

# William James Middle School

## Home of **CHAMPIONS**



**2018-2019**

3030 Trace Creek Rd.

White Bluff, TN 37187

Phone: 615.740.5770

Fax: 615.797.6401

Director of Schools: Dr. Danny Weeks

Director of Student Services: Steve Sorrells

Secondary Director: Dr. Robbie Faulkner

Principal: Jan Ford

Assistant Principal: Angela McCarthy

This Handbook/Planner is the property of:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Website: <http://wjms.dicksoncountyschools.org>

**DICKSON COUNTY SCHOOLS  
CALENDAR 2018-2019**

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

1: 1st day  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
23

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

1-4: Break  
\_\_\_\_\_  
7: Staff Development+  
8: Begin 2nd Sem.  
18: Report Cards  
14 MLK 18

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

3: Labor Day  
4: Staff Devpt.+  
5: Progress Report  
14: Homecoming CW  
21 - Homecoming DC  
\_\_\_\_\_  
19

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

11: Progress Report  
\_\_\_\_\_  
\_\_\_\_\_  
18 President's Day  
\_\_\_\_\_  
19

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

1-12: Fall Break  
\_\_\_\_\_  
\_\_\_\_\_  
26: Report Cards  
29: Staff Devpt +  
\_\_\_\_\_  
13

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

18-22: Spring Break  
29: Report Cards  
\_\_\_\_\_  
16

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

5: Fall Conferences (11-7).  
16: Progress Reports  
21-23: Thanksgiving  
\_\_\_\_\_  
18

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




19: School break  
22: Progress Reports  
\_\_\_\_\_  
21




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

20: 1/2 day  
End 1st Semester  
21: Christmas Break  
\_\_\_\_\_  
14 / 87

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

16: CW Graduation  
17: DC Graduation  
25: 1/2 day / Report Cards  
\_\_\_\_\_  
19 / 93 / 180

 Regular School Day  
 School Break  
 1/2 Day Homecoming - tba

 Staff Only / No Students  
 High School Graduations  
 1/2 Day

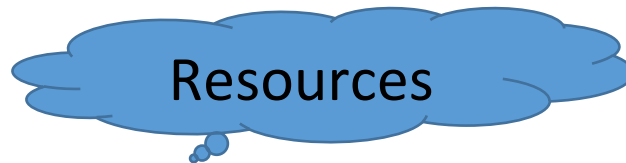
# OUR VISION & OUR MISSION

Our vision at WJMS is to challenge our students to reach their full potential by taking ownership of their learning while developing self-confidence, self-discipline, and self-motivation.



## Mission Statement

The mission of William James Middle School is to provide opportunities for academic and social growth for all students in a safe learning environment.



Website: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

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Website: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

# Faculty and Staff of William James Middle School

## Administration

Jan Ford – Principal

[jford@dcbe.org](mailto:jford@dcbe.org)

Angela McCarthy – Assistant Principal

[amccarthy@dcbe.org](mailto:amccarthy@dcbe.org)

## Office Staff

Sherie Guye – Secretary

[sguye@dcbe.org](mailto:sguye@dcbe.org)

Sherry Perry – Bookkeeper

[sperry@dcbe.org](mailto:sperry@dcbe.org)

## 8<sup>th</sup> Grade:

Adam Bogle – Social Studies [abogle@dcbe.org](mailto:abogle@dcbe.org)

Ali Smith – Math/Algebra [alismith@dcbe.org](mailto:alismith@dcbe.org)

Tanya Williams – ELA [tanyawilliams@dcbe.org](mailto:tanyawilliams@dcbe.org)

Science --

## 7<sup>th</sup> Grade:

Christy Daniels – ELA [christydaniels@dcbe.org](mailto:christydaniels@dcbe.org)

Kaci Puckett – Math [kpuckett@dcbe.org](mailto:kpuckett@dcbe.org)

Ashley Plotzer – Science [aplotzer@dcbe.org](mailto:aplotzer@dcbe.org)

Jacob Puckett – Social Studies [jacobpuckett@dcbe.org](mailto:jacobpuckett@dcbe.org)

## 6<sup>th</sup> Grade:

Tracie Brown – Social Studies [traciebrown@dcbe.org](mailto:traciebrown@dcbe.org)

Dana Elliott – Science [delliott@dcbe.org](mailto:delliott@dcbe.org)

Trina Griffin – Math [tgriffin@dcbe.org](mailto:tgriffin@dcbe.org)

Melissa Nicholson – ELA [mnicholson@dcbe.org](mailto:mnicholson@dcbe.org)

## Related Arts:

Paula Caruthers – Computer [pcaruthers@dcbe.org](mailto:pcaruthers@dcbe.org)

Paige Head – PE [phead@dcbe.org](mailto:phead@dcbe.org)

Allison Cabell – Guidance [acabell@dcbe.org](mailto:acabell@dcbe.org)

Rebecca Riels – Art [rriels@dcbe.org](mailto:rriels@dcbe.org)

Erica Logan – Library [elogan@dcbe.org](mailto:elogan@dcbe.org)

Lori Shepard – Music [lshepard@dcbe.org](mailto:lshepard@dcbe.org)

Band --

## Special Populations:

Eleanor Christy -- [echristy@dcbe.org](mailto:echristy@dcbe.org)

Holly Cato – [hcato@dcbe.org](mailto:hcato@dcbe.org)

Amanda Martin – [amartin@dcbe.org](mailto:amartin@dcbe.org)

Carrie Schreiber – [cschreiber@dcbe.org](mailto:cschreiber@dcbe.org)

Elizabeth Weathersby – [eweathersby@dcbe.org](mailto:eweathersby@dcbe.org)

Tasha Anderson – [tanderson@dcbe.org](mailto:tanderson@dcbe.org)

# Attendance Policy

The school building opens at 7:00 A.M. All students will report to the gym (bus room) until dismissal to begin class. Classes begin promptly at 7:50.

## **Attendance:**

Regular attendance is carefully monitored. All absences are considered "unexcused" until "proof" of absence is provided. Professional notes will be required after six parent note opportunities. Public Chapter 958 requires every school district to develop a Progressive Truancy Intervention Plan. The following is the plan for Dickson County Schools:

Tier 1- 3 unexcused days = Letter from the school and a required student/parent meeting with school administration for the purpose of implementing a Student Attendance Contract.

Tier 2 - 5 unexcused days = Written notice to parents from the Director of Student Services, Juvenile Court Liaison notified. Juvenile Court Liaison will contact parent to schedule a meeting to initiate an individualized assessment.

Tier 3 - Implemented if Tier two proves unsuccessful. The Juvenile Court Liaison will notify the appropriate community-based agencies to work with the family and implement any additional actions as needed to correct the behavior and improve school attendance.

\*\*After Tier 3 has been completed and no satisfactory progress is obtained the Juvenile Court Liaison will then petition the parent/guardian to court for truancy violation.

In order to participate in **field trips** students can have **NO** unexcused absences. All students are expected to bring a personal or professional note upon returning to school from an absence.

Parents are highly encouraged to schedule their child's professional appointments after school or during a school break whenever possible.

**Reward Field Trip Requirements:** There will be multiple reward field trips during the school year. In order to attend these field trips, students must meet the following requirements:

- No unexcused absences
- No suspensions at any time during the school year
- No time spent at NDA
- Less than 100 discipline points.
  - There are additional requirements for the **Beech Bend Park** trip at the end of the year.
    - Less than 30 discipline points
    - No failing grades on any report card throughout the year.

**Tardy/Early Dismissal:** Students will be considered tardy to school when they arrive in the classroom after 7:50. Students are to report to the office for late admission. Policy 6.200: The number of unexcused tardies or unexcused early dismissals from school will contribute to the total number of unexcused school days which will be included in filing truancy. The accumulation of eight (8) unexcused tardies or unexcused dismissals from school will be equal to one (1) unexcused school day.

## Dismissal

**Car riders and walkers** will be dismissed at 2:50 P.M. from the front doors of the building. Students are expected to be picked up by parent/guardian by 3:15.

### Bus Riders

**Early bus dismissal - 2:50 P.M.      2<sup>nd</sup> bell - 3:00 P.M.      3<sup>rd</sup> bell – 3:10**



All bus riders report to the cafeteria. Riding a bus is a privilege extended to the students of Dickson County. Students riding busses are expected to follow all rules, procedures, and guidelines outlined by the DCBOE and the bus driver. Students will not be allowed to get off the school bus except at their regular destination. Permission to ride another bus must be approved by transportation prior to dismissal. Transportation phone number: (615) 740-5970.

## Dress Code

WJMS acknowledges that good grooming and personal attire positively affect student achievement and conduct. The dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on our campus. Administration reserves the right to address issues that may arise from time to time on an individual or case by case basis. Any student dress that disrupts the learning environment is not acceptable.

The following guidelines must be followed:

All clothing must be the proper size or fit and must be free of any rips, holes, or tears. Pajamas, pajama pants, house shoes, bedroom slippers, clothing that advertises alcohol, tobacco, drugs, weapons, or is sexually suggestive are unacceptable and will not be worn. Shirts and blouses must cover midriff, show no cleavage, and cover chest area. Clothing that reveals any undergarment is prohibited. Shoulder width must be at least two inches. Tank tops, hats, sunglasses, spiked jewelry, chains from the belt, wallet, neck, or pants will not be worn. Hair is expected to be kept out of the eyes. Dresses, skirts, shorts, or skorts must be no shorter than 2 inches above the center of the knee in front and back even if leggings or tights are worn underneath. Tights, leggings, jeggings, yoga pants, etc. may only be worn underneath skirts, dresses, or tunics that meet this 2-inch rule.

1<sup>st</sup> Infraction: Warning-Get corrected  
2<sup>nd</sup> Infraction: Lunch Detention/Parent Contact  
3<sup>rd</sup> Infraction: 1 day ISS/Parent Contact  
4<sup>th</sup> Infraction: 2 days ISS/ Parent Conference

## Medication Policy

Only designated school personnel are permitted to administer medications. If prescription medicines need to be taken at school, contact the school office in advance for authorization procedures. Medicine should only be brought to the school nurse by the parent/guardian, accompanied with doctor authorization form.

Non-prescription medicine may only be brought by parent/guardian in an unopened bottle with the student's name on the container and will remain in the nurse's office.

Students may not transport or be in possession of medications at any time.

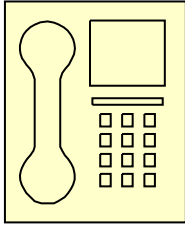
Nursing Staff: Kathy Kline – [kkline@dcbe.org](mailto:kkline@dcbe.org)

## Cell Phone/Electronic Device Policy

Electronic Device	<ul style="list-style-type: none"><li>• Students may possess a cell phone. However, at no time shall the school assume responsibility for its use and care or be responsible for preventing theft, loss, or damage to phones brought on school property.</li><li>• Must be "OFF" and put away before entering the building. "Put away" is defined as placed in a backpack or purse.</li><li>• Turning a phone to "silent" or "vibrate" does not comply with policy.</li><li>• All electronic devices, including tablets, laser pointers, and the inappropriate use of smart watches, will be treated as a cell phone infraction.</li><li>• Text messaging is not permitted during school hours, unless directed by staff, and will be treated as a cell phone infraction.</li></ul>
Violation	<ul style="list-style-type: none"><li>• 1st Offense: Warning/Phone kept in office until end of day</li><li>• 2nd Offense: 3 days Lunch Detention/Parent must pick up phone</li><li>• 3rd Offense: 5 days Lunch Detention/Parent must pick up phone and conference with administration</li><li>• 4th Offense: 1 day ISS - Willful and persistent violation</li><li>• Additional offenses will be at the discretion of administration</li><li>• Each offense is 10 points toward discipline points</li></ul>
Picture/Video	<ul style="list-style-type: none"><li>• Students may not take pictures or videos at any time during the school day unless given special permission.</li><li>• At no time shall a student operate any device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy rights of another person. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of Policy 6.312 is subject to disciplinary action.</li></ul>



## School Phone



Office telephone is to be used by students for emergencies only. No personal phone calls unless deemed necessary by staff. Because we value our instructional time, messages will be given to the student at an appropriate time so as to not interrupt class instruction. Classroom phones may NOT be used during the day unless authorized by staff.

## Other Items of Interest:

Textbook Agreement form must be signed before books are issued. Lost, damaged, or defaced books will be the responsibility of the student and parent/guardian.

Valuable Items: WJMS will not be responsible for lost or stolen items.

Do not bring large amounts of money to school.

Lockers: Each student will be provided one locker. Locks may be used and are recommended. There should be no sharing of lockers.

Skate Boards may NOT be ridden on school property.

Technology: Students and parents will be required to sign a responsibility agreement before technology equipment is used.

## Inclement Weather

Information on school closure will be available from the following sources:

Local radio and television, In Touch school message call, Twitter

<http://wjms.dicksoncountyschools.org>

School information line: 615.441.1994



**It is imperative that your child knows how he/she is to get home in the event of early dismissal.**

## Emergency Plan

In the event of an evacuation, students will be transported to an offsite location. Information will be sent home with your child for locations of any off-site evacuation.

Other Drills @ WJMS:

Crisis Drill

Fire Drill

Earthquake Drill

Tornado Drill

Evacuation Drill

Lockdown Drill

Intruder Drill



# STANDARD™ RESPONSE PROTOCOL

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

## TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



## LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

### STUDENTS:

- Return to inside of building
- Do business as usual

### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



## LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

### STUDENTS:

- Move away from sight
- Maintain silence

### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



## SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

### SAMPLE HAZARDS:

- Tornado
- Hazmat

### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

### STUDENTS:

- Appropriate hazards and safety strategies

### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

# Code of Discipline

## Infraction

## Consequences

**Bullying**

See page 12 of Student Handbook

**Bus Conduct**

Students in violation of bus conduct shall be subject to disciplinary action in accordance with established Board and/or school policy and regulations governing student conduct and discipline. (Policy 6.308). Disciplinary options may include, but not limited to: Warning, Assigned Seating, Suspension from bus privileges.

**Cheating**

Appropriate disciplinary options may include, but not limited to: Restricted Activities, Re-do work, ISS, Suspension, NDA referral

**Disrespect**

Appropriate disciplinary actions will apply

**Disrupting Class**

1<sup>st</sup> Offense: Written Warning /Parent Contact

2<sup>nd</sup> Offense: Restricted Activity/Parent Contact

3<sup>rd</sup> Offense: ISS during Related Arts/Parent Phone Call

4<sup>th</sup> Offense: One (1) day ISS-Student/Parent Behavior Log

5<sup>th</sup> Offense: Appropriate disciplinary options may include, but not limited to: ISS, Suspension, NDA Referral, Behavior Plan

**Fighting**

1<sup>st</sup> Offense: 3 days @ NDA (Guidance Referral)

2<sup>nd</sup> Offense: 5 days @ NDA (Guidance Referral, Behavior Contract)

3<sup>rd</sup> Offense: Petition to Disciplinary Hearing Authority for possible placement @ NDA. All situations are considered individually. The final decision will be made by Administration.

**Forgery**

One (1) day ISS. Additional offenses will be the decision of Administration

**Gum (3 points)**

WJMS is a gum-free school. Minor Infraction

**Hallway Misconduct (3 points)**

Minor Infraction

**Interrogations and Searches**

Dickson Board of Education Policy 6.303

**Physical Contact/Altercation**

Appropriate disciplinary options based on the level of misbehavior include but not limited to: Verbal reprimand, Special assignments, Restricted activities, ISS, OSS, or Referral to NDA

## Infraction

## Consequences

Physical Aggression	Appropriate disciplinary options based on the level of misbehavior, include but not limited to: verbal reprimand, special assignments, restricted activities, ISS, OSS, or referral to NDA
Profanity/Inappropriate Language	1 <sup>st</sup> Offense: 1 day ISS/Parent Contact 2 <sup>nd</sup> Offense: 2 days ISS/Parent Contact/Behavior Plan 3 <sup>rd</sup> Offense: Willful and Persistent Violation of School Rules
Public Display of Affection	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: 1 day ISS/Parent Contact 3 <sup>rd</sup> Offense: 2 days ISS/Parent Conference/Guidance Referral 4 <sup>th</sup> Offense: Willful and Persistent Violation of School Rules (possible referral to NDA)
Skipping Class/Truancy	1 Day ISS/Parent Contact/Guidance Referral/Referral to Director of Student Services
Tardy to Class (3 points)	Minor Infraction
Theft	3 days @ NDA, Restitution of property (repeat offenders will be subject to arrest)
Threatening others	ISS/Out-of School Suspension/NDA placement/DHA Referral
Tobacco or Tobacco Products	The use of tobacco products or the possession of tobacco paraphernalia, by students is prohibited on school premises, including parking areas, during the school day. This also applies to all school related activities. Upon each offense the student will be written a petition to appear in Juvenile Court.  School Level: 1 <sup>st</sup> Offense – In School Suspension or Out of School Suspension, a warning issued to student and a letter to parent/guardian explaining the violation and consequences. 2 <sup>nd</sup> Offense – In School Suspension or Out of School Suspension 3 <sup>rd</sup> Offense or more – Out of School Suspension and/or referral to NDA
Vandalism	In School Suspension/Out-of School suspension, and/or placement at NDA, and/or charges in juvenile court (Restitution for repair or replacement will be expected).
Willful and Persistent Violation of School Rules	Warning/ISS/Out-of-School Suspension/NDA Placement
Zero Tolerance Offenses:	Policy 6.309-Possession of Weapons and/or Dangerous Instruments, Illegal Substances, Battery, Credible Threat

Homework is an important component of a student’s success at WJMS. Homework should enhance student achievement by being relevant, meaningful and challenging while helping build **responsibility** and self-discipline in our students. Homework is expected to be completed and turned in on time. It is the **responsibility** of the student to find out about missing work in any class missed.

### **Homework Recovery:**

#### **Guidelines for missing or incomplete work: (Restarts every nine weeks)**

- 1<sup>st</sup> Offense: Student Phone Call/Homework Recovery (During Related Arts)
- 2<sup>nd</sup> Offense: Student Phone Call/Homework Recovery (During Related Arts)
- 3<sup>rd</sup> Offense: Student Phone Call/Teacher Phones Parent/ Homework Recovery (During Related Arts)
- 4<sup>th</sup> Offense: Student Phone Call/Administration Contact/ISS (One Day)/5 Discipline Points
- 5<sup>th</sup> Offense: Student Phone Call/Administration Contact/ISS (One Day)/10 Discipline Points
- 6<sup>th</sup> Offense: Student Phone Call/Parent-Teacher Conference/ISS (One Day)/ 15 Discipline Points

**Additional infractions will be considered willful and persistent violation of school rules.**

**Consequences include, but not limited to: OSS, Referral to NDA for a minimum of 3 days or DHA.**

### **Grading Policy**

A.....	93 - 100
B.....	85 - 92
C.....	75 - 84
D.....	70 - 74
F.....	Below 70

In grades 6, 7, and 8, the basic grading system is used in Language Arts, Mathematics, Science, and Social Studies.

Related arts shall be marked **pass/fail** in grades 6, 7, and 8.

### **Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying: Policy 6.304**

Harassment, bullying, hazing, or any other disruptive or violent behavior includes conduct such as gestures, written, verbal, graphic, or written acts, including electronically transmitted acts, toward a student which are based in actual or perceived trait or characteristic of the student and creates an educational environment that meets on or more of the following conditions:

- Places the student in reasonable fear or harm for the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance;
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Such behavior is considered harassment or bullying whether it takes place on school property, at any school function, or in a school vehicle. Behaviors off school property, including designated bus stops or through electronic media may be subject to this policy to the extent that such behavior disrupts the learning environment of the school.

“Bullying” is conduct that meets one or more of the following criteria:

- Is an act directed at one or more students that is intended to harm or embarrass;
- Is repeated over time;
- Involves an imbalance of physical, emotional, or social power.

“Harassment” is conduct that meets one or more of the following criteria:

- Unwelcomed conduct based on a protected class (race, national origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.
- “Sexual Harassment” includes unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.

Cyberbullying is defined as the use of information and communication technologies, (e-mail, cell phone text, picture messages, instant messaging, defamatory personal Web sites, social networking sites, fake profiles, etc.) to support deliberate, hostile behavior intended to frighten or harm others.

Students and Staff:

Will be instructed in bullying/harassment/prevention training from the school counselor and/or administration.

Parents shall sign the school’s Bullying/Harassment Prevention Policy stating they have read and understood all elements of the policy which will be included in the Dickson County Board of Education district and school handbook. In addition, the procedure will be posted throughout the school.

Consequences and appropriate remedial actions for bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. School administrators shall consider the nature and circumstances of the incident, age and maturity, degree of harm, previous incidences or patterns of behavior, and other factors as appropriate to properly respond to each situation. Consequences for a student who commits such acts shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior and must be consistent with the approved code of student conduct.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

## **5-Star Café**

**Manager: Robbie Wilson**

**Nutrition Director: Jason Collins**

**Angela Meyers**

**Reba Swaw**

**Patsy Williams**

Lunch time should be enjoyed and should be a time when students interact with each other socially. Therefore, the following behaviors are expected:

Students are expected to use table manners and show respect to all students and staff. Noise will be kept to a minimum level with no yelling or screaming. At no time will food be thrown or passed to another plate/tray. Students will not pass another student in line or will not save a "place" for another student. Students are expected to be responsible for cleaning up after themselves and leaving the table as clean as possible. Inappropriate use of electronic devices will result in loss of privileges.

Meals may be purchased daily, weekly, or monthly at school and online. Change is not given for meals purchased with a check. A note is required from the parent/guardian in order for a student to purchase extra food or a snack. This amount will be deducted from the student account.

Returned checks: \$20 fee for insufficient funds and the school will no longer accept checks

If you bring a lunch for your child, please leave the lunch in the office. Your child will be notified by a staff member. Parents are encouraged to have lunch with their child.

6<sup>th</sup> Grade – 11:25-11:55

7<sup>th</sup> Grade – 12:00-12:30

8<sup>th</sup> Grade – 10:50-11:20

Students: Breakfast: \$1.25

Lunch: \$2.70

Visitors: Breakfast: \$1.75

Lunch: \$3.75

To access online payment: Go to [www.Lunchprepay.com](http://www.Lunchprepay.com). Choose Premium. The site says it's a one-time fee of \$10.00, but as a Dickson County resident the sign-up fee is waived.

Parents can also go to [www.lunchapplication.com](http://www.lunchapplication.com) to register Free and Reduced application instead of a paper application. It's quick and secure.

If further assistance is needed, please contact the School Nutrition Program at 615.740.5801.