

CARROLL COUNTY SCHOOLS
Student Calendar
2026-2027 School Year

August 4, 2026	First Day of School (1/2 day for students)
September 7, 2026	Labor Day (no school)
September 17, 2026	Parent-Teacher Conference (3:00-6:00)
September 18, 2026	Professional Development Day (no students)
October 12-16, 2026	Fall Break (no school)
November 25-27, 2026	Thanksgiving Holiday (no school)
December 21 – January 1	Christmas/New Year's Holiday (no school)
January 4, 2027	Professional Development (no school for students)
January 18, 2027	MLK Holiday (no school)
February 15, 2027	Presidents Day (no school)
February 25, 2027	Parent/Teacher Conference (3:00-6:00)
March 15-19, 2027	Spring Break (no school)
March 26, 2027	Good Friday (no school)
May 21, 2027	Administrative Day (Optional)

****Make-up days in excess of (6) cancelled school days will be:
February 15, March 15, March 16, March 17, March 18, March 19**

**CARROLL COUNTY TECHNICAL CENTER
ADMINISTRATION AND STAFF
TELEPHONE: (731) 986-8908**

<u>ADMINISTRATION</u>	<u>ROLE</u>	<u>EMAIL</u>
Joe Norval	Principal	jnorval@carrollschools.com
Nancy Cavness	District Supervisor	ncavness@carrollschools.com
Beth Bettie	Secretary	bfortner@carrollschools.com
Ethan Mitchell	Maintenance	emitchell@carrollschools.com
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<u>TEACHER</u>	<u>ROLE</u>	<u>EMAIL</u>
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Austin Avery	Construction	aavery@carrollschools.com
Michelle Crowell	Culinary Arts	mcrowell@carrollschools.com

WELCOME

The Carroll County Technical Center's handbook was developed in accordance with the State Department of Education's policy and has been approved by the Carroll County Board of Education. The staff and administration welcome students to the Carroll County Technical Center. Self-respect and respect for others is the guide for conduct and rules. The mission of the Carroll County Technical Center is to provide within a safe environment the opportunity to acquire the necessary career and technical skills to continue his/her education or to enter the workplace. We challenge students to strive to reach his/her maximum potential.

Please visit our school's web site at: <http://www.carrollschools.com/> for weather related school closing and to contact staff and faculty. You may enter the Technical Center from our home page to view additional information specific to students' courses, teachers, and other links.

STUDENT RIGHTS, RESPONSIBILITIES

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

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Be secure in his/her person, papers, and effects.
3. Expect that the school will be a safe place.
4. Have an appropriate environment conducive to learning.
5. Not be discriminated against based on sex, race, color, religion, national origin or disabilities.
6. Be informed of school rules and regulations

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board.
2. Respect the human dignity and worth of every other individual.
3. Refrain from libelous, slanderous remarks, and obscenity in verbal and written expression.
4. Study and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
8. Refrain from behavior which would lead to physical or emotional harm or disrupt the educational process.
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials, and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Legal References:

1. TCA 49-6-3401

ADMISSION REQUIREMENTS

Course work is designed for students in grades ninth through twelfth who are currently enrolled in one of the high schools in Carroll County. Priority for student placement will be to seniors with a four-credit focus need and then to seniors who are entering their second year of a program. The next choice placement is for juniors. The next choice placement is second-year sophomores and then first-year sophomores. Others will be chosen based upon recommendation of the sending school, IEP team, etc. with approval of the Technical Center instructor and principal.

Pupils entering the Carroll County Technical Center from any school are assigned to the program indicated by records from the sending school and pre-vocational assessments. If a pupil appears unable to do the work or becomes endangered by the requirements, he/she may be reassigned after consultation with his/her school counselor. If a student's admission becomes an issue, a committee consisting of the county superintendent, a county school board member, a faculty member from the sending school, and a school counselor from the sending school will meet to decide the best interests of the student and the system.

ATTENDANCE POLICY

Attendance is extremely important to our experiential programs at the Technical Center. A major goal is to establish good attendance as a work ethic. **IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY CCTC EACH DAY THE STUDENT IS ABSENT. ANY CHILD WITHIN THE AGES OF SIX (6) AND SEVENTEEN (17) YEARS INCLUSIVE IS REQUIRED BY THE STATE OF TENNESSEE TO ATTEND PUBLIC OR PRIVATE DAY SCHOOL.**

1. Students must submit to the principal (or his/her designee) an admission note from the home school or a note signed by his/her parents/guardian.

2. It is the **responsibility** of the **student** to arrange make-up work immediately upon returning to school after any absence, **including school-sponsored activities**. **The student must inform the CCTC instructor the day BEFORE going on a school sponsored activity or he/she will be counted absent.** The student **must ask** the instructor for his/her make-up work and will be given two days for each day missed to complete and return the work to the instructor.

3. Three tardies make an absence. Tardy means arriving late or leaving early. In order to be counted as present, the student must be in class for 45 minutes.

4. Sign out procedures are for the safety of the students, parents, and the school. Students are only allowed to sign out and leave the school premises during the school day with parental contact, a note, and the principal's permission.

5. Students must adhere to the following requirements in relationship to absences.

Excused absences shall include:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;

3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. religious observations;
7. school sponsored or school endorsed activities;
8. pregnancy and related conditions or parenting, when medically necessary;
9. circumstances which in the judgment of the principal create emergencies over which the student has no control.

To be documented as an *excused absence* the student must turn in proper documentation to the *principal* at CCTC. This documentation includes a doctor's statement, statement from funeral home, copy of subpoena with student named as required to be in court, note from principal at home school, etc.

A note from parent/guardian WILL NOT be considered an EXCUSED absence or tardy. It is an UNEXCUSED absence or tardy.

a. All absences of the semester (Excused or Unexcused) – Make up work must be turned into all classes missed with the timeframe to be determined by the teacher.

b. Third unexcused absence – Student will meet with administration

c. Fifth unexcused absence – There will be a conference with student, parents, and administration by appointment to discuss attendance contract.

d. Tenth unexcused absence- There will be a committee meeting consisting of the student, parents, teachers, administration, and any others deemed necessary to discuss failure to meet attendance contract. This would include discussion of potentially being referred to juvenile court.

Parents may request homebound services for extended absences due to medical needs. Written medical documentation will be needed. Days spent under homebound services are not recorded as an absence.

DRESS AND GROOMING

Students should dress and groom in an appropriate manner. Any attire that interferes with the normal functioning of the school or causes distraction will not be allowed. Clothing with lewd, vulgar, or suggestive pictures and/or wording is prohibited. Muscle shirts, tops that bare the stomach, shorts or skirts more than three inches above the knee are unacceptable. Low-cut necklines, see-through clothing, and pajamas are inappropriate.

Pants will be worn at the waistline. **(ABSOLUTELY NO SAGGING!)** Students will be asked to tuck their shirt, wear suspenders, wear a lab coat, or call their parents to bring them a change of clothes if dressed inappropriately. If there is a question of appropriateness, the principal (or his/her designee) will be the final authority.

Hats and caps are appropriate **only** in the shop areas. Clothing worn in the shop areas should meet each instructor's specifications.

STUDENTS WILL NOT BE ALLOWED PIERCINGS THAT ARE CONSIDERED A SAFETY ISSUE (loops, gauges, etc.) IN SCHOOL. If there is a question of safety due to piercings, administration will have the final authority. Students may be sent home or to his/her home school if the dress code is violated.

DISCIPLINE

The superintendent shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code. A copy of the code shall be posted at the Carroll County Technical Center. A copy of the student's handbook is sent home for parents to read. Parents are instructed to sign a statement that verifies that they understand the regulations in the handbook.

The discipline code for the Carroll County Technical Center has been adopted and approved by the Carroll County Board of Education in accordance with Tennessee's Code of Acceptable Behavior and Discipline law. **All students will abide by the CCTC's rules and disciplinary actions.** Classroom teachers will handle discipline of students unless the problem is serious or becomes chronic. Discipline is a means of protecting the rights and interests of the entire school. Discipline also assists students in self-improvement. The intention of disciplinary action by school officials is intended to be corrective rather than punitive in nature.

Discipline measures taken by school officials include (but may not be limited to): (1) conferring with student, (2) conferring with parents, (3) in-school suspension, (4) out-of-school suspension, (5) suitable disciplinary tasks. School officials may also recommend permanent suspension to the Carroll County Board of Education.

The discipline of handicapped students will reflect the guidelines of their individualized education plan. (TCA 49-6-4013 and TCA 49-6-3401 (4) -(6).

Suspension may be imposed by administration. Any principal may suspend a pupil from school attendance and participation in school sponsored activities for "good and sufficient reasons." These reasons include, but are not limited to the following: (1) willful and persistent violation of school rules or truancy; (2) immoral or disreputable conduct or vulgar or profane language; (3) bullying, violence or threatened violence against the person of any personnel who attend or are assigned to the Carroll County Technical Center; (4) inciting, advising, or counseling others to engage in acts herein enumerated; (5) marking, defacing, or destroying school property or any other conduct prejudicial to good order in any public school.

Upon suspension of any student, the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal, would justify a suspension for more than ten (10) days, he/she shall immediately refer the case to the **Director of Schools. Parents/Guardians may appeal in writing to the Director of Schools, Mr. Johnny McAdams. Address is: 14155 Paris Street, Huntingdon, TN 38344.**

Legal References: TCA 49-6-3007(g); TCA 49-2-203 (a), TCA 49-6-3401(A)

ZERO TOLERANCE OFFENSES

*Note: Zero-tolerance offenses set forth in statute (firearms/dangerous weapons, bomb threats to a school or school sponsored activity, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the Director of Schools, Mr. Johnny McAdams for more detailed information, see the Code of Acceptable Behavior manual, pages 11 and 12.

Legal References:

1. TCA 39-17-1309
2. 18 U.S.C 921
3. 20 U.S.C. & TCA 49-6-4216(b); TCA 49-6-3401(g)6.316
4. TCA 49-6-3401(G); TCA 49-6-421(b)
5. TCA 49-6-4209; TCA 39-17-1312

Cross References:

Discipline Procedures 6.313
Suspension/Expulsion/Remand

The faculty and administration of the Carroll County Technical Center realize that learning is maximized when students are orderly, respectful, and safe. We believe that the seriousness of the infraction should determine the level of punishment. To inform students and parents of our expectations, we have listed an outline of our disciplinary procedure. All infractions will be recorded. The student's parents will receive one copy, the school principal will keep one copy, and the teacher will keep one copy.

Level 1 Infraction: Talking during instruction time, talking back to the teacher, sleeping during class, failure to ride the bus without prior approval by a school official, mild harassment, and mild horseplay. The following punishment will be imposed for Level 1 infractions:

First Offense	A verbal warning (infraction sheet will be completed and sent home.)
Second Offense	One (1) day of in-school suspension
Third Offense	In-school suspension for three (3)- five (5) days and parent contact
Fourth Offense	Alternative School for five days and parent conference (phone).
Fifth Offense	Alternative School for ten days and parent conference.
Sixth Offense	Parent Conference with the School Principal. Decisions will be made concerning student's future at the Center.

Level 2 Infraction: Use of profanity, racist remarks, non-compliance with class rules, non-compliance with teacher request, and more serious harassment. The following punishment will be imposed for Level 2 infractions:

First Offense	One (1) to three (3) days of in-school suspension
Second Offense	Three (3) to five (5) days in-school suspension and parent contact
Third Offense	Alternative School for five days and parent conference (phone).
Fourth Offense	Alternative School for ten days and parent conference.
Fifth Offense	Parent Conference with Principal. Decisions will be made about the students' future at the center.

Level 3 Infraction: Fighting, verbal assault, unsafe shop practices as determined by the principal, possession of fireworks, willful destruction of school property. (The student must pay for damaged property in addition to other punishments).

First Offense	Alternative School for five days with Parent Conference.
Second Offense	Alternative School for ten days with Parent Conference.
Third Offense	Parent Conference with Principal. Decisions will be made concerning student's future at the Center.

*Possession or use of alcohol, tobacco products, and any type of vaping devices will constitute an exception to the above levels.

Parents will be notified and a parental conference requested.

There will be an immediate alternative school placement and/or law enforcement agencies may be contacted. These severe infractions will be reported immediately to the Director of Schools.

Legal References: TCA 49-6-4001-49-49-6-4105 and 49-6-3007 (1)

Other Offenses or Infractions

Other offenses or infractions will carry sanctions at the discretion of the teacher and the principal. Except for Zero Tolerance Infractions, students start over each semester with no previous offenses.

RECORD OF DISCIPLINARY ACTION

(Student name)	(Date)
(Class name)	(Time of infraction)
(Teacher signature)	(Principal's signature)

LEVEL 1 INFRACTION

☐ Talking during instruction time ☐ Sleeping during class ☐ Unintentional harassment ☐ Other (Specify) _____ _____	☐ Talking back to the teacher ☐ Failure to ride the bus without prior approval by a school official ☐ Mild horseplay _____ _____
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LEVEL 2 INFRACTION

☐ Use of profanity ☐ Non-compliance with class rules ☐ Use of or possession of tobacco ☐ Disrespect to teacher or substitute ☐ Other (Specify) _____ _____	☐ Racist remarks ☐ Non-compliance with teacher request. ☐ More serious harassment _____ _____
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LEVEL 3 INFRACTION

☐ Fighting ☐ Possession of fireworks ☐ Verbal Assault ☐ Other (Specify) _____ _____	☐ Unsafe shop practices ☐ Willful destruction of school property (Student must pay for--in addition to other punishments) _____ _____
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ZERO TOLERANCE BEHAVIOR

☐ Possession of an illegal drug or drug paraphernalia ☐ Possession of a dangerous weapon ☐ Assault on a teacher, student, or other person on school property	
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OTHER INFRACTION NOT LISTED ABOVE

Specify _____

COMMENTS:

GENERAL RULES

Every “do and don’t” cannot be outlined in this short booklet; however, the following are the important guidelines for the rules at CCTC:

1. Weapons and dangerous instruments are strictly prohibited. (A copy of state law and board policy is available to you upon request.) ***Students over 18 who fail to report a firearm will result in their being charged with a Class A misdemeanor.***

2. All students should go to assigned classes **immediately** after arrival at the CCTC and should remain in assigned areas unless otherwise instructed by the principal or instructor. Afternoon drivers will be dismissed by announcement.

3. **Electronic communication devices (cell phones, smart watches, ear buds, tablets, etc.)** – should be turned off and concealed except during break time. Electronics may be used only in the break areas designated by the administration. Students found using electronics outside the designated area will have the cell phone taken and the following consequences will occur:

1st offense – Verbal warning (1 verbal warning per semester)

2nd offense – Electronics are powered off and placed in designated location with teacher. Electronics will be returned at the end of student’s block(s) at CCTC

3rd offense – Electronics are taken to the office. Administration will hold all devices until students leave CCTC for the day

4th offense – Electronics are taken to the office. Parents are contacted to pick up the phone at the end of the school day.

Additional offences may be treated as a level 2 discipline infraction with parents required to come to pick up device(s).

Phone usage is a privilege at our school, as with all privileges if abused that privilege will may be taken away.

Electronics may also be used during class time for instruction with teacher permission for research and calculators, but all classrooms are equipped with computers and other necessary electronics, so the use of personal devices during instruction time should be limited and follow all classroom rules. If at any time a student does not comply with classroom rules, the phone will be taken and turned into the office with the same consequences as above.

Any student found using devices to bully or harass another student with cyber technology may lose all privileges to possess electronic devices at the CCTC. The devices will be taken, and a parent or guardian must have a conference with the principal. There are very strict laws regarding cyber bullying, and the police may be notified in the case a student is found breaking these rules.

4. Food and drinks are not permitted in classrooms except on occasions sanctioned by a teacher and the principal. Vending machines in the main lobby are for use by students in the front classroom area. Students in the shop area are to use the vending machines in the shop area only.

5. Profanity is not appropriate and will not be tolerated.

6. Throwing objects is dangerous and is prohibited inside or outside the building or on buses (even snowballs).

7. Accidents, regardless of the nature or seriousness, must be reported to the program instructor and a detailed record made as soon as possible.

8. Keeping work areas clean is part of the student's responsibility and is considered an important part of class.

9. A statement of understanding of safety hazards within the student's assigned program must be signed and returned to the school.

10. Sexual harassment will not be tolerated. A copy of the Carroll County BOE's sexual harassment policy is available to any person.

11. Student use of the telephone is prohibited except when there is an emergency. The student must have permission from the instructor or principal,

12. Students are not allowed to have medications at school. If medication use is required during a student's stay at the CCTC, that medication must be administered according to state mandated guidelines. These guidelines are given to each student at the beginning of each semester. Parents/Guardians must bring medications to CCTC.

13. The speed limit on school property is 15 miles per hour. Any careless/reckless driving will result in the loss of driving privileges.

14. Students will park in designated parking areas at the back of the lot.

15. Umbrellas will be left in the lobby in designated area.

Legal References: TCA 49-6-3401

SEARCHES

To ensure a safe learning environment, TCA Codes 49-6-4202 through 49-6-4212 allows searches of lockers, packages or containers, or vehicles parked on school property by students or visitors to be searched for drugs, drug paraphernalia, or dangerous weapons. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property and/or suspension from school for a period of not less than one (1) calendar year.

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of school rules. If the principal or his/her designee has reasonable suspicion that the student has violated the law or school rules, the student may be subject to a physical search and/or a student's pockets, purse, or other containers may be emptied for inspection. The principal or his/her designee shall be present during the interrogation and search. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student

PROCEDURAL DUE PROCESS

Students have the right to fair and impartial treatment by school staff and administration. Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the facts of the incidence. The nature of this inquiry will vary in degree with the seriousness of the offense.

Violations of student's rights may be reported to Superintendent Johnny McAdams at the Carroll County Board of Education at (731) 986-4482. Violations of Title VI or Title IX rights should be reported to Dr. Nancy Cavness at (731) 986-4482

VISITORS

Carroll County Technical Center welcomes visitors to our school. All visitors to the Center must report to the school office for a visitor badge. Students are not to have visitors during the school day or during make-up time after school hours.

HEALTH AND SAFETY

Each program at the Carroll County Technical Center has health and safety requirements. Students and parents must acknowledge these requirements. Safety precautions and rules must be always observed. Safety equipment must be worn or always used as recommended by the program instructor. If a student violates safety rules, he/she will be assigned to Alternative School.

Students will complete and leave a medical release form on file at the Technical Center. This form may be used in case of an accident or serious illness. Students are encouraged to have accident and/or health insurance since the school is not responsible for debts incurred because of illnesses, accidents, or injuries.

Certain programs, such as Health Sciences Technology, may require physical examinations for students before participation in program activities. Check with the teacher.

Students who must take medication at school will have a signed medical permission release from a parent or guardian. This medicine should be given to the school principal or his/her designee. Prescription medication will be in the original prescription bottle complete with directions. The school will keep a log of all self-administered medications.

TEXTBOOKS AND MATERIALS

Certain materials, such as textbooks, shop tools, electronic tools or computers are loaned to the student; these items may not be abused, lost, or stolen. Replacement costs will be charged to the student. State law provides grounds for collection of these costs.

Students will not be charged for materials, supplies, equipment, etc. necessary to receive a grade or credit in a class; however, personal projects may have a materials cost. Materials and products may not be taken from the Technical Center without the consent of the program instructor and the principal.

FUNDRAISING

The principal must approve fund raising projects. **(Sales for personal gain of a teacher are not permitted).** Students may or may not participate in a fund-raising activity. If a student chooses to participate, the student and his/her parents are liable for all products and/or money within his/her responsibility.

CLUBS AND CONTESTS

Official club enrollment and participation is expected for students enrolled in a specialty program. The benefits from club participation are; development of skills, enhancement of a desirable attitude, development of leadership skills, and obtain a greater understanding of responsibilities to be a productive citizen. CCTC official youth organizations are; Health Occupations Students of America (HOSA), Skills USA Champions at Work (Skills USA), and Distributive Education Clubs of America (DECA). These clubs are administered as another part of the educational program at CCTC and students are encouraged to get involved. **Extracurricular activities** must follow the same rules as the regular classroom.

GRADING SYSTEM

Grades will be based on a combination of written tests, performance tests, classroom activities, and projects. Grades will be reported on a nine-week basis with a report given to each student midway through the grading period. The numerical grading standard used in Carroll County is:

A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	59 and below

Grades from the Carroll County Technical Center will be issued through each home high school's report card.

TERMS AND CONDITIONS FOR STUDENT/INTERNET USE

Guidelines for the use of the network shall be consistent with the goals, purposes, and mission of the Carroll County Board of Education.

1. Not for commercial use.
2. No threatening, obscene, or harassing content transmitted, received, or stored.
3. No unlawful acts.
4. No access without proper authorization.
5. No personal or private usage which impacts available resources of the network.

Legal Reference; TCA 10-7-512

ALTERNATIVE SCHOOL

Students should arrive at the Technical Center **no earlier than 7:45 a.m.** and should be picked up **no later than 3:00 p.m.** Students must provide their own lunches. All assigned work must be completed before returning to their home school. The dress code for alternative school students should meet the Carroll County Technical Center's dress code.

Alternative Rules

Alternative school is an opportunity for students removed from their regular classes to receive credit for both attendance and classwork in lieu of being suspended or expelled. It should be viewed as an opportunity. Alternative school will be held at Carroll County Technical Center. The following rules will apply:

1. Parent/guardian must bring his/her child into the building the first day he/she comes to alternative school.
2. Students must report to the classroom immediately upon arrival. School hours are 8:00 a.m. until 3:00 p.m. Students should not arrive before 7:45, and should be picked up no later than 3:00 p.m.
3. If a student is absent from alternative school, he/she must complete all assigned work before returning to assigning school.
4. **Students will be expected to dress appropriately and observe dress codes rules. In addition, the following rules should be adhered to: A: pants should be worn so that the waistband is above top point of hips (no sagging pants) if size of pants makes this impossible, then a belt will be required. B: Shirts should be tucked inside pants C: coats, jackets and other items designed for outdoor wear should be removed once inside the building. D: alternative school personnel have the final authority on any items not specifically listed.**
5. If a student is assigned to Alternative School, he/she will not be allowed to participate in any extracurricular activities. If a student completes his/her time, he/she could participate in activities that occur following the end of that school day. The final decision should be made by his/her home school officials (principal, assistant principal).
6. Lunch is not available at CCTC. Students assigned to alternative school must bring their own lunches.
7. Work completed at alternative school will be returned by arrangements agreed upon between alternative school and sending school.
8. Suspended students' instructors will be responsible for grading and evaluation all work completed by suspended students (unless prior arrangements are made with alternative school personnel).
9. Transportation to/from alternative school is the responsibility of the student and/or parent/guardian. Students assigned to alternative school **may not** ride buses.
10. Students will complete all assignments before returning to sending school. No exceptions, failure to do so will result in extended stay at alternative school until assignments are completed.
11. Students should be assigned for a minimum of five (5) days; if principals have an exception to this, they should contact alternative school personnel.
12. Should students behave inappropriately or sleep while attending school, they are subject to any or all of the following disciplinary measures: counseling, write-offs and/or written reports, extension of time assigned to alternative school, other actions may be deemed necessary by alternative school personnel, as a last resort, student may be denied opportunity to attend alternative school and returned to sending school.

Where did the incident(s) occur?

Received by	Date
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GRIEVANCE FORM

Name _____ Date _____

What is the nature of your complaint? _____

Have you spoken with the person with whom you have the complaint? _____

If you have not, will you explain why you did not? _____

*The Carroll County Board of Education will not permit harassment or exploitation. Any complaint concerning these issues should be made to the superintendent or a board member. Other complaints need to be discussed with the employee with whom you have a complaint before proceeding further.

Was the person with whom you had a complaint, willing to discuss the problem with you?
_____ Yes, _____ No

In your opinion, why could you not resolve the problem? _____

When would be a convenient time to discuss this problem with you by phone or in person?

What is your phone number so that I can contact you? _____

What would you like to see as a solution to this problem? _____

SCHOOL BUS TRANSPORTATION

Bus safety rules are in effect when students are transported by bus to and from the Technical Center. The principal of the Technical Center will handle problems encountered on the way to the Center. The home school principal will handle problems encountered on the way to the home school. If a problem is extreme, the driver will transport students to the nearest of the two schools, and the principal there will deal with the problem. Countywide school bus rules will be enforced. (See attached page for copy of rules.)

Carroll County Schools Bus Rules for Middle and High School Students 2026-2027

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

- A. ANY OFFENSE SUCH AS CARRYING A WEAPON OR OTHER OFFENSE DEEMED A SERIOUS ENDANGERMENT OR SERIOUS SEXUAL MISCONDUCT (SERIOUS AS DETERMINED BY THE PRINCIPAL AND CARROLL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT) WILL RESULT IN SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE YEAR. ZERO TOLERANCE POLICIES WILL BE IN EFFECT.

- B. POSSESSION OF TOBACCO PRODUCTS/VAPES, SMOKING/VAPING, POSSESSION OF MATCHES OR LIGHTERS, SEXUAL MISCONDUCT, WILLFULLY DISTORTING CAMERA SYSTEM, OR OTHER OFFENSE DEEMED AN ENDANGERMENT (BY THE PRINCIPAL AND CARROLL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT), DESTRUCTION OF PROPERTY, THROWING OBJECTS, OR FIGHTING (AS DETERMINED BY THE PRINCIPAL). (SUSPENSION FROM BUS UNTIL PAYMENT FOR DAMAGE IS COLLECTED.)

1 ST OFFENSE	PAYMENT OF PROPERTY DAMAGES AND 5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION
2 ND OFFENSE	PAYMENT OF PROPERTY DAMAGES AND 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
3 RD OFFENSE	PAYMENT OF PROPERTY DAMAGES AND SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR

- C. HORSEPLAY, NOT BEING SEATED IN ASSIGNED SEAT, PROFANITY, OR POSSESSION OF FOOD OR DRINK

SUSPENSION FROM BUS UNTIL PAYMENT FOR DAMAGE IS COLLECTED.)	
1 ST OFFENSE	WARNING FROM THE DRIVER OR PRINCIPAL.
2 ND OFFENSE	3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION
3 RD OFFENSE	10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
4 TH OFFENSE	SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.

LARGE ITEMS (18 INCHES) BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.

****After a ten-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.**

**** TCA 49-6-208 prohibits parents/guardians from getting on a bus. Parents/Guardians should not approach the bus to speak to the bus driver.**

STATEMENT OF UNDERSTANDING

I have read and understand the regulations in this handbook.

I understand the Carroll County Board of Education's Code of Acceptable Behavior and Discipline Handbook and the Carroll County School District's Code of Conduct for Families, Volunteers, and Visitors are posted at the Carroll County Technical Center and are posted on the Carroll County Schools Systems website: <http://www.carrollschools.com>.

Student Signature

(Date)

Parent/Guardian Signature

(Date)