

**West Carroll
Junior-Senior High School**



**Student Handbook
2018-2019**

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www.wcssd.org

ACCIDENTS/INJURIES

A first aid kit is provided in the office. In the event of an accident, an accident report must be completed and filed in the office.

ALCOHOL: USE, POSSESSION, CONSUMPTION, OR IMPAIRMENT

The Board of Education recognizes that the use, possession, dispensing and/or sale of controlled substances and/or alcohol at school, or at school-related activities, are beyond the usual misbehavior encountered by school authorities. Consistent with this determination, the following policies related to suspension/expulsion, due process, and state law shall apply and be extended in the case of disciplinary action related to students guilty of activities involving controlled substances.

1st offense

1. Suspension for a MINIMUM of ten (10) days
2. Findings shall be reported to the legal authority having jurisdiction.
3. A principal-parent conference shall be held with findings provided before readmission to school.

2nd offense

1. Suspension until the Board of Education meets in regular or special session. (If the board has not met after ten (10) school days, the student may return to school pending final disposition of the case by the Board of Education.)
2. The student shall be required to appear with parent(s) or guardian(s) before the Board of Education for disposition of the case. The final action by the Board of Education shall determine the future status of the student. The action may include, but shall not be limited to:
 - A. Re-admission in good standing.
 - B. Re-admission to school with one calendar-year probation.

Probation status includes a suspension from all extra-curricular activities sponsored by the school including but not limited to: athletics, club participation, band or chorus contests, graduation ceremonies, etc.
 - C. Expulsion for the remainder of the school year
3. Required attendance in a substance education program
4. Any other condition the Board of Education deems appropriate

3rd offense

1. Expulsion and Notification of the Action to the Proper Legal Authorities

ANNOUNCEMENTS

Teachers submit to the office, in writing, all announcements or notices prior to being on the announcement sheet. The public address system will be used for urgent bulletins that cannot be handled any other way. Classes will be interrupted for these announcements only when necessary. All notices placed on the bulletin board must be approved by the principal.

ATHLETIC POLICIES

The purpose of the West Carroll Athletic Department is to provide teams that will represent the school with pride in competitive inter-scholastic contests. Participation in athletics is a privilege and not a right. In order to participate, a student must meet the standards of the Tennessee State Secondary Athletic Association, and must abide by the rules that are established for team conduct. Student athletes are expected to follow all school rules while representing their school. The athletic program strives to teach winning, sportsmanship, teamwork, leadership, and promote and reward excellence.

Student athletes must be in good standing with attendance. Failure to maintain good attendance will result in disciplinary action which could include dismissal from the team(s).

Students must be enrolled and pass a minimum of units for the previous semester of school in order to participate in any sport. The number is dependent on grade level.

All student athletes and their parents will read and sign the WCJSHS Student Athlete Handbook. In order to participate, student athletes must adhere to the guidelines within the student athlete handbook.

Student Athletes must attend a MINIMUM of a half day of school on the day of any sporting event or extracurricular activity in order to be eligible to play or participate in any scrimmage, game (Varsity or JV) or any athletic event that day.

West Carroll Special School Board policy states that all students who participate in any athletic event may be asked to submit to a drug test at the beginning of the season and random testing during the season.

ATTENDANCE AND TRUANCY

An absence is defined as more than thirty minutes of instructional time missed per class/block. A student will be allowed a maximum of five (5) absences per semester before he/she will be required to make up time in time for time.

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 Jr./Sr. High 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)
- Students who are in violation of the attendance guidelines risk the chance of not receiving credit in the affected classes. Questions concerning absences may be directed to the principal. Students transferring into West Carroll Jr./Sr. High School will be subject to this attendance policy on a proportional basis for the remainder of the school year.
- Students who represent West Carroll Jr./Sr. High School in after-school activities must attend at least two (2) full class periods/blocks in order to practice or participate in that activity. These

activities will include, but are not limited to cheerleading, athletics, and band. This requirement may be waived by administration with proper documentation (i.e., doctor note, funeral note).

- To serve as a positive incentive for perfect attendance, students who have missed no more than one (1) day per term (including tardies) will be exempted from the final exam. The exam exemption 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, if the student has been assigned alternative school placement, or if the student is failing the subject for the term. It is the student's option to take an exam, if it appears to be to his/her advantage.
- 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.
- SENIORS may miss one (1) day of school to take care of college visits, vocational entrance exams, scholarship competitions, college/scholarship interviews, etc. as long as the student does not owe time for time or is not failing a class. Seniors must have prior approval from all teachers and from high school administration one week in advance. Upon return, a student will not be excused if he/she does not have documentation of the visit. No senior day will be taken after April 15 or during End of Course exams, mid-terms, or final exams.
- 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 Jr./Sr. High 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 first block/class 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, he/she must request permission from the principal or assistant principal, and must sign out in the office. A parent or someone on the student's contact form must come to school to sign out a student before the student leaves the campus.
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.

TIME FOR TIME

West Carroll Jr./Sr. High School students will be required to meet both grade and attendance requirements to receive course credit. The Time for Time program is designed to address the problems of absenteeism and tardiness. In order to enforce any effective absentee policy, it is imperative that grades and credits be considered separately. Regardless of a student's grade in a course, he or she is required to be present a minimum number of hours in class in order to earn a credit. Credit will not be awarded until Time for Time is completed.

TIME FOR TIME ATTENDANCE

Students who accumulate more than five (5) absences (excused or unexcused) in a semester at West Carroll Jr./Sr. High School will not receive credit for that course unless time is made up in the Time for Time program. No student will be allowed to make up absences in advance. Absences requiring Time for Time must be made up during the term/semester in which they occur with the exception of circumstances out of the student's control. The West Carroll Board of Education has granted West Carroll Jr./Sr. High School final jurisdiction on all attendance matters as it related to Time for Time. When a student accumulates more than five (5) absences in any class, the designated staff member will immediately make notification to the student and Time for Time staff. **Time for Time may be appealed by the parent to the principal in cases of the student being hospitalized, a documented chronic illness, or special circumstances approved by school administration.**

ASSIGNMENT TO TIME FOR TIME

1. The student must make up time missed in excess of five (5) days in any class/block.
2. School-sponsored/related activities *will not count* as part of the student's five (5) maximum absences for the term (semester).
3. Out-of-school suspensions/expulsions **will be counted** as part of a student's maximum five (5) days.

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 and/or to receive credit towards graduation, and to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a grading period.

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. Students cannot miss more than 3 days in quarter classes (1/2 Semester Classes).

Any administrative decision regarding attendance may be appealed. See board policy 6.200 Attendance for appeal details.

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 the tardy bell rings. 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. Teachers will submit this information to a school administrator. **Students tardy to first block must check in to the office before going to class. Students checking out of school after 2:30 will receive a tardy in their final block/class. This will not be a disciplinary issue. However, students will receive an absence in their final block/class for every 3rd tardy.**

3 tardies	=	1 lunch detention & 1 absence
4 tardies	=	1 lunch detention or 1 corporal punishment
5 tardies	=	1 day in-school detention
6 tardies	=	2 days in-school detention & an additional absence
7 tardies	=	3 days in-school detention
8 tardies	=	5 days in-school detention
9 tardies	=	5 days Alternative School & an additional absence

*Additional tardies beyond 9 will have consequences determined by school administration.
For every 3rd tardy, there will be an additional absence recorded for each block.*

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. All students must have an admit slip to return to class after an absence from school.

Students should present their admit slips to each teacher of each block. The teacher should sign the slip and return it to the student. The student's last block teacher should collect the slip and turn it in to the office at the end of the week. Admit slips will be issued each morning between 7:30-7:50.

BUS REGULATIONS

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 entering and exiting the bus or waiting to board Carroll County buses.** 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.

The West Carroll Junior-Senior High School Student Discipline Ladder will apply to bus infractions.

- A. Any offense such as carrying a weapon or other offenses deemed a serious endangerment or serious sexual misconduct (serious as determined by the Principal) 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, smoking, possession of matches or lighters, sexual misconduct or other offenses deemed an endangerment (by the Principal), destruction of property, fighting, throwing objects, (As determined by the principal).
 - 1st Offense Payment of property damages and five (5) days suspension from bus transportation.
 - 2nd Offense Payment of property damages and ten (10) days suspension from bus transportation

3rd Offense Payment of Property Damages and suspension from bus transportation for the remainder of the school year

C. Horseplay, not being seated, not obeying the driver, profanity and possession of food and drink

1st offense Warning from driver and principal

2nd offense Three (3) days suspension from the bus

3rd offense Ten (10) days suspension from the bus

4th offense Suspension from the bus for the remainder of the school year

After a ten day suspension or 3rd offense, the student and his/her parents must meet with the bus driver, bus department's representative, and the principal before the student begins to ride the bus to school again.

Large items (18 inches) balloons and glass containers are prohibited on the bus. Band instruments may be given to the driver to store.

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 principal. No student will be allowed to exit a school bus at a stop other than his or her regular stop unless the bus driver is presented a **Change of Destination** form issued by the school. Any student wishing to ride a bus other than his or her designated bus must have written parental permission and the approval of the principal or his or her designee.

CLASSIFICATION OF STUDENTS

10th Grade
Minimum 7 Credits

11th Grade
Minimum 14 Credits

12th Grade
Minimum 21 Credits

COMMUNITY/CHURCH ACTIVITY (CCA) - (See Attendance Policy)

Community/Church related activities will require the following: (1) Prior approval by the Principal, a minimum of five days prior to the activity, requested by the sponsoring personnel. (2) A typed list of students involved in activity, with written Parent/Guardian approval and signature. Please be advised these types of activities count as an absence.

DAILY ROUTINE

When arriving at school in the morning, students are to go directly to the gym and sit in designated area. **Students will not be allowed to loiter in the parking lot.** Permission to go anywhere else must be given by the bus duty teacher in charge of assembly area. Students should not go from the Bus Loading Areas to the parking lots.

- Breakfast is served from 7:20-7:40. Only students eating breakfast should report to the cafeteria during this time. **No food or drinks are allowed in the gym.**
- Vocational students will have a designated area to sign in before leaving and returning back to campus.
- No food is allowed in the classrooms.
- No outside drinks, mugs, cups, thermoses, Yetis, coolers... are allowed at school. Students may have a clear, plastic **water bottle** only. (if permitted by classroom teacher)
- Students will remain in last period class until their bus is called. For safety purposes, when waiting for rides in the afternoon, students should stay on the sidewalk area.
- All students participating in after school activities (i.e. band, athletics, club meetings etc.) will dismiss with the drivers, riders, and walkers.
- Visitors and parents are welcome. However, students will not be allowed to have visitors during any part of the regular school day. Visitors to the school must report to the office to sign in and obtain a visitor's pass.

DEADLINES

It is the mission of West Carroll High School to develop a sense of responsibility in each student. Therefore, when a deadline for something to be turned into a teacher, the office, or other staff member is not met on time, then that student will have to suffer the consequences, whether that be missing a trip or SSA, serving detention, or other corrective measures.

DEBTS

All student obligations to the school must be taken care of before a student may receive final grades, transcripts, report cards, or diplomas. Such obligations include, but are not limited to; book fines, materials checked out to a student, and disciplinary obligations. An incomplete grade will be given to a student in each class until such obligations are met.

DISCIPLINE OF STUDENTS

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. No one student or group of students will be allowed to distract the teacher from the entire class. Any action by a student that does not reflect credit on the whole school program should be corrected by the best means. Discipline is a means of protecting the interest of the entire school, and at the same time, assisting students in self-improvement. Disciplinary action administered by school officials is intended to be corrective rather than punitive in nature.

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

- Break Detention (BD)
- Corporal Punishment (CP)
- After-school Detention (ASD)
- Lunch Detention (LD)
- Alternative school (AS) (*Alternative school will be conducted at the Carroll County Technical Center in Huntingdon. It will be the parent's responsibility to provide transportation.*)
- In-school Detention (ISD)
- Out-of-school Suspension (SUS)
- Expulsion
- Parent notification and/or Conference with parents (PN)
- Referral to guidance counselor and/or principal
- Referral to disciplinary hearing board (DHB) by the principal.
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Before any disciplinary action is taken the teacher will submit a completed discipline form to the principal or assistant principal. The student will then be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. The method of discipline employed depends on the nature of the offense, the past disciplinary record of the student, as well as other pertinent factors.

Counseling for students and parents can be conducted for any student with a disciplinary infraction. At this time, a behavior plan can be written.

Suspensions will be used at the discretion of the Principal and may result in zeros for missed class work.

Parents are encouraged to schedule and come to West Carroll Jr/Sr High School for a conference with the Principal/Assistant Principal when a student returns to school after a suspension or attending Alternative School.

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.

DISCIPLINARY OFFENSE – ACTION

Leaving School Without Permission (Sheriff's Department will be notified)		Skipping Class – Skipping School	
1 st Offense:	3 Days ISD	1 st Offense:	CP or ISD; PN
2 nd Offense:	5 Days ISD	2 nd Offense:	3 Days ISD
3 rd Offense:	5 Days ISD	3 rd Offense:	5 Days ISD
4 th Offense:	Alternative School		
5 th Offense:	SUS or AS		
Forged Absence or Dismissal Note		Fighting - Assault	
All Offenses: ADS – Graduated Assignment		1 st Offense:	5 Days AS
Parents will contact school concerning subsequent absences/early dismissals; documentation to be provided by parents only		2 nd Offense:	10 Days AS
		3 rd Offense:	SUS or AS
Smoking/Possession of Tobacco or Smoking Paraphernalia/E-Cigarettes/Nicotine Delivery Systems		Classroom/School Misbehavior	
1 st Offense:	5 Days Alternative School	1 st Offense:	1 Day BD, ASD, or ISD and Verbal Warning
2 nd Offense:	10 Days Alternative School	2 nd Offense:	1 Day ISD or CP
3 rd Offense:	SUS or AS	3 rd Offense:	3 Days ISD or CP
State law requires that all juvenile tobacco offenses be reported to the Carroll County Sheriff's Office		4 th Offense:	AS or SUS
Gathering Around a Fight		Use of Drugs or Alcohol	
All Offenses:	Loss of Break – Principal's Discretion	<i>See Applicable Section in Handbook</i>	
Disrespect of School Official or Chronic Misbehavior		Defacing School or Bus Property	
1 st Offense:	1 Days ISD	1 st Offense:	PN; Student Pays for Damage *
2 nd Offense:	3 Days ISD	2 nd Offense:	5 Days AS; Student Pays for Damage
3 rd Offense:	5 Days ISD	Damage to bus property will result in suspension of bus privileges. The principal will determine consequences if school property is damaged.	
4 th Offense:	Alternative School		
Profanity		Horseplay (Rough, boisterous play; physical contact as a joke)	
1 st Offense:	ASD, 1 Day ISD, or CP	1 st Offense:	Warning, ASD, or BD (Principal's Discretion)
2 nd Offense:	3 Days ISD or CP	2 nd Offense:	1 Day ISD or CP
3 rd Offense:	SUS or AS	3 rd Offense:	3 Days ISD
		4 th Offense:	5 Days ISD
Traffic Violations		Tardy to School/Class – See Attendance Policy	
1 st Offense:	Verbal Warning		
2 nd Offense:	1 day ISD Loss of Driving Privilege for 1 Week		
3 rd Offense:	3 days ISD Loss of Driving Privilege for 1 Month		
4 th Offense:	Loss or privilege permanently		
In Parking Lot without Permission		Chewing Gum	
Offense:	1 Day ASD or CP	Offense:	Break Detention or Lunch Detention
Public Display of Affection		Cheating	
1 st Offense:	Warning; Conference w/Counselor	1 st Offense:	"0" for Work; Parent Notified

2 nd Offense:	ASD and PN	2 nd Offense:	"0" for Work; 1 Day ASD
3 rd Offense:	ISD(Principal's Discretion) and PN	3 rd Offense:	"0" for Work; 5 Days ASD
Verbal or Physical Abuse of Staff		Stealing or Gambling	
1 st Offense:	AS or SUS (Prin. Discr.)	Offense:	5 Days ISD plus restitution
2 nd Offense:	AS or SUS (Prin. Discr.)		
Possession of Pornography		Littering in School Building or on School Bus	
1 st Offense:	5 Days AS	1 st Offense:	Warning; 1 Day BD or LD
2 nd Offense:	10 Day AS	2 nd Offense:	1 Day ISD
3 rd Offense:	SUS or AS	3 rd Offense:	3 Days ISD
Juvenile Authorities may be Notified			
Verbal Altercation			
1 st Offense:	Conference with principal / In-school Detention (ISD)		
2 nd Offense:	1 Day ISD or CP		
3 rd Offense:	1 Day ISD and ASD or CP		
4 th Offense:	Out of school suspension, alternative school, principal discretion		
Possession of an Item that Interferes with the Educational Process or Transportation Safety			
<i>** The following items are not allowed at WC Jr/Sr High School or on the bus: headsets, video games, cards, dice, gaming cards, chains, or any other item that distracts or disrupts the educational process and transportation of students.</i>			
1 st Offense:	Warning; Item Confiscated for 24 hrs; Parent Must Pick Item up from the Office after 2:30 pm		
2 nd Offense:	1 Day ISD and Item Confiscated; Parent Must Pick Item up from the Office		
3 rd Offense:	2 Days ISD; Item Confiscated; Parent Must Pick up Item up from the Office		
Electronic Devise Violations			
1 st Offense:	Item Confiscated; Parent Must Pick up Devise		
2 nd Offense:	Parent May Pick up Devise Three (3) Weeks after Confiscation		
3 rd Offense:	Item Confiscated; Held for Remainder of School Year		
Failure to allow teachers and/or administrators to confiscate personal communication devices will result in suspension and/or Alternative School			
Dress Code Violations – See "Dress and Grooming" and "Dress Code" Below			
** All students will stay in ISD until they are in compliance with dress code			
1 st Offense:	Office Referral - ISD until the dress code violation has been corrected		
2 nd Offense:	Office Referral – 1 Day ISD		
3 rd Offense:	Office Referral – 2 Days ISD		
4 th Offense:	Office Referral – 3 Days ISD		
5 th Offense:	Principal Discretion		
Threatening, Harassment, Bullying¹, Cyber-bullying², or Physical Abuse of Another Student			
1 st Offense:	5 Days ISD or SUS; Principal's Discretion; Perpetrator Counseled		
2 nd Offense:	Alternative School ; Principal Discretion; Perpetrator Counseled		
3 rd Offense:	Alternative School or Suspension; Principal Discretion		
¹ Bullying is defined as intentional unwelcome 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.			
² More information regarding cyber-bullying can be found on page one of the West Carroll Special School District Student-Parent Handbook.			
Accumulation of an Excessive Number of Break Detentions			
5 Break Detentions in 10 school days	1 Day ISD, ASD or CP		
Additional Break Detentions	ISD, ASD, CP, SUS, Principal's Discretion		

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 that is appropriate for school or work. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, emblems, insignias, badges, or symbols result in such interference or disruption.

DRESS CODE

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, that advertise drug, alcohol, tobacco, controlled substances, violence, suicide, satanic worship, cults, skulls and crossbones, or a glorification of death or that advocate racial, ethnic or religious prejudice are strictly prohibited.
- Items displaying the colors, logos, or insignias of local secondary schools other than West Carroll are prohibited.

PANTS / SHORTS / SKIRTS / DRESSES

- No sagging clothes (baggy clothes); Clothing should be size appropriate and worn at waist. A belt will be worn if needed. If a belt is worn it will be buckled.
- No jeggings, leggings, joggers, sweat pants, athletic pants, wind pants, jogging pants, pajama pants, or yoga pants
- No holes, rips, tears, or cut-offs
- Athletic/Sport shorts are NOT allowed
- Shorts, skirts, or dresses must touch the top of knee while standing
- 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 sheer or see-through shirts
- No low cut shirts
- Students may not wear shirts that reveal the back, midriff, or allows undergarments to be visible. These include but are not limited to: spaghetti straps, camisoles, halter tops, beaters, bralettes.

SHOES

- For safety reasons, shoes will be laced, tied, strapped, or hooked if intended
- Athletic shoes, dress shoes, sandals, and boots are permitted
- House shoes, rolling shoes, and athletic sandals (slides) are NOT permitted

HEADWEAR / EARRING JEWELRY / PIERCINGS/OTHERS

- No hats, caps, visors, toboggans, bandanas, headscarves, sweatbands, stocking caps, picks, combs, hair rollers, do-rag
- Sunglasses cannot be worn in the building
- Pierced jewelry shall be limited to earrings only
- No spiked items
- No blankets
- Gauges will not be allowed
- Jewelry for any type of visible body piercing (i.e. eye, nose, and tongue) is prohibited
- All inappropriate or offensive tattoos and brands must be completely covered at all times
- Any jewelry deemed by the school to be dangerous or a distraction to the learning environment is not acceptable
- Administration may declare some head/hair accessories, hair color/style or jewelry as distracting and therefore may not be permitted

USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES IN SCHOOL

Students will be allowed to possess personal communication or electronic devices during the school day. All devices must remain in the turned off mode and put away during school hours. Accessing text or voice messaging, e-mail, or any other communication means or social media during class time is strictly prohibited. Students are not allowed to use the camera function on personal devices, neither still nor video, during class time. All communication between students and parents during school hours must go through the school office.

SPECIAL B.Y.O.T. EXCEPTIONS

Teachers may allow students to use personal communication or electronic devices as educational tools for instructional purposes. Use of these tools is limited to occasions that are supervised and directed by the classroom teacher. The classroom teacher must define the specific tasks for which the personal device may be used; no other use will be allowed. Personal devices or phones will be put away immediately after the activity is completed. The device **MUST** be put away when it is not in use! West Carroll Special School District will assume no responsibility for the care or maintenance of, damage to, or loss of personal devices carried onto school property or used during school hours.

FREE ACCESS USE

It is within a building principal's discretion to designate certain times that students will be allowed free access to the school Wi-Fi during the school day. During "free access" periods, students will be allowed open use of personal devices. During "free access" periods, students will be allowed to access the Internet only through the school's wireless network using the approved guest login. Students will not be allowed to use cellular or other Internet connections during class time. When granted, any such "free access" period should be considered a privilege which is subject to reasonable restrictions and controls administered by the building principal.

DRUG FREE YOUTH ACT

Tennessee law states if you use, possess, or sell drugs or alcohol, anywhere, and are adjudicated (which means that a juvenile court has made an official judicial determination that a drug or alcohol law has been violated), you will lose your driver's license. You will lose your driver's license for one year or until you are 17- whichever is longer. Do it again - lose your license for two years or until you're 18- whichever is longer.

EXTRACURRICULAR 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. (See: School Sponsored Activities). Any student serving a suspension or assigned to the alternative school cannot participate in extracurricular activities (i.e. games, practice, club meetings, competitions etc...)

FIELD TRIPS

Students must be in good academic standing, with minimal absences and disciplinary referrals in order to participate in a field trip. The nature/content of the discipline referrals will also be taken into consideration. Minimal absences and discipline referrals will be determined by WCJSHS staff and administration. Students must have prior written approval from each of their teachers in order to go on a field trip. All school rules apply when students are on a field trip.

Students that owe Time for Time MAY BE PROHIBITED in participating in EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

FEE WAIVERS (See Lunch Section)

FIRE / TORNADO and other Safety DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Each teacher should have appropriate plans posted in their classrooms. Remember these basic rules:

1. Check the instructions posted in each classroom indicating how to leave the building in case of fire.
2. Check instructions posted in each classroom indicating what should be done in case of a tornado.
3. Move quickly and quietly to designated areas; no running. Talking should be kept at an absolute minimum.
4. Student Fire and Safety Patrol will monitor all drills.

GRADING SCALE

West Carroll Junior-Senior High School uses the state-required uniform grading policy.

Letter Grade	Numeric Score Range	Grade Range Points	Letter Grade	Numeric Score Range	Grade Range Points
A	93-100	4	B	85-92	3
C	75-84	2	D	70-74	1
F	0-69	0			

GRADING SYSTEM

Grade reports will be given out each nine (9) weeks. Progress reports will go out at the end of each four and one-half (4 1/2) weeks. Parents are encouraged to check the school calendar and mark the end of each grading period on their home calendar.

If the parent would like to discuss the student's progress with the teacher, guidance counselor, or principal, the

parent should call or email the appropriate individual to request a conference at the earliest opportunity.

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 missed assignments become a zero.

The maximum grade a student may receive in any subject is a 100.

GRADUATION POLICY

Any senior not completing all graduation requirements or that owe Time for Time by the end of their senior year will be considered a summer graduate. (A summer graduate is one who can complete requirements during the following summer.) Students who do not complete all requirements may participate in the graduation ceremony, but will not walk the line to receive a diploma. Students who cannot complete requirements in summer school will not be allowed to participate in the graduation ceremony.

Students who score at or above all of the subject area readiness bench marks on the ACT of equivalent score on the SAT will graduate with honors and be given priority when calculating class rank.

GRADUATE RECOGNITION PROGRAM

See the West Carroll Special School District Student-Parent Handbook, page 7.

GRADUATION REQUIREMENTS

West Carroll Students must accumulate 28 academic credits to receive a regular diploma. The State of Tennessee requires the 22 specific credits listed below to qualify for high school diploma.

Mathematics: 4 Credits Including Algebra I, II, Geometry and a fourth higher level math course		Science: 3 Credits Including Biology, Chemistry or Physics and a third lab course	
Personal Finance: 1/2 Credit	Fine Arts: 1 Credit	English: 4 Credits	Social Studies: 3 Credits
Electives: 3 Credits Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP, or International Baccalaureate (IB)			

HONOR ROLL

“A” Honor Roll – All A’s for the first 3 grading periods.

“AB” Honor Roll – A’s and B’s for the first 3 grading periods.

“B” Honor Roll – All B’s for the first 3 grading periods.

INCLEMENT WEATHER DISMISSAL

School closings due to bad weather are announced on the following FM radio stations: 93.7, 98.3, 101, 101.5, 104, 106.9; and TV station channels 2 (Nashville), 3 (Memphis), 4 (Nashville), 5 (Memphis) and 7 (Jackson). Parents and students may also check West Carroll’s District website: www.wcssd.org

INSURANCE

All students enrolled in a sports activity, Family and Consumers Science, and Agriculture classes at West Carroll High School and Carroll County Vocational School must be covered by some type of insurance. Parents are personally responsible for all expenses incurred as a result of a student injury, illness, or accident at West Carroll Jr-Sr High School or Carroll County Vocational School.

LOCKERS/PROCEDURE FOR LOCKER USE

Each student will be assigned a locker at the beginning of school. The locker belongs to the school and can be checked by school personnel at any time. Lockers will be assigned by homerooms in specific areas where possible,

and each homeroom teacher will be provided with the locker numbers of each student in their homeroom. Students should use only the locker assigned to them.

Students may purchase locks for their lockers from the main office. The cost of these locks is \$5.00. This is the only lock that may be used on the lockers. The use of a lock is optional. Whether or not the student provides a lock, the materials in the student's locker are his/her responsibility. The school will not be responsible for lost, stolen, or damaged items. Decals, bumper stickers, or other adhesive-backed items should not be placed on the inside or outside of student lockers.

LUNCH PERIOD AND CAFETERIA (Includes Fee Waiver Information)

Students will pay the cashier at the end of the serving line. Meal prices are published in the West Carroll Special School District Student-Parent Handbook, page 2.

The Cafeteria Charges policy is outlined on page 2 of the West Carroll Special School District Student-Parent Handbook.

Each student who has a need for a free or reduced-price lunch should complete the application for assistance. These applications will be provided on the first day of school and should be returned to the office. Students applying for free and reduced-price lunches will be notified of their status. If a guardians' income changes during the school year, a new application must be completed and returned to the office.

Students approved for free or reduced-price lunches will have school fees (not 9-12 class fees) waived. School fees only include fees associated with the school's academic curriculum. Examples of items not considered to be a part of school fees include the following: normal school supplies- pencils, paper, etc.; fines for overdue library books, and/or lost or damaged school property including textbooks; grades 9-12 class fees and costs to participate in not-for-credit extracurricular activities.

Students who wish to bring their lunch shall eat in the cafeteria and may purchase milk or juice without buying a regular lunch. Milk or food cannot be taken out of the cafeteria. All food must be consumed in the cafeteria.

Students not eating lunch must report on time and remain in the cafeteria.

Students will not be allowed to leave the campus at lunch period or have lunch delivered to them. *Friends and recent graduates will not be allowed to visit West Carroll students for lunch.*

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 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 or Angela Hartz at 731-662-4200 - 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, audiotope, 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, 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

This institution is an equal opportunity provider.

MEDICATION

Medication shall be administered only when the student's health requires that it is to 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 prescription medication must be brought to school in the original container with appropriate pharmacy label. All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the student's name affixed to the container.

No more than one month's supply of any medication may be brought to school. Medicines will be kept locked in the office and administered by a designated staff member.

A parent or guardian must complete a medication authorization form, which can be obtained in the principal's office.

Any student caught in possession of over the counter or prescription medication will be subject to suspension or alternative school.

Health Screenings

We are using the Pace program in our PE classes and as a result, we will screen our K, 2nd and 4th grade students for **Height, Weight, Blood Pressure, Vision, Hearing and Body Mass Index**. Also, 2nd graders will be tested for color blindness. 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 with our child's name. These screenings are private and are not shared with anyone other than the nurse and Coordinated School Health.

PHONE USE

Students can request to place a phone call in the office during their break or lunch time. Phone requests should be for emergencies. These calls will be made by the secretary or principal. The secretary may make no personal calls on the behalf of a student.

Incoming calls for students - In case of an emergency, the office administrator will be responsible and authorized to advise the student.

PUBLIC DISPLAY OF AFFECTION

A student may be detained, suspended, or expelled if he/she has intimate relations with other students. Examples of intimate relations are kissing, hands on, hugging, etc.

Intimate association of students must be kept on an honorable and reasonable level at all times during the school day, at school functions, and at school-sponsored activities. Parents will be notified of any inappropriate behavior.

REGISTERED SEX OFFENDERS

No registered sex offender, whose victim was a minor, shall come on, about, or within 1,000 feet of a local school's property line. The principal may modify this policy to allow a parent who is a registered sex offender to drop off and pick up his/her child from school and to come onto campus for parent/teacher conferences. The parent, however, may come to the school for this stated business only. When coming in the building, the parent must come to the front office only. Upon request of the parent sex offender, the director of schools may waive the premises/presence restrictions of this policy to allow a parent to attend school events under exceptional situations, including, but not necessarily limited to graduation. Each registered sex offender should contact the building principal to discuss circumstances specific to his or her case.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

An Authorization for Student Pick-Up should be completed for each student in grades 7-9, and any student in grades 10-12 who does not drive himself/herself to school. If illness or other obligation makes it necessary for a student to leave school before the scheduled end of the school day, the student must be signed out by an individual listed on that form. To ensure the student's safety, he or she will not be released to a person who is not listed on that form, unless the student's legal guardian notifies the school in advance either in person or in writing. Whenever possible, parents should inform the school in writing of plans to check a student out of school early.

A new or updated Authorization for Student Pick-Up form should be completed whenever changes occur.

In the case of students who drive to school, permission to leave campus during the school day may be granted by parent or guardian via telephone in the case of illness or emergency. In such cases, the principal or his/her designee must be able to confirm that permission has been granted by a person authorized to do so.

Parents are encouraged to schedule personal appointments for their children outside of school hours whenever possible.

SAFETY: STATE AND LOCAL LAWS FOR STUDENT SAFETY

The following state and local laws were created to insure a safe learning environment for students in Tennessee Schools.

- Lockers and other storage areas, containers, and packages brought into school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or any property which is not properly in the possession of the student
- State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.
- No person shall enter onto the grounds or into the building of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents of students and other persons with lawful and valid business on the school premises.
- There will be zero tolerance for weapons, illegal drugs and battery.

SCHOOL SPONSORED ACTIVITIES

Students involved in School Sponsored Activities (SSA) are considered present. In order to qualify as "school-sponsored," the activity must be school-planned, school directed, and teacher supervised. Any student who has been assigned to Alternative School may not participate in any SSA's during the academic year.

SENIOR DAY

A senior who has indicated interest in attending a specific college or going into a specific vocational or career area and has discussed this with the guidance counselor, may visit this college and/or vocational school during a regular school day if proper procedures have been followed. Seniors must see the Guidance Counselor for the necessary forms and procedures. **Please see the guidelines that are listed in the attendance section of this handbook.**

STUDENT SALES

Selling by students of any items during school hours is STRICTLY FORBIDDEN. Edible items that are sold as class or club fund-raising projects must meet nutritional guidelines and may be allowed at break with the approval of the Principal.

SUMMER SCHOOL, EXTENDED SCHOOL, TUTORING

Extended School/Credit Recovery is offered to give any student who has failed a class an opportunity to makeup work and receive credit for the course. Students must meet pre-established criteria in order to be eligible to attend either Extended School or Credit Recovery. Both may or may not be available. Criteria may be obtained through the guidance department or through the Credit Recovery Coordinator.

SUSPECTED DRUG ABUSE POLICY (Includes Alcohol)

The principal has the overall responsibility within the school for the disposition of drug-related incidents. All referrals must be made to the principal. Regular due process and suspension procedures will be administered.

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 parent(s) or guardian(s) 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 parent(s) or guardian(s) cannot be reached, the principal will call the Sheriff's Department and follow given advice.

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

TEXTBOOKS AND SUPPLIES

The philosophy of the Board of Education is to keep to a minimum the purchase of supplementary instructional aids and supplies by the individual pupil. However, with the approval of the principal, the teacher may request the student to be responsible for purchasing instructional supplies as required

Textbooks are available without cost to pupils as a loan. Parents or guardians shall accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to their children.

TOBACCO FREE POLICY

The West Carroll Special School District Board of Education is committed to providing a healthy school environment for all students and employees. The use and possession of tobacco in any form, or tobacco paraphernalia, including but not limited to lighters, matches, pipes, etc., is prohibited on school premises and school sponsored activities. Students may not use tobacco in any form while participating in school activities, even though they may be held after school hours.

TRAFFIC REGULATIONS and STUDENT TRANSPORTATION

The privilege of driving motor vehicles on school property will be revoked or denied if a student's behavior becomes detrimental to the health, safety, or welfare of the school/community. Specific behavior which will not be allowed includes: speeding; reckless driving; parking in unauthorized locations on school property; or storage of illegal substances, drug paraphernalia, or weapons.

Maximum speed limit in the parking lot is 10 MPH. No one should drive through bus lanes during their operating time (7:15-8:00 and 2:30-3:15)

Students who drive to West Carroll Jr/Sr High must complete and return to the office a Vehicle Registration Form which includes proof of insurance as well as a valid driver's license.

Transportation arrangements must be kept current. Changes in transportation arrangements should be made by a student's parents or guardian in person or in writing. Whenever possible, each student should know his or her transportation plans for the afternoon when they arrive at school each morning. Changes in transportation arrangements should be made by telephone only in the case of an emergency. Any call for an emergency change in transportation plans should be made at least 30 minutes before school dismissal. Unless the school office is notified in the prescribed manner, each student will follow his or her normal transportation plan.

Students who are dropped off or picked up by their parents should enter and exit the building using the sidewalk of the student parking lot. In the afternoon, students waiting for their rides should stay on the sidewalk.

Student riders and drivers **must** have a Rider-Driver Form on file with the Principal before leaving class. Student drivers may not transport any student who leaves school early or rides home on a bus. This applies to students who transfer buses at WCPS at McLemoresville and WCES at Trezevant.

A student who does not possess a valid driver's license or insurance on their vehicle will not be allowed to drive a motor vehicle onto the school campus.

Students who ride or drive motor vehicles to school must leave the vehicle parked in the designated areas (within lined spaces) until the end of the school day, unless permission is obtained from the principal to use said vehicle. Especially, if the student possesses valuables, vehicles should be locked at all times.

DRIVING PERMITS / PARKING PERMITS AND LICENSES

To be eligible for a driver's permit or license, a student must be in good academic standing and regular attendance, which includes passing three full block courses in the previous semester.

All students that drive a vehicle on campus **MUST** purchase a parking permit. Students **MUST** park in their assigned parking slot.

VIDEO RECORDINGS ON SCHOOL BUSES

Students may be videotaped while being transported to and from school or extracurricular activities. The purpose of the taping is to monitor student behavior. Without permission from the parents(s) or guardian(s), personally identified information cannot be released to persons other than school personnel who are directly responsible for the students. The supervisor of transportation of Carroll County Schools and the superintendent will be able to view the tapes as a necessary part of supervision.

VIDEO SURVEILLANCE IN SCHOOL

West Carroll Jr-Sr High School is equipped with cameras both inside and outside of the school building. These cameras are used for both monitoring of student behavior and security for the building. Students should be aware of these cameras and know that they can be used to identify students who participate in behavior unbecoming of school. Student privacy will be a top priority in these matters.

VOCATIONAL SCHOOL

The Carroll County Technical Center is a continuation of West Carroll's educational process. Disciplinary action at one school will be honored at the other school.

Any vocational student who chooses to participate in a Senior Day will be counted absent for their time missed.

WITHDRAWAL FROM SCHOOL

Students who withdraw from school shall 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 will sign the withdrawal form indicating that the student has returned books and materials. This form will then be returned to the counselor for grades to be transferred.

ZERO TOLERANCE OFFENSES:

Weapons & Dangerous Instruments, Firearms, Drugs, and Battery of Teachers or Employees of the School

State law intends that any rule or policy designated as a zero tolerance policy means that violations of rules will not be tolerated and violators will receive certain, swift, and reasoned punishment. Consistent with West Carroll Special School District's compliance with both state and federal laws related to suspension and expulsions, due process and state and federal law shall apply and be extended in cases of disciplinary action related to students guilty of activities involving weapons, controlled substances, and battery of teachers or employees of the school.

Knives and other weapons are defined under T.C.A. 39-17-1301 (updated January, 2010) and T.C.A. 39-17-1309.

Firearms are defined under 18 U.S.C. 921.

Controlled Substances are defined under T.C.A. 49-6-3401, T.C.A. 39-17-403, T.C.A. 39-17-406, T.C.A. 39-17-407, T.C.A. 39-17-408, and T.C.A. 39-17-415.

Battery is defined as intentional or reckless physical contact with a person without his or her consent that causes bodily injury.

Perpetration of a Zero Tolerance offense will result in expulsion for one calendar year. Law enforcement or juvenile court authorities may be provided with details of the incident.

Any appeals of this expulsion should be filed within five (5) days after receipt of notice of suspension and should be filed by the parent of legal guardian

The Student Disciplinary Hearing Authority (SDHA), appointed by the Director of Schools, will hear all appeals. The SDHA should normally meet no later than ten days after the reported offense. In Zero Tolerance cases, the SDHA will ensure that neither due process nor state law has been violated in dispensing of the case.

The Board of Education, based upon review of the record, may grant or deny a request for a hearing to review the SDHA's decision. The action of the Board of Education will be final.

SCHOOL ADMISSIONS

Any student enrolling in a West Carroll school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of current medical examination;
 - There shall be a complete medical examination of every student entering West Carroll Schools for the first time. This applies to all students for whom there is no health record.

3. Evidence of state-required immunization.

In absence of a state issued birth certificate, parents or guardians must provide legal documentation of the following: maiden name of the student's biological mother, proof of the country, state, county, and municipality of the student's birth.

Other required documents may be requested by school officials before a student is allowed to enroll at WCJSHS.

In accordance with Tennessee Department of Education requirements, students who enter or re-enter West Carroll Schools after a period of home school instruction will be tested for grade placement.

West Carroll Special School District reserves the right to require proof of legal custody.

Students enrolling in West Carroll Schools for the first time are required to provide proof of legal residency within WCSSD boundaries. Acceptable documentation may include two of the following: a copy of mortgage payment information, a notarized copy of a rent receipt, or a copy of utility bill(s).

Those who enroll a dependent student in West Carroll Schools should be informed that any parent, guardian, or other legal custodian who enrolls an out-of-district student in a school district 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 in fraudulently enrolled (TCA 49-6-3003).

West Carroll Special School District may enroll students with a properly executed Power of Attorney for Care of a Minor Child for certain recognized hardships including: the serious illness or incarceration of a parent or legal guardian; the physical or mental condition of the parent or legal guardian or the child is such that care and supervision of the child cannot be provided; the loss or inhabitability of a child's home as a result of a natural disaster; the need for medical or mental health treatment by the parent or legal guardian (including substance abuse treatment). Any such document presented at a West Carroll School for consideration must be executed on the proper form Any such issued by the Tennessee Department of Children's Services, must be notarized by a public notary in Tennessee, and contain the signatures of both parents, regardless of custody status. WCSSD may require documentation of any hardship claims.

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. Inquiries 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.

Homebound 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, at the West Carroll Special School District – Central Office – to set up a free developmental screening.

Acknowledgement: We have read the 2018-2019 West Carroll Junior/Senior High Student Handbook and agree to comply with the guidelines contained therein.

Printed Name of Parent _____

Signature of Parent _____

Date _____

Printed Name of Student _____

Signature of Student _____

Date _____

Student's Grade _____

West Carroll Special School District
Parent Notification and Permission Assurances

Signature Page for: _____ **Grade:** _____
Please Print Student's Name Last First M.I.

Parent's Name: _____
Please Print Last First

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)** that include the following: West Carroll Student Code of Conduct, FERPA and PPRA 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. 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.			
D. This student's directory information may be shared. See page 13 in 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.			
Statement of Residency - Please check "Yes" or "No"	YES	NO	N/A
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 to this page to your 1st block teacher.*

Signature of Parent Date Signature of Student Date

