

West Carroll Primary School

Grades Pre K-2

P.O. Box 219, 8725 HWY. 105

McLemoresville, TN. 38235-0219

Phone: 731-986-8359 Fax: 731-986-4509

School Hours- 7:50 a.m.-2:50 p.m.

Mission Statement

West Carroll Primary School is committed to the task of guiding students to achieve their maximum potential of academic, physical, and social growth to become productive citizens of the 21st century.

Vision Statement

Students will work to their fullest potential as capable members of the community. Faculty will continue to generate new information for the interventions and teaching strategies.

We Believe

- Each student is capable of learning when various teaching strategies and technologies are utilized to the fullest potential.
- A diverse student population requires individualizing the physical setting, instructional methods, modern technology, assessment tools and techniques.
- Consistent, periodic assessments and progress monitoring must be an integral part in the establishment of necessary clear goals and high expectations for staff and students.
- Students can learn to make appropriate decisions given a supportive and challenging learning environment, higher order thinking opportunities, and instances to practice with guidance and appropriate role modeling.
- All stakeholders should share the responsibility for the support of the school's mission.
- Each student is a valued individual with unique physical, social, emotional, intellectual and health needs regardless of race, gender, ethnicity, sexual orientation, and ability.
- Open communication and collaboration among faculty, staff, parents, students and community empowers everyone in a successful and positive learning environment.
- Consistent attendance is essential for successful student progress.
- A safe, nurturing, and positive environment promotes learning.

West Carroll Primary School Parent Involvement

Parent Involvement Mission Statement

The principal goal of West Carroll Primary School is to innovate in ways that enhance each child's learning opportunities. Teachers and staff strive to help students nurture a love for learning and become lifelong learners. We believe that each child should have opportunities to achieve and be successful, and we understand that active participation by parents, family, and school faculty members will help promote this success.

Statement of Purpose

At West Carroll Primary School, we believe that every child should have opportunities to attain his/her full potential. To facilitate this goal, West Carroll Primary School will maximize resources to enable each child to become a successful learner. Key resources include administrators, teachers, school staff, parents, and community members working together to establish effective partnerships. School and home must cooperate to ensure students will achieve and succeed. We are committed to ongoing, two-way, meaningful communication that facilitates mutual understanding and stimulates student success. West Carroll Primary School will endeavor to create a welcoming environment that parents will want to be involved in the learning process.

In order to provide an effective home-school-community partnership, West Carroll Primary School will provide the following:

- Open House during which parents and students can meet teachers and be reassured of their rights and responsibilities to be involved in the educational process.
- A Community Pre-Kindergarten Advisory Council (CPAC) made up of pre-K teachers and parents, school and district leaders, and community representatives. The CPAC will meet at least twice a year to review the voluntary pre-k program and make recommendations regarding the operation of the program with the hope that the suggestions will help the VPK program better meet the needs of the community. Members will review the district's VPK application and enrollment guidelines and offer input to strengthen both.
- A PTO that strives to raise money for student and teacher supplies and activities throughout the year.
- Scheduled parent-teacher conferences during which the progress of the student will be discussed as well as the expectations for the grade level, curriculum, test info and any other concerns that the teacher or parent may have.
- A Home/School Compact designed by the school Leadership Team that is made up of school staff, parents, students, and community members. The

Home/School Compact outlines how the school and home will work together to help ensure students achieve and succeed.

- A flexible schedule for meetings and conferences that accommodates the needs of parents who have children in special education and speech.
- Weekly newsletters sent home from homeroom teachers to inform parents/guardians of the skills taught, class events, and grade level news.
- Progress reports sent home every 4 ½ weeks and report cards are sent home every 9 weeks.
- Monthly Family Literacy Nights during which entire families have an opportunity to read together and students may take Accelerated Reader tests.
- School events held throughout the year during which parents are invited to visit during the school day, including but not limited to classroom parties, Grandparent's Day, Holiday Reception, Field Day, Pre-K graduation, Fall Festival, and PTO Meetings.
- School website and district Facebook updated regularly by the District Communications Coordinator page that posts important information and employee contact information for the benefit of parents and community stakeholders.
- The Parent Portal that provides parents and guardians with access to grades and notes from teachers.
- Results from STAR benchmark test which are send home after each scheduled screening.
- Meetings of the Leadership Team, made up of stakeholders including parents, students, school staff, and community members, held regularly during the year to discuss and update the parent involvement plan.
- A district-wide survey distributed annually to all parents designed to collect feedback about current programs as well as suggestions of way to improve those programs.

2018-2019 Calendar West Carroll Primary School

July 26	Open House: Pre-K & 1 st Grade – 6:00 p.m. Kind. & 2 nd Grade – 7:00 p.m. Professional Development
July 25-31	Professional Development
August 1	First Day of School - (1/2 day for students)
September 3	School Holiday - Labor Day
September 13	Parent Teacher Conference – 3:30 pm – 7:00 pm
September 17	Student Holiday - Professional Development
October 5	Students Dismiss at 11:30 - Professional Development
October 8-12	School Holiday - Fall Break
November 21-23	School Holiday - Thanksgiving Break
December 17	Last Day of First Semester (1/2 day)
Dec. 18 – Jan. 1	School Holiday - Winter Break
January 2	Student Holiday – Professional Development
January 3	First Day of Second Semester
January 21	School Holiday - MLK, Jr. Day
February 12	Parent Teacher Conference 3:15 – 7:00 p.m.
February 18	School Holiday - President’s Day
March 25 – 29	School Holiday - Spring Break
April 18	Students Dismiss at 11:30 – Professional Development
April 19	School Holiday – Good Friday
May 20	Last Day of School (1/2 day) Report Cards Distributed

Progress Reports Sent Home	Report Cards Sent Home
September 7, 2018	October 19, 2018
November 16, 2018	January 4, 2019
February 12, 2019	March 15, 2019
April 26, 2019	May 20, 2019

West Carroll Primary Faculty and Staff Directory

Principal- Jacqueline C.Wester

Jackie.Wester@wcssd.org

Ext. 102

Teachers

***Teacher Planning Times**

Pre-Kindergarten

Brittany Foster

Brittany.Foster@wcssd.org

Ext. 223

Daralyn Martin

Daralyn.Martin@wcssd.org

Ext. 221

Kindergarten

***9:05 – 9:50 a.m.**

Mallory Autry

Mallory.Autry@wcssd.org

Ext. 220

Marsha Wilson

Marsha.Wilson@wcssd.org

Ext. 217

Sherry Haywood

Sherry.Haywood@wcssd.org

Ext. 219

Lindsey Holt

Lindsey.Holt@wcssd.org

Ext. 218

First Grade

***9:55 – 10:40 a.m.**

Jenifer Hames

Jennifer.Hames@wcssd.org

Ext. 214

Angie Morris

Angie.Morris@wcssd.org

Ext. 215

Elizabeth Pratt

Elizabeth.Pratt@wcssd.org

Ext. 213

Second Grade

***8:15 – 9:00 a.m.**

Suzanne Tucker

Suzanne.Tucker@wcssd.org

Ext. 202

Nikki Andrews

Nikki.Andrews@wcssd.org

Ext. 201

Rachel Baker

Rachel.Baker@wcssd.org

Ext. 203

*****If you need to speak to your child's teacher call during their planning time.**

Related Arts

Pam Bryant, Library
Pam.Bryant@wcssd.org
Ext. 104

Debra Keaton, Guidance
Debra.Keaton@wcssd.org
Ext. 106

Linda Hodgson, Physical Education
Linda.Hodgson@wcssd.org
Ext. 227

Jonathan Wheeler, Music
Jonathan.Wheeler@wcssd.org
Ext. 226

Michelle Robinson, Art
Michelle.Robinson@wcssd.org
Ext. 204

Special Services

Anne Avery, Speech
Anne.Avery@wcssd.org
Ext. 210

Brandi Tolley, Interventionist/Administration Assistant
Brandi.Tolley@wcssd.org
Ext. 222

Ariel Wells, Resource
Ariel.Fisher@wcssd.org
Ext. 208

Support Staff

Wendy Rogers, Administrative Assistant
Wendy.Rogers@wcssd.org
Ext. 101

Keri Hathcock, R.N., District Nurse
Keri.Hathcock@wcssd.org
Ext. 109

Jeanne Hooper, Computer Lab Paraprofessional
Jeanne.Hooper@wcssd.org
Ext. 206

Melissa Allen, Resource Paraprofessional
Melissa.Allen@wcssd.org
Ext. 208

Janice Vinson, Pre-K Paraprofessional
Janice.Vinson@wcssd.org
Ext. 223

Shelly Worrell, Paraprofessional
Shelly.Worrell@wcssd.org
Ext. 206

Sharlanda Emerson, Pre-K Paraprofessional
Sharlanda.Emerson@wcssd.org
Ext. 221

Adam Welch, Pre-K Paraprofessional
Adam.Welch@wcssd.org
Ext. 221, 223

Gerald Mauldin, Custodian
Jackie Poole, Custodian

Sandra Hudgins, Cafeteria Manager
Sandra.Hudgins@wcssd.org
Ext. 107

Beverly Keymon, L.P.N., District Nurse
Beverly.Keymon@wcssd.org
Ext. 109

Jackie Davis, Cafeteria
Lorrie Barrow, Cafeteria

SCHOOL HOURS 7:50 – 2:50

DAILY ROUTINE

1. Upon arriving at school in the morning, students should report directly to the cafeteria. Permission to go elsewhere must be granted by the breakfast duty teacher.
2. Students not eating or finished with breakfast will sit with their designated grade level. Students will be dismissed for homeroom at 7:40 a.m. Students may be allowed by their homeroom teacher to go to the library, restroom, or water fountain at this time.
3. All students are expected to be in homeroom when the last bell rings at 7:55 a.m.
4. If a student arrives to school after 7:50 a.m., he or she must be signed in by the parent at the secretary's desk before going to class. Arrival after 7:50 is considered being tardy to school, and consequences outlined in the WCPS check in/out policy may apply. (Refer to page 6)

ATTENDANCE

Regular attendance is an important factor in student success. Therefore, students are expected to be present and on time for school each day.

1. 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.
2. 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 Primary School:
3. * Students will be required to make up work assigned during their absence. The student will have the same number of days missed to complete the work.
4. * Work assigned prior to a student's absence is due immediately upon return to school. Students may appeal for extra time in cases that require the student to be hospitalized.
5. * 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.
6. * After three (3) days of absences per term (semester), parents will be notified by mail or telephone. (TCA 49-6-3001)
7. * 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.
8. * 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 the student out. Upon arrival the next day, the student must submit required documentation explaining absence/ check out.
5. Parents will be notified by mail/telephone after three (3) days, six (6) days, and ten (10) days of absences.

Check In Late and Check Out Early Policy

SCHOOL IS IN SESSION FROM 7:50 A.M. UNTIL 2:50 P.M. EACH DAY. Checking out before 2:50 WILL count against the student's attendance record.

Students arriving or leaving school during those hours must be signed in/out by an adult.

AT NO TIME SHOULD STUDENTS BE DROPPED OFF AT THE FRONT DOOR WITHOUT AN ADULT.

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, 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.

WCPS ATTENDANCE INCENTIVE PROGRAM

To encourage perfect attendance, students with perfect attendance for each nine weeks will be given a perfect attendance ribbon at Awards' Day. Students with perfect attendance for the entire school year will receive a medal. **Perfect attendance** is defined as not missing any time during any school day for the designated period.

Check In Late and Check Out Early Policy

SCHOOL IS IN SESSION FROM 7:50 A.M. UNTIL 2:50 P.M. EACH DAY. Checking out before 2:50 WILL count against the student's attendance record.

Students arriving or leaving school during those hours must be signed in/out by an adult.

AT NO TIME SHOULD STUDENTS BE DROPPED OFF AT THE FRONT DOOR WITHOUT AN ADULT.

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 secretary will record the tardy in STI. **Three (3) tardies will count as one absence.** A parent/guardian will be notified after the third tardy. Students who are tardy must check in the office before going to class. Tardies start over after each semester.

3 Tardies= 1 Absence

4 Tardies= After School Detention

5 Tardies= 1 Day In-School Detention

6 Tardies= 1 Absence

Additional tardies beyond 6 will have consequences determined by principal.

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

Excused/Unexcused Absences

Absences will be classified as either excused or unexcused as determined by the principal or her designee.

Excused absences may include:

9. Personal Illness
10. Illness of immediate family member
11. Death in the family
12. Family emergency
13. Religious observances
14. Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

Missed Class Work Due to Absence

In the event of an excused absence, **all missed classwork will be sent home when the student returns to school.** The student has the same number of days to make up work as the number of excused absences. **Work missed due to an unexcused absence will be recorded by the teacher as zeros.** If a student misses a test due to an excused absence, the teacher will schedule a make-up date.

Perfect Attendance

The instructional day **begins at 7:50 a.m. and ends at 2:50 p.m.; a student must be present for the entire instructional day every day to be recognized for perfect attendance.** Perfect attendance will be recognized at the end of each nine week grading period. It will not be recognized for the entire school year.

School Sponsored Activities

Students participating in school-sponsored activities, whether on or off campus, will not be counted absent. In order to qualify as “school sponsored,” the activity must be school planned, school directed, and teacher supervised. Missing class for a school sponsored activity will not affect a student’s perfect attendance status.

DISCIPLINE

Corporal Punishment

The state of Tennessee and West Carroll Special School District allow the use of corporal punishment as a means of discipline when other less stringent measures have failed to correct the situation.

If you do not wish to have corporal punishment administered, please indicate this in the appropriate block on page 32 of the *West Carroll Special School District Student and Parent Handbook*. This signature page should be returned to the school office no later than August 12.

If you DO NOT GIVE PERMISSION for school personnel to administer corporal punishment to your child, they will serve in-school or out of school suspension which will be determined by the principal. The West Carroll Special School District Parent Student Handbook includes the district **Code of Conduct**. This code provides additional information on expectations and the corrective measures employed should a student fail to meet these expectations.

PARENT - SCHOOL COMMUNICATION

Children whose parents stay in contact with their teachers do better in school. For this reason, parents should check the student's book bag on a daily basis for notes, homework, etc. Any parent who wishes to speak with a teacher or the principal regarding a concern should schedule an appointment so that the teacher does not lose valuable instructional time with the students. Generally, this is done during the teacher's planning time. Planning times are listed on page 3 of the student handbook. Transfer of phone calls to classrooms is allowed only during teacher planning times.

Procedures for Conference with a Teacher

Parents should contact the teacher and/or the building principal to resolve any academic or school concerns **before** contacting the West Carroll District Office. Aside from regularly scheduled Parent-Teacher Conferences each semester, individual conferences can be held in a timely manner during any teacher's planning time. Refer to page 3 for a list of teacher planning times.

Parent Portal

To keep informed of all upcoming school events and your child's information, please access the Parent Portal. If you have questions concerning the Parent Portal, please contact the school office.

Report Cards/Progress Reports

Report Cards will be sent home every 9 weeks, and progress reports will be sent home midway through each grading period. Please refer to the school calendar on page 2 for a list of specific dates. Please note that published dates for the distribution of report cards and progress reports are subject to change if days are added to the end of the school year to account for school closing for inclement weather. The district will publish notifications changes to the school calendar.

Grading System

100-93=A

85-92= B

84-75=C

74-70=D

below 70=F

Parent Teacher Organization

West Carroll Primary has an active Parent- Teacher Organization that meets on a monthly basis. A schedule of meetings will be posted at a later time.

Dress Code

While dress and grooming are primarily the responsibility of parents or guardians, students must comply with safety and health regulations. Attire, grooming, or personal hygiene issues must not cause disruption to the school program. The wearing of hats, caps, or heavy chains will not be allowed; such items will be confiscated and kept in the principal's office for parents to pick up at the end of the school year. Students who wear clothing that interferes with the educational process will be asked to change clothing or be required to go home.

******* THESE ITEMS SHOULD NOT BE WORN TO SCHOOL:**

1. **PLEASE WEAR TENNIS SHOES OR CLOSED TOE SHOES. DUE TO SAFETY REASONS NO FLIP FLOPS, SANDALS, OPEN TOE OR SHOES WITH HEELS.**
2. ****NO COLD SHOULDER TOPS.**
3. ****LEGGINGS/JEGGINGS AND YOGA PANTS MUST BE WORN WITH A SHIRT THAT COMES TO THE FINGER TIPS.**
4. Articles of clothing that have holes, rips, or tears.
5. Clothing that promotes or advertises drugs, alcohol, tobacco, sex, nudity, satanic or demonic cults, profanity, or violence.
6. **Short tops that expose the abdomen, spaghetti straps, halter tops, strapless tops, tank tops and tops that expose undergarments or breast and chest area.**
7. Short shorts, skirts or dresses must come to the mid-thigh or longer.
8. **All dresses or skirts must have shorts worn underneath at all times.**
9. Sagging pants that expose undergarments or buttocks.
10. The only visible body piercings allowed will be earrings.
11. No other local secondary schools should be displayed other than West Carroll colors and mascot.

* Non-compliance with the above may be grounds for disciplinary action at the principal's discretion. Parents will be contacted immediately to bring their child a change of clothing/shoes that follow the guidelines.

Parent/Visitor Dress Code

Parents and Visitors are to follow the student dress code while on school property.

Personal Property

Students should not bring more money to school than necessary. Under no circumstances should a child bring toys or electronic devices to school. Please label all personal property such as jackets, lunch boxes, art boxes, etc. with permanent ink. A lost and found area is located inside the office. Parents and students are welcome to check there for any items they have missing.

Bad Weather Dismissal

School Closings due to inclement weather are announced on the following radio stations: FM stations: 93.7, 98.3, 101, 101.5, 104.1, and 106.9. The following TV Stations will broadcast closing information as well: WKRN, Channel 2, Nashville; WREG, Channel 3, Memphis; WSMV, Channel 4, Nashville; WTVF, Channel 5, Nashville; WMC, Channel 5, Memphis; and WBBJ, Channel 7, Jackson.

In addition, Carroll County Schools have an automated notification system for school closings and emergencies. To add your phone number to the call list, visit www.carrollschools.com and go to "Request for Notification Change" under the "Links" menu.

Classroom Parties

Classroom parties will be held each year for the following holidays: *Halloween, Christmas, Valentine's Day and Easter*. Please contact your child's teacher for permission if you wish to celebrate a **student's birthday** at school.

After all parties and programs, visitors and parents must exit the building by 2:15 p.m.

According to state policy, all snacks brought to school should meet certain dietary guidelines. Fat should not exceed 35% of calories, saturated fat should not exceed 10% of calories, sugar content should not exceed 35% of the product by weight, and the sodium content of one serving should not exceed 230 mg. For more information regarding these dietary guidelines, contact the District's Child Nutrition Director.

Accelerated Reader

Reading includes not only recognizing the sound or spelling of a word, but also understanding the meaning of words and recognizing that word combinations are used to communicate ideas. The Accelerated Reader (AR) program is introduced to students in first grade as one of many strategies used to reinforce these concepts. The program allows students to choose and read a book from the library then take a short quiz on that book. The quiz is scored immediately to measure comprehension. This provides teachers an additional tool to measure reading progress as students choose their own reading materials.

Minimum Uniform Communication Expectations

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

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

Requirements for written language:

1. Use complete sentences.
2. Begin sentences with a capital letter.
3. End sentences with the correct punctuation mark.
4. Indent paragraphs.
5. Begin proper nouns and proper adjectives with a capital letter.
6. Always capitalize the word "I".
7. Do not use contractions.
8. Use homophones correctly.
 - a. *Their, There, and They're*
 - b. *Your and You're*
 - c. *To and Too*

9. Avoid the use of abbreviations. The use of acronyms may be acceptable if the acronym is used more commonly than is its antecedent (ex. NASA, FAFSA, NATO).
10. Do not use slang.

Requirements for oral language:

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

SCHOOL FEES

Debts

Student obligations must be met before final grades are released or records can be transferred to another school system. Obligations include but are not necessarily limited to: book fines, fundraising money, materials checked out to a student, and disciplinary assignments.

Payment Procedures

Please send all money to school in a SEALED ENVELOPE. Include the following on the outside of each envelope containing money:

- Child's name
- Child's teacher's name
- Date
- What money is to be used for
- Amount enclosed

When envelopes that contain money are found by others, they are usually turned in to the school office or the appropriate homeroom teacher. Including this information on the envelope helps to ensure that money is credited to the correct student and account even if the student misplaces the envelope.

Cafeteria money should be sent in separate envelopes from other fees and dues. Lunch money is sent directly to the cafeteria and is not counted or recorded by the homeroom teacher or school office. Lunch money for more than one child may be sent in one envelope as long as each student's name and the amount that should be applied to each account are indicated on the outside.

Textbook/Library Book Fees

The district handbook outlines textbook loans and acceptable use. Students may check books out of the library as a loan. The cost of lost or damaged books must be paid in full before the student can continue to check out books from the library. Report cards will not be sent home and records will not be transferred to another system if the student has unpaid textbook or library book fees.

Student Sales

The selling or trading of any item by students during school hours is strictly forbidden unless prior approval has been granted by the principal.

STUDENT SAFETY

Keeping students safe is the greatest priority at West Carroll Primary School. The following procedures help to ensure student safety, and parents and visitors should observe these procedures to promote safe operation of the school.

Bullying

Bullying is defined as the **repeated, purposeful and unwanted** physical or verbal harassment/abuse towards another student or students.

*****This does not mean a ONE TIME incident such as name calling, fighting, teasing, etc.**

Facebook/Social Media

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

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

Due to privacy and child custody issues we ask that you **DO NOT** post pictures of other WCP students on social media.

Student Information

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

Circle Drive and Parking Lot Restrictions

The circle driveway in front of the building **is for bus use only. Other modes of transportation should not enter this drive between 7:00 and 8:15 a.m., or 2:15 and 3:30 p.m.**

Parents/Visitors in the Building

For safety reasons: All outside doors to the building remain locked at all times. Parents and visitors are required to enter the building through the main entrance.

The main entrance is secured with an automatic door locking system. To gain entrance, you must ring the bell, identify yourself and state your business before you will be given access to the building.

Parents/Visitors are required to sign in at the office and wear a visitor's identification badge at all times. Unidentified parents/visitors in the building will be asked to return to the office for proper identification.

Pre-K Parents

Pre-K parents will park in the rear parking located at the back of the main building. Students are to be dropped off and picked up at the north end entrance of the main building.

Release of Students

An authorization for Student Pick Up/Release should be completed for each student. This authorization will be kept on file in the office. **In order to ensure the safest conditions possible, at no time will a student be released to a person who is not listed on that form unless the student's parent or legal guardian notifies the school in advance, either in person or in writing. A new Authorization for Student Pick Up/ Release Form should be completed whenever changes occur.**

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

Security Cameras

Security cameras have been installed in all West Carroll Schools. This will provide safety measures for all teachers, students and staff members. Visitors to any West Carroll should be aware that security video recording may take place at any time.

Disaster Plan

All West Carroll schools have in place plans and procedures that address emergencies such as earthquakes, fires, tornadoes, intruder and other emergency situations that may arise. Students, faculty, staff, and administrators practice emergency procedures regularly. If an actual emergency situation should develop, parents should resist the temptation to place phone calls to the school in the moments immediately following an emergency. The overloading of phone circuits during these incidents can interfere with administrators' ability to place emergency outgoing calls. School personnel have been trained to care for students during an emergency, and arrangements will be made to return students to the care of parents, guardians, and other care-takers as soon as it determined safe to do so.

CAFETERIA

Breakfast

Breakfast will be served from 7:15 until 7:45 a.m.

Lunch

Lunch periods are as follows:

<i>Pre K, Martin:</i>	11:15 – 11:45	<i>First Grade:</i>	11:35 – 12:05
<i>Pre K, Foster:</i>	11:50 – 12:20	<i>Second Grade:</i>	12:15 – 12:45
<i>Kindergarten:</i>	11:50 – 11:30		

Meal Costs

	<u>Breakfast</u>	<u>Lunch</u>
<i>Paid Students</i>	\$1.00	\$2.15
<i>Reduced Students</i>	\$.30	\$.40

WCP Cafeteria Charge Policy

All meals are to be paid for in advance. Students, faculty and staff may not charge more than \$10.00. **No charges are allowed during the last two weeks of school.** Visitors are not allowed to charge meals in the cafeteria. Charge slips will be sent home with students, faculty and staff each week.

Free and Reduced-Price Breakfast and Lunch

Please refer to the School Food Services Parent/Teacher Guide

Soft Drinks

West Carroll Primary School promotes the practice of good nutritional habits. Federal nutritional guidelines prevent the school from making soft drinks available for student purchase. For these reasons, students should not bring these items to school for snack or 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 .

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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

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STUDENT HEALTH

Lisa Kapeller, RN, Beverly Keymon, LPN, and Keri Hathcock, R.N. serve West Carroll Primary School as well as the other schools in the district on a rotating schedule. They are also available to respond in case of any medical necessity. Nurses' regular schedules will be posted monthly.

Prescription and Over the Counter Medication

When it becomes necessary for a student to take prescription or over the counter medication at school, parents must bring the medication to school and complete the proper forms giving permission for school personnel to assist that child with the administration of the medication. Long term prescription medication must be accompanied by a doctor's order. School personnel cannot administer over-the-counter medication that is not age appropriate for the student. **At no time should medication be transported to school by the student on a school bus.**

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.

Pediculosis Control (Head Lice)

Please refer to the *West Carroll Special School District Student and Parent Handbook*.

CARROLL COUNTY BUS TRANSPORTATION

For information regarding the estimated time a student will be picked up or dropped off by a school bus, contact the Carroll County Schools Transportation Department at 986-3093. The transportation department can also provide information on how parents can contact individual bus drivers.

Bus #	Driver		Bus #	Driver
6	Yvonne Ray		41	Kathy Butler
8	Pricilla Belew		51	Kathy Wortham
12	Joey Gowan		32	Barbara Coleman
13	Jeannie Brasher		60	Christy Spain
15	Tina Smith		61	Gerald Mauldin
37	Leon Lyles		64	Tina Kelly
24	Dennis Jereb (handicap)			
29	Sherry Bennett			

Carroll County School Bus Regulations for Primary Students

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

Any offense such as carrying a weapon or other offense deemed by the principal as serious endangerment will result in suspension from the bus transportation for the remainder of the year.

ZERO Tolerance policies will be in effect.

- A) Possession of tobacco products, smoking, possession of matches or lighters, or other offense deemed by the principal as endangerment, destruction of property, throwing objects or fighting.
1. **First Offense:** Payment of property damages and three (3) days suspension from bus transportation.
 2. **Second Offense:** Payment of property damages and five (5) days suspension from bus transportation.
 3. **Third Offense:** Payment of property damages and ten (10) days suspension from bus transportation.
 4. **Fourth Offense:** Payment of property damages and suspension from bus transportation for the remainder of the school year.
 5. **Fifth Offense:** Students may not continue bus transportation upon the fifth violation of any sort.

- B) Horseplay, not being seated, profanity, eating and drinking
1. **First Offense:** Warning from the driver or principal.
 2. **Second Offense:** One (1) days suspension from bus transportation
 3. **Third Offense:** Three (3) days suspension from bus transportation
 4. **Fourth Offense:** Five (5) or ten (10) days suspension from bus transportation, depending on the infraction
 5. **Fifth Offense:** Ten (10) days or complete suspension from bus transportation, depending on the infraction. Parents/guardians must contact the bus shop (986-3093) and meet before the student can return to the bus.
 6. **Sixth Offense:** _suspended for remainder of the school year.
- C) Large items (18 inches), balloons and glass containers are prohibited on busses.

After a ten (10) day suspension, or fifth offense, the student and his/her parents must meet with the bus department representative and the principal before the student begins to ride the school bus again.

Video Recordings on Student Transportation Vehicles

Students may be vide taped while being transported to and from school or extracurricular activities. The purpose of the taping is to monitor student behavior. Due to privacy laws, parents cannot view bus video recordings. Without permission from the parent(s), personally identifiable information cannot be released to persons other than school personnel who are directly responsible for the students. Video recordings held for review of student behavior will be maintained and in their original form pending resolution. The supervisor of transportation of Carroll County Schools and the Superintendent are permitted to view the tapes as a necessary part of supervision. Parents may file a complaint in the FERPA office if Carroll County Schools fails to comply.

Student Change of Destination

Transportation arrangements must be kept current.

1. Changes in transportation arrangements must be made by a student's parent or guardian or **in writing.**
2. Each student should know his or her transportation plans for the afternoon when he or she arrives at school each morning.
3. **Changes in transportation arrangements should be made by telephone only in the case of an ACTUAL emergency.**
4. If a change must be made over the phone, when possible it should be called in no later than **1:00 p.m.**

**** Unless the school office is notified in the prescribed manner, the student will follow his or her normal transportation plan.**

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 school personnel.

➤ **Tennessee State Law Concerning Change in Student Destination**

Effective 7/1/2007, state law PL 49-6-2118 forbids school bus drivers from allowing students to exit a bus at an unaccustomed stop without written permission from a parent/guardian and acknowledgement by a school official. Included on the permission slip must be the 911 address of the designated stop. Without this address, the student will not be allowed to exit the school bus.

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)** 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.			X
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.			
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.

Signature of Parent

Date

Signature of Student

Date

Detach this page and return it to school.

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