FRANKLIN
HIGH SCHOOL

Student Handbook
2026-2027



Williamson County Schools Vision

Williamson County Schools will provide a supportive environment where students are challenged to pursue excellence in academics, athletics, and the arts.

FHS Vision, Mission, & Beliefs:

Vision

All students learning at high levels.

Mission

Franklin High School strives to provide an engaging and supportive environment that challenges everyone to reach their full potential and to become lifelong learners who are responsible, respectful, contributing members of the local and global community.

Beliefs

- All students can learn.
- Every student has a right to attend school with a safe environment and an atmosphere conducive to learning.
- Students are individuals with unique physical, social, emotional, and intellectual needs.
- Students should take responsibility for their learning and behavior.
- Students benefit from a variety of instructional approaches.
- Classroom instruction relates curriculum to real-world experiences.
- Student success is celebrated through diverse academic and extracurricular activities.
- An effective school combines the efforts of administrators, students, faculty, staff, parents, and the community to develop policy and make important decisions.
- Student achievement and understanding is measured through a variety of assessments.

Core Values:

Integrity, Teamwork, Innovation, Service

Non-Discrimination Statement

Williamson County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. See the district website for more information.

Future Changes

Although every effort will be made to update the handbook on a regular basis, Williamson County Schools reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Athletics/Extra Curricular Activities/Clubs:

All students participating in interscholastic athletics must have a current athletic physical form, concussion release form, and cardiac arrest form on file with the athletic department prior to participation in any tryout or practice. Forms may be submitted on Final Forms. Information regarding individual teams and expectations for student athletes may be found on the school's website. See Williamson County Board of Education Policy 4.301 for additional information.

All students are expected to maintain adequate academic progress throughout the school year. To remain in good academic standing, students must pass 5 classes per semester to be eligible to take part in any extracurricular activity, club, or organization. Any student issue or concern, the student must speak with school administration. (Spring, 2025)

Any student that is placed in ISS (In School Suspension) will not be allowed to participate in any extra-curricular game/s that are TSSAA sanctioned that day. Students may be allowed to practice but not play in actual games. Once the student has completed ISS, then he/she can participate in their athletic sport contest/s the following day.

Custodial Issues/Parenting Plan

Custodial parents/guardians must inform the school immediately upon any changes in custody, especially court restraining orders. Non-custodial parents may contact the school regarding access to their student's academic progress. All families with a parenting plan must have that plan on file with their child/children's front office(s), along with any subsequent orders or changes to the parenting plan or court order establishing the primary residential parent. See Williamson County Board of Education policy 6.209.

Drug-Free Schools

Students shall not unlawfully possess, handle, transmit, use, be under the influence of, share, or sell drugs or any controlled substances in any way in school buildings, on school grounds, or on other grounds used for school purposes, (including parking lots or athletic facilities), on school buses, or at any school sponsored activity (See WCSB Policy 6.307).

Emergency Closings

Parents/guardians of Williamson County Schools students will receive school closure notifications by phone, text, email, mobile app, and social media. Visit the App Store or Google Play to download our app for free. Search for Williamson County Schools.

The district aims to notify parents/guardians and staff members of delays and cancellations by 9:00 PM the night before. If not possible, the district will begin notifying families as early as 5:00 AM the morning of the day school is closed.

Parents/guardians will be notified only at the main number on file in the phone notification system. If school is dismissed during the day, parents/guardians will receive notifications to all of

the phone numbers on file. **Please do not block WCS phone numbers or you will not receive calls that can be emergency notifications.**

Field Trips

Students may have the opportunity to participate in several field trips as extensions of classroom activities throughout the year. Teachers will notify parents/guardians concerning field trips and send home permission forms for parent/guardian's signature. The school must have on file written permission from the parent/guardian before a student may go on a field trip. If the written permission slip is not returned by the due date, the child will not be able to attend the field trip. Students will travel by bus to and from all off-campus trips. Any exceptions to this procedure must be approved by the principal. See the WCSB Policy 4.302 for more information.

Participation:

*Field trips are open to students who meet academic, behavioral, and attendance requirements by the school administration. **Students failing a class, missing assignments, or excessive absences will not be permitted to go on fieldtrip/s.** Teachers will confirm eligibility with fieldtrip sponsor.

***A list of students missing school for a field trip must be sent to the attendance secretary one week prior to the trip.**

*Parents must provide permission for a student to participate in a field trip.

***Students that are participating in a field trip are responsible for making up work in any class missed due to a trip. For example, a student that misses a class for one day has the following day to get the assignment and turn it in the next day. If a student misses two days, they have two days to turn in the assignment.**

***If a test is scheduled for the day of the field trip and the field trip is for one day, the student will take the assessment on the day they return. If a student misses two days of school for a field trip they will have two days to take the assessment.**

- **Student Responsibilities**
  - Obtain the missed assignments from teachers.
  - Complete and submit work within the designated timeframe.
  - Seek clarification from teachers if needed.

- **Teacher Responsibilities**
  - Provide students with missed work upon request.
  - Offer reasonable assistance to help students understand the missed work.
  - Set deadlines for completion based on the length of the absence.

- **Timeline for Completion**

- Students will have one day per day absence to complete missed work unless alternative arrangements are made.
- Makeup assessments will be taken within two days of a student returning (teacher discretion).
- Long–term projects or assignments are due within one day of the student's return.

Fire, Tornado, and Emergency Drills

Franklin High School will conduct all appropriate safety drills throughout the school year.

Moment of Silence or Prayer

Tennessee State Law – (TCA 49-6-1004): In order for all students and teachers to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them during this time but shall maintain silence for the full time. It is lawful for any teacher in any of the schools of the state to permit the voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

Parent and Family Communication

Ongoing communication from school to home and from home to school is essential. Your ideas, questions, and concerns are important. Teachers, administrators, and some support staff have a WCS e-mail address. Although you may wish to communicate with your child's teacher by email, please be aware that e-mail is not always confidential. Please do not send time sensitive information by e-mail. It is our goal to return parent/guardian communication in all forms within 48 hours on Monday-Friday when school is in session.

Photography and Videography Guidelines

The WCS Communications Department has provided the following guidelines for parents regarding photography and videography in schools. The purpose of the guidelines is to address problems that have occurred at some schools when parents have taken pictures at school and posted them on online social media sites.

1) Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
2) Picture-taking at non-public school events: These events occur before, during, and after school and include class parties, field trips, assemblies to which the public is not invited (ex. talent show during the day, etc.) Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.

3) Picture-taking at public school events: This includes events that are open to the public such as Back to School Bash, Family Fun Night, etc. Parents may take photos at public school events that include other people's children but should avoid posting these photos to social media.

NUDE IMAGES

See policy 6.3041

Students shall not possess, show, or transmit nude images at school or at school events. In all cases of nude images, the administrator will contact Title IX Coordinator before proceeding with the investigation.

High School Consequences

High school administrators must contact the district Title IX Coordinator and School SRO before investigating nude images. Consequences will range from ISS to ALC.

School Nutrition Program

See the WCS website (here) for more information about the school nutrition program.

Student Enrollment

All new students will register online using their Family Access account login. If you choose not to use the online registration, paper packets can be picked up in the front office. Returning students should submit the intent to return documentation on Skyward each year. If you need computer access or assistance, you may contact your front office. See WCS website (here) for more information about open enrollment and other enrollment options.

Student Fees

See WCS website for more information about student fees.

Student Withdrawal

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all WCS issued materials and devices must be turned in, and a student must be in good standing with the library and cafeteria. Once all requirements are met, a parent/guardian may withdraw a student from school. Contact your school for more information regarding withdrawal.

Textbooks

Parents and guardians shall accept full responsibility for the proper care, preservation, return, or replacement of textbooks and instructional materials, **including Chromebooks.** See Williamson County Board of Education Policy 4.401 for more information about textbooks and instructional materials. All textbooks and other materials must be returned at the end of each school year. If not, student/parent responsible for cost of books or materials that are not

returned. Any kind of damage to chromebooks, covers and lost cords will be student/parent responsibility.

Transportation

Bus Riders See the WCS website (here) for information, policies, and practices regarding bus transportation.

Car Riders

School hours: 7:40-2:47

The building is open for drop-off at 7:15 a.m. and all students must be picked up by 3:10 p.m. unless participating in an extra-curricular activity.

Parents of students left after 3:10 p.m. will be notified that they are in violation of school policy and their child may be required to ride the bus home.

Walkers/Bikers

Your school will communicate with you at the beginning of the school year regarding procedures for walkers and/or bikers.

Student Use of Electronic Transportation Not Requiring A License on School Grounds: BP 3.401

Beginning with the 2026-27 school year, students who want to ride e-bikes or other electronically powered transportation devices to school will be asked to complete a required safety training session. The new procedures are designed to promote safe transportation practices and help schools maintain a secure environment for students, staff, and visitors.

Students in grades 3-12 may be permitted to operate personal electronic transportation devices (e.g., e-bikes, e-scooters, and similar devices) on school grounds in accordance with school-based administrative procedures and expectations subject to the following districtwide expectations:

- Students wishing to ride personal electronic transportation to school must complete a district-approved safety training class with a parent/guardian prior to operating such devices on campus.
- Prior to riding to school, students must register all electronic transportation devices with the school and display any required identification tag. Fees may be assessed in accordance with Board-approved fees.
- The use of personal electronic transportation on school property is a privilege, not a right, and may be suspended or revoked for violations of law, Board policy, or school rules.
- Students must comply with all applicable state and local laws, including traffic and safety requirements, while traveling to and from school and while on school property. Devices requiring a driver's license are governed under student motor vehicle provisions.

- Students must operate devices in a safe and responsible manner, including wearing an appropriate helmet,[3] obeying traffic signals, using hand signals, yielding to pedestrians, and avoiding reckless behavior.
- Failure to follow school procedures, unsafe operation, or violation of established expectations may result in disciplinary consequences and/or loss of riding privileges.
- Electric wheelchairs and other devices used to assist a student with a disability to support services described in an IEP, 504 plan or health plan are not subject to the above conditions but shall be governed by the terms of each such plan.

Procedures governing training, registration, designated parking areas, and operational expectations, shall be developed by school administration.

Parking/Driving on Campus

The following are the rules and regulations for student parking on Franklin High School's campus.

1. Only FHS students, faculty, and staff are permitted to park on school grounds.
2. All FHS students must have a valid student parking pass with the pass visibly displayed in the window of the vehicle.
3. Students must have a valid TN operator's license, vehicle registration, and show evidence of maintaining the minimum state requirements of financial responsibility and/or insurance to be considered for a parking permit.
4. By issuance of this permit, neither the school nor the Williamson County School Board assumes any liability for any property damage to any private motor vehicle, or items of personal property left in/on them, including parking permits, while the motor vehicle is parked or operated on school property. The owner/operator(s) of all private motor vehicles accept responsibility for their own property and agree that they are parking at their own risk.
5. Students may obtain a valid student parking pass in the FHS front office. The sale or transfer of a permit between students or to any other car is prohibited.
6. FHS administration has the right to cancel or remove the parking pass of any student who is operating his or her motor vehicle on the school campus in any manner which is considered detrimental to the health, safety, and welfare of other students, including himself/herself, staff or visitors. Reckless driving on campus will result in immediate suspension of parking permit.
7. Any vehicle parked on school property may be searched by the principal or designee upon reasonable suspicion to believe that the vehicle contains controlled substances, alcoholic beverages, weapons, stolen property, or other contraband. A student will be subject to the withdrawal or revocation of parking privileges and to discipline if the student refuses to open a locked motor vehicle, or its compartments, under the student's control at the request of the principal/designee.
8. Once a vehicle is parked on campus, students are not permitted to sit in their vehicle, drive their vehicle between buildings, or transport other students in their vehicle without authorization.
9. Moving violations such as reckless driving, speeding, and going out the wrong way can and will result in school disciplinary actions. Those can include loss of parking pass for extended period of time and ISS.
10. Consequences for violating student parking privileges are noted below.

COMMON PARKING ISSUES

- Parking on campus without a permit.
- Illegally parked (all students are assigned a parking pass. They can park anywhere on campus except in visitor spots and teacher spots.)

- **Students who fail to obey traffic signs and arrows, who cross over curbs and grass, or who drive in an unsafe or reckless manner on campus may lose their right to park on campus. Students entering and exiting the wrong way will result in loss of parking privileges.**

CONSEQUENCES FOR REPEATED INFRACTIONS

Please note that **no warnings** for parking infractions will be given. This document serves as a notification of FHS student parking policies.

- Parking on campus without a permit will result in Friday School/ISS
- 1st Offense - Detention
- 2nd Offense – Friday School
- 3rd Offense – Parking pass suspension/ISS
- **Any student driving recklessly on campus will lose their permit for a minimum of 10 days.**

OTHER CONSEQUENCES COULD INCLUDE:

- Freshman, Sophomores & Juniors – loss of priority status for parking for the next school year.
- Seniors – loss of exam exemptions.

Visitors to Schools

1. All visitors must enter and exit through the main office doors.

2. Parents/guardians, visitors, and volunteers must present photo identification to enter the building.

3. All visitors must sign in and out in the office and wear a visitor or volunteer sticker/badge at all times.

4. School personnel escort visitors touring the school. See WCSB Policy 1.501 for additional information.

Student Academic Achievement

Three components play a critical role into every Williamson County Schools student's educational program: a solid curriculum, effective instruction, and quality assessment. Curriculum, derived from state standards, defines what students need to know. Instruction is the practice of teaching each student that curriculum. Assessment is used to measure the student's progress and mastery of what is being taught. Please make every effort to have your student at school on time during assessment windows. No absences will be excused for family trips during these windows.

Attendance

Excused Absences

As detailed in Williamson County Board of Education Policy 6.200, excused absences include: (1) Personal illness/injury, (2) Illness of immediate family member which requires absence of the student from school, (3) death in the family, (4) recognized religious holiday, (5) Pregnancy, (6) Principal approved emergency or exceptional circumstances (school endorsed activities), (7) Summons, subpoena, or court order, (8) Circumstances which in judgement of the principal warrant absence from school over which the student has no control.

***Parents or legal guardians may submit notes for students to be excused up to five (5) days per semester, for any reason. To be excused, notes must be provided by the parent or legal guardian and received by the school within five (5) school days of absence. After five (5) days of total absences per semester, official documentation, as outlined above, should be submitted in order for the absence to be excused.**

Written Documentation

The Williamson County School Board Policy 6.200 requires written parental or medical documentation for all absences, tardies, and early dismissals. This documentation ensures that school personnel are fully and accurately informed about your child. All absences are considered "unexcused" until a note is sent, preferably within 48 hours of the student's return to school. When a student's absences exceed 5 days per semester, a doctor's note will be required to excuse all future absences. Notes are kept on file for the school year. Parents/guardians may also send an email with all appropriate information to the school's front office.

Notes should state:

o Child's name

o Teacher's name

o Date(s) of absence o Reason for absence

o Doctor's note attached (if applicable)

o Parent or guardian signature

School Notification

When a student accumulates a total of **5 excused absences per semester**, all other absences will be considered unexcused unless a doctor's note is presented within 48 hours of returning to school.

In accordance with state guidelines for schools related to truancy, Williamson County Schools has implemented a three-tiered system to monitor attendance. Parents/guardians will be notified as unexcused absences accumulate (recorded) to proactively help with truancy concerns.

● 3 unexcused absences - parents/guardians will be notified via email or phone.

● 5 unexcused absences – a meeting will be held with family and school personnel. The team will create a plan to support the family and ensure subsequent school attendance. Follow-up meetings will be planned to monitor progress.

● If the student continues to accumulate absences, additional interventions will be established which could lead to truancy petition to court.

● The Tennessee Department of Education Accountability Regulations (ESSA) defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused. Students who accumulate 18 or more absences will be considered “Chronically Absent” and reported to the state.

PRE-ARRANGED ABSENCES

Students must present a note from their parents detailing the date and reason for the requested absence (i.e. family trip, college visits, extracurricular competition). The note must be taken to Student Services **ONE WEEK PRIOR** to the requested absence. The one-week period allows grades and attendance to be verified and arrangements to be made with the teachers.

Early Dismissals:

Please note that there are changes to the Early Dismissal Process to ensure building safety, less class interruption, and more flexibility for our families.

Please complete the form below if your student needs to be dismissed during the school day. The form will remain open until 1:00pm each day and reopen at 2:30pm for the following day. Students may only dismiss during passing periods unless a parent/guardian is present to sign a student out in the main office. Parents/guardians may sign students out until 2:15pm each day. We will no longer accept paper notes or emails for early dismissals.

Absences:

If your student is absent from school, you may complete the form below or send a medical note upon return. Please note that if your student is marked absent or tardy in the first few periods of the day, you will receive the daily attendance call out even if you have notified student services. This is for ANY absence reason, excused or unexcused. Attendance can always be verified in skyward.

Late Arrival:

If your student arrives late to school, you may complete the form below, send in a signed parent note, or medical note. If a student arrives late without a note, they will receive detention.

Parent Notes:

Please ensure all notes include a parent/guardian name and signature, phone number for verification, student's first and last name as it appears in skyward, date of absence, student's grade, and reason for absence. Emails must match the parent/guardian email address in skyward and do not require a signature. You can only write 5 parent notes per semester for absences.

Detention Policy

If a student receives a detention for being tardy to class. The following rules apply:

The first 3 detentions- Will serve one hour for each detention.

4th tardy- Friday School from 3-4:30pm.

5th tardy- ISS

6th tardy or more could result in further school discipline such as an unruly petition to court.

If a student misses their detention, they must meet with their grade level AP or is subject to Friday School, or ISS.

Detention is served before school T-W-TH (6:45 am), or after school on Wednesdays (3-4) & Fridays (3-4:30). Students can also serve lunch detention per AP approval. Location will be announced.

CHRONIC ILLNESS:

Parent and doctor must complete a chronic illness packet and return to Mrs. Lamberth or Mrs. Wittkopp in Student Services.

Parents must request Chronic illness packet from grade level AP.

Once the time frame (max 10/20 days) has passed, must complete packet again.

Parents must let Mrs. Lamberth or Mrs. Wittkopp know if absence is due to chronic illness so it can be recorded correctly in Skyward.

ATTENDANCE CONTINUED:

In order to participate in an extra-curricular activity, students must be present at least ½ the school day, unless approved by an administrator.

Grading System

See Williamson County Board of Education Policy 4.600 for information regarding the grading system.

Grade Norms

Franklin High School will operate using a common gradebook structure utilizing two gradebook categories:

80% Category: to include, but not limited to tests, labs, projects, quizzes (Summative)

20% Category: to include, but not limited to homework, classwork, quizzes (Formative)

Teachers will determine point values for each assignment/assessment within each category that will weigh into the category grade.

Teachers are required to update grades weekly.

Honors/AP/IB points:

For Honors courses and courses resulting in national industry certification, including middle school courses taught at high school honors level, teachers will add three (3) points to each quarter grade and semester exam. The grade points are weighted by adding 0.5 quality points. For AP/IB, Teachers will add five (5) points to each quarter grade and semester exam. The GPA is weighted by adding 1.0 quality point. *Students must sit for their AP/IB exams to receive the 3rd/4th quarter points. Dual Credit Teachers will add four (4) points to each quarter grade and semester exam.

Averaging Policy:

The AVERAGING PRACTICE for certain courses allows students to pass even though they failed the first semester. This is possible only if the average of both semester grades is a 60% or better. However, credit will not be given when the second semester grade is the failing grade. Credit recovery is not part of this policy. Full semester courses taught over the summer are covered by this practice. This policy applies only to courses in which a student must master first semester skills and concepts in order to be successful second semester: Math, World Language, Chemistry and Physics. If the student is successful under this practice, the report card/transcript credits only are changed. Grades remain as earned.

Late work policy:

Students are responsible for obtaining and completing assignments after an absence. This should be completed within the equivalent timeframe that the student was absent. (For example, if a student was absent for two days, then the student has two days to complete the assignment.)

Tests and quizzes missed due to absence – Students who are absent for one day for a previously announced assessment will take the assessment on the day they return to school. Students who miss two days of school will have two days to take an assessment.

“No Later Than” dates will be clearly communicated to students by the teacher in the syllabus.

Test retake policy:

All PLC teams will focus on what’s important for students to learn while focusing on Q3.

Homework

Homework is defined as purposeful academic assignments given to students by teachers, which are to be completed outside of class time. See Williamson County Board of Education Policy 4.609 for more information on homework.

Response to Intervention (RTI)

A general education initiative, Response to Instruction and Intervention, or RTI, is a comprehensive framework for supporting students academically that focuses on high-quality instruction and evidence-based interventions. Instruction and intervention is tailored to meet the needs of the student through the use of initial screening data. Screening data come from assessments designed to identify student strengths and areas of need in reading, mathematics, and written expression.

Student Progress

Student performance may be accessed through Skyward Family Access for all students. Parents/guardians may request that a printed copy of their student's report card be sent home each nine weeks. More information regarding student progress policies can be found in WCS Board of Education Policy 4.603.

Student Welfare

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

When determining whether your child is well enough to attend school, please refer to the **Williamson County Schools Illness Guidelines**. Please note that your child should not be sent to school until he/she has been fever free for at least 24 hours without taking a fever reducing medication.

If the school nurse determines that your child needs to leave, we ask that you or an emergency contact pick up your child within the hour that you are called.

If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services Site.

Immunizations

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Tennessee Commissioner of Health. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the school for which the student is to attend.

Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any student whose parent/guardian files with school authorities the following:

1. A signed, written statement that such immunization and other preventative measures conflict with the parent's or guardian's religious tenets and practices, affirmed under the penalties of perjury;

2. A written statement from the student's doctor excusing the student from immunization due to medical reasons;

3. Any student determined to be homeless, pursuant to federal law, may not be denied admission because of the student's lack of immunization records due to being homeless. Proof of exceptions will be in writing and filed in the same manner as other immunization records.

Medicines

The school nurse may only administer medications that are provided and authorized by the parent/guardian. Students should not have prescription or over-the-counter medicines on their person or stored in their locker. Please ask the nurse for copy of the form.

Physical Examinations

Each student shall have a complete physical examination prior to:

1. Entering public school for the first time

2. Participation as a member of any interscholastic athletic team on an annual basis.

Cost of the examination shall be borne by the parent/guardian of the student. These records shall be on file in the student's record.

Screening tests as required by the Tennessee Departments of Education and Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with their student's progress.

In general, the school will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.

Policy 6.411 - Student Wellness

Middle and high school students **shall receive a minimum of ninety (90) minutes of physical activity** each full school week. Time spent on an electronic device shall not be considered physical activity for middle school students. Walking to and from class shall not be considered physical activity for middle and high school students.

Physical activity shall not be withheld from a student or employed during the school day as a form of discipline or punishment.

Schools shall continue to offer after-school sports and activities.

Student Discipline & Behavior

Discipline in Williamson County Schools is student centered, responsive, and timely. Students will be responsible for abiding by the district's Student Code of Conduct, WCS Board of Education Policy 6.300. Consequences for inappropriate student conduct are stopped and may include, but are not limited to, detention, Friday School, In-School Suspension, and Alternative Learning Center placement.

Classroom behavior:

Students that are removed from a class that are causing disruptions in the classroom will be disciplined by their grade level AP. Being removed from the class will result in ISS.

Students that draw inappropriate pictures that can be racial or sexual in nature will result in ISS.

Academic Detentions:

Academic detentions may be assigned for students that are missing assignments or late work to ensure that students are successful. Detentions include 1 hour after school, or Friday School.

WIRELESS ELECTRONIC COMMUNICATION DEVICES
Board Policy 6.312

Cell phones will not be allowed out during instructional class periods or during transitions. Phones should be kept in phone pouches in classrooms and in pockets/backpacks during all transitions. The only exception is at lunch where all students can use their devices.

If phones are used inappropriately during class, the student will be subject to detention, Friday School, or ISS.

If students are intentionally deceptive of their phones, they will be subject to Friday School or ISS.

Students in grades 9-12 may possess wireless communication devices so long as such devices are silenced and not used during the school day. Students in grades 9-12 may use a wireless communication device during the student's lunch period. Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, and gaming devices.
A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In the event of an emergency;
2. When authorized by a teacher for educational purposes;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's Individual Education Program (IEP), active 504 plan, or individual learning plan; or

5. The device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.

Additionally, School Board Policy 6.313 prohibits students from accessing social media during the school day. Students violating this expectation will face progressive discipline beginning as a Level II offense. Consequences may be more severe based on accessed content.

In addition to the consequences below, a referral to law enforcement may occur if device used involved content or behavior that violates state or federal laws. Progressive consequences beyond the third offense may be applied at the discretion of the school administration in alignment with the Student Code of Conduct.

High School Expectations and Consequences
High school teachers and administrators will communicate to students clear expectations and procedures for device storage in their buildings. **All wireless electronic communication devices (cell phones, headphones, smart watches, etc.) should be powered off and put away during the school day. Upon entering a classroom, students shall place their cell phones in a wall storage unit until the end of class. After class, students should retrieve their phones and put them away before leaving the classroom and entering the hallway. High school students will be allowed to use their wireless communication devices during their assigned lunch period only.**

Students supplying a fake phone or empty case for the sake of compliance with the school's device storage expectations will face Level II consequences from the WCS Code of Conduct Policy.

Consistent, progressive school consequences for violations of this policy are below.

INCIDENT	SCHOOL ACTION
First Offense	• Teacher confiscates the device and takes it to administration • Teacher/admin notify parent and review expectations with student • Warning/Violation is logged into Skyward by school administration • Device goes home with the student at the end of the day
Second Offense	• Teacher confiscates the device and takes it to administration • Teacher/admin notify parent and review expectations with student • Student receives detention & logged into Skyward by school administration • Device goes home with the student at the end of the day • Parent conference as needed
Third Offense	• Teacher confiscates the device and takes it to school administration. • Teacher/admin notify parent and review expectations with student. • Parents pick up devices at the end of the day. • Consequences escalate for repeated offenses; focus shifts from device to a pattern of non-compliance o Examples: ♣ Loss of privilege (device in office) ♣ ISS, progressive discipline

Academic Honesty/Cheating

All students will receive a copy of the Academic Honesty Policy and Agreement form and sign. All consequences for cheating can include partial assignment credit, zero on assignment, detentions, Friday School, and or ISS.

Misrepresenting the work of others as your own (including but not limited to copying someone else's work or assignment and turning it in as your own work, representing work created or altered by AI/LLMs as your own, and/or not adequately citing the ideas and research of others.)

Academic Honesty is of paramount importance because it supports the integrity of academic study at our school, the personal integrity of all involved, and good practice in teaching, learning, and assessment. Academic Honesty ties directly to the virtues of respectfulness and responsibility, which Franklin High School believes are fundamental to helping our students be their best.

Intellectual and creative expression is typically protected by law and must be respected. Legal protections include, but are not limited to, patent, trademark, and copyright considerations. Through the practice of academic honesty, the FHS community will also help to reduce illegal out-of-school activities that may result in legal proceedings.

This Academic Honesty Policy has been developed in order to uphold and reinforce tenets that are central to the IB traditions of excellence and to prevent violations of that tradition, such as cheating or plagiarism. This Academic Honesty Policy includes all classes and activities associated with Franklin High School. Beyond existing simply as a statement of rules or as a disciplinary tool, the policy also serves as an education tool through which Franklin High School will help student to discern and develop appropriate practices and conduct that will benefit them both in school and in life.

Authentic Work:

Academic honesty is best exemplified and practiced when a student focuses on submitting their own authentic work. IB defines authentic work as ". . . one that is based on the candidate's [student's] individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas" (Academic Honesty, 2011).

In order to reinforce the importance of a student's authentic work, all Franklin High School students, and their guardians, are expected to review the Franklin High School Academic Honesty Policy and sign the Academic Honesty Agreement. This Agreement is a declaration that all student work including, but not limited to, in-class assignments, homework assignments, projects and assessment components, will be a student's own authentic work.

The IB Learner Profile is an important framework for the school's Academic Honesty Policy. We strive to foster the students of Franklin High School in being:

• Principled, acting with integrity and honesty, taking responsibility for their own actions • Inquirers, who acquire the skills necessary to conduct inquiry and research

• Communicators, who work effectively and willingly in collaboration with others • Open-minded and accustomed to seeking and evaluating a range of points of view/ perspectives

• Thinkers, who apply thinking skills to make reasoned, ethical decisions

• Reflective, giving thoughtful consideration of their own learning and acknowledging personal strengths and weaknesses

These qualities, when applied to learning and student work, will establish skills and behavior which support good practices in the classroom, in student work, and through assessments.

Academic Malpractice:

Academic Malpractice is considered a serious violation of the process of education. It includes, but is not limited to, the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage over other students in schoolwork or activities. As forms of Academic Malpractice, it is not acceptable to practice plagiarism, collusion, or duplication of work.

Plagiarism is the representation of another's ideas or work as one's own (original sources should always be cited).

Plagiarism includes, but may not be limited to

• lack of credit given to sources used, including sources from the internet

o e.g. cutting and pasting information from internet sites without citation

• misrepresenting the work of others as your own

o e.g. copying someone else's ideas, work or assignment and turning it in as your own

"Candidates [students] must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice, regardless of whether the act was intentional" (Academic Honesty, 2011)

A teacher quickly becomes accustomed to the writing styles of students, so when in doubt, teachers are easily able to check for the possibility of plagiarism online. For that purpose, Franklin High School employs Turnitin.com, the leading originality checking and plagiarism prevention service used by millions of students and faculty, and thousands of institutions worldwide. IB Candidates should also be aware that the IB randomly checks candidates' work

for plagiarism using a web-based plagiarism prevention service and that IB examiners are very adept at identifying work that is not authentic.

Collusion is supporting the cheating/malpractice of another;

Collusion includes, but may not be limited to

o Exchange and/or use of old tests, IB markschemes (without teacher permission), reports, projects, etc. from one person to another and submitting the work as your own.

o Looking at someone's paper or giving answers during an assessment or independent assignment.

Throughout high school, students will sometimes have the opportunity to work on collaborative projects or assignments. Even so, the final work must be an independent product, unless otherwise specified, even if members of the group are sharing data. When projects or

assignments are meant to result in group products, teachers will provide specific guidance regarding how students' roles and responsibilities are to be balanced.

IB defines collaboration as "working together on a common aim with shared information, which is an open and cooperative behavior that does not result in 'allowing one's work to be copied or submitted for assessment by another.'" For example, in a collaborative project, such as an internal assessment, "if two or more candidates have exactly the same introduction to an assignment, . . . this [will be interpreted] as collusion (or plagiarism), and not collaboration" (Academic Honesty, 2011).

It is important for students to understand the difference between collaboration and collusion to avoid allegations of academic malpractice. Ultimately, any work submitted should be a reflection of the individual student's language, expression, and ideas with no semblance to anyone else's work, especially if no citation is given.

Duplication of Work is presenting the same work for different assignments without prior permission from an instructor; or any other behavior that could create such an unfair advantage.

Other behavior that gains an unfair advantage for a candidate or affects the results of another candidate includes, but is not limited to:

o Giving out questions that are on a test or assessment, whether in person or through use of an electronic device

o Photographing any or all portions of assessments without teacher permission o Discussing assessments or sharing content of assessments without teacher permission o Fabrication of data for an assessment

o unauthorized copying of assignments (including computer documents and files

o stealing another student's homework and turning it in as one's own

o submitting pre-written work for set classroom exercises or tests

o using unauthorized study aids, notes, books, data, or other information

o selling or buying or sharing papers without authorization

o altering an assignment or test after it has been graded

o stealing tests or other unauthorized materials, or passing such material stolen by others o talking or signaling to another student during a test or quiz

o looking at another student's answers during a test or quiz, or permitting another student to look at one's own test or quiz

o possessing or using "crib" or cheat sheets

o leaving books open on the floor to view during a test or quiz

o using unauthorized calculators or other electronic devices to obtain answers during tests or quizzes

o utilizing unauthorized translators

o passing test information on to students in other classes

o computer fraud

o sabotaging the projects or experiments of other students

o Misconduct during an examination or assessment session

o Anything a teacher specifies as inappropriate or unallowable upon giving an assignment

Of course, this list of examples is not all-inclusive. Furthermore, at FHS, intending to commit an instance of Academic Malpractice is considered the same as having committed the act.

Because different subjects and assignments may differ in their regard to cheating/malpractice in some ways, students should be sure to ask their relevant teacher for guidance if requirements are not clear.

Statement Regarding Artificial Intelligence (AI):

Artificial Intelligence is a tool that is rapidly becoming more accessible and more relevant in secondary education. Like any tool, AI has the potential to be used appropriately to further the

education process or to be misapplied in a manner that does not further educational goals. When AI is used as an avenue of plagiarism, it will be dealt with in accordance with the plagiarism statements in this policy in order to discourage a lack of recognition regarding another's intellectual work and to encourage a sound basis for academic feedback by ensuring that the work at issue is the student's own. Ultimately, any work submitted for grading or feedback should be a reflection of an individual student's language, expression, and ideas with no semblance to anyone else's work (including AI's), especially if no citation is given. However, there are certainly times when AI may be fairly used, and even encouraged, in completion of an assignment. In order to ensure that AI usage is appropriate, students should seek guidance/clarification from the appropriate teacher before using it.

Artificial Intelligence

Artificial Intelligence (AI) is available to us in many different formats, but students and teachers should be aware that using it can pose individual and academic risks if not used properly. Within WCS, the use of AI should be balanced with consideration for security risks, privacy concerns, and academic integrity. For those reasons, Williamson County students and teachers must:

- Use only WCS approved apps, including those with embedded AI.
- Remain true to their own creativity and critical thinking skills.
- Refrain from turning in work from any source without proper citation and presenting it as their own, as such action will be considered plagiarism.
- Refrain from using AI to create any content that is illegal, discriminatory, defamatory, offensive or inappropriate to others.

Forgery:

Falsifying records including, but not limited to, a parent signature, staff signature, misrepresentation on the phone, etc., will be treated as forgery. Any student presenting a forged document or note, or participating in forgery will be subject to disciplinary action.

Honesty in Non-Academic Contexts:

The community of Franklin High School recognizes that no true learning or growth in academics, sports, or character can occur without the condition of honesty. Therefore, we expect all members of the community to practice honesty within the activity of the school, both in relationships and in work. Lying, stealing, and cheating will not be tolerated.

Consequences:

In an instance of Academic Malpractice, the student may receive a grade penalty to be determined by the applicable teacher, the teacher may contact the parent, and the teacher may refer the incident to the appropriate school administrator who will determine if additional steps need to be taken.

If the involved student is a participant in the IB Program, the IB Coordinator will also be notified, and additional consequences may be implemented, possibly including an imposed probation.

If additional instances of Academic Malpractice occur after an initial offence, consequences will be adjusted accordingly. If an IB Program Student commits an act of Academic Malpractice while in a probationary period, he/she may be removed from the program.

In an instance of dishonesty in a non-academic contexts or forgery, the relevant school representative will refer the incident to the appropriate school administrator and, if applicable, IB Coordinator, who will contact the parent and help to implement applicable consequences.

Flagrant acts of cheating, such as falsifying or changing a teacher's records, will result in greater consequences than the minimum.

For Franklin High School students who are also IB Diploma Program Candidates, additional consequences may be imposed by the IB Organization in an instance of Academic Malpractice:

• An investigation of malpractice is set in motion if a student is suspected of having engaged in academic malpractice.

• A senior examiner will review the evidence (scripts, exams, etc.) and will judge whether or not malpractice is suspected.

If malpractice is suspected, the case will proceed to the final award committee. The final award committee makes the final decision in regards to awarding the IB Diploma or course results. o If the allegation of malpractice is dismissed, a grade is awarded following normal procedures.

o If no consensus is reached, a majority of the final award committee will decide the case. o No results will be issued for a candidate until the investigation is complete.

• The penalty imposed will be based on the nature and severity of the offense. The penalty will be only for the subject in which there is a finding of malpractice.

• Malpractice in one or more of various component assignments will result in loss of eligibility for a mark for the component and subject.

o Franklin High School seeks to prepare its IB participants to be full IB Diploma Candidates; therefore, a student found guilty of malpractice in any one subject forfeits earning the IB Diploma.

FHS Faculty and Administration:

The Franklin High School faculty and administration believe that academic honesty is the responsibility of all of our stakeholders: students, teachers, parents and the community. Academic honesty is a set of values that promote personal integrity and good practice in learning and assessment. To that end, our faculty and administration will:

• present the Academic Honesty Policy during orientation and information nights for parents and students

• obtain a signed Academic Honesty Agreement for each student who enters FHS (parents are also asked to read and sign that they understand the policy)

• post a copy of the policy on our school website throughout the year for the public to see • present the Academic Honesty Policy at Admiral Roundup in the weeks before the start of the school year

• present the Academic Honesty Policy to all students through class meetings held at the start of the school year

• teach, explain and discuss good practices and malpractice in all courses, especially as they pertain to specific assignments or IB assessment requirements

• provide insight and direction regarding any specific academic honesty challenges that may be posed by a particular assignment

• model best practices in our own presentations and publications

• respond to student/parent questions or concerns regarding academic honesty • having our librarians explain good practices and malpractice as students begin research assignments

• implement and support any necessary special considerations in accordance with our school's Special Needs Policy

• follow and support the consequences explained in the Academic Honesty Policy

Students:

FHS can expect students to review the Franklin High School Academic Honesty Policy and sign and return the corresponding Academic Honesty Agreement. During their time at Franklin High School, students will attempt, in all instances, to exhibit honesty in both academic and non-academic contexts in order to benefit our broader school environment while engaging best social and academic practices.

Students shall submit their own authentic work that reflects their own language, expression and ideas. Students shall refrain from academic malpractice. Students shall take actions to stop and report any and all violations of Academic Honesty which they see.

Parents:

Franklin High School encourages parents to offer constructive and positive support as their children complete their school work; however, this support should not go so far as to compromise the authenticity of the student's work.

Parents should review the Franklin High School Academic Honesty Policy and sign and submit the corresponding Academic Honesty Agreement.

Thereafter, parents will strive to support FHS in full implementation of this policy.

INAPPROPRIATE USE OF ARTIFICIAL INTELLIGENCE AND TECHNOLOGY
Board Policy 4.214

When using any form of technology, including artificial intelligence (AI) tools and digital platforms, students are expected to do so in a responsible, ethical, and lawful manner. The inappropriate use of technology is strictly prohibited and will result in serious disciplinary consequences.

Prohibited behaviors include, but are not limited to:

- Creating, generating, sharing, or possessing content that depicts illegal activity, promotes harm, or violates school rules.
- Digitally altering, manipulating, or fabricating images, videos, or audio in a way that misrepresents individuals or events, including the creation of "deepfake" or misleading content.
- Creating, requesting, sharing, or possessing sexually explicit or suggestive content, particularly when it involves or depicts minors. **Students should understand that generating, possessing, or distributing sexual images of minors—even if artificially created—may constitute a violation of state and federal law and could result in criminal charges, including felony offenses.**
- Using AI or other technologies to harass, bully, threaten, or harm others.

Any student found engaging in these behaviors will face significant disciplinary action, which may include suspension, ALC, and/or referral to law enforcement for criminal investigation. In each of these incidents, school administrators will contact their Assistant Superintendent or Executive Director, Information Technology, Safety & Security Director, and Title IX Coordinator (as appropriate) prior to investigating to ensure proper federal and law enforcement regulations are followed.

BYPASSING SCHOOL NETWORK SECURITY

Students are prohibited from:

- Attempting to bypass or circumvent school network security measures, including firewalls, content filtering systems, monitoring tools, or other safeguards put in place to protect students and staff.
- Accessing blocked or restricted material through unauthorized means, including the use of VPNs, proxy websites, anonymizers, browser extensions, personal hotspots, alternate DNS services, or other tools designed to bypass school filtering.

- Creating, hosting, promoting, sharing, or distributing web proxy sites, links, instructions, or other methods intended to help students bypass WCS internet filtering or security controls.
- Encouraging others to bypass safeguards or sharing access to restricted, inappropriate, or unsafe content.

The creation or distribution of proxy websites or bypass tools is considered a serious violation because it is an intentional attempt to defeat district security controls and may expose students to unsafe, inappropriate, or harmful online content. WCS will not tolerate students creating, maintaining, advertising, or sharing websites or tools designed to bypass school network protections.

Any student found engaging in these behaviors will face serious disciplinary consequences, which may include in-school suspension or placement in the Alternative Learning Center (ALC), in addition to parent/guardian communication. WCS takes online safety and internet security seriously and expects all students to uphold the highest standards of digital citizenship, integrity, and respect for others. WCS actively monitors attempts at bypassing our school network security, and such violations will be reported to school principals and Information Technology.

VAPING/TOBACCO PRODUCTS

See Policy 1.803, 6.309

Students shall not be allowed to possess, smoke, or use vaping instruments or tobacco products in any form while on school property or while participating in a school-sponsored event, or while on school buses to and from school, or on school buses to and from school sponsored events. Possession of tobacco or vaping in any form anywhere by a juvenile is prohibited by law and will result in a citation to Juvenile Court with a subsequent fine and other punitive consequences. In addition to the court referral, five to ten days of ISS placement will be assigned.

The chart below is not used when vaping includes the use of THC, Cannabis, Delta, etc. in a vaping device as they are considered illegal drugs and fall under our Zero Tolerance policy.

High School Consequences

High school consequences could include parent conference, ISS, restorative conferencing/conversation, ALC and/or court petition.

INCIDENT	SCHOOL ACTION
First Offense	Referral to Juvenile Court (Citation); 3 days ISS*
Second Offense	Referral to Juvenile Court (Citation); 5 days ISS
Third Offense	Referral to Juvenile Court (Citation); 5 days ISS – 30 days ALC min & Unruly Petition

Multiple vapes in possession or selling or trading may result in Level 3 discipline

***May reduce one day if student participates in ISS education program.**

VANDALISM

No student will intentionally damage or deface any school building, school owned property, or personal property located at the school. A police report may be filed plus full restitution will be required. Students who commit or are involved in vandalism may be placed in In-School Suspension, suspended from school, placed in the ALC, and/or criminal charges may be filed. **This includes, but not limited to, "pranks".**

VENDING MACHINES

Students are not allowed during class time to go to vending machines or school Market. They can use them before school, break, or at lunch. If they have time during transition periods, then they can use them as well. If students are in violation of using the vending machines during instructional time, school discipline can be administered. Discipline can be detention, Friday School, ISS.

TRESPASSING

Students are not allowed in the school building or on school grounds without staff supervision. Students found entering the building during off school hours without staff supervision will be charged with trespassing.

THEFT

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

SKIPPING CLASS

Skipping is missing part of a class, all of a class, or multiple classes, or lunch without the prior approval of parents and/or office staff or of the teacher whose class is being missed. Leaving campus without permission is also a form of skipping. Skipping will result in Friday School/ISS.

Students are expected to go immediately into school upon arrival and report to scheduled classes on time. Leaving class or school without permission is a Level 2 Violation in the WCS Code of Conduct (6.300)

High School Consequences
Skipping Class: Leaving *Class* Without Permission
Students who leave class without permission or don't attend a scheduled class (but remain on campus) will receive school consequences as outlined below.

INCIDENT	SCHOOL ACTION
First Offense	Detention/Friday School
Second Offense	ISS
Third Offense	Multiple Days of ISS, possible court petition

Skipping School: Leaving *Campus* Without Permission
Students may not leave campus without prior permission as approved by parents/guardians and school administrators through standard school attendance protocols.

INCIDENT	SCHOOL ACTION

First Offense	ISS
Second Offense	2-3 days of ISS
Third Offense	3-5 days and possible petition possible petition

DRESS CODE

See policy 6.310

Williamson County Schools student dress code supports equitable educational access for all students. A student's appearance, including dress, must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise standards of health and safety.

If an administrator believes an exception to the discipline guidance below is needed, he/she should reach out to their Assistant Superintendent or their Executive Director. Additionally, while students are serving extended ISS, the ISS teacher and school counselor will work with the student to help shape future behaviors. For behaviors that fall outside of the eight categories below, school administrators should respond to those behaviors with consistent responses and consequences that work to change the students' behavior from happening again.

This policy applies to all individual schools and programs. The Board prohibits schools from enacting more restrictive or less restrictive dress codes.

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

1. Students must wear clothing including both a shirt with pants, skirt, or the equivalent (ex. dresses, leggings, yoga pants, shorts, sweatpants, jumpsuits, etc.).

2. Clothing must be worn in a way such that the abdomen, genitals, buttocks, breast, nipples, and back are fully covered with opaque fabric. Clothing must cover the front, back, and sides under the arms. Tops must include at minimum a strap over each shoulder.

3. Pants, skirts, or the equivalent must be held at the waist.

4. Certain body parts must be covered for all students at all times. All students must ensure that their clothes fully cover their abdomen, genitals, buttocks, breasts/chest/nipples, and back with opaque (non-see through) fabric.

5. Building administration will determine if hats and hoods may be worn at their respective schools. Hats, if allowed, and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Hooded shirts or tops, if allowed to be worn on the head, must allow the face and ears to be visible from all angles to school staff.

6. Shoes must be worn to school and should be appropriate for class activities (i.e., recess, CCTE and science labs, PE, etc.)

7. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Attire advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited. Specifically,

1. Clothing shall not depict, advertise, or advocate the use of alcohol, tobacco, vapes, marijuana, or any other controlled substance prohibited under federal or state law.

2. Clothing shall not depict profanity, pornography, nudity, or sexual acts.

3. Clothing shall not use or depict hate speech that targets groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

4. Clothing and accessories must not pose a threat to the health or safety of any other student or staff.

5. Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

6. Any type of clothing, apparel, or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

Dress Code Enforcement

1. School staff shall enforce the dress code consistently and in a manner that does not discriminate against any group based on race, sex, gender, ethnicity, religion, cultural observance, household income or body type/size.

2. Enforcement of the dress code shall be gender neutral.

3. Students who are out of dress code will be removed from class until the violation can be resolved, with the goal of returning to class as quickly as possible. Resolution of the violation can occur in three ways —

a. Students return to code with alternative clothing they already have at school.

b. Students return to code with provided, temporary school clothing, if available.

c. Students return to code after calling parents/guardians to bring alternative clothing to school.

4. These dress code guidelines shall apply to regular school days and summer school days.

5. Students with repeated violations of school dress code will receive progressive discipline.

6. The principal or his/her designee shall be the final judge as to compliance.

*The first offense for a dress code infraction will be a 1-hour detention after school. If further dress code issues continue, then further disciplinary actions can take place such as Friday School, ISS, parent meetings, or unruly petition.

Interrogation and Searches

See Williamson County Board of Education policy 6.303 for more information regarding interrogation and searches of personal belongings and lockers.

BULLYING, CYBERBULLYING, DISCRIMINATION, HARASSMENT, INTIMIDATION

See policies 6.300, 6.304, 6.304.1

It is the policy of the Williamson County Board of Education not to discriminate on the basis of sex, race, national origin, color, creed, religion, disability, or any other class protected by law in its educational programs, or activities as required by the referenced federal and state statutes.

If the conduct leading to the consideration of discipline involves issues of **sex, gender, and/or nudity** please **STOP** and contact human resources to seek Title IX guidance.

When the student's unwelcome conduct was based on another individual being a member of a protected class (including, but not limited to: race, nationality, origin, color, sex, disability, religion), the behavior may be determined to be discriminatory and/or **harassment** and should be documented as such in Skyward and on the HR bullying/harassment form.

After each incident of bullying, cyberbullying, discrimination, harassment, intimidation, students and parents should be notified that any form of retaliation will result in additional consequences and could fall under the *Threat Assessment Protocol*.

I**f an administrator believes an exception to the discipline guidance below is needed, he/she should** reach out to their Assistant Superintendent or their Executive Director. **Additionally, while students are serving extended ISS, the ISS teacher and school counselor will work with the student to help shape future behaviors**. When a student has been issued consequences by the school for bullying/harassment, the student should have scheduled meetings with the school counselor during and after ISS. For behaviors that fall outside of the eight categories below, school administrators should respond to those behaviors with consistent responses and consequences that work to change the students' behavior from happening again.

High School Consequences

High school consequences could include parent conference, ISS, restorative conferencing/conversation, ALC and/or court petition.

Williamson County Schools has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing,

or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Bullying is not tolerated. We ask all parents/guardians and students to report any bullying to a teacher or staff member in the building. The report will be investigated by administration within 48 hours. The investigation and required intervention will be implemented within 20 calendar days. Administration will notify the parent(s)/guardian(s) of all students involved. Administration will also provide information regarding any support services available. Administration will follow investigation procedures and definitions set forth in WCS Board Policy 6.304. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension as deemed by administration.

Definition: Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities, or performance. Bullying is: 1) repeated, 2) intentional harm, 3) against someone perceived with less power.

Bullying has the effect of:

1. Physically harming a student or damaging a student's property.

2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property.

3. Causing emotional distress to a student or students; or

4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Such conduct may include, but not limited to, physical acts, gestures, graphics, or words, written or spoken.

If a student needs help with resolving a conflict or if a student feels that he/she is being bullied, he/she should communicate with a staff member such as a teacher, counselor, or administration.

If a student or parent/guardian does not feel comfortable reporting a bullying incident directly to a WCS teacher or administrator, he/she can submit a Bullying Report. The student can leave his/her name or submit the report anonymously. An incident can also be reported through the WCS App. Falsifying reports will not be tolerated, and consequences will be given if it is determined that a bullying report has been falsified.

Suspensions

See Williamson County Board of Education policy 6.316 for more information regarding suspensions.

Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This shall cover 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 in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time by phone or email.

For additional information concerning Title IX and sexual harassment, see board policy 6.3401 or the Title IX website.

Zero Tolerance

The following are zero-tolerance offenses that will result in a calendar year expulsion:

1. Bringing to school or being in unauthorized possession of a firearm or any dangerous weapon on school property;

2. Possession of drugs or alcohol, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;

3. Aggravated assault; and

4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

5. Threat of BOMB, FIRE, OR OTHER EMERGENCY. Making or circulating a false report will carry discipline up to a year's suspension and report to law enforcement.

6. Threats of Mass Violence.

For more information, refer to Williamson County School Board policy 6.309.

Disciplinary Hearing Authority

A Discipline Hearing Authority shall conduct appeals for students who have been suspended for more than 10 school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parents/guardian of the student, the students and any other appropriate person of the time, place, and date of the hearing. The hearing shall be held no later than 10 days after the beginning of the suspension. For more information, refer to Williamson County Board of Education Policy 6.309.

Individual Needs of Students

English Learners

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by WCS, WCS shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Superintendent shall evaluate the effectiveness of the district's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents/guardians of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

For more information, refer to WCSB Policy 4.207.

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by WCS.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

For more information, refer to WCSB Policy 4.206.

Homeless Students

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the district's application or enrollment deadlines. Parent(s)/guardian(s) are required to submit contact information to the district's homeless coordinator. The Superintendent shall ensure that each homeless student is provided services comparable to those offered to other students within WCS, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

For more information, refer to WCSB Policy 6.503 or visit the WCS website.

Migrant Students

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;

2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.; 3

. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;

4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and

5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

For more information, refer to WCSB Policy 6.503 for more information.

Section 504 and ADA Grievance Procedures

WCS is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Student Support Services. SSS shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

For more information, refer to WCSB Policy 1.802 or visit the Student Support Services website.

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the district’s application or enrollment deadlines.

WCS and the child welfare agency shall determine whether placement in a particular school is in a student’s best interest. Other parties, including the student, foster parents/guardians, and biological parents/guardians (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

WCS shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

For more information, refer to WCSB Policy 6.505.

Students from Military Families

A student who does not currently reside within Williamson County shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the district on relocation. Within thirty (30) of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the district.

Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

For more information, refer to WCSB Policy 6.506.

Students with Disabilities

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

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

Visit the Student Support Services tab on the WCS website for more information.

Technology

Use of the Internet

Williamson County Schools supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Before students are allowed access WCS instructional resources online, both the child and parent/guardian must read and sign the Acceptable Use Policy, the Video Conferencing form and the Authorization District Device form. These forms will be made available in Skyward prior to the start of school for

review and acceptance. If your child violates these policies, they could lose technology access while at school.

For more information, refer to Williamson County Board of Education policy 4.406.

HALLWAY EXPECTATIONS:

Students will be respectful of others during hallway transitions between classes. That means no pushing, shoving, or placing hands on any other student in hallways. No rough housing or any other kind of mistreatment of others. All inappropriate actions can lead to school discipline which can be detention, Friday School, ISS, unruly, and meeting with parents.

LUNCH EXPECTATIONS:

All students will be respectful of others during lunch. All students will keep their area clean, and all trash will be thrown away in appropriate trash bins. Students will also be responsible for keeping the commons, hallways, and outside clean of trash during lunch. All trash will be thrown away in trash bins. If students are found to leave their trash, throw food, or any kind of inappropriate behavior, school discipline can be issued.

No students are allowed during lunch to sit in their cars. Autobody is off limits during lunch. All students that sit outside will be required to stay on the left side of the grounds. ABSOLUTELY no crossing the road to sit in car or eat. Discipline can include, detention, Friday School, ISS, unruly, and meeting with parents.

UPDATED POLICIES:
Policy 4.601 - Student & Parent/Guardian Rights to Access Tests & Quizzes 4.601 WCS Board Policy

Students **may review and retain copies of their tests and quizzes after all assessments** for a class section have been administered, **except in cases where test security concerns justify restricting access** as outlined below. This access supports learning through review of missed questions, parental/guardian engagement in student academic progress, and effective preparation for future assessments.
Teachers will provide specific feedback to students and parents/guardians to understand proficiency levels and remediation opportunities. Feedback examples include completing a standard analysis checklist during class review, assessment reflections, or student data tracking.

Teachers must clearly communicate their classroom assessment policies to students and parents/guardians at the beginning of each course or in the course syllabus.

In addition to the exceptions above, teachers may seek prior approval from the principal to withhold specific assessments due to concerns about test security and/or the need to protect the integrity of assessments items.

EXCEPTIONS

The following assessments are exempt from this policy:
1. Common Formative Assessments (CFAs);
2. Copyrighted Materials;
3. Final Exams; and
4. Performance-based Assessments.

Teachers should review tests and quizzes with students.
Principal approves exceptions based on test security outside of the exceptions above.

Change for Middle and High School Class "Fees": For 2025-26, the Board has not approved a list of class fees for middle and high classes but has instead discussed any requests for curricular support to be treated as a **request for a donation** to support services in certain classes, eliminating the term "fee". We believe this is appropriate, since "fee" suggests a required payment. Your high school or middle school may make a request for a donation with a suggested donation amount, to enhance the quality of services for each class that is listed.

Middle and High School Extracurricular Fees: The Board of Education has approved a list of extracurricular fees for middle and high school activities.

See policy 6.310 Schools student dress code supports equitable educational access for all students. A student's appearance, including dress, must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise standards of health and safety.reach out to their Assistant Superintendent or their Executive Director. Additionally, while students are serving extended ISS, the ISS teacher and school counselor will work with the student to help shape future behaviors. For behaviors that fall outside of the eight categories below, school administrators should respond to those behaviors with consistent responses and consequences that work to change the students' behavior from happening again. detention, ISS, unruly petition.6.3041

STUDENT ALTERCATIONS

Disputes between students shall be resolved through the proper channels. Students are expected to seek conflict resolution from school principals, counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting or verbal disputes. Pushing, shoving, wrestling, hitting, yelling, cursing in anger, or not stopping a conflict when a faculty member intervenes causes a disruption to the school day and will be considered fighting regardless of the intent. If a student is involved in a fight (which also includes inciting, setting up, or causing the conflict), the student should be prepared to receive the consequences listed below; furthermore, the school may be required to file charges of assault or battery. Students are expected to walk away from fights and seek an adult. Regardless of who starts the fight or verbal dispute, all participants should be prepared to face consequences as outlined below. When there is a chance to walk away, prevent, or stop a fight or verbal dispute, students are expected to do so.

After each incident of a student altercation or assault, students and parents should be notified that any form of retaliation will result in additional consequences and could fall under the *Threat Assessment Protocol.*

If an administrator believes an exception to the discipline guidance below is needed, he/she should reach out to their Assistant Superintendent or their Executive Director. Additionally, while students are serving extended ISS, the ISS teacher and school counselor will work with the student to help shape future behaviors. For behaviors that fall outside of the eight categories below, school administrators should

respond to those behaviors with consistent responses and consequences that work to change the students' behavior from happening again.

Definitions:
Fight- mutual participation in an incident involving physical violence.
Assault- touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

High School Consequences
High school consequences could include parent conference, ISS, restorative conferencing, ALC and/or court petition.

THREATS OF MASS VIOLENCE

A person who recklessly, by any means of communication, threatens to commit an act of mass violence in school property or at a school-related activity commits a threat of mass violence, a zero tolerance offense.

"Mass violence" means any act which a reasonable person would conclude could lead to the serious bodily injury, or the death of two (2) or more persons.

"Means of communication" means direct and indirect verbal, written, or electronic communications, including graffiti, pictures, diagrams, telephone calls, voice over internet protocol calls, video messages, voice mails, electronic mail, social media posts, instant messages, chat group posts, text messages, and any other recognized means of conveying information.

"School property" means any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any local education agency, private school board of trustees, or directors for the administration of any school.

"Serious bodily injury" means bodily injury that involves:

(A) A substantial risk of death;
(B) Protracted unconsciousness;
(C) Extreme physical pain;
(D) Protracted or obvious disfigurement;
(E) Protracted loss or substantial impairment of a function of a bodily member, organ or mental faculty; or
(F) A broken bone of a child who is twelve (12) years of age or less.

High School Consequences
This is a zero-tolerance offense.

THREATS Other (*NOT* threats of mass violence)

A threat is defined as any expression of intent to harm someone. Threats can be spoken, written, emailed, or expressed in some other way.

High School Consequences
High school consequences could include parent conference, ISS, restorative conferencing, ALC and/or court petition.

VERBAL THREAT OF ASSAULT TO SCHOOL EMPLOYEE OR SRO
See Policy 6.309

Students shall not verbally threaten to assault any school employee or school resource officer while on a school bus, on school property, or on other grounds used for school purposes, or while attending any school activity or event.

When completing ALC paperwork and Skyward entry, be sure to include the threat level determined using the *Threat Assessment Protocol*.

High, Middle and Elementary School Consequences
This is a zero-tolerance offense.

***Students who continue to be habitual offenders of any kind of school discipline can and will be subject to an unruly petition to court.**

CHILD FIND

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

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

- Children can be screened for the following areas:
    - Hearing
    - Vision
    - Communication Skills
    - Social Skills
    - Motor Skills
    - Behavior/Adaptive Skills
    - Academic and Pre-academic Readiness Skills/Development

Who can I call if I am concerned?

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

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

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

If your child is home-schooled or attending a private school in the geographic region of the Williamson County Schools, call Kim Palmer, at (615) 472-4132, Student Support Services. The federal law of Individuals with Disabilities Education Act (IDEA) requires each school district to spend a proportionate amount of federal allocation for services for students with special needs enrolled by parents in home school or private school each year.