

West Carter

Middle School

2021-2022



Student Handbook

Principal's Message

It is a pleasure to welcome you to West Carter Middle School. Our commitment to students and parents is to provide an open door to opportunities for academic and social growth in a caring environment. We hope that your years at West Carter Middle will prepare you for the challenges that will follow in your high school years and beyond.

We hope that you take advantage of every opportunity while in middle school, and that you will experience both academic and social growth. This handbook will provide a helpful overview of West Carter Middle. You will notice that you have many rights and privileges plus several responsibilities. Please read and become familiar with this handbook. If you have any questions, come by the office and let us assist you.

Best Wishes for a successful year,

Bradley Walker, Principal

Kayla Bailey, Assistant Principal

ATTENDANCE

It is the intent of WCMS to encourage the regular and punctual attendance of our students. 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

The law defines habitual **truant** as any child who has been found to be absent from school without a valid excuse for (3) or more days during a (1) year period or tardy (3) or more days on at least (3) occasions during a (1) year period as defined in Kentucky Revised Statutes (KRS159.150). If a student has (6) or more unexcused absences they will be referred to the DPP for immediate action.

You are truant if you:

1. Leave school without permission.
2. Leave school without signing out.
3. Skip class.
4. Obtain a pass to go to a certain place and do not go there.
5. Become ill and go home or stay in the rest room instead of reporting to the proper office or teacher.

TARDY

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.

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

The following are not excused absences and are called **UNEXCUSED ABSENCES**:

- | | |
|----------------------------------|------------------------------------|
| 1. Truancy | 6. Shopping |
| 2. Suspension | 7. Working |
| 3. Missing the school bus | 8. Oversleeping |
| 4. Faulty private transportation | 9. Hair appointments |
| 5. Birthday or other celebration | 10. Trips not approved in advance. |

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.**

Carter County District Discipline Code

The Carter County School District Code of Acceptable Behavior and Discipline will be sent home separately. Here are examples of disruptive behaviors and the consequences of violating these behaviors.

Mildly Disruptive Behavior- Examples of Mildly Disruptive Behavior include: inappropriate dress, unauthorized driving, tardiness to class, leaving the classroom without permission, being in unauthorized areas, failure to complete assigned work, speaking without permission, and other behaviors deemed similarly disruptive by the school staff.

Appropriate disciplinary measures to deal with Mildly Disruptive Behavior include: verbal reprimands, written reprimands, after-school detention, loss of privileges, notification of parents and conferences with parents, and other measures deemed appropriate by the school staff.

Seriously Disruptive Behavior-Examples of Seriously Disruptive Behavior include: Mildly disruptive behavior that persists, possession or use of tobacco products, skipping school, benign (non-aggressive, unthreatening) insubordination, and other behaviors deemed similarly disruptive by the school staff.

Appropriate disciplinary measures to deal with Seriously Disruptive Behavior include: all measures listed as appropriate for Mildly Disruptive Behavior, *Corporal punishment (conditions and procedures required for the administration of corporal punishment are defined in the Carter County school board regulations), ISE, suspension from school, required family and individual counseling, and other measures deemed appropriate by the school staff.

Strictly Prohibited Behavior-Examples of Strictly Prohibited Behavior include: Seriously Disruptive Behavior that persists, possession, use, or being under the influence of illegal substances (including alcohol), gross insubordination, behavior that has the effect of creating a safety hazard, criminal behavior of any kind, and other behavior that the school staff believes should be prohibited.

Appropriate disciplinary measures to deal with Strictly Prohibited Behavior include: all measures listed as appropriate for Mildly or Seriously Disruptive Behavior, suspension from school with a recommendation to the school board for expulsion, and/or other measures deemed appropriate by the school staff.

Violent, Threatening, or Harassing Behavior-The following prohibitions against violent, threatening, or harassing behavior pertain to all acts that occur in school, on school grounds, at school-sponsored activities, in school buses or either school-owned vehicles, regardless of location if the act is committed against a school employee.

Students will be removed from school if: They engage in acts of physical violence against school employees or other students. They sexually harass school employees or other students in a physical manner. They threaten school employees with physical violence, or verbally harass employees, whether directly, through a third party or via written or electronic means, whether explicitly or impliedly.

West Carter Middle Discipline

The basic purpose of school is preparation for life. This preparation must include the development of proper social skills, formation of regular attendance habits, and the display of a conduct that is considerate of the needs and rights of others. Therefore, the following good conduct is expected of each student:

***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:

Cell phones will no longer be kept in the office for pickup. 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.

West Carter Middle School Dress Code Policy

Students' clothing and personal appearance should be neat and appropriate. It should not be the type to cause a disturbance resulting in discipline problems or interfere with instructional or school programs.

- 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 midriiffs shall not be exposed.
- 9) **Only Clear Backpacks, Mesh Backpacks or Small Drawstring packs will be allowed for students to carry in school. Pencil bags should be 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 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 2021-2022

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.

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 4th-9th offense--1 day ISAE
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 accumulated.
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.
2. Behavior Interfering with Educational Process <i>(Excessive behaviors such as but not limited to, talking, noises, distracting other students, intentionally interrupting teacher)</i>	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 2 nd Level

3. Disruptive Behavior during an assembly	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.
4. Destruction of School Property/Vandalism	1 st offense-- Restitution + ASD w/ possible 1-3 Suspension, depending upon severity 2 nd offense--Restitution + 1-3 Suspension w/ possible referral to SRO
5. Persistent Unacceptable Behavior	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
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	1st offense- 3 days OSS Restitution w/referral SRO 2nd offense-Administrative Discretion, 5-10 days OSS
7. Behavior Endangering Others or causes a safety hazard (e.g., throwing objects, pushing, etc.)	<u>Administrative discretion</u> —based on severity of the incident. Punishment may be as minor as detention hours assigned, but in extreme issues can constitute a 10 days OSS with possible referral to the superintendent
8. Deception (lying, forgery, cheating)	1st offense- 1 ASD/ counseling 2nd offense- 2 ASD/counseling 3rd offense- 2 days ISAE
9. Dress Code Violation	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,
VIOLATIONS: Tobacco/ Vape-pens	School Intervention/Consequence
1. Possession/Distribution of tobacco products on school property or on school buses. 2. Use/ Possession of tobacco products.	1st offense- 2 ASD, parent contact 2nd offense-2 days ISAE, parent contact, counseling 3rd offense- 3 days ISAE, parent contact, counseling, SRO Notified 4th offense-2 days Out of School Suspension, parent contact and Notification to SRO
1. Possession/Distribution/Use of vape-pen/Electronic Cigarette/JUUL on school property or on the school bus.	1st 3 days Suspension 2nd 5 days Suspension 3rd 10 days Suspension ***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.
Violation: Alcohol/Drugs	School Intervention/Consequence
Alcohol/Drugs – a. Possession/use of alcohol, illegal drugs, legend drugs, look-alike	<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. 		
<p>Possession of Unauthorized Items</p>	<p>Administrative Discretion</p>		
<p>Dangerous Items – Carter County Code of Acceptable Behavior And Discipline</p>	<p>Consequences fall into two categories: <i>Dangerous and Non-Dangerous items.</i></p>		
	<table border="0"> <tr> <td style="text-align: center; vertical-align: top;"> <p><u>Non-Dangerous Items</u> <i>Confiscation</i> (e.g. hats, energy drinks, etc.)</p> </td> <td style="text-align: center; vertical-align: top;"> <p><u>Dangerous Items</u> <i>Confiscation and additional punishment</i> (e.g., Knives, guns, lighters, etc.)</p> </td> </tr> </table>	<p><u>Non-Dangerous Items</u> <i>Confiscation</i> (e.g. hats, energy drinks, etc.)</p>	<p><u>Dangerous Items</u> <i>Confiscation and additional punishment</i> (e.g., Knives, guns, lighters, etc.)</p>
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<p>VIOLATIONS: TOWARD SCHOOL EMPLOYEE</p>	<p>School Intervention/Consequences</p>		
<p>1. Defiance of authority--defined as:</p> <p>a. defying, standing up against authority and refusing to recognize or obey it, open resistance</p> <p>b. Challenge to meet in a contest, to do something or prove something</p> <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>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</p> <p>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.</p> <p>5. Serious or repeated verbal abuse/harassment of an employee.</p> <p>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>		

7. Sexual harassment of a school employee verbal/physical	
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 2nd offense 5 days ISAE, parent conference 3rd offense 3 days Out of School Suspension/ w/ counseling
2. Physically Aggressive behavior (Fighting/hitting/kicking/choke 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 Student (extreme physical aggression, attacking,)	10-day suspension with referral for expulsion and referral to SRO
4. Harassment/Bullying of Student	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 4th offense- 5 days OSS / Referral to SRO
5. Making Threats to Student	Up to 10 days' suspension with referral for expulsion and referral to SRO
6. Inappropriate Sexual Contact-Any contact including touching and groping but does not involve a sexual act.	5-10-day suspension with possible referral for expulsion, Notify SRO
7. Inappropriate Display of Affection- Includes kissing, hugging, arm around shoulder or waist of the same or opposite sex.	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.

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.

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 Karen Adkins and the family advocate is Stephanie Stallard. The phone number for the FRYSC is 286-8095. 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:

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

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, 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

Report Cards-will be issued on a nine weeks' basis. The report card will be sent home with the student about a week after the nine-week period has ended. Midterm grades are sent home every 4 ½ weeks. If a student's grades are not satisfactory, parents, or guardians are advised to arrange an appointment with the teacher or administrator. If there comes a time that you need to get in contact with any of the faculty or staff you may call 286-5354 during school hours (7:50 to 3:35) Monday through Friday. Grades will be based as follows:

A= 100-90 B= 89-80 C= 79-70 D= 69-60 F= Below 60

Visitors- All visitors must check in at the office when entering the building and receive a visitor's pass. Students are not allowed to have friends or relatives from out of town be visitors at the school.

Early Dismissals- The parent/guardian must come to the office to sign out the student. When the parent/guardian arrives, the student will be called from class. No student will be allowed to wait in the office unless it is an emergency. Just as a regular absence, a student is required to bring a written excuse for the early dismissal.

If an adult, other than the custodial parent, is to pick up the student the custodial parent must have sent notification identifying the person prior to the time of the dismissal. The school may require identification of any adult who comes to pick up a student, and the school reserves the right to refuse to release students to anyone other than the parent/guardian. Transportation changes will not be taken over the phone.

Closed Campus-No student may leave the school premises without permission from the principal or his designee during regular school hours.

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.

Class Rings and Yearbooks- West Carter Middle School provides our students with the opportunity to purchase school class rings and school yearbooks. Class rings are available at the beginning of each school year from Balfour Ring Co. Costs are held to the lowest possible amount.

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. **Once a student accumulates 6 or more unexcused absences, he/she will not be allowed to attend any dances for the remainder of the school year.**

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**.