

West Carroll Special School District

Student – Parent Handbook 2019-2020

Introduction

This document provides notices to parents as required by state or federal law. For a more complete copy of policies or procedures relating to these topics, please contact either the K-12 Instructional Supervisor or the Supervisor of Special Programs at the district office. The phone number is 731-662-4200.

Items are listed in alphabetical order.

Access to Records (WC 6.209)

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their child and consult with teachers concerning their child's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their child during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide to the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Attendance (WC 6.201)

Students are required by law to attend school between the ages of six (6) and seventeen (17), both inclusive. Compulsory attendance applies to students enrolled in kindergarten for at least six weeks. *

As required by Tennessee Code Annotated, parents will be notified by mail when a student reaches five unexcused absences during an academic year and, subsequently, each time the student accumulates an additional five unexcused absences during that same year. The continued accumulation of unexcused absences can be considered a pattern and may result in the referral of parents or students to the Carroll County courts for judicial action.

Local attendance policy requires each student to bring a note when returning to school after any absence. No absence can be recorded as *excused* unless that note is turned in upon the student's return to school. Any note requesting that an absence be excused must be received by the building principal within three (3) days of the absence.

Parents and students should review each school's handbooks for specific information regarding the type and number of excused absences allow for each student. Generally, absences may be excused for good cause such as illness or other circumstances which, in the judgement of the building principal, may make attending school on a particular date impractical. Individual school policy may count excessive incidents of tardy to school as unexcused absences.

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

Anti-Bullying/Harassment (WC 6.304)

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.

Harassment or bullying behaviors will not be tolerated at West Carroll. Students who feel they have been harassed should contact a school official or complaint officer.*

West Carroll prohibits cyber-bullying, defined as harassment/intimidation through use of Internet social networking sites or other telecommunications technologies such as telephones, cell phones, text messaging, and camera phones. Cyber-bullying that begins off-campus can be considered school-related if it interferes with school activities, causes a disruption at school, or interferes with the rights of students or the school's educational purpose.*

Cafeteria

West Carroll Special School District Food Service strives to provide a selection of healthy and nutritious meals offered at a reasonable cost and served with courteous service while allowing students to choose from foods they enjoy eating. Breakfast and lunch are served daily. For additional information regarding the Child Nutrition program, contact the cafeteria manager at any school or Child Nutrition Director Janet Winchester at 662-4200.

Offer Versus Serve (Grades K-12)

Under offer versus serve for the School Breakfast Program (SBP), a school must offer at least four food items from three required food components. The components at breakfast are grains (with optional meats/meat alternates allowed), juice/fruit/vegetable, and milk. The SBP does not have a separate meat/meat alternate component. Schools may substitute 1 ounce equivalent of meat/meat alternate for 1 ounce equivalent of grains after the minimum daily grains requirement is met. The student must select three food items/credits, including at least ½ cup of fruit, to have a reimbursable breakfast.

I. Breakfast

One breakfast meal is available to students in grades PreK-12 at NO COST. The breakfast will consist of milk, 100% fruit juice, fruit, and a bread and/or meat item. West Carroll Jr. Sr. High School will serve a second chance breakfast during break. Schools may choose to sell additional items during the breakfast serving time.

Offer Versus Serve (Grades PreK-12)

A school lunch eligible for federal reimbursement shall offer 5 food components (milk, fruits, vegetables, grains, meat/meat alternates) in the appropriate amounts per grade groupings.

Students are allowed to decline 2 of the 5 required food components, but must select at least ½ cup of either a fruit (or fruit combination) or a vegetable or (vegetable combination) or ½ cup fruit/vegetable combination. After selecting the ½ cup fruit or vegetable requirement, students must select at least 2 additional full components in the full amounts (per age/grade grouping required amounts) to count towards the reimbursable offer versus serve meal. The student's decision to accept all 5 components or to decline 2 components shall not affect the price charged for the meal. The lunch is priced as a unit.

II. Lunch

Students may select a lunch consisting of a meat/meat alternates fruits, vegetables, grain, and milk from a variety of items offered each day. Students have the option of selecting a minimum of three or a maximum of five items to stay within the standard meal price. A complete meal must include a serving of vegetables or fruit. By offering a variety of nutritious choices for different menu items, students can select

a healthy meal made up of foods that they enjoy eating. When a student chooses a school lunch, he or she chooses variety, nutrition, and great taste.

III. Meal Prices: 2019-2020 School Year

	Breakfast	Lunch
Students, Regular Price	Free	\$2.15
Students Who Qualify for Reduced Price Meals	Free	40 cents
Employee/Staff	\$1.15	\$2.65
Visitors	\$2.50	\$5.00

IV. Extra Items (A-la-Carte)

Each school cafeteria offers a variety of extra items. These nutritional foods are offered in addition to, not in place of, the regular menu at additional cost. Parents are encouraged to review the prices of additional items, plan with the student any additional purchases, and budget accordingly.

Extra Items (A-la-Carte) Prices

Pizza or Meat Item	\$1.75	Ice Cream	75 cents each
Vegetable Item	75 cents/serving	Extra Milk	50 cents each
Fruit Item	75 cents/serving	Orange Juice	50 cents each
Bread Item	50 cents/serving	Smart Snack Items	75 cents each

V. Special Diets

All requests for special diets must be submitted to the school cafeteria manager as a prescription, must be issued by the student’s physician, and must be signed by that physician.

VI. Payment Options

A. Direct Payment

Student meals may be paid for in advance or at the time of service. Parents and guardians are encouraged to send payment for student meals in advance. This allows the cafeteria to provide the most efficient service to all customers.

Cash, check, or money order will be accepted for payment. Checks and money orders should be made payable to the school cafeteria and properly signed. When sending prepayment, include the following information: student’s full name, grade, and teacher’s name. Indicate that the payment is for “lunch money.” When paying for more than one student, include this information for each student.

B. Processed Meal Application for Free or Reduced Price Lunch (FRPL)

Free or reduced price meals are available to students who qualify. Parents and guardians who wish to be considered should complete the Application for Free or Reduced Price Lunch (FRPL) included in student packets and available in each school office. Applicants should return completed forms to school. Applicants who qualify for benefits will be notified after a brief processing and review period.

Students who received benefits in the previous school year will continue to receive benefits for the first thirty days of the new school year. A new FRPL application must be completed each year for benefits to continue.

No new applicants will receive free or reduced priced lunches until the application has been reviewed and approved.

C. Direct Certification

The dependent of a family that qualifies for food stamp or SNAP benefits may automatically qualify for free or reduced price lunches. Families who qualify for FRPL through the direct certification program will be notified by the district.

D. PayPams

Go to paypams.com and click on the “sign up now” button on the home page. Select your state, then select your school district. Create a username, password and enter your contact information.

Add your children to your account. You can make payments or set up automatic payments based on a low balance.

VII. Cafeteria Charges

Effective Date: July 1, 2017

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis. Families will have access to the meal charge administrative procedure via a written copy of the district-wide charge administrative procedure provided in student handbooks. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure in the student handbook.

Local Charge Administrative Procedure Considerations

General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge breakfast and lunch. Students charging breakfast and lunch will receive reimbursable meals.

Charge limits

The number of charges allowed for Pre-K -12th grades is five (5). Once the student reaches the allowable five (5) an alternate meal will be given to the student. The month of May students are not allowed to charge any meals.

Alternate meals

Alternate meals may be provided immediately in lieu of charging. Alternate meals may be provided until the charge balance is paid. The alternate meal will include the following: Lunch: Sandwich, fruit and milk

Students will be required to pay for alternate meals at the rates listed below:

Lunch: \$0.00

LEA funds will be used to cover the cost of the non-reimbursable alternate meals.

Household Notification

Low balance notification: Students are notified at the cashier’s station that their account is low of funds at the elementary school and the Junior Senior High School. At the primary school written notices are sent home with the students.

Negative balance notification: At West Carroll Junior Senior High School, the student will be notified by cashier or manager as well as a text sent to the parents when phone numbers are available.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year (beyond June 30). The household's debt will be delinquent for one day before the SFA request payment.

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting Janet Winchester, Child Nutrition Director at 731-662-4200 - email janet.winchester@wcscsd.org or Angela Hartz at 731-662-4200 - angie.hartz@wcscsd.org .

VIII. Non-discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at :http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Child Abuse and Neglect (6.409)

All staff members of the West Carroll Special School District are required by Tennessee state law to be alert to any evidence of child abuse or neglect and must report this evidence to the Tennessee Department of Children's Services immediately. Child abuse is defined as any physical or mental condition that is such nature that it has been caused by brutality, abuse, or neglect. Any reasonable suspicion of abuse or neglect MUST be reported to the Tennessee Department of Children's Services by calling 1-877-237-0004 or online at DCS's secure website at <https://apps.tn.gov/carat/> The report shall include the following:

- Name, address, and age of the child
- Name and address of the parents or persons having custody of the child
- Nature and extent of the abuse or neglect
- Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect
- The person reporting is immune from liability and his/her identity remains confidential except when the court determines otherwise.

Child Find

Each school district in Tennessee has the responsibility of providing a free and appropriate public education for all children with disabilities between the ages of 3 through 21 years of age. Speech/language disabilities, autism, intellectual disabilities, physical and/or health impaired are just a few of the eligibility areas that are assessed. This includes students who are gifted, or students with high intellectual potential, whose needs cannot be met in the regular education program. Educational needs are determined through child evaluations and parent interviews. Areas evaluated may include, but are not limited to, vision, hearing, speech and language, fine and gross motor skills, cognitive and adaptive development, and academic achievement. These screenings are at NO COST to the parents.

Following evaluation, if a child is determined to meet Tennessee State Eligibility Standards and is in need of special educational services, an Individual Education Plan (IEP) will be developed for that child and an appropriate program will be developed to meet the child's educational needs.

Special education services are available in all schools in the West Carroll Special School District. West Carroll Special School District does not discriminate against students with disabilities.

If you know of a child who may have a disability and is not receiving special education services, please call Ms. Crystal Polinski, Supervisor of Special Programs, at (731) 662-4200. She will be glad to speak to you regarding the concerns of the child and what screenings would be necessary.

If you have a child ages birth to 3 years of age and suspect that he/she may have a disability, please call Tennessee Early Intervention Program (TEIS) at their toll free number – 1-800-852-7157. This resource can have families locate services for infants and toddlers with disabilities before the child reaches school age.

SECTION 504, THE REHABILITATION ACT OF 1973:

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a federal nondiscrimination statute. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity (such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks) or a major bodily function (such functions include immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions). If you feel your child would be eligible for 504 services contact the district 504 Coordinator at 731-662-4200, or your child's principal.

Parents who wish to file a complaint to challenge West Carroll SSD's action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504 shall make a written or oral request that has been reduced to writing to school district's Section 504 Coordinator, Ms. Regina Alred, at 731-662-4200. A copy of 504 policies and procedures are posted on the district website at www.wcssd.org or may be requested by contacting the Section 504 Coordinator.

Communicable Disease including Pediculosis capitis (head lice) (WC 6.403/6.4031)

Schools and school events must be safe for all students who attend. The district has the right to remove a student with a communicable disease from school until the student has permission from a healthcare provider to return. *

Complaints

Parents with complaints or concerns should first contact the classroom teacher to resolve those issues. If no acceptable resolution can be reached, the building principal should then be contacted. Only after these steps have been taken should parents contact the district office.

Corporal Punishment (WC 6.314)

West Carroll Schools may administer corporal punishment according to state law and local board policy. Parents or guardians who prefer that other corrective measures be used when disciplining the student should indicate this on the permission form at the end of this document.

Distribution of Materials (WC 1.806)

Information distributed at schools through pamphlets, flyers, newsletters, etc. must first be approved by the school principal through a written request on a district form. Once the request is received, the director of schools or the building principal may grant approval and give the organization a specific time frame during which the items may be placed in a designated area where they are available to students. Organizations that are not school related may place approved items in this area but may not request that items be distributed directly to students.

English Language Learners Programs

West Carroll Schools identifies students as English Language Learners and provides appropriate services as needed. Parents are notified of the programs available for students identified as English Language Learners.

Family Life and Sexuality Education (WC 4.201)

As required by Tennessee Code Annotated 49-6-1005(a), 49-6-1008, 49-6-1301, 49-6-1302, 49-6-1303, 68-1-1205, 68-11-255, and the Family Life Education Law of 1989, Family Life and Sexuality Education is mandatory. The public and parents have the right to preview all materials used in teaching the Family Life and Sexuality Educator curriculum standards. Anyone who wishes to preview the materials should contact the district textbook coordinator at 731-662-4200 to arrange a convenient time for the review of materials.

Schools send notification before students begin the program. Parents and guardians have the option of requesting a student's exemption from this portion of the curriculum. Students receiving an exemption will receive comparable independent health-related assignments. To request an exemption, submit a written note to the student's health teacher, school counselor, or school principal no later than seven days from the date of notification.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal or school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask West Carroll Special School District to amend a record that they believe is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school principal or school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: **Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5920. Phone 202-260-3887**

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(J) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

Federal Programs

West Carroll Special School District receives funding through the following federal programs:

- **Title I, Part A**, Improving Basic Programs Operated by Local Education Agencies
- **Title II, Part A**, Teacher and Principal Training and Recruitment
- **Title VI**, Rural and Low Income School Programs
- **IDEA-B**, Educating Individuals with Disabilities
- **IDEA-Pre-School**, Educating Pre-school Children with Disabilities.
- **Carl D. Perkins Career and Technical Education Improvement Act of 2006**, Increasing the Quality of Technical Education

The use of this money is based on needs assessments and School Improvement Plans. Input from all school stakeholders is used in the development of these plans.

Field Trips (WC 4.302)

Teachers must obtain permission from the school administration for all field trips. School administration must get all field trips approved by the Director of Schools. Teachers must obtain parent permission for students to participate in school-related field trips.*

Grading Policy (WC 4.600)

The district uses the state-required uniform grading policy.*

Graduate Recognition Program

West Carroll Special School District graduating seniors may earn one or more special recognitions.

1. *HOPE Scholarship Graduate*: Any student who achieves a cumulative grade point average of 3.0 or higher. HOPE scholarship graduates will be recognized during the Commencement ceremony.
2. *State of Tennessee Honor Graduate*: Any student who meets or exceeds all benchmark scores on the ACT English, reading, math, and science tests.

State of Tennessee Honors Graduates will be noted in the Commencement program, recognized during the Commencement ceremony, and wear a gold tassel.
3. *Graduate with Distinction*: Any student who achieves a cumulative grade point average of at least 85 and completes at least one of the following:
 - Earns a nationally recognized industry certification;
 - Participates in at least one of the Governor’s Schools;
 - Participates in one of the state’s All State musical organizations;
 - Is selected as a National Merit Finalist or Semi-Finalist;
 - Attains a score of 31 or higher composite score on the ACT;
 - Earns 12 or more semester hours of transcribed postsecondary credit.Students graduating with distinction will be noted in the Commencement program, recognized during the Commencement ceremony, and wear a commemorative patch or medallion.
4. *Cum Laude Graduate*: Any student who achieves a cumulative grade point average of 92 – 94.4 will graduate with the distinction *Cum Laude*.

Students graduating *Cum Laude* will be recognized during the Commencement ceremony and wear a commemorative cord.
5. *Magna Cum Laude Graduate*: Any student who achieves a cumulative grade point average of 94.5 - 97.4 will graduate with the distinction *Magna Cum Laude*.

Students graduating *Magna Cum Laude* will be recognized during the Commencement ceremony and wear a commemorative cord.
6. *Summa Cum Laude Graduate*: Any student who achieves a cumulative grade point average of 97.5 – 100 will graduate with the distinction *Summa Cum Laude*.

Students graduating *Summa Cum Laude* will be recognized during the Commencement ceremony and wear a commemorative cord.
7. *West Carroll Scholars*: Any student whose combined GPA and ACT value is 1,700 points or higher using the following formula will be designated as a *West Carroll Scholar*.
 - Grade point average multiplied by 10 for a possible 1,000 points
 - ACT score multiplied by 27.777 for a possible 1,000 points
 - Add the two point totals togetherStudents designated as *West Carroll Scholars* will be recognized during the graduation ceremony and wear a commemorative cord.
8. *West Carroll Top Ten*: Students will be ranked using the *West Carroll Scholars* formula. The students with the top ten scores using this formula will be designated *Top Ten Graduates*, be recognized in the graduation program and during the graduation ceremony, and wear a commemorative cord.

The *Top Ten* student with the highest score will be honored as *Class Valedictorian*.

The *Top Ten* student with the second highest score will be honored as *Class Salutatorian*.

Graduation Ceremony, Student Participation

Participation in graduation exercises is a privilege rather than an entitlement. Any student who participates in the graduation ceremony must meet certain minimum expectations.

1. The student must meet all academic requirements set forth by the State of Tennessee and the West Carroll Board of Education.
2. The student must have satisfied all outstanding obligations to West Carroll Junior-Senior High School and the West Carroll Special School District.
3. The student must attend all graduation ceremony practices in their entirety; attendance is mandatory unless waived by the principal for good cause. The student dress code will be in effect during all graduation practice.
4. All school rules will apply during graduation practice and the Commencement ceremony. Students and parents alike must assume responsibility to be in compliance with all rules and regulations set forth in the West Carroll Special School District Parent Student Handbook and the West Carroll Junior-Senior High School Handbook.
5. Any student who is externally suspended, assigned to alternative school, or expelled will not be allowed to participate in the graduation ceremony.

Health and Wellness (WC 6.411)

Federal government laws govern health and wellness in public schools. In accordance with these laws, West Carroll has established policies that include guidelines for physical activity and food services on school property.*

Homebound Services (WC 4.206)

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 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 by contacting the school district's Homebound Coordinator, Ms. Crystal Polinski, at 731-662-4200, at the West Carroll Special School District's central office, 1415 State Highway 77, Atwood.

Homeless Children

West Carroll Special School District attempts to identify homeless students in accordance with the McKinney-Vento Homeless Assistance Act of 1987 through the collection of data at the time of student registration.

Homeless students shall have equal access to the same free and appropriate public education as provided to other students. The McKinney-Vento Act (Section 725) defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardships, or a similar reason;
- Living in motels, hotels, trailer parks, camping grounds, or similar settings due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement;
- Students who have a primary nighttime residence that is a public or private place not designed for ordinary use as a regular sleeping accommodation for human beings (i.e. – cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations);
- Migratory children who qualify as homeless because they are living in circumstances described above; or
- Unaccompanied youth, including youth not in the physical custody of a parent or guardian, such as runaways and youth denied housing by their families.

The aforementioned youth have the following rights:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment (i.e. – such as previous academic records, immunization records, proof of residency or other documentation);
- The right to attend 1) his/her school of origin, 2) last school attended, or 3) the school in the attendance area where the family or youth is currently residing, based on the parent’s request or views of an unaccompanied homeless student and where feasible to the district considering the best interests of the student;
- The right to receive transportation to his/her school of origin, including transportation and supplemental education services;
- The right to attend school along with children not experiencing homelessness. Segregation based on a student’s status as homeless is strictly prohibited.

The rights of homeless students as defined above shall be posted in all schools and other places around the community (i.e. – shelters, laundry mats, churches, etc.)

District staff charged with assisting homeless students is Ms. Regina Alred. Ms. Alred shall ensure that services and information regarding the rights existing under federal law are provided to students and parents who are homeless. Ms. Regina Alred’s contact information is 731-662-4200 and her email address is regina.alred@wcssd.org. You may also contact Tennessee Department of Education McKinney-Vento Coordinator, Justin Singleton at (615) 253-3101.

Independent Homeschools/Transfers to or from Independent Homeschools

Tennessee Code Annotated (state law) and Tennessee Department of Education policy require that parents or legal guardians who intend to conduct home schools register with their local public education agency each year. Parents or guardians are required to register each year even if they were registered for the previous school year. Failure to register as a home school in the state of Tennessee means that parents or students are subject to facing legal charges for violation of the state compulsory attendance law. The *Intent to Home School* form is available at the central office and on the district website. Attendance forms for home school students registered with West Carroll Special School District must be submitted to the district office at the end of the school year.

Students registered as independent homeschool students in grades 5 and 7 are required by state law to take the same state board approved secure standardized tests required of public school students. Students registered as independent homeschool students in grade 9 are required to take any state end-of-course test for any course in which they are receiving instruction. This includes but may not be limited to English I and Algebra I. Parents should contact the appropriate school to arrange for testing.

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

Individual Student Achievement Results: State Assessments, including End-of-Course Examinations

Individual achievement test reports are sent home to parents as soon as the reports are received from the Tennessee State Department of Education.

TN-Ready Achievement Test scores for grades 3-8 will account for 15% of the student’s second semester grade. Per State Board of Education policy, the state End-of-Course (EOC) examination grade will count as 15% of the student’s second nine-weeks grade in the following high school courses: English I, English II, English III, Algebra I, Algebra II, Biology I, U.S. History, and chemistry.

If a student is absent, whether excused or unexcused, on the data that state mandated tests (TNReady) are administered, West Carroll staff will make every effort to make tests up if the student returns during the district’s five (5) day test window. If a student in grades 3-8 is absent during the entire five day test window, no grade will be entered for the missed test if the student’s absence is excused. The final test grade will be substituted for the state mandated test grade for a student in grades 9-12 whose absence is excused. If the absence is unexcused, a zero will be entered for the missed state mandated test for students in grades 3-12.

During the administration of state mandated testing, student absences will be excused only with a doctor’s note. The building principal may waive the doctor’s note requirement in extraordinary circumstances when presented with a written request from a parent or guardian.

Internet and Email Use Policy (WC 4.406)

Parents and students must indicate on the signature page in this document that they have read and they understand the *West Carroll Special School District Student Responsible Use and Internet Safety Agreement* included within this document. No student may access the Internet at school until that signature is on file in the school office.

Length of School Day (WC 1.801)

West Carroll requires students to be at school for 7 hours (7:50 -2:50)*

Medications

Medications will be administered only when the student's health requires that they be given during school hours. Prescription medications must have a proper pharmacy label attached. Inhalers may be kept with a student in accordance with a physician's orders.

1. Written orders provided by a physician, dentist, physician's assistant, or nurse practitioner must be affixed to any medication administered to students at school. Written orders should include the name of the drug, dosage, dosage schedule, and the length of the treatment period.
2. A parent/guardian signature is required on the *Permission to Administer Medication* form before any medication is administered to any student.
3. **A parent/guardian or other responsible adult must bring the medication to the school.** Students will not be allowed to transport medication to or from school.
4. Any over-the-counter medication brought for student use must be in an **unopened original container** with the label listing the ingredients. All medications must be age appropriate for the student.
5. Each school will provide a secure location for the storage of medications.
6. All medications administered to students must be given in accordance with these guidelines. Any medication given at school will be documented on the student's medication log.
7. School nurses will regularly monitor the administration, documentation, and storage of medications.
8. The school system retains the right to reject requests to administer medications.
9. The parent/guardian is responsible for picking up any unused medication at the end of the treatment period or at the end of the school year. Any medications not picked up will be destroyed in accordance with district policy.

Military Recruiters

Parents have the right to request in writing that their child's name, address, and telephone number not be released to a military recruiter without prior written consent. This request shall be presented to the school's principal at the beginning of each school year.

Minimum Uniform Communication Expectations

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

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

Requirements for Written Language:

1. Use complete sentences.
2. Begin sentences with a capital letter.
3. End sentences with the correct punctuation mark.
4. Indent paragraphs.
5. Begin proper nouns and proper adjectives with a capital letter.
6. Always capitalize the word "I".
7. Do not use contractions.
8. Use homophones correctly.
 - a. *Their, There, and They're*
 - b. *Your and You're*
 - c. *To and Too*
9. Avoid the use of abbreviations. The use of acronyms may be acceptable if the acronym is used more commonly than is its antecedent (ex. NASA, FASFA, NATO).
10. Do not use slang.

Requirements for Oral Language:

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

Non-discrimination Statement

West Carroll Special School District does not discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, including Career and Technical Education Programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Amendment Act of 1973.

West Carroll Special School District utilizes curriculum materials that reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. West Carroll's curriculum fosters respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. West Carroll's Family Life Curriculum is available for parent and community review.

West Carroll Special School District offers a wide range of Career and Technical Education programs, which may consist of Agricultural Sciences, Business Technology, Family and Consumer Sciences, Health Science, Marketing, Technology Engineering, as well as Trade and Industrial. Accommodations for special populations are also available for Disadvantaged and Handicapped Students. A student's lack of English skills is not a barrier to admission to these programs.

The following person has been designated to handle inquiries regarding the nondiscrimination policies and district curriculum:

Regina Alred, Crystal Polinski, Shane DePriest
Title VI, Title IX, and Section 504 Coordinator
West Carroll Special School District
1415 Highway 77

Atwood, TN 38220
731-662-4200

Parent Contact Information for Tennessee Child Advocacy Groups

The following are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee State Department of Education's website. Please select *Special Education* and then *Links of Interest*. <http://www.tn.gov/education/topic/legal-resources>.

The ARC of Tennessee

545 Mainstream Drive, Suite 100
Nashville, TN 37228
615-248-5878
1-800-835-7077
<http://www.thearctn.org>

Support and Training for Exceptional Parents

(STEP)
800-280-STEP
West Tennessee – 901-726-4334
<http://www.tnstep.org>

Disability Rights of TN

2 International Plaza, Suite 825
Nashville, Tennessee 37212
1-800-287-9636 (Toll Free)
615-298-2471
<http://www.dlactn.org>

Tennessee Voices for Children

800-670-9882
West Tennessee (Jackson area) 731-660-6365
Middle Tennessee (Nashville area) 615-269-7751
<http://www.tnvoices.org>

This information is provided as a service to individuals seeking additional avenues for help and information. Tennessee Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Parent Involvement Policy

West Carroll Primary, West Carroll Elementary, and West Carroll Junior-Senior High schools are Title I School-wide Schools and have a parental involvement policy. West Carroll Special School District also has a parental involvement policy. School and district policies are reviewed and amended as necessary each year. The LEA policy is included in this document. The policies are made available to parents through the school handbooks. The following information is made available to parents at parent meetings: A description and explanation of the curriculum, forms of academic assessment, and the Home-School Compact.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **West Carroll** to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

West Carroll will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, and parents will be provided an opportunity to opt their child out as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Any parent who wishes to review any survey instrument or instructional material used in connection with any protected information or marketing survey should submit a request to the school principal. The school principal will notify that parent of the time and place where materials may be reviewed. Parents have the right to review a survey and/or instructional materials before the survey is administered to a student.

Promotion and Retention

Students in grades K-8 who meet or exceed the minimum academic goals for the grade in which he or she is enrolled may be promoted to the next grade at the end of that school year. Recommendations for retention are generally made by the student’s classroom teachers with input from the Intervention Support Team. While the opinion of teachers, parents, and other school personnel should be considered, the final decision to promote or retain a student will be made by the building principal. The building principal may suggest that a student complete certain remedial interventions in order to be prepared for the next grade level. Additional information may be contained in individual school handbooks. *

Registered Sex Offenders (WC 1.808)

No registered sex offender, other than a student enrolled in the school in question, shall come on, about, or within 1,000 feet of a local school’s property line except as provided below:

1. A parent or legal guardian of a child who is enrolled in the school may attend conferences with school officials with the written permission of the school’s principal.
2. An offender may come within the 1,000 foot limit provided that the individual is dropping off or picking up a child or children enrolled in the school. The individual must be previously registered with the school office as authorized to pick up or drop off the student.

The building principal shall speak with the parent upon learning of his or her status as a sex offender to communicate the restrictions of this policy and to establish open dialogue with the parent as much as is possible or reasonable.

If any employee of the school district becomes aware of any registered sex offender’s presence on school property, he/she shall immediately inform the principal who shall direct the individual to leave the premises. The principal shall request assistance from local law enforcement authorities if the offender resists the principal’s directives.

Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that West Carroll with certain exceptions, obtain the parent or guardian’s written consent prior to the disclosure of personally identifiable information from a student’s education records. However, West Carroll may disclose appropriately designated “directory information” without written consent, unless a parent or legal guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow West Carroll to include this type of information from students’ education records in certain school publications. Examples include:

- A playbill, showing the student’s role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information: name, addresses, and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Any parent or legal guardian who does not want West Carroll to disclose directory information from his/her child's education records without prior written consent must notify the District in writing by **August 15**. West Carroll has designated the following as directory information:

- Student's Name
- Address
- Date and Place of Birth
- Telephone Listing
- Electronic Mail Address
- Dates of Attendance
- Student ID number or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a password. (A student Social Security number, in whole or in part, cannot be used for this purpose.)
- Photograph
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Academic majors, degrees, honors, and awards
- The Most Recent Educational Agency or Institution Attended

Title I-A Schools

West Carroll Primary School, West Carroll Elementary School, and West Carroll Junior-Senior High School are Title I-A schools. School leadership teams and faculties at West Carroll Primary School, West Carroll Elementary School, and West Carroll Junior Senior High School have opted for classification as School-wide schools.

Student Demographic Information

It is imperative that the school office be notified immediately of a change of address, home or office or cellular telephone number, or emergency contact information during the school year. Each student must have emergency information, including an emergency contact phone number, on file in the school office at all times.

Student Transportation/Pickup (WC 3.400)

Transportation is a service provided to students attending West Carroll by the Carroll County Board of Education. The contact phone number is 731-986-4482. Bus rules are published in individual school student handbooks.

Student Use of Personal Communications Devices in School (WC 6.312)

I. General Guidelines

Students will be allowed to possess personal communication or electronic devices during the school day. Devices include but may not be limited to the following: laptop computers, cellular telephones, iPhones, iPads, iPods, Apple Watches, Gizmos, Kindles, or any other device capable of connecting to the Internet.

All devices must remain in the turned off mode during school hours. Students are not allowed to use communications 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.

II. 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.

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.

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.

III. 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.

IV. Failure to Comply

Any employee who discovers that a student possesses a personal communication device that is turned on during school hours or is using a personal device in a manner prohibited by this policy should immediately confiscate the device and turn that device in to the building principal or his or her designee. Confiscated personal devices will be released to a parent or guardian only. Students in violation of the policy are subject to disciplinary action.

1st Violation: Item confiscated and parent must pick up the device after 2:30

2nd Violation: 1 day ISD, item confiscated and parent must pick up the device after 2:30

3rd Violation: 2 days ISD, item confiscated and parent must pick up the device after 2:30

4th Violation: Discipline will be at the discretion of administration

System/School Level Report Cards and Accountability

System Level and School Level Report Cards are available and made available to parents annually. **System and school level report cards are published on the state department of education website during November each year. The state website address is <http://tn.gov/education/topic/report-card>**

Tennessee has created its own accountability system that replaces No Child Left Behind's accountability measures. Rather than expecting all schools to meet certain proficiency targets, the new system focuses on growth and improvement. More information about the state's accountability system is available at <http://tn.gov/education/accountability/index.shtml>.

Teacher Qualifications

For the 2019-2020 school year, all teachers in Title I-A schools meet state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Services are provided to students at all schools by paraprofessionals who presently meet state qualification standards.

Textbooks

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 student.

Transfer Option for Students Enrolled in an Unsafe School or Victimized by Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is enrolled in a school designated as unsafe by the State Department of Education or is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101 shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Director of Schools at 731-662-4200 or by visiting the State Department of Education website at www.state.tn.us/education.

Use of School Names and Logos

Only a group or organization that has entered into a written cooperative agreement with the West Carroll Special School District Board of Education may use the name, mascot, or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value.

Visitors to Schools (WC 3.205)

Visitors are welcome at West Carroll schools, but they must respect the learning environment and appreciate the principal's role in ensuring safety and security for all students. Visitors are required to sign in at the front office upon entering the building. Visitors not personally known by the school receptionist should be prepared to present valid photo identification before receiving a visitor's badge.

Volunteers (WC 4.501)

West Carroll endorses volunteer participation in school programs and authorizes principals to develop a volunteer program for their school. Volunteers are subject to a background check.

Weather Related School Closings

Decisions regarding the closure or early dismissal of schools due to severe weather are made by the WCSSD Director of Schools and/or the Carroll County Department of Education, the contract transportation provider for West Carroll Schools. Every effort is made to provide the public with information regarding school closures through various local and regional media outlets by 6 a.m. on the day of the closure. Interested parties can register to receive automated telephone notification of school closures and early dismissals by visiting www.carrollschools.com and clicking on *Weather Related Closing* in the "Links" section.

Tennessee Department of Education Contact Information

Answers to many questions as well as other helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 (toll free) or by visiting <http://www.state.tennessee.gov/education>.

Tennessee Department of Education
Division of Special Populations
Legal Services Division
710 James Robertson Parkway
Andrew Johnson Tower, 9th Floor
Nashville, Tennessee 37243

Phone: 615-741-2921

Permissions Related to Policies

Certain permissions are required for students to participate in some school related activities. These permissions are outlined on the signature page (the last page of this document). Please indicate whether or not your child has permission to participate in each of the listed activities. If there is no indication for any of the listed activities, the district will record the lack of reply as a “NO” and the student will not be allowed to participate in that particular activity.

Your child’s education records and other confidential information are protected by the school and district office in accordance with state and federal laws. West Carroll Special School District will not release personally identifiable information without the approval of a parent, legal guardian, or the student (when he/she reaches the legal age to provide consent). Any parent or legal guardian who wishes to withhold disclosure of directory information should indicate that on the appropriate line of the signature page at the end of this document.

Code of Conduct*

PURPOSE

The purpose of this document is to provide a concise outline of rights and responsibilities of students in the West Carroll Special School District and of those people, including parents/guardians and the school personnel, directly involved in the education process. The Code of Conduct does not address every possible offense, nor does it address every possible disciplinary action that could be taken by school personnel; instead, offenses and disciplinary actions are addressed in general categories. The Code of Conduct offers the administrator, teacher, parent, and student a guide to enable them to act in good faith and make just decisions about student conduct. The Code of Conduct has been approved by the West Carroll Board of Education.

For purposes of this code, the following definitions shall apply:

- “Disruptive student” means an elementary or secondary student who is substantially disruptive to the educational process.
- “Parent” means parent, guardian, or person in a parental relationship with a student.
- “School property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, at school bus stops, or in or on a school bus.
- “School function” means any school-sponsored extra-curricular event or activity.
- “Violent student” means a student regardless of age, enrolled in a public school who:
 - Commits or attempts to commit an act of violence upon a school employee.
 - Commits or attempts to commit, while on school property or at a school function, an act of violence upon another student or any other person who is lawfully on school property at the school function.
 - Possesses, while on school property or at a school function, a weapon
 - Threatens, while on school property or at a school function, to use a weapon.
 - Knowingly and intentionally damages or destroys the personal property of any school
- “Weapon” means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other device, instrument, material or substance that can cause physical injury or death.

RIGHTS AND RESPONSIBILITIES

The **director of schools** shall be responsible for the overall implementation and supervision of the Board’s Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code.

The **principal** of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely primary, elementary, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board’s Code.

A copy of the Code shall be posted at school, and school counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code.

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment.
- Be secure in his/her person, papers and effects against unreasonable searches and seizure.
- Physical safety and protection of their personal property.
- Have an appropriate environment conducive to learning.
- Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities.
- Be fully informed of school rules and regulations.

Each student has the responsibility:

- To observe school rules and procedures.
- To be punctual and attend class every day.
- To be prepared for class with appropriate materials and assignments.
- To dress and groom in a manner that neither disrupts the educational program nor poses a safety hazard.
- Preserve school and private property, and exercise care while using school facilities.
- To behave courteously with other students and staff in academic and competitive settings.
- To respect all persons' rights to privacy and dignity regarding gender, race/ethnicity, and religious preferences.

All parents are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and respect.
- Build good relationships with teachers, other parents, and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are complete.

PROCEDURAL DUE PROCESS

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the facts of the matter. The nature of this inquiry will vary in degree with the seriousness of the offense and the resulting consequence attached.

For minor offenses where the classroom teacher takes corrective measures, no formal procedure is required. There shall be an inquiry into the incident to ensure the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

INTERROGATION AND SEARCHES

Interrogations by School Personnel

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subjected to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s), guardian(s), or legal custodians and without giving the student constitutional warnings.

Interrogations by Police (At an Administrator's Request)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s), guardian(s), or legal custodians of the student of the intended interrogation, but the interrogation may proceed without attendance of the parent(s), guardian(s), or legal custodians. The principal or his/her designee shall be present during the interrogation. The use of policewomen or female staff member is desirable in the interrogation of female students.

Police Initiated Interrogations

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s), guardian(s), or legal custodians of the interrogation, but the interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

Use of Animals

Dogs or other animals trained to detect drugs or dangerous weapons by odor or otherwise may be used in conducting searches, but such animals shall be used only to pinpoint areas needed to be searched and shall not be used to search the persons of students or visitors.

Searches by School Personnel

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles or students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of students;
3. Any object or substance, which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subjected to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
2. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
3. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
4. The search shall be reasonable, related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

Searches by Police

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature. If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy, which is evidence of a violation of the law, or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of school.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.
3. Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:
 - a. Search any area of the school premises, any student or any motor vehicle on the school premises; or
 - b. The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

STUDENT CONCERNS, COMPLAINTS & GRIEVANCES/GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to provide for the prompt and equitable resolution of complaints alleging discrimination against a student due to race, color, national origin or disability. A student who alleges discrimination due to race, color, or national origin may file a complaint with the Title VI Coordinator. This complaint must be filed in writing within one hundred-eighty (180) days and state in detail the cause of the alleged discrimination. Complaints will be handled within ninety (90) days of receipt. The complaining party shall be given at least seven (7) days notice of the date, time, and place of the hearing. The complaining party shall have the right to be present to offer testimony and other evidence, to present witnesses in his/her behalf, to cross-examine witnesses, to be presented by counsel, and other such rights as are required by due process of law. The coordinator

will issue a decision regarding the complaint within twenty (20) days of the date of adjournment of the hearing. The individual assigned to conduct the hearing for good cause may waive the time limitation of this grievance procedure.

The hearing committee will be composed of the Title VI coordinator (or in his/her absence, a person appointed by the board), the secondary or elementary supervisor, the school principal, and any other professional as deemed appropriate to the case.

DISCRIMINATION/HARASSMENT OF STUDENTS (SEXUAL, RACIAL, ETHNIC, RELIGIOUS)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grade and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager as set forth in Student Concerns, Complaints and Grievances. The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

STAFF AUTHORITY REGARDING STUDENT CONDUCT

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

TOBACCO-FREE SCHOOLS

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for

sporting events, or public restrooms. The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles, owned, leased or operated by the district. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school district. Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

ALCOHOL AND DRUG USE

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs shall include the following:

1. Appropriate way for handling alcohol/drug-related emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines, the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act by:
 - a. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events;
 - b. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. A student who unlawfully possesses any narcotic, prescription drug or other controlled substance shall be subject to suspension for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this suspension on a case-by-case basis.

BUS CONDUCT

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. Students who transfer from bus to bus while en-route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a schools-sponsored activity, function or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. The director of schools shall have the authority to modify this suspension 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.

DRESS CODE

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. More specific guidelines appropriate for each level of school may be developed. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension. See each school's specific handbook for more details.

GANG ACTIVITY OR ASSOCIATION

Gangs that initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment is harmful to the educational process are prohibited. The use of hand signals, graffiti, or presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidation's, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical to mental harm to students are prohibited. The director of schools will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

DISCIPLINE PROCEDURES

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

MISBEHAVIORS, LEVEL I

Defined as minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive list): Classroom Disturbances, Classroom Tardiness, Cheating, Lying, Abusive Language, Non-defiant Failure to Complete Assignments or Follow Directions, Wearing while on the grounds of a public school during the regular school day clothing that exposes underwear or body parts in a n indecent manner that disrupts the learning environment; Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

- Immediate Intervention by a Staff Member
- Determine what offense was committed and its severity
- Identify offender; confirm that he/she understands the nature of the offense
- Employ appropriate disciplinary options
- Staff member creates/maintains a record of the offense

Disciplinary Options:

Verbal Reprimand, Special Assignment, Restrict Activities, Assign Work Details, Counseling, Withdraw Privileges, Issue Demerits (may affect citizenship or department grades); Strict Supervised Study, Detention, Corporal Punishment, In-school Suspension

MISBEHAVIORS, LEVEL II

Defined as misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing): Continuation of unmodified Level I behaviors, school or class tardiness, school or class truancy, using forged notes or excuses, disruptive classroom behavior

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with students and teacher.
- Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it, or explaining any mitigating circumstance.
- Principal takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

Teacher/schedule change, modified probation, behavior modification, social probation, peer counseling, referral to outside agency, in-school suspension, transfer, detention, suspension from school-sponsored activities or from riding school bus, corporal punishment, restricting school related honors student is otherwise due, out-of-school suspension not to exceed ten (10) days.

MISBEHAVIORS, LEVEL III

Defined as acting directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

Examples (not an exclusive listing): Continuation of unmodified Level I and II behaviors, fighting (simple), vandalism (minor), using, possessing, selling, and/or distributing tobacco, drugs, and/or alcohol, stealing, threats to others, harassment (Sexual, Racial, Ethnic, Religious).

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
- Principal takes appropriate disciplinary action.
- Principal may refer incident to director of schools and make recommendations for consequences.
- If a student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him/her, and his/her right to appear at a hearing and be represented by a person of his/her choosing.
- Record of offense and disciplinary action maintained by principal or director of schools.

Disciplinary Options:

In-school suspension; detention; corporal punishment; restitution for lost, damaged, or stolen property; out-of school suspension not to exceed ten (10) days; social adjustment classes; transfer; expulsion

MISBEHAVIORS, LEVEL IV

Defined as acts which result in violence to another's person or property or which *pose a threat* to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

Examples (not an exclusive listing): Unmodified Level I, II, and III behaviors; death threats (hit lists); extortion; bomb threat; possession, use, or transfer of dangerous weapons; assault/battery; vandalism; theft; possession or sale of stolen property; arson; possession, use, or transfer of unauthorized substances; harassment (sexual, racial, ethnic, religious).

Disciplinary Procedures:

- Principal confers with appropriate staff members and with the student.
- Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.
- Parents are notified.
- Law enforcement officials are contacted.
- Incident is reported and recommendations made to the director of schools.
- Complete and accurate reports are submitted to the director of schools.
- Student is given hearing before disciplinary hearing authority.

Disciplinary Options:

Out-of-school suspension; alternative school; other hearing authority or Board action which results in appropriate placement; suspension, expulsion, or remand for a period of not less than one (1) calendar year, subject to modification by the director of schools on a case-by-case basis.

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in department or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to pay:
 - a. An activity fee;
 - b. For a library or other school fine; or
 - c. Restitution for lost or damaged school property.

CORPORAL PUNISHMENT

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances.
2. The instrument to be used in administering corporal punishment shall be approved by the principal.
3. Corporal punishment shall be reasonable.
4. Corporal punishment shall be administered in the presence of two professional employees. The witness of the person administering the paddling must be of the same sex as child being punished in grades 7-12.
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others.
6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child.
7. When corporal punishment has been administered a reasonable number of times and has not been effective, other means of correction and/or punishment will be used.

8. A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, and the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.

DETENTION

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention.
2. Parents will be informed before detention takes place.
3. Students in detention will be under the supervision of certified staff members.
4. Detention will not exceed two (2) hours after the official closing of the school day but may be administered several days in succession.
5. Teachers must have the approval of the principal before detaining a student.
6. If a student, with his parents' (or guardian) support, fail to meet the detention measures, the principal may at his/her discretion suspend said student from school.

STUDENT SUSPENSIONS

Any principal, principal-teacher or assistant principal (herein called principal) may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such a student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
8. Assaulting a principal, teacher or any staff member with vulgar, obscene or threatening language;
9. Unlawful use of possession of barbitol or legend drugs, as defined in TCA 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Off-campus criminal behavior resulting in felony charges or when behavior poses a danger to persons or property or disrupts the educational process;
12. Any other conduct prejudicial to good order or discipline in any school.

ZERO-TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a narcotic, stimulant, prescription drug or any other controlled substance or a dangerous weapon onto a school bus, onto the school property, or to any school event or activity.

2. Any student who while on a school bus, on school property, or while attending any school event or activity unlawfully possesses a narcotic, stimulant, prescription drug or any other controlled substances or dangerous weapon; or commits battery on a teacher, or other employee of the school.
3. Any assault that results in bodily injury - Public Chapter 958.

IN-SCHOOL DETENTION

Students given an in-school detention in excess of one (1) day from classes shall attend either special classes attended by students guilty of misconduct or placed in an isolated area appropriate for study.

Personnel responsible for in-school detention will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given in-school detention shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR IN-SCHOOL DETENTION AND OUT-OF-SCHOOL SUSPENSION

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation;
2. Upon suspension of any student (in-school detention in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted;
3. The principal shall notify the parent or guardian and director of schools or designee in writing of the suspension and the cause for it and recommend a meeting prior to student's readmission.
4. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school;
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension for more than ten (10) days, he/she may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teacher license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the Disciplinary Hearing Authority.
8. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

ADMISSION OF SUSPENDED OR EXPELLED STUDENTS

The Board may deny admission of any student who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which s/he seeks enrollment. After a request for enrollment is made, the director of schools shall investigate the facts surrounding the suspension from the former school system and make a recommendation to the Board to approve or deny the request. The Board shall not deny enrollment beyond the length of the imposed suspension.

If the action of the Board is to deny admission, the director of schools shall, on behalf of the Board of Education, notify the Commissioner of Education of the decision. Any school system that accepts enrollment of a student from another school may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.

ALTERNATIVE SCHOOL PROGRAMS

The Board shall operate an alternative school program for students in grades 7-12 who have been suspended, expelled or remanded from regular school programs. Attendance in alternative school programs shall be mandatory, and students attending an alternative school located other than at their school of origin shall provide their own transportation.

Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.

Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.

The school of origin shall provide sufficient textbooks, equipment and supplies.

Alternative school programs shall be operated in accordance with the rules of the State Board of Education and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's school of origin. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's school of origin. Credit earned and progress made shall be granted as if the work were performed in the school of origin. No student may graduate based solely on attendance in alternative schools.

The student shall be subject to all rules of the school, and violations of such rules may result in the student's removal from the school for the duration of original intended suspension or expulsion. Violation of school rules shall not constitute grounds for extension of time spent in the alternative school. The chief administrator of the alternative school shall make the final decision on such removal.

Students found to be eligible for special education in related circumstances shall be placed and served in accordance with the law and rules relating to special education.

STUDENT DISCIPLINARY HEARING AUTHORITY

The board shall establish a Disciplinary Hearing Authority (DHA) to conduct hearings for students who have been suspended for more than ten (10) days. The DHA shall consist of no more than six (6) members at least two (2) of whom shall be licensed employees of the Board appointed to one (1) year terms and subject to reappointment. School Board members shall not serve on the DHA. The director of schools shall appoint a chairman of the DHA who shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension; and
5. Sign a copy of the meeting minutes.

Each hearing shall be conducted by at least three (3) members of the DHA, one of whom must be a licensed employee of the Board. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension. Either party has five days to request a review by the West Carroll Board of Education after the DHA renders their decision.

The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable;
4. Remand the student to alternative placement;
5. Suspend/Expel, Remand the student for a specified period of time.

If the student, principal, principal-teacher, or assistant principal requests a review, then the Board shall either review the record or grant a second hearing. If the Board chooses to review the record, it shall:

1. Affirm the decision of the Disciplinary Hearing Authority; or
2. Modify the decision to a lesser penalty; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the Disciplinary Hearing Authority; or
2. Modify the decision in any manner; or
3. Impose a more severe penalty than that issued by the Disciplinary Hearing Authority.

WEST CARROLL SPECIAL SCHOOL DISTRICT STUDENT AND STAFF RESPONSIBLE USE AND INTERNET SAFETY AGREEMENT REV. 2016

(WC 4.406, 1.805, 4.407)

The West Carroll Special School District (WCSSD) provides students with access to computers, network systems, and other technology equipment so that teachers may use these tools as part of the instructional process. Teachers or approved WCSSD representatives are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most benefit from available technology resources. Students are responsible for using the systems in a manner consistent with the goals of the school system and to be respectful of other users as well as adhere to the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements as stated in Tennessee Code Annotated 49-1-221. In general, students are permitted to use technology resources for educational purposes with the permission and guidance of a supervising WCSSD staff member or approved WCSSD representative provided the guidelines and restrictions herein set forth are followed.

I. Technology Resources

Technology equipment provided by the schools is the property of WCSSD and is intended to be used by teachers, staff and students for educational purposes consistent with the goals of the school district. To maintain efficient functionality of the equipment and to ensure its appropriate use, the district reserves the right to monitor all network traffic, search all files stored on district-owned systems and to take such action as necessary to assure that system resources are available for their intended purposes. Therefore, staff and students should have no expectation of privacy when using school networks or technology equipment. Additionally, students may not store personal files or data, install or remove software, modify system settings, or otherwise alter existing systems without the express approval of a supervising WCSSD teacher or approved WCSSD representative.

II. Network Systems

School computer systems exist in a networked environment that is designed with safeguards to ensure its dependability but which also relies on the goodwill of its users. Students who disrupt or compromise system resources by altering the network infrastructure or settings, attempt to acquire or use the login credentials of other users, introduce resource-draining applications, monitor the network traffic of other Users, bypass existing security restrictions, or otherwise compromise the integrity of the network will be subject to disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement.

III. Internet Access

WCSSD provides Internet access to every school which should only be used for instructional and administrative purposes. In providing this access, WCSSD attempts to limit the availability of web content that is inappropriate for students in the school environment. While these restrictions are typically sufficient to protect the innocent, it is impossible to completely prevent students from accessing inappropriate material. Therefore, all students are responsible for using the Internet in an appropriate manner and are permitted access only through the school's filtered Internet service. Students are permitted to access the Internet with the permission of a supervising WCSSD staff member or approved WCSSD representative. Students who attempt to circumvent the filter system by either software or use of websites, access inappropriate Internet services or publish inappropriate content, or assist others

in accessing or publishing such content or services, are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

Inappropriate uses of the WCSSD network include but are not necessarily limited to:

- Cyber Bullying
- Pornography
- Gambling or Gaming
- Harassment, insulting, defaming or attacking others (Cyber Bullying)
- Hacking or obtaining access to unauthorized systems
- Using another person's identity or password to access the network
- Violating Copyright Laws
- Illegal Activities
- Obscene Language
- Use of network for commercial purposes (Buying and selling for personal gain)
- Trespassing in other's files or folders
- Damaging or modifying computer systems without permission from WCSSD Technology Department

Although WCSSD blocks certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. WCSSD runs filtering software as required by CIPA (Childhood Internet Protection Act) and TN Senate Bill No. 3702 (49-1-221). The District technology staff has the right to remove any unauthorized or unlicensed software, restrict the use/listening/watching of streaming media to preserve District bandwidth, and restrict the use of games for staff and students with the exception of educational software that have been approved by the district.

IV. Chat Rooms, Newsgroups, Social Networks, E-Mail

Students are not allowed to participate in chat rooms, newsgroups, social networks, or e-mail using the WCSSD network unless the principal and supervising WCSSD staff member or approved WCSSD representative deems it appropriate for a particular assignment or class. Any circumvention or violation of this policy may result in disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement. Teachers may request that students be allowed access to these technologies, but the request must be made to the teacher's principal and then the principal request sent to the Director of Technology. Students who violate this policy are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

V. Documents, Files, and Software

Students should not alter, copy, move, or delete any files that belong to other people. Game, media, or other files shall not be downloaded and installed on any WCSSD computer system without the supervision and permission of WCSSD staff.

VI. Warranty

West Carroll Special School District makes no warranties of any kind, whether expressed or implied, for the technology resources it provides. The district will not be responsible for damages suffered by students in the use of technology resources including loss of data, interruption of services, and access to inappropriate content online.

The student and parent acknowledgment form should be signed and returned to the appropriate WCSSD faculty member.

VII. Internet Safety

It is the policy of West Carroll Special School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements.

WCSSD recognizes the importance of keeping children safe online. To address this issue, the district will provide the following:

A. Internet Training for Students

Internet safety training to students in K-12 is a part of their regular instruction. Resources will be provided to classroom teachers, and instruction time will be allotted. Education about safe and appropriate online behavior will be integrated into the K-12 curriculum and instruction. Students need to learn how to avoid inappropriate content and unwanted contacts from strangers while online. Students should also learn appropriate behavior on social-networking and chat-room web sites, the dangers of cyber bullying, and the importance of protecting personal information.

B. Supervision and Monitoring

It shall be the responsibility of all members of the West Carroll Special School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

C. Evaluation and Review

The district will annually review its Internet safety program to make such adjustments as necessary. The Technology and Planning Committee will review and evaluate all aspects of the Internet Safety Policy and program annually and will recommend revisions as needed.

D. Professional Development Opportunities for Teachers and Staff in District

1. Professional staff development will be provided in the following areas: Internet Safety in the Classroom, Curriculum Design, Internet Usage for Lesson Planning and Content, Usage of Digital Media, and other appropriate technologies that will enhance or secure the learning environment of West Carroll schools.
2. Opportunities for faculty and staff to attend technology professional development workshops, conferences, or other appropriate venues will be offered.

The district will provide on-site, ongoing professional development for all faculty and staff throughout the school year. This will be accomplished by scheduling in-service opportunities and after-school training that promote effective integration of technology in the classroom and library with the goals of improving student achievement and increasing network security.

The effectiveness of professional development will be assessed by analyzing student achievement scores, classroom grades, teacher observations, and by sending periodic surveys to faculty and parents. A needs assessment will be conducted to sustain professional development activities that integrate technology effectively for the next school year.

E. Parental Involvement

Student learning is maximized through familial or parental involvement in the educational process. However, family members may have very different levels of knowledge about instructional technology, and therefore varying capacity to become involved in a technology integrated learning process. Some parents do not understand the impact technology will have on their child's education as well as their child's post-high school employment prospects. In fact, many parents have a greater fear and misunderstanding of technology than do their daughters and sons. It is imperative to involve family members in the development of school and district technology plans and establish partnerships that include parents in discussions and decisions. If parents are not involved, they may well oppose the plan based on fear rather than informed opinion. The following are strategies that may be used to increase parental involvement:

1. Provide programs and/or speakers who may help parents, grandparents, caregivers, and community stakeholders understand how important it will be in the future for students to be competent in safe technology use.
2. Focus efforts to diminish parents' misconceptions, strengthen their technological awareness, and at the same time allow them to discover the potential of safe technology resources for their own uses.

3. Make available to parents the e-mail addresses of staff and use internet school sites to encourage communication between parents and teachers.
4. Invite parents, grandparents, caregivers, and community stakeholders to attend the same meetings and training on safe technology usage that are held for the staff. As all participants are empowered with knowledge, they become more committed. As parents, grandparents, caregivers, and community stakeholders become better acquainted with teachers, they become more supportive.

West Carroll Special School District Parent Involvement Plan

- I. The Board of Education encourages the involvement of parents, whether as individuals or as members of a group, to act as advisors and resource contacts in the following ways:
 - A. Complementing and extending the instructional services of the classroom teacher with parents' specific talents.
 - B. Serving as advisors on curriculum development projects and on citizens' advisory committees.
 - C. Expressing ideas and concerns by responding to surveys and other information gathering devices.
 - D. Maintaining active involvement in parent-teacher groups.
 - E. Supporting the value of education in area homes and communities.

II. General Planning and Implementation

Parental activities shall be planned and implemented with meaningful consultation with parents of participating children.

Under the direction of the family and community engagement coordinator and teachers, parental involvement activities will be planned and implemented in meaningful consultation with the parents of participating children. Parents will have an opportunity to participate in the development of this policy, agree to its content, and provide input into the planning of activities.

Questionnaires and personal interviews will be used to obtain parental input into the development of the district improvement plan, school improvement plans, school parental involvement plans, and the LEA parental involvement plan. A copy of the LEA parental involvement plan is included in this document. WCPS, WCES and WCJSHS parental involvement plans will be distributed during parent orientation meetings or school open house nights in August. A letter outlining a parent's right to make suggestions for revisions to the LEA plan is included with this handbook. Revisions to school plans may be suggested to the principal at any time. Parent involvement plans are reviewed at school leadership team meetings each year.

III. Written Policy

- A. Questionnaires, group meetings, and personal interviews will be used to obtain parent input into the LEA Plan. Names of the individuals involved in the development of the policy will be filed in the Title I Director's office.
- B. Technical assistance for implementing effective parental involvement will be provided by the Title I Supervisor through workshops for both teachers and administrators. Sessions on the importance of parental support will be provided for each faculty. Information regarding the progress of each school toward meeting state standards will be disseminated to parents using a variety of media including, but not necessarily limited to newsletters, meetings, and district and school websites. Parents will be encouraged to share comments through questionnaires, surveys, and personal interviews.
- C. Input from teachers and parents will be considered when scheduling activities and events with the hope of increasing levels of parent participation.

Specific topics for parent sessions may include math and reading skills and instruction, challenges to learning, discipline issues, and completing homework.

- D. Standing committees will include a cross-section of the parent population and will address the concerns of Safe and Drug Free Schools, School Health Advisory Council, technology integration, CTE offerings, the Title I program, IDEA, Pre-K, extended contract, and other issues which may benefit from parent input. Standing committees will review programs and provide input regarding the importance and implementation of meaningful parental contributions.
- E. Assessment observations including but not necessarily limited to interview comments from meetings, questionnaires, and surveys will be used in the revision of parent involvement policies and the design of strategies used for school improvement.
- F. Parent comments and suggestions will be solicited and encouraged by attaching returnable comment forms to the parent involvement plans distributed. Annual evaluation will be conducted jointly by the LEA and parents and will address the content, effectiveness, and success of the academic and parental involvement programs.
- G. Specific strategies for parental involvement will include, but may not necessarily be limited to:
 - 1. After-school tutoring.
 - 2. Open house.
 - 3. Parent-teacher conferences.
 - 4. Parent volunteer programs.
 - 5. Parent training programs.
 - 6. Parent orientation meetings during which the following information will be shared:
 - a) Courses of study.
 - b) Learning materials.
 - c) Homework policies and interventions.
 - d) Attendance policies.
 - e) Discipline policies and the WCSSD Code of Conduct.
 - f) Title I program goals and expectations.
 - g) Parent-Student-School compact.
- H. To the extent practical, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. Information and school reports shall be distributed in an understandable, uniform format but will be distributed in alternative formats upon request. To the extent practical, all information will be provided in a language parents understand.
- I. If applicable, not less than 1% of the LEA's Title I allocation shall be reserved to carry out activities under NCLB Section 1118 including family literacy and parenting skills. The advisory group will be an integral part of the planning committee in determining the greatest parental needs and funding.

The following individuals are available to provide additional information or clarification about topics mentioned in this brochure:

<p style="text-align: center;">West Carroll Primary School 731-986-8359</p> <p>Jackie Wester, Principal Debra Keeton, School Counselor Sandra Hudgins, Cafeteria Manager</p>	<p style="text-align: center;">West Carroll Elementary School 731-669-3851</p> <p>Tracy Foster, Principal Sherry Cockrill, School Counselor Tina Seaton, Cafeteria Manager</p>
<p style="text-align: center;">West Carroll Junior/Senior High School 731-662-7116</p> <p>Kelly Todd, Principal Shane DePriest, Assistant Principal Mary Bragg, School Counselor Debbie Moncrief, Cafeteria Manager</p>	<p style="text-align: center;">West Carroll District Office 731-662-4200</p> <p>Dexter Williams, Director of Schools Regina Alred, Supervisor K - 12 Supervisor of Instruction, Homeless Liaison, Home School Coordinator, Section 504 Coordinator Crystal Polinski, Supervisor Special Education Supervisor, Federal Programs Director, Homebound Coordinator Janet Winchester, Child Nutrition Director</p>

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Thông báo dành cho những người có khả năng Anh ngữ hạn chế: ú . C ð ò m ã í . m ó b m ò , x l ò q số 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), em l: Ed.Language.Assistance@ed.gov.

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