

**West Carroll
Elementary School**



**Student Handbook
2021-2022**

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Mission Statement

The mission of West Carroll Elementary School is to promote student achievement and ownership in a safe, respectful environment.

Vision Statement

The vision of West Carroll Elementary School is to prepare students to become successful, contributing citizens.

Eagles SOAR

S-Safety

O-Ownership

A-Achievement

R-Respect

DAILY ROUTINE

When arriving at school in the morning, students are to go directly to the cafeteria. Permission to go anywhere else must be given by the breakfast duty teacher.

1. Students will be dismissed to their first class at 7:40 AM. Students who need to go to their locker, restroom, or water fountain should do so at this time.
2. The library will close at 7:45 AM and reopen at 8:05 AM.
3. All students are expected to be in their first class by 7:50 AM.
4. If a student arrives at school after 7:50 AM, the student must go to the secretary's office and sign in before going to class. This is considered being tardy to school, and the student will receive consequences according to the WCES discipline policy. (See Tardiness in Student Discipline section)

ATTENDANCE

An absence is defined as more than thirty minutes of instructional time missed per class/block. A student will be allowed five (5) parent notes per school year. These five (5) parent notes will be excused absences. After five (5) parent notes, for an absence to be excused, the student must bring in proper documentation such as a doctor's note, funeral note, court note, etc.

By law, students must remain in school until the day they become eighteen (18) years of age. Regular attendance is essential for a student to achieve success in school; therefore, the following policies will be in effect at West Carroll Elementary School:

- Students will be required to make up work assigned during their absence for all courses missed. The student will have the same number of days missed to complete the work.
- Work or exams assigned prior to a student's absence are due immediately upon return to school. Students may appeal for extra time in cases that require the student to be hospitalized.
- Out-of-school suspensions will be counted as part of the student's five (5) maximum absences for the term (semester); in-school detentions will not be counted as absences.

- After three (3) days of absence during the academic year, parents will be notified by mail or telephone. (TCA 49-6-3001)
- To serve as a positive incentive for perfect attendance, students who have missed no more than one (1) day per term (semester) will receive an attendance reward. The privilege is lost if: the student has missed more than one (1) day, if the student has been assigned in-school detention for more than three (3) days, if the student has been placed on home-bound instruction, or if the student is failing the subject for the term (semester).
- Principals shall allow up to ten (10) excused cumulative absences per school year for students to visit a parent or guardian during a military deployment cycle. The student must provide documentation regarding his/her parent/guardian's deployment. According to the school's make-up policy, students shall be permitted to make up school work missed during these absences.
- **SCHOOL RELATED ABSENCES:** Students who miss school to participate in a school-sponsored/related activity will not be counted absent. School-sponsored/related activities are defined as activities that are part of an athletic team, band, club, or class sponsored by West Carroll Elementary School.
- **RESTRICTED DAYS:** School administration may designate a day as a Restricted Day. Students must have a doctor's excuse to have an excused absence on a Restricted Day. The school administration will notify the students in advance.

ABSENCE PROCEDURES

1. If a student must be absent on a given day, the parent/guardian should notify the office personnel.
2. When returning to school from an absence, the student shall report to the designated area before homebase to submit required documentation explaining the absence.
3. If a student is absent for part of the day, he/she must sign in with the front office immediately upon arrival.
4. If a student must leave the school for any reason, the parent or person picking up the student must come in and sign them out. Upon arrival the next day, the student must submit required documentation explaining absence/check out.
5. Failure to sign out will result in disciplinary action.
6. Parents will be notified by mail/telephone after three (3), six (6), and ten (10) days of absences.
7. Students who skip school or leave campus without permission will be subject to disciplinary action, including in-school detention or alternative school placement.

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the significant portion of any class, study hall, or activity during the school day for which the student is scheduled.

Truancy notices will be issued when a student reaches five (5) unexcused absences. After five absences in one semester, excused or unexcused, the school will require a doctor's note to excuse further absences. Parents will be notified of a student's excessive absences in writing. After notification, if a student does not attend school on a regular basis, the law requires that truancy charges be brought against both parent(s) and student. After five absences, the principal may request in writing a note from a doctor to excuse a student's future absences. Truancy will be filed with County Juvenile Court for excessive unexcused absences.

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester could render a student ineligible for promotion to the next grade.

Any absence over five (5) days during a semester must have a doctor's statement to be excused and appealed to the building level principal or the system attendance supervisor/attendance committee. Only approved appeals will receive credit for the semester.

Any administrative decision regarding attendance may be appealed initially to the Director of Schools and ultimately to the Board of Education. The appeal shall be made in writing to the Director of Schools within five (5) days following the action or the report of the action, whichever is later.

Admit Slips - Students who are absent for any reason should bring a note from home or from the doctor's office within two (2) school days to verify the reason for their absence. Students who do not bring a note will be issued an unexcused admit slip. Admit slips will be issued each morning between 7:30 – 7:50 AM.

TARDINESS

Promptness is a personal asset that should be learned at an early age. A student is considered tardy if he/she enters the assigned area after 7:50 AM. The teacher will record the tardy in his/her class log. Three (3) tardies in a class will count as one absence. A parent/guardian will be notified after the third tardy. Students who are tardy must check in the office before going to class. Tardies start over after each semester.

3 tardies = After school detention & 1 absence

4 tardies = After school detention

5 tardies = 1 day of in-school detention

6 tardies = Saturday detention & additional absence

Additional tardies beyond six (6) will have consequences determined by school administration.

For every 3rd tardy, there will be additional absence recorded.

WITHDRAWAL FROM SCHOOL

Students who withdraw from school should notify their teachers and principal when it is known they will withdraw.

On the day of withdrawal, the student will see the counselor for a withdrawal form. The student will return books and any other school property in his/her possession. Each teacher, the librarian, and the lunchroom manager will sign the withdrawal form indicating that the student has returned books and materials and paid all debts. This form should then be taken back to the counselor before withdrawing from school. The students will remain enrolled in West Carroll Schools until we receive confirmation of enrollment from the transfer school.

GRADING SCALE

A = 93 -100 B = 85 – 92 C = 75 -84 D = 70 – 74 F =BELOW 70

1. Incomplete work (I) – work that is NOT completed for the nine weeks. If the work is not completed prior to the end of the next grading period, the (I) becomes an F.
2. Academic progress reports and report cards will be given out on dates indicated on the West Carroll Elementary School calendar included in this handbook. Parents are encouraged to mark these dates on their calendars. **Grade reports need to be signed and returned to the school.**
3. If the parent would like to discuss their student's progress with the teacher, counselor, or principal, the parent should call to request a conference during the teacher's planning time or at the earliest convenience of the counselor or principal. This request should be made at least one (1) day in advance.

RETENTION

1. Students who fail more than two (2) of the four core academic courses (Language Arts, Math, Science, or Social Studies) may be retained.
2. Students in 5th or 6th grade who fail two of the four core academic courses may attend summer school to recover one or more of the courses OR may be retained. Students in grade conditionally promoted to the next grade upon successful completion of one failed summer school. These students may be enrolled in course recovery for the second during the next school year.
3. Students who fail one core academic course may be conditionally promoted to the next grade. These students shall attend summer school to recover the course.
4. The decision to retain a student will be a team decision, but the final decision to retain a student is the principal's.

HONOR ROLL

“A” Honor Roll and “AB” Honor Roll will be recognized over the intercom after each 9-weeks and students will receive a ribbon. Honor Roll lists will also be submitted to the local newspaper for publication.

JUNIOR BETA CLUB

The Junior Beta Club is a nationally known honor society. The purpose of this organization is to promote scholastic achievement as well as to strengthen and exhibit democratic values and principles of citizenship.

To qualify for membership in the WCES Chapter of The Junior Beta Club, the following qualifications must be met:

1. Student must be in 4, 5, or 6th grade
2. Have a grade point average of 93 (based on the final averages of the two previous grades plus the first 9-weeks average of the current grade)
3. 3 teacher recommendations
4. Must show good character and citizenship as is recorded in the WCES discipline log
5. Must be performing at grade level or above
6. Must be approved by the principal

The Junior Beta member must maintain a 93 or above average for each 9-week period and have no discipline infractions recorded on the WCES discipline log to remain in good standing. Members failing to meet these expectations will be placed on probation for one 9-week period. Members failing to demonstrate acceptable improvement in their grades or behavior for two (2) consecutive 9-week periods will be dismissed from the organization.

WCES ACCELERATED READER PROGRAM

West Carroll Elementary School students participate in the Accelerated Reader Program. Each student is allowed to visit the library at regular intervals to select books of particular interest to him or her. The librarian guides the student to book selections that are appropriate for his or her reading level. The student reads the book and then takes an Accelerated Reader test on that book. The student earns a number of AR points based upon the outcome of that test. Reading teachers convert point totals to a numeric grade that is used as a percent of the student's reading grade. Please take advantage of Family Literacy Nights. These events occur four times a year. Students and parents are encouraged to come and read. Awards are given at the end of the school year. As students reach point level benchmarks, they are recognized over the school intercom during morning announcements.

Minimum Uniform Communication Expectations

West Carroll Special School District has developed the following minimum requirements for formal written and oral assignments so that students will know the standards expected by any teacher in the district. These are minimum requirements. If a teacher has additional expectations these must be shared with students at the beginning of the year or semester.

Teachers of students at all grade levels will explain the difference between formal and informal communication to students. Teachers will inform students when they expect formal communication to be used. Students should also understand that formal communication is always acceptable in the school learning environment, but informal communication may not be.

Requirements for written language:

1. Use complete sentences.
2. Begin sentences with a capital letter.
3. End sentences with the correct punctuation mark.
4. Indent paragraphs.
5. Begin proper nouns and proper adjectives with a capital letter.
6. Always capitalize the word "I".
7. Do not use contractions.
8. Use homophones correctly.
 - a. *Their, There, and They're*
 - b. *Your and You're*
 - c. *To and Too*
9. Avoid the use of abbreviations. The use of acronyms may be acceptable if the acronym is used more commonly than is its antecedent (ex. NASA, FAFSA, NATO).
10. Do not use slang.

Requirements for oral language:

1. During class discussions, answer questions using complete sentences.
2. Speak loudly enough for the entire class to hear.
3. Observe the conventions of formal language. See items 7, 9, and 10 above.

CAFETERIA AND LUNCH PERIOD

Breakfast and lunch prices are published in the *West Carroll Special School District Student-Parent Handbook*. This handbook includes information regarding free and reduced price lunch (FRPL) and the FRPL application process, meal charge policies, and payment procedures. The district handbook also provides information about basic meal offerings and special dietary considerations.

Students who eat in the cafeteria are expected to conduct themselves in an appropriate manner at all times and return their trays and waste to the designated area.

Students who wish to bring their lunch shall eat in the cafeteria. They may purchase milk without buying a regular lunch. **Food or drink cannot be taken out of the cafeteria during breakfast or lunch.** NOTE: **Students or parent/guardian will not be allowed to bring food into the cafeteria that has not been prepared at home.**

Students will not be allowed to have visitors at school at any time during the school day, including lunch, without prior approval from the principal. Parents and guardians are allowed to eat breakfast/lunch with their child.

In an attempt to avoid the dangers associated with aggravating existing food allergies, students will not be allowed to exchange food or buy food for another student.

Students will remain in the cafeteria until their teacher arrives to escort them to class.

West Carroll Special School District Meal Charge Administrative Procedures

Effective date: July 1, 2017

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district – level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis. Families will have access to the meal charge administrative procedure via a written copy of the district – wide charge administrative procedure provided in student handbooks. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure in the student handbook.

Local Charge Administrative Procedure Considerations

General:

Students who are unable to pay for their meals at the time of the meal service are allowed to charge:

Breakfast Lunch Students charging breakfast and lunch will receive reimbursable meals.

Charge limits: The number of charges allowed for PreK – 12th grade is five. Once the student reaches the allowable five an alternate meal will be given to the student. During the month of May, students are not allowed to charge any meals.

Alternate meals:

Alternate meals may be provided immediately in lieu of charging. Alternate meals may be provided until the charge balance is paid. The alternate meal will include the following: (lunch) sandwich, fruit, and milk.

Students will be required to pay for alternate meals at the rates listed below:

Lunch: \$0.00

LEA funds will be used to cover the cost of non-reimbursable alternate meals.

Household Notification:

Low balance notification: Students are notified at the cashier's station that their account is low of funds at the elementary school and the Jr/Sr High School. At the primary school written notices are sent home with the students.

Negative balance notification: At WCES

Delinquent Debt:

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year (beyond June 30). The household's debt will be delinquent for one day before the SFA request payment.

Additional Resources:

Families may find assistance with applying for free or reduced-price school meals by contacting Janet Winchester, Child Nutrition Director at 731-662-4200 or email janet.winchester@wcsd.org or Angela Hartz at 731-665-4200 or email angela.hartz@wcsd.org.

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)-632-9992. Submit your completed form or letter to the USDA by:

- 1.) Mail: USDA Office of the Assistant Secretary for Civil Rights 1400 Independence Ave., SW
Washington, D.C. 20250-9410
- 2.) Fax: 202-690-7442
- 3.) Email: program.intake@usda.gov

This institution is an equal opportunity provider.”

DAMAGE TO PROPERTY

A student who deliberately destroys or damages any school property (books, equipment, records, buildings, buses, etc.) shall be held responsible for the actual cost of replacing or repairing such materials or equipment. (See Damaging School Property under student discipline).

STUDENT SALES

Selling or trading by students of any items during school hours is strictly forbidden, unless the principal has given prior approval.

Facebook/Social Media

If you have an issue with a teacher or administration, please contact your child’s teacher or the principal first and if you are still not satisfied with the results, then contact the Director of Schools, Mr. Preston Caldwell.

Please do not air your complaints or concerns on Facebook and other social media. Give us the opportunity to take care of the situation.

Student Information

It is imperative that school office personnel be notified immediately of any change in address, home phone number, office/work phone number, cell phone number, or emergency contact information. In the event that an emergency arises, school personnel must have up-to-date and accurate contact information on file.

STUDENT USE OF SCHOOL PHONES

Students will not be allowed to use the office phone except for emergencies or school business. Under no circumstances should a student use the office phone without permission. Students are not allowed to make long-distance phone calls using the office phone or cell phones belonging to WCES staff unless given prior approval.

TEXTBOOKS AND SUPPLIES

Textbooks are available to students as a no-cost loan. The original cost of these books is covered by a state subsidy. Parents or guardians shall accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to their child. Students will be charged full replacement cost for a lost or severely damaged textbook. The philosophy of the Board of Education is to keep to a minimum the purchase of supplementary instructional aids and supplies by the individual student. However, with the approval of the principal, the teacher may request the student to be responsible for purchasing instructional supplies, and this may include room or lab fees and/or workbooks.

PERSONAL PROPERTY

The school is not responsible for personal property brought to the school. The student should not bring to school any more money than is needed for that day. **Anything brought to school that interferes with the educational process (iPods, smart watches, cell phones, hand held games, toys, trading cards, etc.) will be confiscated and kept in the principal's office until picked up by a parent/guardian.** (See Electronic and Communication Devices in discipline section)

Cell phones may be brought to school but must remain in the off mode unless used with teacher permission for instructional purposes only. Smart watches may be held in cubbies/boxes in the classroom during the school day if deemed as an interference.

SCHOOL LOCKERS

Each student will be assigned a locker at the beginning of the school year. The homebase teacher in specific areas will assign lockers. Each homebase teacher will be provided with the locker number of each student in his/her homebase. Teachers will not allow a student to go to his/her locker during class time unless it is an emergency. Students should use only the locker assigned to them. Students should not place decals on the outside of lockers. Each student is responsible for keeping up with his/her own materials. The school will not accept this responsibility. **Lockers are the property of the school and can be checked by school personnel at any time. There will be periodic unannounced locker checks.**

WEATHER-RELATED SCHOOL CLOSINGS

Decisions regarding the closure or early dismissal of schools due to severe weather are made by the WCSSD Director of Schools and/or the Carroll County Department of Education, the contact transportation provider for West Carroll Schools. Every effort is made to provide the public with information regarding school closures through various local and regional media outlets by 6:00 AM on the day of the closure. Interested parties can register to receive automated telephone notification of school closures and early dismissals by visiting www.carrollschoools.com and clicking on *Weather Related Closing* in the "Links" section.

DEBTS

All student obligations including, but not limited to, book fines, fundraising moneys, materials checked out to a student, and disciplinary obligations must be met before final grades are released.

FIRE, TORNADO, EARTHQUAKE, BOMB THREAT, & LOCK-DOWN DRILLS

Fire, tornado, earthquake, bomb threat, and lock-down drills are held at irregular intervals throughout the school year.

CLASS INTERRUPTIONS

Classrooms should not be disturbed during class time except in case of emergency. All interruptions must be cleared through the office. Parents/guardians or others are not allowed to send or deliver any type of gifts to school unless authorized by the principal. This is in compliance with the county Bus Rules.

VISITORS

All visitors will report to the school office when entering, sign the visitors' register, and pick a visitor's badge. **Visitors must dress appropriately as to not interfere with the educational process.** In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto the grounds or into the buildings of a public school during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises. Any person improperly on the premises of a school shall depart on the request of the school principal or any other authorized person. The principal or other authorized person has complete authority to exclude from the school premises any persons he/she has reason to believe are disrupting the educational program in the classroom or in the school, to be disturbing the teachers or children on the premises, or believed to be on the premises for committing an illegal act. Law enforcement officials will be contacted if the situation warrants such measures. Students may not bring non-student siblings to school. Requests to bring out-of-town visitors to school must be submitted to the principal.

HALL BEHAVIOR

The student should make a habit of walking on the right side of the halls and not monopolizing the space near their locker. Be considerate of others who need to get to their lockers. If a teacher or visitor comes through the corridor when it is crowded, courteously make way for him/her. Be considerate of classes that are being conducted. Students must obtain permission and a hall pass from the teacher in order to be in the hall during class periods. Students must follow the hallway expectations.

HEALTH SCREENINGS

We are using the Pacer program in our PE classes and as a result, we will screen our 4th and 6th grade students for height, weight, blood pressure, vision, hearing, and body mass index. Also, 6th graders will be screened for scoliosis. If you do not want your child's BMI figured, please let the nurse know. Coordinated School Health enters this data and sends it into the state without your child's name. These screenings are private and are not shared with anyone other than the nurse and Coordinated School Health.

EXTRA – CURRICULAR ACTIVITIES

All school-sponsored activities, whether at school or away, will be considered the same as any school function. The same conduct and rules will apply as if it were a regular school class. Any misbehavior or violation of school rules will be dealt with in the same manner as it would be dealt with in school.

DRESS AND GROOMING

While dress and grooming include a degree of individual choice, students must comply with safety and health regulations. Therefore attire, grooming, or personal hygiene issues must not cause disruption to the school program. It should also be recognized that appropriate footwear must be worn at all times.

The following cannot be worn to school:

- **Shoes with wheels or lights**
 - **Hats or caps (unless it is approved by the principal)**
 - **Heavy chains**
 - **Only ear piercings, no facial piercings or gauges**
 - **Clothing that interferes with the educational process**
 - **holes, rips, or tears**
 - **promotes or advertises drugs, alcohol, tobacco, sex, nudity, satanic or demonic cults, profanity, or violence**
 - **short tops that expose the abdomen**
 - **short shorts**
 - **short skirts or dresses**
 - **no sleeves**
 - **shirts or tops that expose the breast or chest area**
 - **sagging pants that expose undergarments or buttocks**
 - **leggings, jeggings, or yoga pants without a top approaching the knees**
 - **no flip flops or athletic slides**
 - **no other local secondary school should be displayed other than West Carroll colors and mascot**
- Shirts, blouses, or any other types of tops worn with leggings, jeggings, and yoga pants MUST be approaching the knee, and by approaching the knees, they can be NO shorter than three inches about the knee.**

MEDICATION

Medication shall be administered only when the student's health requires that it be given during school hours. IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO BRING THE MEDICATION TO SCHOOL AND REMOVE ANY UNUSED MEDICATION WHEN TREATMENT IS COMPLETED. ALL MEDICATION MUST BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER. Loose pills are not allowed. The pharmacy label must include the following information: name of the student, prescription number, name of medication and dosage, administration route or other directions, date licensed prescriber's name, pharmacy name, address, and phone number.

All non-prescription medications must be labeled properly when brought to school by the parent in the original container with the child's name affixed to the container. No more than one month's supply of any medication should be brought to the school office. No phone orders from parents/guardians for medication will be accepted. All medication must have appropriate "permission to give" forms filled out and signed by parents. All long-term medication will require a doctor's signature. At no time will medication be allowed on the school bus except for those the school nurse deems emergency medications. See the *West Carroll Special School District Student-Parent Handbook* for the complete policy on students' medications during the school day.

WEST CARROLL PEDICULOSIS (LICE) CONTROL POLICY

1. Each teacher must be alert to recognize the symptoms of pediculosis.
2. Students exhibiting symptoms will be inspected to verify the presence of head lice. (A general inspection of all students will be made by homebase teachers at the beginning of each 9-week session.)
3. The principal, counselor, or school nurse will notify a student's parents immediately upon the discovery of head lice and send that student home with instructions for treatment. Students with nits and no evidence of live head lice will not be excluded from the school. (If nits are found, a letter will be sent home with the student at the end of the school day.)
4. **Before an infected student returns to school, his/her parent or guardian must provide proof of treatment.** Labels from used medicine, a statement from the health department, or a statement from a private physician may serve as proof.
5. **The student must be examined by school personnel before being readmitted to class.**
6. Any student who still has lice will not be allowed to return to school until further treatment has been completed. Should the student be at school with no transportation home, the parents will be notified to come immediately and pick up the student so there will be no threat of spreading.
7. Extreme cases or multiple cases may be reported to the Department of Children Services.
8. The privacy of the students shall be respected.

HOMEWORK POLICY

Research indicates that supplemental practice can reinforce objectives taught in the classroom, develop a deeper understanding of concepts, and lead to an increase in student achievement. Homework can also be an important tool in helping students to develop positive character traits such as independence and responsibility. Students may also learn time management skills, goal setting, self-discipline, and study skills. Homework can help students understand that learning can take place anywhere.

Teachers will collaborate at each grade level to assign an appropriate amount of homework. Homework will be graded or reviewed in class as soon as possible.

Because homework is an important part of the education process, parents should encourage their children to complete and return all assignments. Parents should also encourage students to utilize class time effectively. The student is responsible for writing down all assignments in their agenda. Parents should check the student's agenda daily. When possible, parents should supervise the completion of homework assignments and offer appropriate assistance when necessary. Please contact the teacher and/or the school for any questions or concerns about homework.

STUDENT DISCIPLINE

Discipline of students will be handled by classroom teachers except in classes that are serious or chronic. A student invites disciplinary action anytime he/she creates a disturbance that will take the teacher's attention away from teaching. Any action by a student that does not reflect positively on the entire school program should be corrected by the most effective means available. Discipline serves as a means of encouraging and assisting students in engaging in self-improvement while protecting the interests of the school community. Disciplinary action administered by school officials is intended to be corrective rather than punitive in nature.

Students with an excessive number of discipline referrals and/or bus referrals will not be allowed to participate in field trips, fun days, etc. A student who has accumulated 3 or more bus referrals, 1 ISD, or 1 OSS will not be allowed to participate in these activities. **The final decision is the principal's.**

Measures employed by school officials for disciplinary reasons include, but are not limited to, the following:

- Conferences (student/teacher) concerning the offense
- Referral to guidance counselor and/or principal
- Parental contact including conference
- Behavior modification assignment (BMA)
- Lunch detention (LD)
- After-school detention (ASD) – parents will be notified
- Saturday detention (SD) – parents will be notified
- In-school detention (ISD) – parents will be notified
- Alternative school
- Out-of-school suspension (OSS) – parents will be notified
- Expulsion – parents will be notified
- Remand to an alternative educational setting – parents will be notified

Before any disciplinary action is taken, the student will be advised of the nature of his/her misconduct, questioned about the incident, and allowed to give an explanation. The method of discipline employed will depend on the nature of the offense and the past disciplinary record of the student as well as other relevant factors. Students who conduct themselves as ladies and gentlemen and respect the rights of others seldom create disciplinary problems. The disciplinary log system will be used to provide structure for corrective action, as well as to indicate for students and parents the relative seriousness of various acts of misbehavior. Parents will be contacted by phone or by a note sent home when an offense has occurred. The offenses that will be recorded on the disciplinary log are listed below:

Discipline Ladder

I. Attendance, Attendance Related

A. Truancy

- See Attendance Section

B. Tardy for School or Class

- 1st Offense: Verbal Warning
- 2nd Offense: Verbal Warning
- 3rd Offense: ASD and unexcused absence
- 4th Offense: ASD or ISD
- 5th Offense: ISD
- 6th Offense: SD

C. Leaving School Premises without Permission

- 1st Offense: ASD
- 2nd Offense: ASD
- 3rd Offense: ISD
- 4th Offense: 1 day of OSS
- 5th Offense: Remand to alternative education setting

D. Cutting Class or Leaving Class

- 1st Offense: BMA

- 2nd Offense: LD
- 3rd Offense: ASD and unexcused absence
- 4th Offense: ASD or ISD
- 5th Offense: ISD
- 6th Offense: SD

- E. Trespassing on School Property while Suspended or Expelled
 - Contact Legal Authorities

II. Immoral/ Disreputable Conduct

A. Profanity/ Vulgarity

- 1st Offense: LD or ASD
- 2nd Offense: ASD
- 3rd Offense: ASD
- 4th Offense: ISD
- 5th Offense: 1 day of OSS

B. Sexual Harassment: Verbal, Written, or Physical Action; Gestures of Sexual Nature

- 1st Offense: ASD
- 2nd Offense: ASD
- 3rd Offense: ISD
- 4th Offense: 1 day of OSS

C. Lewd Behavior; Indecent Exposure

- 1st Offense: ASD
- 2nd Offense: ASD
- 3rd Offense: ISD
- 4th Offense: 1 day of OSS

D. Public Display of Affection

- 1st Offense: BMA
- 2nd Offense: ASD
- 3rd Offense: ASD
- 4th Offense: ISD
- 5th Offense: 1 day of OSS

E. Possession of Pornography or Pornographic Material

- 1st Offense: ASD
- 2nd Offense: ASD
- 3rd Offense: ISD
- 4th Offense: 1 day of OSS

F. Misuse of Computer

- 1st Offense: Verbal Warning and Loss of privileges for one week
- 2nd Offense: ASD and Loss of privileges for two weeks

- 3rd Offense: ASD and Loss of privileges for three weeks
- 4th Offense: ISD and Loss of privileges
- 5th Offense: 1 Day of OSS

- G. Lying/ Cheating
 - 1st Offense: BMA
 - 2nd Offense: ASD
 - 3rd Offense: ISD
 - 4th Offense: 1 Day of OSS

III. Violence; Threatened Violence

- A. Battery or Sexual Battery
 - Contact Legal Authorities

- B. Assault
 - Contact Legal Authorities

- C. Robbery
 - 1st Offense: ASD
 - 2nd Offense: 1 Day of OSS
 - 3rd Offense: Contact Legal Authorities

- D. Threat or Intimidation (Physical or Verbal)
 - 1st Offense: ISD
 - 2nd Offense: ISD for two days
 - 3rd Offense: 1 Day of OSS
 - 4th Offense: 2 Days of OSS
 - 5th Offense: 3 Days of OSS
 - 6th Offense: Contact Legal Authorities

- E. Homicide
 - Contact Legal Authorities

- F. Kidnapping
 - Contact Legal Authorities

- G. Gang/ Hate Related Violence or Intimidation
 - 1st Offense: 1 Day of OSS
 - 2nd Offense: 3 Days of OSS
 - 3rd Offense: 5 Days of OSS
 - 4th Offense: Contact Legal Authorities

IV. Fight Among Students

- A. Fighting
 - 1st Offense: ISD
 - 2nd Offense: ISD for 2 Days
 - 3rd Offense: 1 Day of OSS

- 4th Offense: 2 Days of OSS
- 5th Offense: 3 Days of OSS
- 6th Offense: Contact Legal Authorities

B. Inciting Other Students to Create a Disturbance

- 1st Offense: BMA
- 2nd Offense: LD or ASD
- 3rd Offense: ISD
- 4th Offense: 1 Day of OSS

C. Disorderly Conduct

- 1st Offense: BMA
- 2nd Offense: LD or ASD
- 3rd Offense: ISD
- 4th Offense: 1 Day of OSS

D. Gang or Hate Related Fights

- 1st Offense: 1 Day of OSS
- 2nd Offense: 2 Days of OSS
- 3rd Offense: ISD
- 4th Offense: Contact Legal Authorities

V. Bullying

Bullying is defined as intentional unwelcomed or unwanted continuous, on-going, and persistent actions that are directed at an individual or group of individuals with the intention of causing physical hurt or psychological distress to that/those individual person or property. Harassment or bullying behaviors will not be tolerated at WCES. Students who feel they have been bullied or harassed should contact a school official.

A. Bullying or Harassment

- 1st Offense: Conference with counselor and phone call to parent
- 2nd Offense: LD or ASD
- 3rd Offense: ISD
- 4th Offense: 1 Day of OSS

VI. Willful Damage of Property (Personal and Public)

A. Damaging School Property

- LD or ASD and pay for the repair or replacement of damaged property

B. Bomb Threat

- Contact Legal Authorities

C. Arson

- Contact Legal Authorities

D. Tampering with or setting off a fire alarm

- Contact Legal Authorities

- E. Vandalism
 - Contact Legal Authorities

- VII. Possession and/or Use of Alcoholic Beverages**
 - See “Use of Alcohol” Section”

- VIII. Possession/Use/Under the Influence of Drugs (Illegal)**
 - See “Use of Drugs” Section

- IX. Theft: Extortion (On School Grounds or During School Activities)**
 - A. Petty Theft
 - 1st Offense: ASD
 - 2nd Offense: ISD
 - 3rd Offense: 1 Day of OSS and Contact legal authorities

 - B. Possession of Stolen Property
 - 1st Offense: LD or ASD
 - 2nd Offense: ISD
 - 3rd Offense: 1 Day of OSS and Contact legal authorities

 - C. Extortion
 - 1st Offense: ASD
 - 2nd Offense: ISD
 - 3rd Offense: 1 Day of OSS and Contact legal authorities

 - D. Breaking and Entering; Burglary
 - Contact Legal Authorities

 - E. Larceny/ Theft
 - Contact Legal Authorities

 - F. Motor Vehicle Theft
 - Contact Legal Authorities

- X. Possession and/or Use of Tobacco**

In accordance with TCA 39-17-1505, any student found to be in possession of any tobacco product will be cited in Carroll County Juvenile Court.

 - A. Possession or Use Tobacco, Tobacco Products, or Smoking Paraphernalia
 - 1st Offense: 1 Day of OSS
 - 2nd Offense: 2 Days of OSS
 - 3rd Offense: 3 Days of OSS

 - B. Distribution of Sale of Tobacco, Tobacco Products, or Smoking Paraphernalia
 - 1st Offense: 1 Day of OSS
 - 2nd Offense: 2 Days of OSS
 - 3rd Offense: 3 Days of OSS

XI. Possession and/or Use of Firearms (Zero Tolerance)

- See Weapons and Dangerous Instruments

XII. Possession and/or Use of Other Dangerous Weapons (on school grounds, transportation, or during school activities)

A. Possession and/or Use of Instrument or Object to Inflict Harm or Intimidate (i.e., knife, chain, pipe, razor, electrical weapons/devices, pepper spray, etc.)

1st Offense: 1 Day of OSS

2nd Offense: 2 Days of OSS

3rd Offense: 3 Days of OSS

4th Offense: Contact Legal Authorities

B. Possession and/or Use of Fireworks or Incendiary Devices

1st Offense: 1 Day of OSS

2nd Offense: 2 Days of OSS

3rd Offense: 3 Days of OSS

4th Offense: Contact Legal Authorities

XIII. Electronic and Personal Communication Devices

1st Offense: Item confiscated; parent must pick up device after 2:30

2nd Offense: 1 day ISD and item confiscated; parent must pick up after 2:30

3rd Offense: 2 days ISD and item confiscated; parent must pick up device after 2:30

4th Offense: Discipline will be at the discretion of the administrator

XIV. Immunizations

- Comply with State and Federal Law and Local Board Policy

XV. General Misbehavior

1st Offense: Verbal Warning

2nd Offense: BMA

3rd Offense: ASD

4th Offense: SD

5th Offense: ISD

6th Offense: 1 Day of OSS

XVI. Disrespectful to School Personnel

1st Offense: LD or ASD

2nd Offense: ISD

3rd Offense: 2 Days of ISD

4th Offense: 1 Day of OSS

5th Offense: 2 Days of OSS

6th Offense: 3 Days of OSS

XVII. Battery Against Teacher or Staff

- See Battery on School Personnel

XVIII. Dress and Grooming (Dress Code) Violation

1st Offense: Verbal warning

2nd Offense BMA

3rd Offense ASD

4th Offense ISD

***The parent will be notified, and the student will change into dress code appropriate clothing in each incident. If clothing is not available, the student may be required to remain in the office or ISD.**

WCES GOOD BEHAVIOR INCENTIVE PROGRAM

Students who have no steps in their discipline log at the end of each 9-weeks will receive some type of reward and/or extra playtime.

POLICY ON STUDENT VIDEO RECORDINGS

Video camera may be used at WCES and on school vehicles transporting students to and from school or extracurricular activities. WCES will comply with provisions of federal law regarding student record requirements as applicable in the district's use of video recordings. Video recordings will be considered for retentions as a part of the student's behavioral record. These will be maintained in accordance with established student record procedures governing access, review, and release of student records.

TOBACCO-FREE POLICY

The West Carroll Special School District Board of Education is committed to providing a healthy environment in our schools for all students. The use or possession of tobacco in any form or tobacco paraphernalia, including but not limited to lighters, matches, pipes, etc., is prohibited in school activities, even when these events are held after school hours.

USE OF DRUGS

The Board of Education recognizes that the use, possession, dispensing, and/or sale of controlled substances at school or at school-related activities are beyond the usual misbehavior encountered by school authorities. In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance or legend drug, shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

SUSPECTED DRUG ABUSE POLICY

The principal has the overall responsibility within the school for the disposition of drug-related incidents. All referrals must be made to the principal.

A student exhibiting unusual changes in behavior shall be referred to the principal immediately. The principal, if he/she feels that drugs are involved, will notify parents or guardians and arrange for immediate conference with them and the person reporting the student. Any student suspected to be under the influence of drugs will be isolated from other students immediately. In cases where the parents or guardians cannot be reached, the principal will call the Sheriff's Department and follow advice given.

All information gathered from the investigation of each incident will be available to the police when deemed appropriate or necessary.

USE OF ALCOHOL

Students will not consume, possess, use, sell, distribute, or be under the influence of alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event on or off school grounds at any time.

Disciplinary sanctions will be imposed on students who violate the standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/ expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may be recommended.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds, in school vehicles, and/or buses, off school grounds at a school-sponsored activity, function or event at any time. Dangerous weapons for the purpose of this policy shall include, but are not limited to:

- Any firearm
- Explosive weapon/device
- Bowie knife
- Hawk knife
- Pocket knife
- Ice pick
- Dagger
- Slingshot
- Switchblade
- Blackjack
- Knuckles
- Any other facsimile of a dangerous weapon

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent/guardian and the criminal justice or juvenile delinquency system as required by law.

BATTERY ON SCHOOL PERSONNEL

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school, or a school resource officer shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion.

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. One of these is the right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.

How Can Parents Get Involved

We believe that in order to support positive parental involvement, the following standards must be met:

Standard #1: Communicate- Communication between school and home is a must. Communication must be regular, two-way, and it must be meaningful. Parents should never hesitate to communicate with their child's teacher/the principal. Check your child's folder and agenda daily for graded papers and notes.

Standard #2: Student Learning- Parents need to be aware of what is going on and be involved in their child's education. Ask your child daily specific questions about his or her day and what he or she learned in class. Make sure all homework is done correctly. Set goals and make sure to keep up with your child's academic performance. Make sure your child is at school every day with a positive attitude and is ready to learn. Keep up with your child's attendance, grades, and discipline via the school portal.

Standard #3: Partnership- A child's educational experience needs to be a partnership between the child, parent, and school. Parents need to have a positive outlook and set high expectations. All contributors need to give their best to ensure that the child reaches his or her full potential.

Standard #4: Involvement- All parents must be involved in order for their child to be successful. Please bring your child to as many events as possible. Call ahead and schedule a time to come and eat lunch with him or her. Volunteer to help with events and field trips. Our school is always welcome to parents.

Standard #5: Collaboration- Teachers, parents, and children must be willing to work together and give their best effort to make sure each child's educational experience is a good one.

Notice to Students, Parents, and the Community

Notification of Ferpa Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. One of these is the right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, teacher, support staff member (Including health or law enforcement

unit personnel); a person serving on the School Board; a person or company with whom the school district has contracted to perform a special task, such as an attorney, auditor, therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If there are any additional questions relative to student records, they should be directed to the Principal or the Director of Schools.

Equal Educational Opportunities

It is the policy of the West Carroll Special School District not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Inquiries about compliance may be directed to the Title VI or Title IX Coordinator at 731-662-4200, West Carroll Special School District- Central Office.

Elementary and Secondary Education Act (ESEA) Annual Notice to Parents

Title I-A of ESEA requires local education agencies to notify parents of children in Title I schools at the beginning of each school year of their right to request information regarding the professional qualifications of the students' classroom teachers and any educational assistant providing their child support.

Homeless Students

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply: Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.

The school shall enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency, or other documentation. Questions should be directed to the school district's Homeless Liaison, Mrs. Regina Alred, at 731-662-4200.

Home-bound Services

The purpose of home-bound services is to provide instruction while the student is medically incapable of participation in regular classroom instruction. Home-bound services will be approved only if there are no other modifications that can be made to allow a student to remain in school. Medical documentation or a psychological disability must be fully documented and verified by the student's attending medical physician or psychiatrist. (We cannot accept

documentation from a licensed nurse practitioner.) There is a Home Bound Referral Form that must be obtained from the West Carroll Special School District's Central Office. If you think your child is going to need Home Bound Services, please see additional information on our school district website under the Special Programs tab or contact our district's Home Bound Coordinator, Mrs. Crystal Polinski, at 731-662-4200 at the West Carroll Special School District Board Office.

English Learners

All students registering for Pre-K and Kindergarten and all NEW students registering within the West Carroll Special School District will be required to complete a Home Language Survey as a part of the New Student Registration paperwork. Once the form is reviewed by the school's Principal or their designee, and if it is noted on the form that the student is limited English proficient, then the student will be screened by the school district's ESL (English as a Second Language) teacher. (Please see the school district's website under the Special Programs tab for additional information regarding this process.)

English learners shall meet the same standards as all students. However, in accordance with Federal law, English language proficiency shall not be the sole factor in determining that a student has not met performance standards for promotion. Intervention strategies, along with EL services, shall include, when appropriate, assistance in the development of English language proficiency.

Child Find

Public Law 94-142 states that any student with a disability ages 3-21 years of age must be served in a free and appropriate educational program to meet their individual needs. If you suspect your child has a disability, please contact Mrs. Crystal Polinski, Supervisor of Special Programs, at 731-662-4200.