



West Carroll Junior-Senior High School

Student Handbook, 2016-2017

ACCIDENTS/INJURIES

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

ALCOHOL: USE, POSSESSION, CONSUMPTION, OR IMPAIRMENT

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

1st offense

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

2nd offense

1. Suspension until the Board of Education meets in regular or special session. (If the board has not met after ten (10) school days, the student may return to school pending final deposition of the case by the Board of Education.)
2. The student shall be required to appear with parent(s) or guardian(s) before the Board of Education for disposition of the case. The final action by the Board of Education shall determine the future status of the student. The action may include, but shall not be limited to:
 - A. Re-admission in good standing.
 - B. Re-admission to school with one calendar-year probation.
Probation status includes a suspension from all extra-curricular activities sponsored by the school including but not limited to: athletics, club participation, band or chorus contests, graduation ceremonies, etc.
 - C. Expulsion for the remainder of the school year
3. Required attendance in a substance education program
4. Any other condition the Board of Education deems appropriate

3rd offense

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

ANNOUNCEMENTS

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

ATHLETIC POLICIES

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

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

All student athletes and their parents will read and sign an Athletic Code of Ethics Contract. In order to participate, student athletes must adhere to the guidelines within the student athlete handbook.

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

ATTENDANCE AND TRUANCY

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Students who have not reached 18 years of age are covered by the Tennessee Compulsory Attendance Law and must attend school. Regardless of a student's age, students may not leave school without permission from their parent or legal guardian.

Any absence over six (6) 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 and/or the system attendance supervisor/attendance committee. Only approved appeals will receive academic credit for the semester.

It is the parent's responsibility to call the West Carroll Jr-Sr High School Office (731) 662-7116 when their child is absent. If the parent does not call the school by 8:30 AM, school officials **will attempt** to call the parent at home or work.

Make up time for the Carroll County Technical Center (vocational school) will be made up at their facility in Huntingdon and not at West Carroll.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences will include:

- Personal Illness
- Extreme Weather Conditions
- Illness or Death of Immediate Family Member
- Religious observances or 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. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations.

All missed class work or tests (excused only) may be made up if the students make the request immediately upon returning to school and if class time is not taken from other students. The student will have the same number of days to make up the work as the number of days missed.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall, or activity during the school day for which the student is scheduled.

Truancy notices will be issued when a student reaches five (5) unexcused absences. After six 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 renders a student ineligible for promotion to the next grade and/or to receive credit toward graduation, and to retain a driver's permit or license, or to obtain such if of age.

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

Any absence over six (6) during a semester, must have a doctor's statement to be excused and must be appealed to the building level principal or to the system attendance supervisor/attendance committee. Only approved appeals will receive credit for the semester. Students cannot miss more than 3 days in quarter classes (1/2 Semester Classes).

Any administrative decision regarding attendance may be appealed 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.

Tardies – If a student arrives at school after the 7:50 bell, he or she should sign in at the office to get a tardy slip for the class they are entering. If a student misses more than 30 minutes of a class, the student will be counted absent for that period of instruction. All other tardies during the school day will be posted by the classroom teacher and do not require a tardy slip from the office. A tardy slip will only be issued to a student who arrives at school late.

The 3rd tardy to class will result in break detention or the next appropriate punishment. Tardies are defined as any time in which a student is late for class.

Admit Slips – Students who are absent for any reason should bring a note from home or from the doctor's office within two school days to verify the reason for their absence. Students who do not bring a note will be issued an unexcused admit slip. All students must have an admit slip to return to class after an absence from school.

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

BUS REGULATIONS

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

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

- A. Any offense such as carrying a weapon or other offenses deemed a serious endangerment or serious sexual misconduct (serious as determined by the Principal) will result in suspension from bus transportation for the remainder of the year. Zero Tolerance policies will be in effect.
- B. Possession of tobacco products, smoking, possession of matches or lighters, sexual misconduct or other offenses deemed an endangerment (by the Principal), destruction of property, fighting, throwing objects, (As determined by the principal).

1st Offense Payment of property damages and five (5) days suspension from bus transportation.

- 2nd Offense Payment of property damages and ten (10) days suspension from bus transportation
- 3rd Offense Payment of Property Damages and suspension from bus transportation for the remainder of the school year

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

- 1st offense Warning from driver and principal
- 2nd offense Three (3) days suspension from the bus
- 3rd offense Ten (10) days suspension from the bus
- 4th offense Suspension from the bus for the remainder of the school year

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

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

State statute requires that students who are getting off the bus at an unaccustomed stop should have a parent/guardian fill out the Change in Destination Slip and give to a school principal. No student will be allowed to exit a school bus at a stop other than his or her regular stop unless the bus driver is presented a **Change of Destination** form issued by the school. Any student wishing to ride a bus other than his or her designated bus must have written parental permission and the approval of the principal or his or her designee.

CLASSIFICATION OF STUDENTS

10th Grade
Minimum 7 Credits

11th Grade
Minimum 14 Credits

12th Grade
Minimum 21 Credits

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

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

DAILY ROUTINE

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

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

the regular school day. Visitors to the school must report to the office to sign in and obtain a visitor's pass.

DEADLINES

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

DEBTS

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

DISCIPLINE OF STUDENTS

Discipline of students will be handled by classroom teachers except in cases that are serious or chronic. A student invites disciplinary action anytime he/she creates a disturbance that will take the teacher's attention away from teaching. No one student or group of students will be allowed to distract the teacher from the entire class. Any action by a student that does not reflect credit on the whole school program should be corrected by the best means. Discipline is a means of protecting the interest of the entire school, and at the same time, assisting students in self-improvement. Disciplinary action administered by school officials is intended to be corrective rather than punitive in nature.

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

- Break Detention (BD)
- In-school Suspension (ISS)
- Parent notification and/or Conference with parents (PN)
- Corporal Punishment (CP)
- Out-of-school Suspension (SUS)
- Referral to guidance counselor and/or principal
- After-school Detention (ASD)
- Expulsion
- Referral to disciplinary hearing board (DHB) by the principal.
- Alternative school (AS) (*Alternative school will be conducted at the Carroll County Technical Center in Huntingdon. It will be the parent's responsibility to provide transportation.*)

Before any disciplinary action is taken the teacher will submit a completed discipline form to the principal or assistant principal. The student will then be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. The method of discipline employed depends on the nature of the offense, the past disciplinary record of the student, as well as other pertinent factors.

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

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

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

STUDENT DISCIPLINE LADDER

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

DISCIPLINARY OFFENSE – ACTION

Leaving School Without Permission (Sheriff's Department will be notified)		Skipping Class – Skipping School	
1 st Offense:	3 Days ASD	1 st Offense:	CP or ASD; PN
2 nd Offense:	5 Days ASD	2 nd Offense:	2 Days ASD
3 rd Offense:	5 Days ASD; Refer to DHB	3 rd Offense:	5 Days ASD
4 th Offense:	10 Days AS		
5 th Offense:	Refer to DHB		
Forged Absence or Dismissal Note		Fighting - Assault	
All Offenses: ADS – Graduated Assignment		1 st Offense:	5 Days AS
Parents will contact school concerning subsequent absences/early dismissals; documentation to be provided by parents only		2 nd Offense:	10 Days AS
		3 rd Offense:	Referral to DHB
Smoking/Possession of Tobacco or Smoking Paraphernalia/E-Cigarettes/Nicotine Delivery Systems		Classroom/School Misbehavior	
1 st Offense:	5 Days Alternative School	1 st Offense:	1 Day BD and Verbal Warning
2 nd Offense:	10 Days Alternative School	2 nd Offense:	1 Day ASD or CP
3 rd Offense:	Refer to DHB	3 rd Offense:	2 Days ASD or CP
State law requires that all juvenile tobacco offenses be reported to the Carroll County Sheriff's Office		4 th Offense:	Refer to AS
Gathering Around a Fight		Use of Drugs or Alcohol	
All Offenses:	Loss of Break – Principal's Discretion	<i>See Applicable Section in Handbook</i>	
Disrespect of School Official or Chronic Misbehavior		Defacing School or Bus Property	
1 st Offense:	3 Days ASD	1 st Offense:	PN; Student Pays for Damage *
2 nd Offense:	5 Days AS	2 nd Offense:	5 Days AS; Student Pays for Damage
3 rd Offense:	10 Days AS	Damage to bus property will result in suspension of bus privileges. The principal will determine consequences if school property is damaged.	
4 th Offense:	Refer to DHB		
Profanity		Horseplay (Rough, boisterous play; physical contact as a joke)	
1 st Offense:	1 Day ASD or CP	1 st Offense:	Warning or BD (Principal's Discretion)
2 nd Offense:	3 Days ASD	2 nd Offense:	ASD or CP
3 rd Offense:	SUS or AS	3 rd Offense:	3 Days ASD
		4 th Offense:	5 Days ASD
Traffic Violations		Tardy to Class	
1 st Offense:	Verbal Warning	1 st Offense, 3 rd Tardy:	BD
2 nd Offense:	1 day ASD Loss of Driving Privilege for 1 Week	2 nd Offense, 4 th Tardy:	1 Day ASD or CP
3 rd Offense:	3 days ASD Loss of Driving Privilege for 1 Month	3 rd Offense, 5 th Tardy:	3 Days ASD or CP
4 th Offense:	Loss or privilege permanently	4 th Offense, 6 th Tardy:	AS or SUS
In Parking Lot without Permission		Chewing Gum	
Offense:	1 Day ASD or CP	Offense:	Loss of Break
Public Display of Affection		Cheating	
1 st Offense:	Warning; Conference w/Counselor	1 st Offense:	"0" for Work; Parent Notified
2 nd Offense:	Conference with Parents	2 nd Offense:	"0" for Work; 1 Day ASD
3 rd Offense:	1 Day ASD	3 rd Offense:	"0" for Work; 5 Days ASD
Verbal or Physical Abuse of Staff		Stealing or Gambling	
1 st Offense:	10 Days AS or SUS (Prin. Discr.)	Offense:	5 Days ASD
2 nd Offense:	Refer to DHB		

Possession of Pornography		Littering in School Building or on School Bus	
1 st Offense:	5 Days AS	1 st Offense:	Warning; 1 Day BD
2 nd Offense:	10 Day AS	2 nd Offense:	5 Days BD
3 rd Offense:	Refer to DHB	3 rd Offense:	3 Days ASD
Juvenile Authorities may be Notified			
Possession of an Item that Interferes with the Educational Process or Transportation Safety			
<i>** The following items are not allowed at WC Jr/Sr High School or on the bus: headsets, video games, cards, dice, gaming cards, chains, or any other item that distracts or disrupts the educational process and transportation of students.</i>			
1 st Offense:	Warning; Item Confiscated for the Remainder of the Day		
2 nd Offense:	BD; Item Confiscated; Parent Must Pick Item up from Office		
3 rd Offense:	ASD or CP		
Electronic Device Violations			
1 st Offense:	ASD; Item Confiscated; Parent Must Pick up Device		
2 nd Offense:	Parent May Pick up Device Three (3) Weeks after Confiscation		
3 rd Offense:	Item Confiscated; Held for Remainder of School Year		
Failure to allow teachers and/or administrators to confiscate personal communication devices will result in suspension and/or Alternative School			
Dress Code Violations – See “Dress and Grooming” and “Dress Code” Below			
** All students will stay in ISS until they are in compliance with dress code			
1 st Offense:	Office Referral – Break Detention		
2 nd Offense:	Office Referral – ASD		
3 rd Offense:	Office Referral – 2 ASD		
4 th Offense:	Office Referral – 3 ASD		
5 th Offense:	Principal Discretion		
Threatening, Harassment, Bullying¹, Cyber-bullying², or Physical Abuse of Another Student			
1 st Offense:	5 Days ASD or SUS; Principal’s Discretion; Perpetrator Counseled		
2 nd Offense:	10 Days ASD; Alternative School ; Principal Discretion; Perpetrator Counseled		
3 rd Offense:	Refer to DHB		
¹ Bullying is defined as intentional unwelcome or unwanted continuous, on-going, and persistent actions that are directed at an individual or group of individuals with the intention of causing physical hurt or psychological distress to that/those individuals’ person or property.			
² More information regarding cyber-bullying can be found on page one of the West Carroll Special School District Student-Parent Handbook.			
Accumulation of an Excessive Number of Break Detentions			
5 Break Detentions in 10 school days	ASD or CP		
Additional Break Detentions	ASD, CP, SUS, Principal’s Discretion		

DRESS AND GROOMING

The following are guidelines to help promote a safe and effective learning environment. Attire that distracts from the educational goals of the school is not permitted. Students are expected to dress in a neat, clean and appropriate way that is appropriate for school or work. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, emblems, insignias, badges, or symbols result in such interference or disruption.

DRESS CODE

GENERAL

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

PANTS / SHORTS / SKIRTS / DRESSES

- No sagging clothes (baggy clothes); Clothing should be size appropriate and worn at waist. A belt will be worn if needed. If a belt is worn it will be buckled.
- No jeggings, leggings, joggers, pajama pants, or yoga pants
- No holes, rips, tears, or cut-offs
- Athletic/Sport shorts are NOT allowed
- Shorts, skirts, or dresses must touch the top of knee while standing
- No underwear should be visible

SHIRTS

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

SHOES

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

HEADWEAR / EARRING JEWELRY / PIERCINGS

- No hats, caps, visors, toboggans, bandanas, headscarves, sweatbands, stocking caps, hair racks/combs, hair rollers, do-rag
- Sunglasses cannot be worn in the building
- Pierced jewelry shall be limited to earrings only
- Other pierced jewelry (real or look alike) is not allowed

- No spiked items
- Gauges will not be allowed
- Jewelry for any type of visible body piercing (i.e. eye, nose, and tongue) is prohibited
- All inappropriate or offensive tattoos and brands must be completely covered at all times
- Any jewelry deemed by the school to be dangerous or a distraction to the learning environment is not acceptable
- Administration may declare some head/hair accessories, hair color/style or jewelry as distracting and therefore may not be permitted

USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES IN SCHOOL

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

SPECIAL B.Y.O.T. EXCEPTIONS

Teachers may allow students to use personal communication or electronic devices as educational tools for instructional purposes. Use of these tools is limited to occasions that are supervised and directed by the classroom teacher. The classroom teacher must define the specific tasks for which the personal device may be used; no other use will be allowed. Personal devices or phones will be put away immediately after the activity is completed. West Carroll Special School District will assume no responsibility for the care or maintenance of, damage to, or loss of personal devices carried onto school property or used during school hours.

FREE ACCESS USE

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

DRUG FREE YOUTH ACT

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

EXTRACURRICULAR ACTIVITIES

All school-sponsored activities, whether at school or away, will be considered the same as any school function; and the same conduct and rules will apply as if it were a regular school class. Any misbehavior or violation of school rules will be dealt with in the same manner as would be dealt with in school. (See: School Sponsored Activities). Any student serving a suspension or assigned to the alternative school cannot participate in extracurricular activities (i.e. games, practice, club meetings, competitions etc...)

FEE WAIVERS (See Lunch Section)

FIRE / TORNADO and other Safety DRILLS

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

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

GRADING SCALE

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

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

GRADING SYSTEM

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

If the parent would like to discuss the student's progress with the teacher, guidance counselor, or principal, the parent should call or email the appropriate individual to request a conference at the earliest opportunity.

Incomplete: Work that is incomplete for the nine weeks. If the work is not completed prior to the end of the next grading period, the missed assignments become a zero.

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

GRADUATION POLICY

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

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

GRADUATE RECOGNITION PROGRAM

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

GRADUATION REQUIREMENTS

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

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

HOME BOUND SERVICES

Homebound services may be offered to students with a serious injury or illness that prevents school attendance for a 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* from, 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. Individuals receiving Homebound services will not be on campus or involved in School Sponsored events or activities.

HONOR ROLL

"A" Honor Roll – All A's for nine weeks

"AB" Honor Roll – A's and B's for nine weeks

"B" Honor Roll – All B's for nine weeks

INCLEMENT WEATHER DISMISSAL

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

INSURANCE

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

LOCKERS/PROCEDURE FOR LOCKER USE

Each student will be assigned a locker at the beginning of school. The locker belongs to the school and can be checked by school personnel at any time. Lockers will be assigned by homerooms in specific areas where possible, and each homeroom teacher will be provided with the locker numbers of each student in their homeroom. Students should use only the locker assigned to them.

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

LUNCH PERIOD AND CAFETERIA (Includes Fee Waiver Information)

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

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

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

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

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

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

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

MEDICATION

Medication shall be administered only when the student's health requires that it is to be given during school hours. It is the parent/guardian's responsibility to bring the medication to school and remove any unused medication when treatment is completed.

All prescription medication must be brought to school in the original container with appropriate pharmacy label. All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the student's name affixed to the container.

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

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

PHONE USE

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

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

PUBLIC DISPLAY OF AFFECTION

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

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

REGISTERED SEX OFFENDERS

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

RELEASE OF STUDENTS DURING THE SCHOOL DAY

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

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

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

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

SAFETY: STATE AND LOCAL LAWS FOR STUDENT SAFETY

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

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

SCHOOL SPONSORED ACTIVITIES

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

SENIOR DAY

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

STUDENT SALES

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

SUMMER SCHOOL, EXTENDED SCHOOL, TUTORING

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

SUSPECTED DRUG ABUSE POLICY (Includes Alcohol)

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

A student exhibiting unusual changes in behavior shall be referred to the principal immediately. The principal, if he/she feels that drugs are involved, will notify parent(s) or guardian(s) and arrange for immediate conference with them and the person reporting the student.

Any student suspected to be under the influence of drugs will be isolated from other students immediately. In cases where the parent(s) or guardian(s) cannot be reached, the principal will call the Sheriff's Department and follow given advice.

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

TEXTBOOKS AND SUPPLIES

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

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

TOBACCO FREE POLICY

The West Carroll Special School District Board of Education is committed to providing a healthy school environment for all students and employees. The use and possession of tobacco in any form, or tobacco paraphernalia, including but not limited to lighters, matches, pipes, etc., is prohibited during school hours (7:30 a.m. - 3:30 p.m.) on school premises and school sponsored activities. Students and employees may not use tobacco in any form while participating in school activities, even though they may be held after school hours.

TRAFFIC REGULATIONS and STUDENT TRANSPORTATION

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

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

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

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

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

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

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

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

DRIVING PERMITS / PARKING PERMITS AND LICENSES

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

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

VIDEO RECORDINGS ON SCHOOL BUSES

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

VIDEO SURVEILLANCE IN SCHOOL

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

VOCATIONAL SCHOOL

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

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

WITHDRAWAL FROM SCHOOL

Students who withdraw from school shall notify their teachers and principal when it is known they will withdraw. On the day of withdrawal the student shall see the counselor for a withdrawal form.

The student will return books and any other school property in his/her possession. Each teacher will sign the withdrawal form indicating that the student has returned books and materials. This form will then be returned to the counselor for grades to be transferred.

ZERO TOLERANCE OFFENSES:

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

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

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

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

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

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

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

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

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

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

SCHOOL ADMISSIONS

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

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

In absence of a state issued birth certificate, parents or guardians must provide legal documentation of the following:

maiden name of the student's biological mother, proof of the country, state, county, and municipality of the student's birth.

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

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

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

Those who enroll a dependent student in West Carroll Schools should be informed that any parent, guardian, or other legal custodian who enrolls an out-of-district student in a school district fraudulently represents the address for the domicile of that student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student in fraudulently enrolled (TCA 49-6-3003).

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