

West Carroll Primary School

Grades Pre K-2

P.O. Box 219, 8725 HWY. 105

McLemoresville, TN. 38235-0219

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

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

Mission Statement

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

Vision Statement

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

We Believe

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

2016-2017 West Carroll Primary School Calendar

July 28	Open House: Pre-K & 1 st Grade 6:00 P.M. Kind. & 2 nd Grade 7:00 P.M.
August 4	First Day of School (1/2 day for students)
September 5	Labor Day (school not in session)
September 11	Progress Reports Distributed
September 19	Staff Development (school not in session)
October 6	End of 1st 9 weeks
October 10-14	Fall Break (school not in session)
October 18	Parent Teacher Conference 3:15-7:00 p.m. Report Cards Distributed - 1 st 9 weeks
November 18	Progress Reports Distributed
November 23-25	Thanksgiving Break (school not in session)
December 20	Last Day of First Semester (1/2 day)
Dec. 21 – Jan. 2	Winter Break
January 3	Administrative Day (school not in session)
January 4	First Day Second Semester
January 6	Report Cards Distributed - 2 nd 9 weeks
January 16	Martin Luther King Day (school not in session)
February 16	Parent Teacher Conference 3:15 – 7:00 p.m. Progress Reports Distributed – 3 rd 9 weeks
February 17	Staff Development Day, Students Dismiss at 11:30
February 20	President’s Day (school not in session)
March 9	End of 3 rd 9 weeks
March 17	Report Cards Distributed – 3 rd 9 weeks
March 27 – March 31	Spring Break
April 13	Staff Development Day, Students Dismiss at 11:30 am
April 14	Holiday (school dismissed)
April 21	Progress Reports Distributed
May 12	High School Graduation
May 19	Last Day of School (1/2 day) Report Cards Distributed - 4 th 9 weeks

West Carroll Primary Faculty and Staff

Jacqueline C. Wester, Principal

Jackie.Wester@wcssd.org

Ext. 102

Kim Grogan, School Counselor

Kim.Grogan@wcssd.org

Ext. 204

Teachers

*Teacher Planning Times

Pre-Kindergarten

Brittany Foster

Brittany.Foster@wcssd.org

Ext. 223

Daralyn Martin

Daralyn.Martin@wcssd.org

Ext. 221

Kindergarten

8:15 – 9:00

Mallory Autry

Mallory.Autry@wcssd.org

Ext. 214

Sherry Haywood

Sherry.Haywood@wcssd.org

Ext. 219

Wendy Matheny

Wendy.Matheny@wcssd.org

Ext. 218

Marsha Wilson

Marsha.Wilson@wcssd.org

Ext. 217

First Grade

9:05 – 9:50

Kim Curtis

Kim.Curtis@wcssd.org

Ext. 220

Angie Morris

Angie.Morris@wcssd.org

Ext 215

Teresa Norton

Teresa.Norton@wcssd.org

Ext. 213

Second Grade

9:55 – 10:40

Rachel Baker

Rachel.Baker@wcssd.org

Ext. 203

Suzanne Butler

Suzanne.Butler@wcssd.org

Ext. 202

Nikki Underwood

Nikki.Underwood@wcssd.org

Ext. 205

> > If you need to speak to your child's teacher, please call during their planning time. < <

Related Arts

Linda Hodgson, Physical Education

Linda.Hodgson@wcssd.org

Ext. 227

Jonathan Wheeler, Music

Jonathan.Wheeler@wcssd.org

Ext. 226

Special Services

Anne Avery, Speech

Anne.Avery@wcssd.org

Ext. 210

Amy Murphree, Interventionist

Amy.Murphree@wcssd.org

Ext. 106

Ariel Wells, Special Education

Ariel.Fisher@wcssd.org

Ext. 208

Support Staff

Wendy Rogers, Administrative Asst.

Wendy.Rogers@wcssd.org

Ext. 101

Jeanie Hooper, Computer Lab

Jeanie.Hooper@wcssd.org

Ext. 207

Melissa Allen, Parapro. – Resource

Melissa.Allen@wcssd.org

Ext. 208

Whitney Crocker LPN, Nurse

Whitney.Crocker@wcssd.org

Ext. 109

Beverly Keymon LPN, Nurse

Lisa.Kapeller@wcssd.org

Ext. 109

Shelly Worrell, Paraprofessional

Shelly.Worrell@wcssd.org

Ext. 206

Sharlanda Emerson, Parapro.

Sharlanda.Emerson@wcssd.org

Ext. 221

Janice Vinson, Paraprofessional

Janice.Vinson@wcssd.org

Ext. 223

Adam Welch, Paraprofessional

Adam.Welch@wcssd.org

Ext. 221/223

Sandra Hudgins, Cafeteria Manager

Sandra.Hudgins@wcssd.org

Ext. 107

Lorie Barrow, Cafeteria

Jackie Davis, Cafeteria

Gerald Mauldin, Custodian

Jackie Poole, Custodian

SCHOOL HOURS 7:50 – 2:50

DAILY ROUTINE

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

ATTENDANCE

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

Excused/Unexcused Absences

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

Excused absences may include:

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

Missed Class Work Due to Absence

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

Perfect Attendance

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

Promotion and Retention

Students in grades K-2 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.

School Sponsored Activities

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

Excuse Notes

Excuse notes must be submitted to the office within three (3) days of a student's return to school.

Any absence without a written excuse will be counted as unexcused. While a phone call to the office is appreciated in the event of your child's absence, the phone call must be accompanied by a written excuse.

After a student has missed a total of six (6) days per semester, excused or unexcused, an absence will not be excused without a doctor's statement. Any administrative decision regarding attendance may be appealed, initially to the superintendent, and ultimately to the school board. The appeal shall be made in writing to the superintendent within five (5) days following the action or the report of the action (whichever is later).

Check In Late and Check Out Early Policy

School is in session from 7:50 a.m. until 2:50 p.m. each day. Students arriving or leaving school during those hours must be signed in/out by an adult. At no time should students be dropped off at the front door without an adult. Students are allowed to check in/out six times per semester. Students checking in late or checking out early a seventh time will be assigned after-school detention unless the parent or guardian presents a doctor's, dentist's, or court statement documenting an unavoidable and excusable absence. Each additional check in/out occurrences will result in assignment to after-school detention.

Truancy Policies

Truancy policies are outlined in the *West Carroll Special School District Student and Parent Handbook 2016-2017*.

DISCIPLINE

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

****Classroom teachers use a slip system to administer discipline. When a student misbehaves they will pull a slip. When they reach their last slip for the day the student will be referred to the principal for discipline. The principal may administer corporal punishment or In-school suspension where the student will be confined in the principal's office.**

Corporal Punishment

****If you do not wish to have corporal punishment administered, please indicate this in the appropriate block on the last page of the *West Carroll Special School District Student and Parent Handbook 2016-2017*. This signature page should be returned to the school office no later than August 12.**

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

PARENT - SCHOOL COMMUNICATION

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

Procedures for Conference with a Teacher

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

Website

To keep informed of all the latest news and school events concerning West Carroll Primary School and individual classes, please access the district website at www.wcssd.org.

Report Cards/Progress Reports

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

Awards Day

An awards day program will be held the end of each 9 week grading period. If your child will be receiving an award, their teacher will send home an invitation notifying you of the date and time the program will be held.

Grading System

100-93=A

85-92= B

84-75=C

74-70=D

below 70=F

Parent Teacher Organization

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

Dress Code

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

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

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

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

****Parent/Visitor Dress Code**

Parents and visitors are asked to adhere to the same dress code as our students while on school property.

Personal Property

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

Bad Weather Dismissal

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

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

Classroom Parties

Classroom parties will be held each year for the following holidays: *Halloween, Christmas, Valentine's Day and Easter*. On party days all parents and visitors

If you wish to celebrate a **student's birthday** at school please contact your child's teacher for permission several days in advance.

***All snacks brought to school must be pre-packaged, store bought** and meet the requirements outlined in the "Dietary Guidelines for Americans." Fat should not exceed 35% of calories, saturated fat should not exceed 10% of calories, sugar content should not exceed 35% of the product by weight, and the sodium content of one serving should not exceed 230 mg. For more information regarding these dietary guidelines, contact the District's Child Nutrition Director.

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

Accelerated Reader

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

Minimum Uniform Communication Expectations

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

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

Requirements for written language:

1. Use complete sentences.
2. Begin sentences with a capital letter.

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

Requirements for oral language:

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

SCHOOL FEES

Debts

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

Payment Procedures

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

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

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

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

Textbook/Library Book Fees

The district handbook outlines textbook loans and acceptable use. Students may check books out of the library as a loan. The cost of lost or damaged books must be paid in full before the student can

continue to check out books from the library. Report cards will not be sent home and records will not be transferred to another system if the student has unpaid textbook or library book fees.

Student Sales

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

STUDENT SAFETY

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

Bullying

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

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

Student information

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

****Circle Drive and Parking Lot Restrictions**

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

Parents/Visitors in the Building

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

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

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

Pre-K Parents

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

Release of Students

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

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

Security Cameras

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

Disaster Plan

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

CAFETERIA

Breakfast

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

Lunch

Lunch periods are as follows:

<i>Pre K, Martin:</i>	11:15 – 11:45	<i>First Grade:</i>	11:35 – 12:05
<i>Pre K, Foster:</i>	11:50 – 12:20	<i>Second Grade:</i>	12:15 – 12:45
<i>Kindergarten:</i>	11:00 – 11:30		

Meal Costs

	<u>Breakfast</u>	<u>Lunch</u>
Students, Regular Price	\$1.00	\$2.15
Students, Reduced	\$.30	\$.40
Employee/Staff	\$1.15	\$2.65
Visitors	\$2.50	\$5.00

WCP Cafeteria Charge Policy

Student meals should be paid for at the beginning of each week or at the time of meal service. West Carroll Special School District Child Nutrition Program does realize that circumstances may warrant the need for students to charge meals. The following policy addresses that need.

Students will be allowed to charge meals for no more than five (5) school days. Once the maximum number of charges has been reached, students may not charge again until the account is settled. Students who have reached the maximum number of charges will be provided an alternative meal. Cafeteria managers will make efforts to collect all charges due the cafeteria.

Visitors will not be allowed to charge meals. Payment is to be made at the time of meal service.

For detailed food service policies please refer to the district handbook.

Free and Reduced-Price Breakfast and Lunch

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 the student packets and available in the 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 the benefits to continue.

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

Soft Drinks

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

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

STUDENT HEALTH

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

Prescription and Over the Counter Medication

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

Pediculosis Control (Head Lice)

Please refer to the *West Carroll Special School District Student and Parent Handbook 2015-2016*.

CARROLL COUNTY BUS TRANSPORTATION

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

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

Carroll County School Bus Regulations for Primary Students

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

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

ZERO Tolerance policies will be in effect.

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

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

- C) Large items (18 inches), balloons and glass containers are prohibited on busses.

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

Video Recordings on Student Transportation Vehicles

Students may be videotaped while being transported to and from school or extracurricular activities. The purpose of the taping is to monitor student behavior. Due to privacy laws, parents cannot view bus video recordings. Without permission from the parent(s), personally identifiable information cannot be released to persons other than school personnel who are directly responsible for the students. Video recordings held for review of student behavior will be maintained and in their original form pending resolution. The supervisor of transportation of Carroll County Schools and the Superintendent are

permitted to view the tapes as a necessary part of supervision. Parents may file a complaint in the FERPA office if Carroll County Schools fails to comply.

Student Change of Destination

Transportation arrangements must be kept current. Changes in transportation arrangements should be made by a student's parent or guardian or in writing. Whenever possible, each student should know his or her transportation plans for the afternoon when he or she arrives at school each morning. Changes in transportation arrangements should be made by telephone only in the case of an emergency. ****If a change must be made over the phone, it should be called in no later than 2:00 p.m. Unless the school office is notified in the prescribed manner, the student will follow his or her normal transportation plan.**

No student will be allowed to exit a school bus at a stop other than his or her regular stop unless the bus driver is presented a *Change of Destination* form issued by school personnel.

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

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