



2023-24

Wilson County Schools  
The Barry Tatum Academy  
Student Handbook  
&  
**ORIENTATION**  
Process  
2023-2024



## **BTA Student HandBook**

This handbook consists of requirements for students placed in the Barry Tatum Academy Alternative School. It shall be posted online, and a hard copy shall be offered to the parents and student at the time of orientation for the BTA Alternative School. Additional copies are available upon request. All State and Federal laws, rules, regulations, requirements, Wilson County Schools Code of Conduct, etc., in effect at the student's school of zone, will remain in effect during the student's enrollment in the BTA Alternative School.

BTA Alternative School is a short-term intervention program designed to provide educational services outside of the regular school program for students in grades 6-12 who have been suspended or expelled pursuant to the Wilson County Schools Code of Conduct. BTA Alternative School operates pursuant to Wilson County Schools Board Policy 6.319, Tennessee State Board of Education Rule 0520-01-02-.09 and State Board Policy 2.302.

## **Principal's Message**

Dear BTA Families,

We are very different from the school that sent you here. We have definite expectations and will hold you accountable. Our policies are strict but we will be supportive of you during this time. Our goal for your time here is to help you develop self-discipline, self-control and restraint. We want you to return to your home school when your time is up here and be successful. Please don't hesitate to contact us with questions and concerns.

Principal, Mr. Shaun Caven,

## **Admission**

*BTA school hours are 7:30am-2:30pm.*

*Students are remanded to the alternative school upon violating the Wilson County Schools Student Code of Conduct. Students who commit a zero-tolerance offense will be expelled for a period of not less than one (1) calendar year. The Director of Schools may modify the expulsion to allow a student to attend alternative school upon receiving a written request for an appeal within 5 days from the date of the zero-tolerance offense. The school administrator at the student's school of zone will explain the appeal process. Once the sending school administrator has determined an alternative school placement, he or she will report the remandment to the alternative school principal or designee and arrange an orientation meeting appointment. It is the student's parent/guardian responsibility to contact BTA to schedule the orientation.*

The student and parent/guardian must attend the scheduled orientation meeting at BTA. If the student does not attend orientation on the next school day, regardless of an appeal or not, all days missed will result in an unexcused absences until the student attends BTA/orientation. Five (5) unexcused absences will lead to truancy tiered interventions proceedings.

Students with a 504 plan or IEP will be remanded to BTA following all required procedural safeguard and IEP/504 team procedures. The case manager at the student's school of zone will coordinate all required IEP meetings and include appropriate IEP team members such as the WCS Exceptional Education district level personnel and alternative school personnel.

### **THE POINT SYSTEM**

*Students are remanded to the alternative school upon violating the Wilson County Schools Student Code of Conduct. The Director of Schools for Wilson County Schools is the only person who can overturn or alter the remandment. Students are assigned to Barry Tatum Academy Alternative School for a specific number of "points" that are earned on a daily basis based on the following:*

Students may earn a maximum of 100 points per day. A student must be at school to earn points and bonus points are not allowed. Points are not earned during holidays, breaks, or when a student is absent. The exception is inclement weather days determined by the district, and students will earn points for those days.

Point sheets are given to the teacher when students enter the classroom and will be returned when the student exits. Point deductions are recorded on the point sheet. Students are not to alter point sheets in any way (writing, drawing, wadding up, etc.). Homeroom teachers will

calculate the total daily points. Point sheets should be signed daily by the parent/guardian and all students are responsible for bringing it to school each day.

If the point sheet is not returned to school they will incur a 20 point deduction. If the point sheet is returned unsigned, there is a 10 point deduction. Any point deductions made during the day will include a brief description of the incident and initials of the faculty member who deducted the points. Students are not to argue about points, arguing will result in further point loss.

Students who become disruptive to a class will be removed, points will be lost, and further discipline will be enforced by BTA Administrators. Any faculty or staff member can take points as he/she sees fit, in accordance with the BTA policies and point deduction system.

Students who commit a zero-tolerance offense will be expelled for a period of not less than one (1) calendar year. The Director of Schools may modify the expulsion to allow a student to remain at BTA upon receiving a written request for an appeal within 5 days from the date of the zero-tolerance offense. The school administrator at BTA will explain the appeal process.

**Points will be lost for not attending a full school day.**

<b>Tardy to school:</b>	(7:31am-8:30am) = <b>-25 pts</b>	(8:31am-9:30am) = <b>-50pts</b>	(9:31am-10:30am) = <b>-75pts</b>
<b>Early dismissal:</b>	(Before 10:30am) = <b>-75 pts.</b>	(10:31am-Noon) = <b>-50pts</b>	(Noon-1:00pm) = <b>-25pts</b>

**Points will be lost for not following the school behavior expectations**

Loss of 20 points for each infraction	<ul style="list-style-type: none"><li>• Out of dress code</li><li>• Disrespectful</li><li>• Profanity</li><li>• Not following directions</li><li>• Writing or altering point sheet</li><li>• Walking out of class</li><li>• Bring Inappropriate item to school</li></ul>
---------------------------------------	--

Loss of 20 points for each infraction	<ul style="list-style-type: none"> <li>• Going to sleep or head down</li> <li>• Failure to raise hand</li> <li>• Talking in hallway</li> <li>• Not following hallway rules</li> <li>• Lying/Manipulation</li> </ul>
---------------------------------------	---

**The following behaviors will result in point loss, but also further disciplinary action in accordance with WC Schools Code of Conduct. This may include suspension, expulsion and/or being charged by SRO. The SRO determines legal issues when a student is charged.**

Threats or harassment of any type, including fights and assault.	Any Gang references or activities, including hand signs, drawings, etc...	Possessing and using vapes, e-cigs, etc... of any kind.	Having drugs (including THC vapes) or alcohol at school or under the influence.	Leaving school Without permission.	Inappropriate use of the internet and/or technology.
--	---	---	---	------------------------------------	--

## Academic Information

*Questions regarding courses, electives, or student's schedule should be directed to Cory Freeland, BTA School Counselor, [freelandc@wcschools.com](mailto:freelandc@wcschools.com).*

BTA follows the Wilson County school calendar. It is not possible to offer the full curriculum available in the student's school of zone; therefore, BTA's administrators maintain the right to alter student schedules in the best interest of the student. Due to state guidelines, the alternative school is only able to offer certain elective courses. If any elective is not offered at BTA, efforts will be made to substitute these classes with electives that are offered at the alternative school.

Seniors: The primary goal for a senior placed in the alternative school is to ensure that all graduation requirements are met.

Students placed at the alternative school through the end of the school year are not eligible to participate in graduation ceremonies, unless approved by the Director of Schools pursuant to Board Policy 4.607. Students will be notified by their school of zone when they are eligible to pick up their diploma, transcript, and other documents.

Students will earn grades in the alternative school in the same manner as in the regular classroom. All grades earned while at BTA will be averaged with existing grades earned while attending the school of zone to determine final credit. Final grades will be sent to the school of zone in a timely manner on a form provided by the alternative school.

## School Campuses

***If student is found to be on a Wilson County Schools campus while remanded to BTA, additional time will be added to the student's placement at BTA. Students may also be charged with trespassing from law enforcement.***

Pursuant to T.C.A. 49-6-3401 and established Wilson County Board of Education policies, students remanded to BTA are **NOT** allowed to return to their school of zone or **ANY** Wilson County School for **ANY** reason during their placement at BTA during their suspension, expulsion, or remandment. Remanded students are permitted to attend BTA during regular school days, but are not permitted to loiter or appear on any school property or at any school function home or away.

BTA students may not participate in or attend any Wilson County School athletic events or extracurricular activities during their expulsion, suspension, or remandment, unless specific permission has been sought from the Director of Schools for extenuating circumstances.

The following exceptions are made with permission from the BTA Principal and school of zone Principal:

- A church service that is held on school property where the student would need permission from the BTA principal as well as the building principal where the service is held.
- Specific events such as the ACT exam or mandatory TN Promise meetings at the school of zone with written permission from the school principal. Requests for permission to attend specific events should be made to the BTA Principal to forward to the appropriate school principal.

The Wilson County website, [www.wcschools.com](http://www.wcschools.com) provides information regarding all county policies and procedures. The Student Handbook and the Code of Conduct can be found on the website.

## **BTA Arrival/Dismissal and Parking**

*Parent/Guardian is responsible for transporting students to and from BTA. Students may drive, walk, or bike to and from school with written permission from the parent/guardian. Any car parked on WC Schools property is subject to search. BTA utilizes canine searches by the WC Sheriff's Department.*

### **Arrival Procedures**

During the orientation appointment, parents will provide the alternative school staff with a list of adults who are permitted to pick up their child. No person will be allowed to pick up a student prior to dismissal except those designated on the list. Students will be provided drop-off and pick-up instructions during the orientation meeting. Parking, drop-off and pick-up instructions must be strictly followed to protect student and staff safety. Student drivers must have a valid driver's license to drive on campus. A copy of the student's driver's license, proof of auto insurance and registration must be submitted to the office, along with a \$20 parking pass fee, within five days of a student driving to BTA.

Students are allowed to enter the building at 7:15am. Students must enter the building immediately upon arrival and may not return to their car once they enter the building. Late (tardy) students must check in through the front office. Driving privileges can be revoked by the administration for drivers who are habitually tardy to school or deemed to be reckless.

### **Dismissal Procedures**

Dismissal time is 2:30pm. Student names are called to exit the building starting at 2:30pm, students are to remain seated in homeroom until their name is called. All students must be picked up by 2:45pm.

If a student is not picked up by then, the parent/guardian will need to park and come in the office, with your state issued ID and pick up the student through Raptor. Students not picked up at the designated pick-up time will walk to the off-campus location with written permission from parent/guardian, which will be required to be completed at the orientation meeting. The parent/guardian accepts all liability and responsibility for student's safety for walking or riding a bike.

## Attendance Policies

*The Wilson County School attendance policy applies to BTA and can be found at [www.wcschools.com](http://www.wcschools.com)*

All absences already accrued prior to BTA placement will remain and count as part of the student's total attendance for the school year. (Students missing school due to the SDHA appeal will not lose points).

Per WCS policy, parents are allowed five parent notes, per semester. All excuse notes, parents and doctors, must be submitted within three days of the absence. Doctor's notes will be verified by BTA personnel and parent notes are NOT to be written on point sheets. Work missed during an excused absence will be accepted. It is the student's responsibility to discuss make-up work with each individual teacher.

## Environment

*Visitors (parents/guardians) to students are not allowed without permission from BTA Administration. Any other approved visitation during school hours must be for the purpose of official school business only.*

Students are NOT allowed to call home during the school day. If a student needs to make a call it will be done by an administrator or office staff at the discretion of an administrator. The school nurse or an administrator will determine if a student is allowed to leave school early for illness and will call the parent to pick them up.

## Personal Items and Searches

Parents can drop off student items through the school office. Students needing to take medication during the day must fill out the proper paperwork with our school nurse. The parent will bring the medication to and from school and must sign it in with the nurse. The BTA nurse is Debbie Harris, you can email her at [harrisd@wcschools.com](mailto:harrisd@wcschools.com)

Students are subject to random search or other searches in accordance with Wilson County Schools Policy 6.303. All students will be scanned upon entry to the school with a metal detector wand. Any issues during morning check-in will be handled by the administration and the SRO (School Resource Officer) if necessary. All items brought in will be searched, and any materials found to be inappropriate will be confiscated and not returned to the student.

No bags of any kind are permitted on campus; this includes backpacks, purses, lunch bags, etc... **Cell phones are not allowed.**

Students are to provide their own paper and pencils. Binders are not allowed. Regular pencils or mechanical pencils are permitted; ink pens are not.

Students will be required to bring their assigned technology device such as a Chromebook and charger. The device will be kept at the alternative school during the remandment. Students will not be allowed to take technology devices home during their remanded tenure.

**Restrooms**

Students have two designated restroom breaks throughout the day. Each student has the opportunity to one additional restroom break, if needed. Restroom breaks will be supervised by a school employee and students will be allowed to enter the restroom one at a time. No items may be carried into the restroom, unless needed for personal hygiene.

Students are not allowed touch or talk to others when walking to or from the restroom; this includes waiting in line.

Any student with a documented medical need for additional restroom breaks must provide documentation from a physician and it needs to be sent to the school nurse. Accommodations will be made for these students.

## **Discipline and Dress Code**

Pursuant to T.C.A. 49-6-3402 and locally established policies, students remanded to BTA Alternative School are required to follow the discipline policy established by the alternative school and Wilson County Student Code of Conduct. A student may be expelled from the alternative school for the duration of the student's original suspension or expulsion by BTA administrators if the student violates the rules of the alternative school, or the student is not benefiting from the student's assignment to alternative school, and all interventions available to help the student to succeed in the alternative school have been exhausted unsuccessfully. The alternative school provides a highly structured disciplined environment. Failure to follow behavioral expectations and established policies will result in an office referral that may result in further disciplinary action including expulsion from the Wilson County School system. Students with an IEP or 504 plan will be afforded all applicable procedural safeguards and disciplined according to all appropriate IEP/Section 504 guidelines and policies.

Any Category 5 offense taking place at BTA will result in expulsion from WCS, and may result in the student being charged or arrested.

Any discipline infraction not specifically covered in this document will be at the discretion of the administration in accordance with the Wilson County Code of Conduct. Willful and persistent disobedience of our policies could result in Out of School Suspension, as well as other consequences determined by the Principal and the Director of Schools.

## Dress Code

*Students who arrive to school out of uniform will not be allowed entry and will be counted as an unexcused absence. Students who violate the dress code during the school day will be issued an office referral which will result in further disciplinary action and loss of points.*

Students will maintain a clean, neat appearance at all times. This includes adhering to the BTA dress code policy along with the Wilson County Schools' student handbook. Willful and persistent violations of the dress code will result in the student incurring a discipline infraction. BTA does not provide clothes for students.

- SHIRTS - must be a solid color (navy, gray, black, or white) polo style, long or short sleeves. Shirts can have a small logo, but no other writing, designs or colors. Undershirts are allowed and must be blue, black, gray or white. Shirts and undershirts must remain tucked in at all times. Jackets, coats, and other outerwear may be worn to and from BTA, but are not allowed in the classrooms.
- PANTS - colors are khaki, navy, black, or gray. Pants may not have cargo pockets, hidden compartments, large side pockets or loops. Pants with rips, tears, or holes are not allowed. Additionally, leggings, jeggings, **jeans**, cargo style pants, joggers, tights, or shorts are not allowed. Pants must be the correct size for the student and fit at the waist.
- Belts – colors must be khaki, black, blue, brown, or gray. All students are required to wear a belt every day. Belts must not have a large buckle, patterns, messages, designs, branding, or emblems. Belts must be worn through all belt loops and be fastened securely as not to sag.
- SHOES- sneakers must be worn at all times. Students are not allowed to wear house shoes, sandals, slides, flip-flops, crocs or boots. Additionally, students are not allowed to wear any open toe or heel shoe. Socks must be worn daily and be school appropriate.
- Jewelry - No jewelry or accessories of any kind will be permitted. This includes; earrings, rings, bracelets, necklaces, belly rings, facial piercings, fake eyelashes, or any item considered jewelry or accessories by the school administrator. No watches will be permitted. Piercing spacers will be permitted.
- Hair – must be kept out of the eyes at all times. Hair shall not cause a disruption to the school environment. No hair ties will be allowed to be worn on the wrist and must remain in the hair. Students will not be allowed to wear hair jewelry or hair accessories other than a basic ponytail holder or basic headband. Headbands must be no more than 2" in width and must be a solid color (white, black, khaki, navy or gray). No bandana headbands are permitted. Headbands may not have any object such as animal ears, flowers, or logos imprinted or attached. No baseball caps or hats of any kind.
- Other - Fingernails must be natural, no polish or other color. They must be short and neat, not pointed. Students cannot have writing or drawing of any type visible on their body or clothes. Students may bring one lip balm product to keep in their pocket. This is to be taken out

and inspected during morning check-in. Tattoos deemed inappropriate by the administration must be covered.

*BTA Administration has the right to take appropriate action to correct any student whose appearance, while not specifically covered by this policy, is considered to be disruptive to the educational process. Requests for exceptions to this policy based on religious or disability accommodation may be made to BTA Administrators.*

## **Meals**

BTA Alternative School has an on-site cafeteria. Students are eligible to participate in the school nutrition program. Students pay, free or reduced meal status from their school of zone will be in effect while at BTA. Meals cost the same as the student was paying at his/her school of zone.

Lunch and breakfast may be brought from home and will be searched upon entry. Food brought to school must be consumed by the student who brought it to school and can only be consumed during the designated breakfast/lunch times. Sharing of food brought from home is not allowed. Food brought in from home must be in a clear, zip lock bag. No lunch boxes or bags allowed. Only empty water bottles are allowed for drinks or purchased from the cafeteria. Opened beverages will be discarded if opened prior to entry. If a student brings a full, unopened bottle, the contents must be poured out and can be filled with the school's water fountain. No drink mix packets are allowed. The water bottle must have a screw on top. No push down lids are allowed

Students who arrive late will not be able to get breakfast. Refrigeration and microwaves are not available for student use.

The alternative school staff has the right to discard any non-allowed food or beverage item. Students are not allowed to receive outside meals from parents or food delivery services

## **Returning to School of Zone**

BTA Administration will notify students, parents/guardians, and school of zone when a student's approximate return date to their school of zone; dependent upon acquiring all points and no other discipline infractions. Additionally, BTA will meet with the school of zone to help with the transition back to the school of zone.

By signing below, I agree to cooperate and support the staff of the BTA Alternative School program in implementing the policies and procedures in this agreement. The Administration has the final determination of appropriateness of a student's dress and appearance or to anything not included in these policies and reserves the right to amend these as necessary during the school year. Any such changes will be communicated to parents via the BTA Student Point Sheet or from BTA personnel, and addressed with all students.

Printed name of Student: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of BTA Staff conducting orientation

\_\_\_\_\_  
Date

