

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

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

### **2016-2017 School Calendar**

August 4	Students' First Day of School (1/2 day)
August 9	Open House (6-7PM)
September 5	Labor Day Holiday
September 9	Mid 9-Weeks Progress Reports Distributed
September 19	Staff Development, Student Holiday
October 10-19	Fall Break
October 20	Parent-Teacher Conference (3:15-7:00 PM), Report Cards Distributed
November 18	Mid 9-Weeks Progress Reports Distribute
November 23, 24, 25	Thanksgiving Break
December 20	End First Semester (1/2 Day)
December 21 – January 2	Winter Break
January 3	Administrative Day – Student Holiday
January 4	Begin Second Semester
January 6	Report Cards Distributed
January 16	Martin Luther King Holiday
February 7	Parent-Teacher Conference (3:15-7:00 PM), Mid 9-Weeks Progress Reports Distributed
February 17	Students Dismiss at 11:30 AM – Staff Development
February 20	Presidents' Day Holiday
March 17	Report Cards Distributed
March 27-31	Spring Break
April 13	Students Dismiss at 11:30 AM – Staff Development
April 14	Holiday
April 21	Mid 9-Weeks Progress Reports Distributed
May 19	End Second Semester, Last School Day (1/2 Day), Report Cards

### **Report Cards**

First Grading Period	August 4 - October 6
Second Grading Period	October 7 – December 20
Third Grading Period	January 4 – March 9
Fourth Grading Period	March 10 – May 19

## DAILY ROUTINE

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

1. Students not eating or finished with breakfast will be dismissed at 7:30 a.m. to go to the PE building or library. Students will be dismissed to their first class at 7:40 a.m. Students who need to visit their locker, a restroom, or the water fountain should do so at this time.
2. The library will close at 7:45 a.m. and reopen at 8:05 a.m.
3. All students are expected to be in their first class by 7:55 a.m.
4. If a student arrives to school after 7:50 a.m., the student must go to the secretary's office and sign in before going to class. This is considered being tardy to school and the student will receive consequences according to the WCES discipline policy. (See Tardiness in Student Discipline section.)

## ATTENDANCE

Attendance is a key factor in student achievement. Therefore, students are expected to be present each day school is in session. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Family emergency;
5. Religious observances; or
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised.

After a student has been absent all day or a partial day, he/she has **3 days** to bring an excuse note from home or doctor. After 3 days the absence will be unexcused. All missed class work or tests (excused only) may be made up upon returning to school. The student has the same number of days to make up the work as number of days missed.

**After a student has missed a total of 6 days per semester, excused or unexcused, additional absences will not be excused without a doctor's statement.** Work missed during these unexcused absences cannot be made up. As a courtesy, building principals routinely notify parents by letter when a student reaches the sixth absence in a semester; this is meant to alert parents that a note from a doctor will be required if additional absences are to be excused.

**As required by state law, the parent will receive a letter of truancy after 5, 10, 15, etc. unexcused absences.**

During the administration of state mandated TN Ready Achievement tests, student absences will be excused only with a doctor's note.

Homebound instruction services may be offered to students with a serious injury or illness that prevents school attendance for at least five consecutive days. Homebound instruction must be recommended by

the student's physician and approved by the building principal. In order to qualify for homebound instruction services, a parent or guardian must complete and return to the principal's office the *Request for Homebound Services* form, and the student's physician must complete and return to the principal's office the *Physician's Certification Statement*. Both forms are available in the school office.

Students who have not reached 18 years of age are covered by the Tennessee Compulsory Attendance Law (TCA 49-6-3009). Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

### WCES ATTENDANCE INCENTIVE PROGRAM

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

### WCES TARDY POLICY

Our school hours are from 7:50AM until 2:50PM. If your child arrives to school, which means in the building, after 7:50AM, he/she must sign in and is considered tardy unless he/she has an excuse note. The consequences for tardiness to school are; per semester 1<sup>st</sup> and 2<sup>nd</sup> offense are a verbal warning, then the 3<sup>rd</sup> offense is after-school detention and 4<sup>th</sup> and 5<sup>th</sup> offense are a verbal warning and the 6<sup>th</sup> offense is Saturday detention. Then the cycle starts over.

### RELEASE DURING SCHOOL HOURS

Parents/Guardians are urged to schedule personal appointments for their children outside of school hours. When a student is picked up before 2:50 p.m., he/she must be signed out by the parent/guardian in the secretary's office. **The school must receive prior notice from a parent/guardian if a student is to be picked up by someone else.**

### WITHDRAWAL FROM SCHOOL

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

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

### GRADING SCALE

A = 93-100

B = 85-92

C = 75 – 84

D = 70-74

F = Below 70

1. Incomplete - Work that is incomplete for the nine weeks. If the work is not completed prior to the end of the next grading period, the (I) becomes F.
2. Academic Progress Reports and Report Cards will be given out on dates indicated on the West Carroll Elementary School calendar included in this handbook. Parents are encouraged to mark these dates on their calendars. Grade reports do not have to be signed or returned to school unless required by the teacher.

3. If the parent would like to discuss the student's progress with the teacher, counselor, or principal, the parent should call to request a conference during the teacher's planning time or at the earliest convenience of the counselor or principal. This request should be made at least one day in advance.

### **RETENTION**

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

### **HONOR ROLL**

“AB” Honor Roll will be recognized over the intercom after each 9-weeks, and students will receive a ribbon. Honor Roll lists will be submitted to the local newspapers for publication. A student who receives a “U” in conduct will not be eligible for the Honor Roll for that nine weeks grading period.

### **JUNIOR BETA CLUB**

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

To qualify for membership in the WCES Chapter of The Junior Beta Club, a student must be a fifth or sixth grader, must have a grade point average of 93 based on final averages of the two previous grades plus the first 9-weeks average of the current grade, must be performing at or above grade level, must receive at least three teacher recommendations, must have shown good character and citizenship as is recorded in the WCES discipline log, and must be approved by the head of the school.

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

### **WCES ACCELERATED READER PROGRAM**

West Carroll Elementary School students participate in the Accelerated Reader Program. Each student is allowed to visit the library at regular intervals to select books of particular interest to him or her. The librarian guides the student to book selections that are appropriate for his or her reading level. The student reads the book and then takes an Accelerated Reader test on that book. The student earns a number of A/R points based upon the outcome of that test. Reading teachers convert point totals to a numeric grade that is used as 15% of the student's reading grade. Awards are given at end of the school year. As students reach point level benchmarks, they are recognized over the school intercom during morning announcements.

## CAFETERIA AND LUNCH PERIOD

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

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

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

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

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

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

## DAMAGE TO PROPERTY

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

## STUDENT SALES

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

## STUDENT USE OF SCHOOL PHONES

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

## TEXTBOOKS AND SUPPLIES

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

## PERSONAL PROPERTY

The school is not responsible for personal property brought to school. The student should not bring to school any more money than is needed for that day. **Anything brought to school that interferes with the educational process, such as, CD and/or MP3 players, hand held games, trading cards, etc.,**

**will be confiscated and kept in the principal's office until picked up by a parent/guardian.** (See Electronic and Communication Devices in discipline section.)

**Cell phones may be brought to school but must remain in the off mode unless used with teacher permission for instructional purposes, only.**

## **SCHOOL LOCKERS**

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

## **BAD WEATHER DISMISSAL**

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

## **DEBTS**

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

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

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

## **CLASS INTERRUPTIONS**

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

## **VISITORS**

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

illegal act. Law enforcement officials will be contacted if the situation warrants such measures. Students may not bring non-student siblings to school. Requests to bring out-of-town visitors to school must be submitted to the principal.

## **HALL BEHAVIOR**

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

## **EXTRA-CURRICULAR ACTIVITIES**

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

## **DRESS AND GROOMING**

While dress and grooming include a degree of individual choice, students must comply with safety and health regulations. Therefore, attire, grooming, or personal hygiene issues must not cause disruption to the school program. It should also be recognized that appropriate footwear must be worn at all times. Shoes with wheels in the soles are strictly forbidden. The wearing of hats, caps, or heavy chains will not be allowed; such items will be confiscated and kept in the principal's office. Students who wear clothing that interferes with the educational process will be asked to change clothing or required to go home. These items include but may not be limited to articles of clothing that have holes, rips, or tears; clothing that promotes or advertises drugs, alcohol, tobacco, sex, nudity, satanic or demonic cults, profanity, or violence; short tops that expose the abdomen; short shorts; short skirts or dresses; shirts with no sleeves; shirts or tops that expose the breast or chest area; and sagging pants that expose undergarments or buttocks. Shirts, blouses or any other types of tops worn with leggings, jeggings, and yoga pants must be approaching the knee and by approaching the new they can be no shorter than three inches above the knee. No other local secondary schools should be displayed other than West Carroll colors and mascot. The only visible body piercings allowed will be earrings. Non-compliance with the above may be grounds for disciplinary action. (See General Misbehavior in discipline section.)

## **MEDICATION**

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

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

medications.

See the *West Carroll Special School District Student-Parent Handbook* for the complete policy on students' medications during the school day.

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

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

## **HOMEWORK POLICY**

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

Teachers will collaborate at each grade level to assign an **appropriate** amount of homework. Graded homework will be returned to students as soon as possible.

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

Please contact the teacher and or the school for any questions or concerns about homework.

## **STUDENT DISCIPLINE**

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

rather than punitive in nature.

Students with an excessive number of discipline referrals will not be allowed to participate in field trips, fun days, etc. A student who has accumulated 2 or more after school detentions, 2 or more paddling's, 1 ISS or OSS will not be allowed to participate in these activities. The final decision is the principal's. Measures employed by school officials for disciplinary reasons include, but are not limited to, the following:

- Conferences (student/teacher) concerning the offense
- Referral to guidance counselor and/or principal
- Parental contact including conferences
- Behavior Modification Assignment (BMA)
- Corporal punishment (CP)
- After- school detention (ASD) – **Parents will be notified.**
- In-school suspension (ISS)
- Out-of-school Suspension (OSS) - **Parents will be notified.**
- Expulsion - **Parents will be notified.**
- Remand to an alternative educational setting - **Parents will be notified.**

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

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

### Discipline Ladder

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I. Attendance, Attendance Related

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A. Truancy

- See Attendance Section

B. Tardy for School or Class

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|---|---|
| • 1 <sup>st</sup> Offense: Verbal Warning | • 4 <sup>th</sup> Offense: Verbal Warning |
| • 2 <sup>nd</sup> Offense: Verbal Warning | • 5 <sup>th</sup> Offense: Verbal Warning |
| • 3 <sup>rd</sup> Offense: ASD            | • 6 <sup>th</sup> Offense: ASD            |

C. Leaving School Premises without Permission

- |                                      |  |
|--------------------------------------|--|
| • 1 <sup>st</sup> Offense: CP or ASD | • 4 <sup>th</sup> Offense: 1 Day OSS                                 |
| • 2 <sup>nd</sup> Offense: ASD       | • 5 <sup>th</sup> Offense: Remand to Alternative Educational Setting |
| • 3 <sup>rd</sup> Offense: ISS       |  |

D. Cutting or Leaving Class

- |   |                                |
|---|--------------------------------|
| • 1 <sup>st</sup> Offense: BMA                      | • 3 <sup>rd</sup> Offense: ASD |
| • 2 <sup>nd</sup> Offense: CP or ASD (Zero on Work) | • 4 <sup>th</sup> Offense: ISS |

E. Trespassing on School Property while Suspended or Expelled

- Contact Legal Authorities

**II. Immoral/Disreputable Conduct**

- A. Profanity/Vulgarity
  - 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: CP or ASD
  - 3<sup>rd</sup> Offense: ASD
  - 4<sup>th</sup> Offense: ISS
  - 5<sup>th</sup> Offense: 1 Day OSS
- B. Sexual Harassment; Verbal, Written, or Physical Action; Gestures of a Sexual Nature
  - 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: ASD
  - 3<sup>rd</sup> Offense: ISS
  - 4<sup>th</sup> Offense: 1 Day OSS
- C. Lewd Behavior; Indecent Exposure
  - 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: ASD
  - 3<sup>rd</sup> Offense: ISS
  - 4<sup>th</sup> Offense: 1 Day OSS
- D. Public Display of Affection
  - 1<sup>st</sup> Offense: BMA
  - 2<sup>nd</sup> Offense: CP or ASD
  - 3<sup>rd</sup> Offense: ASD
  - 4<sup>th</sup> Offense: ISS
  - 5<sup>th</sup> Offense: 1 Day OSS
- E. Possession of Pornography or Pornographic Material
  - 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: ISS
  - 3<sup>rd</sup> Offense: 1 Day OSS
- F. Misuse of Computer
  - 1<sup>st</sup> Offense: Verbal Warning and Loss of Privileges for 1 week
  - 2<sup>nd</sup> Offense: CP or ASD and Loss of Privileges for 2 weeks
  - 3<sup>rd</sup> Offense: ASD and Loss of Privileges for 3 weeks
  - 4<sup>th</sup> Offense: ISS and Loss of Computer Privileges
  - 5<sup>th</sup> Offense: 1 Day OSS
- G. Lying; Cheating
  - 1<sup>st</sup> Offense: BMA
  - 2<sup>nd</sup> Offense: CP or ASD
  - 3<sup>rd</sup> Offense: ISS
  - 4<sup>th</sup> Offense: 1 Day OSS

**III. Violence; Threatened Violence**

- A. Battery; Sexual Battery
  - Contact Legal Authorities
- B. Assault
  - Contact Legal Authorities
- C. Robbery
  - 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: 1 Day OSS
  - 3<sup>rd</sup> Offense: Contact Legal Authorities
- D. Threat or Intimidation (Physical or Verbal)
  - 1<sup>st</sup> Offense: ISS
  - 2<sup>nd</sup> Offense: ISS (2 Days)
  - 3<sup>rd</sup> Offense: 1 Day OSS
  - 4<sup>th</sup> Offense: 2 Days OSS
  - 5<sup>th</sup> Offense: 3 Days OSS
  - 6<sup>th</sup> Offense: Contact Legal Authorities
- E. Homicide
  - Contact Legal Authorities
- F. Kidnapping
  - Contact Legal Authorities

G. Gang/Hate Related Violence or Intimidation

- 1<sup>st</sup> Offense: 1 Day OSS
- 2<sup>nd</sup> Offense: 3 Days OSS
- 3<sup>rd</sup> Offense: 5 Days OSS
- 4<sup>th</sup> Offense: Contact Legal Authorities

IV. Fighting Among Students

A. Fighting

- 1<sup>st</sup> Offense: ISS
- 2<sup>nd</sup> Offense: ISS – 2 Days
- 3<sup>rd</sup> Offense: 1 Day OSS
- 4<sup>th</sup> Offense: 2 Days OSS
- 5<sup>th</sup> Offense: 3 Days OSS
- 6<sup>th</sup> Offense: Contact Legal Authorities

B. Inciting Other Students to Create a Disturbance

- 1<sup>st</sup> Offense: BMA
- 2<sup>nd</sup> Offense: CP or ASD
- 3<sup>rd</sup> Offense: ISS
- 4<sup>th</sup> Offense: 1 Day OSS

C. Disorderly Conduct

- 1<sup>st</sup> Offense: BMA
- 2<sup>nd</sup> Offense: CP or ASD
- 3<sup>rd</sup> Offense: ISS
- 4<sup>th</sup> Offense: 1 Day OSS

D. Gang or Hate Related Fights

- 1<sup>st</sup> Offense: 1 Day OSS
- 2<sup>nd</sup> Offense: 2 Days OSS
- 3<sup>rd</sup> Offense: 3 Days OSS
- 4<sup>th</sup> Offense: Contact Legal Authorities

V. Bullying

**Bullying is defined as intentional unwelcomed or unwanted continuous, on-going, and persistent actions that are directed at an individual or group of individuals with the intention of causing physical hurt or psychological distress to that/those individuals' person or property.**

**Harassment or bullying behaviors will not be tolerated at WCES. Students who feel they have been bullied or harassed should contact a school official.**

Bullying or Harassment

- 1<sup>st</sup> Offense: Conference with Counselor and Phone Call to Parents
- 2<sup>nd</sup> Offense: CP or ASD
- 3<sup>rd</sup> Offense: ISS
- 4<sup>th</sup> Offense: 1 Day OSS

VI. Willful Damage of Property (Personal and Public)

A. Damaging School Property

- CP or ASD and Pay for Repair or Replacement of Damaged Property

B. Bomb Threat

- Contact Legal Authorities

C. Arson

- Contact Legal Authorities

D. Tampering with or Setting off a Fire Alarm

- Contact Legal Authorities

E. Vandalism

- Contact Legal Authorities

VII. Possession and/or Use of Alcoholic Beverages

- See “Use of Alcohol” Section

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

- See “Use of Drugs” Section

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

- A. Petty Theft
- 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: ISS
  - 3<sup>rd</sup> Offense: 1 Day OSS  
Contact Legal Authorities
- B. Possession of Stolen Property
- 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: ISS
  - 3<sup>rd</sup> Offense: 1 Day OSS  
Contact Legal Authorities
- C. Extortion
- 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: ISS
  - 3<sup>rd</sup> Offense: 1 Day OSS  
Contact Legal Authorities
- D. Possession of Stolen Property
- 1<sup>st</sup> Offense: CP or ASD
  - 2<sup>nd</sup> Offense: ISS
  - 3<sup>rd</sup> Offense: 1 Day OSS
  - 4<sup>th</sup> Offense: Contact Legal Authorities
- E. Breaking and Entering; Burglary
- Contact Legal Authorities
- F. Larceny/Theft
- Contact Legal Authorities
- G. Motor Vehicle Theft
- Contact Legal Authorities

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

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

- A. Possession or Use of Tobacco, Tobacco Products, or Smoking Paraphernalia
- 1<sup>st</sup> Offense: 1 Day OSS
  - 2<sup>nd</sup> Offense: 2 Days OSS
  - 3<sup>rd</sup> Offense: 3 Days OSS
- B. Distribution or Sale of Tobacco, Tobacco Products, or Smoking Paraphernalia
- 1<sup>st</sup> Offense: 1 Day OSS
  - 2<sup>nd</sup> Offense: 2 Days OSS
  - 3<sup>rd</sup> Offense: 3 Days OSS

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

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

- See Weapons and Dangerous Instruments

### XII. Possession and/or Use of Other Dangerous Weapons (On School Grounds, Transportation, or During School Activities)

- A. Possession and/or Use of Instrument or Object to Inflict Harm or Intimidate  
i.e. knife, chain, pipe, razor, electrical weapons/devices, pepper gas, etc.
- 1<sup>st</sup> Offense: 1 Day OSS
  - 2<sup>nd</sup> Offense: 2 Days OSS
  - 3<sup>rd</sup> Offense: 3 Days OSS
  - 4<sup>th</sup> Offense: Contact Legal Authorities
- B. Possession and/or Use of Fireworks or Incendiary Devices
- 1<sup>st</sup> Offense: 1 Day OSS
  - 2<sup>nd</sup> Offense: 2 Days OSS
  - 3<sup>rd</sup> Offense: 3 Days OSS
  - 4<sup>th</sup> Offense: Contact Legal Authorities

**XIII. Electronic and Personal Communication Devices**

- 1<sup>st</sup> Offense: ASD, and Device is Confiscated until Parent Pick Up
- 2<sup>nd</sup> Offense: Device is Confiscated; Parent may Pick up after Three (3) Weeks
- 3<sup>rd</sup> Offense: Device in Confiscated and Held for the Remainder of the School Year

**XIV. Immunizations**

- Comply with State and Federal Law and Local Board Policy

**XV. General Misbehavior**

- |   |                                      |
|---|--------------------------------------|
| • 1 <sup>st</sup> Offense: Verbal Warning<br>One per Teacher per Year | • 4 <sup>th</sup> Offense: ASD       |
| • 2 <sup>nd</sup> Offense: BMA  | • 5 <sup>th</sup> Offense: ISS       |
| • 3 <sup>rd</sup> Offense: CP or ASD                                  | • 6 <sup>th</sup> Offense: 1 Day OSS |

**XVI. Disrespectful to School Personnel**

- |   |                                       |
|---|---------------------------------------|
| • 1 <sup>st</sup> Offense: CP or ASD    | • 4 <sup>th</sup> Offense: 1 Day OSS  |
| • 2 <sup>nd</sup> Offense: ISS          | • 5 <sup>th</sup> Offense: 2 Days OSS |
| • 3 <sup>rd</sup> Offense: ISS (2 Days) | • 6 <sup>th</sup> Offense: 3 Days OSS |

**XVII. Failure to Serve Detention or Complete a Behavior Modification Plan**

- |                                      |                                |
|--------------------------------------|--------------------------------|
| • 1 <sup>st</sup> Offense: CP or ASD | • 3 <sup>rd</sup> Offense: OSS |
| • 2 <sup>nd</sup> Offense: ISS       |                                |

**XVIII. Battery Against Teacher of Staff**

- See Battery on School Personnel

**WCES GOOD BEHAVIOR INCENTIVE PROGRAM**

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

**POLICY ON STUDENT VIDEO RECORDINGS**

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

**TOBACCO FREE POLICY**

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

## **USE OF DRUGS**

The Board of Education recognizes that the use, possession, dispensing and/or sale of controlled substances at school or at school-related activities are beyond the usual misbehavior encountered by school authorities. In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### **SUSPECTED DRUG ABUSE POLICY**

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

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

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

## **USE OF ALCOHOL**

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

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

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event at any time. Dangerous weapons for the purpose of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, Bowie knife, hawk knife, pocket knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles or any facsimile of any dangerous weapon." In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

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

## **BATTERY ON SCHOOL PERSONNEL**

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