



West Carter High School Student Handbook

2023-2024

OUR VISION

West Carter High School – Creating Our Most Empowered and Thriving Students.

OUR MISSION

The mission of West Carter High School is to foster emotional, physical, and educational wellness among our students in order to prepare them for success.

COMET PRIDE

Our students always show their Comet Pride!

Pride in their Academics...

Pride in their Accomplishments...

Pride in their Community...

Pride in their School...

And most importantly...

Pride in Themselves!

School Fight Song

On ye Comets,

On ye Comets,

On to Victory!

Fighting ever, winning ever, fighting merrily!

Rah! Rah! Rah!

On ye Comets,

On ye Comets,

Hold your banners high!

Dear old maroon and white,

Let's fight, fight, fight!



Faculty & Staff

Administration/Office

| | |
|--------------------------------|--|
| Kristen Bledsoe | -Principal |
| Corey Gee | -Assistant Principal |
| Daniel Barker | -Assistant Principal |
| Carie Tomolonis | -Guidance Counselor |
| John Liles | -Guidance Counselor |
| Chris Blankenship | -LMC Specialist/Technology Coordinator |
| Sarah Maggard | -Administrative Assistant – Front Desk |
| Abby Barker and Jackie Waddell | -Attendance Clerk/Records Clerk |
| Dawn Edison | -School Secretary (Finance) |

Faculty

| | | |
|------------------|--------------------|----------------|
| Jamela Billiter | Braden Brown | Megan Burge |
| DJ Buschman | Meredith Calhoun | Sarah Chaney |
| Blake Clark | Faith Conn | Gary Coffman |
| Karla Cooley | Will Davis | Jeff Erwin |
| Diana Brown | Kaylee Thornsberry | Jeremy Webb |
| Jeff Huffman | Mike Arthur | Billie Maddix |
| Judd Maddix | Dwain Messer | Lora Phillips |
| Ryan Raybourn | Greg Reynolds | Donovan Roe |
| Jared Salyers | Kristin Thompson | Corey Shepherd |
| Melinda Thompson | Ryan Tomolonis | |

Staff

| | | |
|-----------------|-----------------|---------------|
| Trey Napier | Kelly Bond | Coby Bowling |
| Gary Brown | Vanessa Wagoner | Linda Clark |
| Ericka Gearhart | | Fran Grantham |
| Bonnie Hamilton | Carl Haywood | Missy Hedge |
| | Shasta Rayburn | Wanda Lewis |
| Becky Maddix | Melissa McGlone | Lisa Morgan |
| Becky Parker | Rosa Stone | Edna Vaughn |
| Judy Wilburn | | |

STUDENT ACTIVITIES

West Carter provides each student with a variety of opportunities to become involved in activities inside and outside the normal classroom setting.

SPORTS

| | |
|------------------------------|------------------|
| Boys and Girls Archery | Boys Baseball |
| Boys and Girls Basketball | Cheerleading |
| Boys and Girls Cross Country | Football |
| Boys and Girls Soccer | Girls Softball |
| Boys and Girls Tennis | Girls Volleyball |
| Boys and Girls Golf | Unified Track |
| Boys and Girls Track | |

ORGANIZATIONS

| | |
|---------------------|--------------|
| 4-H | Beta Club |
| Art Club | FBLA |
| FCA | FFA |
| FCCLA | Writing Club |
| Student Y | Unified Club |
| Current Events Club | |

OTHER GROUPS/ACTIVITIES

| | |
|---------------|---------------------------|
| Academic Team | Educational Talent Search |
| Band | JROTC |
| Yearbook | Upward Bound |
| Mock Trial | Teen Court |

GO COMETS!

#CometPride



GRADUATION REQUIREMENTS

| | |
|---|-----------|
| ENGLISH Includes English 1, 2, 3, and 4, ENG 100, ENG 200 | 4 |
| MATHEMATICS (All students must take a math credit each year of high school) Includes Algebra 1, Geometry, CTE Math, Senior Math, MATH 131 and 152 | 3 |
| SOCIAL STUDIES Includes World Civilizations, Government and Geography, U.S. History | 3 |
| PHYSICAL SCIENCE Conceptual Science 1, Conceptual Science 2, Conceptual Science 3 | 3 |
| HEALTH AND PHYSICAL EDUCATION ½ Credit of Health and PE | 1 |
| HUMANITIES ELECTIVE Includes Band, Humanities, any Art class | 1 |
| ELECTIVES/CAREER PATHWAY Chosen from the West Carter scheduling guide. One elective must be a Math course during Senior Year | 10 |
| TOTAL CREDITS | 25 |

EARLY GRADUATION

- Early Graduation Candidates must meet the proficiency benchmarks on Kentucky required end-of-course exams.
- Early Graduation Candidates must meet Council of Post-Secondary Education (CPE) defined college readiness benchmarks on a college readiness exam. Current benchmarks for the ACT: English=18, Reading=20, Mathematics=19 (as set by CPE in 13 KAR 2:020),
- Early Graduation Candidates may not be eligible for all scholarships.

REQUESTING YOUR TRANSCRIPT

Transcripts are sent electronically through Parchment Exchange. You will register for this service your senior (or junior) year with your counselors. Once you have registered with the Parchment Exchange service, your transcript will be sent electronically to the school(s) of your choice. Instructions on how to order your e-transcript can be found on the West Carter High School website. You may also speak to a counselor or records clerk to receive your transcript.

BEFORE GRADUATION

It is the responsibility of each graduate to return all books, supplies, uniforms, Chromebooks, etc. and to pay any outstanding fees or fines before graduation. Failure to do so may delay or prevent you from receiving your diploma in a timely manner.

CLASS DUES

Class dues are to be paid the beginning of each new school year. Dues are to be paid to a designated class advisor. Class dues are \$5 for Freshmen, \$10 for Sophomores, \$15 for Juniors, and \$20 for Seniors.

| GRADING SCALE | |
|-------------------------------------|-----------|
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | Below 60% |
| POST-SECONDARY READINESS BENCHMARKS | |

A key focus for Kentucky and West Carter High School is preparing each student for college and/or career. Below are the state benchmarks for post-secondary readiness established by the Kentucky Department of Education:

- ACT: English—18; Mathematics—19; Reading—20; Science—24
- KYEOP (End of Program): Complete two courses in a career pathway, Pass the EOP Exam in designated area
- Industry Certification – available through all programs at CCCTC and in Business or Family and Consumer Sciences
- Complete three years in ROTC program at WCHS

| KEES SCHOLARSHIP PROGRAM—Kentucky Educational Excellence Scholarship (KEES) | | | |
|--|--------|-----------|--------|
| Students are advised to check their KEES account to insure accuracy. You may find more information at www.kheaa.com . | | | |
| KEES Base Award Amounts | | | |
| For each year you earn a 2.5 or better GPA, you can earn the base amount listed below. For instance, a high school freshman who earns a 3.5 GPA would have a \$375 scholarship for each year of college. Amounts may change based on available funds | | | |
| GPA | Amount | ACT Score | Amount |
| 2.5 | \$125 | 15 | \$36 |
| 2.6 | 150 | 16 | 71 |
| 2.7 | 175 | 17 | 107 |
| 2.75 | 187 | 18 | 143 |
| 2.8 | 200 | 19 | 179 |
| 2.9 | 225 | 20 | 214 |
| 3.0 | 250 | 21 | 250 |
| 3.1 | 275 | 22 | 286 |
| 3.2 | 300 | 23 | 321 |
| 3.25 | 312 | 24 | 357 |
| 3.3 | 325 | 25 | 393 |
| 3.4 | 350 | 26 | 428 |
| 3.5 | 375 | 27 | 464 |
| 3.6 | 400 | 28+ | 500 |
| 3.7 | 425 | | |
| 3.75 | 437 | | |
| 3.8 | 450 | | |
| 3.9 | 475 | | |
| 4.0 | 500 | | |

STUDENT GRADES AND ASSESSMENTS

In pursuit of accurately reporting progress toward standard mastery to each student and those with a direct interest in the student's progress; the staff of West Carter High School will assign grades and scores that are accurate, meaningful, and consistently support learning. Grades and scores will communicate a quantitative indicator of progress toward standards-based learning goals.

GRADES AND REPORT CARDS

Grades and report cards will accurately reflect achievement and the outcomes as defined by the curriculum and/or individual program plan. As such, individual student achievement will not be based on, or measured by, students' social development, classroom behavior, work habits, bonus points (extra credit), student absences, missed/late assignments, group scores, neatness, etc.

DEADLINES

Students are required to submit both formative and summative tasks on the due date. Practices related to supporting students in meeting deadlines include, but are not limited to, the following:

- ❖ Firm due dates for major summative assessments are communicated in advance, based on school reporting schedules (e.g., mid-terms/9-weeks/final grades).
- ❖ Extensions of firm due dates are negotiable, based on extenuating circumstances, for major summative tasks/tests within the class based on individual student needs/circumstances and at teacher discretion.
- ❖ Students who miss a firm due date for formative and summative tasks will make arrangements with the classroom teacher to complete the work **within 5 school days**.
- ❖ For reporting purposes, there will be firm, school-wide cutoff dates for teachers to evaluate student work. All work must be completed prior to the course final exam.
- ❖ If work is not submitted by the due date, the report card may indicate "incomplete" to reflect the fact that there is insufficient evidence to make a fair evaluation of student performance of major expectations.
 1. Marks will not be reduced for late work submitted within the 5 school day deadline (Teachers will provide support for the learner.)
 2. Retakes for a higher grade will be allowed within the 5 day window and all retake work must be completed prior to retaking target assessment.
 3. "I's" or "missing" can be given throughout the term but will revert back to prior assessment score or zero within 5 days (teacher discretion may be used to extend time period in extenuating circumstances).
- ❖ If a student fails to submit formative or summative work on time, there will be escalating consequences:
 1. A teacher must call the parent/guardian.
 2. The student may be required to remain in ISAE during that class period until work is complete.
 3. A student may be withdrawn from elective class until work is complete or may be requested to stay after school with an ESS teacher to complete the assignment.

ESS/Fall, Winter, and Summer School Eligibility

- a. The minimum score to attend Fall/Winter/or Summer School is 55%.
- b. The maximum score a student can achieve by attending any of these is 60%.
- c. Students from the first semester may complete work beginning with the week following grade card distribution; ESS director will provide a schedule for the students to use to make up work for credit. Second semester classes are to be completed during summer school.

OTHER CLASS NOTES

1. Intervention Courses: Students may be assigned to intervention or extended courses based on teacher recommendations, grades, class performance, and standardized test scores at the discretion of WCHS administration.
2. Final Exams: A student will be exempt from a final exam if he/she has an "A" average in the class or perfect attendance (provided that the student has no disciplinary action on record by that teacher or principal for the semester. A student may choose to take the exam to improve their final grade.
3. Dropping/Adding Classes: Students will have a window within the first three days in attendance of the semester in

which they can choose to drop/add courses. Administrative discretion will be used after those first three days.

ACADEMIC HONESTY

All students are expected to adhere to the rules of academic honesty. Honesty includes, but is not limited to, submitting only work that is completely yours and learning about and following plagiarism rules. Student will be required to complete the assignment, in their own work, during ISAE time and return to teacher.

ATTENDANCE

Attendance is an essential piece of student learning and excessive absences can have a negative impact on student demonstration of mastery of the content. Attendance will not be used in the calculations of the student grades. Missing assignments due to absences, including unexcused absences will be made up (e.g., on their own time and/or during other school related activities such as “club days”, lunch, after-school tutoring).

ATTENDANCE BY THE NUMBERS

| |
|---|
| 3 |
| <ul style="list-style-type: none"> • Parent notes accepted each semester for consideration for excused absences <ul style="list-style-type: none"> ○ One day absence=one note • Or more unexcused absences and/or tardies is the definition of “truant” under the law. Students with 3 unexcused absences and/or tardies are referred to the Director of Pupil Personnel (DPP). |
| 5 |
| <ul style="list-style-type: none"> • Days to turn in an excuse after an absence or tardy • Days to turn in an Attendance Appeals Form after you have an unexcused absence • Unexcused absences and/or tardies means a student may lose driving privileges for 10 school days • Days of unexcused absences and/or tardies may result in a parent/student conference to discuss attendance |
| 6 |
| <ul style="list-style-type: none"> • Or more unexcused absences and/or tardies is the definition of “habitual truant” under the law. Students with 6 unexcused absences and/or tardies are referred to the Director of Pupil Personnel (DPP) for referral to the court system. |
| 8 |
| <ul style="list-style-type: none"> • Full day unexcused absences mean students cannot participate in Prom and seniors may not participate in Graduation Ceremony |
| 10 |
| <ul style="list-style-type: none"> • Unexcused absences and/or tardies means a student may lose driving privileges for 20 school days • Days of unexcused absences may result in a formal parent/student conference to discuss attendance |
| 15 |
| <ul style="list-style-type: none"> • Unexcused absences and/or tardies means a student may lose driving privileges for remainder of the school year • Unexcused absences may result in a student, age 18 or older, being withdrawn from school. |

ATTENDANCE FREQUENTLY ASKED QUESTIONS

What is an absence?

An absence is when a student misses more than 60 minutes of one day. This absence is calculated as a percentage of the day missed. This will use one of the 6 parent notes allowed for the school year.

What is a tardy?

A student is considered tardy if they miss 60 minutes or less in one day. This can be checking in late, checking out early, or a combination of the two.

What is a habitual truant?

Any student who has been absent and/or tardy from school for 3 or more days unexcused.

What is an Educational Opportunity (EHO) ?

An Educational Enhancement Opportunity (EHO) is a trip or an activity that may augment a child’s education. An Educational

Enhancement Opportunity must be requested in writing by the parent in advance and must be approved by the Principal. Pick up and return EHO forms to Mrs. Jackie Waddell or Mrs. Abby Barker, our attendance clerks.

How many days do I have to make up my work or tests after and excused absence?

Students will have five days to make up work following an excused absence.

Can I participate in after-school (extra-curricular) activities, such as sports, if I have been absent from school?

No, students may not participate in after-school activities if they were not at school the entire day, unless the absence or tardy was approved, in advance, by the principal or athletic director.

What absences can be excused?

1. Illness of the student; parent's personal notes are accepted excusing students for up to 3 days per semester. To be excused, days missed beyond this limit must be approved by the school attendance committee, which may require documentation by a clinic or physician.
2. Death in the immediate family.
3. Appointment with a health professional, where such absence during the school day is justified. This excused absence requires written certification from the attending health professional.
4. Driver's test
5. Cause pre-approved by the school attendance committee.
6. Court appearance (note signed by the court or appropriate court official must be presented).
7. Failure of District-provided transportation system to operate.
8. Two (2) days for college visits for seniors (must turn in proof of visit)
9. Attendance of the Kentucky State Fair (1 day only).
10. Religious holidays, as appropriate and for appropriate duration. These absences should be pre-approved by the attendance committee.
11. Documented military leave
 - One (1) day prior to departure of parent/guardian called to active military duty
 - One (1) day upon the return of parent/guardian from active military duty
 - Visitation for up to 10 days with student's parent while on active duty stationed outside the country, is granted rest and recuperation leave.
12. Trips qualifying as Education Enhancement Opportunities as determined by the principal. Up to 10 days; none of which may occur during state testing.

How can I request a pre-approved absence?

Students who anticipate being absent for reasons not considered excused or that would not qualify as an educational enhancement opportunity may submit a Request for Pre-Approved Absence. This request must be submitted at least 2 weeks ahead of time. The Attendance Appeals Committee will consider the nature of the absence as well as the student's attendance record in making its decision. It is the responsibility of the student and/or parent to follow up with the school attendance clerk to see if the request is granted or denied.

How can I appeal an unexcused absence?

Once an absence has occurred, students have 5 days to turn in an excuse. If they fail to do so or if the absence cannot be excused, the student then has an additional 5 days to file an Attendance Appeals Request Form. Requests submitted later than this will not be considered. The Attendance Appeals Committee will consider the nature of the absence as well as the student's attendance record in making its decision. It is the responsibility of the student and/or parent to follow up with the school attendance clerk to see if the request is granted or denied

What is the checkout policy?

Students may check out by phone only if they are ill or have a doctor's appointment. (The office staff is authorized to verify the appointment.)

The parent/guardian with whom the student resides is the primary checkout agent. Students need to submit a completed Emergency Release Form. This form is for parents to list names of other people who may check the student out in case of a medical emergency.

If a student is leaving school for a reason other than the automatically excused reasons, the parent/guardian must come to the school and sign before the student will be allowed to leave.

No checkouts after 2:50 PM.

Where do I turn my excuses in?

Students may place excuses in the box at the scanners when they enter the building in the mornings, they can use the box on the wall in the office lobby or the main hallway by the front office, or excuses may be dropped off to Jackie Waddell in room 115.

What is “No Pass/No Drive” all about?

Students who are 16 or 17 years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver’s license, permit or driving privilege revocation.

Academic and Attendance Deficiencies

Academic and attendance deficiencies for students age 16 or 17 enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least 4 courses, or equivalent of 4 courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate 9 unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

DAILY OPERATIONS AT WCHS

Student Parking at West Carter High School

In the interest of safety for all students and to provide a more convenient parking facility, the following guidelines are in effect

1. Students must have a valid driver’s license.
2. Students must provide proof of liability insurance. The school is not responsible for the automobile or its contents.
3. Students may be required to pay a parking fee in the amount designated by school officials.
4. Students and parents must sign documents agreeing to submit to random drug testing.
5. Students will be given a parking tag, which must be clearly displayed in the vehicle’s windshield whenever the vehicle is on campus. No parking in unauthorized areas.
6. Vehicles may be searched if drugs, alcohol, or weapons are suspected.
7. Student drivers must provide a list of any other students they may transport. The parents or guardians of both students must sign a permission slip.
8. School board policy states:
 - a. A combination of 5 tardies/unexcused absences—student loses driving privileges for 10 days.
 - b. A combination of 10 tardies/unexcused absences—student loses driving privileges for 20 days.
 - c. A combination of 15 tardies/unexcused absences—student loses driving privileges for the rest of the year.
9. Driving recklessly, as determined by school personnel, will result in the loss of parking privileges.
10. Using vehicle to leave campus without permission will result in the loss of driving privileges.
11. No sitting in parked cars before or during school.
12. No one shall be in the parking lot during school hours without permission of school personnel.

Entry to West Carter High School

1. All students will be expected to enter the building in the morning through the gym lobby entrance. All other entrances will be locked and secured; students will not be allowed to enter by means of other building doors.
 - a. Students entering will be expected to walk through metal detectors at the gym lobby entrance. They will walk through the first detector, and if it is set off, they will be asked to walk through a second detector.
 - b. During entry, students may be asked to remove boots, empty pockets, or be scanned using a handheld metal detector.
 - c. Students must place ALL bags (backpacks, sports bags, purses, instrument cases, etc.) on the table at the gym entry. These will be searched by teachers or building administrators each day to ensure that no objects are brought in to the building that

are against school policy. Strictly prohibited items include: Tobacco products (including lighters, e-cigarettes, etc.)

- i. Drugs and alcohol (including look-alikes)
 - ii. Weapons (pocket knives included)
 - iii. Television or gaming systems (unless pre-approved by an administrator)
 - iv. Glass bottles of any kind - drinks, perfume, cologne, etc.
 - v. Any open container - coffee, opened bottle, fountain drink, etc.
 - d. Bags for use during the school day must be no larger than 18 x 18 inches in size. Students may be asked to bring a new bag to school if it does not comply with this requirement. Sports bags will be stored in the bag room in the gym lobby.
2. Once students have entered the school building, they are not to leave the building for any reason, unless they are signed out by a parent, guardian, or someone on their official pick-up list.
 3. Students may choose to report to the cafeteria for breakfast or to the gymnasium. Once a student has entered the gymnasium, they must ask permission of the teacher or administrator on duty to be released from the gymnasium.
 4. Students signing in late must report to the front office to do so. They will be scanned using a handheld metal detector and their bags will be searched in the front office. Any student who does not sign in at the front office when late is subject to disciplinary action.
 5. Visitors must report to the front door and be admitted by our receptionist. All visitors will sign in, their bags will be searched, and they will be scanned using a handheld metal detector. They will receive a visitor tag that they must display while in the building.
 6. Students returning from the Carter County Career and Technical Center or from any other school function will enter through the gym lobby doors and walk through metal detectors, using the same guidelines as the morning entry process. Bags will be checked and students may be asked to empty their pockets and remove shoes during this process.

Leaving West Carter High School

1. In the event it becomes necessary for the student to leave school during the school day, permission must be obtained by an Administrator and the student must sign out in the school office. The policy requires that parents present themselves or contact the office by phone before a student may be dismissed during school time, regardless of age.
2. Lunch sign outs are not permitted except for the following: dental or doctor appointment, application for driver's license or test, or emergencies.
3. No student will be dismissed after 2:50 p.m. unless it is an emergency.
4. Each school will require the parent/guardian of every student to submit a list of people (if any) allowed to pick up their children at school. By placing a name on the list, the parent/guardian is giving that person permission to pick up the child at school and the school will require no further contact with the parent/guardian before releasing the student. The school reserves the right to approve or disapprove people on the list and also the right to approve or disapprove on a case-by-case basis the early dismissal of students.
5. Students may be dismissed early into the custody of a person not on the list on a case-by-case basis with a documented note or phone call from the parent/guardian and with school approval.
6. Any person picking up a student at school must sign the sign-out listing in the school office.
7. If school officials do not recognize a person requesting to pick up a student, the visitor may be requested to present identification.
8. Teachers will not dismiss a student from school or into any person's custody without the approval of the Principal or his/her designee.
9. Students wishing to ride a bus other than their regularly assigned bus may do so with parent/guardian permission. Parent/guardian permission must be given in person, in the form of a documented note, or documented telephone call. In case of emergency or for student control purposes, the school may assign students to buses other than their regularly assigned bus without parent consent. See Bus Note section below for further information.
10. The enrollment records of the district shall include information regarding the marital status of a student's parent/guardian and any information regarding legal restrictions on pick-up and/or visitation.

Reporting Illness or Accident

Illness or an accident of a student while at school must be reported to the office. If there is an existing health condition of a student (such as diabetes, epilepsy, etc.), parents have the responsibility of making the school aware of these conditions. The health condition will be a matter of confidential records.

If a student has an accident at school, the teacher or immediate adult supervisor in charge will be responsible for reporting and filling out an accident report with the office. Accident reports are available at the front desk and must be filled out promptly.

Parent contact should be made as well.

Medication

Students are not permitted to bring prescription or over-the-counter medications (including such medications as aspirin or Tylenol) to school unless they need to be taken during the school day. If medications are brought to school, **they must be in their original containers** and turned in to a designated school official in the front office that will dispense them at the appropriate time.

DISTRIBUTION OF MEDICATION: Medication should be given at home when possible. School personnel shall keep a child's medication in a safe place and call the child to take the medication at the proper time providing there is a signed, notarized authorization to give medication form from the parent. The forms must be completed before school personnel administers medication to a student. Students are permitted to self-administer asthma medications when the school receives written authorization from the parent and health care provider. This permission shall be effective for the school year and renewed each year. All medication shall be sent to the school in its original container with the prescription label attached, which includes the physician's direction for dispensing the medication. Non-prescription (over the counter) medications may be accepted on an individual basis as provided by the parent or legal guardian so long as a completed authorization to give medication form is on file.

Severe Food Allergy Alert: For the safety of the students who have life-threatening nut allergies, please DO NOT bring ANY Nut products on school grounds at any time.

Lockers

- Each student can be assigned a locker. Students are not to share lockers with other students.
- Your locker is to be kept locked at all times. Students are cautioned against telling lock combinations to others.
- Each student is responsible for keeping his/her assigned locker clean both inside and outside.
- Students are cautioned not to keep money or other valuables in their lockers.
- Students must use the official school locks. School locks will be sold at the beginning of each year. Personal locks on lockers will be cut off.
- All lockers unassigned will be locked or secured by school staff.

Bus Notes

A bus note must be written by a parent/guardian when the student will be riding a different bus to a new/different location for one day. A note must be written for each event. The note must include parent/guardian signature along with a phone number so the note can be verified by school personnel before permission is granted. Bus notes need to be brought to the front office and left at the front desk no later than 2nd period.

Outside Food and Drink

Students are NOT allowed to order food during school hours from local restaurants. Students may bring their lunch, but deliveries are prohibited. Parents who bring students food must bring all items in unmarked containers. Only individuals on a student's official pick-up list will be permitted to bring food to a student during the school day.

Student Dress Code

1. Underwear cannot be visible at any time
2. No exposure of midriff (stomach area).
3. No strapless garments. Straps must be at least the width of a credit card.
4. No baggy pants or trench coats (Board policy).
5. All shorts, skirts, or dresses must be long enough for fingertips to touch fabric when standing.
6. No pants/shorts/skirts with holes above the tips of the fingers when standing.
7. No clothing that advertises illegal products for minors will be permitted. Examples: alcohol or tobacco products, or illegal drug references.
8. No clothes with vulgar language, vulgar sayings, vulgar pictures, or suggestive content.
9. Shoes must be worn at all times.
10. Wearing hats in the building is permitted, but must be removed in classrooms at teacher discretion (failure to remove a hat when requested may result in disciplinary action).
11. Any athletic gear/bags must be stored at the school's designated area immediately upon arrival at school.
12. No accessories that can be used as a weapon (including but not limited to animal chains, spiked collars, spiked bracelets, spiked rings).

"The wearing of attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which is the judgment of the Principal, significantly disrupts school work, interrupts scholastic endeavors, or threatens health and safety of

other pupils, is prohibited.”

-from the Carter County School District Code of Acceptable Behavior and Discipline

Telecommunications Devices (CELL PHONES)

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices as defined by law and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating;
 - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
 - c. Is profane, indecent, or obscene;
 - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

“EXTRA”

Extracurricular Eligibility

Students will be deemed eligible for extracurricular participation based on the following:

- a. Grades – Checked weekly; must be passing 2/3 of classes
- b. Attendance – Students arriving at school after 8:10 am or leaving before 3:00 pm will not be eligible for game or practice on that day with the exception of a specialist appointment, death in the family, college visit, or pre-approved excuse (by an administrator or athletic director)
- c. Behavior – Any student on OSS (suspension) shall not be allowed to participate in extracurricular activities until the suspension has been lifted. Any student serving ISAE will be at the discretion of the coach or sponsor for eligibility.

Field Trip (Including Senior Trip) Eligibility

Any student wishing to participate in a school field trip (including a senior class trip) must have a form signed by all of their teachers allowing them permission to miss their class. If a student has poor grades or attendance, a teacher may choose not to sign the permission form. Seniors who are ineligible to participate in graduation ceremonies will automatically be ineligible to participate in a senior class trip.

Reward Day Requirements

There will be reward days offered to students (i.e. Field Day, Talent Show, Dodgeball, etc.). In order to attend or participate, students must meet the following guidelines:

- No more than two failing grades that semester (seniors must not be failing a graduation requirement)
- No discipline referrals for the month in which the event is held.
- Students must be eligible for extracurricular activities based on attendance (no more than 8 unexcused absences).

A firm date will be set for each reward day for students to be made aware of their eligibility based on grades, behavior, and attendance. Students who do not meet the requirements will not be allowed to participate and will be sent to an alternate location in the school. There will be no changes made after this date to allow participation.

Dance Attendance Guidelines

- Attendance at the Prom or any other dance is a privilege and not a right. Behavior and/or attendance issues can keep you from being approved for the prom or other dances.
- Age restrictions for dances: No student younger than high school age will be permitted to attend ANY high school dance. Students from other high schools are permitted to attend Homecoming, Military Ball, and Prom as a guest of a current WCHS student. Graduates who have not yet reached the age of 21 will be eligible to be a guest of a current WCHS student for Military Ball and Prom only.
- Students with 8 or more unexcused absences (including suspensions) for the school year cannot attend prom.
- A Dance Guest Form must be completed to bring a guest not currently enrolled as a West Carter High School student. This includes Carter Virtual Academy. Age restrictions will apply.

Dance Behavior Expectations

- Students are to be in designated dance areas. Students found outside of the designated areas will be escorted off the property. There will not be anyone allowed to leave a dance until the designated time specified by administration.
- All students will be observed for illegal substances prior to entry into the dance.
- Any student suspected of being under the influence of drugs and/or alcohol will be subject to evaluation.
- Administrators, if given just cause, reserve the right to conduct bag searches.
- Any student who refuses to comply will be denied entry into the dance
- Any vehicle, including limousines, can be searched with just cause at any time, by proper authorities. Passengers will be held responsible and subject to consequences for any illegal substances found within the vehicle.

Graduation Ceremonies

In order to maintain the safest environment possible at graduation ceremonies, there will be limited seating available and heightened security measures in place. Each senior will be issued a set number of tickets to distribute to guests of their choice. The number of tickets per senior will be determined based upon the class size. Guests attending graduation will only be admitted upon presenting the proper ticket. All those attending graduation (including students) will be required to enter the building through the gym lobby where they will be scanned using metal detectors. All bags will be searched prior to entering the graduation ceremony. This is not done in an effort to keep family and friends from attending; it is simply an attempt to keep the event as safe as possible.

SERVICES OFFERED TO STUDENTS AT WCHS

Guidance Counseling

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, study techniques, social skills, and emotional/physical well-being. If a teacher perceives a problem in the above areas, that teacher will make a referral to counselors. Parents should feel free to make an appointment with one of the counselors when they have questions concerning their child.

Referrals for outside counseling services may be made by the guidance counselors. Parents/guardians may also request a referral by contacting the guidance office. Counselors can be reached by calling 474-6696, ext 42900.

Youth Service Center

1. Referrals to health and social services
2. Employment counseling, training and summer and part-time job development.
3. Drug and alcohol abuse prevention programming and referrals to substance abuse counseling.
4. Family crisis and mental health counseling with Pathways Inc. providing on-site services to students during the school day in a private setting.
5. Assistance with transitioning to and from high school.
6. Information on available resources in the community to meet a variety of needs of students and families
7. Information and assistance to new and expectant mothers.
8. Assistance with clothing and food needs, and assistance or referrals for a variety of other basic needs, such as utilities, housing, etc.

Trey Napier is the coordinator for the Youth Service Center 474-6696, ext. 42040. Becky Parker is Family Advocate for the high school office and may be reached at 474-6696, ext. 42041.

Library Media Center

LMC hours: 7:45-3:15 (extended hours may be arranged with LMC staff). Any student who needs to visit the LMC during class must have a written note from their teacher and sign in at the circulation desk. LMC Circulation: Books may be checked out for 2-week intervals and renewed for an additional two weeks. Students must present the book in the LMC to renew. Fines accrue at \$0.10 per day for overdue books. Students may not check out additional items if they are in overdue status or owe outstanding fines. Overdue Notices are delivered to students periodically. Materials lost or damaged beyond repair are billed to the student at replacement cost. Students MUST clear their obligations to the LMC before graduation. All Chromebook concerns are also handled in the Library. Parents and students may also contact our Library for concerns related to Infinite Campus (Parent and Student Portal) and the school yearbook.

| COMMON AREA PROCEDURES | |
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| Hallways | Afternoon Procedures |
| <ol style="list-style-type: none"> 1. Walk to the right/ pass on the left. 2. Keep your hands and feet to yourself 3. Talk in a conversational tone. Avoid yelling/screaming/making loud noises. 4. Use your passing time wisely. Take care of restroom/lockers before you socialize to avoid being late to class. 5. Avoid blocking the hallways in large groups. 6. Respond appropriately and immediately to adult directions. 7. Have a signed planner if you are in the hallway during class time. | <ol style="list-style-type: none"> 1. Go immediately to your bus, personal vehicle, or assigned waiting area. 2. Student drivers are to exit the campus immediately, without loitering in the parking lot. 3. Students waiting for busses may wait on the sidewalk outside. In the event of severe weather, an alternate location for waiting on busses will be announced. 4. Stay on campus and out of the parking lot until your bus arrives. |
| Morning Procedures | Restrooms |
| <ol style="list-style-type: none"> 1. Enter through the scanners at the gym lobby entrance of the school. 2. Turn in excuses for previous absences/tardies at the table by the scanner doors. 3. Place sports bags in storage area. 4. Go to gym or cafeteria. If you go to the gym, you are there to stay. Only the humanities hallway is accessible to students in the morning. 5. Whether in the cafeteria or the gym, the following applies: Keep your hands and feet to yourself. Talk in a conversational tone. | <ol style="list-style-type: none"> 1. Keep the restroom clean for yourself and others. 2. Have a signed planner if you are in the restroom during class. 3. Use the facilities properly, the way they were designed to be used. 4. NO congregating/loitering in the restrooms. 5. Report any problems in the restrooms immediately to a staff member. 6. Only one person allowed in a stall at a time. |
| Cafeteria | Assemblies |
| <ol style="list-style-type: none"> 1. Go directly to the cafeteria at your scheduled time. 2. Be polite to cafeteria personnel. 3. Avoid wastefulness by taking only the napkins/straws/condiments you need. 4. Keep the tables and floors clean. 5. Dispose of all trash in the proper receptacles. 6. Ask permission from an adult on duty to leave the cafeteria. 7. Stay seated until dismissed. | <ol style="list-style-type: none"> 1. Respond appropriately to the presenter, based on the type of assembly. Be polite and attentive. <ol style="list-style-type: none"> a. Formal—Students sit quietly and attentively. b. Educational—Students interact appropriately and respectfully with presenter. c. Spirit—Students actively participate. 2. Questions should be relevant and pertain to the topic at hand. 3. Use the aisle to get to your seat, avoiding climbing over or on the chair backs. Exit when dismissed. |

DISCIPLINE POLICY

2023-2024

All discipline at West Carter High School will be assigned according to school/district policy.

DPP—Director of Pupil Personnel, SRO—School Resource Officer, ISAE—In School Suspension, OSS—Out of School Suspension (includes any school functions during the suspension time period)

| A. VIOLATION— SCHOOL ATTENDANCE | SCHOOL INTERVENTION |
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| 1. Skipping class (more than 10 minutes unaccounted for)—1 period | 1 st offense—4 hours detention 2 nd offense—1 day ISAE 3 rd offense—3 days ISAE |
| 2. Skipping school—2 periods or more or leaving school grounds. | 1 st offense—2 days ISAE 2 nd offense—3 days ISAE 3 rd offense—1 day OSS |
| 3. Tardies to Class | 1 st offense—Warning by teacher 2 nd offense— Assign tardy packet which is due the next day 3 rd offense—4 hours ISAE 4 th -9 th offense—1 Day ISAE 10 th offense—Report to DPP as truant and 1 day ISAE assigned for each tardy accumulated after #10. |
| 4. Tardies to School | Tardy #1—Warning Tardy #2—Warning and conference with an administrator Tardy #3— 4 hours ISAE Tardy #4-9—1 Day ISAE Tardy #10—Report to DPP as truant and 1 day ISAE assigned for each tardy accumulated after #10. |
| B. VIOLATION— TOBACCO | SCHOOL INTERVENTION |
| 1. Possession of tobacco products or smoking paraphernalia. 2. Smoking/chewing of tobacco products inside/outside the school building. | 1 st offense— 1 day ISAE 2 nd offense— 2 days ISAE 3 rd offense— 3 days ISAE 4 th offense – OSS and notification to SRO **If students are caught with any tobacco product, vape pen, e-cig, etc, those items become the property of WCHS and will not be returned. For each offense, parents will be notified of student possession or use of tobacco products. |

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| C. VIOLATION – ELECTRONIC CIGARETTE/VAPE | SCHOOL INTERVENTION |
| 1. Possession/use of electronic cigarette, vape, etc. | 1 st offense - 1 Day OSS and 2 Days ISAE (if student and parent agree to enroll in Early Intervention Program through approved counseling agencies.) 2 nd offense – 3 Days OSS 3 rd offense – 5 Days OSS 4 th offense – 10 Days OSS |
| D. VIOLATIONS- ALCOHOL/DRUGS | SCHOOL INTERVENTION |
| 1. Possession/use of alcohol, illegal drugs, legend drugs, look-alike drugs, drug paraphernalia, or under the influence at school/school function. | 10 days OSS reduced to 5 days if student and parent agree to enroll in Early Intervention Program through approved counseling agencies. |
| 2. Sale/transfer of illegal drugs, legend drugs, look-alike drugs, or over the counter drugs or alcohol. | Notification of police and 10 days OSS from school with referral to the superintendent for pre-expulsion hearing. |
| 3. Possession of prescription drugs issued to the student or over the counter drugs which have not been turned in to the records clerk in the office. | 1 st offense—Medication taken from the student, student will be warned, and parent required to come to school to pick up the medicine. 2 nd -3 rd offense—1 day ISAE. 4 th offense – 3 days ISAE |
| D. FLAGRANT VIOLATIONS | SCHOOL INTERVENTION |
| 1. Arson or Burglary of school property 2. Weapons (including knives of any size) possession, use, sale, or transfer 3. Bomb threat or Explosive devices— possession, use, sale or transfer 4. Stolen property/theft | Notification of police, 5 days OSS, with immediate referral to the superintendent for pre-expulsion hearing. ***Administrative discretion may be used for minor acts. |

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| 5. Falsely setting off fire alarm. | Notification of police; Charges filed and 5 days OSS |
| 7. Any sexual activity on school grounds or at any school function. | <p><u>Inappropriate Sexual Contact/Behavior</u></p> <p>Any contact including touching and groping but does not involve a sexual act. Penalty: 1st offense – 3 days ISAE and parent contact 2nd offense – 5 days suspension 3rd offense – 10 days suspension and recommendation for expulsion</p> <p>Any sexual act including oral sex. Penalty: 1st offense – 5 day suspension 2nd offense – 10 day suspension and recommendation for expulsion</p> |
| E. VIOLATIONS— BUILDING/GROUNDS | SCHOOL INTERVENTION |
| 1. Defacing/destruction of property | 3-5 days OSS and make retribution. In incidents where clean-up is involved, multiple hours of community service may be assigned. |
| 2. Breaking and Entering (Includes unlawful entry) | 5 days suspension (ISAE or OSS, administrative discretion); notification of police; retribution and community service if damage is done. |
| 3. Loitering—School grounds are not a place for public and/or student loitering. While school is not in session, no person, except Carter County Schools employees shall enter or remain inside the school building or on school grounds. Grounds are closed from sunset to sunrise, except for approved school activities or pre-approved community events. Grounds are not to be used after hours for unapproved student assemblies and/or campouts. | <p>Violators will be asked to leave school grounds.</p> <p>Administrative discretion will be used depending on the actions of violators.</p> <p>Severe cases may lead to notification of police and/or charges being filed for trespassing and/or unlawful assembly.</p> |
| F. VIOLATIONS— DRIVING | SCHOOL INTERVENTION |
| 1. Reckless driving, excessive speed, disruptive behavior in a vehicle. | 1 st offense—Warning and 1 day ISAE 2 nd offense—Notify SRO and loss of driving privileges for 20 days 3 rd offense—Notify SRO and loss of driving privileges for remainder of the school year. |
| 2. Driving without parking pass. | 4 hours detention—Must show proof of purchasing parking pass before driving again. |

| G. VIOLATIONS— INTEGRITY | SCHOOL INTERVENTION |
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| 1. False statements—written or verbal, forged note/altering names on list | 1 st offense—4 hours detention 2 nd offense—1 day ISAE 3 rd offense—3 days ISAE |
| 2. Academic Dishonesty; Cheating; Plagiarism | 1 st offense—1 day ISAE 2 nd offense—2 days ISAE 3 rd offense—3 days ISAE ***Student will be required to complete the assignment, in their own work, during ISAE time and return to teacher. |
| <p>3. Misuse of Electronic Devices (including cell phones, internet, school Chromebooks, ear buds)</p> <p>Cell phone use is not permitted in classrooms. Students are permitted to use phones in the hallways and cafeteria.</p> <p>Earbuds should not be worn during classroom instructional time.</p> | <p>Penalty for Electronic Device Violation: If a student violates our Electronic Device Policy, the device will be confiscated AND he/she will be subject to the following disciplinary guidelines:</p> <ol style="list-style-type: none"> 1st - Warning, device must be picked up by a parent at the end of the day. 2nd - 1 day ISAE, device must be picked up by a parent when punishment is complete. 3rd - 2 days ISAE, device must be picked up by a parent when punishment is complete. 4th - 3 day Suspension, device must be picked up by a parent when punishment is complete. Refusal to comply with the request to put away an electronic device in class will result in disciplinary action (see Refusal to Comply with Request of an Administrator or Teacher.) <p>Additionally, some behaviors regarding electronic device misuse may be more severe than simply using it at an inappropriate time. When a behavior is more severe, the following discipline will be taken:</p> <p>VIDEO/PICTURE WITHOUT CONSENT - Any student who takes a picture of films another student or group of students without clear written permission will be disciplined and charges will be filed.</p> <ol style="list-style-type: none"> 1st offense – 5 days suspension and no cell phone for the rest of the year. 2nd offense – 10 days suspension, recommendation for expulsion and no cell phone for the remainder of that school year If a teacher is filmed or photographed it will be an automatic 10 day suspension and loss of cell phone for the remainder of that school year <p>RECEIVING/SENDING A VIDEO AT SCHOOL – Students who receive a video of another student, a member of the faculty and staff, or other prohibited videos should report the video immediately. Any student who shares one of these videos will face disciplinary action.</p> <ol style="list-style-type: none"> 1st offense – 3 days Suspension (Loss of cell phone privileges for the rest of the semester) |

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| | <p>b. 2nd offense – 5 days Suspension (Loss of cell phone privileges for the remainder of the year)</p> <p>SOCIAL MEDIA POST MADE DURING THE SCHOOL DAY – Any post made during the school day can be subject to the following discipline:</p> <p>A. 1st offense - 3 days ISAE B. 2nd offense - 5 days ISAE (Loss of cell phone privileges for the rest of the semester) C. 3rd offense – 3 days Suspension (Loss of cell phone privileges for the remainder of the year)</p> <p>OBSCENE, DISPARAGING, FALSE, or SLANDEROUS POSTS ABOUT OTHER STUDENTS, FACULTY, STAFF, OR THE SCHOOL MADE AT SCHOOL VIA SOCIAL MEDIA</p> <p>a. 1st offense – 3 days Suspension (Loss of cell phone privileges for the rest of semester) b. 2nd offense – 5 days Suspension (Loss of cell phone privileges for the remainder of the year)</p> <p>INAPPROPRIATE USE OF TECHNOLOGY – Students using technology to view inappropriate material or tampering with school technology will be disciplined as follows:</p> <p>a. 1st offense – 5 days suspension and loss of Internet privileges for the remainder of the school year b. 2nd offense – 10 days suspension, recommendation for expulsion</p> <p>ELECTRONIC DEVICE POSSESSION AFTER LOSS OF CELL PHONE PRIVILEGES</p> <p>a. 1st offense – 3 days Suspension and cell phone must be picked up by parent b. 2nd offense – 5 days Suspension and cell phone must be picked up by parent</p> |
| <p>H. VIOLATIONS—TOWARD SCHOOL EMPLOYEES</p> | <p>SCHOOL INTERVENTION</p> |
| <p>1. Defiance of authority—defined as:</p> <p>a. defying, a standing up against authority and refusing to recognize or obey it, open resistance. b. Challenge to meet in a contest, to do something or prove something</p> | <p>2 days suspension (Administrative discretion as to ISAE or OSS depending on the severity and longevity of the defiance)</p> <p>**Multiple offenses may result in administrative discretion which could possibly include charges being filed or referral to Superintendent for pre-expulsion hearing.</p> |

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| <p>c. Deliberate challenge to authority by disobedience</p> <p>d. An attitude or action designed to provoke hostility</p> <p>e. A contemptuous opposition</p> <p>f. Deliberately disregarding</p> | |
| <p>2. Disrespectful Attitude</p> | <p>1st offense—4 hours detention and counseling session with grade level counselor</p> <p>2nd offense—1 day ISAE</p> <p>3rd offense—2 days ISAE</p> <p>4th offense—Treat as Defiance of Authority</p> |
| <p>3. Profanity/obscene gestures and/or language toward employee.</p> | <p>3-5 days OSS, Notify SRO</p> |
| <p>4. Aggressive behavior toward an employee</p> <p>5. Serious or repeated verbal abuse/harassment of an employee</p> <p>6. Assault of any school employee</p> <p>7. Threatening the person or property of an employee either by word or by gesture.</p> <p>8. Sexual harassment of a school employee (physical)</p> | <p>Notify SRO</p> <p>10 days suspension with immediate referral to the superintendent for a pre-expulsion hearing.</p> |
| <p>I. VIOLATIONS— TOWARD ANOTHER STUDENT</p> | <p>SCHOOL INTERVENTION</p> |
| <p>1. Physically assaultive behavior (e.g., hitting/fighting)</p> | <p>1st offense—3 days OSS and 2 days ISAE</p> <p>2nd offense—5 days OSS and 3 days ISAE</p> <p>3rd offense—10 days OSS plus 5 days ISAE. Immediate referral to the superintendent for pre-expulsion hearing.</p> <p>***Depending on the severity of first assault, administration reserves the right to proceed directly to referral for pre-expulsion</p> |

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| | hearing. |
| 2. Aggressive Behavior (e.g., pushing/shoving) | 2 days suspension. Administration reserves the right to use ISAE or OSS depending on severity of the matter |
| 3. Instigation—spreading rumors or creating a situation by word—which has the intent of causing a physical altercation between other students | 2 days ISAE |
| 4. Profanity/obscene gestures and/or language toward a student or verbal fighting | 1-3 day suspension (ISAE or OSS depending on severity of incident) |
| 5. Sexual harassment of another student (physical) | 10 days suspension with referral to superintendent for pre-expulsion hearing. |
| 6. Threats/Verbal Harassment (including verbal sexual harassment) of another student/Bullying | 1 st offense—3 days ISAE 2 nd offense—3 days OSS 3 rd offense—10 days OSS with referral to superintendent for pre-expulsion hearing. ***In severe cases, we will proceed directly to suspension/referral to the superintendent for a pre-expulsion hearing. |
| J. VIOLATIONS—GENERAL | SCHOOL INTERVENTION |
| 1. Unauthorized Area—an unauthorized area may include, but not be limited to any place other than the cafeteria during lunch or morning bus duty, the hallways during class time without a signed agenda book, teacher’s lounge or work room, more than one person in a restroom stall, or any place other than the students’ assigned location without a signed agenda book | 1 st offense—4 hours detention 2 nd offense—1 day ISAE 3 rd offense—2 days ISAE 4 th offense—Treat as Defiance of Authority |
| 2. Disruptive behavior in a classroom or in the school building | 1 st offense—1 day ISAE 2 nd offense—2 days ISAE 3 rd offense—3 days ISAE |
| 3. Disruptive behavior during an assembly | 1 st offense—Student will be removed from assembly and assigned 4 hours detention 2 nd offense—Student will be removed from assembly, assigned 4 |

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| | hours detention and banned from assemblies for the remainder of the year |
| 4. Profanity, obscene language and/or gestures | 1 st offense—1 day ISAE 2 nd offense—2 day ISAE 3 rd offense—2 days ISAE 4 th offense—treat as Defiance of Authority |
| 5. Inappropriate display of affection (only hand holding is permitted) | 1 st offense—1 day ISAE, Parent Contact 2 nd offense—2 days ISAE, Parent Contact 3 rd offense—3 days ISAE, Parent Contact 4 th offense—Treat as Defiance of Authority |
| 6. Student has been assigned detention or ISAE on 3 occasions for the same offense | Punishment for violation of 3 rd offense plus “Defiance of Authority” |
| 7. Behavior that causes a safety hazard | Administrative discretion—based on severity of the incident. Punishment may be as minor as ISAE assigned, but in extreme issues can constitute a 10 days OSS with possible referral to the superintendent for a pre-expulsion hearing |
| K. VIOLATIONS-MISCELLANEOUS | SCHOOL INTERVENTION |
| Any violation that could be considered a public offense such as, but not limited to, terroristic threatening, criminal mischief, harassment, etc. | Administration may choose from the following depending upon the severity of the violation: OSS (May include suspension from any school function such as, but not limited to: senior breakfast, prom, field trips, club events, graduation ceremonies, etc.) ISAE Notify SRO Referral to superintendent for pre-expulsion hearing. |

OTHER STRICTLY PROHIBITED BEHAVIORS

There may be times when behaviors take place that are not specifically outlined in these guidelines. Please note that discipline will be based on the severity of the offense. Consequences could include ISAE, suspension, and/or expulsion and referral to the School Resource Officer for possible criminal charges. Discipline will be handled at the discretion of administration.

DISCIPLINE NOTES

1. Escort List – Students who have multiple tardies, skipping, fighting, multiple disruptions, smoking, etc. infractions will be placed on an escort list. Students can be removed from the escort list by not having any infractions for a semester.
2. An accumulation of multiple offenses outlined in Carter County School Board policy 09.426, for conduct that disrupts the educational process, may result in administrative discretion which could possibly include, but are not limited to, charges being filed, alternative education placement via Carter County Virtual Academy, DPP referral or referral to Superintendent for pre-expulsion hearing. The duration of assignment shall be fixed and determined by the Principal or his/her designee and the pre-expulsion committee. Opportunities shall be provided for the student to

continue regular schoolwork under the supervision of the school staff, and counseling services shall be provided to address school-related problems.

Tobacco Policy

Effective July 1, 2020 – All tobacco products are banned from school campuses, per House Bill 11. This applies to students and visitors to our building as well. Visitors to the school will be prohibited from using any tobacco products, even at outdoor sporting events.

Harassment and Discrimination

The Carter County School District does not tolerate acts of harassment and discrimination based on race, color, national origin, age, religion, sex or disability.

Prohibited acts include, but are not limited to, offensive conduct such as racial or ethnic slurs, jokes, derogatory comments, or other verbal or physical conduct against a member of any of the protected classes listed above.

Any student who believes they have been harassed or discriminated against should report this immediately, either verbally or in writing, to their building level Principal.

Any employee who believes they have been discriminated against should report this immediately to the Superintendent.

Complaints of harassment and discrimination will lead to an adequate, reliable and impartial investigation in accordance with the specific Carter County Board of Education Harassment/Discrimination policy.

Students who engage in harassment/discrimination shall be subject to disciplinary action, including but not limited to, suspension and expulsion.

Employees who engage in harassment/discrimination shall be subject to disciplinary action, including but not limited to, suspension without pay and termination of employment.

Retaliation against anyone who has reported harassment or discrimination, or who has provided information during an investigation, is strictly forbidden.

The district's official Anti-Harassment and Discrimination Statement is published on the district website at the following link at the "ABOUT US" drop down tab: <https://www.cartercountyschools.org/>

The Carter County Board of Education Harassment/Discrimination policies (03.162, 03.262 for employees and 09.42811 for students) are found at the following link: <http://policy.ksba.org/Chapter.aspx?distid=3>

Notice of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students over 18 years of age, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records.

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the district receives a request for access. Parents or eligible students submit a written request to the school principal/designee that identifies the record(s) they wish to inspect. The Principal arranges for access and notifies 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 are inaccurate, misleading, or in violation of the student's privacy or other rights. Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy or other rights. If the district decides not to amend the record as requested by the parent or eligible student, the district notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The district may disclose records to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

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. Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605

5. The Superintendent or the Superintendent's designee is authorized to release Board approved directory information. Directory Information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released without consent. This information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended. Any eligible student, parent, or guardian who does not wish to have directory information released notifies the Superintendent in writing on or before September 30 or each school year or within thirty (30) calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "Directory Information".

6. The district keeps educational records in a secure location in each school and Board office.

7. The district obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

8. For students who have been determined eligible for special education, education records are destroyed at the request of the parent when they are no longer needed to provide educational programs or services.

The district may destroy the educational records of a child without a parent's request three (3) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes.

The district may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed. Children determined eligible for special education include those children with disabilities who have a hearing impairment, visual impairment, emotional-behavioral disability, deaf-blindness, other health impairment, specific learning disability, mental disability, multiple disabilities, speech or language impairment, developmental delay, orthopedic impairment, autism, or traumatic brain injury, and who because of such an impairment need special education services

Education Harassment/Discrimination policies (03.162, 03.262 for employees and 09.42811 for students) are found at the following link: <http://policy.ksba.org/Chapter.aspx?distid=3>



Comet Concerns OR

Students may report instances of bullying, harassment, safety concerns, or any other concern in the building that administration needs to be made aware of by scanning the QR code above and completing the Google Form there. The reports can be made anonymously.

<https://www.westcarterhighschool.org/>

The purpose of the West Carter website is to serve as a communication link between our school, students, parents, and community. You can find information concerning school calendar, school announcements/news, administrative/staff information, clubs/organizations, School-Based Decision Making Council news, and athletics,

as well as other topics of concern to the West Carter community. You may also follow us on twitter @WestCarterHigh and like us on Facebook.

| 2023-2024 SCHOOL CALENDAR | |
|----------------------------------|---|
| August 15 | First Day for Students |
| September 4 | No School—Labor Day |
| October 2 – 6 | No School—Fall Break |
| November 6 | No School—Professional Development |
| November 7 | No School—Election Day |
| November 22 – 24 | No School—Thanksgiving Break |
| December 18 – January 1 | No School—Christmas Break |
| January 15 | No School—Martin Luther King Jr. Day |
| April 1-5 | Spring Break (Weather make-up days if needed) |
| May 16 | Last Day of Classes for Students |

WCHS 2023-24 Bell Schedule

| | |
|--|---|
| 1 st Period | 8:00 – 9:10 |
| 2 nd Period | 9:14 – 10:04 |
| 3 rd Period | 10:08 – 10:58 |
| 4 th Period Lunch A Lunch B | 11:02 – 12:27 11:02-11:32 11:57-12:27 |
| 5 th Period | 12:31 – 1:21 |
| 6 th Period | 1:25 – 2:15 |
| 7 th Period | 2:19 – 3:10 |

WEST CARTER HIGH SCHOOL
PARENT-SCHOOL LEARNING COMPACT

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school.

Parent/Guardian:

I want my child to achieve; therefore, I will encourage my child by doing the following:

- Follow all school rules in order to protect the safety and well-being of everyone, understanding that there may be consequences for breaking those rules
- Encourage positive attitudes toward school
- Support the school and staff in maintaining proper discipline
- Encourage my child to complete all homework assignments
- Participate, as appropriate, in decisions relating to my child's education
- Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or school district either received by my child or by mail/telephone and responding, as appropriate.
- Monitor attendance and limit absences, tardies, and early checkouts

Student:

It is important that I work to the best of my ability; therefore, I will strive to do the following:

- Believe that I can learn
- Inform my teacher if I need help
- Attend school regularly
- Complete assignments and turn in on due date
- Keep a positive attitude toward learning and realize that my education will help me in my future job
- Come to school prepared and ready to learn
- Always try to do my best in my work and my behavior
- Accept responsibility for my own actions
- Track, record, and set goals to guide my progress toward proficiency

Teachers:

It is important that students achieve; therefore, we will strive to do the following:

- Respect and value the uniqueness of each child
- Communicate regularly with parents concerning student progress
- Provide high quality instruction and varied learning activities in a supportive and non-threatening environment
- Make my classroom and myself accessible to parents
- Encourage participation in school activities
- Provide an environment that promotes active learning
- Seek ways to involve parents in the school's programs
- Continue efforts to develop professionally
- Provide opportunities for every child to learn and achieve at high levels and be successful





School-Family Compact
West Carter High School
2023-2024

Dear Parent/Guardian,

West Carter High School students participating in the Title I, Part A program, and their families, agree that this compact outlines how the families, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and families will build and develop a partnership that will help children achieve the State’s high standards.

Please sign and date below to acknowledge that you have read, received, and agree to this School-Family Compact. Once signed, please return the form to your child’s teacher. A copy of the compact can be located in the school handbook and on the school webpage. The School-Family Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-family partnership!

School Representative Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

West Carter High School



Handbook Agreement Form

Printed Student Name: _____

Current Grade Level: _____

The following information is included in the West Carter High School Student Handbook. Once each section has been read, we ask that you and your child sign this signature sheet stating that you have read and understand each section. Return to your child's teacher.

- Attendance Policy
- Harassment and Discrimination
- FERPA
- Building Policies
- Trip and Dance Eligibility
- Graduation Ceremonies
- Reward Days
- Student Discipline

As a student of WCHS, I have read and understand the above listed items.

Student Signature, Date

As a parent of a child at WCHS, I have read and understand that my child must abide by listed items.

Parent/Guardian Signature, Date