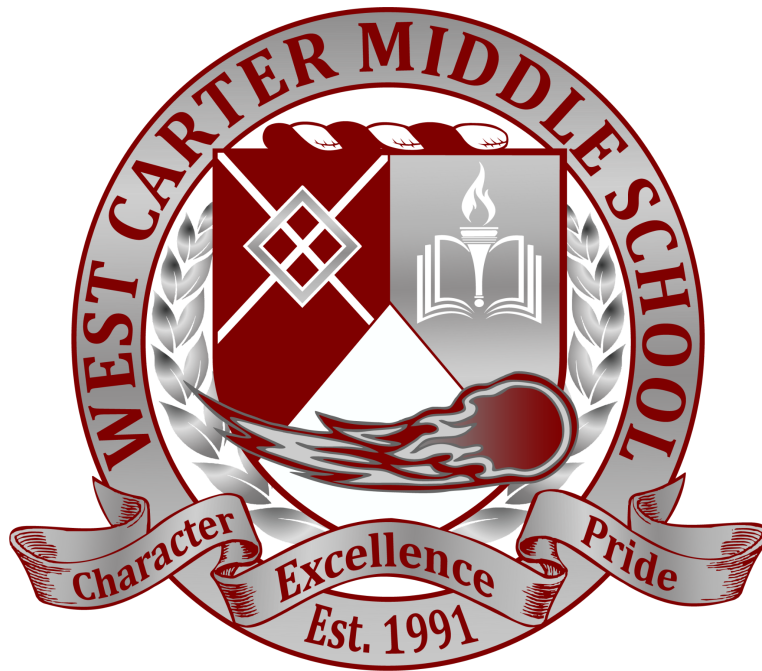


WEST CARTER MIDDLE SCHOOL

STUDENT HANDBOOK 2023-2024



"West Carter Middle Schools Mission is to empower students to become lifelong learners and develop strength of character by delivering engaging educational experiences, building impactful relationships and maintaining the highest standard of excellence. "

Policies of the Carter County Board of Education

I. ATTENDANCE

It is the intent of this policy to encourage the regular and punctual attendance of students enrolled in the school system. While it is the responsibility of the parent and the student to ensure regular and punctual attendance, this policy details the attendance expectations for students enrolled in the District. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.1 The Kentucky Revised Statute 159.010 states that a parent is responsible for keeping his/her child in regular attendance.

The Carter County Board of Education believes that there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much better adjusted to live in our society.

COMPULSORY ATTENDANCE LAW

All children in the District who have entered Kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the school in which they are assigned.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

PHYSICIAN'S STATEMENT REQUIRED

The Board, before granting an exemption, for a physical or mental condition, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.

DEFINITION OF TRUANCY

*Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

*Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

*Any student that is considered habitually truant will not qualify for annual District attendance awards.

*Any student who has been reported as a truant two (2) or more times is a habitual truant.

*For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year, but not limited to the current school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

The following seven (7) reasons are accepted as **EXCUSED ABSENCES** and the pupil will have the same number of school days in which to make up work as days that he/she have been absent (unless extenuating circumstances are determined by the principal) Student have three days from the day for absence to make up class assignments.

1. Illness of the pupil.
2. Illness in the home that creates extreme hardship.
3. Death in the family.
4. Appointment with doctor or dentist
5. School sponsored trips
6. College or career days.
7. Situations of the student that can be approved by the principal

UNEXCUSED ABSENCE EVENTS/TARDIES

1. Student skip days or walkouts/protests are not authorized or approved by Carter County Schools. An absence or tardy on the days that these events occur will not be excused and will be considered skipping. Only a verifiable health care provider's excuse or family emergency may be considered to excuse an absence or tardy occurring on days that these events may occur – no parent excuses allowed.

2. Any absences exceeding the allowed number of parent excuses or medical excuses, unless administratively excused on a case by case basis.

3. Examples of absences from class which are not valid and will count toward truancy procedures:

- | | |
|--|--|
| 1. Overslept | 8. Indifference |
| 2. Out of town | 9. Poverty |
| 3. Hair appointment | 10. At home suspension |
| 4. Working at home/business | 11. Illness (more than six (6) parent/guardian notes) |
| 5. Babysitting | 12. Absence unknown by school or parent/guardian |
| 6. Transportation (missed bus/vehicle trouble) | 13. Lessons/events related to a personal hobby or interest |
| 7. Birthday or other celebration | |

4. Students will not be allowed to make up work for an unexcused absence and a "0" will be given if a test or homework was due on the day missed. **WCMS will send home an Attendance Summary at the end of each 9-weeks grading period.**

5. A student is considered **tardy** if they arrive at school at 8:00 A.M. or later. If a student is late to school, he/she must check in at the office and get an admittance slip before being admitted to any class.

EDUCATION ENHANCEMENT OPPORTUNITIES (EHO)

Trips qualify as educational enhancement opportunities, as determined by the Principal.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Students/parents should complete the Educational Enhancement Opportunity request form five (5) days prior to the absence.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures

ABSENCES FOR VACATION

The regular school calendar allows students to be off during the summer months as well as holidays, fall break, spring break, Christmas break, and teacher professional days. Therefore, absences for family vacation when school is in session will be recorded as "unexcused". Since classroom time is a high correlate for learning, parents are strongly encouraged to plan vacations around the school calendar.

PROCEDURES-WEST CARTER MIDDLE SCHOOL

Students having excused absences shall be allowed to make up work including tests. It is the student's or parent's responsibility to contact the teacher concerning make-up work. For every day of excused absence, the student will receive the same length of time (longer at the teacher's discretion) to complete make-up work. The school will accept three (3) parent notes per semester for consideration for excused events. Excuses will only be accepted within five (5) school days after the student returns to school. After a student is notified that an absence is unexcused, an appeal must be filed within five (5) school days if it is to be considered.

Each school will designate a person or persons to determine if a student's absence is excused. That determination should be made within five (5) days of a student returning to school.

Students may not leave school early for the day after 2:50 p.m., except in the case of an emergency.

Except in the case of a death in the immediate family, students will not be allowed to take part in after school activities (extracurricular) unless they were at school the entire school day. The Superintendent will develop an administrative regulation to provide guidance for this section and to list exceptions to the policy, if any.

Each school will establish an attendance committee to provide oversight of school attendance procedures and to hear student and parent appeals concerning absenteeism. At least one (1) administrator will serve on the committee. Students that are truant, as defined in this policy,

will be reported to the District director of pupil personnel on the District-approved form. The director of pupil personnel will take action to help return the student to school, and if necessary, refer the student and parent to the county court system.

The following guidelines will be used in relations to a student's unexcused absences and tardies.

*Parents will be notified by mail when a student has missed three (3) unexcused absences and the student's name will be referred to the Family Resource Center for any assistance that might be needed. When a student has reached six (6) unexcused absences they will be referred to the Director of Pupil Personnel. After six (6) or more unexcused absences, the Director of Pupil Personnel will refer the student to Family Court for truancy violations.

*Students dismissed from school with a parasitic infection will be given two (2) days excused absence and must be cleared by the Principal or designee in accordance with Policy 09.213 in order to return to school. In order to receive any additional excused days the parent must contact the school Principal for approval. Habitual absences due to a parasitic infection will be referred to Family Court.

* For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

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. 4**

***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> Carter County District Discipline Code**

West Carter Middle School Building Procedures

Entry to West Carter Middle School

1. All students will be expected to enter the building in the morning through the gym side door. 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 upon entrance to the gym. 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 items (purses, lunchboxes, pencil pouches, 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 into the building that are against school policy.

Strictly prohibited items include:

i. Tobacco products (including lighters, e-cigarettes, etc.)

ii. Drugs and alcohol (including look-alikes)

iii. Weapons (pocket knives included)

iv. Cell Phones or gaming systems (unless pre-approved by an administrator)

d. 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 report to their assigned areas in the cafeteria or 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 walk through a metal detector. 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.

Dismissal/Leaving West Carter Middle School

1. No student will be dismissed after 2:45 p.m. unless it is an emergency

2. 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.

3. Any person picking up a student at school must sign the sign-out listing in the school office.
4. If school officials do not recognize a person requesting to pick up a student, the visitor may be requested to present identification.
5. Teachers will not dismiss a student from school or into any person's custody without the approval of the Principal or his/her designee.
6. 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. This needs to be turned in at the beginning of the school day.
7. 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.

Grades

1. Make Up Work

- A. Work must be made up according to the attendance policy guidelines after returning to school.
- B. Students having excused absences shall be allowed to make up work including tests. It is the student or parent's responsibility to contact the teacher concerning make-up work.
- C. Class work and tests may not be made up when the absence is unexcused, unless at the discussion of the principal and teacher.

2. Intervention Courses Students may be assigned to intervention courses based on teacher recommendations, class performance, and standardized test scores at the discretion of WCMS administration.

3. Grading Scale The following grading scale is to be used for computing semester averages: A (90%-100%), B (80%-89%), C (70%-79%), D (60 %)

Extra-Curricular Eligibility

A. Grades – checked every Tuesday and any D or F in any core class student will sit out until the following Tuesday. May attend practice but required to bring school work to improve grades.

B. Attendance – students must attend school 75% of the school day in order to be eligible for practice or game on that day except for these reasons: orthodontist appointment, specialist appointment, or a death in the immediate family.

C. Behavior – Any student on out-of-school suspension shall not take part in any extra-curricular activity until the suspension has been lifted. If a Student has been suspended on a Friday, then they will not return to play until the next school day. Any student serving ISAE will be at the discretion of the coach or sponsor for participation in extracurricular activities. Attending practice/games during the suspension will be up to the discretion of the principal. This also included going to any games/dances/etc as a spectator.

D. Coaches/administrators will have an option to dismiss students from sporting activities for violation of school rules.

Dances Eligibility

*Elementary and High school age children will not be permitted to attend high school dances. Students

from other middle schools may not attend WCMS dances, except for semi-formal dances with permission from the principal, students will fill out a form to request a student from another middle school.

B. WCMS students must meet the following attendance and behavior guidelines

- No more than 5 days with unexcused absences during the semester of the dance and no more than 8 days with unexcused absences for the year
- No more than 6 days of ISAE the semester of the dance
- No more than 5 days suspension during the semester of the dance and no more than 9 days suspension for the year.
- Students must be eligible for extracurricular activities as established by the Carter County Board of Education.

Reward Day Requirements

There will be reward days offered to students (i.e. Field Day, Talent Show, Dodge Ball, other in-school tournaments, in-school dances, Reward Days).

In order to participate as a spectator or participant, students must meet the following guidelines:

1. No more than one failing grade at the time of the reward.
2. No discipline referrals for the month in which the event is held.
3. Students must be eligible for extracurricular activities based on attendance (No more than 7.5 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 attend or participate and will be sent to an alternate location in the school.

West Carter Middle School Discipline Policy Intervention **2023-2024**

West Carter Middle School, believes that all students and staff deserve a safe and orderly environment. All discipline at West Carter Middle School will be assigned according to the school and district policies. The following list of infractions and dispositions are a reflection of our best efforts to assure we do what is best for each student. **Please be aware that alternative dispositions may be deemed necessary at times; these alternative dispositions may be more or less severe at the discretion of the principal and/or the principal's designee.** The principal and/or the principal's designee will make discipline decisions and will determine any alternative disposition.

EXPLANATION OF DISCIPLINARY CORRECTIONS

- **Silent Lunch Detention** – Lunch detention will be held during lunch period. All students who are spending the day in ISAE will be in lunch detention during this period. In addition, other students can be placed in lunch detention during this period for inappropriate actions during lunch. Such actions can include, but are not limited to: creating/leaving a mess at your table or 10 in an area of the cafeteria, disrespectful actions to the cafeteria staff or faculty working the lunch room, loud or unruly behavior, interrupting/talking to students who are in lunch detention. Lunch detention will be assigned by the staff on lunch duty. Days of lunch detention will vary based on the severity of the incident.
- **After School Detention (ASD)** - Students will report to after school detention on the days that they are assigned, after school from 3:05-5:00pm. Parents must find a way to pick up their child promptly at 5:00.

- In School Alternative Education (ISAE) – Students will report to a designated area to be supervised by an instructor in an alternative setting. Students will be given all assignments from their classes for the day and will receive credit for their work. Students will not have access to their devices while in ISAE.
- Suspensions – Any assignments that are given during this time out of school will not receive credit. Students who are suspended are not allowed on school grounds and they may not participate in any activity for any reason. This includes all extra-curricular activities including but not limited to athletic/academic events, and dances.
- Pre-Expulsion/Expulsion – If a student has engaged in a behavior that is dangerous or threatens school safety, he/she may be referred to the district for possible expulsion. This will be handled at the district level and information will be provided to the student and their family if this situation arises.

West Carter Middle School Dress Code Policy 2022-2023

- 1) No Hats, hoods, bandanas, sunglasses, etc.. allowed to be worn in the building unless there is a scheduled hat day.
- 2) Shorts/skirts must be no shorter than three(3) inches above the knee.
- 3) Sleeveless shirts are permitted for both males and females; however, the straps should be AT LEAST THE WIDTH (3 inches) OF A CREDIT CARD (no spaghetti straps, tanks or halters). Shirts must cover the chest area. No cleavage is to be shown. Sleeveless shirts may not be cut and cannot show skin down the side.
- 4) Leggings/yoga pants are allowed; however, shirts worn with leggings/yoga/active pants MUST EXTEND BELOW THE TOP OF THE INSEAM BETWEEN LEGS. (It must cover your behind!)
- 5) **No** drug/alcohol/tobacco or otherwise inappropriate advertisement or logo allowed.
- 6) **No** trench coats or overcoats are allowed to be worn in the building.
- 7) Absolutely **NO holes** will be allowed between the waist of the pants to four(4) inches above the knee. Holes in pants should not be larger than a credit card (3x2in).
- 8) Pants **must** be worn at the waistline. Undergarments and/or midriffs shall not be exposed.
- 9) **No trapper Keepers or Backpacks will be allowed in the building. Only small purses/lunch boxes can be carried throughout the day. Sports Bags and Afterschool bags may still be brought in and will remain locked in the gym until dismissal.** Pencil bags limited to one(1)
- 10) Spiked jewelry **may not** be worn in the building. Chains of any type, including belts and out billfold chains, are not permitted.
- 11) **Smart watches such as Apple or Garmin watches are not permitted at West Carter Middle School.** Fitbit devices/pedometers are allowed given that they do not provide access to wireless or cellular services.

Consequences for Violation of Dress Code are as follows:

1st Warning and change clothing.

2nd Change clothing and after school detention

3rd Change clothing, parent contact, and 2 days ISAE

4th Change clothing, parent contact, and 2-3 ISAE or suspension

Refusal to comply with the request to change clothing will result in disciplinary action (see

Refusal to Comply with Request of an Administrator or Teacher.)

NOTE: IT IS THE STUDENT’S AND PARENTS’/GUARDIANS’ RESPONSIBILITY TO KNOW, UNDERSTAND, AND FOLLOW THESE GUIDELINES. STUDENTS WHO VIOLATE THESE DRESS GUIDELINES WILL BE INSTRUCTED TO CHANGE CLOTHES. CONTINUED DEFIANCE OF THIS POLICY IS GROUNDS FOR DISCIPLINARY ACTION.

West Carter Middle School Discipline Policy Intervention
2023-2024

DPP-Director of Pupil Personnel, SRO- School Resource Officer, SL-Silent Lunch, ASD-After School Detention, ISAE-In School Alternative Education, OSS--Out of School Suspension (includes any school functions during the suspension time period)	
VIOLATION:School Attendance	SCHOOL INTERVENTION
Excessive Lunch Detentions <i>5 days ' detention (per month)</i>	1st offense--1 day ASD 2nd offense--2 days ASD 3rd offense--2 days ISAE 4th offense--3 Days ISAE referred counseling
1. Skipping Class/School	1st offense--2 days ASD 2nd offense--1 Day ISAE 3rd offense--3 Days ISAE 4th offense-- Becomes persistent, unacceptable behavior
2. Tardy to Class <i>(Referral after 3rd offense each nine-weeks)</i>	1st offense-- Warning by teacher 2nd offense--1 day SL 3rd offense--2 days SL <u>4th-9th offense--1 day ISAE</u>
3. Tardy to School	Tardy #1 Warning Tardy #2 Warning and conference with an administrator Tardy #3 Parent/Student conference Tardy #4-9 SL Tardy #10 Report to DPP as truant, 1 day ISAE assigned for each tardy <u>accumulated</u> .
VIOLATIONS-- General	SCHOOL INTERVENTION
1. Unauthorized Area- an unauthorized areas may include, but not limited to any place other than the cafeteria during lunch or morning bus duty, the hallways during class time without supervisors permission.	1st offense- 1 day ASD 2nd offense- 2 days ASD 3rd offense - 1 day ISAE 4th offense - 2 days ISAE ***Administrative discretion w/ possible consequences and/or interventions including: counseling, ASD, suspension, expulsion dependent upon severity.

<p>2. Behavior Interfering with Educational Process (Excessive behaviors such as but not limited to, talking, noises, distracting other students, intentionally interrupting teacher)</p>	<p>1st offense-- 1 day ASD w/counseling 2nd offense-- 1 days ISAE 3rd offense-- 2 days ISAE 4th offense-- 3 days ISAE 5th offense--Persistent unacceptable behavior 2nd Level</p>
<p>3. Disruptive Behavior during an assembly</p>	<p>1st offense - 1 day SL, Student will be removed from assembly 2nd offense- 1 day ASD, Student will be removed from assembly and banned from assemblies for the remainder of the year.</p>
<p>4. Destruction of School Property/Vandalism</p>	<p>1st offense-- Restitution + ASD w/ possible 1-3 Suspension, depending upon severity 2nd offense--Restitution + 1-3 Suspension w/ possible referral to SRO</p>
<p>5. Persistent Unacceptable Behavior</p>	<p>1st 2 days ISAE, parent contact 2nd offense 3 days ISAE, parent conference 3rd offense- 2 days OSS, parent conference with counseling 4th Offense -3 days OSS Severe Clause –referral to outside authority and w/referral SRO</p>
<p>6. Stealing The stealing of any objects or materials that do not belong to you may result in school disciplinary action and charges filed by the school SRO. Involvement in stealing (purchasing stolen goods at school, serving as a lookout for stealing to occur, etc.) will result in same punishment 7. Behavior Endangering Others or causes a safety hazard (e.g., throwing objects, pushing, etc.) 8. Deception (lying, forgery, cheating) 9. Dress Code Violation</p>	<p>1st offense- 3 days OSS Restitution w/referral SRO 2nd offense-Administrative Discretion, 5-10 days OSS <u>Administrative discretion</u>—based on severity of the incident. Punishment may be as minor as detention hours assigned, but in extreme issues can <u>constitute a 10 days OSS with possible referral to the superintendent</u> 1st offense- 1 ASD/ counseling 2nd offense- 2 ASD/counseling <u>3rd offense- 2 days ISAE</u> 1st offense- teacher warning, call home for clothes/YSC change of clothes, review of dress code 2nd offense- Change clothing, conference with an administrator 3rd offense- Parent/Student conference, 1 day SL 4th Offense- 2 days ISAE, administration meeting Administrative discretion with possible consequences and/or interventions including: counseling, ASD, suspension,</p>
<p>VIOLATIONS: Tobacco/ Vape-pens</p>	<p>School Intervention/Consequence</p>

<p>1. Possession/Distribution of tobacco products on school property or on school buses.</p> <p>2. Use/ Possession of tobacco products.</p>	<p>1st offense- 2 ASD, parent contact</p> <p>2nd offense-2 days ISAE, parent contact, counseling</p> <p>3rd offense- 3 days ISAE, parent contact, counseling, SRO</p> <p>Notified 4th offense-2 days Out of School Suspension, parent contact and Notification to SRO</p>
<p>1. Possession/Distribution/Use of vape-pen/Electronic Cigarette/JUUL on school property or on the school bus.</p>	<p>1st 3 days ISAE, In-person Parent Meeting</p> <p>2nd 5 days Suspension</p> <p>3rd 10 days Suspension</p> <p>***If any student is caught with tobacco products/vape-pens/JUUL/e-cigs/etc. Those items become the property of WCMS and will be properly destroyed.</p>
Violation: Alcohol/Drugs	School Intervention/Consequence
<p>Alcohol/Drugs –</p> <p>a. Possession/use of alcohol, illegal drugs, legend drugs, look-alike</p>	<ul style="list-style-type: none"> • See Carter County District Policy • Notify SRO/Police may be called to take the student into PROTECTIVE custody.

<p>drugs, drug paraphernalia, or under the influence at school/school function.</p> <p>b. Sale/transfer of illegal drugs, legend drugs, look-alike drugs, or over the counter drugs or alcohol.</p>	<ul style="list-style-type: none"> • Parent/Guardian is notified and may be requested to take the student home. • Emergency help is called if a student is assessed to be at risk for alcohol poisoning or in need of MEDICAL ASSISTANCE.
Possession of Unauthorized Items	Administrative Discretion
Dangerous Items – Carter County Code of Acceptable Behavior And Discipline	<p>Consequences fall into two categories: <i>Dangerous and Non-Dangerous items.</i></p> <p><u>Non-Dangerous Items</u></p> <p><i>Confiscation</i></p> <p>(e.g. hats, energy drinks, etc.)</p> <p><u>Dangerous Items</u></p> <p><i>Confiscation and additional punishment</i></p> <p>(e.g., Knives, guns, lighters, etc.)</p>

<p>VIOLATIONS: TOWARD SCHOOL EMPLOYEE 1. Defiance of authority--defined as:</p> <ul style="list-style-type: none"> a.defying, 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 c.Deliberate challenge to authority by disobedience d.An attitude or action designed to provoke hostility e.A contemptuous opposition f. Deliberately disregarding 	<p>School Intervention/Consequences</p> <p>1st offense - 2 days ISAE Or 1 day suspension w/ counseling (Administrative discretion as to ISAE or OSS depending on the severity and longevity of the defiance)</p> <p>2nd offense- 3 days ISAE or 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 but not limited to charges being filed, DPP referral or referral to Superintendent for pre-expulsion hearing.</p>
<p>2. Disrespectful Attitude</p>	<p>1st offense warning by teacher, referred for counseling.</p> <p>2nd offense 1 day after school</p> <p>3rd offense- 1 day ISAE</p> <p>4th offense- 2 days ISAE, parent conference</p> <p>5th offense- Treat as Defiance of Authority</p>
<p>3. Profanity/obscene gestures or language toward employees. (Administrative discretion as to ISAE or OSS depending on the severity and longevity of the defiance)</p>	<p>1st offense - 2 days ISAE Or 1 day suspension w/ counseling 2nd offense- 3 days ISAE or 2 Days Suspension</p> <p>***Multiple offenses may result in administrative discretion which could possibly include but not limited to charges being filed, DPP referral or referral to Superintendent for pre-expulsion hearing.</p>
<p>4. Aggressive Behaviors toward an employee. 5. Serious or repeated verbal abuse/harassment of an employee. 6. Assault/Threatening the person/property of an employee Either by word or gesture</p>	<p>Notify SRO</p> <p>5-10 day suspension with referral to DPP and/or Superintendent.</p>
<p>7. Sexual harassment of a school employee verbal/physical</p>	

8. Inappropriate Sexual Contact	5-10-day suspension with possible referral for expulsion, Notify SRO
VIOLATION - Toward Another Student	School Intervention
1. Aggressive Behavior (pushing, shoving, etc)	1st offense 3 days ISAE, Parent Conference-in person 2nd offense 5 days ISAE, Parent Conference-in-person 3rd offense 3 days Out of School Suspension/ w/ counseling
2. Physically Aggressive behavior (Fighting/hitting/kicking/cho ke holds, etc)	1st offense 3 days Out of School Suspension w/ counseling 2nd offense 5 days Out of School Suspension w/ counseling 3rd offense 10 days Out of School Suspension w/ referral for expulsion
3. Assault on Other Students (extreme physical aggression, attacking.) 4. Harassment/Bullying of Student 5. Making Threats to Student 6. Inappropriate Sexual Contact-Any contact including touching and groping but does not involve a sexual act. 7. Inappropriate Display of Affection Includes kissing, hugging, arm around shoulder or waist of the same or opposite sex.	10-day suspension with referral for expulsion and referral to SRO 1st offense- 3 days ISAE-parent contact,with counseling 2nd offense- 5 days ISAE-parent contract/meeting counseling 3rd offense - 2 days OSS /Referral to SRO <u>4th offense- 5 days OSS / Referral to SRO</u> Up to 10 days suspension with referral for expulsion and referral to SRO 5-10-day suspension with possible referral for expulsion, Notify SRO 1st offense-1 day ASD, parent contact 2nd offense- 2 days ISAE, parent conference 3rd offense- 3 days ISAE, parent conference, counsel referral. 4th offense - 1 day suspension
Technology Violations	School Intervention/Consequences
Devices NOT Allowed at WCMS 1.Cell Phones, 2.Smart Watches (apple/samsung) 3. IPad/Tablets, 4. Musical Devices (iPod etc.) 5. Cameras	1st offense- 1 Day ISAE, Device Confiscated, Parent Pick-up 2nd offense- 2 Days ISAE, Device Confiscated 1 week, Parent Pickup 3rd offense- 1 Day OSS – Device Confiscated 4 weeks
Inappropriate use of Technology 1. Not on authorized sites 2. Gaming/YouTube without permission	1st offense- 1 Day ASD 2nd offense- 2 days ASD 3rd offense- 1 day ISS-Device Confiscated 1 week 4th. 2 day ISS-Device Confiscated-4 weeks

Notes:

When students violate school policy, they will be subject to disciplinary action. This section pertains to behaviors that could result in disciplinary action and explanation of school discipline. Consequences shall be administered as listed unless the administrator determines that a more severe consequence will lead to more positive results. These consequences listed are the minimum for the infractions. Illegal activities will be referred to the SRO.

***Classroom**-most of a young person's education takes place in the classroom. Therefore, the following practices must be observed: be prompt to every class; talk only on the approval of the teacher; provide needed classroom materials; complete the assigned class work and homework; and, show respect to teachers, peers, and for school property.

***Hallway**-orderly and quiet behavior is required in the halls so that classroom work can be held without disruption. Class groups moving through the halls are expected to stay with the teacher. Individuals and class groups will refrain from: running, pushing, tripping; loud talking; using obscene language or gestures; and, public demonstration of affection (holding hands, kissing, embracing). STUDENTS ARE EXPECTED TO **WALK, NOT RUN, IN THE HALLWAYS. STUDENTS ARE ASKED TO BE COURTEOUS AT ALL TIMES AND TO KEEP TO THE RIGHT WHEN MOVING IN THE HALLS. THERE IS NOT TO BE ANY RUNNING, LOUD TALKING, SCUFFLING, OR "HORSEPLAY" IN THE HALLWAYS.**

***Assembly**-Students gathered in the gym for assemblies are expected to exhibit appropriate behavior at all times. Students will enter and leave in a quiet and orderly manner. Courtesy must be given to the program presenters. Students will conduct themselves in such a manner as to show pride and dignity in themselves and West Carter Middle School. Serious misbehavior will warrant that the student(s) be dismissed from the assembly. The principal must then clear future attendance at assemblies.

***Lunchroom**-the cafeteria is to be maintained as a clean and orderly environment. Therefore, the following practices are to be observed: a moderate noise level; students are to remain in the cafeteria until they are dismissed; each eating area is to be kept clean and chairs kept in place; and, food, drink containers, and straws are not to be taken from the cafeteria.

***Following items are prohibited: Knives, vapes or E-cigarettes, lighters, fireworks of any kind, glass containers, aerosol cans, electronic musical devices, and inappropriate print materials such as books, pictures, and magazines. The articles will be confiscated.**

***Beverages** brought into the school must be in the original sealed container. Students will be required to dispose of opened containers (example Fast Food). Food and beverage items are not to be taken out of the cafeteria or break area. Energy Drinks are NOT allowed. Glass bottle containers are not allowed (example Ale-8 bottles) *This is a Peanut-Free School.

***All tobacco products, alcohol, and illegal drugs are totally prohibited at WCMS.**

Cell phones:

If a student requires a cell phone for after school activities, it must be kept in their after-school bag that remains in the gym. Any student who brings a phone outside of these circumstances will be confiscated and a parent will be required to pick the phone up from the school. It will not be returned to the student. **The school is not responsible for any damage or stolen cell phones.**

Other General Rules of Conduct

All teachers at WCMS have disciplinary jurisdiction over all students enrolled and will act according to school rules. **When you are at another school, riding a bus, attending any school-sponsored activity, day or night, you are accountable to any West Carter Middle School personnel who might be present.**

- Visitors are not allowed to come to school with students, as we do not have the means to supervise them.
- Students are not allowed in the hallways after the bell has rung unless they have their handbook and permission.
- There will be no throwing of snowballs or any other such objects while at school, at any school function, or on the way to or from school.
- Playing cards, gambling, or any games of chance are prohibited on school grounds and in the classrooms.
- Library Books and/ Textbooks that are missing for more than three weeks will be considered lost. Upon payment for lost books, a new book will be issued. Students will secure new books from one of the principals.
- Students are not permitted to drive any motor vehicles or bicycles to or from school.
- Students are not permitted to ride to or from school with West Carter High School students without written permission.
- For safety reasons students are not to wear shoes that have taps or wheels.
- Students are allowed to use the school phone for emergency use only during their designated breakfast or lunch times. Phone use is to be approved by office staff.

Buses

All students who ride school buses will be subject to the following state regulations and local rules pertaining to their conduct:

- The right of pupils to ride on the school bus is conditioned by their good behavior and observance of prescribed rules and regulations.
- **The driver is in full charge of the bus and pupils.**
- Pupils shall obey the driver promptly, if it is necessary to assign seats, pupils shall occupy the space designated for them by the driver.
- Pupils shall be on time; the bus cannot wait for those who are not on time and must never stand in the road while waiting for the bus
- Pupils are prohibited from spitting on the floor or from throwing waste paper and other rubbish on the floor.
- Pupils must not mar or otherwise deface the bus. If this should happen, the parents are responsible for all damages.
- Pupils are to avoid unnecessary conversation with the driver.
- Pupils are not to use tobacco or engage in profane or indecent language or gestures.
- Pupils must not leave the bus without the driver's consent, except at home or at school.
- Pupils must remain in their seats while the bus is in motion.
- Pupils must not hit each other.
- Pupils must not eat or drink on the bus and must not bring glass containers on the bus.
- Pupils will refrain from throwing objects from the bus windows.
- Pupils If pupils persist in violating any of these regulations, they will be denied the **privilege** of riding the school bus.

Due Process: Before being punished at the school level (with detention or suspension) for violation of school regulations, a pupil shall have the right to the following due process:

1. The pupil shall be given written or oral notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
3. The pupil will be given an opportunity to present his/her own version of the facts concerning his/her charge(s).

Medications: if it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to office personnel. Medicine must be sent in the original bottle and the prescription bottle must have a pharmacy label with the student's name. Medicines will be given from the office.

Accidents: if any accident takes place, it should be reported immediately to the school official in charge and as soon as possible to the school office. If the student has school insurance, this should be duly noted so an accurate report can be made. **First Aid:** the school maintains a first aid personnel, they assist in the event of an emergency. Students should check with them in case of any accident. No medicines are available. If a student is ill, he/she needs to have the student planner signed by the classroom teacher to come to the office. If a student is ill and goes to the restroom, he/she must notify his/her classroom teacher so that he/she will not be counted as cutting class.

Youth Service Center

One of the strongest support systems we have is the Family Resource/Youth Service Center. They are located in room 115. The director is Trey Napier and the family advocate is Becky... The phone number for the FRYSC is 606-474-6696 extension 20106. Some of the services they provide include: new and used clothing for students and family, referral to medical and dental services, provide recreation services, coordinate school wide assemblies covering topics such as drug & alcohol awareness, provide counseling for students & family through Pathways, and summer camps.

Guidance Program

The guidance program at WCMS focuses on the needs of the students. The guidance program is a total team effort at WCMS made up of the following: administrators, counselors, teachers, parents, and other agencies. Each plays a role in meeting the needs of the students and in the operation of the total program. We encourage students to use our guidance services. The guidance program offers the following services:

1. Counseling, individual and group
2. Consultative
3. Records
4. Placement
5. Information
6. Referral
7. Evaluation

Media Center

All of the faculty and the students are encouraged to use the Media Center at West Carter Middle School. To help maintain a learning environment, the following guidelines will be used in managing the Media Center. **Whole classroom activities-** Students are not allowed to eat or drink any items in the library. Chewing gum is not allowed in the library.

Independent research- Students must obtain permission from the classroom teacher by having his/her planner signed in order to go to the library. Unless otherwise noted the student should return to his/her classroom during the last five (5) minutes of the class period. Any student failing to work on his/her assignment will be returned to his/her classroom. Students must check in and out with the librarian before entering or leaving the library.

Magazines and newspapers- students and faculty are encouraged to read these in the Media Center, rather than checking them out. **Book check out, lost books, fines-** students may check out books for a two-week period. If there is no request for that book, it may be renewed for another two weeks by coming to the Media Center to get it reissued. If a student loses a library book, he/she will pay the purchase price of the book and if the book is later found he/she will be reimbursed the amount paid. A student will be fined per school day that a book is overdue. If a student is absent on the day that his/her book is due, the student may bring the book the next day the student is present and no fine will be charged. A student may not have more than two (2) books checked out at one time, unless he/she receives SPECIAL PERMISSION FROM THE LIBRARIAN.

Athletics

Over the years, the following sports have been available to WCMS students: Football, Basketball (boys and girls), soccer, track, cross country, girls softball, baseball, golf, volleyball, wrestling, archery, and cheerleading. **All students who intend to participate in the athletic program must:**

1. Pass a physical exam.
2. Obtain written permission from their parents/guardian.
3. Have insurance.
4. All student athletes shall be subject to a random drug screening test.
5. Must meet all eligibility requirements. Must maintain a C average in all classes.

These conditions must be met before students can participate in the first practice.

****Carter County Attendance Policy states that when school is in session, except in the case of a death in the immediate family, students will not be allowed to, participate, attend or take part in after school activities (extracurricular) unless they were at school the entire day. The superintendent has developed a list of exceptions to this policy (see Carter County Attendance Policy.)**

Cafeteria Guidelines

Welcome to WCMS Cafeteria, we are looking forward to seeing you and meeting you for the first time. The cafeteria staff is here to help you learn the cafeteria routines. Please help us by following a few guidelines in the cafeteria. Our school uses the offer versus serve program. This means you must choose at least three (3) or more food group items. Extra items can only be purchased after everyone has been served.

WCMS has Breakfast inserted into their schedule, breakfast will be served by grade during their first period class. After completing breakfast or lunch please take your plate and silverware immediately to the dish room, **DO NOT WAIT UNTIL THE BELL RINGS**. At the dish room, please separate your paper, to be thrown in the disposal cans and silverware to be placed in the silverware tray. Placing silverware here will prevent the silverware from falling on the floor and causing an accident. We urge the faculty, staff, and students to eat daily with us and enjoy the great food we have prepared. -The Cafeteria Staff

Outside Food Students are not allowed to order food during school hours from local restaurants. Students may bring their lunch but deliveries from local restaurants or others to students is prohibited. Parents who bring students lunch must bring all items in unmarked containers

For Your Information

School Closing-In the event of severe weather conditions, school may be delayed or closed. School closings will be announced over the local radio and TV stations. Parents may wish to check for delays and closing on line at wsaz.com or WUGO radio station website.

Enrollment Requirement-Kentucky State Law requires any person enrolling a student for the first time in an Kentucky school shall provide (within 30 days) either: A certified copy of the student's birth certificate, or other reliable proof (i.e. uncertified birth certificates, health records, hospital records, etc.) of the student's identity and age plus an affidavit stating the reasons why you cannot get a certified copy of birth certificate. Parents/guardians must provide a social security card and if enrolling from out of state students must have a physical.

Immunizations-Kentucky law requires that any student enrolled in a public school must have a valid certificate of immunization. In compliance with the law, any student enrolled in Carter County Schools must have an immunization certificate to enroll at the beginning of school. New students in Carter County have 30 days to secure an immunization certificate after enrolling. Students who do not have certificates under these guidelines will be suspended from attending school.

School Insurance-School insurance is available to all students but is optional. We recommend this insurance if the student is in physical education, Tech Ed. Activities, and/or extracurricular activities. The school is not responsible or liable for the balance of expenses not covered by this policy.

Textbooks-The state of Kentucky provides, at no charge, textbooks for students. There is an obligation to pay for lost or damaged textbooks. A set scale of payment is provided based on the original cost of the textbook. Students are expected to care for the books; so another student can use them the next year.

Lockers-Every student may buy a lock and will be assigned a locker by their last block teacher. You are to use **ONLY** the locker assigned to you, and keep it locked at all times. All personal items and books, when not in use, are to be kept in your locker, including coats. Do not tamper with another locker or give your combination to anyone else. Students are **NOT TO WRITE, DRAW, PLACE DECALS, OR ANY OTHER NON-SCHOOL MATERIALS INSIDE OR OUTSIDE THEIR LOCKERS**. Students will be held responsible for defacing or damaging school lockers. The school is not responsible for items stolen from your locker. Since lockers are school property, the administration reserves the right to search lockers if probable cause exists. Locker problems should be reported to the principal or assistant principal.

Volunteer Programs- Carter County Schools have successfully operated a Volunteer Program for several years. This program makes use of parents and citizens in a variety of activities, which enhance our students' educational experience. The continued success of this program depends on the willingness of you to share time with your school. If you are interested in being a volunteer, contact the school principal.

Parent Newsletter-A parent newsletter will be sent home periodically to make parents aware of school events and activities. Parents may also check the school web calendar located on the district web page.

Telephones – The office telephone is a business telephone and is for adult use. Students will not be called out of class to the phone except in cases of emergency. Telephone messages will be given to students in cases of emergency. Interruptions made to convey personal messages disturb the instructional process.

FundRaising Projects- Many clubs desire to earn money through various projects. All money making projects must be cleared through the principal's office. When an organization is approved to earn funds in a certain manner, and is successful, other organizations will not be allowed to use that same project. One major money making project should be adequate for each group.

Traffic In and Out of West Carter Middle School

If your parents drive you to school, they must let you out at the gym entrance parking area. The lower section is for school bus traffic only. Parents are also asked to exit the parking area by the drive to West Carter Senior High or by the circle drive that goes around the building. **Students should not be dropped off by pulling up by the sidewalk, if driving from High School then please circle the building to the designated drop off point.**

Time to arrive at school if parents drive students or by bus to school is no earlier than 7:25 A.M. unless a teacher has given them instruction to do so. Staff will not be available to supervise children before this time so they should not be dropped off prior to this. West Carter Middle rings a warning bell at 7:57 A. M. with a tardy bell ringing at 8:00 A. M. Students must be seated in the classroom and ready to begin instruction by 8:00 A.M. or they will be considered tardy to school.

Staying After School Hours

Students are not to remain on school grounds after school hours unless they are participating in a school sponsored event. **Students, who remain at school for academic, athletic, or any other extracurricular activity, must report to an assigned area and remain under the supervision of a teacher, coach, or sponsor. Students found roaming the campus or building unsupervised will not be allowed to participate in extracurricular activities.**

Social Functions- Dances and/or concerts are sometimes held at school. Participation in such activities will be limited to those who conduct themselves responsibly during the school day. Students who are referred to the office for frequent violations of the conduct code or have attendance problems may not attend.

Class Trips-As a part of school life, classes and clubs are allowed to take field trips during the school year. Each time that a student goes on a field trip he/she must have a signed release form stating that the student has permission to attend the field trip and the form must be signed by a parent or guardian. Some field trips may not return until school has already been dismissed. In these cases, the student must find transportation home in a reasonable manner. Those not picked up in a timely manner may be disqualified from attending other field trips/extracurricular activities.

School Safety Hotline

To provide every student, parent/guardian, teacher, and school district employee the ability to report a circumstance that threatens the safety, security, and well-being of themselves or others, Carter County Schools has installed a 24-hour Safety Hotline answering service.

The Safety Hotline phone number is 606-474-0001.

The Hotline is designed for crisis prevention. If students or other interested parties know of an unsafe situation in school or on school property, they can anonymously pass on that information through the hotline. Unsafe situations may include drug abuse, suspected weapons, problems between students, fighting, bullying,

property destruction, building safety and any other issues which can endanger the safety of students, employees, or the school facilities. The Hotline will be monitored during business hours and all information received will be forwarded to the appropriate school and/or law enforcement agency.

This Hotline is NOT an emergency call center. Emergencies requiring immediate law enforcement response should be reported to law enforcement by calling **911**.