. No item will be placed in the driver's compartment.
4. All items carried by a student will be under his/her control at all times.
5. The size of an item should be such that it may remain on the student's lap or under the seat in front of the student. The length of the item cannot exceed 39 inches.

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

Items Allowed on Bus	Items Not Allowed on Bus
• Violins • Violas • Piccolos • Flutes • Clarinets • Oboes • Trumpets • Bassoons • Trombones • Alto and Soprano Saxophone • Tenor Saxophone (if case is less than 39 inches) • Tennis Racket • Baseball bat, gloves and shoes • Any type of drums with head larger than 8" in diameter • Any instrument that can fit entirely into a standard backpack	• Cellos • Bases • Bass Clarinet • Baritones • Euphoniums • Tubas • Any type of guitar • French Horn • Baritone Saxophone • Golf Clubs • Color Guard Flags • Hockey Sticks • Catcher equipment duffle bag • Combination Percussion Kits

Family Educational Rights and Privacy Act

Wilson County Schools is required to provide annual notice of the Family Educational Rights and Privacy Act (FERPA) and the rights it provides parents and students. FERPA gives parents, students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights include the following:

Inspect and Review Education Records

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Amend Education Records

The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Written Consent Prior to Disclosure Unless an Exception Applies

Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the WCS Board of Public Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school can disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

Protection of Pupil Rights Amendment

Surveys, Analyses, and Evaluations

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally privileged relationships; Income; or
- The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking without the prior consent of the parent.

The collection of the following student data is strictly prohibited:

- Political affiliation or voting history;
- Religious practices; and
- Firearm ownership.

State and federal law require that parent(s) be notified of their ability to review the materials prior to the dissemination of a survey, analysis, or evaluation to students. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s) provide written, informed, and voluntarily signed consent.

Ability to File Complaint with U.S. Department of Education

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Student Directory Information Procedures

Student directory information is restricted in accordance with FERPA guidelines. **If you do not want Wilson County Schools to disclose the types of information designated below as directory information from your student's education records without your prior written consent, you must notify your student's school in writing within 2 weeks of receipt of notification of these provisions.**

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.

WCS has designated the following information as directory information:

- Student's name
- Address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

Student directory information for 11th and 12th 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.

STUDENT ACCOMMODATION REQUESTS

An employee of Wilson County Schools shall not knowingly give false or misleading information to the parent of a student regarding the student's gender identity or the student's intention to transition to a gender that differs from the sex listed on the student's official birth certificate or birth certificate issued upon adoption, if the certificate of birth was issued at or near the time of the student's birth.

If a student enrolled in Wilson County Schools requests an accommodation from an employee that is intended to affirm the student's gender identity, including a request that the student be addressed using a name that differs from the name assigned to the student on the student's registration forms or in the student's educational record, or that the student be addressed using a name that differs from the name assigned to the student on the student's school registration forms or in the student's educational record or that the student be addressed using a pronoun that does not correspond with the sex listed on the student's official birth certificate or certificate of birth issued upon adoption, if the certificate of birth was issued at or near the time of the student's birth, then the employee of Wilson County Schools shall report the student's request to a school administrator and the school administrator shall report the student's request to the student's parent; Public Acts of 2024, Chapter No. 832.

Annual Public Notices

Wilson County Schools is required to provide annual notices to parents and students as required by state and federal law. These notices are updated annually and included in the Student Handbook.

Child Advocacy Groups Contact Information

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

- ARC of Tennessee, 545 Mainstream Drive, Suite 100 Nashville, TN 37228, Phone: 615-248-5878, Toll free: 1-800-835-7077, Fax: 615-248-5879, Email: info@thearctn.org
- Support and Training for Special Education Parents (STEP), 955 Woodland Street, Nashville, TN 37206 Phone: 615-463-2310
- Disability Rights Tennessee, 2 International Plaza, Suite 825, Nashville, TN 37217, Phone: 615-298-1080, Toll free: 1-800-342-1660
- Tennessee Voices for Children, 500 Professional Park Dr., Goodlettsville, TN 37072, 615- 269-7751, Fax: 615-269-8914, TN Toll Free: 1-800-670-9882

These are a few of the organizations available to help with information, training, and advocacy. This information is provided as a service to individuals seeking additional avenues for information. The Department of Education and Wilson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

Education – The Right of Every Child

School districts in Tennessee will make the same effort for children with disabilities as for children without disabilities. The 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.

Wilson County Schools 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 Special Education Department by calling 615-444-3282.

Media Access to Students

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. The media will not be allowed to observe, film, videotape, or audio any classroom instruction without written permission from the Director of Schools.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/ waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information

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 415 Harding Drive, Lebanon, TN 37087. These documents are open to public inspection. Questions may be directed to the Deputy Director of Finance by calling 615-444-3282.

Notice of Parent Right to Know Teacher's Qualifications

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Wilson County Schools Human Resources Department at 615-444-3282.

Notice of Non-Discrimination

The Wilson County School System does not discriminate due to age, race, color, gender, national origin, disability, religion, creed, genetics 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 Derrick Green at (615) 444-3282. Inquiries concerning Section 504 and IDEA should be directed to Tracey Burge at (615) 444-3282. Inquiries concerning the Americans with Disabilities Act should be directed to Rebecca Owens at (615) 444-3282. Complaint Managers are available at each school/location to address employee concerns.

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. Education records are sent to other schools that have requested the records in which the student seeks or tends to enroll {34 CDF §§ 99.7, 99.31(a)(2), and 99.34(a)(1)(ii)}. Chapter 644 of the Public Acts of 2016 requires the Tennessee Department of Education to compile a list of state laws related to the rights of students and their parents or legal guardians. This can be found online at https://www.tn.gov/content/dam/tn/education/legal/State_Statutory_Rights_Parents_Students.pdf

Parent and Family Engagement Policy

In an attempt to increase student achievement, Wilson County Schools is committed to involving and engaging all parent and family members in an effort to improve communication between the District and the home. Wilson County's Parent and Family Engagement Policy components include:

- Meaningful involvement of parent and family members in the development and annual review/evaluation/revision of the district parent and 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 parents and family members in understanding local, state, and federal standards through technical support and the use of specific, measurable goals that are research based
- Identification of barriers to greater participation by parents, particularly those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- An annual school and district assessment that is clear and meaningful and relates to student achievement
- Support for parents and family members in understanding state academic content standards and curricular materials in an effort to build capacity of parents and family members 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 parents and family members to become involved in district level and school level decision making
- Ongoing and meaningful professional development for all professional, support staff, parent and family members, and community stakeholders in specific areas that support successful family engagement
- Effective development and implementation of district/school based family engagement programs embedded in the budget process to ensure ongoing commitment and continuous improvement, as well as coordination and integration with other Federal, State and local laws and programs.
- The entire policy can be found online at www.wcschools.com

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 TCA §40-38-111(g), or the attempt to commit one of these offenses as defined under TCA §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 the Attendance Supervisor, at 615-444-3282.

USDA Antidiscrimination Notice

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Student Insurance

A voluntary student accident insurance policy is available for each family of a student enrolled in Wilson County Schools. This policy would help provide coverage for accidents which occur on school grounds during the school day and/or during school events. Please be advised that these types of injuries are not covered by the school system or the school system's insurance. If you are interested in purchasing this policy, you may pick up an enrollment form at your child's school.



WILSON COUNTY SCHOOLS

Excellence in all we do!

School Fee Schedule¹ **2026-2027**

The fees listed below are the maximum fees that may be requested and do not cover any AP exam fees or industry certification fees. Collected fee money is used to purchase supplementary materials that maximize our student's educational opportunities.

Grades 9 - 12

AP Science Courses	\$25.00	Drama, Theatre, Dance	\$10.00
AP Studio Art	\$30.00	Chorus	\$10.00
All other AP Courses	\$10.00	English	\$ 3.00
Art I, II, III, IV	\$20.00	Social Studies	\$ 3.00
Band	\$10.00	Foreign Language	\$ 3.00
Biology I, Biology II, Ecology, Environmental Science, Geology, Physics, Chemistry, Physical Science	\$15.00	Math	\$ 3.00
		CTE	\$ 20.00

Grades 6 - 8

Band	\$10.00	English	\$ 3.00
Drama, Theatre, Dance	\$10.00	Math	\$ 3.00
Chorus	\$10.00	Social Studies	\$ 3.00
Other Exploratory Courses	\$10.00	Science	\$ 15.00

Grades PreK - 5

- Class supply list items should not exceed \$40.00
- General materials and supplementary educational items not to exceed a \$25.00 donation

¹ Wilson County Schools Board of Education Policy 6.709



WILSON COUNTY SCHOOLS

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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.² 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 and 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 or late-returned, damaged or lost library books, damaged or lost textbooks, workbooks, student parking permit fees, 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 debt incurred pursuant to TTR/MS 0520-01-02-.16 (2), will result in the 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 Barry Tatum Academy).

² TCA 49-2-114

Wilson County Schools Calendar 2026-27

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 4 (Holiday)
 July 23, 24 New Teacher Orientation
 July 28, 31 Administrative Days
 July 29, 30 Professional Development
 Days

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 3 First Day of School
 August 6 Stockpile Day (Election)
 21 Instructional Days

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 7 Labor Day
 21 Instructional Days

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 5-12 Fall Break
 Oct 13 Stockpile Day (Teachers PD)
 16 Instructional Days

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 3 Stockpile Day (Election)
 Nov 23-27 Thanksgiving Break
 16 Instructional Days

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 18 Last Day of School for Semester
 Dec 21-31 Winter Break
 14 Instructional Days

88 Instructional Days - Fall
 92 Instructional Days - Spring
 10 Days Available for Inclement Weather

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 Winter Break, cont.
 Jan 4 Administrative Day
 Jan 5 Students Return from Winter Break
 Jan 18 MLK Jr Day
 18 Instructional Days

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 15 Presidents' Day
 Feb 16 Professional Development Day
 18 Instructional Days

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 8-12 Spring Break
 March 26 Good Friday
 17 Instructional Days

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Instructional Days

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 25 Last Day for Students
 May 26 Administrative Day
 May 31 Memorial Day
 17 Instructional Days

Stockpile Days (Teachers Report / No Students)
Prof. Dev. Days (Teachers must accrue a total of 5 Days)
Start / Stop Date for Students by Semester
Administrative Days (Teachers Report / No Students)
Breaks / Holidays

Pending Approval from Tennessee Department of Education



STUDENT-PARENT HANDBOOK ACCESS AND ACKNOWLEDGEMENT SIGNATURE REQUIRED

Please sign one form for each student in your household and return each form to your student's school.

I have received a copy of the 2026-27 Wilson County Schools Student Handbook and I understand that the Handbook is also available online at www.wcschools.com.

The signature below acknowledges that I have read and understand the Handbook and related policies and procedures.

Student's Name (please print):

Student's School (please print):

Parent or Guardian Name (please print): _____

Parent/Guardian Signature _____ Date _____

NOTE: Failure to sign and return this form to the school does not relieve the student from the responsibility of complying with the rules and policies referenced in the Wilson County Schools Student Handbook.