

SUMMIT HIGH SCHOOL

SPARTANS

"A PINNACLE OF EDUCATION"

STUDENT AGENDA

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Executive Principal

2830 Twin Lakes Road
Spring Hill, TN 37174
www.wcs.edu/shs

Front Office: 472-5100

Front Office Fax: 472-5121

Attendance: 472-5110 **Cafeteria: 472-5109**

Counseling Center: 472-5112 **Library: 472-5118**

School Nurse: 472-5111

Student Services: 472-5110

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MISSION STATEMENT

The family at Summit High School exists to cultivate lifelong learners who embody excellence in academics, athletics, and the arts in a safe environment that is supported by our families, staff, and community.

VISION STATEMENT

To be a supportive community of active learners.

Contents of this planner are subject to change during the school year. Revisions and additional school policies and procedures will be communicated to students and parents and posted on the school website (https://www.wcs.edu/shs/**).**

WHERE TO GO AND WHO TO SEE

WHAT	WHO	WHERE
Accident Forms	Nurse	Clinic
Audio Visual	Librarian	Media Center
Bus Schedule	Secretary	Front Office
Attendance/Check In/Out	Attendance Secretary	Student Services
College Admissions	School Counselors	Counseling Office
Crisis Counseling	School Counselors/STARS Counselor	Counseling Office
Discipline	Assistant Principals	Front Office/A233
Free/Reduced Lunch	Cafeteria Manager	Cafeteria
Graduation Requirements	School Counselors	Counseling Office
Letters of Compulsory Attendance	Attendance Secretary	Student Services
Lockers	Administrative Assistant	Front Office
Lost and Found	Front Office	Front Office
Medication Forms	Nurse	Clinic
Parent Conferences	Teachers	Classrooms
Report Cards	Assistant Principal	Front Office
Textbooks	Librarian	Library

Transcripts	Registrar	SHS website/Front Office
Parking	Assistant Principal/Front Office	Front Office
Scheduling	Assistant Principal	Front Office

ACADEMICS (BOARD POLICY 4.6051)

The following units of credit shall be required for graduation. Students shall complete the required core curriculum and the additional path requirement. All students shall enroll in six credit classes each year in high school unless exempted. Exemptions to the six-credit class requirement not covered by an I.E.P. or 504 plan shall be submitted in writing to the Superintendent of Schools for approval.

CORE CURRICULUM Units of Credit

English Language Arts 4

Mathematics 4

Science 3

Social Studies 3

Wellness 1

Physical Education 0.5

Personal Finance 0.5

Computer Science 1

Sub-Total 17.0

ADDITIONAL PATH REQUIREMENTS Units of Credit

World Language 2

Fine Arts 1

Elective Focus 3

Sub-Total 6.0

TOTAL 22.0

Students not planning to attend a university may request a waiver of the world language and fine arts requirements to expand and enhance their elective focus. Approval of such should come from the Office of the Assistant Superintendent for Middle and High Schools.
The elective focus may be Science and Math, Humanities/Fine Arts, AP/IB, Military Science or CTE. WCS students completing a CTE elective focus shall be required to earn a minimum of 3.0 credits from a single career cluster as designated by TDOE. Academic Intervention may also be available as an elective focus for students with an Individualized Education Plan (IEP). or those who qualify to receive English Language Learner (ELL) services.

Computer Science may substitute for a 3rd science or a 4th math. However, many universities are not recognizing this. Please have a conversation with your counselor to ensure your class schedule aligns with your post-secondary plans.

*Computer Science applies to the Class of 2028 and beyond.

WCS RESIDENTS PARTICIPATING IN A FOREIGN EXCHANGE PROGRAM

Williamson County students who participate as a foreign exchange student will not receive high school credits for a foreign exchange experience absent a special exception which may be granted by the Superintendent upon request by an individual student. Determination shall be made on an individual basis.

HIGH SCHOOL COURSE CREDIT

Limits on the amount of high school course credit that may be earned for students following a traditional four-year graduation plan are as follows:

- A maximum of ten (10) credits may be earned during a full calendar (12 months) year.
- A maximum of eight (8) credits may be earned during a regular academic (180-day school calendar) year.

- A maximum of two (2) credits may be earned during a full summer.
- A maximum of six (6) credits during the high school career may be earned through a credit recovery program. Students who have attempted and failed a semester in certain course(s) may be approved to earn credit through the credit recovery program. Administrative guidelines will establish parameters for earning credit through this program. On the student's transcript, "CR" will be listed by the course name to indicate the course was completed through credit recovery. Credit recovery is not accepted or recognized with the NCAA.
- Any exception to these policies must be requested in writing. The request must be approved in writing by the principal and the Superintendent and reported to the Board.

If you are interested in graduating early, please speak to your counselor as soon as possible.

FOCUSED PLAN OF STUDY

Each 8th grade student, parent/guardian, and faculty advisor or school counselor will jointly prepare an initial four-year plan of study. By the end of the 10th grade, the student, parent/guardian, and school will focus this plan to ensure completion of the program of study and transition to post-secondary study and work. This plan will be reviewed annually by the student and faculty advisor or school counselor and revised as appropriate.

HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL

The following high school courses taken before high school will receive high school credit by passing (grade 60 or above) both semesters of the course and will be recorded as that letter grade. The grade will average in the student's high school (GPA) value. If taught at honors level, these courses will count towards the Williamson County Honors Diploma.

ASSESSMENTS

Students, other than exempted seniors, will be required to take either state, district, or teacher-developed final examinations in core high school courses or exams provided by College Board or the International Baccalaureate Program. State End of Course (EOC) examinations will include Algebra I, Geometry, Algebra II, English I, English II, Biology I, and U.S. History.

District or teacher-developed tests will be administered in all other core courses. Grades will incorporate state-provided exam results at the minimum weight allowed by the Tennessee State Board of Education. Locally provided exam results will be incorporated into student grades at the same weight as state-provided exam results.

ONLINE LEARNING PROGRAM

WCS offers online classes for credit. See your counselor for details and visit this weblink:

https://www.wcs.edu/district/departments/secondary-education/olp/

- All students will meet on the first day of school at SHS for an operational meeting.
- Students must follow OLP course expectations and syllabus requirements.
- It is not guaranteed that you will have OLP courses at the beginning or the end of the day. Student's should not plan work or activities with the expectation that this will occur.

DUAL ENROLLMENT – HIGH SCHOOL COURSES FOR COLLEGE CREDIT

Courses taken for college credit will be recorded from the grade provided to SHS on the college transcript. SHS will utilize a district approved grading scale to determine the numerical grade given (5 additional points). This grade will be included in the calculation of the student's (GPA) value. Students enrolled in statewide dual credit courses will receive traditional grades on both their report cards and transcripts.

Results from the dual credit challenge exam will appear as a separate entry on student transcripts.

SHS has no access to student grades through a postsecondary institution. It is the responsibility of the student and family to communicate with the postsecondary institution and SHS as failing these classes may impact the student's ability to graduate from high school.

GRADING AND REPORTING ON TRANSCRIPTS

For transfer students, the cumulative GPA is not recalculated but is entered as a base GPA combined with in-system courses. The GPA is converted to our 4-point scale in calculating cumulative Grade Point Average (GPA).

The averaging policy 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 for the following high school courses which are **math, world language, chemistry, and physics**. If the year-end average is 60 or better, a unit of credit will be earned. However, credit will not be given when the second semester grade is the failing grade.

To audit means to take a class for no credit, usually, a student audits the first semester of a full-year course when in the previous year the student passed the first semester but failed the 2nd semester. This practice allows the student to be ready to take the 2nd semester for credit and be successful. The student is required to complete all work, including tests and the semester exam. The letter grade is recorded on the transcript but not calculated into the GPA.

Progress reports **and Report Cards** are available in Family Access through Skyward.

Credit Recovery is a computer-aided tutorial system which allows students to remediate and receive credit for courses which have been taken and failed. Various courses are offered outside of the normal school day throughout the year and students must go through an application process. See counseling for course offerings, times, and dates of classes. A fee may be assessed at the time of enrollment. **NCAA does not recognize the credit recovery courses. Students must qualify for credit recovery through state mandated requirements.**

WCS and State Board of Education **grading system** for grades 9-12 is as follows:

Grade	Grade Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 59

The transcript is a historical document of all courses taken at SHS. Letters, not numbers, are used in reporting grades on the transcript. All grades, passing and failing, are permanently recorded on the transcript. When a course is failed and then repeated either in Credit Recovery or during the regular school year, the new grade does not replace the failed grade. The course and grades are added to the transcript and averaged into the cumulative GPA. **The Calculation of the GPA** is determined by dividing the sum of the quality points, including accelerated quality points, by the potential credits. Credit given to all courses taken in high school is counted. Grade point averages (GPA) are calculated on the following graduated 4-point scale with additional grade point weighting of 0.5 for Honors courses and 1.0 for Advanced Placement (A.P.) courses.

GPA CALCULATION FOR HIGH SCHOOL COURSES (BOARD POLICY 4.600)

This weighted grading scale shall be used for all official purposes including report cards, GPA, class rank, honor roll, etc., except the Lottery /Hope Scholarship described below.

TENNESSEE UNIFORM GRADING SCALE FOR LOTTERY/HOPE SCHOLARSHIP: State law requires that students applying for lottery scholarships and other state scholarship funds be evaluated utilizing the State's uniform grading scale:

A	**93 – 100**
B	**85 – 92**
C	**75 – 84**
D	**70 – 74**
F	**0 – 69**

GRADUATION AND HONORS RECOGNITION

The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.

GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on the transcript. Williamson County Schools will not rank students numerically.

For the purposes of honors recognition WCS will use the following Latin System:

Summa Cum Laude	**4.25 and above**
Magna Cum Laude	**4.00-4.24**
Cum Laude	**3.75-3.99**

Valedictorian and Salutatorian will be chosen using the following criteria:

1. Student must qualify for the highest Latin System honor awarded in the respective school.

2. Student must sit for the AP exam for every course in which enrolled and must achieve a score of 3 or above on 75% of AP exams taken.

3. Students will participate in at least 20 hours of community service above and beyond any other community service required by other organizations. Students must provide documentation of the completed community service hours and documentation of the completed community service hours required by other organizations to their school counselor.

4. In the event multiple students meet the above criteria, then the highest achieved ACT will be used to make valedictorian and salutatorian determinations.

SEMESTER EXAM POLICY (BOARD POLICY 4.7001)

- Click here to view the entire policy.

- All 9th, 10th, 11th and 12th grade students will take a semester test in each class.

- No one will be allowed to miss a semester test except for surgery, death in the family or school- sponsored events, such as athletics or competitions. The parents must contact the school through a written notice detailing the nature of the emergency. The Principal may require a medical note. The Principal's discretion will be used for outstanding circumstances. All students must sit for the semester exam.

- No semester test will be administered before the approved date of the test.

- Semester and final exams in a subject shall not be required for those high school seniors who have maintained an A average in that subject, no unexcused absences, and have not been suspended or placed in ISS during the semester. Absences may be excused by the Executive Principal pursuant to the standards of Board Policy 6.200, Attendance. Unless mandated by the State of Tennessee, seniors who meet the criteria for exemption are not required to take the final exam. Teachers will report the number of exempt students for each course to the Executive Principal.

- All appeals regarding exemptions go through the Director of Schools.

INCOMPLETES

Students who receive an incomplete (which will be represented by an "I") on a report card should make up the work and get the grade changed by the end of the next marking period. In the event the grade has not been changed by the end of the next marking period, the grade will stand.

DROP-AND-ADD POLICY

Full-year courses may not be dropped at the end of the first semester. Exceptions to this policy can be made only by appealing to the Executive Principal. If the exception is granted, the student will be required to take an equally challenging semester course.

Changes to students' schedules will not be made after the last day of the previous school year unless approved by the administration. Changes are only made if a mistake has occurred, there is a missing class or an extra class, or extenuating circumstances that the administration deems appropriate to make a schedule change.

Problems with a Class: A student who is experiencing problems in a class will not be removed from the class outside the policies stated above. When problems develop, the following procedures should be followed:

1. The students should consult the teacher for ways to improve.

2. **Students are expected to engage in the solutions offered by the course instructor. This may include but is not limited to one-to-one tutoring with the teacher, small group tutoring offered before or after school, and/or additional remediation projects.**

3. If the problem still exists, the parent should talk to the teacher. Conversation can occur over the phone or through e-mail, but the best communication is still person-to-person.

4. If the problem continues to exist, the parent can request a school meeting that includes the teacher, the student, the parent(s), the appropriate school counselor, and the grade-level assistant principal. The team will form a plan of action.

ATTENDANCE

It is our expectation that all Summit High School students will attend school every day school is in session. We expect parents to support us in reaching that goal. Regular, uninterrupted attendance is an essential ingredient in the learning process.

The purpose of the following policies is to establish guidelines for attendance, to clarify terms used in the process, to identify who is to assume the necessary responsibilities for attendance and, primarily, to foster regular attendance for all students.

Teachers are required to take attendance every period of each school day. Students are required to attend each class period including but not limited to all academic classes and study hall.

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

- **3 unexcused absences** - Parents will receive a phone call regarding unexcused absences.
- **5 unexcused absences** - The principal/principal's designee will schedule a meeting with the student, parent(s), and school team members to provide needed supports while creating an attendance contract to monitor progress.
- **If the student continues to accumulate unexcused absences**, a school-based truancy board will evaluate progress and determine appropriate next steps which could include a truancy petition with juvenile court.

ATTENDANCE REPONSIBILITIES

Students

- Be present and on time for all classes.
- Secure assignments whenever absent.
- Parents may fill out the form in lieu of a parent note if it is within the first five absences.
- Students shall return a medical note, funeral note, college visit

note to Student Services the day following your absence.
- Preapproved absences must be approved by the administrator one week prior to the absence. Includes more than one day away from school/college trip.

Parents/Guardians

- Make sure your student(s) is in school every day unless there is a valid reason.
- After an absence a note must be turned in to student services upon the return of your student(s).
- After five (5) absences a medical note is required to excuse any further absences.

ATTENDANCE PROCEDURES

SUMMIT HIGH Absence Reporting & Early Dismissal Request 26/27

Early Dismissals:

- Submit the Absence Reporting & Early Dismissal online form request before 7:30am on the day you want your student to be dismissed early. If you miss this deadline, you must come to the school office to sign your student out.

- The deadline to pick up your student from school is 2:30 PM daily.

Absences:

- Please use the above linked form to report an absence for your student. Complete the form for each date your Student is absent.

- Parents have 5 days to excuse an absence and may only excuse an absence if it is within the first five absences of the semester.

- Please bring medical notes/college visit documentation to Student Services within 5 days of returning to school. Please do not email these documents.

Late Arrivals:

- Students will need to sign in at Student Services upon their arrival.

Parents are to fill out the Absence Reporting Form the day following an absence. Excused absences may be granted for the following:

- Illness of the student: The principal may require a doctor's statement. Although a doctor's statement may be required at any time for an absence to be excused, it will be required after 5 absences of any kind.
- Illness in the immediate family which requires absence of the student. A doctor's statement may be required.
- Medical Appointment: A medical excuse note must be provided – parent notes will no longer be accepted. The doctor's office can fax a note to Student Services at 615-472-5121.
- Death in the immediate family: (should not exceed 5 days).
- Religious holidays: regularly observed by persons of the student's faith. A statement from the minister or other person recognized by the given religious group may be required.
- Absences for other reasons as approved by administration

DISMISSAL DUE TO ILLNESS

Students who become ill during the school day must receive permission from the teacher to go to the school nurse. If it is recommended that the student check out, contact with a parent/guardian by the school nurse is required before the student is released. **Students will not be dismissed through Student Services with a parent phone call. The School Nurse must be contacted directly, or the parent must come into the school and check out the student.**

- **ALL STUDENTS WHO LEAVE FOR ANY OF THE ABOVE REASONS MUST SIGN OUT THROUGH STUDENT SERVICES. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.**

- **ALL ATTENDANCE REQUIREMENTS ALSO PERTAIN TO EIGHTEEN-YEAR-OLD STUDENTS.**

- **STUDENTS MAY NOT EXCUSE THEMSELVES FROM SCHOOL.**

ATHLETIC OR EXTRACURRICULAR ACTIVITIES

Each coach or sponsor has his/her own policies on missing school on the day of a contest or event.

PRE-ARRANGED ABSENCES FOR COLLEGE VISITS

Seniors may be allowed four (4) visits per year; juniors may be allowed four (4) visit per year. College visits do not count as an absence towards senior exemptions for semester exams. When the student returns to school, he/she must bring a statement from the college admission office on college letterhead to verify the visit. Students are responsible for all work missed.

LATE ARRIVAL TO SCHOOL (1ST PERIOD)

At 7:50 AM all doors will be locked. Students must enter through the main entrance. After 8:00 AM students must sign in through Student Services.

LATE ARRIVAL TO SCHOOL AFTER 1ST PERIOD

All doors other than the main entrance doors will be locked at the beginning of the school day. Any student who arrives late to school must park in their assigned parking lot and will enter through the main entrance. When arriving late to school students should report to Student Services to sign in as present. Students will be given a note to present to their teacher after reporting to class. A student may not enter class without a note from the Student Services Office.

TARDY TO CLASS OTHER THAN LATE ARRIVAL TO SCHOOL

Students must report to 1st period ON TIME. The tardy policy is outlined below:

SHS Tardy Discipline Framework

Offense	Resolution
1st – 3rd Tardies	Verbal Warning
4th – 6th Tardy	Lunch Detention
7th – 9th Tardy	1 ISS Lunch per Occurrence
10th Tardy	1 Day of ISS Per Occurrence
15+ Tardies	Possible Juvenile Court Petition

Tardies start over at the 9 weeks

MAKE-UP WORK GUIDELINES

- It is the student's responsibility to secure assignments when absent.
- When absent, students should email teachers for missed work.
- For all absences regardless of length, a student will be expected to complete missed assignments in a timely manner after returning to school. Discussion and arrangements should be made with the teacher if extensions are needed.

SKIPPING

Skipping Class- Any student who misses a part of a class, all of a class, or multiple classes without the prior approval of the office staff, the individual teacher whose class is being missed, or the administration will result in a detention. If behavior continues, progressive discipline will apply.

Leaving Building/Campus Without Permission- Any student who leaves the building/campus without prior approval of the office staff or administration during a scheduled class or lunch will result in In-School

Suspension and loss of exemption. Repeated violators may result in progressive discipline which may include but is not limited to a referral to the ALC and/or a Juvenile Petition.

Failure to Come to Campus for a Scheduled Class or Classes- Any student who does not arrive to their regularly scheduled class or classes including study hall (all periods) will be given an unexcused absence for those periods. To excuse the absence, appropriate documentation must be provided per the school board attendance policy.

EXCESSIVE ABSENCES IN A SINGLE PERIOD

Students missing an excessive amount (5 or more) of the same class period or periods in a quarter may be subject to an individual attendance plan or behavioral consequences, including but not limited to ISS, loss of exam exemption, referral to the ALC and/or court petition.

COMPULSORY ATTENDANCE LAWS (BOARD POLICY 6.200)

CODE OF CONDUCT (BOARD POLICY 6.300)

The Board of Education, and the faculty and staff at SHS, believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society.

While an effort has been made to write a complete code, the following rules are not considered to be a complete list. Faculty and administration acting as ***en loco parentis*** may discipline students for unforeseen inappropriate behavior.

Where a range of consequences are possible, the administrator will determine the appropriate punishment based upon the severity of the incident, and the consequences listed in the handbook.

The principal is charged with the proper enforcement of discipline in the total school setting. He/she has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measures to correct pupil behavior:

- Prescribe other acceptable disciplinary measures
- Suspend driving and parking privileges on school property

- Call Juvenile authorities and/or notify police
- Arrange student and/or parent conference
- Referral to Juvenile Court
- Assign Alternative Learning Center Placement (ALC)
- Assign In-School Suspension (ISS)
- Restrict privileges
- Assign detention, including school service hours

Rules for ALC, ISS or Detention include, but are not limited to, the following:

- If a student has an online course and is assigned ISS, they must stay in ISS all periods of the day 1-7.
- Students assigned to ALC/OSS may not attend or participate in any school activities including weekend school activities.
- Students will only read or study teacher-approved materials pertaining to one of their classes or alternate material assigned by the ISS teacher.
- Students will not be allowed to have any electronic devices including, but not limited to earbuds, cell phones, personal computers, and gaming devices.
- Students will not communicate with any other student.
- Students will sit up straight in their desks.
- Students will not sleep, eat, or drink anything other than water.

Students are reminded that these rules are applicable at any time the student is on any school grounds, in route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of the school or school officials.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the faculty and administration will be accompanied by an equal respect for the students on the part of the faculty and administration.

The primary purpose of Summit High School is teaching and learning.

For this purpose, to be accomplished, every student and staff must accept the responsibility for contributing to an appropriate teaching and learning climate:

- Respect the worth and dignity of each individual and respect the rights of fellow students.
- Exhibit good behavior and manners, dress appropriately, and use appropriate language.
- Come to school with the attitude that the purpose for being in school is to learn.
- Come to all classes with proper tools (books, pencils, etc.) and with all assignments completed.
- Be familiar with and adhere to all school policies and rules and be willing to accept the responsibilities that accompany rights and privileges.
- Attend school regularly and be on time to all classes.
- Turn in all assignments by their due date.
- Treat others in a manner that builds them up rather than tears them down.
- Seek to make the school better for everyone by positive contributions.
- Represent the school with pride and quality behavior, both on and off campus.
- Exhibit a sense of pride toward the school and exercise proper use and care of equipment and facilities.

ACADEMIC HONESTY/INTEGRITY

All students are expected to produce their own, original work. Dishonesty and misrepresentation of student work will not be accepted. Violations of this concept include, but are not limited to the following:

- Knowingly taking or providing information of any form into a test and/or homework situation for the purpose of responding to test/homework items.
- Plagiarism: The submission of another person's published words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source.
- Copying the work of others or providing the work knowingly to another student. This includes electronic copying.
- Providing test information to others in or out of class.

- Taking test questions (complete test, answer key, teacher's edition) to aid in later test situations.
- Selling or buying written papers.
- Sharing of information using calculators is not allowed. This is a form of cheating.
- Unauthorized use of any Artificial Intelligence (AI) platform to complete work that is not considered students original thought or creation.

Students will be asked to redo a summative assessment in the standard category that was submitted under dishonest circumstances. Teachers will give a zero for homework/classwork but will work with the student to determine the student's mastery of the standard being assessed. The teacher will contact the student's parent or guardian and refer the student to the administration.

Recommended Disciplinary Actions are:

1st Offense	**Parent notification and 1 day of ISS**
2nd Offense	**2 days of ISS and parent conference**
3rd Offense	**3 Days ISS and parent conference**

BALCONY

No student will throw or drop objects, pretend to throw or drop objects, pretend to throw individuals, pour liquid, pretend to pour liquid, spit over the balcony, or otherwise participate in dangerous or disruptive balcony behavior.

STUDENT DISCRIMINATION, HARRASSMENT, BULLYING, CYBER-BULLYING, AND INTIMIDATION (BOARD POLICY 6.304)

Bullying will NOT be tolerated. Bullying or harassment can be intimidation, threats of any kind, assaults on students, or attacks on personal property. These acts can be either physical or emotional and are always harmful to the victim. Bullying and harassment are never justified or excusable as "kids being kids", "just teasing", or any other rationalization. The victim is never responsible for being a target of these acts. Swift and appropriate disciplinary action will be administered to those who bully their peers.

BULLYING

Bullying - An act that substantially interferes with student's educational benefits, opportunities, or performance with the effect of:

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

Types of Bullying

1. **Physical:** any physical contact that would hurt or injure a person like hitting, kicking, punching, etc.
2. **Verbal:** name-calling, making offensive remarks, or joking about a person's religion, gender, ethnicity, socioeconomic status, or the way they look.
3. **Social:** includes spreading rumors or stories about someone, telling others about something that was told to you in private, and excluding others from groups. Threatening someone else and frightening that person enough to make him or her do what the bully wants.
4. **Cyber:** is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), or cell phones (text messaging & voicemail).

HARASSMENT

Harassment - Unwelcome conduct based on a protected class (race, religion, national origin, sex, color, disability, age) that is severe, pervasive, or persistent and creates a hostile environment.

Harassment because of race, color, national origin, religion, sex, disability, height, and/or weight of students by other students of this school is unlawful under both Tennessee and Federal law, and is contrary to the commitment of Summit High School to provide a stable learning environment. Summit High School will not tolerate any harassment of students. It is the practice of Summit High School that all contact amongst students, teachers, and other employees of Summit High School be in keeping with respect for the individual, be of a nature which does not make a person feel uncomfortable and be conducive to a stable

work/learning environment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of a sexual nature. Under certain circumstances, sexual harassment may constitute sexual abuse and will be reported to the appropriate authorities.

Discipline Protocol for Instances of Bullying and Harassment

- Investigation by Administrator
- Bullying and harassment form filed with WCS Central Office
- Parent Contact within 24 hours
- **Consequences range from peer mediation to ALC remandment and possible juvenile court petition**
- Possibly make a counseling referral.

SUMMIT HIGH SCHOOL'S STATEMENT OF NON-DISCRIMINATION

Summit High School and associated students, faculty, and staff should not discriminate on the basis of race, color, religion, national origin, sex, age, disability or any other federally-protected basis.

Discipline Protocol for Instances of Discrimination

- Administrator launches an investigation.
- **If warranted, a bullying and harassment form will be filed with WCS Central Office.**
- When possible, parents/guardians will be contacted within 24 hours.
- **Consequences can range from peer mediation to ALC remandment and/or a possible juvenile court petition.**
- A counseling referral may be submitted.

S.A.F.E REPORTING

S.A.F.E. stands for Summit's Anonymous Form for Everyone. This form is for students who have concerns that they would like to anonymously share with a school administrator or school counselor. Depending on the situation and the corresponding information, school administration and/or school counseling will commit to effectively and efficiently addressing reported concerns. It takes a concerted effort from everyone, including students, to ensure that Summit is a safe place to learn and grow.

Students can access this year's S.A.F.E. Reporting form by clicking HERE.

BUS CONDUCT (BOARD POLICY 3.400)

No glass containers or balloons are allowed on buses. The Director of Schools or the principal may suspend the right and privilege of transportation from any student attending the Williamson County Schools to whom transportation is provided due to misconduct or misbehavior of each student in route to or from school. Any students who interfere with the safe operation of a school bus will be held accountable.

LUNCH EXPECTATIONS

- No food from outside eateries is permitted.
- All students are expected to eat and remain in the designated eating areas during their lunch times. (No eating in stairwells or academic hallways)
- Students are expected to dispose of all trash and clean up after themselves.
- Students are responsible for all charges incurred through the cafeteria.

WIRELESS COMMUNICATION DEVICES (BOARD POLICY 6.312)

Students in grades 9-12 may possess wireless communication devices so long as such devices are powered off 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.

Students are prohibited from using cell phones or other electronic devices during instructional time; this includes hallways, bathrooms, and study halls. Unauthorized use of a device may result in confiscation of a student's wireless communication device for the duration of the school day. A student in violation of this policy is subject to disciplinary action. These devices will be confiscated and consequences will follow board policy.

Refusal to give up a cell phone will prompt the involvement of the Administration, could result in a court petition, and result in the immediate placement in ISS.

Cell phones are permissible during lunch unless a student is in a remediation session with a teacher, lunch detention, ISS Lunch, or ISS.

Summit High School does not assume any responsibility should any of these items be lost, damaged, or stolen.

Summit High School's Administration with reasonable suspicion has the right to search all electronic devices.

1st Offense: Verbal Warning – Device return to the student at the end of the day.
2nd Offense: Detention – Device returned to the student at the end of the day.
3rd Offense: ISS – Device must be picked up by the parent.

Chromebooks

All students are expected to have their school-issued Chromebooks on their person and readily available for each class. Students shall not use a personal device on campus.

If a student fails to bring their school-issued Chromebook to class, then he or she will be required to check out a loaner Chromebook from the school library. Students must keep the loaner Chromebook until the end of the instructional day and then they can revisit the library to exchange the Chromebook. Students who return a Chromebook damaged will be charged a fee to repair the Chromebook. If this fee is not paid, documents such as official transcripts and diploma may be held by the school.

COMPUTER USE/USE OF THE INTERNET (BOARD POLICY 4.406)

All students must comply with the Williamson County Board of Education Policy IFBDA, the Student Internet Access Contract, and the Williamson County Schools Computer Guidelines. A written parental request shall be required prior to the student being granted independent access to electronic telecommunications including the Internet involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian on minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/legal guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

Terms and Conditions for the Internet:

1. **Acceptable Use:** The use of electronic media must be in support of education and research and consistent with the educational objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.

2. **Privileges:** The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. The system administrators will deem what is inappropriate use, and their decision is final.

3. Network Use: All students have a personal login for access to the WCS network and a personal account for storage of files related to schoolwork.

- **a.** Students are not permitted to use other online email accounts at school.
- **b.** Students are to use their WCS personal login to access only their own account and files.
- **c.** Students shall not allow anyone to use their Chromebook

while they are logged in.

d. Use of software designed to gain passwords or access beyond the rights assigned to a user or computer are strictly prohibited. Use of such programs risk the security of the network and is considered “hacking”. Violators will be prosecuted.

e. No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local work-station. Any encrypted or hidden files will be deleted. Encrypted and hidden files are a security risk since they cannot be managed by IT administrators.

f. Students are prohibited from installing any software on any computer. Illegal downloads or use of copyrighted software, music, videos, pictures, or other files is strictly prohibited.

g. Use of a broadcast messenger service such as “net send” to send messages over the network is prohibited except in the case of an emergency and then only with approval of a teacher or administrator.

h. Student use of online games is prohibited.

i. Student’s shall not use personal computers on school property.

4. **Vandalism:** Vandalism will result in a cancellation of privileges and/or further disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account number with anyone. You will have full responsibility for the use of your account and can be held responsible for any policy violations that are traced to your account.

6. **Obscene and inappropriate content:** No profane, obscene, or inappropriate language, comments, or any other written, oral, or visual means of communication should occur over and Internet connection or served associated with Summit High School and Williamson County Schools.

7. **Violations:** Any violation of the regulations above is unethical and may constitute a criminal offense. Students who violate the above terms and conditions will receive a minimum of 1 Day of ISS. Should a person commit any violation, his/her access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

8. **Social Media:** At no time during the school day is any student permitted to access any personal social media accounts unless it is part of a teacher assigned classroom activity.

DISRESPECT TOWARD STAFF PERSONNEL

Students are expected to treat each other and SHS staff members with respect at all times.

Part A – A student shall not be verbally disrespectful toward any staff member. The use of an obscenity directed toward a staff member would be a severe form of disrespect.
All Offenses – Detention to ALC.

Part B – A student shall not assault a staff member, either verbally or in writing.
All Offenses – Zero Tolerance (see policy)

Part C – A student shall not physically assault a staff member.
All Offenses – Zero Tolerance (see policy)

DISRESPECT TOWARD ANOTHER STUDENT

Students are expected to treat each other with the utmost respect. Forms of disrespect include, but are not limited to: Graffiti, notes, cartoons containing discriminatory language, name calling, bullying, jokes, rumors, racial, sexual, and ethnic remarks.

DISRUPTION OF THE NORMAL SCHOOL DAY

A student shall not continuously and/or intentionally do anything that will interfere with the normal operation of the school. Non-compliance could result in Summit High School administration filing a juvenile petition.

DRESS CODE (BOARD POLICY 6.310)

At the beginning of the day in first period, teachers will check their students for appropriate dress. Those students not in compliance with the rules will be sent to their respective Assistant Principal, will be required to change into appropriate clothing provided by the school, and will be subject to further disciplinary action.

1. Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;
2. Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh. Mid-thigh is defined as the mid-point between the waist and mid-knee;
3. All pants, trousers, shorts, and skirts must be held at the waist:
4. Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
5. Hats may be worn in hallways; classroom is up to the discretion of the teacher;
6. Appropriate shoes are required;
7. Any type of clothing, apparel, or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc.).

Student uniforms related to student extracurricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.

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

Administrators and teachers shall enforce the dress code policy. Administrators and teachers will attempt a resolution that keeps the student in

class; however, the principal or his/her designee shall be the final judge as to the disciplinary consequence with the dress code.

With dress code, one general rule always prevails:
If you have any doubts about the appropriateness of any article of clothing…DON'T WEAR IT!

ELEVATOR

The elevator is off limits to all students unless given specific permission by Student Services and are issued an elevator pass. Students who are given permission for legitimate reasons must abide by all rules given to him or her at the time. At times, a student with elevator permission may be allowed to have a classmate assist them with books. In these cases, only one other person may ride the elevator with the student having permission to ride. Failure to abide by this policy may result in disciplinary action.

FIGHTING

Students involved in a fight at Summit High School could be remanded to the ALC per district and state disciplinary policies. Students are encouraged to seek conflict resolution from school principals, school counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting. Students found to be inciting, setting up, or causing a fight will be subject to the same or similar disciplinary action.

FORGERY

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

GAMBLING

Gambling is not allowed on the campus of SHS. Students involved in gambling will be subject to disciplinary action.

HALL PASSES

Students leaving their classroom must have a pass. A student seen in the hall should be expected to show his/her pass. Students must leave

their wireless communication devices in the classroom.

INSUBORDINATION

Insubordination includes but is not limited to: a refusal by the student to follow a directive from an authority figure, failing to identify one's self when requested by any staff member, failing to follow directions or instructions, and being dishonest to any SHS staff member. Any acts of insubordination will be immediately directed to administration and appropriate disciplinary actions will be taken.

LOCKERS

If you would like a locker, please see your grade level assistant principal. All lockers on campus including fine arts and athletic lockers are subject to being searched per School Board Policy 6.303.

PARKING/DRIVING PRIVILEGES:

Students who are licensed drivers are reminded that driving to school is a privilege, not a right. Driving to school includes but is not limited to electric and manual transportation vehicles. The following rules apply to the parking lot and student driving:

- All students must attend one Checkpoints class before being eligible for a transportation vehicle decal.
- All students must register their transportation vehicle with the front office. Students must complete a vehicle registration form and pay the appropriate parking fee. Replacement permits will be issued at an additional charge.
- The current year's permit must be located on the rearview mirror so that the number is visible from the outside. For electric and manual transportation vehicles decals must be attached and readily visible.
- Sale or transfer of permits between students or to any other vehicle is prohibited.
- Vehicles may be parked only in the designated student parking lot or designated area for electric and manual vehicles.
- **Students are not allowed to go to their vehicles during school hours without permission and escort from the front**

office staff.

- Students who leave campus without the school's permission will be subject to the loss of parking privileges, whether driving a vehicle or not.
- Parking violations, such as parking in the faculty lot, parking in a prohibited area, speeding, or going the wrong way on a one-way street, will result in the suspension of the parking permit.
- Students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's vehicle contains drugs, alcohol, weapons, or other items not permissible on school grounds.
- All vehicles (students/parents) should be parked in a designated parking space for all events.
- Students found to be recklessly driving on school grounds will be subject to disciplinary action. This may include but is not limited to the revocation of parking/driving privileges on campus.
- All vehicles parked on campus are subject to being searched per School Board Policy 6.303.

PROFANITY, OBSCENITY, AND VULGARITY

The use of profane language (swearing), obscene gestures, or vulgar behavior will not be tolerated, and students are subject to consequences.

PUBLIC DISPLAY OF AFFECTION

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and of the student body. Discipline for inappropriate public display of affection will range from a warning to ALC.

SEARCH AND SEIZURE (BOARD POLICY 6.303)

THEFT

Depriving someone of their property without their permission.

Theft of the schools property or another individual's property is subject to restitution and discipline.

Discipline

- Investigation by Administration
- Possible In-School Suspension/restitution
- Possible Juvenile Court Petition

TOBACCO/E-CIGARETTE/VAPING/NICOTINE PRODUCTS

Students shall not be allowed to possess, smoke, or use tobacco/electronic cigarette devices 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/e-cigarette in any form anywhere by a juvenile is prohibited by law and could result in a citation to Juvenile Court with a subsequent fine and/or other behavioral consequence.

- **1st offense** – 3 days ISS, citation to Juvenile Court
- **2nd offense** – 5 days ISS, citation to Juvenile Court
- **3rd offense** – 5 days of ISS – 30 days ALC minimum and an unruly juvenile petition; citation to Juvenile Court, parent meeting.

VANDALISM

No student will intentionally damage or deface any school building, school-owned property, Chromebook, 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 suspended from school, placed in the ALC, and/or subject to a petition being filed in the Williamson County Juvenile Court. Discharging a fire extinguisher falls under the category of vandalism.

ZERO TOLERANCE POLICY (BOARD POLICY 6.309)

State Law and/or the Williamson County Board of Education has classified certain offenses as requiring a mandatory one-calendar-year suspension upon a determination by the principal that a student has committed one of these offenses commonly referred to as zero tolerance offenses. The following are offenses that automatically result in a suspension of one calendar year. On a case-by-case basis the Director of Schools may modify the one-year suspension for:

DRUGS

Students shall not unlawfully possess, handle, 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. “Drug” means any controlled substance, marijuana, alcohol, legend drug, drug paraphernalia, or any other substance whose possession or use is regulated in any manner by any governmental authority. Exception: Use of tobacco products is not a zero-tolerance offense. See policy 1.803 (Tobacco/Free Schools).

ALCOHOL

Students shall not possess, handle, use, be under the influence of, share or sell alcohol in school buildings, on school grounds, or other grounds used for school purposes (including parking lots or athletic facilities), school buses or at any school-sponsored activity.

WEAPONS

Students shall not possess, handle, transmit, use or attempt to use firearms or any dangerous weapon in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

ASSAULT OF A STAFF MEMBER

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

THREATS OF MASS VIOLENCE

Students shall not communicate, by any means of communication, a credible threat to commit an act of mass violence on school property or at a school-related activity as determined by the threat assessment team.

MEDICATION POLICY

Medication procedures are consistent with the State of Tennessee Law 49-5-415 and are implemented in our schools countywide.

- **Authorization forms:** Authorization to Assist Competent Students with Self-Administration of Medication must be completed for each school year. A separate form must be completed for each medication. There are separate forms for EpiPens and Non-Competent Students.
- Parents or legal guardians must bring their child's medication to school and check in through the school nurse. Students are not allowed to bring their own medication. This includes prescription as well as non-prescription medication.
- The first dose of medication must always be given at home in case of an adverse reaction.

PRESCRIPTION MEDICATION: (BOARD POLICY 6.405)

NURSE'S CLINIC

All students who are ill, or feeling ill, are encouraged to see the school nurse. In order to do so, students must see their teacher first to obtain a nurse's clinic pass. The student is responsible for filling out the pass prior to bringing to the clinic. The medication policy also requires the Nurse's supervision and students must obtain a pass from their teacher prior to going to the clinic.

VISITORS

All visitors must check in to the front office. Only parents/guardians are allowed to visit students during the lunch period. All alumni or other guests must visit teachers or students before/after school hours.

WRITTEN, VERBAL, AND SYMBOLIC EXPRESSION

The school retains a responsibility to maintain an appropriate educational environment. As such, posting or distribution of any written material, but not limited to, advertising, community events, etc., must receive administrative approval prior to its dissemination. Signs may only be posted at approved locations. Failure to obtain permission will necessitate removal of the signs.

CHILD FIND

*Click here to learn more.

Is it hard for you to:

- see the whiteboard clearly?
- hear or understand what people say?
- read?
- do math?
- understand what the teacher tells you to do?
- keep your grades up?
- keep your supplies/backpack organized?

You can get help!

Summit High School has many ways to help students who find it hard to see, hear, or learn. Contact an assistant principal or speak with one of your teachers or guidance counselors to see how we can help you.

FEDERAL NOTICES

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.§1232(g), Williamson County Schools designates the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child's school in writing if they do not want his/her directory information released.

Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request.
Parents must notify their child's school in writing if they do not want his/her directory information released to military recruiters.

SECTION 504 NOTICE

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

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

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

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

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

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

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

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

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

CHILD ADVOCACY GROUPS CONTACT INFORMATION

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

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

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

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

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

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:

http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx.

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

WCS STATEMENT OF NON-DISCRIMINATION

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including:

1) the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap; and

2) the U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990.

Employees include Title VI & ADA Coordinator Rebecca Owens, Title IX Coordinator Bill Squires, IDEA Coordinator Maria Griego, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000.

Individuals who need assistance or have a complaint should contact the above listed individuals. Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl
Scouts.

TEACHER INFORMATION

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents

must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 472-4050.

HOMELESS EDUCATION

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are also allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel.

For further information, contact Dr. Juli Oyer, Assistant Superintendent of Elementary Schools at 615-472-4000.