

**WELCOME TO  
WALTER J. BAIRD MIDDLE SCHOOL**

**MISSION STATEMENT**

To provide opportunities for academic and behavioral success by equipping students with the necessary skills and tools to be successful in high school.

**VISION STATEMENT**

To provide the best learning environment for the development of positive attitudes and student achievement.

**2009-2010 SCHOOL CALENDAR**

July 27	Registration Day
July 28-29	Staff Development (No Students)
July 30	Stockpile Day(No Students)
July 31	Work Day (No Students)
August 3	First Day of School
September 4	Stockpile Day (No Students)
September 7	Labor Day
October 5-16	Fall Break
November 25-27	Thanksgiving Holidays
December 18	Abbreviated Day (Early Dismissal)
December 21-January 1	Christmas Holidays
January 4	Stockpile Day (No Students)
January 5	Return to School
January 18	M.L. King, Jr. Day
February 15	Presidents' Day
March 8-19	Spring Break
April 2	Good Friday (No School)
May 7	Stockpile Day (No Students)
May 28	Work Day (No Students)
May 29	Report Card Day

**THE IDEAL STUDENT**

School is a place where teachers and students work together to ascertain learning and experience that will prepare them for the work of life. An ideal student observes the following practices of good citizenship at school:

1. Is always prompt in attendance and assignments.
2. Enters and leaves the building in an orderly manner.
3. Avoids boisterous conduct in the halls and cafeteria.
4. Respects the authority.
5. Is considerate of others at all times.
6. Becomes attentive when the tone to begin class sounds.
7. Practices good classroom conduct in the presence of teachers and substitutes.
8. Always goes to class with all materials necessary.
9. Takes care of books and materials supplied to the student during the year.

**LEBANON SPECIAL SCHOOL DISTRICT**

**HISTORY:**

The Lebanon Special School District of Wilson County, Tennessee was created by a special act of the Tennessee General Assembly in 1901. Originally, the school district corresponded with the Tenth Civil District.

The Act of 1901 created a school board composed of three members to govern the school District. The board members are elected at large by the voters of the district, and serve for a term of six years. One member is elected each two years at the time of the local general elections. These board members receive no pay for

their services. The school board is responsible for the appointment of the Director of Schools.

There are no requirements in the law creating the district concerning school board meetings, but for many years the board has held regular monthly meetings. The board meets in the office of the Superintendent at 701 Coles Ferry Pike on the second Monday night of each month. This is always an open meeting. Visitors are welcome to attend.

**LEBANON SPECIAL SCHOOL DISTRICT**

**MISSION STATEMENT:**

**Mission:** Committed to a community of excellence.

**Vision:** The commitment to excellence in teaching and learning inspires and empowers all children, equipping them with the tools they will need to be successful in a globally changing world.

**Beliefs:** The Beliefs of the Lebanon Special School District are...

- Our concept of “community “ is defined as any collective group working toward a common purpose (examples: the classroom as a community; the school or system as communities; the communities of Lebanon, Tennessee, the nation, and/or the world).
- Our concept of “learner” includes students, parents, teachers, administrators, and other stakeholders in the educational process.
- When making decisions, we will keep our focus on what is best for children-all children.
- We must provide continuous systematic assessment of students that guides the instructional decision-making process.
- It is imperative that we ensure a seamless and successful transition for students as they cross grades, schools, and systems.
- Each community must create and sustain an atmosphere of high expectations with a commitment to continuous growth and development for all learners.
- We must foster an excellent teaching and learning culture where successes are celebrated and teamwork is emphasized.
- Each stakeholder in the educational process is respected and valued.
- It is our responsibility to explore and implement “best practices” which are supported by educational research when they meet our data driven identified student needs.
- It is the community’s responsibility to develop citizens of high character that will be invested participants in the ever-changing world.
- Students and community members should be effective users of current and emerging technology.
- Students should be challenged in the academics, fine arts, language, and physical education.
- The organization of the school and system should be flexible in supporting the diversity of learners and in challenging them in all areas.
- Learners must have opportunities which actively engage them and inspire them to take ownership of their education so that individual success will become habitual.
- Family and Community partnerships extend the opportunities for learning.
- Each child belongs to all of us.
- We must nurture critical thinking that will empower the community to solve current and future problems.

**GENERAL RULES AND REGULATIONS AT  
Walter J. Baird Middle School**

**GENERAL CONDUCT:**

All students are expected to conduct themselves as ladies and gentlemen in all circumstances and towards all people, in and out of school. Walter J. Baird is as respected as the students who attend it and only as good as the school and community desire it to be.

**STUDENT RULES**

1. Walk quietly inside the school.
2. Be respectful to others.
3. Be on time and come prepared for class.
4. Follow adults' instructions.
5. Keep hands, feet, and objects to yourself.

**TRUE BLUE CORE VALUES:**

Walter J. Baird Middle School has adopted the following core values:

**1. Respect**

**Respect** at Walter J. Baird is showing a high or special regard, esteem, and honor for one's parents, teachers, persons in authority, fellow students, and oneself. When respect is shown, there is a positive interaction between all parties. Respect is shown by being trustworthy, helpful, friendly, courteous, kind, obedient, cheerful, reverent, and honest to all persons.

**2. Responsibility**

**Responsibility** is being accountable for one's actions and realizing that actions have consequences. It is maturing from "It got lost" to "I lost it". Responsibility is coming to school daily, on time, and getting the job done while you are here.

**3. Participation**

At Walter J. Baird, **participation** means contributing your talents, your time, and your thoughts and ideas to classwork and discussions, homework, to curricular and extracurricular activities.

**4. Compassion**

**Compassion** is treating others like you want to be treated, and putting others and their situations before your own.

**All Walter J. Baird faculty, staff, and students are expected to adhere to these values.**

**ATTENDANCE:**

Under the Compulsory School Law of Tennessee, all children under the age of 17 are required to attend school. The law states that students absent more than five days without proper excuse are in violation of law 1409:

1. Student's personal illness  
(Physician's statement may be required)
2. Death in the family
3. Religious holidays regularly observed by persons of his faith.

Poor attendance constitutes one of our greatest educational losses. Most absences are unnecessary, and we want students to realize the importance of attending every class each day Walter J. Baird School is in session. Not only do students need to be here every day for their education, but each day they miss, the school loses money due to the Average Daily Attendance requirements.

**Should a student find it necessary to be absent from school, he/she should have his/her parents or guardian notify the school.** In the event the school is not notified, the office will attempt to contact the home to find out the reason for the absence.

Upon return to school, every student must have a note from his/her parent or guardian when he/she is absent or leaves school before regular dismissal.

Sample Note for being absent:

Date of Return to school \_\_\_\_\_  
\_\_\_\_\_ was absent  
(First name) (Last name)  
\_\_\_\_\_ due to \_\_\_\_\_  
(Give dates) (Reason for absent)  
\_\_\_\_\_  
(Signature of parent or guardian)

A doctor's note is an acceptable excuse.

An absentee form will be given to the student when he/she returns to school by the assistant principal. This slip will be necessary for admission to any class missed while absent. The teacher of every class missed is to sign the absentee form, and it is the responsibility of the student to see that each teacher signs it.

**WJB - WHERE LEARNING COMES FIRST**

**No Play List.** In an effort to promote the academics first philosophy of WJB, students who are in good standing academically and behaviorally are encouraged to participate in extracurricular activities. Students who are not in good standing will be placed on the No Play List. Students on the No Play List will not be allowed to participate in extracurricular activities. Sports, clubs, drama, and ball games are some of the extracurricular activities offered at WJB.

The **No Play List** consists of student names compiled from *the Focus Group, Learning Lab, and 5 Timer's List.*

The **Focus Group** contains student names who have earned one or more failing grades on their report card.

The **Learning Lab List** contains student names who have excessive visits to the Learning Lab per grading period.

The **5-Timer List** contains student names who have been sent to the office at least 5 times for discipline issues.

Students who do not meet the above standards are encouraged to use more self-discipline, stay out of trouble, do all class work, and homework to meet these standards to be successful. Students on the No Play List can earn their way off by making more responsible choices.

**CONTENT MASTERY**

Content Mastery is a 45 minute period set aside in the school day to assist students in meeting curriculum standards. Teachers assign students to content mastery who need enrichment activities, who have not mastered standards, or who have missed instruction. These students are given more individualized instruction and alternative learning strategies to insure their success. The Content Mastery period also serves as a tool for building confidence in our students and establishing positive relationships with other students and teachers.

**LEARNING LAB**

Walter J. Baird Middle School institutes the "Power of I" as proposed by Making Middle Grades Work. Students may not take zeros on assignments. Assignments not turned in or not turned in at a high level of performance are given an "I" or incomplete. Students who do not get these assignments turned in a timely manner are assigned to the Learning Lab where extra help is given them. Zeros are not acceptable at Walter J. Baird.

## EMERGENCIES

If emergencies occur system wide or at our school you will be notified by School Messenger. School officials will not interrupt classroom instruction to deliver a message to a student or to call a student out of class except for emergencies. However, in case of an emergency, we will be glad to assist you in any way. **Because emergency situations can arise, we must have current emergency numbers for each student.** Please be sure to include the name and phone number of two emergency contacts on your child's enrollment form. **If this information changes during the school year, please call the school office at 444-2190 so we can update our records as needed.**

## HALL PASSES

Students are not permitted in the halls during class period unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

## TARDINESS

If students are late for school, they must come to the office for a tardy slip. The tardy slip will be marked with excused or unexcused.

Because we feel a middle school student is old enough to assume the responsibility of getting out of bed on time to get to school by himself, no tardy slips for oversleeping will be excused. Teachers will handle tardiness in class as a Level One discipline.

## ARRIVING ON CAMPUS/AFTERNOON DISMISSAL

**The front of the building during arrival and dismissal is reserved for buses.** Any student coming to school by car must be brought to the rear entrance of school and be picked up at the same place in the afternoon. Seventh (7th) grade drop off/pick up area is behind the library. Eighth (8th) grade drop off/pick up is behind the gym. All students should load from outside lanes. Please keep middle lane open for cars to exit. All students should be picked up by 3:20 or other arrangements must be made.

## BIKES/SKATEBOARDS

Bicycle riders are to park their bicycles in the bicycle rack provided by the school. Bicycles should be locked since the school is not responsible for any vandalism. Skateboards are not allowed on school premises.

## BUILDING SECURITY/VISITORS

Only students from Walter J. Baird School and their parents or guardians will be permitted at school. Visitations by others must have principal permission. Parents are always welcome at Walter J. Baird. Please enter through the front door, as other entrances to the building will be locked. All guests are requested to come by the office to sign in and again to sign out. A visitor's pass is required.

## ELECTRONIC DEVICES/CELL PHONES

Students may be in possession of cell phones and personal electronic devices (including CD players, iPods, MP3 players and hand held gaming systems). However, the device must be in the off mode and must be kept in the backpack, purse, or similar carryall and may not be used during school hours. A device used outside these parameters shall result in the confiscation of the device until a parent/guardian can come and pick it up. A student in violation of this policy is subject to related disciplinary action. The school will assume no responsibility for these devices should they become lost, damaged, or stolen.

## HANDS OFF POLICY

All students should keep their hands to themselves and off of other students. This includes pushing, shoving, holding hands, etc. Public display of affection is prohibited.

## PARENT CONFERENCES

The teachers at Walter J. Baird School remain at school until 3:10 every afternoon or later, if necessary for parent conferences. At this time a student's progress or any problem the student might have is discussed. The conferences are private and confidential. Appointments with teachers may be made through the counselor's office. We would like to ask that all parents visit and take part in their child's classes. Please plan on visiting your child's classes this year. Parent Teacher Conferences are scheduled each fall and spring for the benefit of student education. Please plan to attend.

## TELEPHONES

Phones are available in the main office and in each pod area. Students must have permission to use the phone.

## LOCKERS

The rental charge for lockers is \$2.00 per student. Lockers will be issued during the first week of school. All lockers are to be kept neat. If a lock is lost, a **\$5.00** replacement fee will be charged. All students are responsible for having locks on their lockers at all times. If a student has a question concerning lockers, the student should see his advisory teacher.

Students should not give out their combinations to other students.

## LOST AND FOUND

There is a lost and found area in the Commons. If something is found, please turn it into the office. If something is lost, check in the office to see if it has been turned in. Any unclaimed articles will be disposed of at midyear and at the end of the school year.

## TEXTBOOKS

All students are responsible for all textbooks issued to them and books checked out of the library. Any lost or damaged textbook is the financial responsibility of the parent/guardian.

## REPORT CARDS

Progress reports are sent home at the middle of the nine weeks. Report cards will be issued to students approximately one week after the end of each nine weeks. Report cards should be promptly returned with the parents' signature. The following is a schedule for report cards for 2009-2010:

- 1st nine weeks - September 30th
- 2nd nine weeks - December 16th
- 3rd nine weeks - March 3<sup>rd</sup>
- 4th nine weeks - May 29<sup>th</sup>

## GRADES

The grading system at Walter J. Baird School is as follows:

- A.....100-93
- B.....92-85
- C.....84-75
- D.....74-70
- F.....Below 70
- I.....Incomplete:Failure unless completed.

### ACADEMIC RECOGNITION

Principal's List: All "A's"  
 Honor Roll: No grade lower than a "B"  
 WJB Pride: No grade lower than a "C".  
 All honor roll's and principal's lists will be published in the Lebanon newspapers.

### ACADEMIC HONORS BANQUET

Walter J. Baird School has an Academic Honors Banquet in the spring for those students who have successfully maintained a 93 or above average in core subjects and a 93 or above average in related arts classes. Those candidates must have been Walter J. Baird students two of the last nine weeks.

### HOMEWORK INFORMATION

Students are encouraged to purchase an agenda book from the school. Agenda books cost \$6.00. Students can write their assignments for each class each day in their agenda book. Teachers and parents may communicate with each other through the agenda book. Parents have access to each homework assignment through the agenda book

### MAKE-UP WORK

Students who are absent from school are expected to make up homework missed. The number of days given to make up the work is equal to the number of days missed plus one (1) day. If a student is going to be absent more than two (2) days, please call before 7:45 a.m. to request homework.

### CAFETERIA

The school cafeteria is operated for the students. All food, whether purchased in the cafeteria or brought from home, is to be eaten in the cafeteria. A definite time for eating will be assigned each student. No carbonated drinks are permitted in the cafeteria.

### WITHDRAWALS

In order to withdraw from Walter J. Baird School in good standing, it will be necessary to complete the following:

1. A parent/guardian must report to the office and explain the reason for the withdrawal. Students will be given a withdrawal form.
2. They will check with the librarian and cafeteria during the day in order that their library and lunch record may be cleared.
3. Their textbooks will be returned to their teachers.
4. As the student goes to classes, teachers will record grades on the form provided.
5. The student will report to the office for final clearance.

### BELL SCHEDULE

<u>Advisory</u>	7:55 - 8:05	
<u>1st Block</u>	8:08 - 9:34	Hounds Related Arts 8:08 - 8:50 8:52 - 9:34
<u>2nd Block</u> Arts	9:37 - 11:03	Force Related 9:37 - 10:19 10:21 - 11:03
<u>3rd Block</u>	11:06 - 12:57	Eagles Related Arts 11:06 - 11:48 11:50 - 12:57

1:00 - 1:30 Reading For Success (R4S)

4th Block 1:30 - 2:55 Dolphins Related Arts  
1:30 -

2:09 2:11 - 2:55

Dismissal 2:55 1st Bus Load  
3:00 2nd Bus Load  
3:05 Car Riders  
3:10 Walkers/After School  
Activities

### MEDICATION POLICY

Personnel of the Lebanon Special School District will not routinely administer medication of any form. Medication will be administered in unique situations, as determined by the principal and/or school health nurse, and limited to those required during school hours and where as the child's health is dependent upon medical aid.

The following guidelines shall be followed within the district's medication policy:

- All medication must be brought to the principal's office by the parent/guardian in the original pharmacy labeled container;
- All medication requires parental consent;
- All prescription drugs given in school shall be prescribed by a licensed medical provider;
- Prescription medication brought into school must have a signed doctor's order and parental consent. The form will be available at each school;
- The following written information is required by the medical provider before the administration of medicine by school personnel
  - o Child's name
  - o Name of medication
  - o Name of physician and phone number
  - o Time to be administered
  - o Dosage
  - o Any known possible side effects
  - o Termination date for administering medication
  - o Parental/guardian permission
- Medication will only be administered by the principal, school nurse, or principal's designee;
- Each dosage of medication administered shall be documented with the initials\* of the person administering or assisting the child in self-administration (\*signature kept on file);
- Children are not to self-administer drugs at any time without parental consent, school system personnel supervision, and appropriate authorization from a health care provider (if prescription);
- Children are not to carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens or insulin delivery systems with written permission from a parent and authorization by a medical health care provider;
- Any long-term prescription medication being administered at school must be reviewed at least annually by the licensed medical provider, and any changes shall have written authorization from the medical provider;
- All **non-prescription drugs** are encouraged to be given by an alternative dosage schedule to minimize medication in school; however, parents/guardians may provide written request for with the following requirements:
  - o Child's name
  - o Name and signature of parent/guardian and phone numbers (home

and work)

- o Name of medication, dosage, route to administer, frequency and time to administer (any medication identified as to give “as needed” shall require a phone call to parents prior to administration);
- o Discontinue date
- o Reason medication is needed
- o Medication in small unopened bottle

- The school system retains the right to reject the request for administering non-prescription medications;
- School nurses will monitor the administration, documentation, and storage of all medications on a regular basis; and
- The parent is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed.

The school system retains the right to reject request for administering nonprescription medication. **Students should never be in possession of any medication at school. Any violation of this policy will result in disciplinary action.**

### Walter J. Baird School School Uniform Policy

The following are the guidelines for our School Uniform Policy:

#### Basic Uniform/Uniforms:

- **Solid** navy blue, khaki, or hunter green colored bottoms. Includes pants, skirts, knee length walking shorts, skorts, and jumpers.
- **Solid** white, navy blue, or hunter green shirts.

NO blue jeans or denim of any kind.

NO ginkos, or pipe style will be allowed.

**Belts** will be required for clothing designed for belts. All shirts must be tucked into pants and clothes shall be within one size of the student’s actual size.. Tee shirts and pullovers shall not be worn and shirts must have a collar. Henley shirts with buttons and tab collars are permissible. Shirts, sweaters, or sweatshirts must be free of logos\*, writing, or symbols.

\*Logos less than the size of a quarter will be permitted on shirts. The logo must be of an appropriate nature.

School sponsored and principal approved colored shirts may be worn.

#### Accessories:

Only solid white, navy blue, or hunter green sweaters, vests, and coats. No striped or patterned combination of colors will be permitted.

#### Shoes:

Any color or style of shoes that you feel goes with the uniform may be worn to school. We strongly suggest and urge you not to buy expensive designer dress shoes or expensive gym shoes. We recommend that loafers, oxfords, and low cut tennis shoes without logos or trademarks be considered. Socks should be free of logos and trademarks.

- NO flip-flops or shoes with thongs between the toes will be permitted.

#### Jackets/Coats:

All jackets/coats worn to school with any writing or logo must be placed in the lockers or other designated areas. Jackets/coats

without writing or logos are permitted to be worn by students anytime-approved colors only.

The school administration reserves the right to determine whether the student’s attire/appearance is within the limits of decency and modesty; is supportive of a positive learning climate; and/or promotes a safe school environment. The principal may allow exceptions for school wide programs or special class activities.

**You do not have to buy a specific brand of uniform. Clothes made by any company are acceptable, as long as they comply with the above requirements.**

**\*\*THE ABOVE DRESS CODES APPLY TO BUS RIDERS FROM WJB AND CHUE\*\***

#### P.E. Dress:

All students are required to dress out each day for physical education class. Dress consists of shorts, T-shirts, socks, and tennis shoes. (No Turf shoes)

#### ATHLETICS

Walter J. Baird Middle School sponsors basketball, football, soccer, baseball, softball, volleyball, cheerleading, golf, and dance teams. We expect our athletes to be good representatives of Walter J. Baird wherever they go. All athletes are required to have health insurance in order to try out or to participate if selected. All athletes are expected to always follow school and team policies and procedures. Walter J. Baird Middle School is a member of the Tennessee Middle School Athletic Association.

#### BUS RIDERS

The Rules and Regulations formulated by the State Board of Education for all public schools in Tennessee, in accordance with Tennessee Code Annotated 49-6-2102, state:

“A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys State or Local Rules and Regulations pertaining to pupil transportation.”

The following are violations in which your child could receive a bus suspension:

Getting out of seat, Pushing/Tripping, Excessive Mischief, Eating/ Drinking/ Littering, Disobey Driver, Hands/Head out of Window, Destruction of Property, Fighting /Assault, Smoking/Use of Tobacco, Rude/ Discourteous/unacceptable Language, Throwing Objects, Yelling/Hollering

Any other conduct prejudicial to good order on the bus such as attitude and/or foul language towards the driver shall result in a bus suspension for a time period to be determined by the principal.

These rules are developed to assist us in transporting your child in a safe and efficient manner.

Please discuss with your child the following guidelines regarding bus stops to further ensure their safety:

1. Be on time.
2. Stay clear of traffic while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding.
4. Cross the street ONLY when the driver tells you it is safe.
5. Never cross behind the bus.
6. Be absolutely QUIET at railroad crossings.

**“RIDING THE SCHOOL BUS IS A PRIVILEGE”  
DON’T LOSE THIS PRIVILEGE.**

**LEBANON  
SPECIAL SCHOOL DISTRICT  
DISCIPLINE CODE**

**WHAT THE SCHOOL EXPECTS OF STUDENTS**

Students are expected to:

...Respect the rights and dignity of each member of the school community (student, employee of the Board of Education, or any other person lawfully present on school grounds or in attendance at school-related activities)

...Help maintain a positive learning environment and to ensure that their own actions do not interfere with the ability of any student to learn and to achieve

...Ensure that their own conduct does not endanger the safety and health of themselves or of any other member of the school community

...Ensure that their behavior complies with the laws of the United States, laws of the State of Tennessee, and county and municipal statutes

...Comply with rules of the school and to be in their assigned location throughout the day

...Refrain from inciting, advising, or counseling others to engage in conduct which violates the rights of any member of the school community, interferes with the ability of any student to learn and to achieve, endangers the health and safety of any member of the school community, violates the laws to which they are subject, or which does not comply with rules of the school.

Student behavioral policies apply at all times on school grounds, school related trips, off school grounds, at any school activity or event, or while students are being transported to and from school or school related activities.

**Walter J. Baird Middle School Discipline Plan**

**Level 1**

The resolution of Level 1 behaviors is primarily the responsibility of teachers, support personnel, and parents/guardians. Notification of parent/guardian is recommended at each occurrence, but is mandatory on the third. Administrative and parental assistance can be initiated without engaging the formal referral process if the teaching team deems it necessary. **Documented evidence of persistent behaviors, appropriate interventions, and administrative notification, moves the matter to Level 2 after the fifth occurrence.** A variety of interventions should be attempted. A recommended list of interventions is provided and should reflect the personal classroom management style of the teacher.

Level 1 behaviors include, but are not limited to the following:

Behaviors

- Being inattentive
- Derogatory remarks
- Disobedience
- Distracting others
- Excessive and/or loud talking
- Tardiness
- Failure to do assigned work
- Failure to bring necessary materials to class
- Failure to pay school fines, fund raising commitments, or return equipment
- Littering
- Loitering

- Not returning progress reports
- Throwing objects
- Not dressing out for PE
- Cheating
- Lack of respect for people and property
- Dress code violations

Level 1 Interventions

*Any or all of the following interventions may be used to address Level 1 behaviors*

- Assigned school service relative to behavior (cleaning room, clean desks)
- Behavioral contracts/behavior management plans
- Brief hall conference with student
- Classroom activity exclusion
- Classroom behavior management plan
- Classroom meeting
- Conference
- Conference with Administration, pro-active
- Consultation/intervention with other teachers/counselors/support personnel
- Contact with parent/guardian (site, phone, letter, visit)
- Controlled ignoring
- Cooling off/time out
- Incentives/positive reinforcers
- Nonverbal correction
- Peer mediation
- Seating change
- Supportive confrontation
- Teacher initiated detention
- Temporary Alternative placement (another class)
- Temporary removal of items that disrupt
- Use of verbal de-escalation methods
- Verbal correction
- Withdrawal of privileges within the classroom
- Writing assignments

**Level 2**

*These interventions are the responsibility of school-based administration, with assistance from teachers, support staff, and parents. One or more interventions may be utilized.*

Level 2 behaviors include, but are not limited to the following:

Behavior

- Altering/destruction of school records
- Assault
- Discriminatory conduct
- Distribution, possession, exhibition or offensive materials
- Damage to property
- Fighting
- Fireworks/incendiary objects
- Gambling
- Gang related behavior
- Profanity and/or obscenity
- **5-Level 1 behaviors**
- Possession of harmful objects
- Possession of stolen property

- Not returning Report Cards
- Reckless behavior
- Inappropriate lunchroom behavior
- Temper tantrum/out of control behavior
- Theft
- Trespassing
- Verbal abuse
- Disrespect
- Use/possession of tobacco
- Violation of medication policy
- Defiant behavior
- Violation of hands off policy
- Violation of electronic device/cell phone policy
- Forgery
- Out of area

- Group violence
- Interference with school personnel
- Persistent Level 2 behaviors
- Possession, use or reasonable suspicion of being under the influence of alcohol or drugs
- Robbery
- Sexual harassment
- Staff assault
- Threats with a weapon or instrument
- Use/possession of a weapon
- Use of a legitimate tool as a weapon
- Vandalism
- Other matters as covered by the Director's Office or School Board
- Disorderly conduct

## Level 2 Interventions

### First Occurrence

- Parent/guardian conference with administration/teacher
- Parent/guardian In Class
- In School Suspension
- Out of School Suspension
- Referral to outside agency or authority
- Restitution or assigned school service
- Corporal Punishment
- After School Detention

### Subsequent Occurrence

- Parent/guardian conference with administration/teacher
- Parent/guardian conference with administration/staff to establish behavioral plan
- Parent/guardian In Class
- In School Suspension
- Out of School Suspension
- Alternate education placement
- Peer mediation
- Referral to outside agency or authority
- Restitution or assigned school service
- Corporal Punishment
- Recommendation for expulsion

## Level 3

*These interventions are the responsibility of school-based administration and central office personnel, with assistance from teachers, support staff, and parents. One or more interventions may be utilized. Board of Education and Central Office action may also be necessary.*

Level 3 behaviors include, but are not limited to the following:

### Behaviors

- Sexual misconduct
- Arson/attempted arson
- Battery
- Bomb threats, use or transporting explosives
- Burglary
- Distribution or sale of alcohol/drugs or look-alike alcohol/drugs
- Extortion
- Fire alarms

## Interventions

### First Occurrence

- Out of School Suspension (up to 10 days)
- Alternate education placement (On-site or Off-site)
- Possible recommendation for expulsion (includes look-alike firearms)
- Mandatory recommendation for expulsion for firearms
- Consultation/referral to policy agency and possible arrest
- Restitution or assigned school service

### Subsequent Occurrences

- Out of School Suspension (10 days or more)
- Consultation/referral to policy agency and possible arrest
- Alternate education placement (On-site or Off-site)
- Mandatory recommendation for expulsion for firearms
- Recommendation for expulsion

**In School Suspension (ISS):** Students assigned to ISS must report to school at the regular time, but they must report to the ISS room upon entering the building. Students present in ISS are not counted absent and the work they complete will count toward the nine weeks grade. Serving in ISS does not penalize a student academically. Teachers will send assignments to the ISS teacher and students should be prepared for a full day of academic study.

**Out of School Suspension (OSS):** The more serious level of suspension is OSS. Students are not allowed to attend school or any school event or activity during the period of suspension. The days a student misses during OSS are counted as unexcused absences. The school work must be made up so that it can be counted toward the nine weeks grade. Parents are urged to have the student do the work he/she is missing in class during the time they are out of school.

**After School Activities:** Students receiving disciplinary actions may be restricted from attending or participating in after-school activities for a length of time as determined by the administration. Any disciplinary infraction at an after-school activity may be grounds for a permanent ban from any after-school activities. Failure for the student to have a ride at the activity at the appropriate time may lead to restrictions being placed on the student's attendance at these activities.

## SEARCHES

TCA 49-6-4204 **Search of Lockers:** School lockers and desks, which have been assigned to a student, are and remain school property. School officials may inspect them at any time. The search may be in the student's presence or in the presence of other members of the faculty. (Acts 1981, ch. 368.2)

TCA 49-6-4206 **Search of Persons:** In an emergency situation where a student has used or displayed a dangerous weapon or drug, the principal may conduct a search as is necessary under the circumstances, including search of the student's person, to locate and recover such dangerous weapon or drug before any student can be harmed. (Acts 1981, ch. 368.2)

TCA 49-6-4206 **Search of Containers;** In other situations, a student's pockets, purses, or other container may be required to be emptied if a search of a locker or other area used for storage by the student has disclosed the presence of a dangerous weapon or drugs. If it seems probable to a principal, from the results of a locker search or from information received from a teacher, staff member, or other student, that a particular student has a dangerous weapon or drug concealed on his person, he shall be subject to physical search. (Acts 1981, ch. 368.2)

TCA 49-6-4206 **Search of Vehicles:** If, as an accommodation to students' parking spaces of facilities are provided for students' use or parking by students is allowed on school property, then as a condition to such parking privilege, vehicles owned, operated, or used by such students and parked on school property shall be subject to search for dangerous weapons or drugs if the student is otherwise found to be in possession of a dangerous weapon or drugs through a search authorized under this part and there is reasonable cause to believe that dangerous weapons or drugs may be in a vehicle owned or operated by that student, or in which that student is carried as a passenger, and such vehicle is located on school property. (Acts 1981, ch. 368.2)

TCA 49-6-4209 **Report of probable cause by principal to law enforcement officer.** It shall be the duty of the principal of a school who has probable cause to believe, either as a result of a search or other wise, that any student is committing or has committed any violation of 39-4901, or 52.1498-52-1448 upon the school ground or within any school building or structure under his supervision to report such probable cause to the appropriate law enforcement office. (Acts 1981, ch. 368.2)

### **HOW PARENTS CAN HELP WITH DISCIPLINE**

Parents take an interest in all aspects of the student's life in school or away from school. Each parent is responsible for the student's behavior in school, and is asked to work cooperatively with the school staff to maintain good relationships. Parents are asked to help in the following ways:

...To take initiative in learning school rules for good behavior and to help the school in making clear to the student the behavior expected of the student

...To communicate with school personnel to be sure the student is adjusting to school regulations and maintaining acceptable behavior

...To take every opportunity to visit the school, to talk with school personnel, and to get firsthand information concerning the student's progress in each area of his or her school life

...To respond promptly to the school's request for parent/staff conferences, and to examine all details of any problem or situation in which the student is concerned

...To exchange telephone numbers with the staff members for quick assistance with problems or questions

...To assist the school in deciding and reinforcing suggested remedies to identified problems.

### **HARASSMENT OF STUDENTS**

Harassment activity toward any student by an employee or another student will not be tolerated including sexual harassment! Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

1. Unreasonably interferes with the student's work or educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes harassment, including sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The Office of the Superintendent, Title IX Director (Assistant Director of Schools, 615-449-6060), shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the superintendent, and ultimately to the Board of Education.

Assistant Director of Schools, Title IX & VI,  
701 Coles Ferry Pike  
Lebanon, TN 37087  
615-449-6060

### **DISCRIMINATION IS AGAINST THE LAW!**

The Tennessee Department of Education is responsible for ensuring that the children of Tennessee have the opportunity to receive an education and enhance their intellectual abilities.

The Civil Rights Act of 1964 was passed to ensure that all persons of the United States receive equal rights, opportunities, and treatment regardless of race, color, or national origin. Title VI of this Act creates the right to be free of discrimination in any program that is financed by federal funds in whole or in part.

The Lebanon Special School District Board of Education is making every effort to comply with implementing Title VI, Title IX and Section 504 prohibiting discrimination on the basis of race, color, national origin, sex or handicap. The following procedure is established by which a student, or the parent or legal guardian action on behalf of a student, may seek relief from an alleged wrong due to discrimination.

**Filing a Complaint--** Any student of the school district who wishes to file a discrimination/harassment complaint against another student or an employee of the district may file a written or oral (recorded if possible) complaint with the complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or adult employee in the school who shall inform the

complaint manager of the allegation. The complaint manager is our school counselor, Melinda Bone. The complaint should include the following information:

- Identify the alleged victim and person accused
- Location, date, time, and circumstances surrounding incident
- Description of what happened.
- Identification of witnesses if any; and any other evidence available