

**West Carroll  
Elementary School**



**Student Handbook  
2023-2024**

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# **Student Guidelines Handbook**

Welcome to West Carroll Elementary School! One of the greatest opportunities in our country is an education for all. We are delighted you are receiving your education at West Carroll. We can assure you West Carroll Elementary School is cognizant about the safety of our students and has a well-developed educational program that places students' best interests first.

This handbook has been prepared for students and parents to become acquainted with our policies and procedures. We believe informed students and parents lead to a more positive and safe school environment. Occasionally during the year there will be a policy or rule change, and we will notify you about these.

## **West Carroll Elementary School Mission Statement**

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

## **West Carroll Elementary School Vision Statement**

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

## **West Carroll Elementary Eagles SOAR**


S-Safety

O-Ownership

A-Achievement

R-Respect

# West Carroll Elementary School-Wide Student Expectations

	<b>S</b>	<b>O</b>	<b>A</b>	<b>R</b>
	<i>Safety</i>	<i>Ownership</i>	<i>Achievement</i>	<i>Respect</i>
<i>Arrival/Dismissal</i>	<ul style="list-style-type: none"> <li>*I will walk on right side of the hallway.</li> <li>*I will listen for all directions.</li> </ul>	<ul style="list-style-type: none"> <li>*I will go directly to my assigned area.</li> <li>*I will be responsible for all my belongings.</li> </ul>	<ul style="list-style-type: none"> <li>*I will honor personal space.</li> <li>*I will watch for others.</li> </ul>	<ul style="list-style-type: none"> <li>*I will speak politely to others.</li> <li>*I will use a quiet voice when telling peers and teachers goodbye.</li> </ul>
<i>Hallway</i>	<ul style="list-style-type: none"> <li>*I will walk quietly.</li> <li>*I will stay in line and keep my body to myself.</li> <li>*I will maintain an appropriate distance between classmates.</li> <li>*I will only leave the classroom when excused.</li> </ul>	<ul style="list-style-type: none"> <li>*I will go directly to my assigned location.</li> <li>*I will report any problems.</li> <li>*I will keep the hallways clean.</li> <li>*I will keep my belongings with me at all times.</li> <li>*I will maintain a neat, organized locker.</li> <li>*I will face forward in line.</li> </ul>	<ul style="list-style-type: none"> <li>*I will listen for teacher directions.</li> <li>*I will pick up and throw away any trash.</li> <li>*I will go directly to my destination with all of my materials.</li> <li>*I will walk with a purpose.</li> </ul>	<ul style="list-style-type: none"> <li>*I will only speak quietly when necessary.</li> <li>*I will say please, thank you, excuse me, and sorry.</li> </ul>
<i>Restroom</i>	<ul style="list-style-type: none"> <li>*I will wash my hands before leaving the restroom.</li> <li>*I will be on my best behavior.</li> <li>*I will report any problems to a teacher or administrator.</li> </ul>	<ul style="list-style-type: none"> <li>*I will respect the facility.</li> <li>*I will clean up after myself and flush the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>*I will manage my time wisely.</li> <li>*I will practice clean hygiene habits.</li> </ul>	<ul style="list-style-type: none"> <li>*I will follow all school expectations.</li> <li>*I will respect others' privacy.</li> <li>*I will keep stay quiet in the bathroom and hallway.</li> </ul>

<b><i>During Class</i></b>	<ul style="list-style-type: none"> <li>*I will use materials as directed.</li> <li>*I will keep all of the legs of the chair on the floor.</li> </ul>	<ul style="list-style-type: none"> <li>*I will complete assigned tasks.</li> <li>*I will arrive on time.</li> <li>*I will have the needed supplies.</li> <li>*I will turn assignments in on time.</li> </ul>	<ul style="list-style-type: none"> <li>*I will follow my teacher's directions.</li> <li>*I will throw away my trash during appropriate times.</li> </ul>	<ul style="list-style-type: none"> <li>*I will actively listen.</li> <li>*I will be involved in the lessons.</li> <li>*I will follow all classroom rules.</li> </ul>
<b><i>Cafeteria</i></b>	<ul style="list-style-type: none"> <li>*I will stay in my seat unless I have permission.</li> <li>*I will always walk and hold my tray properly.</li> </ul>	<ul style="list-style-type: none"> <li>*I will stay in line and not pass.</li> <li>*I will not take food out of the cafeteria unless it is in a sealed package to be eaten at snack time.</li> </ul>	<ul style="list-style-type: none"> <li>*I will clean my area before I leave.</li> <li>*I will listen for adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>*I will keep hands and feet to myself.</li> <li>*I will eat only off my tray and with utensils.</li> </ul>
<b><i>Playground</i></b>	<ul style="list-style-type: none"> <li>*I will report any injuries to a teacher immediately.</li> <li>*I will stay in the designated area.</li> <li>*I will use equipment as directed.</li> <li>*I will keep my body to myself.</li> <li>*I will use a normal voice.</li> <li>*I will leave all rocks on the ground.</li> </ul>	<ul style="list-style-type: none"> <li>*I will put away all equipment and pick up all of my trash and put it in the garbage can.</li> <li>*I will take care of school property.</li> <li>*I will accept the consequences for my actions without arguing.</li> </ul>	<ul style="list-style-type: none"> <li>*I will line up when called.</li> <li>*I will include others.</li> <li>*I will work together to solve problems.</li> <li>*I will seek adult help when needed.</li> <li>*I will agree on rules before a game.</li> </ul>	<ul style="list-style-type: none"> <li>*I will respect playground equipment.</li> <li>*I will patiently wait my turn.</li> <li>*I will include and invite others to join in.</li> <li>*I will use proper manners.</li> </ul>
<b><i>ALL SETTINGS</i></b>	<ul style="list-style-type: none"> <li>*I will not open any outside doors.</li> <li>*I will only open classroom doors when given permission by my teacher.</li> </ul>	<ul style="list-style-type: none"> <li>*I will follow the dress code.</li> <li>*I will follow all teacher directions.</li> <li>*I will be responsible for all of my actions.</li> </ul>	<ul style="list-style-type: none"> <li>*I will report problems to an adult.</li> <li>*I will model expectations.</li> </ul>	<ul style="list-style-type: none"> <li>*I will use positive words.</li> <li>*I will tell the truth.</li> <li>*I will honor personal space.</li> <li>*I will keep my body to myself.</li> </ul>

## **ARRIVAL**

When arriving at school in the morning, all parent drop offs and bus drops off will take place in the front of the building. Students are to go directly to the cafeteria. Permission to go anywhere else must be given by the breakfast duty teacher.

- Students will be dismissed from the cafeteria to their first class at 7:35 AM. Students who need to go to their locker, restroom, or water fountain should do so at this time.
- All students are expected to be in their first class by 7:50 AM.
- 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.
- No outside drinks, mugs, cups, thermoses, Yetis, coolers, etc. are allowed at school. Students may have a clear plastic water bottle with colorless water only, if permitted by the classroom teacher.

## **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.
  - After three (3) days of absence during the academic year, parents will be notified by mail or telephone. (TCA 49-6-3001)
  - 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**

- If a student must be absent on a given day, the parent/guardian should notify the office personnel.
- When returning to school from an absence, the student shall report to the designated area (secretary's office) before first period to submit required documentation explaining the absence.
- If a student is absent for part of the day, he/she must sign in with the front office immediately upon arrival.
- 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.
- Failure to sign out will result in disciplinary action.
- Students who skip school or leave campus without permission will be subject to disciplinary action, including in-school detention or alternative school placement.
- When absent from school, students have three days to turn in a parent or doctor's note to the secretary. After the three days, the missed day will count as unexcused.

## **TRUANCY**

- Truancy is a legal term that refers only to unexcused absences. A Tennessee student is considered truant at five unexcused absences and may be subject to legal intervention.
- Truancy notices will be issued when a student reaches five (5) unexcused absences. After five absences, 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 could render a student ineligible for promotion to the next grade.
- 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.
- A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

## **PROGRESSIVE TRUANCY INTERVENTION PLAN**

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

### **Tier I**

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

### **Tier II**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

### **Tier III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

## **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 = 1 absence
- 4 tardies = 1 lunch detention
- 5 tardies = After school detention
- 6 tardies = additional absence and one day of in-school detention

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

For every 3<sup>rd</sup> tardy, there will be additional absence recorded.

## **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.carrollschools.com](http://www.carrollschools.com) and clicking on *Weather Related Closing* in the “Links” section.

### **CONTACT 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.

### **GRADING SCALE**

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

- 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.
- 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.
- 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.

### **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.
- 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.
- Since 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.

### **RETENTION**

- Students who fail more than two (2) of the four core academic courses (Language Arts, Math, Science, or Social Studies) may be retained.
- Students in 5<sup>th</sup> or 6<sup>th</sup> 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.
- 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.



- The decision to retain a student will be a team decision, but the final decision to retain a student is the principal's. However, laws related to third and fourth grade retention will trump the school and district.

### **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<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade
2. Have a grade point average of 90 (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 90 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.

### **MINIMUM UNIFORM COMMUNICATION EXPECTATIONS**

West Carroll Special School District has developed the following minimum requirements for formal written and oral assignments in order 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.

**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 receive a 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.

**HEALTH SCREENINGS**

WCES utilizes the Pacer program in PE classes which requires screening of 4<sup>th</sup> and 6<sup>th</sup> grade students for height, weight, blood pressure, vision, hearing, and body mass index. Also, 6<sup>th</sup> 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.

## **CAFETERIA AND LUNCH PERIOD**

West Carroll Special School District Food Service strives to provide a selection of healthy and nutritious meals offered at a reasonable cost and served with courteous service while allowing students to choose from foods they enjoying eating. Breakfast and lunch are served daily. For additional information regarding the Child Nutrition program, contact the cafeteria manager at any school or Child Nutrition Director Christy Thompson at (731) 662- 4200.

- 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. Opened food or drink cannot be taken out of the cafeteria during breakfast or lunch.
- Soft drinks are not allowed in the cafeteria. Students or parent/guardian will not be allowed to bring food into the cafeteria that has not been prepared at home.
- Parents are welcome to come and have lunch with their child or children with prior approval from the principal. Parent tables are provided in the cafeteria and picnic tables are located outside at the cafeteria entrance. Parents are to eat with their child only. One additional student may eat with the parent and child if the student provides a parental note to a cafeteria monitor on the day.
- 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.

### **Offer Versus Serve (Grades K-12)**

Under offer versus serve for the School Breakfast Program (SBP), a school must offer at least four food items from the three food components. The components at breakfast are grains (with optional meats/meat alternate components allowed), juice/fruit/vegetable, and milk. The SBP does not have a separate meat/meat alternate component. Schools may substitute 1-ounce equivalent of meat/meat alternate for 1-ounce equivalent of grains after the minimum daily grains required is met. The student must select three food items/credits, including at least ½ cup of fruit, to have a reimbursable breakfast.

#### **I. Breakfast**

One breakfast meal is available to students in grades PreK-12 at NO COST. The breakfast will consist of milk, 100% fruit juice, and a bread and/or meat item. West Carroll Jr. Sr. High School will serve a second chance breakfast during break. Schools may choose to sell additional items during the breakfast serving time.

**Offer Versus Serve (Grades PreK-12)**

A school lunch eligible for federal reimbursement shall offer 5 food components (milk, fruits, vegetables, grains, meat/meat alternates) in the appropriate amounts per grade openings.

Students are allowed to decline 2 of the 5 required food components, but must select at least 1/2 cup of either a fruit (or fruit combination) or a vegetable or ( vegetable combination) or 1//2 cup fruit/vegetable combination. After selecting the 1/2 cup fruit or vegetable requirement, students must select at least 2 additional full components in the full amounts (per age/grade grouping required amounts) to count towards the reimbursable offer versus serve meal. The student’s decision to accept all 5 components or to decline 2 components shall not affect the price charged for the meal. The lunch is priced as a unit.

**II. Lunch**

Students may select a lunch consisting of a meat/meat alternates, fruits, vegetables, grains, and milk from a variety of items offered each day. Students have the option of selecting a minimum of three or a maximum of five components to stay within the standard meal price. A complete meal must include a serving of vegetables or fruit. By offering a variety of nutritious choices for different menu items, students can select a healthy meal made up of foods that they enjoying eating. When a student chooses a school lunch, he or she chooses variety, nutrition, and great taste.

**III. Meal Prices: 2023-2024 School Year**

	Breakfast	Lunch
Student	FREE	FREE
Faculty/ Staff	\$2.00	\$3.50

**IV. Extra Items ( A-la-Carte)**

Each school cafeteria offers a variety of extra items. These nutritional foods are offered in addition to, not in place of, regular menu at additional cost. Parents are encouraged to review the prices of additional items, plan with the student any additional purchases, and budget accordingly.

Extra Items (A-la-Carte) Prices

Pizza or Meat Items	\$1.75	Ice Cream	\$1.00
Vegetable Item	75 cents/serving	Extra Milk	50 cents each
Fruit Item	75 cents/serving	Orange Juice	50 cents each
Bread Item	75 cents/serving	Smart Snack Items	50 cents each

**V. Special Diets**

All requests for special diets must be submitted to the school cafeteria manager as a prescription, must be issued by the student’s physician, and must be signed by that physician.

**VI. Payment Options**

**A. Direct Payment**

Cash, check, or money order will be accepted for payment. Checks and money orders should be made payable to the school cafeteria and properly signed. When sending prepayment, include the following information: student’s full name, grade, and teacher’s name. Indicate that the payment is for “lunch money”.

**B. PayPams**

Go to [paypams.com](http://paypams.com) and click on the “sign up now” button on the home page. Select your state, then select your school district. Create a username, password, and enter your contact information. Add your children to your account. You can make payments or set up automatic payments based on a low balance.

**Effective Date:** July 1, 2022

As provided in SP-46-2016, all school food authorities (SFAs) operating the federal school meals 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, 2022. SFAs are required to communicate that administrative procedure to district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis. District-level staff will have access to the meal charge administrative procedure via a written copy of the district-wide charge administrative procedure provided in all handbooks.

#### **Local Charge Administrative Procedure Consideration**

- **General**-Substitute teachers are required to pay daily. Substitute teachers who are unable to pay for their meal at the time of meal service will be allowed to charge breakfast and lunch for (1) day.
- **Charge limits**-Faculty and staff members will be eligible to charge up to the maximum amount of \$75.00. Once this amount is maxed, individuals will be required to either pay the balance in full or bring below the \$75.00 amount. All balance owed must be resolved by the last paid period in May.
- **Additional Resources** Child Nutrition Director- Christy Thompson at (731) 662-4200  
Email: christy.thompson@wcssd.org  
Administrative Assistant-Angie Hartz at (731) 662-4200  
Email: angie.hartz@wcssd.org

#### **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.

#### **SOCIAL MEDIA**

If parents/guardians have an issue with a teacher or administration, please contact that teacher or the principal 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 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 in the locker of the student bring the device unless used with teacher permission for instructional purposes only. Smart watches should be off and in student lockers during school hours.

### **SCHOOL LOCKERS**

Each student will be assigned a locker at the beginning of the school year. The first period teacher in specific areas will assign lockers. Students should use only the locker assigned to them. Teachers will not allow a student to go to his/her locker during class time unless it is an emergency. 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.

### **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.

### **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 the treatment is completed. All medication must be brought to the 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.

## **DRESS AND GROOMING**

The following are guidelines to help promote a safe and effective learning environment. Attire that distracts from the educational goals of the school is not permitted. Students are expected to dress in a neat, clean, and appropriate way for school. The principal or other school officials shall determine whether any particular mode of dress, apparel, grooming, etc. results in an interference or disruption.

### **General**

Clothing, jewelry, or personal items shall be free of obscene pictures or symbols or lewd, profane, or suggestive language. Other items or insignia that are gang-related, sexually suggestive, advertise drugs, alcohol, tobacco, controlled substances, violence, death, satanic worship, cults, or that advocate racial, ethnic, or religious prejudice are strictly prohibited.

### **Pants—shorts—skirts—dresses**

- No sagging clothes (baggy clothes). Clothing should be size appropriate and worn at the waist. A belt will be worn if needed. If a belt is worn, it must be buckled.
- No jeggings, leggings, yoga pants, athletic pants should be worn without a top covering the child's bottom.
- No holes, rips, tears above the knee should be worn. No cut-offs should be worn.
- Shorts, skirts, or dresses must be no shorter than 3 inches above the knee.
- No underwear should be visible.

### **Shirts**

- All shirts should have sleeves, capped at a minimum (sleeves must cover the shoulder).
- All shirts must be long enough to be tucked in. No crop tops. No shirts that expose the midriff.
- No sheer or see through shirts.
- No low cut shirts.
- Students may not wear shirts that reveal the back, midriff, or allow undergarments to be visible. These include, but are not limited to spaghetti straps, camisoles, halter tops, beaters, bralettes.

### **Shoes**

- Students may wear athletic shoes, dress shoes, sandals, and boots.
- For safety purposes, shoes with laces or straps must be properly secured.
- House shoes, rolling shoes, flip flops, and athletic slides are not permitted.

### **Headwear---jewelry—piercings---other**

- No hats, caps, visors, toboggans, bandanas, headscarves, sweatbands, stocking caps, do-rags, hair rollers, combs, picks, etc. are to be worn unless approved by the principal or for a designated "hat day."
- Sunglasses cannot be worn in the building.
- Piercings should be limited to the ears. Gauges are not allowed.
- No spiked items.
- No blankets.
- No jewelry deemed by the school to be dangerous or a distraction to the learning environment will be allowed.

### **Dress and Grooming (Dress Code) Violation**

- 1<sup>st</sup> Offense: Verbal warning
- 2<sup>nd</sup> Offense BMA

- 3<sup>rd</sup> Offense ASD
- 4<sup>th</sup> 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.

### **WEST CARROLL PEDICULOSIS (LICE) CONTROL POLICY**

No student shall be denied an education solely because of head lice infestation, in his/her educational program.

The centers for Disease Control and Prevention and the National association of School Nurses do NOT recommend the following practices:

- Exclusion of children from the classroom for head Lice eggs (nits) or crawling lice;
- Whole classroom/mass screenings; and
- Notification to others except for parent /guardians of students with head lice infestations.

Students will not be excluded due to fear of active infestation or eggs remaining after appropriate lice treatment. The affected student poses little risk of spread to others and should remain in class. School nurse should collaborate with healthcare providers to provide safe, evidence-based treatment recommendations to ensure promotion of regular school attendance.

It shall be the responsibility of the principal or school nurse to notify the parent(s)/guardian(s) in the event a student has pediculosis (head lice). A letter shall be sent home with the student to explain the condition, requirements for readmission, and deadlines for satisfactory completion of the treatment.

Student will return to school the next day after treatment.

Treatment and prevention procedures shall be developed by the Director of Schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any student that has pediculosis.

### **WITHDRAWAL FROM SCHOOL**

Parent of 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.



## STUDENT DISCIPLINE

- A student shall not engage in conduct which causes the disruption or interference with the operation of the school while on school property, in school vehicles or buses, or at school-sponsored events, whether on or off campus. The student shall not urge other students to engage in such conduct.
- Employees are authorized to take reasonable measures to establish appropriate school behavior and have the authority to control the conduct of any student while under the supervision of the school district.
- 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.
- Per HB0016 000323 - 1 – an act to amend Tennessee Code Annotated, Title 49, Sections 2 part A states, “A teacher is authorized to manage the teacher's classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom, and to hold students in the teacher's charge strictly accountable for any disorderly conduct in school.” The full house bill is available on the district website.
- 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. The final decision is the principal's.
- Measures employed by school officials for disciplinary reasons include, but are not limited to, the following:
  - Verbal reprimand
  - Conferences (student/teacher) concerning the offense
  - Behavior modification assignment (BMA)
  - Restricting activities
  - Referral to guidance counselor and/or principal
  - Parental contact including conference
  - 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 (AS) – parents will be notified
  - 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. **NOTE: The principal or Director of Schools has the authority to change, add to, reduce, or extend any disciplinary action.**

## STUDENT DISCIPLINE LADDER

This disciplinary ladder covers both in school and out school disciplinary infractions that are related to any school function. This means travel to and from school, the school day, and all school sponsored functions. Students who continually disrupt the educational process and who are habitual offenders of the disciplinary ladder will be referred to the disciplinary hearing board.

The Discipline Actions listed are to guide administrative decisions. The Disciplinary Offenses listed below are not exclusive and do not include all discipline infractions that could potentially arise.

<b>Discipline Ladder</b>	
<b>Truancy-See Attendance Section</b>	<b>Tardy for School or Class- See Tardy Section</b>
<b>Leaving School Premises without Permission</b> (sheriff's department will be notified) 1 <sup>st</sup> Offense: 3 Days ISD 2 <sup>nd</sup> Offense: 5 Days ISD 3 <sup>rd</sup> Offense: 5 Days ISD 4 <sup>th</sup> Offense: Remand to alternative setting	<b>Cutting Class or Leaving Class</b> 1 <sup>st</sup> Offense: 1 Day ISD 2 <sup>nd</sup> Offense: 3 Days ISD 3 <sup>rd</sup> Offense: 5 Days ISD <b>Trespassing on School Property</b> Contact Legal Authorities
<b>Profanity/Vulgarity</b> 1 <sup>st</sup> Offense: ASD 2 <sup>nd</sup> Offense: ASD and 1 Day ISD 3 <sup>rd</sup> Offense: 3 Days ISD 4 <sup>th</sup> Offense: 1 Day OSS	<b>Lewd Behavior; Indecent Exposure</b> 1 <sup>st</sup> Offense: ASD 2 <sup>nd</sup> Offense: ASD and 1 Day ISD 3 <sup>rd</sup> Offense: 3 Days ISD 4 <sup>th</sup> Offense: 1 Day OSS
<b>Public Display of Affection</b> 1 <sup>st</sup> Offense: BMA 2 <sup>nd</sup> Offense: ASD 3 <sup>rd</sup> Offense: ISD	<b>Cheating</b> 1 <sup>st</sup> Offense: Zero on assignment, BMA 2 <sup>nd</sup> Offense: Zero on assignment, ASD 3 <sup>rd</sup> Offense: Zero on Assignment, ISD
<b>Misuse of Computer</b> 1 <sup>st</sup> Offense: Verbal Warning and Loss of privileges for one week 2 <sup>nd</sup> Offense: ASD and Loss of privileges for two weeks 3 <sup>rd</sup> Offense: ASD and Loss of privileges	<b>Sexual Harassment: Verbal, Written, or Physical Action; Gestures of Sexual Nature</b> 1 <sup>st</sup> Offense: ASD 2 <sup>nd</sup> Offense: ASD and 1 Day ISD 3 <sup>rd</sup> Offense: 3 Days ISD 4 <sup>th</sup> Offense: 1 Day OSS
<b>Electronic and Personal Communication Devices</b> 1 <sup>st</sup> Offense: Item confiscated; parent must pick up device after 2:30 2 <sup>nd</sup> Offense: 1 day ISD and item confiscated; parent must pick up after 2:30 3 <sup>rd</sup> Offense: 2 days ISD and item confiscated; parent must pick up device after 2:30 4 <sup>th</sup> Offense: Discipline will be at the discretion of the administrator	<b>Viewing or Possession of Pornographic Material</b> 1 <sup>st</sup> Offense: ASD 2 <sup>nd</sup> Offense: ISD 3 <sup>rd</sup> Offense: 1 Day of OSS
<b>Disrespect of school staff or chronic classroom misbehavior</b> 1 <sup>st</sup> Offense: 1 ASD 2 <sup>nd</sup> Offense: ½ day ISD, 1 ASD 3 <sup>rd</sup> Offense: 1 day ISD, 1 ASD 4 <sup>th</sup> Offense: 2 days ISD, 1 ASD	<b>Petty Theft/Possession of Stolen Property</b> 1 <sup>st</sup> Offense: ASD 2 <sup>nd</sup> Offense: ISD 3 <sup>rd</sup> Offense: 1 Day of OSS
	<b>Horseplay (Rough, boisterous play; physical contact as a joke)</b> 1 <sup>st</sup> Offense: BMA 2 <sup>nd</sup> Offense: 1 ASD 3 <sup>rd</sup> Offense: ½ day ISD 4 <sup>th</sup> Offense: 1 day ISD

<p><b>Lying</b>  1<sup>st</sup> Offense: BMA  2<sup>nd</sup> Offense: ASD  3<sup>rd</sup> Offense: ISD</p>	<p><b>Fighting</b>  1<sup>st</sup> Offense: 1 Day ISD  2<sup>nd</sup> Offense: 2 Days ISD, 1 ASD 3<sup>rd</sup> Offense: 3 Days ISD, 1 ASD  4<sup>th</sup> Offense: OSS</p>	<p><b>Inciting Other Students to Create a Disturbance</b>  1<sup>st</sup> Offense: BMA  2<sup>nd</sup> Offense: ASD  3<sup>rd</sup> Offense: ISD  4<sup>th</sup> Offense: ISD, ASD</p>
<p><b>Gang/ Hate Related Violence or Intimidation</b>  *Legal authorities may be contacted depending on severity.  1<sup>st</sup> Offense: 1 Day of OSS  2<sup>nd</sup> Offense: 3 Days of OSS  3<sup>rd</sup> Offense: 5 Days of OSS  4<sup>th</sup> Offense: Contact Legal Authorities</p>		
<p><b>Threat or Intimidation (Physical or Verbal)</b>  *Legal authorities may be contacted depending on the severity of threat.  1<sup>st</sup> Offense: 1 Day ISD  2<sup>nd</sup> Offense: 2 Days ISD, 1 ASD  3<sup>rd</sup> Offense: 3 Days ISD, 1 ASD  4<sup>th</sup> Offense: OSS  The threat of mass violence on school property is a zero-tolerance offense which will result in expulsion of one calendar year.</p>	<p><b>Possession, Distribution, or Use of Tobacco, Tobacco Products, Incendiary Devices (including fireworks), or Smoking Paraphernalia</b>  *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. All uses of tobacco, electronic/battery operated devices, vapor products, and all associated paraphernalia are prohibited in all of the school district's buildings, buses, and school affiliated events. ~Board Policy 1.803</p>	
<p><b>Littering School Building or Defacing School Property</b>  1<sup>st</sup> Offense: BMA, student cleans up or pays for damages  2<sup>nd</sup> Offense: ISD, student cleans up or pays for damages  3<sup>rd</sup> Offense: 3 Days ISD, student cleans up or pays for damages.</p>		
<p><b>Bullying/Cyberbullying</b>  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.</p> <p>1<sup>st</sup> Offense: Conference with counselor and phone call to parent  2<sup>nd</sup> Offense: ISD  3<sup>rd</sup> Offense: 3 Days ISD  4<sup>th</sup> Offense: 1 Day of OSS</p> <p>*More information about cyber-bullying can be found in the West Carroll Special School District Handbook</p>		

## Carroll County Schools Bus Rules for Grades 5-6

Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board or transfer buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all county buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fourth violation of any sort.

- A. Any offense such as carrying a weapon or other offense deemed a serious endangerment or serious sexual misconduct (serious as determined by the principal and Carroll county schools transportation department) will result in suspension from bus transportation for the remainder of the year. Zero tolerance policies will be in effect.
- B. Possession of tobacco products/vapes, smoking/vaping, possession of matches or lighters, sexual misconduct or other offense deemed an endangerment (by the principal and Carroll county schools transportation department), destruction of property, throwing objects, or fighting (as determined by the principal). (Suspension from bus until payment for damage is collected.)
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | payment of property damages and 5 (five) days suspension from bus transportation                           |
| 2 <sup>nd</sup> offense | payment of property damages and 10 (ten) days suspension from bus transportation                           |
| 3 <sup>rd</sup> offense | payment of property damages and<br>Suspension from bus transportation for the remainder of the school year |
- C. Horseplay, not being seated in assigned seat, profanity, or possession of food or drink  
Suspension from bus until payment for damage is collected.)
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | warning from the driver or principal.                                    |
| 2 <sup>nd</sup> offense | 3 (three) days suspension from bus transportation                        |
| 3 <sup>rd</sup> offense | 10 (ten) days suspension from bus transportation                         |
| 4 <sup>th</sup> offense | suspension from bus transportation for the remainder of the school year. |

**LARGE ITEMS (18 INCHES) BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.**

**\*\*After a ten-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.**

**\*\* Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Carroll County Schools Transportation department at (731)418-3034.**

## Carroll County Schools Bus Rules for Grades 3-4 at WCES

**Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board or transfer buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all county buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fifth violation of any sort.**

**LEVEL I. HORSEPLAY, NOT BEING SEATED IN ASSIGNED SEAT, PROFANITY, EATING OR DRINKING.**

1 <sup>st</sup> offense	warning from the driver or principal.
2 <sup>nd</sup> offense	1 (one) day suspension from bus transportation
3 <sup>rd</sup> offense	3 (three) days suspension from bus transportation
4 <sup>th</sup> offense	5(five) days suspension from bus transportation
5 <sup>th</sup> offense	10 (ten) days suspension from bus transportation
6 <sup>th</sup> offense	suspension from bus transportation for the remainder of the school year.

**LEVEL II. Possession of tobacco products/vapes, smoking/vaping, possession of matches or lighters, sexual incidences, or other offense deemed an endangerment (by the principal and the Carroll county schools transportation department) Destruction of property, throwing objects, or fighting (as determined by the principal and the Carroll county schools transportation department). (Suspension from bus until payment for damage is collected.)**

1 <sup>st</sup> offense	payment of property damages and 3 (three) days suspension from bus transportation.
2 <sup>nd</sup> offense	payment of property damages and 5 (five) days suspension from bus transportation
3 <sup>rd</sup> offense	payment of property damages and 10 (ten) days suspension from bus transportation
4 <sup>th</sup> offense	payment of property damages and suspension from bus transportation for The remainder of the school year.

Level iii. Any offense such as carrying a weapon or other offense deemed a serious endangerment (by the principal and Carroll county schools transportation department) will result in suspension from bus transportation for the remainder of the year. Zero tolerance policies will be in effect.

**LARGE ITEMS (18 INCHES), BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.**

**\*\*After a ten-day suspension or fourth offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.**

**\*\* Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Carroll County Schools Transportation department at (731)418-3034. I HAVE READ THE SCHOOL BUS RULES AND WILL DIRECT MY CHILDREN TO FOLLOW THEM.**

---

(LIST THE NAMES OF CHILDREN RIDING THE BUS.)

BUS #

---

(PARENT'S SIGNATURE)

## Bus Change of Destination

State statute requires that students who are getting off the bus at an unaccustomed stop should have a parent/guardian fill out the Change in Destination Slip and give to a school official.

### Change in Destination

---

Student Name

My child will be getting off the bus at \_\_\_\_\_  
(911 address of student destination)

---

Date

---

\* PARENT SIGNATURE

\*Should a parent call a school official with a change of destination, the school official (or his/her designee) may sign the Change of Destination Slip. The school official may also want to note the time as well as the date when the parent called. **A change of destination request should be made a minimum of 24 hours in advance.**

\*\*\*\* Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Carroll County Schools Transportation department at (731)418-3034.

## **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, controlled substance analogue, 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.



## **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 me-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.

# Student Handbook Acknowledgement

\*Please return to your child's first period teacher.

We have read the 2023-2024 West Carroll Elementary School Student Handbook, which includes the code of conduct, FERPA, and PPRA rights, and agree to comply with the guidelines contained therein. I also understand my child is subject to compulsory school attendance laws, and if my student is found to be unlawfully absent from school or habitually truant, a petition may be filed with the juvenile justice system.

Printed Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**I HAVE READ THE SCHOOL BUS RULES AND WILL DIRECT MY CHILDREN TO FOLLOW THEM.**

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**(LIST THE NAMES OF CHILDREN RIDING THE BUS.)**

**BUS #**

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**(PARENT'S SIGNATURE)**