

Attala County Schools

Teacher Handbook



2021-2022

Attala County School District is an equal opportunity employer and does not discriminate on the basis of race, sex, national origin, or disability.

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Teachers Handbook

This handbook has been prepared for the purpose of providing information concerning the operation of the schools and is an attempt to clarify the more basic duties and responsibilities of teachers. It is expected that teachers will become thoroughly acquainted with the provisions contained herein and that a common practice will result. Additional duties and responsibilities, not included in this handbook, may be required of teachers. Teachers are also expected to be knowledgeable about the policies set forth in the Attala County School District policy manual, which may be found on the Attala County District's website. If there are any questions concerning these directions or if it is felt that a change in procedure would contribute to the improvement of the school, it is requested that these matters be brought in writing to the attention of the principal.

Mission Statement

The Attala County School District, along with all stakeholders, is committed to producing students that are lifelong learners who thrive in an ever-changing global society.

Our Vision

The Attala County School District shall be a top ranked learning community where all students graduate ready for college and or career success.

We Believe...

- Our chief priority is doing what is best for students
- All students have the capacity to learn and the right to reach their full potential
- Students deserve faculty and staff who are caring, competent, and knowledgeable
- A safe and supportive environment enhances student achievement
- A quality education is provided through continual evaluation to ensure all stakeholders are growing

Job Description

(ACSB Policy GBBA)

Title: Teacher	Qualifications: As set by state certification	Reports To: Principal
Job Goal: Lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.		
Terms of Employment: Nine-month year/187 days		Salary: According to current salary schedule

Performance Responsibilities

(ACSB Policy GBBA)

1. Demonstrate commitment to the job through attendance and punctuality.
2. Meets and instructs assigned classes in the locations and at the time designated.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of individuals or student groups involved.
7. Strives to implement by instruction and action the districts' philosophy of education and instructional goals and objectives.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Evaluates students' progress on a regular and ongoing basis.
10. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
11. Assists, upholds, and enforces school rules, administrative regulations, and Board Policy.
12. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so within reasonable terms.
13. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
14. Attends and participates in faculty meetings and school events including; Open House, graduation, and designated duty.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Accepts a share of responsibilities for curricular activities as assigned.
17. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
18. Establishes and maintains cooperative relations with others.
19. Provides for his/her professional growth through an ongoing program of learning, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
20. Maintains teacher certification and license.
21. Performs any other reasonable service.

Code of Ethics

All employees of Attala County School District, both classified and non-classified, are expected to conform to high standards of ethical behavior in the performance of their duties. A code of ethics, developed by the Mississippi Department of Education, is listed below as a guide to ethical conduct. This conduct is designed to protect the health, safety and general well-being of students and employees throughout the school district.

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (**Standard 4**). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (**Standard 4**).

Code of Ethics Standards of Conduct

Standard 1: Professional Conduct *An educator should demonstrate conduct that follows generally recognized professional standards.*

1.1. Ethical conduct includes, but is not limited to, the following:

- a. Encouraging and supporting colleagues in developing and maintaining high standards
- b. Respecting fellow educators and participating in the development of a professional teaching environment
- c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- d. Providing professional education services in a nondiscriminatory manner
- e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
- f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children.

1.2. Unethical conduct includes, but is not limited to, the following:

- a. Harassment of colleagues
- b. Misuse or mismanagement of tests or test materials
- c. Inappropriate language on school grounds or any school-related activity
- d. Physical altercations
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2: Trustworthiness *An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*

2.1. Ethical conduct includes, but is not limited to, the following:

- a. Properly representing facts concerning an educational matter in direct or indirect public expression
- b. Advocating for fair and equitable opportunities for all children
- c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

2.2. Unethical conduct includes, but is not limited to, the following:

- a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 4. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
- b. Falsifying records or directing or coercing others to do so.

Standard 3: Unlawful Acts *An educator shall abide by federal, state, and local laws and statutes and local school board policies.*

3. Unethical conduct includes, but is not limited to:

the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Educator/Student Relationships *An educator should always maintain a professional relationship with all students, both in and outside the classroom.*

4.1. Ethical conduct includes, but is not limited to, the following:

- a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/ student authority while expressing concern, empathy, and encouragement for students.
- b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
- c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- d. Creating, supporting, and maintaining a challenging learning environment for all students.

4.2. Unethical conduct includes, but is not limited to, the following:

- a. Committing any act of child abuse
- b. Committing any act of cruelty to children or any act of child endangerment
- c. Committing or soliciting any unlawful sexual act
- d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
- e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
- f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical, or romantic relationship with students.

Examples of these acts may include but not be limited to:

- 1. sexual jokes
- 2. sexual remarks
- 3. sexual kidding or teasing
- 4. sexual innuendo
- 5. pressure for dates or sexual favors
- 6. inappropriate touching, fondling, kissing or grabbing
- 7. rape
- 8. threats of physical harm
- 9. sexual assault
- 10. electronic communication such as texting
- 11. invitation to social networking
- 12. remarks about a student's body
- 13. consensual sex.

Standard 5: Educator/Collegial Relationships. *An educator should always maintain a professional relationship with colleagues, both in and outside the classroom*

5. Unethical conduct includes but is not limited to the following:

- a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- b. Harming others by knowingly making false statements about a colleague or the school system
- c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

Standard 6: Alcohol, Drug and Tobacco Use or Possession *An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.*

6.1. Ethical conduct includes, but is not limited to, the following:

- a. Factually representing the dangers of alcohol, tobacco, and illegal drug use and abuse to students during the course of professional practice.

6.2. Unethical conduct includes, but is not limited to, the following:

- a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
- b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
- c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property *An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*

7.1. Ethical conduct includes, but is not limited to, the following:

- a. Maximizing the positive effect of school funds through judicious use of said funds
- b. Modeling for students and colleagues the responsible use of public property.

7.2. Unethical conduct includes, but is not limited to, the following:

- a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
- b. Failing to account for funds collected from students, parents or any school-related function
- c. Submitting fraudulent requests for reimbursement of expenses or for pay
- d. Co-mingling public or school-related funds with personal funds or checking accounts
- e. Using school property without the approval of the local board of education/governing body.

Standard 8: Remunerative Conduct *An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.*

8.1. Ethical conduct includes, but is not limited to: the following:

- a. Insuring that institutional privileges are not used for personal gain
- b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

8.2. Unethical conduct includes, but is not limited to, the following:

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
- c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

Standard 9: Maintenance of Confidentiality *An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.*

9.1. Ethical conduct includes, but is not limited to, the following:

- a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
- b. Maintaining diligently the security of standardized test supplies and resources.

9.2. Unethical conduct includes, but is not limited to, the following:

- a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
- b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
- c. Violating other confidentiality agreements required by state or local policy.

Standard 10: Breach of Contract or Abandonment of Employment *An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.*

10. Unethical conduct includes, but is not limited to, the following:

- a. Abandoning the contract for professional services without prior release from the contract by the school board
- b. Refusing to perform services required by the contract.

Teacher Dress

(ACSB Policy GAA)

Teaching is a professional career and teachers shall dress accordingly. No provocative and inappropriate attire will be tolerated. The school administrator is the final authority in the terms of appropriate and professional dress. Below are a few items, concerning dress, that have been questioned in the past:

1. All dresses/skirts shall strike the bend of the knee in a standing position and no excessive splits
2. Blouses/tops cannot show undergarments.
3. No halters, spaghetti style, or single arm/shoulder tops.
4. Tight fitting clothing.
5. Leggings, jeggings, and tights may be worn but an outer garment must be worn that reaches the bend of the knee.
6. Hats, of any kind, cannot be worn in buildings.

Sick Leave (ACSB Policy GBRI)

Sick leave shall be granted by the Board according to the following minimum standards as authorized and required by sections 37-7-304 of the Mississippi Code of 1972, as amended in 1986 by section 13, SB 2117.

1. Every certified professional employee, teacher assistant, and school secretary shall be credited at the beginning of the school year with nine (9) days sick leave with pay, two (2) of which may be used as personal leave.
2. Any unused leave shall be carried over to the next year and subsequent years. All school districts shall allow unlimited accumulated sick leave to be used as credit toward retirement. Personal leave days shall accumulate up to five (5) days, after which they will roll over to sick leave days.
3. After a certified employee uses all sick leave, the employee shall be allowed ten (10) additional days of leave with the rate of compensation paid to substitutes deducted from the pay of the teacher for each of the ten days. Upon use of all sick leaves, personal days, and excused sick days a full deduction from salary of employee will be made for each day absent thereafter. For all unexcused absences, a full deduction will be made from salary of employee for each day absent.
4. Professional leave NOT initiated by the district will be at the employee's own expense unless special permission is obtained from the principal.

Bereavement Leave (ACSB Policy GBRI)

Each school employee shall be provided additional leave with pay of one (1) day, in the event of the death of an immediate family member. This leave shall apply to one degree of separation such as father, mother, brother, sister, son, daughter, or spouse. This leave cannot be carried over or transferred.

Teacher Absences (ACSB Policy GBRI)

State law will be followed regarding teachers who have excessive absences and their receiving credit for a year's experience. In the event a teacher finds it necessary to be absent, he or she should notify the principal. Whenever it is necessary to have a substitute, the teacher should make sure that daily schedules, class record book, lesson plan book, and other necessary information are available for the substitute teacher. If a teacher is to be absent for a half a day or less, notification should be made at least one day prior to the absence. A substitute will be needed in such cases and will be paid for half a day. If a teacher wishes to use a personal leave day, he or she shall notify in writing the principal at least three days before he or she plans to be absent. Leave days three weeks prior to state testing and exams shall be limited. Teachers shall not schedule appointments for themselves or their children or ask for personal leave days during exams, state testing, or teacher workdays.

Reasons For Absences (ACSB Policy GBRI)

Personal Illness: Absences due to personal illness or injury of the employee or absence necessitated by exposure of contagious disease that would be dangerous to others.

Family Illness: Absence due to family illness is defined as absence resulting from the serious illness or injury of a grandparent, parent, parent, sibling, spouse, child, grandchild, or any other relative living in the home of the employee.

Bereavement: Absence due to bereavement shall be defined as absence for the death of a grandparent, parent, sibling, spouse, child, grandchild, aunts/uncles (one generation removed), or any other relative living in the home of the employee.

Legal Commitments and Transactions: Absence due to legal commitments and transactions shall be defined as absence resulting from the subpoena of an employee to appear in court by lawful authority when there is no financial or personal interest on the part of the employee involved.

Jury Duty: Jury Duty is a civil duty and will not count against the employee.

****No deductions shall be made from the pay of a teacher who is sick or disabled until all the unused sick leave has been used.**

Personal Leave (ACSB Policy GBRI)

Principal must be notified in writing at least three (3) days prior to the personal leave day. Lesson plans must be approved by the principal prior to taking a personal leave day. Personal leave will not be granted the day before or after a school holiday, during any testing periods or days, or on staff development day. Personal leave shall not be taken on the first or last day of a school term. Personal leave may be used for professional purposes such as teacher seminars, class, professional training, or association designed for educators.

Professional Leave (ACSB Policy GBRI)

Professional leave will be defined as any leave identified by district level or the school principal as beneficial to further the educational process of the school. Teachers will be identified to attend training by the school principal or district personnel.

Teachers will be allowed professional leave without losing any personal or sick leave days. Lesson plans and all relevant materials must be prepared for the substitute teacher before the teacher leaves.

Leave During Planning Time

Teachers may be granted time to leave during their planning time at the discretion of the principal. This liberty shall not be abused and can be revoked if abused. The principal or his/her designee must be notified in the event of requested leave during planning time.

School Board Rules And Regulations Regarding Leave

(ACSB Policy GBRI)

1. A certificate/excuse is required from a physician or medical practitioner if the absence is for four (4) consecutive days at any time, or two (2) consecutive days immediately before or after a non-school day.
2. In the event of a “materially” false statement by the teacher as to the cause of absence, penalties include a full deduction of pay, entry on the work record of the teacher and other appropriate penalty.
3. Accumulated or future sick leave may be forfeited if a teacher’s absence is caused by optional dental or medical treatment or surgery, which could have been provided without medical risk at a time when school was not in session.

Absence Due To An Emergency

(ACSB Policy GBRI)

With respect to an emergency, a teacher or other employee forced to leave work shall be credited with ½ day sick leave. This applies to credit and substitute pay.

Salesmen And Solicitors-Staff Member Solicitations and Club Sales

Salesmen who call on schools shall secure the permission of the principal before contacting a teacher while on duty. The principal will accompany the salesman to the teacher’s room if it appears necessary. Teachers will not sell, solicit for sale, or advertise for sale merchandise or service or organize students for such purposes without approval of the building principal. Schools may participate in fund raising activities as long as they do not interrupt the school day. Staff members in charge of clubs or organizations are allowed two (2) fundraisers per semester.

School Visitation Policy

All members of the community are cordially invited to attend school programs and functions. No student is to have visitors in the building or on the campus during school hours. **ALL visitors** are to report to the school office upon arrival on campus. No oversized purses, bags, briefcases, or any types of suspicious bags will be allowed inside the school. All visitors must leave their ID and car keys in the office to gain admittance into the building. The administration of the school reserves the right to allow visitation at their discretion. All exterior doors are clearly marked with instructions for visitors to report to the principal's office. **UNAUTHORIZED VISITORS MAY BE SUBJECT TO PROSECUTION.**

Supervision In Hallways

From the time students are admitted in the building in the morning until they leave the building in the afternoon, each teacher is responsible for maintaining order near his/her room. **ALL TEACHERS ARE RESPONSIBLE FOR ALL STUDENTS AT ALL TIMES.**

Recording Grades

(ACSB Policy IHA)

Teachers should give enough grades to determine a fair representation of the student’s ability. Grades will be recorded in the district computerized database. Grades will be transferred into the district’s student information database in a timely manner. Teachers will be expected to grade and return all written work within a week.

Grading System

(ACSB Policy IHA)

High School

90-100: A
80-89: B
70-79: C
65-69: D
Below 65: F

Elementary

90-100: A
80-89: B
70-79: C
65-69: D
Below 65: F

****The retention of a student or repetition of a grade in K-12 for the sole purpose of participating in extra-curricular activities is prohibited.**

Averaging Of Grades

Elementary

- A. There should be enough grades for an adequate representation of the student's ability.
- B. At least five test grades per nine weeks must be assigned.
- C. Daily and homework grades will count 40% and unit tests will count 60%.
- D. All grades shall be entered within an appropriate time frame of assigning the grade.

High School

- A. There should be enough grades for an adequate representation of the student's ability.
- B. At least five test grades per nine weeks must be assigned.
- C. 1st Nine Weeks=daily and homework grades-40%, and unit tests-60%
- D. 2nd Nine Weeks= daily and homework grades-40%, and unit tests-60% and semesters exam 2 test grades
- E. 3rd Nine Weeks= daily and homework grades-40%, and unit tests-60%
- F. 4th Nine Weeks= daily and homework grades-40%, and unit tests-60% and semesters exam 2 test grades
- G. Nine weeks averages will be averaged together to determine the semester and final averages. The two semesters averages will be added together and divided by two to determine the final average.
- H. All grades shall be entered within an appropriate time frame of assigning the grade.

Junior High and High School Exemption

Students may be exempt from exams at the end of the 4th nine weeks. Requirements for exemption are as follows:

1. Final average of 70 or above **and** perfect attendance during the year or,
2. Final average of 80-89 **and** 5 or fewer absences during the year or,
3. Final average of 90 and above.

Exemptions are calculated at the end of the school year and the following criteria must be followed:

-Students with an out-of-school suspension cannot be exempt.

-Students that owe fines or fees cannot be exempt.

-Exemptions are calculated per class.

-All absences count toward exemption status

-The principal has the final authority in all cases of exemption.

Honor Roll

Superintendent's Honor Roll= students maintaining a "A" average in all subject areas

Principal's Honor Roll= students maintaining a "B" average in all subject areas

Cumulative Records

(ACSB Policy JR)

Each homeroom teacher is expected to complete student cumulative folders in adherence with State Department of Education regulations. Copies of these regulations may be secured in the school principal's office. Grade report labels will be printed from SAM7, the district's student information database. Homeroom teachers will affix these labels to his/her homeroom students' records. Pre. K and Kindergarten teachers will use black ink only when recording information their students' folders.

Teacher-Teacher Relations

(ACSB Policy GAA)

Teachers are expected to develop and maintain a positive relationship with co-workers and exhibit a spirit of professional cooperation at all times. Teachers are also encouraged to regularly meet on instructional levels and identify problems of general concerns. Meetings should involve the principal.

Classroom Environment

(ACSB Policy GAA)

The teacher is expected to maintain an orderly, neat, and well-disciplined classroom.

You may find the following pointers helpful in organizing your classroom:

1. Maintain good physical conditions in the classroom
 - a. Give proper attention to lighting, heating, and ventilation.
 - b. Keep desk, tables, and floors, clean, tidy, and free from waste paper at all times.
 - c. Keep blackboard/whiteboards clean and neat and bulletin boards up-to-date, interesting, and attractive.
 - d. Arrange bookcases, shelves, maps, and other equipment in an orderly fashion.
 - e. Use pictures and decorations to add to the orderly, attractive appearance of the room.
 - f. Student committee and group assignments will help to develop pride in the good housekeeping program.
 - g. Do not eat or drink when students are present or allow students who are present to do so except during authorized breaks for this purpose.

- h. Do not use tobacco products on school grounds or chew gum when students are present or allow them to do so.
- 2. Organizing Routines:
 - a. Give attention to individual needs such as vision and hearing when seating pupils.
 - b. Begin and end all activities promptly
- 3. Establish Teacher-Pupil Rapport:
 - a. Establish an atmosphere of mutual respect.
 - b. Allow your pupils to share in planning both class activities and lesson exercises.
 - c. Establish good listening habits on the part of your pupils.

Use Of School Time

(ACSB Policy GAA)

Teachers are expected to use school time for school-related work, classroom preparation, or conferences with students or parents. Planning periods during or after school, elementary music breaks, etc., are not to be for hobbies, crafts, or social activities.

Lesson Plans

All teachers shall prepare lesson plans which shall be used as a guide and shall be uploaded onto the SAM online database weekly. All lesson plans should be based on the state curriculum and made available as instructed by the building principal. Lesson plans will follow either a district mandated or school mandated format; as directed by the superintendent.

Textbooks

Textbooks will be supplied for each student as needed, in some cases, this will be a classroom set. These books are made available by the State and should be used with proper care. All textbooks should be covered. The adjusted price of a book must be paid if it is lost and a fine paid in the event of damage. Money collected for fines or lost books is put in the textbook fund. Parents agree to assume full responsibility for books issued to their children when they sign the book card or student handbook at the opening of school.

School Activity Funds

All activity funds raised shall be turned in to the school office for deposit. The principal shall act as the treasurer of such funds and shall be responsible for receipt and handling of these funds. Any purchases made from activity funds, for any purpose, must be approved by the principal. All checks will be signed by the principal and include a purchase order and receipt to verify a legal transaction. Any money received by a teacher shall be receipted by the teacher and the money turned in daily to the office. The office shall receipt these funds and prepare a deposit in the amount of the receipted total.

School Club Funds

All clubs or organizations at the school level shall be organized and sponsored by a certified staff member(s). This staff member(s) shall be responsible for organizing a club account through the school office and approved by the school principal and school board. Any and all funds raised for the club/organization shall be receipted by the sponsor(s) and turned into the school office for deposit into the account for that specific club or organization. Monies shall be dispersed by the sponsor of the club through the office by approval of the principal.

Field Trips

(ACSB Policy IFCB)

A field trip is defined as a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school. Field trips that meet this definition and are approved by the building principal shall be delivered to the superintendent for final approval. Field trips shall be supported by the Board of Education, contingent upon the resources of the school system. Field trips are limited to two trips per year for Pre. Kindergarten and Kindergarten and one trip per year for grades First through Twelfth.

Telephone and Cell Phone Usage

(ACSB Policy IFBB)

Telephones are placed in the schools by the Board for official, emergency, and other school related uses, as deemed appropriate by the school principal. Personnel should refrain from making personal phone calls except in cases of emergency. No teacher should leave his/her students during class time to return a call except in an emergency and if his/her class is monitored. A callback message will be taken and relayed to the teacher. **Cell phones shall not be used during instructional time or seen in use by students.**

Student Cell Phone Usage

Cellular phones, ear-buds, and other electronic devices are disruptive to the educational process and shall not be VISIBLE during any instructional time or on the school campus; they are allowed on activity trips. On the first violation, these devices will be confiscated and returned to the parent or legal guardian only and warned. On the second violation, these devices will

be confiscated and returned to the parent or legal guardian only and the student will serve 1 day of ISS. On the third violation, these devices will be confiscated returned to the parent or legal guardian only and the student will serve 5 days ISS. On the fourth violation, these devices will be confiscated and returned to the parent and the student will serve 3 days OSS. Any further violations of this policy will result in placement in alternative school. Refusal to turn phone in will result in 3 day OSS and second refusal will result in placement in alternative school. Any electronic device used to record/capture any violation of school policy may be subject to confiscation, used as evidence, and returned. Any electronic device found in any search may be confiscated and subject to the above procedures. **All cell phones seen shall be confiscated.**

Janitorial/Maintenance Services

Except in cases of emergency, a maintenance request form should be filed in the principal's office for maintenance, repair, and installation work. Do not contact janitors personally unless in the case of an emergency.

Student Attendance

The Attala County School Board has adopted the following attendance policy:

A student may miss up to five (5) days per semester with a parent note without penalty. A note from parents or legal guardians is required explaining the reason for such absences when they occur. An explanation notice from the doctor should be presented to the office staff after each doctor visit (emergency or no emergency). Unlawful absences will be reported to the school attendance officer. If the student's absences exceed the number outlined above, only such absences accompanied by a doctor's statement shall be considered "excused." The absences will be considered "unexcused" if not accompanied by a medical doctor's explanation.

Make-up Work

Students who are absent with excusable absences will be given the opportunity to make up work missed in each class. This work should take approximately the same amount of time that was missed from class. All make-up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return. Grades will be withheld in case make-up work is not turned in, and lead to failure if the situation is not remedied immediately. It is the student's responsibility to obtain all make-up work from his/her teacher upon returning to school. Failure to obtain make-up work is no excuse for not doing work missed.

Teacher-Parent Conference

Principals are to be made aware of all teacher-parent conferences prior to the occurrence of the conference. All correspondence from the staff shall be approved by the principal. **Teachers will attempt to make at least one contact per every student each week, through School Status, regardless of grade or behavior.**

Staff Protection

(ACSB Policy GA EA)

It is the policy of the Board to support, protect, and aid any school employee who suffers a physical assault by a pupil or other person while the school employee is acting in discharge of his/her duties within the scope of the district's written policies. In the event of a physical assault on a school employee by a pupil or other persons, the incident shall immediately be reported to the building principal.

Emergency Procedures

The principal of each school is responsible for conducting the required number of drills for emergency procedures throughout the school year. The teacher is responsible for properly instructing the students as to the procedures and guiding them during drills and emergencies.

Supervision Of Students And Discipline

(ACSB Policies JD, JDA)

The safety of students at the opening and dismissal of school each day is a concern of the school staff. Each principal is required to assume the responsibility for assigning persons to supervise the loading and unloading of all buses carrying school children. Students are not to be left unsupervised in the classroom at any time. From the time students are admitted in the hallways in the morning until they leave the building in the afternoon, each teacher is responsible for maintaining order in the hallways, building, and campus. Teachers are responsible for all students at all times.

Each teacher is expected to handle his/her disciplinary problems as much as possible. When assistance is needed, the teacher shall appeal to the principal who will handle the situation as he/she deems appropriate in accordance with policies. The Board authorizes its professional employees to take reasonable and conventional measures to maintain control and discipline students assigned to their care and supervision. These measures may include using reasonable force, restraints, and "on-the-spot" correction of students to maintain order. Above all, discipline should be firm, fair, and consistent.

The Board is aware of the community's interest and concern for student discipline, and realizes its responsibilities to set forth policies to provide a school environment conducive of learning. This responsibility and authority is delegated by statute and has been upheld by State and Federal courts. However, the Board feels that discipline should have the qualities of understanding, consistency, fairness, and promptness. Consideration should be given to the cause, nature, condition, and frequency of misconduct.

Teachers should handle their own discipline problems, if possible. Self-discipline should be taught by each teacher as a means of improving the class and the individual student in the fundamentals of self-control, good work habits, and sound citizenship. Therefore, principals and teachers have a responsibility to teach by precept and example, good conduct, and positive attitudes towards learning, as well as helping students to develop wholesome attitudes toward themselves and other people. In addition, the Board believes that parents have a responsibility to their children and the schools to help their children develop an understanding of what constitutes good behavior in school.

In final analysis, students who come to school to learn, and who know their parents or guardians expect proper conduct will experience few disciplinary problems. The administration is authorized to set up and implement regulations for discipline in the schools that reflect the guidelines presented in this policy. However, such regulations shall not prevent the Board from determining that punishment may be severe as expulsion for any offense. The authority of school officials extends not only through the regular school day but also into the time between home and school and at school events outside of school hours and on school property. Any activity involving school groups, during school hours or after, shall be governed by all discipline procedures set forth by the Attala County School Board, regardless of location of the event. Teachers have the authority and are expected to intercede when students are involved. Legal Reference: Chapter 15, Section 10-Extraordinary Session, 1953 Amended by House Bill 893 Laws of 1973.

The Board of Education delegates to school officials and teachers the authority to enforce regulations regarding conduct of students; however, the Board reserves the right to determine the type of punishment and how it is to be applied for misconduct if, in its judgment, the violation warrants direct Board participation.

Corporal Punishment

(ACSB Policies JDB, JD)

Serious behavior problems may warrant corporal punishment. Corporal punishment may be administered, when appropriate, by either principal or teacher but in either case another certified staff member should be a witness. Such punishment should not be administered in the presence of other pupils or in anger, and should not exceed three licks. Corporal punishment may be administered for reasons such as:

- Insubordination
- Disruption of classes
- Disobedience
- Skipping class
- Fighting
- Disregard of the right of others
- Using language which may be shocking to others
- Destroying public property
- Disrupting lunchroom, e.g. throwing foods, putting food on the tables, chairs, floor, etc.
- Performing obscene acts or gestures
- Continued violations and other offenses deemed worthy by school administration

(Parents who **DO NOT** wish for corporal punishment to be administered to their child must notify the principal on an annual basis. A form is included as an attachment to this handbook to indicate a parent's decision about corporal punishment.)

***Effective July 1, 2019, Corporal punishment for students with disabilities is prohibited. (HB 1182)**

Acts of Misconduct

These acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom or on the school grounds including the following:

Level I

- 1 – 1 Tardiness
- 1 – 2 Running and/or making excessive noise in the hall or building
- 1 – 3 Inappropriate personal contact including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level.
- 1 – 4 In unauthorized area without pass (halls, etc.)
- 1 – 5 Dress code violation
- 1 – 6 Displaying any behavior which is disruptive to the orderly process of education

Disciplinary Action

First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference, corporal punishment

Repeated or Flagrant Violation

Minimum: Teacher-Student-Administrator-Parent Conference, corporal punishment

Maximum: Corporal Punishment, in-school suspension, detention (ISS-3-5 days), out of school suspension (OSS-1-3 days)

Level II

2 – 1 Leaving the school grounds without permission

2 – 2 Skipping class

2 – 3 Insubordination - refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults.

2 – 4 Possession and/or use of a tobacco product or substances used as smoking material, including electronic cigarettes (e-cigarettes), vapes, vaporizers, or any alternative nicotine product

2 – 5 Exhibiting any hostile physical or verbal actions

2 – 6 Bullying (as defined in Board Policy JDDA)

2 – 7 Unauthorized use of personal electronic devices (as defined in Board Policy IJBA).

2 – 8 Cheating on tests or exams (The grade "0" will be assigned regardless of other punishment).

Disciplinary Action

First Violation

Minimum: mandatory student-parent-administrator conference, corporal punishment, ISS (3-5 days)

Maximum: ISS (5-10 days), OSS (1-3 days)

Repeated or Flagrant Violation

Minimum: ISS (5-10 days), OSS (3 days)

Maximum: OSS (3 -5 days), Teacher Support Team interventions, ISS (10 days), Alternative School

Level III

3 – 1 Fighting

3 – 2 Gambling

3 – 3 Theft of personal and/or school property

3 – 4 Acts which threaten the safety and/or well-being of students/staff: engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person.

3 – 5 Extortion- use of intimidation, coercion or force

3 – 6 Vandalism of personal and/or school property

3 – 7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral, or offensive materials.

3 – 8 Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices.

Disciplinary Action

First Violation

Minimum: corporal punishment, ISS (5-10 days), OSS (1-3 days)

Maximum: ISS (15 days) OSS (3 days), report to authorities when applicable

Repeated or Flagrant Violation

Minimum: ISS (20 days), OSS (3 days), Levels 3-4 and Teacher Support Team interventions

Maximum: OSS (5 days), Alternative School (14-45 days)

* For theft or vandalism restitution shall be made regardless of other punishment

Level IV

4 – 1 Possession, use or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.

4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 4 Using profane, obscene, indecent, immoral, threatening, or offensive language and/or gestures directly to a staff member

***Any student in violation of the above shall be suspended by the principal for three days and ordered to appear for a disciplinary hearing before a District Conduct Committee.**

Disciplinary Action

Minimum: Alternative School and a report will be made to the appropriate law enforcement authorities.

Maximum: Expulsion

*Students below grade 7 may be given other punishment if deemed appropriate by the Conduct Committee

Level V

5 – 1 Weapon(s) possession or use of a weapon including any toy or look alike weapon

Any toy or look alike weapon that looks enough like an authentic weapon to be reasonably mistaken for authentic will be considered.

Disciplinary Action

Minimum: Possession other than gun will result in assignment to the Kosciusko-Attala County Alternative School and a report will be made to the appropriate law enforcement authorities.

Maximum: Possession of a fire arm/gun or use of other weapon will result in expulsion from school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to the Kosciusko-Attala County Alternative School).

*For students below grade 7, the conduct may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation.

5 – 2 Sale or distribution, or conspiring to sell counterfeit drugs, synthetic drugs, illegal drugs/alcohol, narcotics or controlled substance(s)

Disciplinary Action

Minimum: Assignment to the Kosciusko-Attala County Alternative School and a report will be made to the appropriate law enforcement authorities.

Maximum: Expulsion

*For students below grade 7, the conduct committee may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation.

5 – 3 Students are prohibited from wearing, displaying, or possessing in any manner on school property or at school-sponsored events clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.

Disciplinary Action

Minimum: parent/administrator meeting, ISS (5-10 days), OSS (3 days)

Repeated: ISS (15+ days), OSS(5 days), Alternative School

Maximum: Expulsion for repeated violations and/or gang activity that includes but is not limited to:

- Acts which disrupt the process of orderly education
- Recruitment with use of intimidation
- Tagging or marking
- Assault
- Battery

*For students below grade 7, the conduct committee may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation.

5-4 Threats of violence or harm: Any spoken, written, gestured or electronically communicated threat that disrupts the educational environment of the school and/or suggests a student intends to cause bodily harm or carry out an act of violence against district property, students, employees, or others (e.g. bomb threats, school shooting threats, etc...).

Disciplinary Action

Students found to have made threats of violence or harm against district property, students, employees or others will be subject to expulsion from school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to the Kosciusko-Attala County Alternative School). In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Students committing any crime or involved with any criminal behavior are subject to arrest by local law enforcement.

The Attala County Board of Education permits individual schools to adopt additional regulations governing actions not covered by Conduct Code. However, such additional regulations may neither substitute for nor negate any of the provisions, in spirit or intent of the Conduct Code, and **must be approved in writing by the School Superintendent.**

Attala County School District Tardy Policy

Additional Minor Infractions

Tardies.....	1, 2.....	Teacher Warning
Tardies	3	1 day Break detention
Tardies	4	2 days Break detention
Tardies.....	5	1 day of ISS
Tardies	6	2 days of ISS
Tardies	7	3 days of ISS
Tardies	8	1 day of OSS
Tardies	9.....	2 days of OSS
Tardies.....	10.....	3 days of OSS

Note: After the 10th tardy, student may be subject to Alternative School Placement.

Tardies per semester are cumulative.

Attala County School District In-School Suspension Guidelines (ISS)

- Students must report to ISS when the warning bell rings to begin school.
- Students cannot leave ISS without permission.
- Students will be given one restroom break in the morning and afternoon.
- Students will be given a 25-minute lunch break.
- Students will not sleep, put their head down, or make unnecessary noises.
- Students will follow all school rules.
- Students will submit all work to the Principal at the end of the day.
- Students are accountable for any writing upon or destruction to the cubicle.
- Students who refuse or fail to report to ISS will face 3 days of OSS. Students must complete ISS assignments upon returning to school.
- Students will be assigned 1 day of OSS if any ISS rule is violated.
- Students will receive an absence in each class if they exhibit improper behavior and/or do not complete assigned work for each day of ISS.
- Students will lose exemption status if assigned ISS at any time during the year.
- **If assigned to one day of ISS student will be permitted to resume all athletic activities at the end of the school day. They will miss during school activities, upon completion of the day of ISS they can and will be expected to be at practice, games etc.**
- **If assigned to multiple days of ISS Student athlete is ineligible to participate in after school activities until the length of days is completed.**

Parties

All parties must be scheduled in advance through the principal's office.

Weapons

(ACSB Policy GBRL)

Any instrument (i.e., knife, gun, metal objects, etc.) normally considered as a deadly weapon is forbidden by the Attala County Board of Education. Any employee having possession of such a weapon on school property will forfeit the item and be subject to severe punishment.

Alcohol

(ACSB Policy GBRM-2)

No employee shall possess, consume, purchase, distribute, or be under the influence of any alcoholic beverage (a) at any place where an interscholastic event is taking place, (b) during the course of any field trip, or (c) during the course of any trip or activity sponsored by the Board of Education or under the supervision of the Board of Education or its authorized agents.

Drug Use

(ACSB Policy GBRM-2)

The Board adopts the policy that it is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit, or illegal drug) unless obtained by a practitioner. Any employee who violates this policy shall be subject to suspension and/or termination and/or prosecution by law enforcement officials.

School Property

Employees will be required to pay for school property they damage either through neglect or intentionally. Employees must report any damage of school property by any persons or students to the administration immediately.

Cafeteria

Guidelines concerning the responsibilities of teachers during meal times will be formulated by the principal, whenever needed. However, due to Mississippi State Board of Health regulations governing food service sanitation, NO food shall be taken from the cafeteria dining area. Please refer to the following regulations: Regulations governing Food Service Sanitation/ Mississippi State Board of Health/ Jackson, Mississippi
Section B-101.12 Employee Practices

(a) Employees shall consume food only in designated dining areas. An area shall not be designated as a dining area if consuming there might result in contamination of other food, equipment, utensils, or other items needing protection. The penalty for violation of the above regulation is as follows: Section J-101.41 Denial or Revocation of Permit

Student Activities

(ACSB Policy JH)

1. Extracurricular activities must be cleared through the principal
2. The principal's permission is also required for the absence of any student or group or students not listed on the activity schedule; for any and all special activities not on the regular schedule, and for anything else that takes a student away from or interferes with his/her regular schedule, whether the absence be required or voluntary.
3. Principals will be consulted on any activity idea by the activity advisor BEFORE discussion with the students.

Student Performances

The school person in charge of any public performance by students must consult with and secure the permission of the principal for the event before plans are finalized and announcements are made.

End Of School Checklist

1. Ask parents for a conference to discuss grades denoting failure.
2. Notify the principal of retention and promotions for every class.
3. Turn in a list of textbooks and other fines with names to the principal's office.
4. Inventory the following according to the principal's instructions:
 - Textbooks
 - Equipment
 - Classroom furnishings
5. Check in all equipment.
6. Clear all items checked out from the library or media center.
7. Submit a list of needs for the next year according to the principal's instructions, which may include some, or all, of the following:
 - Textbooks
 - Supplies
 - Room repairs
 - Classroom furnishings
8. Update cumulative records, including insert sheet before being released.
9. Turn in grade book and keys to the principal
10. All final grades must be finalized and posted in the student data base.

Teaching About Religion

School Law 37-13-3 says: "No doctrinal, sectarian, or denominational teaching shall be permitted in public schools of this state...."

Teacher Evaluation

(ACSB Policy GBI)

Formal evaluations shall be made by the principal, or other authorized administrative personnel, using evaluation procedures recommended by the superintendent and approved by the Board.

Staff Complaints And Grievances

(ACSB Policy GAEP)

The purpose of the staff complaint and grievance procedure is to secure, at the first possible administrative level (the building level administrator), an equitable solution to any grievance. The procedure can be found in the School Board Policy Manual Personnel Section I.

Criminal Offenses

(ACSB Policy GAHD)

In the case that any certified employee is arrested for a misdemeanor or felony; the employee must alert their immediate supervisor of the arrest within 24 hours.

License Renewal

(ACSB Policy GBBA)

Teachers may contact the Mississippi Department of Education to see current license renewal requirements. Contact information is listed below. Mississippi Dept. Of Education: 601-359-3513/ www.mde.k12.ms.us. License Department: 601-3593483/ www.mde.k12.ms.us/ed_license/index.html

Policy And/Or Procedure For Children With Disabilities

(ACSB Policies IFB, JQ)

The Attala County School District is committed to serving children with disabilities. The district hereby sets a goal of providing full educational opportunities to all children with disabilities under 21 years of age. The opportunities will be provided in accordance with applicable state and federal laws and court decisions.

Free Appropriate Public Education Policy

The school district will provide free appropriate public educational programming for children with disabilities ages three (3) through twenty-one (21).

Child Find Policy

The Attala County School District is committed to identifying, locating, and evaluating all children with disabilities from birth through twenty-one (21) years of age. This requirement applies to, but is not limited to: (1) Highly mobile children, such as migrant and homeless children; (2) Children who are not enrolled in school, but who have not yet graduated; (3) Children who are wards of the State; (4) Children with disabilities who are enrolled by their parents in private or parochial elementary and secondary schools; (5) Children who are enrolled in public educational programs, such as Head Start; (6) Children who are suspected of having a disability and may be in need of special education even though they are advancing from grade to grade; and (7) Children who are ages birth to three (3), including those receiving Part C services through the Mississippi State Department of Health (MSDH) Early Intervention Programs (EIP), known as First Steps. The School District will ensure that all requests for initial evaluations and responses to such requests are not limited by the number per year or the time of the year requests are received, regardless if whether school is in session.

Individualized Education Program (IEP)

The district will develop or revise, whichever is appropriate, and implement an individualized education program for each student with a disability. The program will be reviewed periodically but not less than annually.

Confidentiality

The district will protect the confidentiality of all data in its records relative to students with disabilities.

Attala County Schools Plan for Identification And Placement of ELLS

(ACSB Policy IK)

The ACSD ELL Plan derives from the ACSD ELL Policy. The ACSD ELL Policy was approved by the school board in 2007. The Mississippi Department of Education released The Mississippi Guidelines for English Language Learners in January 2011. Upon school board approval in 2011, the ACSD implements the policies, procedures, and assessments set forth in the document. ELL student enrollment requirements are the same as non-ELL students in regards to being able to enroll without a social security number and having required immunizations. After going through the district procedures, identified ELL students will be placed in an educational program that is age and grade level appropriate. The parents, teachers and administrators meet to create an individualized plan for the student that includes goals, ways of meeting the goals and how those goals will be assessed. The ELSP is updated early or when deemed necessary.

School locations accommodating ELL students will have a Student Evaluation Team (SET) comprised of the student's teachers, principals and/or Federal Programs Director. Student progress will be tracked by the SET using computer software programs such as Rosetta Stone, test results from the WIDA ACCESS and grades. The ACSD will implement the following procedures to ensure that the aforementioned school board policy(s) on English Language Learners is compiled and in accordance with State and Federal guidelines.

Attala County School District **Homeless/Migrant Identifications**

(ACSB Policy JQN)

Please review the following definitions. If any student meets one or both of the definitions, an additional form located at the schools or the Federal Programs Office is to be completed.

Definition of Homeless

The Mississippi Education for Homeless Children Program has adopted the definition of homelessness developed under the Stewart B. McKinney Homeless Act.

A homeless individual is one who:

1. Lacks a fixed, regular and adequate residence, for example:
 - Agricultural migrant children
 - Children living on the streets (tents, vehicles, etc...)
2. Has a primary nighttime residence in a supervised publicly or privately operated shelter
 - Children who have been abused and/or neglected
 - Children of domestic violence
 - Welfare hotels, transitional housing
3. Temporarily is staying with relatives or friends because of loss of job, other income loss, housing loss (double up families or affidavit)

Homeless does NOT include:

1. Individuals who are imprisoned
2. Otherwise detained pursuant to an Act of Congress or a state law

Definition of Migrant

A migrant is defined as a person who crosses a school district boundary to seek or to obtain seasonal or temporary agricultural or commercial fishing employment.

Attala County School District **Homeless/Migrant Procedures**

(ACSB Policy JQN)

- Homeless/Migrant students are identified by the school enrollment card completed by parents.
- Schools may identify homeless/migrant students in the event that the parents do not through observation and investigations.
- Schools that identify a homeless/migrant student must correct the enrollment card.
- Schools will complete a Homeless/Migrant Placement Form signed and dated by the principal.
- Schools will send home a COPY of the Placement Form and a Homeless/Migrant Information Form to parents to complete and return.
- A COPY of both forms is sent to the Federal Programs Office to Homeless/Migrant liaison, Tara Kyle.
- Put in student file.
- Schools will serve the identified students regardless if form is returned in the following manner:
 - Provide counseling and tutoring and/or
 - Supplemental instructional services to help reach challenging State content and student performance standards and/or
 - Provide school supplies and other items in extraordinary or emergency situations which prohibit them from attending school and/or receiving a quality education and/or
 - Community service agencies contribute to the above in conjunction with the school

Child Nutrition

General Rules for Child Nutrition

1. Students should report directly to the cafeteria during their assigned breakfast and lunch times.
2. Students should walk when entering and leaving the cafeteria.
3. While in the cafeteria, students should not run, push, in an otherwise disruptive manner.
4. Students should stand in an orderly line; and not cut line, while waiting for their food.
5. All milk cartons and/or trash items must be removed from the table and tray taken to the dish room window
6. Students are to leave the table clean and suitable for use by other students
7. Conversation should not be loud. Yelling, screaming, etc. are not acceptable.
8. Food may not be removed from the cafeteria.
9. Students are to remain in the cafeteria under the supervision of teacher until lunch time is completed.
10. Food and other objects are not to be thrown
11. **NO** canned or bottled drinks are allowed in the cafeteria by students or staff without the label being removed or covered.
12. **NO** foods from fast food establishments or restaurants are permitted in the cafeteria at any time in original containers; this includes and is not limited to, pizza deliveries or outside community solicited fundraising events.
13. **NO** food shall be delivered to students or adults from the cafeteria.
14. **NO** gum allowed in the cafeteria
15. **NO** food is to be sold on the school campus for one hour before breakfast or one hour before lunch and until the end of either serving period.
16. Students who bring lunch from home may purchase milk, ice cream, and water only.
17. Students **do not** have to pick up milk if they do not want it.
18. Parents can pre-pay or check students lunch accounts at myschoolbucks.com
19. Annual household applications must be completed to determine eligibility

CHILD NUTRITION PAYMENT AND CHARGE POLICY

The Attala County School District recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn. In addition, Title 7, Code of Federal Regulations (CFR), Part 210.10(a)(1) General Nutrition Requirements states "Schools must provide nutritious and well-balanced meals to all the children they serve." In accordance with this regulation, the Attala County School District will not deny any student access to school lunch. However, by statute, the district's Food and Nutritional Services department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year. Unpaid charges place a financial strain on the Food and Nutritional Services department and on the district's operating budget. To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the policy establishes procedures for methods of payment, charge availability and collection methods.

Method of Payment

The Attala County School District will accept pre-payment of school meals in the form of cash or check at the register or via the school meal online payment center Titan.com. Students are also allowed to prepay for meals when cashiers come by the classrooms to obtain advance payments. Cash or check for a daily meal will also be accepted at the register.

Student Accounts

Any student whose school meal account has a zero or negative balance will be allowed to charge a reimbursable meal. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account. Under no circumstances will a student with a negative account balance be allowed to purchase extra items until the student's account is in good standing. "Good standing" for the purchase of extra items is defined as an account with a positive balance.

For Students with Free Lunch Status

The federal school lunch program allows a qualifying student to receive a free school lunch every day. Students are required to take a reimbursable meal. Extra items sold are not part of the USDA program and must be paid for with cash. Extra items cannot be charged.

For Students with Reduced Price Lunch Status

The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced price of \$0.30 at breakfast and \$0.40 at lunch. Students are required to take a reimbursable meal. Extra items sold are not part of the USDA program and must be paid for with cash. Extra items cannot be charged. Students with reduced price lunch status will be allowed to charge reimbursable meals up to \$4.00 before the collection process begins.

For Students with Paid Lunch Status

Prices for school lunch are set by the Attala County School District in accordance with federal and state regulations. Extra items cannot be charged but may be purchased with cash. Students with paid lunch status may charge reimbursable meals up to \$10.00 before the collection process begins.

The Collection Process

Step 1: When the charge amount exceeds the amounts set above, the Food and Nutritional Services Manager or designee will

send a letter or text/call to the parent(s)/guardian(s) requesting immediate payment. Contact will be made on a weekly basis at minimum. Free/Reduced Lunch Application Forms will be sent home by student if one is not on file.

Step 2: If the parent(s)/guardian(s) has not made any payments in an effort to reduce the negative balance or fails to bring the student's account in good standing within thirty (30) days, administration will be notified and will have the option to notify appropriate state agencies.

Step 3: If a student's account balance exceeds -\$30.00, the administration may prohibit participation by the student in any future fee-based program (field trips, user-fee based programs, etc.) until or unless the deficit balance is paid in full.

Additional Steps:

If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Delay the issuance of report cards, transfer cards, and class assignments until or unless the negative or delinquent balance is paid in full.

- Prohibit the student's participation or other students in the student's household from participating in any future fee or charge-based program until or unless the negative or delinquent balance is paid in full.

- Notify appropriate state agencies.

- If a senior's account is not in good standing as of May 1st, the administration may prohibit the student from participation in senior activities and/or graduation exercises.

Negative Balances

At the end of the school year, any inactive students with money left in their accounts will be encouraged to donate the money to the school district. This money will be applied to students with negative balances. After these efforts are made, any negative balances will be carried over to the next school year. This will allow parents to be on an extended payment plan while debt is being collected. Collection efforts will continue until student is in good standing.



Board Members

Christy Moody, Pres.
Vernita Rayford, Sec.
Shelia Rone
Janice Dees
Wilson Jackson

ATTALA COUNTY SCHOOL DISTRICT

SUPERINTENDENT: Kyle Hammond

100 Courthouse Building, Suite 3
Kosciusko, MS 39090

Phone: 662-289-2801

Fax: 662-289-2804

Attala County School District Teacher Handbook Acceptance Page

My signature below indicates that I have received and understand the Attala County Schools Teacher Handbook.

(Teacher Signature)

(Date)

(Teacher Name)