

**West Carroll Elementary School  
Mission Statement**

**The mission of West Carroll Elementary School is to provide a safe, positive environment where educational experiences promote responsible citizens and life-long learners.**

**2018-2019 School Calendar**

**July 30<sup>th</sup>** - Open House at 6pm  
**August 1**- Students' First Day of School (1/2 day)  
**September 3**-Labor Day Holiday  
**September 7**- Mid 9-Weeks Progress Reports Distributed  
**September 11**- Parent Teacher Conference (3:30-7:00pm)  
**September 17** -Staff Development, Student Holiday  
**October 5**- Professional Development- Students dismiss at 11:30  
**October 8-12**- Fall Break  
**October 19**- Report Cards  
**November 16**-Mid 9-Weeks Progress Reports Distributed  
**November 21, 22, 23**- Thanksgiving Break  
**December 17**- End First Semester (1/2 Day)  
**December 18 – January 2** -Winter Break  
**January 2**- Administrative Day – Student Holiday  
**January 3** -Begin Second Semester  
**January 4** -Report Cards Distributed  
**January 21** -Martin Luther King Holiday (No School)  
**February 7**- Parent-Teacher Conference (3:30-7:00 PM),  
Mid 9-Weeks Progress Reports Distributed  
**February 18**- Presidents' Day Holiday (No School)  
**March 15**- Report Cards  
**March 25-29**- Spring Break  
**April 18**- Professional Development- Students dismiss at 11:30  
**April 19**- Good Friday (No School)  
**April 26**- Mid 9-Weeks Progress Reports Distributed  
**May 20**- End Second Semester, Last School Day (1/2 Day), Report Cards

**Report Cards**

First Grading Period-August 1 - October 5  
Second Grading Period - October 8 – December 17  
Third Grading Period-January 3 – March 11  
Fourth Grading Period - March 12- May 20

**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 not eating or finished with breakfast will be dismissed at 7:30 a.m. to go to the PE building or library. Students will be dismissed to their first class at 7:40 a.m. Students who need to visit their locker, a restroom, or the water fountain should do so at this time.
2. The library will close at 7:45 a.m. and reopen at 8:05 a.m.
3. All students are expected to be in their first class by 7:50 a.m.

4. If a student arrives to school after 7:50 a.m., 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 an essential ingredient 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 absences per term (semester), 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 (including tardies) 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 homebound instruction, or if the student is failing the subject for the term.

\* 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 deployment. Students shall be permitted to make up school work missed during these absences in accordance with the school's make-up policy.

\* **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 home base to submit required documentation explaining the absence.
3. If a student is absent for part of the school day, he/she must sign in with the front office immediately upon arrival.
4. If a student must leave the campus 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) days, six (6) days, 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 major 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) during a semester, must have a doctor's statement to be excused and must be appealed to the building level principal or to 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 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.

## WCES ATTENDANCE INCENTIVE PROGRAM

To encourage perfect attendance, students with perfect attendance for each nine weeks will be given a perfect attendance ribbon. In addition, their name will be announced over the intercom and placed in the local newspapers. Students with perfect attendance for the entire school year will receive a plaque. **Perfect attendance is defined as not missing any time during any school day for the designated period.**

## 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 7:50am. 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 or Corporal Punishment

5 tardies = 1 day in-school detention

6 tardies = Saturday Detention & additional absence

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

For every 3rd tardy, there will be an 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 shall 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 in the transfer school.

**GRADING SCALE**

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

1. 1. Incomplete - Work that is incomplete for the nine weeks. If the work is not completed prior to the end of the next grading period, the (I) becomes F.

1. 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 or returned to school unless required by the teacher.
3.	If the parent would like to discuss the 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 day in advance.

**RETENTION**

1. 1. Students who fail more than two of the four core academic courses (Language Arts, Math, Science, Social Studies) may be retained.

1. 2. Students in grade 5 or 6 who fail two of the four core academic courses may attend summer

5 or 6 may be course during failed course

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.

1. 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.

1. 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 be submitted to the local newspapers 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, a student must be a sixth grader, must have a grade point average of 93 based on final averages of the two previous grades plus the first 9-weeks average of the current grade, must be performing at or above grade level, must receive at least three teacher recommendations, must have shown good character and citizenship as is recorded in the WCES discipline log, and must be approved by the head of the school.

To remain in good standing, 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. 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 consecutive 9-weeks 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 A/R 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 monthly Family Literacy Nights. These events occur once a nine weeks from 5pm-7pm and students and parents are encouraged to come and read. Awards are given at end of the school year. As students reach point level benchmarks, they are recognized over the school intercom during morning announcements.

## **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 lunches (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 and/or 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 the classroom.

### **West Carroll Special School District Meal Charge Administrative Procedure**

#### **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 Pre-K -12th grades is five (5). Once the student reaches the allowable five (5) an alternate meal will be given to the student. 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 the 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. Office of School Nutrition • TPS Administration Building • 1240 Foster Ave • Nashville, TN 37243 Tel: 800-354-3663 • Fax: 615-532-0362 • [tn.gov/education](http://tn.gov/education)  
Negative balance notification: At West Carroll Jr/Sr High School the student will be notified by cashier or manager as well as a text sent to the parents when phone numbers are available.

**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 schools meals by contacting Janet Winchester, Child Nutrition Director at 731-662-4200 - email [janet.winchester@wcssd.org](mailto:janet.winchester@wcssd.org) or Angela Hartz at 731-662-4200 - [angie.hartz@wcssd.org](mailto:angie.hartz@wcssd.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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, 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 USDA by:

- 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provide

**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 prior approval has been given by the principal.

**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 pupils 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 children. 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 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, such as, CD and/or MP3 players, hand held games, trading cards, toys, 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.**

## **SCHOOL LOCKERS**

Each student will be assigned a locker at the beginning of the school year. The home base teacher in specific areas will assign lockers where possible. Each home base teacher will be provided with the locker number of each student in his or her home base. 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.

## **BAD WEATHER DISMISSAL**

School will not be in session on days that the Carroll County Board of Education deems too hazardous for the safe operation of buses. Local radio and TV stations will announce closings by 7:00 a.m. School closing information is also available at [www.carrollschoools.com](http://www.carrollschoools.com). Students and parents can visit this site for information on signing up for phone and text notifications of school closing, or call the Carroll County Board of Education at 986-4482. School reopening will be announced by 5:00 p.m. the day before reopening.

## **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 up 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 don't want your child's BMI figured, then 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, and 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 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. Shoes with wheels and or lights in the soles are strictly forbidden. The wearing of hats, caps, or heavy chains will not be allowed; such items will be confiscated and kept in the principal's office. Students who wear clothing that interferes with the educational process will be asked to change clothing or required to go home. These items include but may not be limited to articles of clothing that have holes, rips, or tears; clothing that 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; shirts with no sleeves; shirts or tops that expose the breast or chest area; and sagging pants that expose undergarments or buttocks.

**Shirts, blouses or any other types of tops worn with leggings, jeggings, and yoga pants must be approaching the knee and by approaching the knee, they can be no shorter than three inches above the knee.** No other local secondary schools should be displayed other than West Carroll colors and mascot. The only visible body piercings allowed will be earrings. Non-compliance with the above may be grounds for disciplinary action. (See General Misbehavior in discipline section.)

## 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 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 home base 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 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.

1. **5. The student must be examined by school personnel before being readmitted to class.**
1. 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 the condition.
1. 7. Extreme cases or multiple cases may be reported to the Department of Children Services.
1. 8. The privacy of the students shall be respected.

## HOMEWORK POLICY

Research indicates that supplemental practice can reinforce objectives taught in the classroom, develop 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 cases 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 to engage 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 and or 3 or more after school detentions, 3 or more paddling's, 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 conferences
- Behavior Modification Assignment (BMA)
- Corporal punishment (CP)
- After- school detention (ASD) – **Parents will be notified.**
- Saturday Detention (SD)- **Parents will be notified.**
- In-school Detention (ISD) – **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. Below are listed the offenses that will be recorded on the disciplinary log.

**NOTE: The Principal or Director of Schools has the authority to change, add to, reduce, or extend any disciplinary action.**

## Discipline Ladder

### I. Attendance, Attendance Related

- A. A. Truancy
  - • See Attendance Section
  - B. Tardy for School or Class

<input type="checkbox"/>	1 <sup>st</sup> Offense:	Verbal Warning	<input type="checkbox"/>	4 <sup>th</sup> Offense:	ASD or CP
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	Verbal Warning	<input type="checkbox"/>	5 <sup>th</sup> Offense:	ISD
<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ASD & unexcused absence	<input type="checkbox"/>	6 <sup>th</sup> Offense:	Saturday Detention
<b>C. Leaving School Premises without Permission</b>					
<input type="checkbox"/>	1 <sup>st</sup>	CP or ASD	<input type="checkbox"/>	4 <sup>th</sup>	1 Day OSS

	Offense:			Offense:	
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ASD	<input type="checkbox"/>	5 <sup>th</sup> Offense:	Remand to Alternative
<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD			Educational Setting
<b>D. Cutting or Leaving Class</b>					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	BMA	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ASD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	CP or ASD (Zero on Work)	<input type="checkbox"/>	4 <sup>th</sup> Offense:	ISD

E. Trespassing on School Property while Suspended or Expelled

- • Contact Legal Authorities II. Immoral/Disreputable Conduct

<b>A. Profanity/Vulgarity</b>					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	CP or ASD	<input type="checkbox"/>	5 <sup>th</sup> Offense:	1 Day OSS
<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ASD			

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

<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ASD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	1 Day OSS
<b>C. Lewd Behavior; Indecent Exposure</b>					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ASD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	1 Day OSS

<b>D. Public Display of Affection</b>					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	BMA	<input type="checkbox"/>	4 <sup>th</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	CP or ASD	<input type="checkbox"/>	5 <sup>th</sup> Offense:	1 Day OSS

- • 3<sup>rd</sup> Offense: ASD

E. Possession of Pornography or Pornographic Material

- 1<sup>st</sup> Offense: CP or ASD       3<sup>rd</sup> Offense: 1 Day OSS

- • 2<sup>nd</sup> Offense: ISD F. Misuse of Computer

<input type="checkbox"/>	1 <sup>st</sup> Offense:	Verbal Warning and Loss of Privileges for 1 week	<input type="checkbox"/>	4 <sup>th</sup> Offense:	ISD and Loss of Computer Privileges
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	CP or ASD and Loss of Privileges for 2 weeks	<input type="checkbox"/>	5 <sup>th</sup> Offense:	1 Day OSS

- 1. • 3<sup>rd</sup> Offense: ASD and

Loss of Privileges for 3 weeks

G. Lying; Cheating					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	BMA	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	CP or ASD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	1 Day OSS

III. Violence; Threatened Violence

- A. Battery; Sexual Battery
  - • Contact Legal Authorities
- B. Assault
  - • Contact Legal Authorities
- C. Robbery
  - 1<sup>st</sup> Offense: CP or ASD       3<sup>rd</sup> Offense: Contact Legal Authorities
  - • 2<sup>nd</sup> Offense: 1 Day OSS

D. Threat or Intimidation (Physical or Verbal)

<input type="checkbox"/>	1 <sup>st</sup> Offense:	ISD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	2 Days OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ISD (2 Days)	<input type="checkbox"/>	5 <sup>th</sup> Offense:	3 Days OSS
<input type="checkbox"/>	3 <sup>rd</sup> Offense:	1 Day OSS	<input type="checkbox"/>	6 <sup>th</sup> Offense:	Contact Legal Authorities

- E. Homicide
  - • Contact Legal Authorities
- F. Kidnapping
  - • Contact Legal Authorities
- G. Gang/Hate Related Violence or Intimidation

<input type="checkbox"/>	1 <sup>st</sup> Offense:	1	Day OSS	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	5 Days OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	3	Days OSS	<input type="checkbox"/>	4 <sup>th</sup> Offense:	Contact Legal Authorities
<b>IV. Fighting Among Students</b>						
<b>A. Fighting</b>						
<input type="checkbox"/>	1 <sup>st</sup> Offense:	ISD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	2 Days OSS	
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ISD – 2 Days	<input type="checkbox"/>	5 <sup>th</sup> Offense:	3 Days OSS	
<input type="checkbox"/>	3 <sup>rd</sup> Offense:	1	Day OSS	<input type="checkbox"/>	6 <sup>th</sup> Offense:	Contact Legal Authorities

B. Inciting Other Students to Create a Disturbance					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	BMA	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	CP or ASD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	1 Day OSS
C. Disorderly Conduct					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	BMA	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	CP or ASD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	1 Day OSS
D. Gang or Hate Related Fights					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	1 Day OSS	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	3 Days OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	2 Days OSS	<input type="checkbox"/>	4 <sup>th</sup> 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 individuals' 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.**

Bullying or Harassment					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	Conference with Counselor and Phone Call to Parents	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD
			<input type="checkbox"/>	4 <sup>th</sup> Offense:	1 Day OSS

1. • 2<sup>nd</sup> Offense: CP or ASD

VI. Willful Damage of Property (Personal and Public)

- A. Damaging School Property
  - • CP or ASD and Pay for 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

- 1. • See “Use of Alcohol” Section

VIII. Possession/Use/Under the Influence of Drugs (Illegal)

- 1. • See “Use of Drugs” Section

IX. Theft; Extortion (On School Grounds or During School Activities)

A. Petty Theft

<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	1 Day OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ISD			Contact Legal Authorities
B. Possession of Stolen Property					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	1 Day OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ISD			Contact Legal Authorities
C. Extortion					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	1 Day OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ISD			Contact Legal Authorities
D. Possession of Stolen Property					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	1 Day OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ISD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	Contact Legal Authorities

- E. Breaking and Entering; Burglary
- • Contact Legal Authorities
- F. Larceny/Theft
- • Contact Legal Authorities
- G. Motor Vehicle Theft
- • Contact Legal Authorities

X. Possession and/or Use of Tobacco (On School Grounds, Transportation, or During School Activities)

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

A. Possession or Use of Tobacco, Tobacco Products, or Smoking Paraphernalia

1<sup>st</sup> Offense: 1 Day OSS  3<sup>rd</sup> Offense: 3 Days OSS

- • 2<sup>nd</sup> Offense: 2 Days OSS

B. Distribution or Sale of Tobacco, Tobacco Products, or Smoking Paraphernalia

1<sup>st</sup> Offense: 1 Day OSS  3<sup>rd</sup> Offense: 3 Days OSS

- 1. • 2<sup>nd</sup> Offense: 2 Days OSS

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

Possession/Use of all Types of Firearms, Loaded or Unloaded, Operable or Inoperable

- 1. • See Weapons and Dangerous Instruments

XII. Possession and/or Use of Other Dangerous Weapons

(On School Grounds, Transportation, or During School Activities)

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

<input type="checkbox"/>	1 <sup>st</sup> Offense:	1	Day OSS	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	3 Days OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	2	Days OSS	<input type="checkbox"/>	4 <sup>th</sup> Offense:	Contact Legal Authorities
<b>B. Possession and/or Use of Fireworks or Incendiary Devices</b>						
<input type="checkbox"/>	1 <sup>st</sup> Offense:	1	Day OSS	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	3 Days OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	2	Days OSS	<input type="checkbox"/>	4 <sup>th</sup> Offense:	Contact Legal Authorities

XIII. Electronic and Personal Communication Devices

- 1. • 1<sup>st</sup> Offense: ASD, and Device is Confiscated until Parent Pick Up
- 1. • 2<sup>nd</sup> Offense: Device is Confiscated; Parent may Pick up after Three (3) weeks
- 1. • 3<sup>rd</sup> Offense: Device is Confiscated and Held for the Remainder of the School Year XIV. Immunizations
- 1. • Comply with State and Federal Law and Local Board Policy

XV. General Misbehavior

<input type="checkbox"/>	1 <sup>st</sup> Offense:	Verbal Warning	<input type="checkbox"/>	4 <sup>th</sup> Offense:	Saturday Detention
		One per Teacher per Year	<input type="checkbox"/>	5 <sup>th</sup> Offense:	ISD
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	BMA	<input type="checkbox"/>	6 <sup>th</sup> Offense:	1 Day OSS
<input type="checkbox"/>	3 <sup>rd</sup> Offense:	CP or ASD			
<b>XVI. Disrespectful to School Personnel</b>					
<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	4 <sup>th</sup> Offense:	1 Day OSS
<input type="checkbox"/>	2 <sup>nd</sup> Offense:	ISD	<input type="checkbox"/>	5 <sup>th</sup> Offense:	2 Days OSS

	Offense:					
<input type="checkbox"/>	3 <sup>rd</sup> Offense:	ISD (2 Days)	<input type="checkbox"/>	6 <sup>th</sup> Offense:	3	Days OSS
XVII. Failure to Serve Detention or Complete a Behavior Modification Plan						
<input type="checkbox"/>	1 <sup>st</sup> Offense:	CP or ASD	<input type="checkbox"/>	3 <sup>rd</sup> Offense:	OSS	

1. • 2<sup>nd</sup> Offense: ISD

XVIII. Battery Against Teacher of Staff

1. • See Battery on School Personnel

**WCES GOOD BEHAVIOR INCENTIVE PROGRAM**

Students who have no steps on their discipline log at the end of the 1st, 2nd, or 3rd nine-weeks will receive some type of reward and /or extra play time.

**POLICY ON STUDENT VIDEO RECORDINGS**

Video cameras may be used at West Carroll Elementary School and on school vehicles transporting students to and from school or extracurricular activities. West Carroll Elementary School 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 retention 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 of or possession of tobacco in any form or tobacco paraphernalia, including but not limited to lighters, matches, pipes, etc., is prohibited during school hours on school premises. Students may not use tobacco in any form while participating 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 (1) 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, or in school vehicles and/or buses or off the 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, explosive weapon, Bowie knife, hawk knife, pocket knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles or any facsimile of any 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 or guardian and the criminal justice or juvenile delinquency system as required by law.

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## **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.

## **West Carroll Elementary School Parent Involvement**

West Carroll Elementary School faculty and staff realize that we have a great responsibility to provide a rigorous and challenging educational experience to all our students while also providing a positive learning environment. We are committed to working with our students and our parents to ensure that each child is well prepared for what lies ahead. Students are expected to work and reach their full potential.

West Carroll Elementary School also believes that our children's education is a shared responsibility by the school, parents, and the community stakeholders. We believe that parents have the biggest impact on a child's education. Here at West Carroll Elementary School, we want to create an environment where our parents feel welcomed and want to be involved.

**Communication is the key to success in life; our school will implement the following:**

**Monthly School Newsletters**

**Open House**

**Parent/Teacher Conference**

**Monthly Family Literacy Nights**

**Notes Home to Parents**

**School hand book**

**Mid – nine weeks progress reports & report cards**

**School website**

**Phone calls to parents**

**Parent Portal**

**Accelerated reader TOPS reports**

**Student Agendas**

**Graded papers sent home**

**3<sup>rd</sup> Grade Orientation**

**6<sup>th</sup> Grade College & Career Night**

## **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 and or 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/ she learned in his or her classes. 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 here every day with a positive attitude ready to learn. Keep up with your child's grades, attendance, and discipline with our parent portal.

**Standard #3: Partnership-** A child's educational experience needs to be a partnership between the child, parent, and the 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, come by, and have lunch with them. 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 that the child’s educational experience is a good one.

## **NOTICES 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 the 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. Inquires about compliance may be directed to 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 their right to request information regarding the professional qualifications of the students' classroom teachers and any educational assistant providing support to their child.

### **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, Ms. 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. Homebound 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 his/her 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 Special Programs tab or contact our district's Homebound Coordinator, Ms. Dana Carey, at 731-662-4200 at the West Carroll Special School District.

### **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 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 Ms. Dana Carey, Supervisor of Special Programs, at 731-662-4200.

**West Carroll Special School District**  
**Parent Notification and Permission Assurances**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

1. The signature below acknowledges that I have read and understand the attached documents and the **school district student-parent handbook (that is located online at [www.wcssd.org](http://www.wcssd.org))** that include the following: West Carroll Student Code of Conduct, FERPA and PPR rights, and *West Carroll Special School District Student Responsible Use and Internet Safety Agreement*. 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.
2. The signature below acknowledges that I understand that any parent, guardian, or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of that student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student is fraudulently enrolled (TCA 49-6-3003).
3. The signature below acknowledges that I have read and understand that textbooks and library books are provided to students as a loan. If lost or damaged, I will be responsible for replacing the books loaned to my student.
4. The signature below acknowledges that I understand that any change in student demographic information (address, telephone number, etc.) or custody status must be communicated to the school office.

**The School District Student-Parent Handbook can be found online at [www.wcssd.org](http://www.wcssd.org). A hard copy can be requested at your child's school. I confirm my student's participation in the areas identified with a checkmark below.**

Permission Statements	I give permission.	I DO NOT give permission.	N/A
A. This student has permission to access the Internet and email based on the conditions outlined in the West Carroll Special School District Student Responsible Use and Internet Safety Agreement.			
B. West Carroll has permission to honor and recognize this student publicly by the district website, local newspapers etc.			
C. West Carroll has permission to share contact information about this student with a military recruiter.			<b>X</b>
D. This student's directory information may be shared. See the school district student-parent handbook.			
E. This student has permission to participate in various surveys conducted on behalf of the local, state, and federal departments of education approved by the local board, provided all participants remain anonymous.			
F. This student has permission to participate in extra-curricular activities.			
G. West Carroll Special School District may use corporal punishment with this student as a corrective measure in accordance with state law and local policy.			
<b>Statement of Residency - Please check "Yes" or "No"</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
This student lives/resides within the boundary lines of WCSSD.			

Acknowledgment: We have read the 2018-2019 West Carroll Student and Parent Handbooks and agree to abide by the guidelines contained therein. *Return this page to your homebased teacher.*

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Signature of Parent

Date

---

Signature of Student

Date

