

West Tallahatchie School District

PARENT AND STUDENT HANDBOOK

R. H. Bearden Elementary School
West Tallahatchie High School
North Delta Alternative School



2024 – 2025

Board Approved: 7/9/2024

Dr. Sherry T. Ellington, Superintendent

“We Can, We Can, Take My Hand”

West Tallahatchie School District 2024-2025

BOARD OF TRUSTEES

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Ms. Lucinda Berryhill, Member
Mrs. Sharon Bailey, Member
Ms. Renetha Frieson, Attorney

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Ms. Lillie Ramsey, Director of Special Education
Mrs. Madalyn Johnson, Business Manager
Mr. Larry Gordon, Technology Technician
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Mr. Henry Hampton, Transportation Supervisor

SCHOOLS

West Tallahatchie High School

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Principal: Mrs. Kathern Barber

Assistant Principal: Mr. Damian Collins

R. H. Bearden Elementary School

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Principal: Ms. Kabreshia Spicer

Assistant Principal: Ms. Diana Brown

West Tallahatchie Alternative School

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Director: Dr. Fletcher Harges

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SECTION 1

GENERAL INFORMATION

MISSION STATEMENT

The mission of the West Tallahatchie School District is to ensure each learner is provided a quality education that enables students the opportunity to successfully meet the demands of a rapidly changing society.

VISION STATEMENT

The vision of the West Tallahatchie School District is to create a comprehensive school for educating our youth for tomorrow while enhancing and embracing who they are today.

DISTRICT GOALS

Goal 1: Increase student achievement.

Goal 2: Create a safe and orderly school climate in the West Tallahatchie School District.

Goal 3: Increase the number of students who are college and career ready.

Goal 4: Maintain a sound financial status.

Goal 5: Increase parental and community engagement.

Goal 6: Implement a social emotional learning curriculum to support the needs of students and staff.

DISTRICT MOTTO

“We Can, We Can, Take My Hand”

FOREWORD

It is the responsibility of parents and students to familiarize themselves with this Parent and Student Handbook, which is approved by the School Board and which includes official district policies with which you should be acquainted.

The handbook has been prepared as a guideline to procedures, policies, and practices governing the operation of our school district and the behavior of our students. West Tallahatchie School District administrators and instructional staff members believe that it will help both parents and students to be properly informed about matters that concern all of us. Academic and extracurricular opportunities, routine day-to-day events and activities, disciplinary rules and consequences of misbehavior, special programs and services—all are part of this handbook, together with many other concerns which are clearly explained in the publication.

The School Board and the administration of the West Tallahatchie School District and the schools work closely together to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose to providing this handbook is to help make your school experiences in this environment more satisfying, because it will tell you what you need to know and what you need to do in order to make this year both pleasant and successful.

BELIEF STATEMENT

The mission of the West Tallahatchie Consolidated Schools is (1) to offer students a variety of programs and experiences, (2) to provide appropriate instructional processes that foster student success, (3) to assist students in developing skills and behaviors needed to make sound choices in their personal, social, academic and vocational lives, (4) and to encourage students to become responsible citizens in their community.

Students and staff have the right to attend school in an environment free from any type of undue disruption and/or intimidation from others; no student will be allowed to stop any teacher from teaching or another student from learning.

BELIEFS

- We believe that all students can learn and this is a chief priority for the school.
- We believe that each student is a valued and unique individual. Physical, social, emotional, and intellectual needs should be the primary focus of all decisions impacting the work of the school.
- We believe that students learn best when they have appropriate opportunities for success and when they are actively engaged in the learning process.
- We believe that students learn in different ways and should be provided with instructional approaches that offer a variety of learning activities to accommodate differences in learning styles.
- We believe that a student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff in a safe and physically comfortable environment that promotes student learning.
- We believe that students need not only to demonstrate their understanding of essential knowledge and skills, but also to be actively involved in solving problems and producing quality work to apply their learning in meaningful contexts.
- We believe that exceptional students (e.g., special education, limited English proficiency, gifted, etc.) require special services and resources.
- We believe that good citizenship and positive values should be developed and practiced so students can make responsible choices.
- We believe teachers, administrators, parents, and community should remain current on effective instructional methods and technology and share the responsibility for advancing the school's mission.

VISITORS

Visitors are welcome. Upon entering the building, all visitors must report to the principal's office, sign-in, and receive permission to go the designated area of the school building. No visitor is permitted to go directly to the classrooms to confer with staff or students unless accompanied by assigned personnel or designated office helper. Visitors are allowed to only visit

rooms indicated on pass. Wandering the halls is not permitted. Students are not permitted to bring anyone to the school campus for the purpose of visiting. ALL visitors MUST return to the principal's office to sign out prior to leaving the school building.

PUBLIC CONDUCT POLICY

District:	West Tallahatchie School District
Section:	E - Business Management
Policy Code:	EBA - Public Conduct Policy

PUBLIC CONDUCT POLICY

This school board, pursuant to Section 37-7-301 (c) (1993), is the custodian of all real property of the school district and has the authority, power and duty to manage, control and care for same, both during the school term and during vacations and also has the authority, power and duty to prescribe and enforce rules and regulations for the use of school buildings and grounds for the holding of public meetings and gatherings of people.

Parents, guardians, custodians and other individuals while attending any school sponsored activity, visiting any school or school grounds shall conform to the rules and regulations of the school district or be removed from the premises. School district officials are hereby authorized to bring any and all charges deemed appropriate against such individuals for the following misconduct:

1. Willful disobedience and/or disrespect to a teacher, principal, superintendent, member or employee of the local school board.
2. Using unchaste or profane language
3. Immoral or vicious practices
4. Conduct or habits injurious to his/her associates
5. Possessing, using, transmitting, or being under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind
6. Disturbing the school and habitually violating the rules
7. Cutting, defacing, or injuring any part of the public school buildings or public school bus
8. Writing profane or obscene language or drawing obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or building
9. Carrying firearms, knives, or other implements which can be used as weapons except by duly authorized law enforcement officials
10. Throwing missiles on the school grounds
11. Instigating or participating in fights
12. Committing any other offense which tends to interfere with the educational process.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies GAEA - Staff Protection

KCA - Public Participation at Board Meetings

KM - Visitors to the Schools

Adopted Date:	9/14/2010
Approved/Revised Date:	10/11/2013

**WEST TALLAHATCHIE SCHOOL DISTRICT
SCHOOL CALENDAR
2024 – 2025**

First Semester		Second Semester	
Jul 3-5	Offices Closed	Jan 6	Professional Development (Teachers/Staff ONLY)
Jul 9	Board Meeting @ 6 p.m.	Jan 7	Students Return 3rd Nine Week Begin
Jul 30-3	New Staff Orientation	Jan 10	Report Cards Sent Home
Aug 1-5	Teacher/Staff Work Days	Jan 14	Board Meeting @ 6 p.m.
Aug 6	Students' First Day	Jan 20	MLK Holiday (NO SCHOOL)
Sep 2	Labor Day Holiday (NO SCHOOL)	Jan 21	Classes Resume
Sep 3	Classes Resume	Feb 5	Progress Reports Sent Home
Sep 4	Progress Reports Sent Home	Feb 11	Board Meeting @ 6 p.m.
Sep 10	Board Meeting @ 6 p.m.	Feb 17	President's Day (NO SCHOOL)
Oct 1-4	1st Nine Weeks Exams	Feb 18	Classes Resume
Oct 8	Second Nine Weeks Begin		Inclement Weather Make-up Day
Oct 8	Board Meeting @ 6 p.m.	Mar 4-7	Nine Weeks Exams
Oct 16	Report Cards Sent Home	Mar 10-14	Spring Break
Oct 21	Professional Development (Teachers/Staff ONLY)	Mar 17	Classes Resume
Oct 22-25	Fall Break	Mar 18	Board Meeting @ 6 p.m.
Oct 28	Classes Resume	Mar 27	Report Cards Sent Home
Nov 8	Progress Reports Sent Home	Apr 8	Board Meeting @ 6 p.m.
Nov 25-29	Thanksgiving Break (NO SCHOOL)	April 17	Progress Reports Sent Home
		April 18-21	Easter Holiday- NO SCHOOL
		April 22	Classes Resume
Dec 2	Classes Resume	May 14	Board Meeting @ 6 p.m.
Dec 10	Board Meeting @ 6 p.m.	May 19-20	Senior Exams
Dec 17-20	Nine Weeks Exams	May 24	WTHS Graduation @ 10 a.m.
Dec 20-Jan 3	Winter Holidays (NO SCHOOL)	May 26	Memorial Day-Offices Closed

	May 27-29 Final Exams May 29 Students' Last Day May 30 Teachers' Last Day June 10 Board Meeting @ 6 p.m. June 19 Juneteenth Holiday

The West Tallahatchie School District has a delayed start of school day policy. During inclement weather, buses are subject to pick-up students late for an extended school day.

WEST TALLAHATCHIE SCHOOL DISTRICT REGULAR BELL ROTATION SCHEDULE 2024- 2025

	R. H. Bearden Elementary School		West Tallahatchie High School West Tallahatchie Alternative School (Monday – Friday)		West Tallahatchie High School West Tallahatchie Alternative School (Friday)
1st	8:00 – 8:55 <i>(55 min)</i>	1st k	7:40 - 8:35 <i>(55 min)</i>	1st	8:00 – 8:45 <i>(45 min)</i>
2nd	8:59 – 9:54 <i>(55 min)</i>	2nd	8:40 - 9:35 <i>(55 min)</i>	2nd	8:50 – 9:35 <i>(45 min)</i>
3rd	9:58 – 10:53 <i>(55 min)</i>	3rd	9:40 – 10:35 <i>(55 min)</i>	3rd	9:40 – 10:25 <i>(45 min)</i>
4th	10:57 – 12:08 <i>(71 min; 55 inst. min)</i>	4th	10:40 - 12:20 <i>(100 min; 55 inst. min)</i>	4th	10:30 – 12:10 <i>(100 min; 45 inst. min.)</i>
5th	12:12 – 1:07 <i>(55 min)</i>	5th	12:25-1:20 <i>(55 min)</i>	5th	12:15 – 1:00 <i>(45 min)</i>
6th	1:11 – 2:06 <i>(55 min)</i>	6th	1:25-2:20 <i>(55 min)</i>	6th	1:05 – 1:50 <i>(45 min)</i>
7th	2:10 – 3:05 <i>(55 min)</i>	7th	2:25- 3:20 <i>55 min</i>	7th	2:00 - 2:45 <i>(45 min)</i>
				8th	2:50 - 3:35 <i>(45 min)</i>
	TOTAL = 401 min 385 inst. min		TOTAL = 430 min 385 inst. min		TOTAL = 415 min 360 inst. min

WEST TALLAHATCHIE SCHOOL DISTRICT INTERVENTION SCHEDULE 2024-2025

	West Tallahatchie High School Interventions Schedule
1st	7:40 - 8:20 <i>(40 min)</i>

2 nd	8:25 - 9:05 (40 min)
3 rd	9:10 – 9:50 (40 min)
4 th	9:55 – 10:55 (60 min)
5 th	11:00-12:25 85 min; 40 inst min
6 th	1:30-2:25 (55 min)
7 th	2:30-3:20 55 min
	Total 410 min 365 inst min

**WEST TALLAHATCHIE SCHOOL DISTRICT
EARLY RELEASE BELL ROTATION SCHEDULE
2024 - 2025**

	R. H. Bearden Elementary School		West Tallahatchie High School West Tallahatchie Alternative School
1 st	8:00 – 8:35 (35 min)	1 st	8:00 - 8:20 (20 min)
2 nd	8:38 – 9:13 (35 min)	2 nd	8:25 – 8:45 (20 min)
3 rd	9:16 – 9:51 (35 min)	3 rd	8:50 – 9:10 (20 min)
4 th	10:54 – 10:29 (35 min)	4 th	9:15 – 9:35 (20 min)
5 th	10:32 – 11:44 (72 min; 35 inst. min.)	5 th	9:40 – 11:45 (125 min; 20 inst. min)
6 th	11:47 – 12:22 (35 min)	6 th	11:50 – 12:10 (20 min)
7 th	12:25 – 1:00 (35 min)	7 th	12:15 – 12:35 (20 min)
		8 th	12:40 - 1:00 (20 min)
	TOTAL = 282 min. 245 inst. min.		TOTAL = 265 min. 160 inst. min.

STATE TESTING CALENDAR 2024 - 2025

Test Name	Window Open Date	Window Close Date	Grade Levels
Kindergarten Readiness Assessment (KRA) Pretest	TBA	TBA	PK-K
MAAP (Fall) Biology & U.S. History	TBA	TBA	9-12
MAAP (Fall) English II & Algebra I	TBA	TBA	Alg. I / Eng. II
ACT WorkKeys (Online)	TBA	TBA	11 & 12
MS-CPAS2 MS Career Planning Assessment System	TBA	TBA	Secondary
MS-CPAS2 Make-up MS Career Planning Assessment System	TBA	TBA	Secondary
ACT WorkKeys (Online)	TBA	TBA	11 & 12
ACT (Paper) Test Window 1	TBA	TBA	11
MAAP-A ELA & Math	TBA	TBA	SCD 3-12
MAAP-A Science	TBA	TBA	5, 8, HS
ACT (Paper) Test Window 2	TBA	TBA	11
Kindergarten Readiness Assessment (KRA) Posttest	TBA	TBA	PK-K
ACT (Paper) Test Window 2	TBA	TBA	11
MS-CPAS2	TBA	TBA	Secondary

NCCER			
MS-CPAS2 MS Career Planning Assessment System	TBA	TBA	Secondary
3 rd Grade MAAP ELA (Spring) Initial	TBA	TBA	3
MAAP (Spring) ELA & Math	TBA	TBA	3-8 Alg. I / Eng. II
MAAP (Spring) Science	TBA	TBA	5 & 8
MAAP (Spring) Biology & U.S. History	TBA	TBA	9-12
MS-CPAS2 Make-up MS Career Planning Assessment System	TBA	TBA	Secondary
3 rd Grade Reading Alternative Assessment 1 st Retest	TBA	TBA	3

NON-DISCRIMINATION POLICY

The West Tallahatchie School District does not discriminate on the basis of race, disability, gender, religion or nationality in the admission or access, or treatment or employment in its programs and activities to the extent provided by law.

ENROLLMENT/REGISTRATION

Kindergarten: A child must be five-years-old on or before September 1 of the current year. SENATE BILL 2394 provides that the Compulsory Attendance Law shall apply for five-year-olds who have enrolled in full day public school kindergarten programs. A parent shall be allowed to remove a child from the program once without the child being deemed a compulsory school student until the child reaches the age of six. Effective Date: July 1, 2003.

Grade One: A child must be six-years-old on or before September 1 of the current year.

REGISTRATION

Students enrolling in the West Tallahatchie School District for the first time must report to the principal's office to begin the registration process. New students must be accompanied by a parent or legal guardian. The following information is required when registering:

1. Withdrawal grades or report card (may be FAXED from former school)
2. Address of former school
3. Two proofs of residency with physical address. (No post office box numbers will be accepted). Bills should not be more than six months old.
4. Immunization records – MS Form 121
5. Birth Certificate
6. Social Security Card
7. A list of any special education services received
8. Disciplinary Records

Students WILL NOT be allowed to start school until all required documents have been submitted to the school's office.

LATE ENTRANCE ADMISSION

A student residing in the West Tallahatchie School District who enrolls after the first day of the school year in the District must make up all work missed because of late enrollment. Failure to make up such work will be cause for withholding credit for the term's work. All make-up work due to late enrollment must be completed according to make-up policy.

ADMISSION FOLLOWING SUSPENSION/EXPULSION FROM ANOTHER DISTRICT

If a student is expelled or suspended by another school district and subsequently applies for admission to the West Tallahatchie Schools, he/she will not be eligible to enroll in any West Tallahatchie school until they are eligible for readmission to and have actually attended classes in their previous school following their suspension or expulsion.

TRANSFERS INTO WEST TALLAHATCHIE SCHOOL DISTRICT

Any child who transfers from an out-of-state accredited public or private school in which that state's laws provide for first grade enrollment subsequent to September 1 shall be allowed to be enrolled in the District if (a) the parent or legal guardian of the child was a legal resident of the state from which the child is transferring, and (b) the Superintendent of the District determines that the child was making satisfactory progress in the school from which he/she is transferring. A student transferring from out-of-state with a special education ruling must meet the Mississippi Department of Education criteria to be ruled eligible to receive services in Mississippi.

Students whose parents or legal guardians are certified personnel or instructional personnel of the West Tallahatchie School District, provided they meet requirements outlined in this policy can be accepted for enrollment in the district.

The transfer of students to the West Tallahatchie School District from another school district shall be by the mutual consent of the school boards of all the school districts concerned and said consent shall be given in writing and spread upon the minutes of such boards.

Parents must request a release from the district in which the student resides; the release must be sent to the West Tallahatchie Schools and placed on file.

Parents must apply in writing to the West Tallahatchie School District for admission of the student.

1. The Board of Trustees may in its discretion approve the request for enrollment.
2. The District will not furnish any transportation for the transfer student, and the parent of the transfer student must furnish student transportation to and from school; however, a student may be transported from a regularly scheduled bus stop in the District.

STUDENTS TRANSFERRING INTO THE DISTRICT

1. Students who transfer into the district with no grade record for the previous nine weeks or semester will be given a 50 for those grading periods until records are received. If records are not received, the grade will remain a 50.

AL PROCEDURES

When a pupil withdraws from the West Tallahatchie School District, the following procedures should be considered:

1. If the pupil withdrawing from the District is moving outside the District, the principal of the school from which the pupil is withdrawing shall be notified in advance as soon as possible.
2. The last day of attendance by the pupil shall be considered the date of withdrawal.
3. The student's cumulative record (Form 1 only) shall be forwarded to the school to which the student is transferring, upon written request by that school. This form should be brought up-to-date before being forwarded to the school. Students who withdraw must settle all accounts (such as book or library fines) before the transfer is completed.

Form 2 of the permanent record shall remain in the files of the school from which the student is withdrawing. However, when students transfer from one school to another within the West Tallahatchie School District, both Form 1 and 2 shall be forwarded. If the school to which the student is transferring is outside the State of Mississippi, a duplicate of Form 2 shall be forwarded to said school. Schools will grant parents access to their child's records in accordance with the Family Rights and Privacy Act.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent/guardian name
2. Current address and telephone number
3. Emergency telephone number of friend or relative
4. Physician's name and number
5. Medical alert information
6. Authorized person(s) allowed to sign out a child

If at any time during the school year a change of address or telephone number is made, the student or guardian should report the necessary changes of address to the office immediately.

IMMUNIZATION/VACCINATION

According to Mississippi law, every student MUST have on file with the school ONE of the following before he/she can be allowed to attend school even for one day:

- A. Certificate of Compliance (MSDH form);
- B. An unexpired time-limited Temporary Compliance Form (MSDH form); OR
- C. A combination of one of these with a Certificate of Medical Exemption (MSDH form).

****Any student wishing to enter school without one of the above forms specified must be excluded until the proper form is obtained. The Mississippi Supreme Court has ruled that the exemption from required vaccination because of religious belief is invalid.**

ALL students entering the 7th grade are required to have the Tdap vaccination.

Special Note: All kindergarten children must have a health record that verifies they have either had chicken pox or have had the immunization for chickenpox.

STUDENT WELFARE

Parents have a responsibility to provide information to the school that would permit school officials to contact a responsible adult at any and all times for emergency care or other situations requiring care of the child. In the event that this information is not available, school personnel will contact appropriate officials, including the police department or the Child Welfare Department. If a student has a current permission form on file at the School-based Clinic, teacher discretion may be used in carrying an ill or injured child to the clinic for medical attention.

MEDICAL INFORMATION

Parents should make the school aware of students' medical problems or conditions, or medications taken on a daily basis. Any medication to be administered by proper school personnel **MUST** have the following steps:

- Medicine is brought to the school by a parent or guardian.
- Parent/Guardians must sign a consent form in the office.
- All medication will be locked in the office.
- Medicine **MUST** be in a prescription bottle labeled with the child's name.
- Method of administration (i.e., orally, as directed, etc.), dosage, time of administration, and the medicine's proper name.
- Staff is not allowed to administer medication.
- Students should administer medication to themselves in the presence of an adult.

ATTENDANCE

The Mississippi Compulsory School Attendance Law provides that:

1. "Every child who has attained or will attain the age of five (5) years on or before September 1st of the calendar year and who has not attained the age of seventeen (17) years on or before September 1st of the calendar year shall attend school."
2. Compliance with this provision will be monitored, and students having "unlawful absences" will be reported to a school attendance officer.
3. If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year, the principal or school superintendent shall report such absences to the school attendance officer.

Attendance Officer – Rhonda Clark
Phone: 662-375-2990

Compulsory School Attendance Law

Mississippi Law requires all persons between the age of 5 and 17 to enroll in and attend school.

The only absences excused are:

- A school activity
- Isolation by the State Board of Health
- Death or serious illness of a family member
- A court proceeding
- A religious activity (requires approval from the superintendent)
- Other absences previously approved by the superintendent

Consequences:

1. If you have more than five unexcused absences, the principal of your school is required to report this to the school attendance officer.
2. The school attendance officer will attempt to get you back in school by conducting home visits and working with you and your parents or guardians.
3. If you do not return to school as requested, the school attendance officer can file an action in court against you and your parents and order you to return to school.
4. For an absence to be excused, parents must send a note or a doctor's excuse to school when a child has been absent from school due to illness.

ORIENTATION

At the start of each school year, each school will sponsor a student orientation session for students. The orientation is to help students better understand the school's philosophy, expectations, and our various programs. The orientation program alleviates feelings of 'first-day jitters' and allows new students to start their first day feeling confident and competent.

ABSENCES

-Excused Absences:

- Personal illness
- Extended or prolonged illness (minimum of five (5) consecutive days) *
- Death in the family or serious illness in the family
- Observance of religious holidays of the pupil's own faith, with prior approval
- School-related field trips or educational activities approved by the district and/or building administrators
- Valid excuses will be accepted **up to three days** after an absence
- Only 3 handwritten excuses will be considered excused.

HOUSE BILL 1530 - 63% ATTENDANCE RULE

In the Mississippi State Legislative Session for 2013, MS House Bill No. 1530 was passed pertaining to the new attendance laws for students. This bill states that all students **MUST** be present 63% of their instructional day in order to be counted present for the entire school day.

A student **MUST** spend 4 hours in class in order to be considered present. In order for **ANY** absence (with the exception of an approved school trip) to be excused, pupils must submit a note signed by a parent stating the reason for the absence. Any absence from school or class not properly excused will be considered as unexcused absence. An unexcused absence may be for a class, any part of the day or for the entire day. An absence shall be considered unexcused when:

1. The school does not receive any written communication from the parent, licensed physician, dentist, or the courts.
2. The absence is due to truancy.
3. The absence is the result of administrative action, such as suspension.
4. The absence is due to indifference of students and/or parents.
5. The student is held out of school for reasons such as out of town trips, funerals that are not of an immediate family member, weddings, social events, etc.

If no excuse is presented, the absence shall be considered unexcused. Students who accumulate five unexcused absences will be referred to the school attendance officer.

*The attending physician must confirm all extended illness situations within five days after returning to school.

NOTE: Anytime a student arrives late or leaves early, parents must come in the main office with the child and sign the child in or out of school.

EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES

A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of a chronic infectious disease to others.

Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor shall command. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.

Should it be determined by the school's medical advisor that attendance at school poses a risk of transmission; an appropriate alternative education program shall be established for that student which shall continue until the District's medical advisor determines that the risk of transmission to others has abated and normal school attendance can resume. The decision of the District's medical advisor shall be final.

TARDIES

All tardies will be handled in the school's main office. For admittance, a parent or legal guardian must accompany all tardy students. If a tardy is excused, there will be no penalty. An unexcused tardy will be handled at the discretion of the principal. Students who accumulate five tardies will be referred to the school attendance officer.

R.H. Bearden- Tardy after 8:00 a.m.

West Tallahatchie- Tardy after 7:45 a.m.

Parents are responsible for following District policy, which stipulates that students should not arrive BEFORE:

7:00 a.m. at R. H. Bearden Elementary School

7:00 a.m. at West Tallahatchie High School

7:00 a.m. at North Delta Alternative School

MAKE-UP WORK

When a pupil has an excused absence from school or any regularly scheduled class, he/she shall be allowed to make up the work. The make-up work assigned should be aimed specifically at helping the pupil to compensate for the work that he/she missed during the days absent from school or class. Make-up work for excused absences will be completed under the following guidelines:

- The pupil is responsible for consulting the teacher to get the make-up assignment.
- The teacher is responsible for determining when and how work will be made up.
- The length of time for work to be made up shall be in direct proportion to days missed. Even for extended absences, this should not exceed four (4) days.

CHECK-IN/CHECK-OUT PROCEDURES

Students may be checked out of school if they are too ill to remain at school or have a medical appointment. Students checking out because of illness must have a parent or legal guardian come to the office and sign them out. **Students can only be checked in or out of**

school by persons authorized on the district registration form. No parent has permission to pick-up a child other than his or her own unless that adult is on the child's registration form. Phone calls or emails may not serve as authorization for check out. If there is written permission, parent signature must be verified. No child will be allowed to check out after 2:30 p.m.

PUBLIC NOTICE

The West Tallahatchie School District wishes to inform its staff, students, and parents as to the status of its Asbestos Management Program. Each school has on file with the Mississippi Department of Education an approved Asbestos Management Plan and has conducted the three-year asbestos inspection of all school facilities.

The Asbestos Management Plans are available for public view at each school location and the district office.

RULES AND REGULATIONS

We believe that high student expectations will encourage the development of a sense of responsibility and mature judgment on the part of each student enrolled in the West Tallahatchie School District. Students should treat themselves and others with respect so a positive, cooperative atmosphere will be maintained.

One of the most important things to learn at school is how to get along with other people. School rules are developed to protect the rights of all students. These rules should be followed at all times by students at school or when attending school functions.

The school staff believes that through the cooperation of students, parents, faculty, and staff; a safe, positive, and productive learning environment will be achieved. Attitudes of respect, kindness, and fairness will be expected. Through cooperative efforts we hope to foster the development of accepting responsibility for one's own actions as a regular and important part of the educational process.

CODE OF CONDUCT

As a guide for teachers and principals, the Board hereby adopts the following discipline procedures and regulations:

1. Administrators and the teachers shall hold students to strict account for disorderly conduct at any school, on the way to and from school meetings, programs, functions and activities, and on school buses. The principal of any school may suspend a student from school ('62-82-24 MS Code, 1942)
2. The superintendent or the principal of schools shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed or expelled by the Board of Trustees. ('63-28-25 MS, 1942)
3. The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, or if any student for disorderly conduct or misconduct including, but not limited to the following:

- a. Fighting
 - b. Illegal drugs
 - c. Alcoholic beverages
 - d. Fireworks, explosives, or incendiary materials
 - e. Knives, firearms, slingshots or any other weapons
 - f. Pornographic materials
 - g. Stolen property
 - h. Use of tobacco/smoking
 - i. Cards or gambling paraphernalia
 - j. Noise making devices
 - k. Other disruptive materials
 - l. Other materials possession of which is punishable by law
 - m. Disorderly conduct
 - n. Harassment, intimidation, or threats towards a teacher or student
 - o. Disruption of school operations, functions, programs, or activities
 - p. Disobedience
 - q. Insubordination
 - r. Insulting language or behavior
 - s. Obscene behavior
 - t. Vandalism
 - u. Disrespect to authority
 - v. Damage to property/defacing property (graffiti, gang symbols, etc).
 - w. Damage to property
 - x. Leaving class, school program, or meeting without permission
 - y. Indecent public display of affection (PDA)
 - z. Bullying
4. Senate Bill 2015 prohibits bullying or harassing behavior in the public schools. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:
- places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance opportunities or benefits
 - no student or school employee shall be subjected to bullying or harassing behavior by school employees or students
 - no person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior
 - a school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.

- a student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.
- 5. The carrying of a weapon will result in recommended expulsion. (Passed by the West Tallahatchie School Board, April 3, 1981).
- 6. A student suspended by the superintendent or principal shall be entitled to a hearing and review of his/her case by the Board of Trustees. The student may be represented at such a hearing by counsel of choice. The hearing shall be closed to the public to protect the student from the adverse effects of any disclosures made at such hearing.
- 7. Administrators may impose in-school suspension as a disciplinary action upon students for misconduct not serious enough to require other disciplinary action. Any student failing to report for in-school suspension at the place and the time designated shall be subjected to other disciplinary action. In-school suspension shall be served the day following its issuance or as assigned by an administrator.

West Tallahatchie School District
Anti-Bullying Policy
Board Adopted on October 11, 2017

THE SCHOOL BOARD OF WEST TALLAHATCHIE SCHOOL DISTRICT IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE. THE WEST TALLAHATCHIE SCHOOL DISTRICT BOARD OF TRUSTEES BELIEVES THAT ALL STUDENTS AND EMPLOYEES ARE ENTITLED TO A SAFE, EQUITABLE, AND HARASSMENT-FREE SCHOOL AND WORK EXPERIENCE. BULLYING, CYBER-BULLYING BY TEXTING OR ELECTRONIC USE, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION. THIS POLICY SHALL BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS. DETAILED INFORMATION ABOUT THIS POLICY CAN BE FOUND ON FILE AT THIS SCHOOL SITE, THE SUPERINTENDENT'S OFFICE OR THE DISTRICT WEBSITE AT www.wtsdschools.org

ALL DISTRICT FACULTY AND STAFF ARE REQUIRED AND MUST REPORT, IN WRITING ANY ALLEGATIONS OF BULLYING OR

VIOLATIONS OF THIS POLICY. ANY CREDIBLE INFRACTION OF THIS POLICY IS SUBJECT TO INVESTIGATION WHICH COULD RESULT TO SEVERE PENALTY.

FOR DETAIL DESCRIPTORS OF THE ANTI-BULLYING POLICY, SEE THE WEST TALLAHATCHIE SCHOOL DISTRICT E-POLICY ON ANTI-BULLYING STANDARDS.

SENATE BILL 2015 – BULLYING

Senate Bill 2015 prohibits bullying or harassing behavior in the public schools.

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance opportunities or benefits
- no student or school employee shall be subjected to bullying or harassing behavior by school employees or students
- no person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior
- a school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- a student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

CONSEQUENCES

IN-SCHOOL SUSPENSION

Disciplinary policies within the West Tallahatchie School District shall be enforced within the general guidelines as set forth for the In-School Suspension. These guidelines reflect a spectrum of possible actions that may be appropriate for specific violation of the district/school conduct code.

Any student charged with breaking a conduct of code is subject to being suspended from regular classes and/or placed in In-School Suspension.

OUT-OF-SCHOOL SUSPENSION

The following regulations concerning absences are consistent with the policy of the West Tallahatchie School District.

If a student has been suspended for any reason, that student should not participate in school activities nor return to the school campus at any time for any reason or event (such as games, coronation, etc.) during the duration of the suspension. If a student is seen on campus at any time during the suspension, then he/she will be subject to pick up by appropriate authorities.

If a student is expelled or suspended by another school district and subsequently applies for admission to the West Tallahatchie Schools, he/she will not be eligible to enroll in any West Tallahatchie school until they are eligible for readmission to and have actually attended classes in their previous school following their suspension or expulsion.

EXPULSION

When a principal determines that a student has violated one or more of the specific standards of conduct described in the discipline plan, he/she may recommend expulsion of the student to the Superintendent.

“Expulsion” is the denial of school attendance for a minimum, unspecified period of time, not to exceed less than one calendar year, after which time a student may be readmitted only upon application and with approval by the Board in accordance with Board policy.

“Limited expulsion” is the denial of school attendance for the remainder of the school year. A principal may recommend a limited expulsion when a student who has been suspended three (3) times during the same school year commits a fourth offense or in circumstances otherwise proper for such action. Any student who has been expelled, for whatever reason has the right to due process and must apply to the Board for readmission in accordance with Policy JC and JBG.

TRANSPORTATION

Free transportation for pupils who qualify under the law is a service provided by the county board of education and must be regarded as a privilege for students. It is expected that those who ride the school buses will conduct themselves as good citizens at all times. Those who exhibit uncontrollable behavior problems shall be recommended to the county board to have the privilege of riding the school buses denied. Bus drivers must enforce all policies for school on their buses.

Students must have a WRITTEN parental request and permission from the principal's office to load or unload at any place other than the student's assigned bus stop or to become a walking student. Permission to ride another bus may be granted only in cases of an extreme emergency. Parents shall consult with the transportation supervisor to determine if seating is available before granting permission.

The cooperation of all students is needed to maintain proper conduct at bus stops and on school buses in route to and from school. The following rules and guidelines should be followed:

1. Pupils shall not extend arms or other parts of the body out of the bus windows.
2. Nothing should be thrown in the bus or out of the windows.
3. Pupils should be on time for the bus pick-up. On days when roads conditions are bad, the bus may not arrive on the exact time schedule.
4. Pupils should take a seat on the bus without disturbing other passengers and remain seated at all times while the bus is moving.
5. Pupils should keep noise levels very low. Remember that loud talking, loud laughing, or unnecessary confusion can momentarily divert the bus driver's attention and may result in causing a serious accident.
6. Smoking is not allowed on the bus by students or staff.
7. Pupils should not approach the bus walking or running while the bus is in motion.
8. Pupils will not be permitted to use profane, threatening, nor vulgar language on the school bus.
9. Pupils are not allowed to bring any object that can be used to cut, mutilate, or deface persons or property on the bus. These items are strictly prohibited from the bus and school premises.
10. Pupils who get aboard the bus at home are not allowed to get off the bus before the bus arrives at school. This means that they will not use the bus to visit other schools, go shopping, go the health department, doctor's office, or visit relatives, friends, and etc.
11. Pupils are not allowed to threaten, harass, bully nor physically attack (fight) other students. **Fighting will constitute immediate suspension from the bus.**

Pupils exiting the bus and crossing the highway to get home shall pass in front of the school bus. Pupils must wait to cross the highway until they have been given the signal by the crossing guard or bus driver.

13. The bus driver is in charge of those riding on his/her bus. The law gives the bus driver authority to keep order on the school bus and hold him/her responsible. The bus driver will report all misconduct on the part of the students to the principal's office.
14. Pupils are not allowed on parked school buses during school hours.
15. All infractions of the above rules and guidelines by pupils will subject them to a suspension from school, suspension from transportation services, and/or a conference with the parent or guardian.

The school principal shall be responsible for disciplining pupils reported to him/her by the bus driver. After due warnings have been given to the student and to his/her parent or guardian, the principal may deny the student the privilege of riding the school bus.

Questions and inquiries regarding discipline shall be directed to the principal of the school.

Questions and inquiries regarding pick-up and drop-off stops, routes, and student eligibility must be directed to the transportation supervisor at the bus shop.

NOTE: The above policy does not apply to fighting, alcohol, and drug offenses.

CAFETERIA

All students are to go to lunch at their designated time. Students are to leave the classroom with the teacher and go to the cafeteria in an orderly line. After finishing the meal, all students are to carry their trays to the receiving window and return to their classrooms with their teacher.

- Teachers are to monitor the noise volume and keep it regulated to maintain the proper atmosphere for school.
- Teachers are to take students to and from the cafeteria
- Students are to move in the lunch line in an orderly manner.
- Teachers must sit with their students while they are in the cafeteria
- Students are to clean the area where they are sitting during lunch time.
- Students are not to put food on the floor. If food accidentally gets spilled on the floor, the student who had the accident should clean it up immediately.
- Students are not to throw food.
- Students are not to bring any type of food or drink into the cafeteria.
- Students will not be permitted to leave the cafeteria during lunch time.

SCHOOL SAFETY

SCHOOL RESOURCE OFFICER

The School Resource Officer is responsible for school safety planning, enforcement, teaching and counseling.

SAFETY TEAM

Each school in the West Tallahatchie School District has a safety team in place. In addition to a safety coordinator, the School Resource Officer, and administrators, specific teachers have been identified to assist in ensuring that a safe and orderly environment is maintained. During weather and safety drills it is this team's responsibility to ensure that all staff and students safely exit the building. Upon the completion of the drill the safety team meets to discuss any successes and/or challenges of the drill. Appropriate documentation is kept in the office and a copy is forwarded to Central Office.

If any medical emergency occurs in the building, it is critical that supplies are readily available to assist students and/or staff that may be affected. Therefore, in addition to first aid kits being housed in administrator's office, these kits are located in each safety team member's classroom. Supplies in these kits are replenished as needed throughout the school year.

WEATHER AND SECURITY DRILLS

All weather and security drills are conducted in accordance with policies outlined in state and district policies. These drills are used to keep staff and students aware of correct procedures to follow so that should an event occur, we will be familiar with procedures that will ensure safety of all staff and students safe before, during, and after security drills.

NATURAL DISASTERS

This usually means tornado in our section of the country. There will be a drill in the early part of the year and again in the early spring. The signals will be given at the proper time and as stated on a poster in each building. At the beginning of the school year, each teacher will be given instructions as to the order of marching and exiting that is to be used by his/her group of students.

FIRE DRILLS

Fire drills shall be conducted in each school until all pupils are familiar with methods of escape. Fire drills shall be held without warning with emphasis being placed on order, as well as speed. Definite instructions shall be furnished to teachers and pupils as to the route and manner of leaving the building during fire drill. All teachers and pupils shall be instructed in the location of fire extinguishers and alarms.

FIRE DRILL INSTRUCTIONS

1. The signal for a fire shall be the sounding of one long bell . Zone leaders will notify teachers when it is safe to return to the building.
2. When the fire signal sounds, all students will stop whatever they are doing and be ready to listen for instructions from the teacher in charge. The teacher shall take his/her place by the room exit and instruct students on how to leave the building.

3. All students are to walk a safe distance from the building and remain with your teacher and group. Roll check will be made at this time.
4. Teachers will report to their zone leaders when they have accounted for all their students.
5. All groups will remain together outside until all clear a signal is sounded.
6. Speed in emptying the building is desirable, but a safe orderly procedure is recommended.
7. At no time should students run or make noise while in the process of a fire drill.
8. Each student should be familiar with the fire diagram and know the proper exit to use in case of fire.

TORNADO DRILL

Tornado drills will be held at regular intervals and they may be announced or unannounced. Signals for tornado drills will be indicated by three short bells. When the signal for the tornado drill is given, the students are under the direct supervision of the teacher. Students will move into the corridor adjacent to the classroom and sit on the floor with their heads between their knees until the all-clear signal is given. A verbal “all clear” will be made over the intercom.

FUNDRAISING

An organization must receive prior approval from the West Tallahatchie School Board before beginning any fund raising project. No student representing groups outside the school will be permitted to conduct fundraising activities in the school.

PROGRESS REPORTS/REPORT CARDS

Progress reports are sent out every four weeks. Report cards are sent out every nine weeks.

SPECIAL EDUCATION

The West Tallahatchie School District provides special education and related services to students who are eligible based on regulations of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and the Mississippi Department of Education. The Department of Special Education is committed to ensuring a free appropriate public education for each student in the least restrictive environment. A variety of program options is available.

INCLUSION

All students with disabilities will be educated within the general education curriculum alongside age-appropriate students to the maximum extent appropriate.

FEES, PURCHASES, ETC.

Fees of certain items like dues for club memberships, workbooks, class projects, drivers' education, and the likes, are the student's individual responsibility and must be paid for by the student or his parent/guardian.

Any indebtedness that is voluntarily acquired by a student must be paid before the end of year report card is issued.

RESPONSE TO INTERVENTION (RTI)

RTI is the practice of providing high-quality instruction for all students and focused interventions as needed based on data indicating students' levels of performance and learning rates over time.

RTI is a multi-tiered instructional framework aimed at improving outcomes for all students. The framework allows schools to:

- Identify students at risk for not meeting grade level outcomes
- Monitor progress towards those outcomes
- Provide evidence-based interventions
- Adjust the intensity and nature of those interventions based on how a student responds to instruction and intervention

The RTI Process:

Tier 1 Core Instruction

All students receive high quality core curriculum through whole groups and small group differentiated instruction.

Tier 2 Supplemental Instruction

In addition to core instruction, students needing extra support receive interventions closely aligned to the core instruction and that target specific areas of need. Progress is monitored to determine improvement.

Tier 3 Intensive Instruction

In addition to core and supplemental instruction, students needing intensive instruction to target their specific skills deficits receive interventions that are highly aligned to their area of need, very structured, precisely delivered, and extended over time. Progress is frequently monitored.

TEACHER SUPPORT TEAM (TST)

The teacher support team (TST) is a vehicle through which assistance can be requested for any student who is “at-risk” of not succeeding. The primary purpose of the TST is to assess the student’s needs and design instructional interventions and strategies for those students who demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment. The team reviews and utilizes all of the possible resources within the school and/or grade-level basis and develops instructional interventions and strategies in order to more effectively assist students and improve academic achievement. The standardized procedures and processes will be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by the teachers, parents, guardians, and administrators.

ACADEMICS

District:	West Tallahatchie School District
Section:	I - Instructional Program
Policy Code:	IHE - Promotion and Retention

PROMOTION AND RETENTION Promotion and retention shall be based upon the mastery of objectives.

1. Each district school board shall establish standards for graduation from its schools which shall include as a minimum:
 - a. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
 - b. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board.
2. A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board.
3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. ' 37-16-7 (1999)
4. The retention of students for extracurricular activities is strictly prohibited.

SPECIAL EDUCATION STUDENTS The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every

two (2) years, the progress toward meeting the established performance goals shall be reported to the public. '37-23-133 and' 37-23-1 (1999)

For information on the awarding of a special diploma or an occupational diploma, please refer to MS Code ' 37-16-11.

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

1. Please refer to the current edition of Mississippi Public School Accountability Standards for information on Performance Standards and Graduation Requirements.

The Mississippi Public School Accountability Standard for this policy is standard 21. LEGAL REF.: MS CODE as cited
Mississippi Public School Accountability Standards CROSS REF.: Policies IB - Instructional Goals IH - Student
Achievement Improvement Act of 1999 IHF - Graduation Requirements

Adopted Date:	9/27/2017
Approved/Revised Date:	5/27/2020

KINDERGARTEN

Kindergarten promotion will be determined by the kindergarten teacher and the school principal based upon the mastery of core skills as indicated by BOTH of the following:

- Mastery of at least 65% of the core competencies for that grade level in **reading and math**.
- Score at the probable level on **EOY (MKAS)** assessment

Failure to meet either of the criteria above may result in student retention in kindergarten, if the student does not successfully complete all the above requirements.

GRADES 1 AND 2

In order to be promoted from one grade level to the next in grades 1-2, a student must have demonstrated BOTH of the following:

- mastery of at least 65% of the core competencies for that grade level in **reading (a student must pass reading)**.
- mastery of core pre-reading and reading skills indicated by the scale score of
 - **At least 133 (40th Percentile) on the STAR Reading Assessment for 1st grade from the Spring administration.**
 - **At least 291 (40th Percentile) on the STAR Reading Assessment for 2nd grade from the Spring administration.**

Failure to meet either of the criteria above shall result in student retention in Grades 1-2 if the student does not successfully complete the above requirements and a **Mandatory Summer School Session** for remediation.

If student passes reading, they must pass three (3) of the four (4) remaining major subjects: language, math, science, and social studies. Remediation/interventions will be provided through Teacher Support Team (TST), Response to Intervention (RTI), one-on-one and small group sessions.

GRADE 3

In order to be promoted from third grade level to fourth grade, a student must have demonstrated **BOTH** of the following:

- Mastery of at least 65% of a course's competencies and received a passing yearly average in **reading** (a student must pass reading) and
- A passing score on the End-of-the-Year Third Grade Reading Gate. Students who make an acceptable score on the assessment and pass reading must also pass three of the four remaining major subjects: language, math, science, and social studies.

The only students who will be allowed to promote to fourth grade without a passing score are those who qualify for a "Good Cause Exemption" as approved by the district Superintendent.

Students who are not successful on their first attempt will have three other opportunities to retest for a passing score on the assessment.

GRADES 4-6

In order to be promoted from one grade level to the next in grades 4-6, **a student must pass ELA** and two (2) of the three (3) major subjects: math, science, and social studies.

GRADES 7 & 8

In order to be promoted from one grade to the next in grades 7 or 8, a student must have demonstrated mastery of College and Career Readiness Standards and pass five (5) of seven (7) courses, including English and Math. The yearly average shall be determined by averaging the two semester numerical grades.

GRADES 9 -12

Units of credit will be awarded on an individual course basis in grades 9-12. In order to receive credit, a student must have demonstrated mastery of core objectives and received a passing average on an individual course basis. Semester and yearly averages shall be calculated in compliance with all in the above paragraphs.

Students shall be classified and assigned to homerooms as follows:

NINTH GRADE: Each student must have successfully completed the eighth grade in an accredited school.

TENTH GRADE: Each student must have earned five (5) units including English I from an accredited school.

ELEVENTH GRADE: Each student must have completed ten (10) units including English I and II from an accredited school.

TWELFTH GRADE: Each student must have earned fifteen (15) units including English I, II, and III; one (1) acceptable unit in mathematics; one (1) acceptable unit in science; and one (1) acceptable unit in social studies.

SPECIAL NOTE: The classification of a senior does not necessarily qualify a student as a candidate for graduation.

Each student who graduates or receives a certificate is required to participate in graduation practices, graduation exercise, and must purchase a cap and gown. The cap and gown fee and the final fees must be paid on or before the issuance of the cap and gown and/or diploma.

Every attempt will be made to secure the best quality of caps, gowns, and graduation invitations at the best and lowest prices. Caution will be given to each student to keep in mind his/her individual ability to pay for whatever he/she orders.

NON-PROMOTION FOR SPECIAL EDUCATION STUDENTS

The decision to non-promote special education students in the regular classroom will be made based on a decision made by the IEP committee. However, a student who is on regular diploma track must earn the appropriate number of credits for graduation.

THIRD GRADE LITERACY BASED PROMOTION ACT (THIRD GRADE GATE)

In accordance with the “Literacy Based Promotion Act”, it is the intent of this school district to improve reading skills of Third Grade students so that every student completing the Third Grade is able to read at or above grade level.

The Literacy-Based Promotion Act requires students to score above minimal on the Third Grade state reading assessment in order to be promoted to Fourth grade. Students who do not score above minimal will be retained in Third Grade, unless they meet one of these exceptions:

- a. Student is an English Language Learner (ELL) with less than 2 years of English instruction.
- b. Student has an Individualized Education Plan (IEP) that says (s)he should not take the state test.
- c. Student has a disability AND IEP or 504 that shows intense reading remediation for 2 years but still is behind AND was retained at least once.
- d. Student has been retained 2 times AND has received 2 years of intensive reading intervention.
- e. Student shows reading proficiency on an alternative assessment approved by the Mississippi Department of Education.

In the event of non-promotion, the parent or legal guardian will receive written notification that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption. The notification shall include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency.

Retained Third Grade students will receive intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency. Other strategies may include, but are not limited to:

1. Small group instruction;
2. Reduced teacher-student ratio;
3. Tutoring in scientifically research-based reading services in addition to the regular school day;

4. The option of transition classes;
5. Extended school day, week or year; and
6. Summer reading camps.

Grading System

District: West Tallahatchie School District

Section: I - Instructional Program

Policy Code: IHA - Grading System

Report Cards shall be issued at the end of each nine-week grading period. It shall be the responsibility of the Superintendent to establish reporting procedures and develop reporting instruments for use by the District.

1. In Kindergarten, students will be awarded an “S” (satisfactory), an “N” (needs improvement), or a “U” (unsatisfactory) to report student achievement.
2. In all elementary grades teaching handwriting, student achievement shall be indicated by the use of a comment which accompanies the language arts grade on the report card. A separate grade shall not be awarded.
3. In all subjects in grades 1-12, numerical averages shall be used on report cards to report student achievement. Numerical averages which do not compute to whole numbers shall be rounded. A chart providing information for converting numerical grades to letter grades will be provided on the report card.

A 90-100

B 80-89

C 70-79

D 65-69

F 64 and below

Staff is required to stay away from grades of 63/64. No student should fail by only 1 or 2 points.

For the 1st three nine weeks no student should receive no grade lower than a 50 in any subject. True grades will be assigned for the 4th nine weeks.

4. Copies of student grade reports shall be recorded on the Cumulative Folder at the end of the school year and kept on file in the District for a period of five (5) academic years. All

Cumulative folders shall be completed and kept on file in compliance with Mississippi State Department of Education regulations, state law, and Board policy.

Grade Weight Percentages

Bi-weekly Assessments/Nine Week Assessment – 50%

Daily Grade – 50% (including but not limited to quizzes, class work, exit slips, and informal assessments)

Research/Projects – 10% (including but not limited to book reports and term papers)

Homework – 5%

Adopted Date: 10/11/2017

TESTING PROGRAM

The West Tallahatchie School District testing program begins at the elementary level and progresses through the student's high school years. Test scores are recorded in the student's cumulative folder, which is available for a student/parent conference. Arrangements should be made with an administrator to assist the student/parent with interpreting scores, answering questions, and providing helpful information. Hopefully the student will gain valuable insight regarding his/her abilities, interests, future vocational plans, and present academics level. Wise choices and decisions on the part of the student are possible when the student has a better understanding of him/herself.

Several assessments and retests are administered throughout each school term. For a copy of the test schedule, refer to page 10 of this handbook.

MAAP (Mississippi Academic Assessment Program)

Key Points about the Mississippi Academic Assessment Program (MAAP):

- MAAP is the new statewide assessment for English Language Arts (ELA) and Mathematics for grades 3-8 and Algebra I and English II.
- MAAP provides a writing portion for all ELA and English II assessments as well as a multiple choice portion.
- MAAP assessments are timed.
- MAAP was specifically developed for Mississippi because the state adopted higher academic standards to guide teaching and learning. New tests are needed to accurately measure student mastery of the more rigorous standards. Mississippi educators participated in the development of MAAP.
- MAAP assesses students on the content and skills they learn during the school year. MAAP questions are aligned to the Mississippi College and Career Ready Standards, which are the set of learning goals for ELA and Mathematics for each grade level.
- MAAP provides valuable information about student progress. Test results identify students' strengths and areas for improvement to ensure they are on track for the next grade and eventually, college and career. While no single test can give a complete picture of

achievement, MAAP is one of many measures, including student grades and teacher reports, that combined, provide a complete picture about student progress.

MAAP-EOC (Mississippi Academic Assessment Program-End of Course)

The Mississippi Academic Assessment Program-End of Course is an assessment administered to students in Biology I and U.S. History and a small population of re-testers in Algebra I and English II. The Biology I assessment is a measure of student achievement based on the *2010 Mississippi Science Frameworks*, and the U. S. History assessment is a measure of student achievement based on the *2011 Mississippi Social Studies Framework*. The results of both assessments will provide information that will be used for the purpose of improving student achievement. MAAP-EOC tests are not timed.

ACT

The ACT college readiness assessment is a curriculum and standards based educational and planning tool that assesses students' academic readiness for college. The ACT will be administered to all students classified as juniors. The ACT is a timed test.

MS-CPAS2

The MS-CPAS2, or the Mississippi Career Planning and Assessment System, Edition 2, is a multiple-choice test given to secondary and postsecondary CTE completers. The results are used to measure technical-skills attainment, one of the core indicators of performance required for Perkins IV reporting. The C-PAS2 is a timed test.

MAAP-Science

The MAAP-Science is an assessment administered to students in grades 5 and 8 and measures student achievement in science based upon the 2018 Mississippi Science Framework. The MAAP-Science is comprised of test questions of varying degrees of difficulty that are aligned to the competencies and objectives in the framework and the academic performance level descriptors. In addition to being used for State accountability purposes in these grades, the MAAP-Science is designed to allow Mississippi to be in full compliance with the requirements of the federal legislation of Every Student Succeeds Act. The results of the assessments will provide information that will be used for the purpose of improving student achievement. The MAAP-Science is a timed test.

Kindergarten Readiness Assessment / 3rd Grade MS Academic Assessment Program ELA

The Mississippi K-3 Assessment Support System is used for the purpose of assessing students in Kindergarten and 3rd Grade to determine whether students have successfully mastered all skills relevant for each grade level.

The **Kindergarten Readiness Assessment** will provide parents, teachers, and early childhood providers with a common understanding of what children know and are able to do upon entering school. The primary purpose of the Kindergarten Readiness Assessment is to improve the quality of classroom instruction and other services provided to students from birth to 3rd grade. The Kindergarten Readiness Assessment is timed.

The **3rd Grade Reading Summative Assessment** component will be summative and will determine the minimum level of competency in reading and be administered each spring. Students will have the ability to retest on the 3rd Grade Reading Summative Assessment. The assessment must be aligned to specific Common Core State Standards for English Language Arts. The 3rd Grade Reading Summative is timed.

REPORTS SENT HOME TO PARENTS/GUARDIANS

The report card is a means of conveying to parents a brief report of the student's progress in school. Reports will be given out following the end of each nine-week term. If students do not report to parents with their report cards, parents should contact the principal for an evaluation of the student's work.

Parents are urged to examine the report cards carefully. If the report card shows more absences than the parent knows about, then he/she should report this information to the principal's office so that the records can be checked.

Failure or intent of non-promoted notices will be sent to parents at the end of the first semester for all students doing unsatisfactory work. These notices are sent to parents in an effort to show why, in the opinion of the teacher, unsatisfactory work is being done by the student. Parents are requested to call or come by the office of the principal when a conference is desired. Failures are too expensive for the students, parents, teachers, and the school; thus, it is our desire to eliminate as many failures as possible through cooperation of all concerned.

DISCLOSURE OF STUDENT RECORDS

The Family Rights and Privacy Act states that:

1. The principal or principal's designee will release District education reports or records when an official written request is received from the school district to which the student is transferring.
2. A parent or legal guardian has the right to review his/her child's school records.
3. A student leaving the West Tallahatchie school system may obtain a report card and/or record of the student's work to date for the current term and a book card.
4. A student who moves from one school zone to another in the West Tallahatchie School District will be permitted to continue attendance in his/her present school as defined in policies governing attendance and published annually in student handbooks.
5. Any student who moves during the school year must record the change of address with the principal in the main office. Any changes of telephone number must be corrected in the same manner.

Personally Identifiable Information (PII)

Student handbooks are sent home for students and parents to review. This annually gives the parents/guardians the opportunity to opt out of any release of students' Personally Identifiable Information (PII) by The West Tallahatchie School District.

The West Tallahatchie School District requires outside vendors to reveal how they will use PII and how the information would be destroyed in the event a contract is non-renewed.

SECTION 2

R. H. Bearden Elementary School

SECTION 2 – R. H. BEARDEN ELEMENTARY SCHOOL (pages 38-47)

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R. H. Bearden's Guidelines for Visiting Classrooms:

- Instructional time cannot be interrupted; a conference must be scheduled with the teacher during planning time.
- Visitors must sit and remain in the designated area.
- Visitors must refrain from distracting instruction (talking on cell phones, socializing with students and walking around the classroom).
- Visitors are not permitted to visit classrooms during biweekly, nine weeks and state testing days.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which will make you a better person.

R. H. Bearden Elementary School Discipline Ladder

MINOR INCIDENT	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • Inappropriate Language • Public Display of Affection • Running/making excessive noise in the hall/building • Cutting/Skipping Class (student is in unauthorized area) • Disregard of Direction/Command • Horse playing • Displaying any behavior which is disruptive and disrespectful to the orderly process of education 	<p>Documented Student-teacher conference</p>	<p>Documented teacher-student-parent conference</p>	<p>1-3 days ISS</p> <p style="text-align: center;">OR</p> <p>+Parent must sit with student for designated class periods</p> <p style="text-align: center;">*A day of out of school suspension (OSS) will be added for additional offenses.</p>

• Dress Code Violation/Out-of-Uniform	Parent Contact <i>(Student will report to ISS until the student is in compliance with uniform/dress code regulations.)</i>	1 day ISS AND Parent Contact	2 days ISS *Starting with 1 day will be added for additional offenses.
• Tardy <i>(between class changes)</i>	(3 tardies) Documented Parent Contact by Office Personnel or Parent Liaison	(4 tardies) 1 Day ISS AND Parent Contact by Office Personnel or Parent Liaison	(5 tardies) 2 days ISS AND Parent Conference OR +Parent must sit with student for designated class periods * A day of out of school suspension (OSS) will be added for additional offenses.
INTERMEDIATE INCIDENT	1st Offense	2nd Offense	3rd Offense
• Use of or possession of Electronic Devices/cell phones are prohibited on the campus	Will result in confiscation and parental contact. The device will be returned at the end of the day to student or parent as determined by principal.	Will result in confiscation of the device and a \$25 fee. Parents must pick the device/phone up. School/personnel WILL NOT held responsible for confiscated items.	Will result in confiscation of the device and a \$50 fee. Parent must pick the device/phone up. *Additional offenses will result in item being confiscated to the end of the school year. *School/personnel WILL NOT held responsible for confiscated items.

<ul style="list-style-type: none"> • Verbal Altercation • Possession of Pornography • Failure to Accept Disciplinary Policy/Defiant • Gang Behavior – signs, symbols, gestures, handshakes, or other actions • Academic Dishonesty • Profanity/Obscene Gesture directed to a student 	<p>1 day ISS AND Parent Contact</p>	<p>3 days ISS AND Parent Conference <i>(parent(s) must bring student back to school for conference)</i></p>	<p>3 days OSS AND <i>Teacher and Parent must meet with disciplinary committee before returning to school.</i></p>
<ul style="list-style-type: none"> • Bullying/Harassment/Cyberbullying/Threats • Fighting • Provoking a Fight • Chronic Disruptive Behavior • Profanity/Obscene Gesture directed to an adult • Tobacco Possession or Use • Misuse of Alcohol • Threat to School Personnel • Inappropriate Sexual Activity • Stealing <i>(An attempt for restitution will be made by administration.)</i> • Gang Activity 	<p>3 days OSS AND Parent Conference <i>(parent(s) must bring student back to school for conference)</i></p>	<p>5 days OSS AND Parent Conference <i>(parent(s) must bring student back to school for conference)</i> AND Students are required to attend counseling.</p>	<p>10 days OSS OR Recommendation for Alternative School</p>
<ul style="list-style-type: none"> • Bus Infraction 	<p>Warning AND Parent Contact</p>	<p>3 days Bus Suspension AND Parent Contact</p>	<p>10-day Bus Suspension <i>*Additional offenses may result in suspension from the bus for the remainder of the school year. Fighting on the bus</i></p>

			<i>will result in more severe disciplinary action.</i>
<ul style="list-style-type: none"> • Disruption in ISS 	3 days OSS AND Parent Contact	5 days OSS AND Parent Contact	10 days OSS AND Recommendation for Alternative School
MAJOR INCIDENT	1st Offense		
<ul style="list-style-type: none"> • Staff or Student Assault • Bomb Threat • Possession of Weapon/Firearm (including bullets) • Arson • Theft • Rape • Possession of Drugs • Vandalism • Robbery • Sexual Battery 	<p>Minimum of 10 days Suspension and/or Recommendation for Alternative School and/or Expulsion and/or Prosecution and/or Restitution</p> <p>*Law Enforcement may be notified. Students may be held at Law Enforcement Office until picked up by parent.</p> <ul style="list-style-type: none"> • All consequences subject to the Administrator's discretion • + Where it reads that the parent <u>must</u> sit with your child, the parent must remain during the entire designated periods. If the parent cannot adhere to this rule, the student cannot return to school. • Students receiving 5 or more disciplinary infractions will be placed on probation and may be removed and suspended from attending or participating in all extra-curricular activities. • Students being recommended to the Alternative School will be recommended to the district's disciplinary committee. 		

CORPORAL PUNISHMENT

Corporal punishment will be used as an option for management of student behavior.

ONLY the school principal and assistant principal will administer corporal punishment.

**R. H. Bearden Elementary School
School-wide Rules**

-General Rules:

Respect all school system personnel.
Follow directions of school personnel at school and on the bus.
Fighting and threatening others is prohibited.
Keep hands, feet, and objects to yourself.
Behave in an orderly manner and follow all classroom rules.
Avoid using profane, obscene, or threatening language.
Dress neatly and appropriately at all times.
Show respect for school property and the property of others.

-Hallways

Absolutely no running.
Use the right side of the hallway when walking.
No talking in hallways.
Use hallway passes when appropriate.
No shoving or roughness.

-Playground

Absolutely no fighting.
No rough play.
Stay in assigned areas.
Stay away from buildings and fence.
Stay away from the road.
Use equipment safely and properly.
Obey duty teachers and/or paraprofessionals on duty on the playground.

-Restrooms

Absolutely no playing in the restrooms.
No climbing on the partitions or toilets.
Flush toilets after use.
Put all trash in trash cans.
Turn off water after use.

FIELD TRIPS

As part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parents. When such trips are being planned, permission slips will be sent home to be signed by the parent. All field trips must be approved by the district administration and must be supervised by classroom teachers. No field trip will be conducted for the weeks of term tests, and the state testing window. Parents who volunteer to chaperone are not permitted to bring other children on the field trip.

HALL PASSES

Any student who is in the hall during class time must have a hall pass. It is the responsibility of both the teacher and the students to see that the student has a pass. Information on the pass should include the following ONLY if the student is tardy to another class:

Student's name

Date

The time pass was issued
Reason for being out of class
The sending/returning teacher's signature/initials, and
The return time
Only under special circumstances should more than one student be allowed out of class with a hall pass.

ACCELERATED READER

A daily progress monitoring of software assessment used for monitoring reading. The program manages all reading activities including read to, read with, and independent reading. The program assesses students' reading with four types of quizzes: reading practice, vocabulary practice, literacy skills, and textbook quizzes. Students will be awarded based on scoring 85 percent or better on all reading quizzes taken during the nine-week period and attainment of individual growth goal.

GIFTED EDUCATION

Those students in grades 2-6 who give evidence of high achievement capability can be referred to the gifted program. If admitted, students may have a ruling in areas such as intellectual, creative, artistic, or leadership capacity. These students participate in activities not ordinarily provided in the regular classroom setting.

AWARD'S DAY

(R. H. Bearden Elementary School)

Award's Day is held every year in May. During the program, students are presented awards in the following categories:

K	Grades 1-2	Grades 3-6
Perfect Attendance	Perfect Attendance	Perfect Attendance
Highest Average (each subject)	Highest Average (each subject)	Highest Average (each subject)
Highest Overall Average	Highest average Overall	Highest Overall Average
Honor Roll	Honor Roll	Honor Roll
Principal's List	Principal's List	Principal List
Superintendent's List	Superintendent's List	Superintendent's List

Honor Roll- Scholars with A's, B's, 1(C)

Principal's List- Scholars with all A's and B's

Superintendent List- scholars will all A's

SIXTH GRADE PROMOTION CEREMONY

In May of every year, each sixth grade student is presented a certificate of completion. The certificate signifies that the student has successfully completed requirements at the elementary school and is promoted to seventh grade.

Students with the first and second highest averages are selected based on averaging end-of-the-year grades in the five major subjects (math, science, social studies, reading, and language arts) taken during the sixth grade year. If there is a numerical tie, non-academic subject (P.E.) averages will be added to grades in the five major subjects.

SCHOOL/CLASS REPRESENTATIVES

In the event of any disciplinary infractions that result in suspension (in-school or out-of-school) or expulsion following students being elected, he/she must relinquish his/her title, position, or office to the individual next in line. Students entering from another school district must have been enrolled for one semester prior to seeking any title, position, or office.

MR. AND MISS R. H. BEARDEN ELEMENTARY SCHOOL

I. Qualifications:

- a. Must have attended RHBES the previous school year (a minimum of two (2) nine weeks)
- b. Must have 85 or above the previous school term
- c. Must not have received out-of-suspension nor expelled from RHBES from the previous/current school year
- e. Must not have received more than three (3) In-School Suspensions prior to election and coronation during the current school year.
- f. Must be present at least 65% of school year

II. Election procedures

- a. Elected by the student body in grades 3-6

MR. AND MISS KINDERGARTEN – 6TH GRADE

I. Qualifications:

- a. Must have attended RHBES the previous school year (a minimum of two (2) nine weeks)
- b. Must have 80 or above the previous school term
- c. Must not have received out-of-suspension nor expelled from RHBES from the previous/current school year
- d. Must have a pleasing personality
- e. Must not have received more than three (3) In-School Suspensions prior to election and coronation during the current school year.

ESCORTS

If there are no candidates with the above qualifications, those individuals with the next highest averages should meet the following qualifications:

- a. Must have not received out-of-suspension nor expelled from RHBES from the previous school term or prior to the election and coronation
- b. Must have a pleasing personality

*** * Mr. and Miss will only be accompanied by a first and second alternate. ***

WEST TALLAHATCHIE SCHOOL DISTRICT

UNIFORM POLICY

REVISED: May 9, 2018

Policy Code: JCSA

R H BEARDEN ELEMENTARY SCHOOL (Kindergarten-6th)

Top Colors	Bottom Colors	Undershirt	Shoes and Socks
White Hunter Green Navy Blue	Tan/Khaki Navy Blue Black	White ONLY	No Specific Color

Pink	Belts must be worn at all times (Black, Blue, White or Clear)		No flip-flops, house shoes, croc like shoes, crocs/foam shoes, or shoes on wheels
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- **Bottoms:** Skirts, skorts, shorts (knee length), jumpers, pants or Capri's. No strings or zippers on the legs. No leggings. Skirts/dresses must not be worn more than 2" above the knees.
- **Polo shirts and blouses:** Both polo shirts and blouses must be tucked in at all times.
- **Button down shirts**
- **Belt buckles:** Belt buckles must be same size as belt.
- **Head wear:** No hats, caps, scarves, doo rags, head rags, bandanas, and hooded shirts/sweaters.

UNIFORM POLICY SPECIAL NOTES (R. H. Bearden Elementary School)

- Button down shirts are not allowed.
- Pullover hoodies of any type are not to be worn in the building
- Male or Female head dress, of any type, is prohibited
- Body piercing, of any type, is prohibited. Ear piercing can only be worn by females; males are strictly prohibited from wearing earrings or bandages over earrings.
- Cut off pants are not allowed

Policy Review:

Each year, a district committee comprised of administrators, teachers, support personnel, parents, and student representatives of both schools will review the policy, assess its effectiveness, and make recommendations to the Superintendent and Board of Education for modifications, as appropriate.

R. H. Bearden Elementary School Parent Reference Page

- **Enter R. H. Bearden Elementary** from the main entrance any time you visit the school.
- Sign the R. H. Bearden Elementary visitors' log each time you visit the building.
- Use the north parking lot and entrance when picking up children at dismissal time. Children should be picked up no earlier than 3:00 p.m. and no later than 3:30 p.m. Do not use the main school entrance during dismissal time. ***This area is reserved for bus loading only.***
- Send a signed note or come to school in person to make any bus changes for your child(ren). (Bus changes absolutely **cannot** be made by parent phone calls during the school day.)
- Come to visit in the classroom on a regular basis. Parents are encouraged to refrain from conferencing with teachers during instructional time.
- Talk with the teacher and set a conference time to discuss student progress and/or behavior every nine weeks.
- Ask your child(ren) each day if they have any homework.
- Make sure your child(ren) have the proper school supplies both at home and at school for class-work and schoolwork.

- Make every effort for your child to be on time and at school every day. (Refer to Compulsory School Attendance Law on page nine of this Handbook.)
- Come in to the main office with your child(ren) every time they are late for school.
- Send a doctor's excuse when they are absent due to illness (This is to protect you under the Compulsory School Attendance Law).
- Send a note if a child is out due to death or extreme illness in the immediate family. Other absences will be unexcused.
- Inform your child's teacher of any medications or illnesses your child may have that affects his or her schooling and achievement.
- Any medication given at school must have a doctor's written directions and be in the prescription bottle from the drug store (Notes from parents cannot be accepted when giving medication to children).

**Update registration documentation for your child(ren) yearly or each time your
information changes**

We will not release students to persons whose name does not appear on registration forms.

SECTION 3

West Tallahatchie High School

SECTION 3 – WEST TALLAHATCHIE HIGH SCHOOL (pages 48-70)

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**West Tallahatchie High School
Administrative Procedures**

1. If a teacher determines that a student is in violation of any school regulation for which immediate disciplinary action may not be required, the teacher shall notify the student and give the student the opportunity to take prompt corrective action. If the student does not take corrective action within such reasonable time as may be fixed by the teacher, the matter shall be reported to the principal.
2. The principal shall conference with the student, call his attention to his continued violation of such regulation, and may afford the student reasonable additional time in which to make the required corrective action.
3. If the student still refuses to conform to such regulation, the student shall be given written notice by the principal that he/she is liable to disciplinary actions unless corrective action is taken within a time fixed in such notice. A copy of such notice shall be transmitted to the parent(s) of the student.
4. If the student continues his violation of such regulation after the time fixed in such notice, the student shall be subject to disciplinary action. Any student continuing to refuse to comply with a regulation shall be subject to suspension until such time as he shall comply with such regulation.
5. Appeal channels for any offense not punishable by suspension or expulsion shall be from the teacher to the principal to the superintendent, and from the superintendent to the Board of Trustees. Whenever possible, the matter will be disposed of by informal conferences with the teacher, parent, and student. Notice of any appeal shall be given in writing by any parent or student within twenty-four (24) hours after such conference with the teacher or administrator imposing or affirming such disciplinary action. Any notice of appeal may be filed with the principal of the school or in the school administrative office. The notice shall state briefly the grounds of the appeal, together with the names of all witnesses.

6. No parent or student shall confer with any member of the Board of Trustees about any disciplinary action until all other administrative appeal channels have been exhausted. The Board of Trustees shall then act promptly on the appeal. An administrative appeal by the student or his/her parent will not stay the imposition of any disciplinary action, unless by the order of the superintendent.
7. Any student under suspension may be expelled by order of the Board of Trustees, but only after notice to the student and his/her parent(s), and a full hearing by the Board of Trustees. The student shall have the right to appeal from any decision of the Board of Trustees as to suspension or expulsion in accordance with Section 1195, MS Code, 1942.
8. The duration of any suspension shall be determined by the seriousness of the offense, the circumstances under which the offense was committed, and the attitude of the student towards the offense. Suspension of a student shall constitute an un-excused absence during the period of suspension. Conditions may be imposed for the re-admission of a suspended student including the imposition of appropriate disciplinary action.
9. Students, parents, teachers, and administrators should recognize that the enumeration of certain offenses in the Code of Conduct are not intended to and do not restrict power, authority and duty of the superintendent, principals, nor teachers to carry out their statutory duties of maintaining order and discipline in the schools.

**WEST TALLAHATCHIE SCHOOL DISTRICT
UNIFORM POLICY
REVISED: May 9, 2018
Policy Code: JCSA**

WEST TALLAHATCHIE HIGH SCHOOL (7th – 8th and 9th – 12th)

Grade Levels	Top Colors	Bottom Colors	Undershirt	Shoes and Socks
	Navy Blue Light Blue	Tan/Khaki Navy Blue	White ONLY	Solid Colors only White Black Blue Brown Or/No Specific Color No flip-flops, house shoes, crocs, croc like shoes, foam runners, shoes on wheels, or slippers on campus before and after sporting events! NO EXCEPTIONS

9 th – 12 th	White Hunter Green	Same as Above	Same as Above	Same as Above
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- Bottoms: Skirts, skorts, shorts (knee length), jumpers, pants or capris. No strings or zippers on the legs. No leggings. Skirts/dresses must not be worn more than 2” above the knees.
- Shirts and blouses: Both shirts and blouses must be tucked in at all times.
- Belt buckles: Belt buckles must be same size as belt.
- Head wear: No hats, caps, scarves, doo rags, head rags, bandanas, and hooded shirts/sweaters.
- Bookbags: Clear bookbags are required to promote safety.
- Gym Shoes, Boots, and Loafers are the accepted shoes for students.

UNIFORM POLICY NOTES (West Tallahatchie High School)

- Button down shirts are not allowed.
- Uniform shirts must be worn and visible at all times.
- Hoodies of any type are not to be worn or sold at WTHS**
- Cut off pants are not allowed
- Male or Female head dress, of any type, is prohibited.
- Body piercing, of any type, is prohibited (nose piercings, tongue piercings, lip piercings, etc.).
- The only body piercings allowed are ear piercings.
- All violations are subject to disciplinary action.

Students who show up to school (out of uniform) will be subject to disciplinary actions.

Policy Review:

Each year, a district committee comprised of administrators, teachers, support personnel, parents, and student representatives of both schools will review the policy, assess its effectiveness, and make recommendations to the Superintendent and Board of Education for modifications, as appropriate.

West Tallahatchie High School Discipline Ladder

MINOR INCIDENT	1 st Offense	2 nd Offense	3 rd Offense
<ul style="list-style-type: none"> • Inappropriate Language • Public Display of Affection • Running/making excessive noise in the hall/building • Cutting/Skipping Class (student is in unauthorized area) 	Parent Conference	3 days- 5 ISS on minor incidents	3-5 days OSS *A day of out of school suspension (OSS) will be added for additional offenses.

<ul style="list-style-type: none"> • Disregard of Direction/Command • Horse playing • Displaying any behavior which is disruptive to the orderly process of education 			
<ul style="list-style-type: none"> • Dress Code Violation/Out-of-Uniform/Hoodies (Shoe color is not an issue) 	Parent Contact <i>(Student will report to ISS until the student is in compliance with uniform/dress code regulations.)</i>	3 days ISS AND Parent Contact	5 days ISS AND 5 days ISS Subsequent Offenses: 3 days OSS and/or Recommendation to Alternative School
<ul style="list-style-type: none"> • Hoodies 	Parent Contact	3 days ISS	5 days ISS Subsequent Offenses: 3 days OSS and/or Recommendation to Alternative School
<ul style="list-style-type: none"> • Tardy <i>(between class changes)</i> 	3 tardies Parent teacher student conference and Campus Community Service 5 hours	(4 tardies) 1 Day ISS AND Parent Contact by Office Personnel or Parent Liaison	(5 tardies)3 days ISS AND Parent Conference AND * A day of ISS will be added for additional offenses.
INTERMEDIATE INCIDENT	1st Offense	2nd Offense	3rd Offense
Use of Electronic Devices is prohibited On the campus of West Tallahatchie High School. (Smart watches and cellphones, Ear buds, headsets, etc).	Will result in confiscation and parental contact. The device can be picked up by the parent only. A \$25 fee will be assessed.	3 days ISS The device can be picked up by the parent only. There will be a \$50 fee.	5 days ISS The device can be picked up by the parent only with a \$75 fee. Additional offenses will result in 3 days

<p>Uploading Videos from WTHS or Social Media (verbal altercations, fighting, sexual activity) depending on severity</p> <ul style="list-style-type: none"> • Possession of Pornography/Distributing Pornography • Gang Behavior – signs, symbols, gestures, handshakes, or other actions 	<p>5-10 DAYS OSS and/or alternative school referral to parent as determined by principal.</p>		<p>OSS and/or recommendation to Alternative School referral as determined by the principal.</p>
<ul style="list-style-type: none"> • Verbal Altercation • Failure to Accept Disciplinary Policy/Defiant • Academic Dishonesty • Profanity/Obscene Gesture directed to a student 	<p>3 days ISS and parental contact</p>	<p>5 days ISS AND Parent Conference <i>(parent(s) must bring student back to school for conference)</i></p>	<p>5 days OSS or alternative school referral AND <i>Teacher and Parent must meet with disciplinary committee before returning to school.</i></p>
<ul style="list-style-type: none"> • Bullying/Harassment/Cyber bullying/Threats (Depending on severity) • Fighting <ul style="list-style-type: none"> • Provoking a Fight • Chronic Disruptive Behavior 	<p>3 days OSS AND Parent Conference <i>(parent(s) must bring student back to school for conference)</i></p> <p>10 days OSS and alternative school referral</p>	<p>5 days OSS AND Parent Conference <i>(parent(s) must bring student back to school for conference)</i></p> <p>.</p>	<p>10 days OSS OR Recommendation for Alternative School/Expulsion</p>

<ul style="list-style-type: none"> • Profanity/Obscene Gesture directed to an adult • Tobacco Possession or Use • Threat to School Personnel • Inappropriate Sexual Activity • Stealing (<i>An attempt for restitution will be made by administration.</i>) • Gang Activity 	Severe incidents may result in expulsion.		
<ul style="list-style-type: none"> • Bus Infraction 	Warning/3 days ISS AND Parent Contact	3 days Bus Suspension AND Parent Contact	10-day Bus Suspension <i>*Additional offenses may result in suspension from the bus for the remainder of the school year. Fighting on the bus will result in more severe disciplinary action.</i>
<ul style="list-style-type: none"> • Disruption in ISS 	3 days OSS AND Parent Contact	5 days OSS AND Parent Contact	10 days OSS AND Recommendation for Alternative School
MAJOR INCIDENT	1st Offense		
<ul style="list-style-type: none"> • Staff or Student Assault • Bomb Threat • Possession of Weapon/Firearm 	Minimum of 10 days Suspension and/or Recommendation for Alternative School and/or Expulsion and/or Prosecution and/or Restitution		

<ul style="list-style-type: none"> • Arson • Theft • Rape • Possession of Drugs/ Alcohol • Vandalism • Robbery • Sexual Battery (groping & touching) • Leaving school campus • Gang Fights (3 or more persons) • Profanity directed towards person in authority • Incendiary devices • Cyber-Bullying 	<p>*Law Enforcement may be notified. Students may be held at Law Enforcement Office until picked up by parent.</p> <ul style="list-style-type: none"> • All consequences subject to the <u>Administrator's discretion</u> • Students receiving 5 or more disciplinary infractions will be • Students being recommended to the Alternative School will be recommended to the district's disciplinary committee. • All consequences subject to Administration discretion
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LEAVING CAMPUS WITHOUT PERMISSION

Students who leave school campus without permission will be recommended to the alternative school or expulsion.

CYBER-BULLYING

Cyber-bullying may result in alternative school placement or expulsion

CORPORAL PUNISHMENT

Corporal punishment will be used as an option for management of student behavior.

STUDENT DRIVERS

High school students have the opportunity to park private vehicles in designated areas on campus at West Tallahatchie High School. Student drivers are not allowed to return to their vehicles after arriving to campus for school other than for dismissal. Keys must be turned in to the office. For students to be eligible for this privilege, they must have the following information on file in the office:

- a. valid and current motor vehicle insurance; and
- b. a current driver's license

Upon verification of documents by designated school personnel, students must to purchase a decal for a \$10 fee. This decal should be visible on the vehicle while it is parked on campus.

Students must have written parent permission on file to ride to school with another student. Student drivers that arrive to late school will have driving privileges taken away.

AUDITORIUM

- No food or drink is allowed in the auditorium.
- Students are not to write on, carve, or peel seats in the auditorium.
- Students are not allowed in the lobby of the auditorium.
- Students should sit in the lower (front) half of the auditorium only.
- Behavior of the students should be such that it provides for a safe and orderly environment.

ATHLETICS PROGRAM SCHOOL ACTIVITIES, CLUBS, AND ATHLETIC PROGRAMS

The Mississippi High School Activities Association shall be the athletic association for the West Tallahatchie School District and the high school shall participate as a member of the Delta Valley Conference. All school activities shall be planned and conducted with full emphasis on character building and all such activities shall be aimed at providing learning experiences that go beyond the regular academic program to meet the changing educational needs of youth. Sponsorship of all clubs and activities shall be assigned by the principal. All programs in athletics shall be under the supervision of the athletic director who shall schedule all sports events subject to the approval of the principal and superintendent. The athletic director shall be responsible for assigning supervision for such events. It shall be the responsibility of the athletic director to establish, subject to the approval of the superintendent, a uniform system of awarding letters, trophies, and other awards used in the school program. A student who is not eligible to compete in an athletic event according to the rules and regulations of the activities association shall not at any time be allowed to participate in such events.

Co-curricular activities shall not be scheduled during state exams, semester exams, nor on Wednesday nights, except in emergencies.

CONCUSSION MANAGEMENT AND RETURN TO PLAY POLICY – JGEB

The Board of Trustees of this school district adopts this Concussion Management and Return to Play policy that includes the following guidelines:

- * Parents or guardians shall receive and sign a copy of the concussion policy before the start of the regular athletic event season.
- * An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting shall be removed immediately from the practice or game. The athlete shall not be allowed to return to the practice or game for the remainder of the game regardless of whether the athlete appears or states that he or she is normal.
- * The athlete shall be evaluated by a health care provider working within the provider's scope of practice.
- * If an athlete has sustained a concussion, the athlete shall be referred to a licensed physician, preferable one with experience in managing sports concussion injuries.
- * The athlete who has been diagnosed with a concussion shall be returned to play only after full recovery and clearance by a health care provider.
- * Return to play after a concussion shall be gradual and follow a progressive return to competition.
- * An athlete shall not return to a competitive game before demonstrating that he or she has no symptoms in a fully supervised practice.
- * Athletes shall not continue to practice or return to play while still having symptoms of a concussion.

The superintendent/designee shall develop procedures to support this policy and all staff shall implement.

Concussion Policy Definitions

*Health care provider means a licensed physician or a licensed nurse practitioner, licensed physician assistant or licensed health care professional working within the person's scope of practice and under the direct supervision or written consultation of a physician. All health care providers referred to in this act also must be trained in the evaluation and management of concussions.

*School athletic event means activities sanctioned by the Mississippi High School Activities Association (MHSAA) or the Mississippi Association of Independent Schools (MAIS), and school-sponsored activities in Grades 7 through 12 of schools that are not members of the MHSAA or the MAIS which activities are organized and conducted in a manner substantially similar to activities that are sanctioned by the MHSAA or the MAIS.

ATHLETIC PROGRAM

The program of inter-school athletic includes football, basketball, baseball, golf, slow-pitch softball, cross country, and track. West Tallahatchie is a member of the Delta Valley Conference.

Other schools in this conference are: Quitman County, Coahoma County, Leflore County, West Bolivar, Leland, Humphrey County, South Delta, Shaw, and Ray Brooks.

West Tallahatchie is also a member of the Mississippi High School Activities Association. For the purpose of electing officers, assessment of rules and competition, the member schools are divided into classes of 1A, 2A, 3A, 4A, 5A, and 6A. All schools are placed into one of eight (8) districts in Mississippi, which is to provide local representation in the state association and to facilitate local competition leading to various statewide contests.

In order to participate in the athletic program, students must satisfy the following requirements in eligibility and participation:

1. Academic - The school follows the M.H.S.A.A. rules on academic eligibility. To be eligible for athletic competition, pupils must have received a passing grade in each of five or more academic subjects for the preceding school year.
2. Attendance - A student cannot participate in a practice or event on a day he/she has been absent from school. He/she cannot participate in practice or event on a non-school day (e.g. Saturday) if he/she was absent on the last previous school day unless he/she has prior administrative approval or a physician's note stating that the student has been in his office.
3. Suspension - A student who has been suspended from school is also suspended immediately from all participation in the athletic program until he/she has been reinstated.
4. Behavior - A student may be removed immediately from the athletic program due to excessive behavioral issues.

-All seniors must register with the NCAA Clearinghouse before they are eligible to receive a scholarship and play sports at the collegiate level.

District:	West Tallahatchie School District
Section:	J - Students
Policy Code:	JTAC - Academic Requirements for Extracurricular Activities

ACADEMIC REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

It is the intent of the West Tallahatchie School District Board of Education that participation in all school activities serve to promote academic achievement and excellence in education. The board endorses the no pass / no play standards for athletes and the establishment of similar rules and regulations by the schools for student participation in school clubs and organizations.

The board is cognizant of the fact that standards prescribed by the Mississippi Department of Education for accreditation are intended to establish minimum requirements. The same is true of the West Tallahatchie School District Board of Education. Only minimum standards will be established by the local school board. The instructional leader of the school has the authority to exceed minimum standards for the purpose of promoting academic achievement and excellence

in education. Guidance may, however, be provided to the principals by the school board, through the Superintendent, when deemed appropriate.

The board is of the opinion that the school rules governing the denial of privileges to students for participation in extracurricular activities (other than sports) should reflect the following considerations:

1. The decision should be made at the end of the nine-week term.
2. The length of the first probationary period should be for 4 ½ weeks, until the next progress report.
3. Should the academic deficiencies be removed at the end of the 4 ½ weeks, the student may resume participation in the extracurricular activity.
4. At the end of the semester, a decision should be made, based on academic performance, concerning continued participation.
5. Failure, in any subject, during the first semester will result in probation for the probation for the remainder of the year.

ADOPTED: March 7, 2011

Adopted Date:	12/9/2014
Approved/Revised Date:	1/12/2016

SCHOOL SPONSORED TRIPS

A school sponsored trip is always chaperoned by a designated faculty member(s). School responsibility begins when the group boards the transportation and ends when the group returns. Students are unloaded, and picked up by a parent or guardian. Students are to adhere to all rules set forth by the school and chaperones while away from the school setting. Any student who violates rules while on a school sponsored trip will be disciplined accordingly.

ACADEMIC OPTIONS

ALTERNATIVE SCHOOL PLACEMENT

Students who might otherwise be assigned to long-term suspensions or be expelled from school because of recurring disciplinary issues may be assigned to North Delta Alternative School. During their stay at the Alternative School they are provided learning opportunities that, as nearly as possible, are equal to those available in the regular classroom setting while assuring a highly disciplined, well structured environment.

Alternative School Placement Steps

1. Student commits an offense that warrants suspension
2. Principal suspends student for 10 days and recommends the student to alternative school
3. A disciplinary committee hearing will be held within ten days
4. A decision will be rendered by the committee (parents must appeal decision in 5 days)
5. Disciplinary committee recommends placement to superintendent

CAREER AND TECHNICAL EDUCATION (CTE)

The Mississippi Tech Prep Initiative is a process designed to guide schools into 21st Century. The components provide students with information, skills, and competencies focused on future employability. Enhanced occupational programs articulated between high schools and post-secondary institutions provide a seamless educational system for technical skill development.

Students will gain valuable knowledge on career planning, educational, vocational and technical skills and techniques required for further education and /or vocational preparation in order to obtain their goals in the career area they choose to pursue.

Currently, WTSD offers Construction I and Carpentry II. Students are eligible to earn 2 credit each year for completed of the course.

GRADUATING WITH HONORS

Students must earn a 3.0 or higher GPA in all credited coursework from grades 8-12 by the end of the 2nd nine weeks of their senior year to be considered an honor graduated.

Dual Enrollment

Mississippi Code of 1972 § 37-15-38 established the Dual Enrollment and Dual Credit Programs, which allows high school students the opportunity to earn college credit toward a postsecondary diploma at a Mississippi institution while simultaneously enrolled in high school.

What is a dual enrolled student?

A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

Dual Enrollment

Students who are enrolled in dual enrollment courses while enrolled at West Tallahatchie High School will NOT receive Carnegie units (credits) for courses passed. However, they will receive college credit(s) which will be applied to their college transcript.

Academic Eligibility for Dual Enrollment

In order for a high student to be eligible for dual enrollment, the student must meet the following criteria:

1. Have a GPA of 3.0 or better on a 4.0 scale
2. Must be a junior or senior; and
3. Obtain an unconditional written recommendation by their high school counselor or principal
4. Has earned or will have earned 14 Core Carnegie Units prior to the requested enrollment date or has a 30 ACT composite score.

Course Selection Requirements: For a student to take English Comp I or Algebra, the student must have the required ACT scores.

A. English Composition I

- ACT subs-score – Minimum of 17 for English

B. Algebra I

- ACT Math sub-score – Minimum of 19 for College Algebra

Dual Enrollment Application Packet consists of:

1. Admissions application
2. Dual Enrollment Recommendation Form
3. Signed parental consent form; and
4. Official high school transcript

Dual enrollment/Dual credit students may accumulate fifteen (15) hours throughout the program.

Withdrawal

If a student chooses to withdraw from a dual enrollment class in which the school district initially pays for, it is student/parent responsibility to reimburse the district for the funds to cover the cost of the class.

Dual Credit

A dual credit program allows students to enroll in college course while attending high school, and also allows the student the opportunity to receive both high school and college credits at the same time.

What is a dual credit student?

A dual credit student is a student who is enrolled in a community or junior college or station institution while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

Dual Credit Coursework:

Students enrolled in dual enrollment courses will receive both high school and post-secondary institution credit for completed courses regardless of the course location, i.e. online, high school campus, or at a post-secondary instruction. A high school Carnegie unit (1 credit) is equivalent to a three-hour (3-hour) college or university course. At present, West Tallahatchie High School does NOT participate in the Dual Credit Program. However, if students transfer to West Tallahatchie High School who earned Carnegie units via dual credit, those courses will be factored in the student's cumulative qpa using a five-point scale just as AP course weight.

High school student transcript transfer requirements.

Grades and college credits earned by a student admitted to a dual credit program must be recorded on the high school student's record and on the college transcript at the university or community or junior college where the student attends classes. The transcript of the university or community or junior college coursework may be released to another institution or applied toward college graduation requirements.

Calculating QPA's

Steps to calculate a student's GPA.

I. All year Regular Courses

- Assigned one credit (1 credit) for Final Average passing grades.
- Assign Quality Points to the Final Average based on the student's grade.
- For instance, Algebra I and World History are examples of regular courses

A. 90 -100	4 points	1 credit attempted
B. 80 – 89	3 points	1 credit attempted
C. 70 – 79	2 points	1 credit attempted
D. 65 – 69	1 point	1 credit attempted
E. 64 and below	no quality points	1 credit attempted

Two (2) hour courses

- Assigned two credits for Final Average passing grades.
- Assign Quality Points to the Final Average based on the student's grade.
- For instance, Construction, Carpentry; and Business Fundamentals are examples of two hour courses

A. 90 -100	8 points	2 credits attempted
B. 80 – 89	6 points	2 credits attempted
C. 70 – 79	4 points	2 credits attempted
D. 65 – 69	2 point	2 credits attempted
E. 64 and below	no quality points	2 credits attempted

Half credit (1/2 credit) Regular Courses (0.5)

- Assign ½ credits (0.5) for Final Average passing grades.
- Assign ½ Quality Points to the Final Average based on the student's grades.
- For instance, Mississippi Studies, Law Related Education are examples of ½ credit courses.

A.	90 – 100	2 quality points	0.5 credits
B.	80 – 89	1.5 quality points	0.5 credits
C.	70 – 79	1 quality point	0.5 credits
D.	65 – 69	0.5 quality	0.5 credits
E.	64 and below	no quality points	0 credit

II. AP Courses: Scale (1 Credit courses)

Advanced Placement is offered to high scholastic achievers. Advanced Placement courses will be weighed as followed:

1. Assigned one credit for passing grade (1 credit)
2. Assign Quality Points to the Final Average based on the student's grade.

A	90 -100	5 points	1 credit
B	80 – 89	4 points	1 credit
C	70 – 79	3 points	1 credit
D	65 – 69	2 points	1 credit
F	64 and below	= no quality points	no credit

Calculating QPA:

For each school term:

- Add all attempted credits
- Add all quality points
- Divide total quality points by total credits attempted
- Yields student's GPA

Academic Honors and Class Rank

In order to qualify for academic honors (valedictorian and salutatorian), a student must be enrolled as a fulltime student at WTHS for seven consecutive semesters immediately prior to graduation. The final class rank and grade point calculation for a student will be computed upon the conclusion of the 11th 9- week for a student who has successfully completed all requirements for graduation.

The final grade point average calculation will determine the valedictorian and salutatorian of the class.

Rank in class will be determined by credits earned in grades 8-12 and the resulting grade point average. A student's GPA will be calculated by using the final averages in each course for all courses taken in grades 8-12.

For courses in which one or two Carnegie units are awarded for successful completion, the final yearly average will be used to calculate the grade point average.

For courses in which one-half Carnegie unit is awarded for successful completion, the final semester average will be used to calculate the grade point average.

Hall of Fame

In order to qualify for WTHS Hall of Fame a student must rank in the top 10% of the graduating class, have participated in extracurricular activities and 20+ community hours, maintained 95% attendance rate and exemplified outstanding citizenship with limited disciplinary infractions grades 9th-12th grades.

REQUIREMENTS FOR GRADUATION

All tests of the Subject Area Testing Program (SATP) are required for graduation. These tests include: Algebra I, English II, Biology I, English II Multiple Choice, and English II Writing. A student's graduation requirements are determined by the year he/she enters the 9th grade.

ENGLISH (4 Units)	MATH (4 Units) Algebra I 2 Electives	SCIENCE (4 Units) Biology I	SOCIAL STUDIES (4 Units) U. S. History World History U. S. Government ½ Mississippi Studies ½ Geography ½ Economics ½
BUSINESS & TECH (1 Unit) Technology Foundations OR STEM Cyber Foundations II	HEALTH (½ Unit) Health Education	ARTS (1 Unit) General Music OR Choral Music Visual Arts	ELECTIVES (5 Units)
PHYSICAL EDUCATION (1/2 Unit)			TOTAL – 24 Units

DRESS CODE FOR GRADUATION

Congratulations on marking this magnificent milestone. To ensure our commencement ceremony goes forward with grace and elegance, while keeping all our graduates safe during the processional and recession, we want to remind parents and students of our standard graduation dress requirements. All graduates will be made aware of these requirements early on during the

school year. We ask that parents please assist us with making sure that candidates are in compliance. The dress requirements are as follows:

Young Ladies:

- black dresses or black skirts with non-collared black or white shirts/blouses (no pants) All apparel should be no longer than calf length to avoid having dresses/skirts longer than robes.
- stud earrings (no hoops)
- black close-toed shoes (peep-toe shoes are acceptable)

Young Men:

- black dress pants
- white button-down dress shirt
- black tie (neck or bow)
- black dress shoes

*** If candidates fail to follow the dress code, they will be unable to participate in the graduation processional or recessional.**

COLLEGE ENTRANCE REQUIREMENTS

College preparatory students should study the entrance requirements of the college of their choice. College handbooks and catalogues can be obtained in the office of the counselors. Specific requirements for a particular college should be checked carefully with counselors.

For a transcript to be sent to a college, seniors must file a request with a counselor. The first transcript will be sent free of charge, but additional copies will cost \$2.00 each.

Seniors are reminded that ALL state colleges require scores from the American College Testing Program (ACT). College centers administer this test several times during the year. Students should contact the counselor relative to the exact dates of registration, test dates and test sites.

Seniors should talk with a counselor in September and make arrangements for this test or other tests needed, depending upon the college they plan to attend.

GUIDANCE, COUNSELING, AND PLACEMENT

These are real and practical questions that every thoughtful student faces. The counselors, the principals, and all teachers are always available to assist in answering these and many other questions.

Even though the school does not operate an employment placement bureau, it does try to keep in contact with potential employers, and will assist in every way possible to bringing together the employer and the student that best fulfills the needs of the employer.

The counselor stands ready to assist a student in placement in the next grade, course, college, or employment. The student will let the counselor know his/her specific needs.

CHANGE OF SCHEDULE

When a teacher or student believes a change of schedule is necessary, the procedure listed below should be followed:

Change of Schedule for Regular Education Students

Student, teacher, or parent should report a conflict in schedule or request permission for a change in class schedule to the counselor and principal. Remedial/ Compensatory class schedule changes must be approved by the principal. The principal reserves the right to approve or deny changes. The counselor will check the student's transcript and availability of classes, if necessary. The counselor will make necessary changes in the system and notify the principal and the appropriate teachers of the change.

Change of Schedule for Special Education Students

The counselor or principal should be notified of any conflict in schedule.

The counselor will consult with the student's special education teacher to ensure the change will be in compliance with the student's IEP.

If the change is in compliance, the counselor will make the necessary change in the system and notify the appropriate teachers of the change. If the change is not in compliance, an IEP meeting will be held to make the decision on any changes.

STUDENT ACTIVITIES

To participate in varsity, junior high athletics, or band, the student must satisfy the rules of the handbook from the State Activity Association, and must attend school regularly, particularly the day in which he/she participates. Only the school administration may alter the rule that a student must attend half of his or her classes on the day of participation, and this must be for extenuating circumstances.

No student will not be permitted to participate in inter-school contests for more than four years after entrance into high school. He/she shall not be permitted to participate in inter-school contests if he/she has reached the age of 19 prior to September 1st. A student who is not passing the required work shall not be permitted to participate in any activities, if he/she fails to pass three (3) major subjects for a semester. A student must take four (4) academic subjects each semester to be eligible to participate in varsity athletics.

No student shall be allowed to engage in varsity neither junior high sports until written permission has been received by the head coach documenting that the parent knows that his/her child is involved in sports and accepts full responsibility for any injuries that might be sustained during competition with other school teams or during practice sessions or any injury growing out of such participation. Written permission must include proof of medical insurance for the minor child participating in the activities. In addition, each participant must either have undergone a physical examination by a licensed medical doctor or have a statement from his/her family doctor that he/she is medically capable of participating in any given sport.

SCHOOL/CLASS REPRESENTATIVES

In the event of any disciplinary infractions that result in suspension (in-school or out-of-school) or expulsion following students being elected, he/she must relinquish his/her title, position, or office to the individual next in line. Students entering from another school district must have been enrolled for one full year prior to seeking any title, position, or office.

MR. AND MISS WEST TALLAHATCHIE HIGH SCHOOL

I. Qualifications:

- a. Must have 15 Carnegie units with 3 years of math, science, English, and history
- b. Must have 80 or above cumulative average as approved by the counselor
- c. Must not have received out-of-suspension nor expelled from WTHS during grades 9th – 12th
- d. Must not have received more than (3) In-School suspensions prior to the election and coronation
- e. Must have attended WTHS from grades 10th – 12th
- f. Mr. or Miss West Tallahatchie must exhibit behavior that is becoming of the title throughout their reign. If they fail to exhibit proper behavior, they may be stripped of their title.

ESCORTS

If there are no candidates with the above qualifications, those individuals with the next highest averages should meet the following qualifications:

- a. Must have 15 Credits
- b. Must have not received out-of-suspension nor expelled from WTHS from the previous school term or prior to the election and coronation
- c. Must have a pleasing personality

MR. AND MISS 7th – 12th Grade

I. Qualifications:

- a. Must have attended WTHS the previous school year (a minimum of two (2) nine weeks)
- b. Must have 80 or above the previous school term as approved by the counselor
- c. Must not have received out-of-suspension nor expelled from WTHS from the previous school year
- d. Must not have received more than (3) In-School suspensions prior to the election and coronation

II. Election Procedures

- a. Elected by the students of the Class through ballots

STUDENT GOVERNMENT ASSOCIATION OFFICERS

Qualifications for:

I. President:

- a. Must have 15 Carnegie Units
- b. Must have 80 or above cumulative average as approved by the counselor
- c. Must not have received out-of-suspension nor expelled from WTHS

- d. Must not have received more than (3) In-School suspensions prior to the election and coronation
- e. Cannot hold another position elected by the student body (ex. Mr. and Miss WTHS)
- f. Must have served as vice-president

II. Vice-President:

- a. Elected by the student body as a junior with 11 Carnegie units
- b. Must have 80 or above cumulative average
- c. Must not have received more than (3) In-School suspensions prior to the election and coronation

III. Secretary, Parliamentarian, Treasurer, and Reporter

- a. Must be enrolled in grades 9 – 12
- b. Must have 80 average from previous school year
- c. Must not have received out-of-suspension nor expelled for the previous school year
- d. Must not have received more than (3) In-School suspensions prior to the election and coronation

IV. Election Procedure: Elected by the student body

CLASS OFFICERS

I. President:

- a. Must not have received out-of-suspension nor expelled for previous school year
- b. Must not have received more than (3) In-School suspensions prior to the election and coronation
- c. Must have attended WTHS the entire previous year

II. All other officers (vice-president, secretary, treasurer, and parliamentarian) must meet the following qualifications:

- a. Must not have received out-of-suspension nor expelled for previous school year
- b. Must not have received more than (3) In-School suspensions prior to the election and coronation
- c. Must have attended WTHS the entire previous year

III. Election Procedure: Elected by the class through ballots

CLASS REPRESENTATIVES

Three representatives will be elected to represent each grade 7 – 12.

I. Qualifications

- a. Must have 70 or above average from previous school year
- b. Must not have received out-of-suspension nor expelled for previous school year
- c. Must not have received more than (3) In-School suspensions prior to the election and coronation
- d. Senior class will be represented by the SGA President as well as Mr. and Miss WTHS

II. Election Procedure: Elected by each class through ballots

****Students who are suspended or sent to ISS will relinquish their Homecoming titles.***

SELECTION OF CHEERLEADERS

1. Prospective cheerleaders will participate in a two-week workshop. Near the end of the two weeks, judges are selected to observe cheerleaders as they try-out.
2. The observation is based on a rating scale set up by the National Cheerleaders Association.
3. Cheerleaders sponsor observes along with the judge and helps make the final selection.
4. To remain on the squad, cheerleaders are expected to attend mini-camp in the spring or summer camp when available. If funds are available, the school will assist or pay for attendance to cheerleader camp.

CLUBS AND ORGANIZATIONS

NATIONAL SENIOR BETA CLUB

The National Senior Beta Club is an honorary organization for students. To be inducted into the Beta Club, a student must maintain an A or B average in all classes taken each nine weeks with a yearly average of at least 85. They must also take at least one subject area test before induction and pass with a proficiency level of Advanced or Proficient. Students must maintain an A or B average in all classes taken and all subject area tests must be passed with proficiency levels of Advanced or Proficient to remain a member.

FUTURE BUSINESS LEADERS OF AMERICA (F.B.L.A.)

Future Business Leaders of America is a professional organization, which is affiliated with both state, and national organizations. Work accomplished by this club consists of various service and social activities.

STUDENT GOVERNMENT ASSOCIATION

The Student Council is an organization designed to represent student's interest by serving as a link between students and administration.

****Students shall be removed or replaced if the position held can cause a health risk to the elected student. This will be determined by the school's administration, sponsors, and school appointed designees.***

**WEST TALLAHATCHIE HIGH SCHOOL
ALMA MATER**

In the heart of the Mississippi Delta,
Land of the cotton, land of smiles,
Stands our dearly loved Alma Mater
School of memory filled aisles.
We salute thee, West Tallahatchie
With your colors green and white
You will always guide our footsteps
In the way that's good and right.
Here we learn of truth and loyalty.
Choosing good and shunning bad,
Here we're building for a future,
Filled with service bright and glad.
Boys and girls from all the valley
Working close in harmony,
Men and women of tomorrow
Hold our nation's destiny.

Chorus

Hail to thee, West Tallahatchie.
School that we love,
Hail to thee, our ALMA MATER
Blessings from above.
Choctaw Yell

SECTION 4

North Delta Alternative School

SECTION 4 – NORTH DELTA ALTERNATIVE SCHOOL (pages 72-96)

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NORTH DELTA ALTERNATIVE SCHOOL

This manual contains the policies and procedures that govern the operation of the North Delta Alternative School. These policies are intended to give direction to the educational process of the North Delta Alternative School and provide guidance to staff, students, and parents as they carry out their responsibilities. All policies and procedures shall be interpreted in conjunction with the policies and provisions of the West Tallahatchie School District's Policy Manual. The West Tallahatchie School District's School Board may at any time add to these policies and procedures its ongoing efforts to meet the unique needs of the North Delta Alternative Program.

The North Delta Alternative School does not discriminate on the basis of race, sex, color, religion, national origin, or handicap in its educational programs nor activities.

SECURITY SURVEILLANCE

The school is protected and monitored by Night Owl surveillance.

SCHOOL HOURS

North Delta Alternative School hours of operation will be from 7:30 a.m. until 4:00 p.m., Monday-Friday.

VISITORS

Visitors are welcome. Upon entering the building, all visitors must sign-in at the security's desk and receive permission to go to a designated area of the school building. No visitor is permitted to go directly to the classroom to confer with staff or a student unless accompanied by the principal. Students are not permitted to bring anyone to the school campus for the purpose of visiting. Visitors can be searched once entering the building.

NORTH DELTA ALTERNATIVE SCHOOL POLICY

All West Tallahatchie School District policies, rules, and regulations will apply to students assigned to the North Delta Alternative School. All participating districts will adhere to the West Tallahatchie School District's school calendar when referring to the alternative education school scheduling. Students assigned long term suspension or students who have a history of behavioral problems will be given first consideration for assignment.

ASSIGNMENT OF STUDENTS TO NORTH DELTA ALTERNATIVE SCHOOL

Students will be assigned to North Delta Alternative School upon referral from his/her home school. The assignment must have the approval of the district's superintendent. Each student shall ordinarily be assigned to the alternative school for a minimum period of nine weeks (45 days) or at the discrepancy of the superintendent- from and after the date of such assignment and each student may be reassigned for such additional nine weeks grading periods as may be necessary and appropriate.

PLACEMENT BY DISTRICT DISCIPLINE COMMITTEE (DDC)

Students are placed in the Alternative School by the DDC according to state and district regulations for a specific incident and as required by law for certain offenses. Students and parents/guardians must attend an intake meeting (even if the student is 18 or older) and sign a contract that states they agree to follow all rules and regulations of the Alternative School established by the West Tallahatchie School District. The DDC will consider recommendations from the site school principal, the TST Committee, the parent/guardian or the IEP committee.

TST/IEP RECOMMENDATION

District admission procedures are detailed in this section. The process **MUST** begin with the building level Teacher Support Team (TST), to be consistent with the "Three Tier" intervention model. There should be evidence and supporting data as to previous intervention efforts and outcomes. All children being discussed for placement at the Alternative School for behavior reasons should have had a Functional Behavior Assessment (FBA) conducted before placement. If a child has a special education ruling, the child must have a behavior plan as a component of his/her IEP and progress monitoring data supporting the effectiveness or lack of effectiveness of that IEP component. A manifest determination ruling should be completed before a child is placed at Alternative School as well. TST placement is a five step process:

1. Tier II and Tier III interventions (if the child is not a child receiving special education services) and an IEP behavior intervention plan based on a sound functional behavior assessment (if the child is a child receiving special education services). Data related to the effects of the intervention(s) must be collected in making determinations as to the student's response to previous interventions. If the intervention is successful, the child remains at his/her home school. If the intervention failed to work, then administrators should proceed to Step 2.
2. Gather information related to the case. The referral packet for placement at Alternative School should be completed. This packet can be completed once the principal's signature is present on the paper work.

3. Forward the information to the Alternative School. After the packet is received at the Alternative School, the case undergoes screening. If a packet is complete, an appointment is scheduled with the DDC to determine if placement at the Alternative School is appropriate. If a packet is incomplete, it is returned to the home school for completion.

4. The process of review by the DDC. The committee meets on an as needed basis. The committee is chaired by the Certified district personnel or designee and the meeting is held at the West Tallahatchie School District's Central Office.

5. The committee decision determines if placement is appropriate and the length or duration of placement.

6. The Superintendent reviews information and approves/disapproves the referral. The information will then be sent to the North Delta Alternative School.

**** The packet must be received at North Delta Alternative School at least three days before the student is scheduled to enter**.**

PROCEDURES FOR REINSTATING A STUDENT TO HIS/HER HOME SCHOOL FROM NORTH DELTA ALTERNATIVE SCHOOL

1. The principal and/or counselor of the North Delta Alternative School compile disciplinary records, attendance records, applicable completed referral forms, behavioral modification strategies, and etc. on each individual student to substantiate the referral.
2. The exit evaluation committee of the North Delta Alternative School reviews data and makes decisions on each student. The criteria that is used to determine if a student is ready to return to the home school is as follows:

The student:

- Returns to home school at the end of the assigned period
 - Must stay no less than 45 days from the date of entry
 - Must have an average of 65 or higher in all classes
 - Must have no more than five (5) unexcused absences per Nine Weeks grading period
 - Must have no more than three (3) discipline referrals
 - May not return to the home school during the week of mid-term
 - May not return to the home school during the week of nine-week exams
3. If the exit evaluation committee decides to refer the student back to his/her home school, the principal of the home school is notified prior to the student's date of return.
 4. The student's referral folder is given to the counselor of the North Delta Alternative School to complete all information that is to be forwarded to the home school. The counselor will complete the referral checklist to assure that all information required is submitted.

5. The principal reviews the information and approves/disapproves the student's referral. If approved, the information will then be sent to the student's home school.
6. Upon approval of the exit evaluation committee, the building principal will send the parent/guardian a letter giving information on his/her child's check-out from the North Delta Alternative School and transfer back to the home school.

LENGTH OF STAY

The length of a placement in Alternative School is determined by the DDC. However, a student must meet exit criteria before returning to regular classes at their home school. Length of stay can be extended if the student's progress is not satisfactory as measured behaviorally and academically. Exceptions to this process include students entering the district from a juvenile facility, students who have been placed at the Alternative School through the court system, or in another school's alternative program. Students must also meet qualifications in order to be released from their alternative school assignment. Students must have completed all academic assignments to the satisfaction of all Alternative School instructors. Students must have attended the required number of days successfully.

NOTE: In some cases, when a student has exceeded academic and behavior expectations of the Alternative School, the student MAY be eligible for early return to their home campus. Students can earn early release back to their home campus for perfect attendance, good behavior, dress code, and successfully completing all academic assignments. However, determinations are made by the alternative school principal, site school principal and superintendent.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

At the basic level of the system is the Positive Behavior Intervention component. It is comprised of the stated behavioral expectations of our students for the various settings within our building, the feedback system for our students when they are meeting those expectations, and the motivation system to ensure with more certainty that our students would strive to achieve those expectations.

This element of the system is couched in positive, proactive, and preventive approaches. A comprehensive program for individuals with behavior disorders employs both components.

To support the PBIS efforts, a member of the Alternative School Staff will be a member of the school PBIS team. The PBIS team will discuss any behavioral issues that arise relevant to implementation of the PBIS model.

A comprehensive program for individuals with behavior disorders employs both components.

Daily Individual Goal Review Sessions

Staff members lead a morning discussion of the student's goal(s) for the day/week. The student is asked to give examples about how he/she will meet the goals or what should happen if a problem arises involving his goal.

If the student answers appropriately, the staff members ask the student to state how well the student thinks he or she is doing on that goal. Questions such as, “Have you earned your points for the goal so far today (or this week)?” should be asked. Praise should be given at each step of the process. If the student states that the goal is not going well, or that he has not been earning his points, follow-up questions should be asked. Examples would include, “Why haven’t you been getting your points?” or “What can you do differently so that you can get your points today?”

Teaching Expectations

It is important to know and understand the behaviors that are expected in different environments (e.g., classroom, hallway, and bathroom). Expectations have been determined for all of the different environments at Alternative School. Those that follow were based on the current management system. These expectations are publicly posted in those specific settings and reviewed on a predictable basis (morning and afternoon). The expectations for Alternative School have been outlined for the hallway/walk way, restroom, and classrooms.

The expectations for Alternative School are outlined in the following manner for the following areas:

Be Safe			
Hallway	Dining Area	Restrooms	Classrooms
Move directly to the appropriate area.	Keep your hands and feet to yourself.	Enter quickly and quietly.	Walk quietly to your seat.
Follow all teacher instructions.	Report to the dining area only when directed.	Put toilet paper in the toilet.	Follow all teacher instructions.
Avoid causing distractions.		Wash and dry your hands.	
Be Responsible			
Hallway	Dining Area	Restrooms	Classrooms
Continue directly to your next class.	Get all utensils, meal items, and beverages before you sit down.	Properly sign in on the clipboard & inspect before use.	Have necessary materials to start class on time.
Bring all necessary materials to your class.	Sit in the designated dining area.	Report any unclean conditions or facility abuse.	Complete all of your work on time. Strive to do your best.
Know the rules and policies; ignorance does not exempt you from the consequences.			
Be Respectful			
Hallway	Dining Area	Restrooms	Classrooms
Keep your hands and feet to yourself.	Keep your hands and feet to yourself.	Keep your hands and feet to yourself.	Keep your hands and feet to yourself.
Focus on yourself.	Focus on yourself.	Focus on yourself.	Focus on yourself.
Talk quietly using clean language.	Remain quiet while waiting for your food	Flush after your use.	Sit appropriately at your desk.
	Sit at your assigned area.	Talk in a quiet voice.	Leave class only when your teacher dismisses you.

	All food stays in the dining area.	Report any problems to a teacher.	Raise your hand before you speak.
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Reward Tickets are not given if a student asks for it. The Reward Tickets include the date, student's name, and the initials of the staff member issuing the Reward Ticket. Periodic drawings are held in which the student whose Reward Ticket is pulled receives a tangible reward.

STUDENT ATTENDANCE

It is important for all students to be in school and on time every day that school is in session. Regular attendance is essential for a student's successful progress in the instructional program. Regular attendance helps to develop good study habits, punctuality, self-discipline and a sense of responsibility. The parent/guardian is expected to call the school by 9:00 a.m. on the day his/her child is absent from school.

Regardless of whether the absence from North Delta Alternative School is excused or unexcused, work missed must be made up within the time set by the teacher and/or principal. After any absence, a student shall bring a written or doctor's excuse on the day he/she returns to school. Any student with excessive absences may be required to complete additional days at the alternative school.

ATTENDANCE REQUIREMENT

The Mississippi Compulsory School Attendance Law provides that:

1. "Every child who has attained or will attain the age of five (5) on or before September 1st of the calendar year and who has not attained the age of seventeen (17) years on or before September 1st of the calendar year shall attend school."
2. Compliance with this provision will be monitored and students having "unlawful absences" will be reported to a school attendance officer.
3. If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year, the principal or school superintendent shall report such absences to the school attendance officer.

ORIENTATION

Students enrolled at North Delta Alternative School will be orientated on the policies and procedures of NDAS on the first day of attendance at North Delta Alternative School. The orientation is to help students better understand the school's philosophy, rules, and expectations. The parent must accompany the child to NDAS for the initial intake.

STUDENT SUPPLIES

Each student is required to bring paper, pencil and/or ink pen to school each day. Paper must be kept in a plain folder, plain tablet, or non-descriptive tablet. Students are **NOT** allowed to bring book bags, notebooks with zippers, purses, nor any type of carrying case on the

school bus or to North Delta Alternative School. Any student found in violation of this policy will be issued a disciplinary notice.

CELLULAR TELEPHONE/ELECTRONIC DEVICES

To include, but not limited to:

**RADIOS, TAPE RECORDERS, CASSETTES,
COMPACT DISC PLAYERS, CELLULAR PHONES, IPODS, MP3 PLAYERS,
DIGITAL CAMERAS & ETC.**

Students are not to bring radios, tape recorders, cassettes, compact disc players, cellular phones, or any such items to school because these items disrupt classes and they can create an unsafe environment. Any student found in violation of this policy **MUST** give the electronic device to the teacher or administrator upon request. Students will not have the choice of turning the device in or taking or taking a suspension. In the event that a device is taken, we will follow the following protocol:

- **First offense:** The device will be taken from the student and held for a period of ten (10 days) and a \$20 fine will be charged. The device will be released back to the student's parent when these two requirements are met.
- **Second offense:** The device will be held for the remainder of the school year. The device will be returned to the student or the parent five (5) working days after the last day of school for students.
- **Third offense:** The device will be taken and held for the remainder of the year. The student will also be suspended for five (5) days.

A parent/guardian has ten (10) business days after the pickup date to reclaim the confiscated item. All unclaimed devices are subject to resale and become the school's property. The school will not be responsible for any devices that are lost, stolen, or damaged.

****In an event that a student refuses to turn in an electronic device to the teacher or administrator, that student will receive an additional 20 days at North Delta Alternative School.**

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)

2. Complete and up-to-date address
3. Home phone and parent(s) work phone number
4. Emergency phone number of friend or relative
5. Physician's name and number
6. Medical alert information
7. Authorized person(s) allowed to pick up child

****If at any time during the school year a change of address or telephone number is made, the student should report the change to the office immediately.**

MEDICAL INFORMATION

Parents/guardians should make the school aware of any student's medical problems. Students who must take medicines during school hours must follow the following procedures:

1. Medicine is brought to the office by the parent or guardian;
2. Have the medicine in the original bottle/package with the child's name and the original directions (Method of administration, i.e., orally, as directed, etc.; dosage, time of administration, and the medicine's proper name;
3. Parent/Guardian must sign a consent form in the office;
4. All medicine will be locked in the principal's office;
5. Report to the principal's office at the time the medicine is to be taken.

School employees may not administer medicine in the classroom nor to any student unless the school has the appropriate form signed by the parent and/or doctor. School employees are not permitted to give aspirin without the consent of a parent. ALL medicines, over-the-counter and prescriptions must be administered in the principal's office.

ILLNESSES

If a student becomes too ill to remain in class, the school will contact the parent or guardian by telephone and recommend that the child be picked up. For this reason, it is so important that the school has an updated, working phone number on the registration form. However, transportation cannot be provided for sick children. If the student is ill, please don't send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or head lice will be sent home from school and must remain home until the condition or disease is corrected.

REPORTING ABUSE & NEGLECT

Any person who knows or has reason to suspect abuse or neglect of a child by a parent, legal custodian, caregiver, or other person(s) responsible for the child's care, is required by law to make a report to the Mississippi Department of Child Protection Services. See section 43-21-105 and Section 43-21-353 of the Mississippi Code for more information.

**Call local law enforcement agency or 911 if the situation is a life-threatening emergency.
Call Mississippi Centralized Intake at 1-800-222-8000 (Nationwide) or (601) 432-4670.**

HELP & SUPPORT FOR SUICIDE

If a friend or family member is suicidal, the best way to help is by offering an empathetic, listening ear. Let your loved one know that he or she is not alone and that you care. Also, please call using one of the numbers below:

Call 911 or transport the individual to the nearest emergency room.

Call 1-888-404-8002

Call 1-800-SUICIDE- (784-2433)

STUDENT UNIFORMS MANDATORY SCHOOL UNIFORM POLICY Adopted 8/13/2004

Research indicates that uniform attire enhances school safety, improves the learning environment, reduces tension between students, promotes good behavior, improves a child's self-respect/self-esteem, and results most times, in a cost savings for families. Based on the benefits associated with wearing school uniforms, the West Tallahatchie School Board of Education has made school uniforms mandatory for students in grades K-12 that began for the school term 2004-2005 and continues for the present school year.

Students attending North Delta Alternative School are required to wear uniforms each day. **We ask that parents/guardians support us by having your child dressed appropriately each day. All students are required to abide by the following uniform requirements:**

1. Tan khaki uniform pants, skirts, short pants;
2. Two (2) or three (3) buttons solid white uniform shirt with collar;
(No undershirts are allowed as a top shirt);
3. Solid black, solid white or solid brown shoes, (tennis shoes or leather shoes);
4. Socks must be worn at all times, solid black, brown, and white (no symbols); (no colors on the toes or heels);
5. Shoestrings must match shoes and be solid color.
6. Belts (dress style) solid black or solid brown;
7. Belts must be worn at all times and at waist length.
8. Belt buckles must be the same size as the belt; No symbols on belts or belt buckles;
9. No paraphernalia that causes class disruptions or enhance/promotes gang behavior.
10. Hats, doo rags, or bandanas are not allowed;
11. Pullover jackets, hooded jackets or sweatshirts are not allowed;
12. No skirts or short pants will be worn 2" above the knee.
13. Shirt-tails are to be worn tucked neatly in the bottom apparel at all times;

Any violation of dress code will result in a student receiving a disciplinary notice that will be placed in his/her file and reviewed during the exit evaluation for a return to home school.

North Delta Alternative School
Student Code of Conduct
Dress Code

Students are required to dress in the school uniform each day. This page is designed to clearly explain the dress code requirements that are stated in the uniform policy.

Shirts

- Solid white only;
- Two or three buttons polo style uniform shirt with collar;
- Shirts must have no logos or symbols;
- Undershirts must be solid white with no writing, graphic, designs, etc.
- Shirts must be tucked in at all times; No midriff or shortcut shirts;

Pants/Skirts/Shorts/Capri

- Khaki bottom;
- Pants must have belt loops;
- Shorts and skirts cannot be shorter than two inches (2”) above the knees.
- Low riders and cargo pants are not allowed;
- No pockets down the legs, no strings or zippers on the legs;
- Pants must be worn on the waist at all times (no sagging);
- Corduroy pants or jeans are not allowed;
- Bike pants, cut up clothing that are ragged or full of holes are not allowed;
- **Shorts worn over or under pants are not allowed;**

- **Two pairs of pants are not allowed.**
- Mini-skirts/dresses are not allowed;
- Warm-ups and jogging pants are not allowed;
- Clothing with lewd and offensive language and/or symbols is not allowed;
- Colors that identify or relate to gangs or groups are not allowed;

Belts

- Belts must be black or brown with no symbols (leather-like belts only);
- A belt must be worn at all times;
- Belt buckles must be the same size as the belt;
- **No cloth belts**

Shoes

- Shoes must be solid white, solid black or solid brown;
- Shoes must be worn at all times;
- Shoestrings must match shoes;
- House shoes, thong like shoes, flip flops, crocs, baby doll shoes, sandals, soft netted shoes are not allowed;
- Shoes with laces must be laced and tied;
- Shoes with Velcro must be fastened;
- Leather shoes are permitted;

Socks

- Socks must be worn at all times (no colors on the toes or heels);
- Calf socks are not allowed;
- Two pair of socks are not allowed;
- Solid socks must be black, white or brown (no symbols, no colors on the toes or heels);

Coats/Jackets/Bandanas

- Pullover jackets, hooded or sweatshirts are not allowed;
- Jackets/coats must open in the front; No red jackets/coats;

- Jackets/coats must be a solid color without symbols;
- Jackets with gang symbols are not allowed (skulls, pitchforks, stars, money, crowns, etc.);
- Caps are not allowed.
- During winter months, solid black, white, brown skull caps and gloves may be worn and turned in upon entering the building and picked up upon exiting the building. (**skull caps and gloves only**)
- No bandanas or doo-rags are allowed;

Hair

- Hair must be neatly groomed at all times (no color or dye);
- No symbols or designs cut in hair are allowed;
- No slashed eyebrows;
- Males are not allowed to wear braids, twists, or dreadlocks;

Book Bags/Back Packs/Purses

- Book bags/back packs/purses are not allowed on the bus or in the building;

Jewelry

- Jewelry is not allowed;
- Money and valuable items are not allowed;

Consequences:

- **1st Referral:** Conference with student;
- **2nd Referral:** Contact parent/guardian (telephone conference);
- **3rd Referral:** Zero (0) day suspension; Parent/guardian must bring student to school for a conference the following day.
- **4th Referral:** One (1) day home suspension; Parent/guardian must return student for a conference with the principal.
- **5th Referral and Thereafter:** Three (3) to five (5) days home suspension; Parent/guardian must return student for a conference with the principal.

Any violation of dress code will result in a student receiving a disciplinary notice that will be placed in his/her file and reviewed during the exit evaluation for a return to home school.

CURRICULUM

The curriculum and instructional methodology address the needs of the student through Individualized Instruction Plan (IIP) or Individualized Education Program (IEP), for students with disabilities. These programs emphasize academic performance, behavior modification, functional skills, and career education.

- Academic performance is defined as the achievement level of each assigned student.
- Behavior modification is a structural process that must be implemented to help modify student behavior.
- Functional skills are defined as the current abilities that students must possess when they are assigned to the alternative program. These may include such skills as reading level, grade level, etc.
- Career education should be viewed as an integral part of assisting students with preparation and planning careers during and after school, post-secondary, vocational skills, or military.

The curriculum will also include a component for teaching socially acceptable behavior. In addition, the district provides certified staff in the core subject areas (math, English, science and social studies).

INSTRUCTION

The North Delta Alternative School will deliver instruction in accordance with the following standards:

- Curriculum and instructional practices shall reflect high expectations for students.
- Curriculum shall address cultural and learning style differences
- Instructional activities shall be consistent with the written curriculum and appropriate for the student's developmental style.
- Instructional materials shall be age appropriate, functionally appropriate, and of high interest level for students.
- Sufficient instructional materials, supplies, and equipment shall be available to deliver the instructional program.
- The instructional program shall be delivered in a climate that is conducive to learning.
- The instructional program shall include educational and workforce development opportunities.

RESPONSE TO INTERVENTION (RTI)

RTI is a practice of academic and behavioral interventions designed to provide early, effective assistance to underperforming students. Research based interventions are implemented and frequent monitoring is conducted to assess student response and progress. When students do not make progress, increasingly more intense interventions are introduced.

CLASS SCHEDULES

Regular Schedule

1st Block	8:00 - 9:45
2nd Block	9:50 - 11:35
3rd Block	11:40 - 1:45
4th Block	1:50 - 3:35

Early Release Day Schedule

1st Period	8:00 - 8:45
2nd Period	8:50 - 9:35
3rd Period	9:40 - 10:25
4th Period	10:30 - 12:10
5th Period	12:15 - 1:00
6th Period	1:05 - 1:50
7th Period	2:00 - 2:45
8th Period	2:50 - 3:35

GRADING SYSTEM

The school session of North Delta Alternative School, in accordance with the policy of the West Tallahatchie School District, is divided into two semesters. Each semester is further divided into two (2) nine weeks' terms for a total of four (4) nine weeks' terms for the year. Students may enter North Delta Alternative School at any time during the school year; however, they will be approved for exit once they have completed the specified time at the North Delta Alternative School. Grades for the time the student was enrolled in the alternative school will be forwarded to the home school and a copy mailed to the parent or guardian.

GRADING

Successful completion of exit requirements will be based upon a student's mastery of his/her Individualized Instructional Plan (IIP). The student's IIP shall be developed based on the state required competencies forwarded from the home school and should be taken from the Mississippi Curriculum Frameworks and the subject matter skills taught in the classroom with an average 65 or above in each class. Students must master 65% of the competencies and skills with a 65% minimum.

Teachers shall record students' grades in his/her grade book. Grades will be recorded from daily lessons, special projects, students' self-assessments, class participation and etc. The following guidelines should be followed:

- a. There should be four (4) grading periods of nine weeks' duration.
- b. A minimum of three major tests shall be recorded for each student in each academic course in grades 5-12 during each nine weeks grading period, unless the principal grants written permission.

- c. Semester averages will be computed using two nine weeks' grades divided by two (2). The yearly grade shall be averaged using the two (2) semester grades divided by two.
- d. Students with a current eligibility in special education and a current Individualized Education Plan (IEP) on file will receive grades reflecting the students' achievement on the instructional level on which he/she is functioning. All persons involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that a disability no longer exists. A high grade will accurately reflect that a student is performing well, based on what is expected of the student with a given disability.

TO AVERAGE GRADES:

- For Nine Weeks: Daily grades (including tests) count three (3) times;
 Nine weeks' tests count one (1) time.
- For Semester: Add two (2) nine weeks and average by dividing by two (2).
- For Year: Add two (2) semester averages and divide by two (2).

ACADEMIC HONOR ROLL

GRADES 5-12

Superintendent's List

- >> All A's: No lower than a 90 in all subjects.

Principal's List

- >> All A's and B's: No lower than 80 in all subjects.

Honor Roll

- >> Student must have a minimum overall average of 80.

All academic honors will be forwarded to each student's home school along with the record of grades while assigned to North Delta Alternative School.

CLASSES IN THE SPECIAL EDUCATION CURRICULUM

The West Tallahatchie School District provides special education and related services to students who are eligible based on regulations of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and the Mississippi Department of Education. The Department of Special Education is committed to ensuring a free appropriate public education for each student in the least restrictive environment.

Grades for special education students will be assigned based on mastery of specific objectives as outlined in each student's Individualized Education Plan (IEP) for each grading period.

Students with a Special Education ruling will be instructed in the appropriate educational setting(s) as indicated in the student's IEP. Those students whose IEP stipulates self-contained placement will be instructed in the Special Education classroom, and those whose IEP stipulates inclusion placement will be instructed in the regular classroom with assistance as stated in the IEP.

CLASSES IN THE REGULAR EDUCATION CURRICULUM

Grades for special education students assigned to regular classes will be based on the successful completion of the assigned work in the regular class with or without tutorial assistance as determined by the students' IEP from the Special Education Resource program and staff.

REPORT OF STUDENT PROGRESS

The North Delta Alternative School believes that one of the most critical responsibilities of the school is the clear and accurate reporting of the student's progress to the student and his/her parent(s)/guardian(s). A progress report of the student's work in each class will be sent home to parent(s)/guardian(s) at the end of every two weeks of work. The progress report must be signed and returned to North Delta Alternative School. The progress report will show the student's numeric average in each class as well as behavior modification.

REPORT CARDS

Reports shall be issued at the end of each nine weeks grading period. It shall be the responsibility of the Superintendent to establish reporting procedures and develop reporting instruments to be used by the district. Report cards will be sent home to the parent/guardian at the end of each Nine Weeks Grading Period. A copy of the student report cards will also be sent to the office of the principal at each student's home school, and a copy placed in the counselor's file at the North Delta Alternative School. In all subjects in grades 5-12, numeric averages shall be used on report cards to report student achievement. Numerical averages that do not compute to whole numbers shall be rounded. A chart providing information for converting numerical grades to letter grades will be provided on the report card.

A: 90-100	Excellent
B: 80-89	Good
C: 70-79	Average
D: 65-69	Below Average
F: 64 and below	Unsatisfactory
I:	Incomplete
NG:	No Grade

Students assigned to the North Delta Alternative School must earn a passing grade in all subjects while they are assigned at the alternative school. Upon the exit evaluation of the final grade for each Nine Weeks Grading Period, any student who receives a grade below 65 in any subject will not be approved for return to his/her home school.

Copies of student grade reports shall be forwarded to the home school from the North Delta Alternative School for recording on the cumulative record at the end of each Nine Weeks grading Period. All students' cumulative records shall be maintained and completed at the home school.

and kept on file in compliance with Mississippi Department of Education's regulations, state laws, and that school district's board policies.

EXIT EVALUATION

At the end of the specified time each student's progress will be reviewed and recorded on his/her Exit Evaluation Form. Information required for review includes the student's grade in each class, disciplinary records, and attendance records.

If the Exit Evaluation Committee decides to refer the student back to his/her home school, the principal of the home school is notified prior to the student's date of return. Upon approval of the Exit Evaluation Committee, the building principal will send the parent/guardian a letter giving information on check-out from the North Delta Alternative School and transfer back to the home school.

PROMOTION AND RETENTION

Promotion and retention remains the responsibility of the home school, in accordance with the policies and procedures set forth by its school board. The North Delta Alternative School shall forward grades to the home school of each student at the end of each Nine Weeks Grading Period. In the event that a student does not meet the criteria to return to his/her home school at the end of the year, the home school will notify the North Delta School of the student's grade placement for alternative school placement.

DISCIPLINE

It is the opinion of the North Delta Alternative School Consortium that discipline should be administered with understanding, firmness, and consistency and in a fair manner at all times. Consideration should be given to the cause, nature and frequency of the misconduct, along with the behavior that caused the student(s) home school to make a determination for alternative school placement. Discipline problems should be handled by the teacher if possible and should be used as a means of improving the pupil in the fundamentals of self-control, good work habits and sound citizenship that will enable him/her to be successful in the regular school environment upon exit from North Delta Alternative School. Any infraction serious enough to disrupt teaching and learning should be dealt with in a consistent manner. Infractions that disrupt the classroom to a point where the teacher is not able to continue teaching shall warrant notification of security to report to the classroom or area for immediate removal of the student(s). Once removed the teacher shall immediately forward the disciplinary report to the principal's office to insure fair and proper resolution to the infraction.

GUIDELINES FOR BEHAVIOR

1. Be courteous
2. Follow directions
3. Stay seated
4. No unauthorized communication
5. No physical contact
6. No profanity
7. Remain on task assigned by the teacher, at all times
8. Unfinished work becomes homework, to be turned in the following morning
9. Leave personal reading materials at home unless prior approval is given by the teacher

The North Delta Alternative School staff will advise students of other specific rules as needed. The best rule for judging appropriate conduct is..... ***“When in doubt, ask the proper authority before doing.”***

CONDUCT AND SAFETY ON SCHOOL BUS

Free transportation for pupils who qualify under the law is a service provided by the North Delta Alternative School Consortium and must be regarded as a privilege for students. It is expected that those who ride the school buses will conduct themselves as good citizens at all times. Those who exhibit uncontrollable behavior problems shall be recommended to have the privilege of riding the school bus denied. The cooperation of all students is needed to maintain proper conduct at bus stops and on school buses in route to and from school. The following rules and guidelines shall be followed:

1. Pupils shall not extend arms or other parts of the body out of the bus windows.
2. Nothing should be thrown in the bus or out of the windows.
3. Pupils should be on time for the bus pick-up. On days when road conditions are bad, the bus may not arrive on the exact time schedule.
4. Pupils should take a seat on the bus without disturbing other passengers and remain seated at all times while the bus is moving.
5. Pupils should keep noise levels very low. Remember that loud talking, loud laughing, or unnecessary confusion can momentarily divert the bus driver's attention and may result in causing a serious accident.
6. Smoking is not allowed on the bus by students or staff.
7. Pupils should not approach the bus walking nor running while the bus is in motion.
8. Pupils will not be permitted to use profane, threatening, nor vulgar language on the school bus.
9. Pupils will not be allowed to bring knives, box cutters, weapons, nor any object that can be used to cut, mutilate, or deface persons or property on the bus. These items are strictly prohibited from the bus and school premises.

10. Pupils who get aboard the bus at home are not allowed to get off the bus before the bus arrives at school. This means that they will not use the bus to visit other schools, go shopping, go the health department, doctor's office, nor visit relatives, friends, and etc.
11. Pupils will not be allowed to threaten, bully, harass, nor physically attack (fight) other students.
12. Pupils exiting the bus and crossing the highway to get home shall pass in front of the school bus. Pupils must wait to cross the highway until they have been given the signal by the crossing guard or bus driver.
13. The bus driver is in charge of those riding on his/her bus. The law gives the bus driver authority to keep order on the school bus and hold him/her responsible. The bus driver will report all misconduct on the part of the students to the principal's office immediately upon arrival at the school.
14. Pupils will not be allowed on parked school buses during school hours.
15. Pupils are not allowed to bring food on the bus.

All infractions of the above rules and guidelines by pupils will subject them to a suspension from school, suspension from transportation services, and/or a conference with the parent or guardian. The school principal shall be responsible for disciplining pupils. The principal may deny the student the privilege of riding the school bus.

Questions and inquiries regarding discipline shall be directed to the principal of the school.

Questions and inquiries regarding pick-up and drop-off stops, routes, and student eligibility must be directed to the principal at the child's home school.

DISCIPLINARY PROCEDURES FOR MISCONDUCT ON THE BUS

The following disciplinary procedures will apply in cases of misconduct by students on the school bus and at the discretion of the school principal:

FIRST OFFENSE: Warning and/or conference with the parent or guardian.

SECOND OFFENSE: Suspension from the school bus for a period of three (3) days and a conference with the parents or guardian.

THIRD OFFENSE: Suspension from pupil transportation services for a period of five (5) days and a conference with the parent or guardian.

FOURTH OFFENSE AND THEREAFTER: Possible suspension from pupil transportation for the remainder of the school semester or school year.

NOTE: The above policy does not apply to fighting, alcohol, and drug offenses.

GENERAL INFORMATION

MENTORING

Mentoring/tutoring is a program that pairs at-risk students with administrators, teachers, community stakeholders, and other staff members. Also, retired teachers and Faith Based organizations' members will be recruited in order to offer tutorial services to students who are in need of help; both academically and behaviorally. Students meet at different times throughout the week/school year with mentors.

GUIDANCE AND COUNSELING

Students enrolled in North Delta Alternative School will receive weekly individual and group counseling sessions to assist in the modification of behavior(s) that warranted placement of students in the alternative school.

CHARACTER EDUCATION

Character Education is a national movement creating schools that foster ethical, responsible, and caring young people by modeling and teaching good character through an emphasis on universal values that we all share such as Anger Management, Conflict Resolution, Trust, Respect, Responsibility, etc. All students at North Delta Alternative School will participate in Character Education classes on a daily basis.

AWARDS

Awards programs are conducted at the end of each nine weeks grading period to recognize and motivate the students to excel academically and behaviorally each grading period and to celebrate student successes throughout the school year.

TESTING

All students enrolled in public schools participate in state-mandated testing in grades 3-12. In order to participate in the testing, students enrolled at North Delta Alternative School will return to their schools of origin during testing. No state-mandated tests are administered at North Delta Alternative School.

SUBSTITUTE TEACHERS

Substitute teachers and all district employees deserve and will be treated with respect at all times. Any verbal or nonverbal refusal to comply with a lawful direction given by staff will result in a referral with an administrative sanction.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT 1974

In accordance with the family education Rights and Privacy Act of 1974, the North Delta Alternative School hereby gives notices to all parents, legal guardians, and students eighteen years of age attending the NDAS that the following information: the student's name and photograph; address; telephone listing; date and place of birth; photographic images of the student participating in regular classroom or school authorized activities; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degree and awards received; and the most recent previous educational agency or institution attended by the student.

Directory information will be published and released to by the District/School without prior consent of the parent, legal guardian, or student 18 years or older, unless the parent, legal guardian, or student 18 years of age or older notifies the District/School that the above mentioned directory information should be released without prior written consent of the parent, legal guardian, or student 18 years of age or older.

ENTERING AND LEAVING THE BUILDING

Students will get off the bus without talking.

Students will enter the building in a single file; pass through the metal detector, while remaining silent. All jackets, hats, or other parcels will be turned over to a staff member.

Students will proceed to the designated area. Appointed staff will do a pat search that is followed by a wand scan. The student will remain silent unless giving a response to a direct question.

Students will use the restroom, and report to the classroom. If it is not 8:15 a.m., the student will remain in the area that is designated by the supervising staff member.

At the end of the day, students will remain seated in the classroom until dismissed to board the bus. Students will proceed to the security's desk and retrieve any item(s) that is to be returned at the end of the day i.e., keys, other approved items, etc. Students will leave the building and board the bus in a single file and without talking.

DEPORTMENT IN THE BUILDING

Students are to be supervised at all times. The student can be out of his/her desk only with the permission of the teacher, or other staff. When given permission to move out of the seat, the student will go directly to the area to which he/she has been given permission to move. The student will walk to the area without talking or communicating in any way with other students. The student will not touch or make gestures to other students. The student will return to his/her seat in the same orderly way. Students should talk only with permission of the teacher.

RESTROOM USE

Before classes each morning, the student will be given permission to use the restroom or get water. There will be limited use of the restroom facilities after class has started. After classes have started, teachers are encouraged to allow students to use the restroom ONLY during

planned breaks. If a student is given permission to leave the room for any reason, the teacher must first secure permission from security to allow the student to leave the room.

If there is a medical reason why a student needs to use the restrooms more often, the parent/guardian needs to call the school and inform the principal of this need. If this condition is permanent, the student must bring a statement from his/her doctor to that effect.

BREAKFAST AND LUNCH

All students will be provided breakfast and lunch from the West Tallahatchie High School's cafeteria.

CHECK-OUTS

Only the parent or guardian who has legal custody of the student or their designee may check that student out of school. Check-outs are for emergencies, doctor/dental appointments, or court scheduled appointments. When a student is checked-out, the parent/guardian or parent designee must come into the building and sign a form that documents who, when, and why the student is being checked out. This procedure protects the student as well as the school.

PARENT/GUARDIAN VISITS TO THE ALTERNATIVE SCHOOL

Parents and legal guardians who have custody of a student at the Alternative School are encouraged to visit the school any time they wish. It is preferable, but not necessary, that the parent call ahead of time so that the staff can be sure that there is someone who can take time to talk and to show the parent around. Formal parent-conferences are arranged through the principal. Parental visits are encouraged to show the student that the parent and the school are interested in his/her development and transition back to his/her home school.

PARENT/GUARDIAN CONFERENCE

From time to time, parents or legal guardians of students at the North Delta Alternative School will be asked to attend a conference with the staff at the school. The staff will attempt to accommodate the parent in regards to setting the time for the meeting.

Failure to attend a conference could result in a report being made to legal authorities as required by Senate Bill 3349, Section 14. The failure to attend a conference is a misdemeanor and punishable by fine.

HARRASSMENT/SEXUAL HARASSMENT/BULLYING/HAZING/DISCRIMINATION

North Delta Alternative School staff is committed to maintaining an educational environment that protects and promote dignity, individual worth, and mutual respect for each individual, and is free from harassment. Students, who bully, haze, harass, discriminate against others, falsely accuse others or retaliate against those investigating or reporting such behavior may be suspended or recommended for expulsion from the Alternative School program.

EMPLOYEE/STUDENT RELATIONSHIPS

Employees should maintain a professional relationship with all students, inside/outside the classroom, by written (texting, e-mailing, tweeting, etc) or oral communications, transporting by all means, in the school community, and in all other areas of conduct.

Unethical conduct by an employee/student is prohibited in the workplace setting.

HB641 specifies legal duty for the superintendent to report misconduct of an employee involving students and provides criminal penalties for failure to report such incidences.

LOST OR STOLEN ITEMS

North Delta Alternative School is not responsible for damaged, lost or stolen items

SCHOOL SAFETY

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is a police officer who serves in the school setting as a problem solver, mediator, and resource individual to students and staff of the North Delta Alternative School.

SAFETY TEAM

North Delta Alternative School has a safety team in place. In addition to the safety coordinator, the School Resource Officer, an administrator, specific teachers have been identified to insist in ensuring that a safe and orderly environment is maintained.

It is the responsibility of the safety team to conduct drills and provide the staff and students with information that help to keep them safe during severe weather or other conditions. Drills are conducted throughout the year at various intervals. To ensure a “what to do” awareness, unannounced drills are conducted. Detailed records are kept on the outcome of the drill and provisions are put in place to correct any problem that occurred.

It is critical that supplies are readily available for the use during emergencies. Therefore, first aid and disaster kits are placed strategically throughout the building.

EMERGENCY DRILLS

In Accordance to current state emergency safety regulations, unannounced emergency drills will be held throughout the year. Detailed escape plans are posted in every classroom and throughout the building that details an escape route to an area of safety. Teachers will inform students of emergency procedures. Students are expected to follow the directions of the teacher during drills quickly, quietly and in an orderly manner.

Weather and Security Drills/Procedures

Tornado Drill - When the signal (**Bullhorn: three long rings**) is given, students will walk in a quiet orderly manner into the hallway, and kneel on the floor close to the sides of the wall with head toward wall and hands crossed over head. They should remain quiet as the teacher calls the roll. A signal (**Bullhorn: one long ring**) will be given when it is time to return to the classroom. Students will not be dismissed from school during the time a tornado warning is in effect. If

students are on the bus, they will be unloaded and brought back into the building. **Tornado drills will not be conducted if there is a favorable chance of a tornado being in the vicinity.**

Tornado Watch: Conditions are favorable for a tornado or severe weather. **Action:** Be alert; Take no action.

Tornado Warning: Tornado has been sighted. **Action:** Take shelter immediately.

Fire – When the signal (**Bullhorn: one long ring**) is given, students will walk orderly in a single file line out of the building and assemble in a designated area. A signal will be given when it is time to return to the building.

Earthquake – If the building or grounds begin to shake, the student **MUST TAKE COVER** under a desk or table immediately. Remain in sheltered position for at least 60 – seconds after tremors have ceased. All clear is to return to your designated area.

Bomb Threat – The personnel of the West Tallahatchie School District shall cooperate with the local police department in carrying out the procedures for dealing with bomb threats.

Lock-Down - The administrator or designee will issue the lock down signal by announcing a warning code through the use of the bullhorn. No one is allowed outside of classrooms until all-clear signal is given. An all clear code will be given by the administrator or designee with a code when the incident is under control.

Intruder – The administrator or designee will issue intruder signal by announcing a warning code through the use of the bullhorn. An all clear code will be issued by the administrator or designee when the incident is under control.

ALTERNATE LOCATION IN CASE OF EMERGENCY

In the event of any type of disaster that requires moving staff and students to an alternate site, we will relocate to the Central Office. If there is a need to move students and staff, we will remain at this alternate location until we receive clearance from the proper officials to return to the school building.

SEARCH/ FRISK

Students are pat searched/frisked every morning upon entry to NDAS. Searches are confined to outer garments which include belt, collar, pockets, shoes, and socks. The search also includes books, coats, folders, jackets, tablets, and any other item in the student's possession. Searches will be conducted by designated school personnel: females will be searched by female personnel and males will be searched by male personnel.

TATTOOS

Tattoos must be covered at all times. Student will be required to wear long sleeves shirts to cover any exposed tattoos.

SECTION 5

Alternative School & Expulsion Procedures

Part I: Expulsion Steps for a Major Infraction

Part II: Placement in Alternative School – Steps for Habitual Offenses

Part III: Procedures for Expulsion for Violating Policy while in Alternative School

Part I: Expulsion Steps for a Major Infraction

1. Student commits a major infraction and SRO is notified (SRO and principal determine if charges will be pressed against student.) If applicable, a threat assessment is completed.
2. Site school principal completes discipline form and enters discipline information into STI pending hearing
3. MSIS clerk submits daily report (Daily Student Discipline-DSD) to State Department of Education
4. Site school principal arranges a discipline hearing and recommends student for expulsion to disciplinary committee - Complete Form A (Major Infraction Section) or Form B and IIP (Part A) - Bring or send the following items to the discipline meeting
 - a. Proof of notification of hearing
 - b. Charge against student
 - c. Proof of offense
 - d. Student records (grades, attendance, discipline records, etc.)
 - e. Other documentation needed for recommendation
 - f. Recommendation for expulsion
5. Disciplinary committee recommends expulsion to the school board
6. Disciplinary committee reports recommendation to MSIS clerk/Principal
7. Site school principal/MSIS clerk updates discipline in STI and submits daily report (DSD) to State Department of Education
8. School board meets, upholds recommendation of the disciplinary committee and expels student
9. On the school day following the school board meeting, the MSIS clerk contacts the central office and is notified of approved expulsion (stamped approved expulsion letter is sent to MSIS clerk)
10. Approved expulsion letter is placed in cumulative folder
11. Site school principal/MSIS clerk adds discipline referral for expulsion to STI and submits a daily report (DSD) to State Department of Education
12. State department of education informs MSIS clerk that expulsion was successful
13. Attendance officer gets notification of expulsion from MSIS clerk
14. Withdrawal forms are completed
15. Student data is printed and attached to withdrawal form
16. MSIS clerk withdraws student

Part II: Placement in Alternative School Steps for Habitual Offenses

1. Student commits 6 offenses requiring removal from classroom and are reported in STI
 - a. All students being discussed for placement must have a completed Student Intervention Plan or a Functional Behavior Assessment, FBA (Tier III) on file to identify the conditions that sustain and motivate the problem behavior.
 - b. The process MUST begin with the building level Teacher Support Team (TST), to be consistent with the “Three Tier” intervention model. Evidence and supporting data as to previous intervention efforts and outcomes are to be recorded on the appropriate forms.

c. For students receiving special services the IEP committee process should run parallel to the intervention process.

2. Based on the school interventionist's recommendation, the TST reviews resulting data from the Student Intervention Plan and determines that the interventions were not successful.

a. The TST chairperson then recommends to the site principal that the student be placed in Alternative School.

b. The site principal completes discipline forms for habitual offenses and enters the information into STI and submits daily report (DSD) to the MDE. For an IEP student, a Manifest Determination ruling must be completed prior to placement.

3. Site school principal arranges a discipline hearing and recommends student for placement in Alternative School to disciplinary committee

- Complete Form A or Form B and IIP (Part A)

- Bring or send the following items to the discipline meeting

a. Proof of notification of hearing

b. Proof of behavioral intervention plan (Tier III)

c. Charge against student

d. Proof of offense

e. Student records (grades, attendance, discipline records, etc.)

f. Other documentation needed for recommendation

g. Recommendation

4. Disciplinary committee recommends Alternative School. Disciplinary committee informs parent/guardian to contact alternative school principal to set up Individual Instruction Plan, IIP meeting. The IIP meeting will be held at the Alternative School Site. The site school principal, site school counselor, alternative school principal, parent/guardian, student, or designee of each must attend this meeting before admission. The meeting should be held within three school days of the hearing.

5. Disciplinary committee reports recommendation to MSIS clerk/principal

6. Site school principal/MSIS clerk updates discipline in STI and submits daily report (DSD) to State Department of Education

7. Placement letter is placed in **cumulative folder**.

Part III: Procedures for Expulsion for Violating Policy while in Alternative School

1. Student violates school/Alternative School policy and procedures while in Alternative School. (case-by-case basis dependent on the severity of the offence and number of violations)

2. Alternative School principal completes discipline form and enters discipline information into STI pending hearing and submits daily report (DSD) to State Department of Education

3. Alternative School principal arranges a discipline hearing and recommends student for expulsion to disciplinary committee - Complete Form A or Form B and IIP (Part A) - Bring or send the following items to the discipline meeting

- a. Proof of notification of hearing
 - b. Proof of behavioral intervention plan (Tier III)
 - c. Charge against student
 - d. Proof of offense
 - e. Student records (grades, attendance, discipline records, etc.)
 - f. Other documentation needed for recommendation
 - g. Recommendation
4. Disciplinary committee recommends expulsion to the school board
 5. Disciplinary committee reports recommendation to MSIS clerk/Principal
 6. MSIS clerk/principal updates discipline in STI and submits daily report (DSD) to State Department of Education
 7. School board meets, upholds recommendation of the disciplinary committee and expels student
 8. On the school day following the school board meeting, the MSIS clerk contacts the central office and is notified of approved expulsion (stamped approved expulsion letter is sent to MSIS clerk)
 9. Approved expulsion letter is placed in cumulative folder
 10. Site school principal/MSIS clerk adds discipline referral for expulsion to STI and submits a daily report (DSD) to State Department of Education
 11. State department informs MSIS clerk that expulsion was successful
 12. Attendance officer gets notification of expulsion from MSIS clerk
 13. MSIS Clerk completes Withdrawal Process. (All Student Data attached)

A completed Discipline Committee Referral Checklist and an Individualized Instruction Plan (IIP) - Part A Form must be submitted to designated central office staff (DDC) 2 days before the Discipline Committee meeting.

**Form
A**

West Tallahatchie School District
Discipline Committee Referral Checklist

Date _____ School _____

Student's Name _____ Grade _____

☐ Teacher Support Team has met on this student (Principal)

☐ Tier Two Intervention (with documentation)

☐ Tier three Intervention (with documentation)

☐ Functional Behavior Assessment was conducted.

☐ Behavior Intervention Plan (with documentation)
(TST Committee, Teachers)

OR _____

☐ Parent Request or Court Order - Collected all existing data and submit.

☐ Major Infraction - Collect all existing data and submit.

=====

**Form
B**

West Tallahatchie School District
Discipline Committee Referral Checklist for IEP Students

On _____ (date) the IEP Committee recommends that this student be placed in Alternative School for _____ days, beginning on _____

☐ IEP meeting held to determine need for Functional Behavioral assessment. (IEP Committee)

☐ Functional Behavioral Assessment was conducted. (TST Chair)

☐ Behavior Intervention Plan was implemented. (TST Chair)

☐ Behavior Plan data collected. (Teacher)

☐ Manifestation Determination form completed. (IEP Committee)

☐ IEP revised to reflect change in student's services and/or placement. (IEP Committee)

Steps for Referral to Alternative School

Step	Responsibility	Task
1.	Site School Principal/IEP Committee/Teacher Support Team (TST)	For Habitual Offenders a. All students being discussed for placement must have a Student Intervention Plan or a completed Functional Behavior Assessment, FBA (Tier III) on file to identify the conditions that sustain and motivate the problem behavior. b. The process MUST begin with the building level Teacher Support Team (TST), to be consistent with the “Three Tier” intervention model. Evidence and supporting data as to previous intervention efforts and outcomes are to be recorded on the appropriate forms. c. For students receiving special services the IEP committee process should run parallel to the intervention process.
2.	Site School Principal /IEP Committee/ (TST	For Habitual Offenders Based on the school interventionist’s recommendation, the TST reviews resulting data from the Student Intervention Plan and determines that the interventions were not successful. a. The TST chairperson then recommends to the site principal that the student be placed in Alternative School. b. The site principal completes discipline forms for habitual offenses and enters the information into STI and submits daily report (DSD) to the MDE. For an IEP student, a Manifest Determination ruling must be completed prior to placement
3.	Site School Principal	Contact Disciplinary Committee Chair to schedule a disciplinary hearing by email
4.	Disciplinary Committee Chair	IIP - Part A - sent to Site School Principal by e-mail. Cc Alternative School and Alternative School Principal by e-mail.
5.	Site School Principal	Send completed IIP - Part A to Disciplinary Committee Chair
6.	Site School Principal	Bring all forms to disciplinary meeting (The disciplinary committee will not make a recommendation until all forms have been received) a. Manifestation Determination form completed when applicable. b. Proof of notification of hearing c. Proof of behavioral intervention plan (Tier III) d. Charge against student e. Proof of offense f. Student records (grades, attendance, discipline records, etc.) g. Other documentation needed for recommendation h. Recommendation i. Attachments to the proposed IIP- Part A
7.	Disciplinary Committee Chair	Contacts Site School Principal, Parent, and Alternative School of recommendation. Advises parent to contact Site School principal to set up IIP meeting
8.	Disciplinary Committee Chair	Letter sent to parent/guardian. Cc: Central Office, Site School Principal, Site School Counselor, MSIS Clerk, Alternative School, Alternative School Principal, and SPED Department when applicable
9.	Site School Principal	Informs Alternative School of date/time of IIP Meeting
10.	Alternative School	Informs Alternative School Principal of date/time of IIP Meeting
11.	Alternative School/Site School Principal	IIP meeting at site school with all stakeholders, counselor, teachers, parent, etc. where IIP – Part B will be completed
12.	Alternative School/Site School Principal	Advises parent to take student to meet with Alternative School Principal to discuss policies, procedures, etc
13.	Alternative School	Send completed IIP – Part B to Disciplinary Committee Chair, Site School Principal and send completed IIP – Part A & B to Alternative School Principal 1 week after IIP meeting

Checklist of Required Forms to be kept by Each Stakeholder

Alternative School

- IIP - Part A
- IIP - Part B
- Counseling/Advisor sign-in/verification form (1 per nine weeks)
- Signature page from Alternative handbook
- Progress reports
- Report cards
- Accommodation page SPED
- SPED sign- in form (as stated in IEP)
- Behavioral Modification Form
- ICAP
- Functional Skills Assessment
- Behavioral Progress Chart

Site School Principal's Forms

- IIP - Part A
- IIP - Part B
- Progress Reports
- Report Cards

Disciplinary Committee Forms

- All evidence presented at hearing (Step 6)
- IIP - Part A
- IIP - Part B
- Behavioral Plan or Student Intervention Plan
- Letter of determination from committee

**West Tallahatchie School District
Dr. Sherry T. Ellington, Superintendent
6470 Friendship West Road
Sumner, MS 38957**

Notice of Disciplinary Hearing

To the Parents/Guardians of : _____

Address: _____

Telephone: _____

Pursuant to the Mississippi code and the West Tallahatchie School District Board policy, a hearing has been scheduled before the West Tallahatchie School District Disciplinary Committee for:

Student: _____

School: _____ Grade: _____ Date of Birth _____

The hearing will be held on : Date: _____ Time: _____

The hearing will be held at the : West Tallahatchie School District's Central Office
(Front Classroom)
6470 Friendship West Road
Sumner, MS 38957

The purpose of this hearing will be to consider a charge or charges against the above named student. If found guilty of the charge or charges, the student may be subject to suspension or expulsion from school for more than ten (10) days. Additionally, other conditions may be required for readmission to school.

Specifically, the student is charged with: _____

Your child has certain rights with regard to the hearing. Among those rights are:

- (1) The right to be represented by counsel;
- (2) The right to question witnesses at the hearing;
- (3) The right to refrain from testifying, since any testimony given by the student may be used against him/her;
- (4) The right of the student to testify on his/her behalf;
- (5) The right to appeal the decision of the Disciplinary Committee

SECTION 6

Forms

SECTION 5 – FORMS (pages 106-116)

West Tallahatchie Alternative School Program Contract	107
West Tallahatchie Alternative School Notice of Uniform Requirement	108
West Tallahatchie Alternative School Handbook Notification Receipt	109
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ALL FORMS SHOULD BE SIGNED AND RETURNED TO THE SCHOOL

WEST TALLAHATCHIE SCHOOL PROGRAM CONTRACT

I understand that the west Tallahatchie Alternative Program will provide me with an opportunity to improve my academic performance, my behavior and my attitude. In this program, I will be allowed to progress academically and improve my behavior and attitude through self-evaluation and counseling.

In order to be considered for release from the West Tallahatchie Alternative Program, I agree to:

1. Be punctual and attend school on a regular basis and not to exceed five (5) days of absence per grading period.
2. Participate willingly in all class instruction and complete all homework assignments.
3. Maintain a grade of 65 or above in all classes.
4. Accept responsibility and the consequences for my actions.
5. Be respectful and courteous to teachers, the administrator, and the other staff members, and other students at all times.
6. Refrain from using drugs or tobacco products at school or in the vicinity of the school.
7. Bring paper, pencil and or/ink pen to school each day.

If at any time during my stay at the West Tallahatchie Alternative School, I do not follow these guidelines, I understand that I can be removed to a lower level or be referred for expulsion without services.

Student's Signature

Parent/Guardian's Signature

Date

Date

**WEST TALLAHATCHIE ALTERNATIVE SCHOOL
NOTICE OF UNIFORM REQUIREMENT TO PARENT/GUARDIAN**

I have received a copy of the West Tallahatchie Alternative School's Notice of Uniform Requirements I understand that uniforms are being required to help ensure a safe and orderly learning environment for my child, other students and the staff during the school day.

I also understand that this notice is given to parent(s) or legal guardian(s) so that they may be fully informed regarding the uniform requirements for my child while he/she is attending the North Delta Alternative School.

Student's Signature

Date

STUDENT UNIFORM REQUIREMENTS

Students attending West Tallahatchie Alternative School are required to wear uniforms to assist in maintaining a safe and orderly learning environment. Research indicated that uniform attire enhances school safety, improves the learning environment, reduces tension between students, promote good behavior, improves a child's self-respect/self-esteem, and results most times, in a cost savings for families. Based on the benefits associated with wearing school uniforms, the West Tallahatchie County Board of Education has made school uniforms mandatory for students in grades K-12 that began for the school term of 2004 -2005. Students attending West Tallahatchie Alternative School are required to wear uniforms each day. **We ask that parents/guardians support us by having your child dressed appropriately each day.**

All students are required to abide by the following uniform requirements:

1. Tan khaki pants, shorts, or skirts;
2. Two (2) or three (3) buttons down white uniform shirt with a collar; (no undershirts are allowed as a top shirt);
3. Solid white, solid black or solid brown tennis shoes or leather shoes;
4. Solid socks must be black, white or brown (no symbols); (no colors on the toes or heels);
5. Shoestrings must match shoes and be in solid color;
6. Belts (dress style) must be solid black or brown;
7. Belts must be worn at all times and at waist length;
8. Belt buckles must be the same size as the belt. No symbols on belts or belt buckles;
9. No paraphernalia that may causes class disruption or enhances/promotes gang behavior;
10. Hats, doo rags, or bandanas are not allowed;
11. Males are not allowed to wear braid, twists, or dreadlocks;
12. Pullover jackets, hooded jackets or sweatshirts are not allowed;
13. No shorts nor skirts will be worn 2" above the knees;
14. Shirt tails are to worn tucked neatly in the bottom apparel at all times

STUDENT HANDBOOK NOTIFICATION RECEIPT

I have received a copy of the West Tallahatchie Alternative School Handbook. I understand that this handbook is to be given to parents or legal guardian(s) so that they may be fully informed regarding policies and procedures of the West Tallahatchie Alternative School.

Parental Responsibility and the Law Weapons' Possession.

A parent may be guilty of a misdemeanor and fined up to \$1,000 and or up to six (6) months in the county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon. 97-37-MS Code Annotated 1972

- 1. General Responsibility for Child's Act.** A parent, guardian, or custodian of a compulsory school-age student enrolled in a public school shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (fines not to exceed \$3,500). 37-11-53 MS Code Annotated 1972.
- 2. Damages.** The public school district is entitled to recover up to \$20,000 in damages in addition to any other recovery, from parents of a child (7 to 17 years of age) who maliciously and willfully damages or destroys property belonging to the School District.
37-11-53 MS Code annotated 1972
- 3. Attendance of Discipline Conference.** Any parent, guardian, or custodian of a compulsory school-aged child who shall fail to attend a discipline conference, to which such parent, guardian, or custodian has been summoned, shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed \$250. 37-11-53 MS Code Annotated 1972

Any parent, guardian, or custodian of a compulsory school-aged child who refuses or willingly fails to perform any of the duties imposed, shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed \$3,500. 37-11-53

Parent/Guardian(s) Receipt of Handbook

This is to verify I have received from North Delta Alternative School a copy of my child's handbook and that I have read the rules, regulations and guidelines which includes the district's discipline plan and the Prevention of School Violence Act

Parent's/Guardian's Signature

Date

West Tallahatchie School District Internet Acceptable Use Policy

Internet access is now available to students and staff in the West Tallahatchie School District. Our goal in providing this service is to further the mission of the West Tallahatchie School District and to provide a quality formal education to enable the students to achieve academic success and become productive contributing members of society. Internet access is to be used for educational purposes.

Pupil Guidelines for Internet Use

Pupils are responsible for good behavior on the Internet, just as they are in a classroom or a school corridor. General school rules apply. Access is a privilege, not a right, and that access requires responsibility.

Individual users of the Internet are responsible for their behavior and communications over the network. Users will comply with school standards and honor the agreements they have signed.

Computer storage areas, floppy disks, and flash drives will be treated in a similar manner as school lockers. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect stored files to be private.

Students are responsible for good behavior when using the district's electronic information resources and network services just as they are in a classroom or school hallway. Any action by a student that is determined by an administrator to constitute an inappropriate use of electronic information resources or network services may result in termination of the student's privileges. Staff's privileges to use these resources may initiate other action in compliance with the district's discipline policy.

During school, teachers will guide pupils toward appropriate materials. Families bear responsibility for providing such guidance, as they must exercise with other information sources, such as television, telephones, movies, radio, and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive or inappropriate messages or pictures
- Using obscene or inappropriate languages
- Harassing, insulting or attacking others
- Damaging computers, computer systems, computer networks or changing computer settings
- Violating copyright laws

- Using others' passwords or teachers' logins
 - Trespassing in others' folders, works or files
 - Intentionally wasting resources
 - Using network for commercial purposes
 - Installing **any** software on West Tallahatchie School District computers
 - Downloading **any** files without a teachers' permission
 - Revealing personal addresses, phone numbers or students' name
 - Participating in chat sessions not supervised by a teacher
- Users are to notify an adult immediately if they encounter materials, which violate the rules of inappropriate use.

Students are to be prepared to be held accountable for their actions and for disciplinary consequences if the ***Acceptable User Policy*** is violated. The West Tallahatchie School District makes no warranties of any kind, whether expressed or implied, for the services it provides. The West Tallahatchie School District will not be responsible for any damages suffered while on this system. These damages include, but are not limited to: contact with inappropriate materials or information, loss of data, non-deliveries, mis-deliveries, or service interruptions regardless of cause. Use of any information obtained via the information system is at users' risk. West Tallahatchie School District specifically disclaims any responsibility for the accuracy of information obtained through its services. Any student not abiding by these rules will be denied access to the ***Internet*** for the rest of the semester.

This policy may be amended from time to time to reflect changes deemed necessary to the needs of the District.

Section I (Parent 's Signature Required)

I, the parent/guardian or _____ have read and discussed the West Tallahatchie School District's Acceptable Use Policy with my child. I understand that access to the Internet is designed for educational purposes. I recognize that it is impossible to restrict access to all controversial materials. I will not hold the district, school, and school responsible for materials students' access or acquire through the computer. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give my permission for my child to use the Internet while at school according to the rules above.

Parent's or Guardian's Name (Please Print): _____

Parents' or Guardian Signature: _____

Date: _____

Section II

I prefer that my child _____ not use the Internet while at school.

Parent's or Guardian's Name (Please Print): _____

Parent's or Guardian's Signature: _____

Date: _____

R. H. BEARDEN ELEMENTARY SCHOOL BUS RULES RECEIPT FORM

**PLEASE COMPLETE THIS FORM IF YOUR CHILD IS ELIGIBLE TO RIDE A BUS
TO SCHOOL.**

- Be courteous to and follow the instruction of your bus driver.
- Do not distract the driver's attention unless necessary.
- Talk to friends in a normal tone; do not shout.
- Keep head, hands, and other articles inside the bus.
- Do not bring unauthorized articles on the bus.
- Do not smoke or use profane language.
- Do not fight or scuffle.
- Do not eat on the bus.
- Student should remain seated until the bus stops.
- I understand that riding the bus is a privilege granted to my child only as long as he/she abides by the rules.

Student's Name

Bus #

School

Grade

Parent/Guardian Signature

Date

**R. H. BEARDEN ELEMENTARY SCHOOL
HANDBOOK RECEIPT FORM**

Things I pledge to do as a student of R. H. Bearden Elementary School:

1. Respect my teachers and classmates.
2. Study hard, and do my homework.
3. Listen in class.
4. Be courteous at all times.
5. Read something every day with the purpose of understanding.
6. Turn in found items to my teacher.
7. Report violations of policy to my teacher.
8. Help keep my school neat and clean.
9. Take care of school property.
10. Be at school every day I can.
11. Make up work as soon as possible after an absence.
12. Dress neatly and appropriately.
13. Extend helping hands to visitors.
14. Show the same respect for substitute teachers as I do for regular classroom teachers.
15. Carry the necessary classroom materials and books to class daily.

Please sign the section below and return it to the school.

Thank you for your cooperation and continued support.

.....**Cut & Return**

Student's Name _____ **Date** _____

Student's Signature _____

Parent/Guardian's Signature _____

WEST TALLAHATCHIE HIGH SCHOOL OMITTED REGULATIONS AND/OR POLICIES

We recognize the fact that this publication does not contain all of the rules and regulations of the West Tallahatchie School District or the individual schools within the district but it does give each student, parent or guardian a general understanding of many things that do concern each.

If you have questions about anything not covered in this publication, please feel free to contact the principal of the school your child attends.

Policies, regulations or procedures are subject to change. Changes are mandated either by law C state or federal, Board of Trustees C and we shall endeavor to keep you informed and include said changes in future publication of the handbook.

The purpose of this handbook is to inform students and parents of the policies and procedures of the West Tallahatchie School District. Students and parents/guardians will be able to avoid confusion and misunderstandings by being familiar with the contents of this handbook,

Please sign the form below and return it to your child's homeroom teacher within three (3) days of receipt of this handbook.

Cut and return

We, the undersigned, have read and understand the policies, procedures and expectations as outlined in the West Tallahatchie High School's Student Handbook. We further understand that it is the responsibility of the student and of the parent/guardian to abide by the policies, rules, procedures, and expectations set forth in this student handbook.

Parent/Guardian's Signature

Date

Student's Signature

Date

EQUAL EDUCATIONAL OPPORTUNITIES

According to Section J, Policy code JAA of the district's policy, every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.