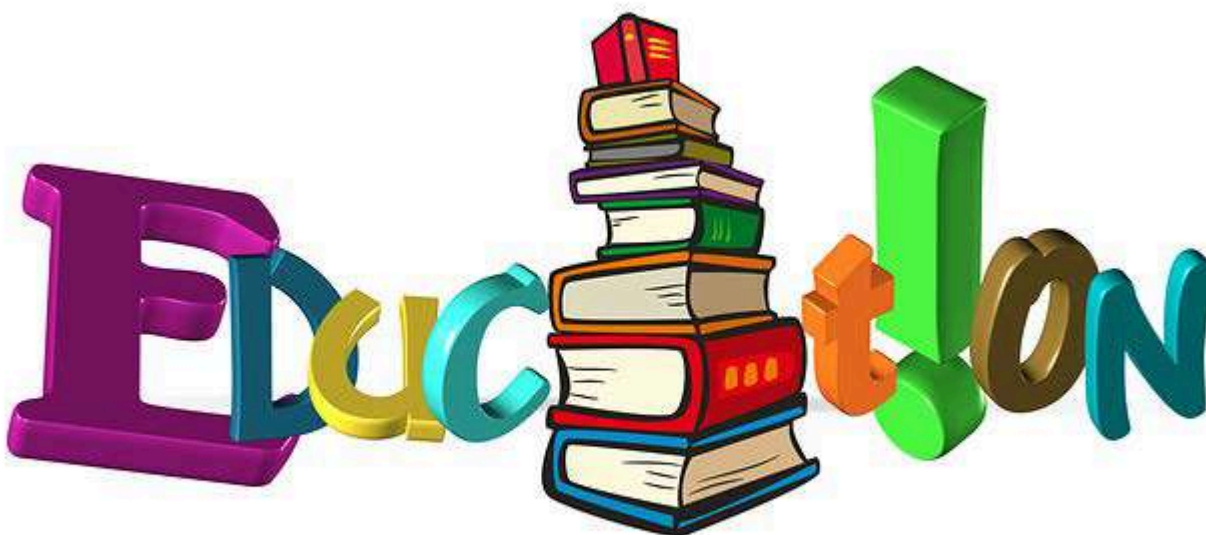


Attala County Schools

Student Handbook



2020-2021

Ethel High School
Greenlee Elementary School
Kosciusko-Attala County Career Technical Center
Long Creek Elementary School
McAdams High School
Attala County School District

Board of Education

Christie Moody	President, District 2
Camille Smith.....	District 1
Janice Dees	District 3
Vernita Rayford	Secretary, District 4
Rodger Clark.....	District 5

Central Office Administration

Kyle Hammond	Superintendent of Education
Selena Schuster	Curriculum, Testing, 504 Coordinator
Renee McNeal.....	Special Education Director
Tara Kyle.....	Federal Programs, Gifted, ELL, Homeless Director
Lorean Kilbert.....	Public Relations, TST Director
Carol Morgan.....	Sped Case Manager
Cherie Joiner	Business Administrator
Dawn Hodges....	Student Data Administrator
Carolyn Patterson.....	Accounts Payable Clerk
Chastity Whittington.....	Child Nutrition Administrator

School Administrators

Culley Newman.....Principal, Ethel High School
Ryan Renfrow.....Principal, Greenlee Elementary School
Shanika Hickmon.....Principal, Long Creek Elementary School
Dietrich Harmon..... Principal, McAdams High School
Tony Holder.....Director, Career Tech Center

Attala County School District

Contact Information

Kyle Hammond

Superintendent

100 Courthouse, Suite 3

Kosciusko, MS 39090

662-289-2801

khammond@attala.k12.ms.us

Tara Kyle

Federal Programs Director

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

tkyle@attala.k12.ms.us

James Jones

Technology Coordinator

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

jjones@attala.k12.ms.us

Dawn Hodges

Student Data/16th Section

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-2801

dhodges@attala.k12.ms.us

Eric Rockett

Transportation Director

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-1482

erockett@attala.k12.ms.us

Selena Schuster

Testing/504/Curriculum

104 E. Washington St.

Kosciusko, MS 39090

662-289-3115

sschuster@attala.k12.ms.us

Renee McNeal

SPED Director

104 E. Washington St..

Kosciusko, MS 39090

662-289-3986

rmcneal@attala.k12.ms.us

Carol Morgan

SPED/Fed. Prog. Case Man.

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

cmorgam@attala.k12.ms.us

Cherie Joiner

Business Administrator

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-2801

cjoiner@attala.k12.ms.us

Lorean Kilbert

MTSS, Public Relations

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

lkilbert@attala.k12.ms.us

Kris Upchurch

Transitions Coordinator

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

kupchurch@attala.k12.ms.us

Chastity Whittington

Child Nutrition Adm.

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-7669

cwhittington@attala.k12.ms.us

Carolyn Patterson

Accounts Payable

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-2801

cpatterson@attala.k12.ms.us

Table of Contents

Mission Statement.....	7
Our Vision.....	7
We Believe.....	7
Non-Discrimination Statement.....	7
Title IX.....	7
Career and Technical Education.....	7-8
General Information: Explanation of Contents.....	8
ACSD 2020-2021 Calendar.....	9
Accreditation.....	10
Age of Enrollment.....	10
Requirements for Enrollment.....	10
Withdrawal.....	10
MS School Immunization Laws.....	10-11
Student Health.....	11
Infection Control.....	11
Illness.....	12
Personal Hygiene.....	12
Head lice.....	12
Medication and Treatment.....	12-13
Liability.....	13
Attendance.....	13
Student Absences and Excuses.....	13
Absences.....	14
Make-up-Work.....	14
School Visitation Policy.....	14
Parental Visitation/Contact Policy.....	15
Code of Conduct.....	15
Prevention of School Violence.....	15
Weapons.....	15
Expulsion Notice/ Pending Disciplinary Action	15
Denial of Admissions.....	16
Temporary Admissions.....	16
Transfer.....	16
Automatic Expulsion Permitted.....	16
Expulsion/Alternative School Placement.....	16
Due Process/Right to a Hearing.....	17
School Law.....	17
School Searches.....	17
Corporal Punishment.....	17-18
Acts of Misconduct.....	18-20
Tardy Procedures.....	20-21
ISS Guidelines.....	21
Suicide Prevention.....	21-22
Student Complaints of Bullying or Harassing Behavior.....	22
Student Discipline/Hearing Procedures.....	23
Drug Testing Policy.....	24-27
Bus Transportation.....	29
Personal Transportation.....	29
General Operating Practices.....	29
Behavior on School Premises.....	29
Buildings After School Hours.....	29
Cafeteria.....	29
Library.....	29
Restrooms	29

Disaster Drills.....	29
Crisis/Threat Drills.....	29
Sick Procedure.....	29
Medication.....	29
Accidents.....	29
Civil Emergencies.....	29
Conferences.....	30
Athletic Contests.....	30
Leaving School.....	30
Change of Student's Address.....	30
Dress Code.....	30-31
Lost and Found.....	31
Parties.....	31
Proms and Dances.....	31
Weapons.....	31
Alcohol Use.....	31
Drug Use.....	31
Tobacco Use.....	31
Telephone.....	31
Cell Phones and Electronic Devices.....	31-32
School Property.....	32
School Spirit.....	32
Student Organizations.....	32
Academic Achievement.....	32
Graduation Options.....	32-38
Promotion and Grade Classification Policy.....	39
Grading System.....	39
Averaging of Grades.....	40
Exemption.....	40
Honor Roll.....	40
Grade Point Average.....	40
Valedictorian.....	40
Salutatorian.....	40
Honor Graduates.....	41
Teacher Support Team.....	41
Literacy-Based Promotion Policy.....	41
Intensive Reading Instruction and Intervention.....	41
Parent Notification of Reading Deficiency	42
Social Promotion Prohibited.....	42
Good Cause Promotion.....	42
Good Cause Request.....	43
Retained Third Grade Students.....	43
Parent Notification of Third Grade Retention.....	43
Dyslexia Screening.....	44
Speech Language Screening.....	44
Section 504 Regulations	44
School Records.....	44
Student Records.....	44
Report Cards.....	45
Textbooks.....	45
Unpaid Fines and Dues.....	45
Transcripts.....	45
Child Nutrition.....	45-47
Education for Children with Disabilities (Special Education).....	47
Full Service Goal.....	47
Child Find Policy.....	47

Observations/Screenings/Assessments In General and SPED.....	47-48
Parental Involvement Policy.....	48-52
PPRA.....	52-53
FERPA.....	53-55
AHERA.....	55
Students Use of Information Technology and Communication Resources.....	55-56
Credit Recovery Policy.....	56-57
Extended School Policy.....	57
Pre-Kindergarten Program information.....	58-60
Corporal Punishment Intent Form & Handbook Acceptance Form.....	61

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.

Mission Statement

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

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

Non-Discrimination Statement

Students, their families, employees, and potential employees of the Attala County School District are hereby notified that Attala County School District is an equal opportunity employer and educator who fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, height, weight, marital status, political beliefs, national origin, veteran status, disability, genetic information or testing in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination. Any person having inquiries or complaints on the basis of discrimination of gender and/or disability concerning Attala County School Districts' compliance with Title II, Title VI, Title IX and/or Section 504 may contact:

Tara Kyle	Selena Schuster
Federal Programs Director	504 Coordinator
104 E. Washington St.	104 E. Washington St..
Kosciusko, MS 39090	Kosciusko, MS 39090
662-289-3986	662-289-3115
tkyle@attala.k12.ms.us	sschuster@attala.k12.ms.us

Title IX

There will be no discrimination by sex in the choice of any courses of study or activities of any nature within Attala County School District. We will encourage and actively recruit both male and female students to participate in all courses of study and fields of endeavor. In the case of contact sports, if sufficient interest is indicated, a separate but equal program will be established. The punishment for rules violation and flagrant disruption of educational activities will be the same for all students without considering the student's sex.

Students can report any issues of discrimination to a trusted adult (teachers, counselor, or administrator) who will report the information to the appropriate building or district administrator to conduct an inquiry following district policies and procedures.

Career and Technical Education

The Attala County School District offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in

grades 9-12: Agriculture & Environmental Science Technology, Automotive Service Technology, Career Pathway Experience (CPE), Career Exploration-Keystone, Construction Technology, Digital Media Technology, Health Sciences, Welding, and Teacher Academy. The following career and technical education courses are also offered in grades 7-12: ICT I, ICT II, STEM, Family and Consumer Science, and Technology Foundations. Persons seeking further information concerning the career and technical education offerings and specific pre- requisite criteria should contact:

Tony Holder
CTC Director
Career Technical Center
450 Hwy 12 East
Kosciusko, MS 39090
(662) 289-2689

General Information

Explanation of Contents

The contents of this Student Handbook outline the minimum expectations of the student with respect to attendance, discipline, and procedural policy. The Attala County School District Policy outlines the maximum procedural policies for all students and may override any policy contained in the student handbook, particularly in cases of acute importance or of severe nature.

The Administration of Attala County School District reserves the right to make alterations and changes in policy when deemed necessary, pending adequate notice to parents and students regarding these policy adjustments.

August						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 3 Board Meeting
Aug 3- 6 Staff Development
Aug 7 1st Day of School

Jan 1 Christmas Break
Jan 4 Staff Dev (no students)
Jan 5 Board Meeting
Jan 13 Report Cards
Jan 18 Open House
Jan 18 MLK Jr Holiday

January						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 7 Labor Day
Sept 8 Board Meeting
Sept 9 Open House
 Progress Reports

Feb 1 Board Meeting
Feb 10 Progress Reports
Feb 15 President's Day
 (inclement weather)

February						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

October						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 5 Board Meeting
Oct 6 End of Nine Weeks
Oct 7 Staff Dev (no students)
Oct 8-9 Fall Break
Oct 14 Report Cards

Mar 1 Board Meeting
Mar 12 End of Nine Weeks
Mar 15-19 Spring Break
Mar 24 Report Cards

March						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 2 Board Meeting
Nov 11 Progress Reports
Nov 23-27 Thanksgiving Break

Apr 2 Good Friday
Apr 5 Easter Holiday
 (inclement weather)
Apr 6 Board Meeting
Apr 21 Progress Reports

April						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 7 Board Meeting
Dec 21-31 Christmas Break

May 3 Board Meeting
May 21 Graduation
May 26 Last Day of School
May 27 Staff Development
May 28 Report Cards

May						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

District Policy Information

Accreditation

The schools within Attala County School District are accredited by the Mississippi Department of Education and meet the prescribed standards for accreditation of public schools as governed by the Mississippi Commission on School Accreditation through the power and authority of the State Board of Education.

Age for Enrollment

(ACSB Policies JBB, JBC)

No child shall be enrolled or admitted to any school which is part of the public school system during any school year unless such child will reach his/her fifth (5th) birthday on or before the first day of September.

Requirements for Enrollment

(ACSB Policies JBB, JBC)

Each child to be enrolled (including transfer students) must have met the age requirement stated above and present the following documents:

1. Certified birth certificate & Social Security Card
2. Proof of immunization
3. Two current proofs of residency (a P.O. Box **will not** be accepted)

Examples are: Utility bill-- water or electric homestead exemption application, rent or lease agreement, automobile registration (tag or title), guardianship decree **by court order only**, or other documentation approved by the school district. New students and students that make a bona fide move within the district must provide new residency documentation. All documentation provided cannot be older than **60 days**.

This is mandated by the Mississippi Department of Education and the State Auditor's Office.

To further ascertain and determine the eligibility of students to attend the schools in this District, the following conditions shall apply.

1. A pupil must attend the school that the parents, legal guardian, or legal custodian are actual bona fide residents of. The bona fide residence will be defined as the location where the family group, that the student is a part of, makes its principal residence. A description and interpretation of the attendance zone boundaries may be obtained by contacting the Superintendent of Education.

Withdrawals

The parent or guardian should notify the school in writing or by phone when a child is being transferred to another school. The teacher will clear all textbooks and library books that the student has checked out and will fill out a withdrawal slip. However, the parent/guardian must come by the school and sign the withdrawal form. A copy will be given to the parent for admission into the new school.

MS School Immunization Laws

In order to enroll in any public or private kindergarten, elementary, or secondary school in Mississippi, a student must provide the school with one of the following:

- **Certificate of Immunization Compliance (Form 121)** - MUST be signed by the District Health Officer, a physician, or a nurse
- Or
- **Certificate of Medical Exemption (Form 122)** - **is not computer generated**. This form MUST be signed by the District Health Officer (refer to the Medical Exemption section for specific information.)

The list of immunizations required is specified by the State Health Officer and is promulgated at least annually as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below.

MS School Entry Immunization Requirements

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP) ^b	5 ^c
Polio (IPV)	4 ^d
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 ^e
Varicella (chickenpox)	2 ^f

- All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations. **This includes Pre-K 4 year olds – 12th grade.**
- Children entering a Mississippi school after their 7th birthday, who do not meet the above DTaP requirements, will need at least 3 total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as one of the three diphtheria/tetanus containing vaccines (preferably as the first of the 3 doses) for children age 10 years and older. Refer to the Advisory Committee on Immunizations Practices (ACIP) catch up schedule at: <http://www.cdc.gov/vaccines/pubs/pinkbook/default.htm>.
- If the 4th dose is received on or after the 4th birthday, a 5th dose is not required.
- The final dose in the series should be administered at ≥ 4 years of age, regardless of number of previous doses.
- MMR vaccine may only be waived if there is a documented physician's diagnosis of previous infection with measles, mumps and rubella disease or serologic confirmation of immunity to measles, mumps and rubella.
- Varicella vaccine will be waived for evidence of past infection, including a past history of chickenpox or serologic confirmation of immunity to chickenpox.

Mississippi 7th Grade School Immunization Requirements

Vaccine/antigen	No. of doses
Tetanus, Diphtheria, Pertussis (Tdap)	1 ^g

- All students entering, advancing to, or transferring into 7th grade must have an updated Form 121 proving that they have received an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 7th birthday meets the school requirement.

Student Health

School health services will provide basic first-aid services. First-aid is immediate assistance provided by the best-qualified person at hand at the time of occurrence. The obligation of the personnel during the occurrence/emergency will continue until the student has been placed in the care of parent/guardian or more qualified medical personnel. Parents/guardians must provide the school with needed emergency numbers and other pertinent information such as asthma, food allergies, diabetes, etc. In extreme emergencies, medical assistance will be sought through EMS/911, whether or not the parents/guardians can be contacted. Parents/guardians will be responsible for any cost related to this action. All student health information will be kept confidential and only shared with school staff on a “need to know” basis.

Infection Control

The most common method of transmitting disease is from germs on our hands. Proper hand washing is the single most important factor in preventing the spread of infections and disease. To stay healthy and prevent spread of disease and infection, students should wash their hands often with soap and water or an alcohol-based hand sanitizer, especially after coughing, sneezing, going to the bathroom, and prior to eating.

The Centers for Disease Control states we should also cover our nose and mouth with a tissue when we cough or

sneeze and throw the tissue in the trash OR cough into your elbow. Avoid touching your eyes, nose or mouth (germs spread that way). Any intentional exchange of body fluids will result in disciplinary action.

Illness

Students should miss as few days as possible, but for their health as well as the health of others, they **SHOULD NOT** attend school if they have any of the following: fever 100° or greater • chills

- nausea with vomiting • diarrhea • severe sore throat, earache or headache • persistent cough
- Contagious rash • pink eye. Students should be free of symptoms for 24 hours without medication before returning to school. Any draining wound or sore must be covered with a bandage so that it does not seep through.

Personal Hygiene

Personal hygiene is a very important part of a person's well-being and a habit that should be taught and implemented very early in life. Because the students come in very close contact with one another as well as teachers and staff, EVERYONE is expected to practice good personal hygiene at all times. This includes a daily routine of bathing, clean clothes, hair care, and teeth care. However, NO perfumes, body sprays or aerosols should be sprayed or applied at school.

Head Lice

The teacher will check for head lice during the year. Anyone can get head lice just by coming in contact with someone who is infested. This is especially true in schools where children are closely congregated in the classroom and on the playground. It is of utmost importance that the child's head be examined closely and frequently by the parents to make sure that he/she has not contracted lice. If a child is found to have head lice, a parent or guardian will be called to pick up the child at school. After proper treatment, the child may return to school with PROOF OF TREATMENT (shampoo box top or empty shampoo bottle) for the teacher. A second treatment is required in 7-10 days. Mississippi House Bill #100 states that any student in any public elementary or secondary school having head lice on more than three (3) occurrences during the school year must be reported to the county health department for help treating head lice. The student WILL NOT BE ALLOWED TO RETURN TO SCHOOL until he/she has been to the Attala County Health Department /or clinic of choice and has no nits.

Medication and Treatments

According to the Attala County School District's medication policy, certain medications and treatments can be given at school. These are medications and/or treatments for chronic and life-threatening conditions and medications that affect learning. The parent or guardian must meet the following requirements if a medication or treatment is to be given or performed at school: 1) sign a medication /treatment request form 2) provide authorization form or prescription from the student's health care provider 3) provide medication in an original labeled container, and 4) provide any supplies needed for treatments. These requirements must be met at the beginning of each school year. Students may not transport medications. All medications must be delivered to the school by the parent or guardian and given to the office personnel. Attala County School District has the right to refuse to administer medication if these terms are not met. *No Schedule II-V medications prescribed for pain or anxiety that cause mental impairment will be administered at school.* Medication patches that are WORN to school also require a signed medication/treatment request form and a signed health care provider's order form be provided to the school.

Anaphylactic reactions are life-threatening reactions that present with itching, hives, and swelling of the throat that leads to breathing difficulty. Common triggers are food, insect bites, certain medications and latex. These reactions can progress quickly and can be fatal without quick treatment. The primary treatment for anaphylactic reactions is an epinephrine injection, or epi-pen, with no contraindication for using. Parents/guardians of students with known anaphylactic reactions must provide a signed medication/treatment request form and a medical authorization form from their health care provider prescribing an epi-pen to use at school. The parents/guardians must also provide the epi-pen as prescribed. The medical authorization should also state that the student has been trained and can self-administer using an epi-pen. This allows the student to keep an epi-pen with him/her while at school. The designated staff can also administer an epi-pen if the student is not able to self-administer. Whenever an epi-pen is administered to a student, the student will be transported to an emergency facility by EMS for medical evaluation.

Students in grades 6 - 12 may be allowed to carry an inhaler for asthma if they have met the above medication guidelines and their health care provider has provided a written statement that the student has asthma and has been in-

structed in self-administration of asthma medications. Inhalers for students in grades K – 5 will be kept in the school office where they will be accessible to students if there is no order to carry and self-administer from their health care provider. The State of Mississippi passed a law in 2010 requiring that any student with asthma must have an Asthma Action Plan at school. It is the guardian/parent's responsibility to provide this written plan signed by the health care provider to the school at the start of each school year.

Certain other medications (such as ointment for scratches) may be given, according to Attala County School District's standing health care provider orders, when deemed necessary by a designated staff. **These orders will not apply to any chronic or frequent conditions.** A parent/guardian or emergency contact will be contacted prior to administration of any oral medications unless it is an urgent or emergency situation or the parent/guardian has provided written permission for the designated staff to administer oral OTC medications when deemed necessary. All other medication should be given at home, or the parent/guardian may come to school and administer the medication to their child.

Any student with a food allergy should have a Food Allergy Action Plan completed and signed by the health care provider. It is the guardian/parent's responsibility to provide this action plan to the school at the start of each school year. Emergency medications or equipment needed for food allergy that causes severe or anaphylactic reactions must also be provided by guardians/parents each school year. This includes epinephrine or Epi pens and antihistamines. Any food allergy that is classified as disabling such as PKU, gluten allergy, or an allergy causing an anaphylactic reaction, requires a specific order from the health care provider stating any foods to omit and any foods to substitute. The form for these food allergies can be obtained from the Nutrition Department at the District Office.

Liability

The school or trained school staff shall not be liable for any civil damages to a student injured as a result of emergency treatment provided; including CPR, the use of an automated external defibrillator (AED), administration of auto-injectable epinephrine (epi-pen) for anaphylactic reactions for known and unknown allergies, administration of asthma medications and the student's self-administrations of prescribed or emergency medications. Such staff shall be immune that provided this treatment in good faith and in the exercise of reasonable care.

Attendance (ACSB Policy JBD)

Attendance has a vital bearing on educational progress; therefore, regular attendance should be encouraged. Not only does regular attendance contribute to student academic success, but state school funds are disbursed on the basis of average daily attendance rather than actual enrollment. Absences from school will be classified as excused or unexcused **to be marked present; students must attend at least 63 percent of the day. For the purposes of reward/incentive programs, perfect attendance require a student be present 100% of the day (have no late arrivals or no early dismissals).**

Student Absences and Excuses

Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school. For some students, one tardy or absence can be detrimental to good work. Therefore, it is important that parents not only encourage their children to attend school punctually, but make sure that their children are in school. Only in unavoidable cases should a student be taken out of school before the close of the day.

Absences

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

1. A student may miss up to five (5) days per semester with a parent note without penalty.
2. A note from parents or legal guardians is required explaining the reason for such absences when they occur within 10 days.
3. An explanation notice from the doctor should be presented to the office staff after each doctor visit (emergency or no emergency).
4. Unlawful absences will be reported to the school attendance officer.
5. 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.

6. The parental note/excuse must include: the date the excuse is written, the date the student was absent, the reason the student was absent, and a valid signature from the parent or legal guardian. A note/excuse must be presented for every day missed.

*The following are examples of excusable absences:

1. Illness
2. Serious illnesses or death in the immediate family
3. Emergency medical or dental attention

*The following are examples of absences that will not be excused:

- | | | |
|----------------------------------|--|--------------|
| 1. Suspension | 5. Hunting, fishing, attendance at games | 9. Vacations |
| 2. Missing the school bus | 6. Birthday or other celebration | |
| 3. Trips not approved in advance | 7. Gainful employment | |
| 4. Shopping | 8. Trips out of town-except for prior-approved educational reasons | |

Make-up Work and Make-up Tests

A student will be expected to take a test or turn in school work on the appointed day if the test/work was announced prior to the student's absence. If the student is absent on the day a test is given, the student will be expected to take the test on the day he/she returns to school. It is the responsibility of the student to contact each of his/her teachers on the day he/she returns to school to determine a time when make-up work may be completed.

<i>Day(s) Absent</i>	<i>Day(s) to Complete Work</i>
One	Two
Two	Four
Three or More	Five

A student will receive a zero for any incomplete work not submitted to the teacher under the predetermined formula. **The maximum number of days allowed for make-up work is five.**

Only in extreme cases of prolonged absence with more than 5 days will be allowed for work to be made up only if permission is granted by the school office.

Delayed Start Day

In the event weather or other circumstances arise, the Attala County School District will begin school on a delayed schedule. The start time on a delayed start day will be 9:45 and the ending time will remain the same as a regular schedule day. All school functions will be delayed by this two hour window of time, including bus routes.

Emergency Closure

The Attala County School District recognizes and accepts its duty and authority to maintain and operate all the schools under its control for such length of time during the year as may be required. However, the Superintendent of school may close any school in the time of a disaster such as: enemy attack, manmade, technological, or natural disaster, on extreme weather emergency.

School Visitation Policy

All members of the community are cordially invited to attend school programs and functions. **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.**

Parental Visitation/Contact Policy

Parents are invited and expected to visit the school routinely to monitor the progress of their children and maintain open communications with teachers and school personnel. All parents are asked to report to the office when visiting the school and to follow the following procedures when addressing concerns involving their children.

1. Contact the student's teacher by school phone or letter
2. Conference with student's teacher scheduled through the office

3. Contact the school principal for further assistance
4. Conference with the teacher and principal scheduled through the office
5. Contact the district superintendent for further assistance
6. Conference with the teacher, principal, and superintendent scheduled through the superintendent's office
7. Address the Attala County School Board, if deemed appropriate by the Board President and district Superintendent

The Attala County School District believes that appropriate parental involvement is essential in the development of life-long learners and strives to resolve any concerns as quickly and easily as possible.

Code of Conduct (ACSB Policies JCA, JCB, JCD2)

Definition:

Discipline is defined as the minimum appropriate action that produces a desired behavioral response. Where people exist together it is necessary to have rules, laws or regulations governing their behavior if confusion, chaos or possible violence is to be avoided. The public school is no exception. The action taken to ensure that rules and regulations are honored and respected is defined as school discipline.

Prevention of School Violence Act

Any principal, teacher or other school employee who has knowledge of any unlawful activity which occurred on educational property or during a school related activity or which may have occurred shall report such activity to the superintendent of the school district or his designee who shall notify the appropriate law enforcement officials. The superintendent or his designee will notify, in writing, the parent, guardian or custodian, the youth court and local law enforcement of any expulsion of a student for criminal activity as defined in Section 37-11-29. The superintendent or his designee will notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any crime committed by a student or students upon school property or during any school-related activity, regardless of location and the identity of the student or students committing the crime.

Legal Reference: Miss. Code Ann. § 37-11-29, Miss. Code Ann. § 37-9-14 (w.) and (x.), Senate Bill 3349 (1994)

Weapons

No person other than law enforcement personnel may possess or carry, whether openly or concealed any gun, rifle, pistol, or other firearm of any kind; or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. No person may encourage or aid a minor to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind; or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property.

No one may possess or carry, whether openly or concealed any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, lead cane, switchblade knife, blackjack, metallic knuckles, razors, razor blades, or any sharp-pointed or sharp-edged instrument. Excluded from this list are those items used as instructional supplies, items used for grooming, and tools used solely for food preparation, instruction, and maintenance on educational property.

Any violations of the weapons policy will be reported to the appropriate school and law enforcement officials.

Legal Reference: Miss. Code Ann. § 97-37-17, Miss. Code Ann. § 97-37-14, Miss. Code Ann. § 37-11-29

Expulsion Notice/Pending Disciplinary Action

A child or parent must indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding. Failure to indicate accurate information will result in withdrawal from school. A child or parent must also notify the school of any pending disciplinary action that was assigned at a previous school (public or private). Any previously unfulfilled punishment (including, but not limited to, in-school suspensions; out-of-school suspensions; or alternative school placements) will be carried out upon successful enrollment in the district.

Legal Reference: Miss. Code Ann. § 37-15-9

Denial of Admission

The district does not accept students who have been expelled from another school/school district until such time as the expulsion period assigned by the other school/district has ended. If the cumulative record or application shows that the child has been expelled, the district may deny admission until the superintendent or the designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program.

If the child is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, the district is not required to grant admission/enrollment before one year after the expulsion.

Legal Reference: Miss. Code Ann. § 37-15-9

Temporary Admission

If the child is a party to an expulsion proceeding, the child may be admitted pending final disposition of that proceeding. If it results in expulsion, the school may revoke admission.

Legal Reference: Miss. Code Ann. § 37-15-9

Transfers

Students who transfer to ACSD are expected to meet ACSD'S requirements for promotion including but not limited to legal transfers upon mutual consent of the boards, children of certified employees, children of other employees per board discretion, children who meet the 30-mile rule, and prior transferees and their sibling.

Legal Reference: Miss. Code Ann. § 37-15-9

Automatic Expulsion Permitted

The superintendent or principal has authority to expel automatically any student who possesses any controlled substance in violation of the Uniform Controlled Substance law; who possesses a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm; or who commits a violent act on school property. The expulsion will take effect immediately subject to constitutional due process rights.

Legal Reference: Miss. Ann. Code § 37-11-18

Expulsion/Alternative School Placement

The superintendent and principal of a school shall have the power to suspend or dismiss a pupil for good cause, including misconduct in the school or on school property, on the road to and from school, or at any school-related activity or event. The superintendent and principal of a school shall also have the power to suspend or dismiss a pupil for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation, or school district policy. If the parent, legal guardian, or custodian of the suspended or dismissed child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian, or other person shall have the right to a due process hearing. The appropriate superintendent or principal shall advise the parent or guardian of the child of this right to a hearing and the proper form shall be provided for requesting such a hearing. The board may, upon request of the parent, legal guardian or custodian of a suspended or dismissed student, review a student's suspension or dismissal. Requests for review must be made in accordance with board procedure.

Legal Reference: Miss. Ann. Code § 37-9-71, Miss. Code Ann. § 37-11-29,

Due Process/Right to a Hearing

For instances of serious misconduct which result in a suspension of ten or more days or an expulsion, due process procedures provide for the following:

- Adequate notice of the charge against the student
- An opportunity for a hearing and to present evidence
- A decision supported by the evidence

When a student is suspended, his/her parent, legal guardian, or custodian shall be notified. Each student who has been suspended for more than ten (10) days or who has been recommended for expulsion is automatically given notice to a hearing before an Appeals Committee. The parent, legal guardian, or custodian of the student has the right to sign a waiver indicating that they do not wish to challenge the recommendation. The decision of the appeals committee may be reviewed by the board upon request of parent, legal guardian, or custodian of a suspended student.

In addition, the superintendent must provide written notice to the youth court and local law enforcement of any expulsion of a student for criminal activity.

Miss. Code Ann. § 37-11-29,

School Law

Constitutional due process requires that students be forewarned of conduct that may result in disciplinary sanctions. Written codes of student conduct, posted in the school and distributed annually to students, is the usual way of placing students on notice about prescribed behaviors. Oral notice of a regulation may satisfy the constitutional requirement if school officials can show that the oral notice did, in fact, warn the students about expected behavior. However, written regulations are preferred and will be used whenever possible.

Constitutional due process is not a fixed set of procedures. Its requirements, which always seek to achieve fundamental fairness, vary according to the disciplinary sanction to be imposed. The Supreme Court recognized in *Goss v. Lopez* that there is no suggestion that a student has a constitutionally protected interest in participation in separate components of the school athletics, clubs, bands, chorus, social events, etc. that comprise the educational process.

Following similar reasoning, other courts have ruled that constitutional due process is NOT required before decisions about participation in athletics, membership on the cheerleading squad, removal from bus transportation, cancellation of a school play, entrance into an honor society, first trumpet in the band, participation in graduation ceremony, exclusion from attendance at school activities, or assignment to an in-school suspension.

In 1977, the Supreme Court decided that the Fourteenth Amendment does NOT require prior notice and hearing before the administration of corporal punishment. In addition, the courts have consistently ruled, both before and after *Goss*, that the minor punishments so traditionally a part of school discipline—counseling, admonition, reprimand, after-school detention, additional assignments, and isolation within the classroom—do not require due process.

The practice of telling students what they are accused of doing and the evidence against them and of allowing them an opportunity to explain their version of the facts before imposing any punishment contributes to achieving fundamental fairness.

Legal Reference: Miss. Code Ann. § 37-9-71

School Searches

The U.S. Supreme Court granted school officials the right to conduct reasonable locker searches. Searches will be based upon reasonable suspicion and may proceed without delay. In the event the search of a student's person, locker, personal possessions, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, authorities will be notified so that appropriate action may be taken.

Reference: Board Policy JCDA/JCDBB

Corporal Punishment

Attala County School District recognizes the use of corporal punishment by teachers and administrators as a means to correct misconduct of students, to preserve an effective educational environment that is free from disruption, and to further the educational mission of the Pearl Public School District.

The procedure for administering corporal punishment is as follows:

1. Corporal punishment, generally, should be used only when other efforts to correct misconduct have been found to be ineffective with a student.
2. Prior to the decision to administer corporal punishment, the student shall be informed of the misconduct charged against him, presented with the evidence of the charge, and allowed the opportunity to explain or refute.
3. After a decision has been made to administer corporal punishment, a student shall be informed, in the presence of another certified educator, of the reason for the punishment.
4. School officials should consider the following factors in administering corporal punishment:

- a. Age, size, and the physical and mental condition of the student
- b. Size, strength, and temperament of the disciplinarian
5. All corporal punishment shall be administered by certified staff in a private setting within the school and not in the view of any other students. At least one additional certified educator shall be present during the administration of corporal punishment.
6. The principal shall maintain a record of all corporal punishment administered on the appropriate discipline form.

Legal Reference: Miss. Code Ann. § 37-11-57

Student Discipline Standards

Category 1

- Littering
- No hall pass
- Loitering
- Food in unauthorized areas (including gum and candy)
- Running in the building
- Lack of materials
- Loud and boisterous in the building
- Not completing work
- Lying
- Classroom/Hallway Disruption
- Inappropriate contact (Physical)
- Disrespectful/Insubordinate Behavior
- Any other minor infraction

Repetitive rule violations may be considered as a major discipline offense.

Consequences for Category 1

- Warning by teacher/administrator
- Call to parent by teacher/administrator
- Corporal Punishment
- In-school detention (ISD) - Parent conference may be required for student to return to class
- In-school suspension (ISS) – Parent conference may be required for student to return to class
- Out-of-school suspension (OSS) – Parent conference required to return to school

The principal may use administrative discretion as necessary during discipline process, as deemed appropriate.

Category 2

- Defiance of authority
- Profanity (written or spoken), vulgarity
- Inappropriate gestures
- Cutting class (minimum 2 days ISS)
- Cheating (student receives a “0”)
- In an unauthorized area, (i.e, gym, band hall, inappropriate hallway, or restroom)
- Continuous rule violation

- Inappropriate display of affection
- Insubordination and/or disrespect
- Creating a disturbance in the classroom, on the bus, on school property, or at any school function
- Possession of lighters or matches
- Possession of a prohibited substance or object
- Other offenses as they arise

Consequences for Category 2

- Parent/Administrative conference
- In-school suspension (ISS) - Parent conference may be required for student to return to class.
- Out-of-school suspension-parent conference required for student to return to school.

The principal may use administrative discretion as necessary during discipline process, as deemed appropriate.

Category 3

- Threatening of a school official or other personnel
- Sexual misconduct
- Possession of or use of tobacco product, including electronic cigarettes (e-cigarettes), vapes, vaporizers, or any alternative nicotine product
- Possession of a prohibited substance or object
- Fighting or provoking a fight on campus or bus (police may be called)
- Fighting at extracurricular activities (police may be called)
- Gambling
- Possession of inappropriate explicit materials
- Defacing school/personal property (pay for damages in addition to punishment)
- Stealing (personal restitution in addition to punishment)
- Sexual harassment
- Verbal abuse to school personnel
- Threatening comments about the well-being of the school environment
- Leaving campus without permission
- Inappropriate usage of the internet
- Under the influence of a controlled substance, alcohol, or illicit drug
- Possession of fireworks, stink bombs, popper
- Harassing, bullying, or threatening other students to include social-network bullying and harassment
- Refusing to surrender any item not allowed at school
- Major defacing of school property to include breaking and entering
- Gang activity (see description of infractions on following page)
- Inappropriate/abusive language towards faculty, staff, or students
- Other offenses as they arise

Consequences for Category 3

- Two (2) to ten (10) days out-of-school suspension; additionally, a psychological evaluation may be required prior to a student's return to school.
- Possible placement at alternative school

The principal may use administrative discretion as necessary during discipline process, as deemed appropriate

Category 4 with consequences

- Possession or use of a weapon on school property
- Possession or use of explosives and/or burning devices (capable of causing bodily harm)
- Possession of alcohol, drugs or other types of controlled substances
- Assault on a school employee (violent act)
- Committing any other offense which the principal may judge to fall within this category (ex. Any act committed in the community that adversely affects the school climate)
- Other severe actions
 - Up to ten (10) day suspension
 - Police called, charges may be filed
 - Possible Alternative School placement and/or Expulsion
- Possession of an unknown substance
 - Pending determination of lab results:
 - Up to ten (10) day suspension
 - Police called, charges may be filled
 - Alternative School placement and/or Expulsion
- Possession of a known or unknown substance with the intent to distribute
 - Pending determination of lab results:
 - Up to ten (10) day suspension
 - If prescription medication (non-controlled),
 - Police called, charges may be filled
 - Alternative School placement
 - If prescription medication (controlled) or illegal drug,
 - Police called, charges may be filled
 - Alternative School placement and/or Expulsion

The principal may use administrative discretion as necessary during discipline process, as deemed appropriate

Expulsion of Habitual Offenders

In accordance with Miss. Ann. Code § 37-11-18.1 (2017), students who are “habitually disruptive” may be expelled upon the third occurrence of disruptive behavior within the school year.

Gang Activity

Gangs, which initiate, advocate, and promote activities which threaten the safety or well-being of persons or property on the school grounds, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attributes of danger, are prohibited. Such items and symbols are contrary to the school environment and its educational objectives and create an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidation, and/or related activities or such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students are prohibited. Gang insignia, signs, symbolic dress, drawings, pictures, or related paraphernalia or activity will not be tolerated. Students possessing or committing the above will receive the following disciplinary action:

- First Offense - Out-of-school suspension
- Second Offense - Assignment to the alternative school

Inappropriate/Abusive Language

Inappropriate or abusive language will not be tolerated. This type of language should not be directed towards the faculty, staff, or other students. Detention, corporal punishment, or suspension will result from use of inappropriate or abusive language.

Cafeteria Behavior

All students must respect the rights of others in the lunch line. Students are to return trays so that the tables will be clear for those students following. Students must sit in assigned areas and behave properly at all times. Pushing, shoving, or “breaking” of the lunch line is not permitted. Disrespect to cafeteria workers will not be tolerated. Students who misbehave in the cafeteria are subject to disciplinary action by the administration and/or faculty.

Inappropriate Items at School

No toys, electronic games, or collectible cards should be brought to the school. Toy weapons will result in a suspension with the possibility of expulsion. Please remind your child that toys are to be left at home as these items could interfere with instruction and student learning. Gum is not allowed at school at any time. This causes problems when gum is discarded improperly. Cell phones and handheld games will be taken up and returned only to the parent(s) for the first offense. On the second offense, the item will not be returned to the parent until the last day of school. At that time, the item may be picked up in the principal’s office by the parent/guardian.

Leaving Campus without Permission

Any student leaving campus without the permission of an administrator or designee will be subject to suspension.

Tobacco Use

The use of tobacco on any ACSD campus will not be permitted. Likewise, students will not be permitted to have tobacco products in their possession on school property or during school-sponsored activities. Use or possession of tobacco includes electronic cigarettes [e-cigarettes], vapes, vaporizers, or any alternative nicotine product.

Weapons

Criminal charges will be filed on any student in possession of a weapon while on school property. Additionally, the student will be suspended for ten (10) days and recommended for expulsion. Any item which may inflict harm to another individual will be classified as a weapon. Examples of weapons include guns, knives, metal objects, chains, mace or pepper spray, sharp pointed brushes or combs, stun guns, chemicals, etc.

School Property

Any student responsible for damage to school property will be liable for such damage and/or be suspended from school. This includes damage to the walls of the building, fixtures and furniture in the classrooms, library, cafeteria, gymnasium, and ISD/ISS rooms.

Substitute and Student Teachers

Substitute and student teachers are to be treated as professional guests in our building. Students found to be disrespectful, uncooperative, or disruptive in the presence of a substitute or student teacher will receive severe clause discipline procedures.

Attala County School District Tardy Procedures

Additional Minor Infractions

Tardies.....	1, 2, 3.....	Teacher Warning
Tardies	4.....	1 day Break detention
Tardies	5	2 days Break detention
Tardies.....	6	1 day of ISS
Tardies	7	2 day of ISS
Tardies	8	3 days of ISS
Tardies	9	1 day of OSS
Tardies	10	2 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 Detention/In-School Suspension Guidelines

- Students must report to ISD/ISS when the warning bell rings to begin school.
- Students cannot leave ISD/ 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 ISD/ISS will face 3 days of OSS. Students must complete ISD/ISS assignments upon returning to school.
- Students will be assigned 1 day of OSS if any ISD/ISS rule is violated.
- 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.**

Suicide Prevention

(ACSB Policy GADAC)

Protecting the health and well-being of all students is of utmost importance to Attala County School District. The Attala County School District board has adopted a suicide prevention policy which will help protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Attala County School District will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate resources.
4. Students will have access to national resources which they can contact for additional support such as:
 - The National Suicide Prevention Lifeline—1-800-273-8255 (TALK),
www.suicidepreventionlifeline.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full suicide prevention policy at www.attala.k12.ms.us.

Student Complaints of Bullying or Harassing Behavior

(ACSB Policy JDDA, JDDA-P, JCBC)

Bullying

Complaints of Bullying or Harassing Behavior Procedures

Students and employees in the Attala County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly, but no later than five (5) calendar days after the alleged act or acts occurred. (HB 263-D)

1. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es) and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent, and complaints against the superintendent shall be made to the Board chairman. The complaint shall be investigated promptly. (HB 263-F)
2. Parents or guardians will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the

District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. (HB 263 - C)

3. If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.
4. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.
5. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying." (HB 263-G & 2).
6. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.) (HB 263-H)

Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the superintendent or school principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior or who has witnessed or has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred.

Harassment/Sexual Harassment/Sexual Discrimination Prohibited

Students in the Attala County School District are protected from sexual discrimination, including sexual harassment by Title VII and Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the school district to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints are to be filed with the building level principal or other trusted adult. The principal will immediately investigate a complaint. If evidence is adequate for a potential problem, he/she will follow procedures as approved in school board policy.

Reference: Board Policy JB

Drug Testing Policy

Policy Code: JCDAB - Student Drug Testing Program Extracurricular Activities

The Attala County School District Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of this school district, has adopted the following policy for drug testing of students participating in extracurricular activities, band, Driver's Education, Career Technical Programs, and students who drive to school.

PURPOSE AND INTENT

Participation in school-sponsored extracurricular activities such as interscholastic athletics, band, Driver's Education, Career Technical Programs, and driving to school is a privilege. Illegal drug use of any kind is incompatible with participation in any extracurricular activities or privileges on behalf of the school district. Students who fall into any of the participate in extracurricular activities or privileges are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training.

Accordingly, these students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs. This policy is intended to complement all other policies, rules and regulations of the Attala County Public School District regarding possession or use of illegal drugs.

This policy has been adopted to promote the safety, health and well-being of the students of the district. There will be no academic sanction for violation of this policy. This policy shall apply to all participant students in grades 7-12.

DEFINITIONS

1. Participant: a member of the middle school or high school district-sponsored interscholastic sports team, club, or activity. This includes athletes, cheerleaders, band members, students enrolled in Driver's Education or Career Technical Programs, and students that drive to school. Any student that has voluntarily been placed in the pool at the request of their parent/guardian shall also be considered a participant; this student will be considered and opt-in participant.
2. Extracurricular: those activities that take place outside the regular course of study in school and

participants are those students involved in those activities.

3. Drug use test: a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or metabolites in a person's urine/saliva.
4. Random tests: given weekly, monthly, or yearly to participants from the whole group of students (pool).
5. Random selection basis: a mechanism for selecting participants for drug testing that:
 - a. results in an equal probability that any participant from a group of students (pool) subject to the selection mechanism will be selected, and
 - b. does not give the school district discretion to waive the selection of any participant under the mechanism.
6. Follow up test: a participant who has tested positive will be retested at every random screening conducted at that location
7. Illegal drugs: any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all controlled drugs as defined by federal and state law, all prescription drugs obtained without authorization, and all prescription and over-the-counter drugs being used for an abusive purpose.
8. Performance-enhancing drugs: include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.
9. Positive: when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. Reasonable suspicion: a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences based on experience drawn from those observations. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. Self-referral: when a participant who believes s/he will test positive for illegal or performance-enhancing drugs, so notifies the principal, athletic director, coach, or sponsor of such belief. Self-referrals will not be accepted on the day of drug testing.

PROCEDURES

1. Physical Examination. A physical examination form signed by a parent/guardian is required before a student may participate on a school district athletic team.
2. Consent Form. Participants in extracurricular activities, events, or privileges shall be provided with a copy

of this policy and a "student drug testing program consent form." The consent form shall identify when a participant may be asked to provide a urine/saliva sample to be tested for illegal or performance-enhancing drugs, as follows:

- a. as chosen by the random selection basis;
 - b. at any time requested based on reasonable suspicion.
 - The consent form must be read, signed, and dated by the participant, parent or custodial guardian, and coach/sponsor before a participant shall be eligible to practice in any extracurricular activity. No participant shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.
3. **Urine/saliva Sample.** All participants shall be required to provide a urine/saliva sample for drug use testing for illegal drugs and/or performance-enhancing drugs. Participants who move into the district after the school year begins may be required to have a drug use test before being eligible for participation.
 4. **Selection.** Drug use testing for participants may be chosen randomly on a weekly, monthly, or yearly selection basis from a list of all participants in sports, clubs, or activities. The school district will identify the number of participants' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs. In addition, any participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the participant.
 5. **Fees.** The cost of subsequent tests will be borne by the school district or appropriate activity fund.
 6. **Drug Use Testing.** Any drug use test required by the school district under this policy will be administered by a medical group chosen by the school district or Attala County School District Personnel. The following Chain of Custody will be followed.
 7. **Chain of Custody.** All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall/s. The principal shall designate a coach or other school employee of the same sex as the participant to accompany the participant to a restroom or other private facility. If at any time during the testing procedure the monitor has reason to believe or suspect that a participant is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each participant a form on which to list any medications s/he has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug use test. The medication list shall be submitted to the lab in a sealed confidential envelope.
 8. **Test Results.** If the initial drug use test is positive, the initial test result will be subject to confirmation by a second test of the same specimen. A specimen shall not be reported positive unless the second test procedure is positive for the presence of illegal drug or the metabolites thereof. Participant records will be retained until the end of the school year.

CONFIDENTIALITY

If the drug use test for any participant has a positive result, the individual conducting the test will contact the principal or designee with the results. Procedures for maintaining confidentiality will be practiced. The principal will contact the participant, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the participant will be given the opportunity to submit additional information to the principal. The school district will rely on the opinion of the medical group and the drug use test in determining whether the positive test result was produced by other than consumption of an illegal drug. Under no circumstances will results from a drug use test under this policy be turned over to any law enforcement officer or agency.

APPEAL

A participant, who has tested positive on the drug test, has the right to have a medically licensed facility do a third drug test. This drug test will be conducted at the participants or parent/custodial guardians expense. This drug test must be conducted within two hours of the meeting with the principal and the results must be received/delivered to the school from the medically licensed facility. A participant who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or designee/s. Such appeal must be filed within five (5) business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee/s shall then turn the appeal over to the District Student Appeals Committee to investigate the matter further. At this point, the violation and appeal will follow the District Appeals Policy; see ACSB policy JCAA.

CONSEQUENCES

1. First Positive:

When the positive result is verified and confirmed, the school principal will notify the student's parent(s)/legal guardian(s). The student will be placed in alternative school for 10 days following the district's alternative school procedure. Transportation will not be provided by the district and upon return to school the student and his/her parent(s)/legal guardian(s) must sign an Attala County School District Release for Liability form. The student will be given materials related to the effects of drugs, drug abuse and prevention, and drug treatment. Additionally, any student who tests positive will be subject to subsequent testing at all random screenings performed at the discretion of the District.

2. Second Positive:

When the positive result is verified and confirmed, the school principal will notify the student's parent(s)/ legal guardian(s). The student will be placed in alternative school for 30 days; following the district's alternative school procedure. Transportation will not be provided by the district and upon return to school the student and his/her parent(s)/legal guardian(s) must sign an Attala County School District Release for Liability form. The student will be given materials related to the effects of drugs, drug abuse and prevention, and drug treatment. Additionally, any student who tests positive will be subject to subsequent testing at all random screenings performed at the discretion of the District.

3. Third Positive:

When the positive result is verified and confirmed, the school principal will notify the student's parent(s)/legal guardian(s). The student will be placed in alternative school for 60 days following the district's alternative school procedure. Transportation will not be provided by the district and upon return to school the student and his/her parent(s)/legal guardian(s) must sign an Attala County School District Release for Liability form. The student will be given materials related to the effects of drugs, drug abuse and prevention, and drug treatment. Additionally, any student who tests positive will be subject

to subsequent testing at all random screenings performed at the discretion of the District.

4. **Self referral.** A participant who self-refers to the athletic director, principal, coach or sponsor before being notified to submit a drug use test will be allowed to remain active in all extracurricular activities. However, the participant will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive. A self-referral cannot be made on the day of the drug test.
5. **Refusal to submit to a drug use test.** If a participant student refuses to submit to a drug use test under this policy, such participant shall be placed in alternative school for 60 days following the district's alternative school procedure. Transportation will not be provided by the district and upon return to school the student and his/her parent(s)/legal guardian(s) must sign an Attala County School District Release for Liability form. The student will be given materials related to the effects of drugs, drug abuse and prevention, and drug treatment. Additionally, any student who tests positive will be subject to subsequent testing at all random screenings performed at the discretion of the District.
6. Any student that is enrolled into the drug testing program at the beginning of the year will remain in the program for the calendar year; regardless of their participation status.

School Bus Transportation Rules and Regulations

(ACSB Policies EDA, EDAA, JCDAD)

The school district is responsible for transporting students in Pre. kindergarten – 12th grade to and from their appropriate schools and from and to their verified residence or designated bus stop. The verified residence must be a permanent assignment without changes throughout the day, week, or year. Request for permanent changes will be considered if the parents establish a new district residence. Requests for changes must be submitted in writing to the school office for approval. **No phone calls will be allowed.** Parental notes on a daily basis to change buses for parent convenience will not be allowed except for bona fide emergencies. **Requests for students to ride home with friends are not allowed. The students must ride the same bus to and from school.** There will be no bus changes with the exception of licensed day care centers, scouts, clubs, camps, etc.

Bus Regulations

Students should adhere to the following loading and unloading procedures at all times:

- Be at your assigned loading zone at the scheduled time and be visible when the bus arrives.
- Exercise extreme caution in getting to and from the bus stop.
- Never walk on the road when there is a sidewalk or pathway.
- Always walk to the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
- Do not play on or near the road while waiting for the bus to arrive.
- Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- Always look in both directions and pass in front of the bus ONLY after receiving the signal from the driver to cross the street.
- Look in both directions before stepping from behind parked cars. Use the handrail while getting on/off the bus.
- Wait until the bus comes to a complete stop and you are signaled by the driver before loading or unloading.
- When you must cross the road to load/unload the bus, always cross in front of the bus.
- Be quiet when bus is nearing and crossing a railroad or highway.

Follow all bus rules.

Students will not engage in the following behaviors at any time:

- Distract the driver's attention other than when necessary.
- Bring unauthorized articles on the bus.
- Play on the road while waiting for the bus.

- Put head or hands out the window.
- Ride outside of bus.
- Mar or deface bus.
- Smoke or use intoxicants.
- Fight or tussle.
- Strike or threaten bus driver.
- Use profane language or make vulgar gestures.
- Carry deadly weapons.
- Make excessive noise.
- Throw objects.
- Eat or drink on bus.
- Commit any other act of improper conduct.
- **Exchange any bodily fluids (Ex: Spitting).**

Parents shall support the district in transporting students safely by doing the following:

- ☐ Cooperate with school officials and bus drivers in promoting safe and efficient transportation of students.
- ☐ Do not expect buses to operate on roads that are not properly maintained or on roads where adequate places for turning are not provided.
- ☐ Have students at stop on time.
- ☐ Teach students good discipline.
- ☐ Make sure that students cooperate with bus drivers.
- ☐ Understand that students who ride school buses must obey all bus regulations.
- ☐ Understand that failure to obey the regulations may result in students' being suspended from the bus.
- ☐ Understand students' right to ride the bus depends on their good conduct.

Bus Conduct

Any student causing a disturbance aboard a school bus will receive a bus referral from the bus driver and will be sent to the principal's office for disciplinary action. Repeated misconduct may result in a student's loss of privilege to ride a bus for a definite period of time or for the remainder of the school year. The safety of all students while riding the buses is the primary concern for promoting good conduct on our transportation system. It is to be fully understood that bus transportation is a privilege and that students who misbehave and jeopardize the safety of other students or the driver may be denied bus transportation.

Elementary Minor Offenses

- 1st Offense: Warning
- 2nd Offense: Parent call from principal
- 3rd Offense: 1 day bus suspension
- 4th Offense: 3 day bus suspension
- 5th Offense: 5 day bus suspension
- 6th Offense: 10 day bus suspension
- 7th Offense: 30 day bus suspension
- 8th Offense: Suspension for the remainder of the school year

Major Offenses

- Hitting, fighting, pushing, tripping,
- vandalism/destroying property or other offenses
- considered major as determined by the principal
- 1st offense: 3 day bus suspension
- 2nd offense: 10 day bus suspension
- 3rd offense: 30 day bus suspension
- 4th offense: Suspension for the remainder of the year.

Secondary Minor Offenses

- 1st Offense: Warning
- 2nd Offense: Parent call from principal
- 3rd Offense: 5 day bus suspension
- 4th Offense: 10 day bus suspension
- 5th Offense: 20 day bus suspension
- 6th Offense: 45 day bus suspension
- 7th Offense: Suspension for the remainder of the school year

**** When any student is suspended from the bus, He/she is still required to attend school on the day(s) of bus suspension
Do not lose your privilege to ride the bus!**

Principals will have discretion in applying the bus conduct policy. The nature and severity of individual student actions will determine the level of disciplinary action.

Personal Transportation

(ACSB Policy JGFF)

Personal cars may be used for transportation to and from school. Please remember the following when using personal transportation:

1. Only licensed drivers will be allowed to drive on campus. Students are subject to produce a valid license.
2. Students will not be permitted in cars on campus except when arriving and departing.
3. Students must park in designated parking areas only.
4. Permission must be obtained from the principal's office to return to car for items which may have been left.
5. Automobiles may not be moved on school grounds during the school day except with office permission.
6. Students should drive in a careful manner at all times.
7. No student may leave the campus during the school day for any reason until the principal or designee has consulted parents. If a situation occurs which demands one student take another student home due to illness or other reason deemed necessary by the principal or designee, the parent of each student must approve. These regulations apply to any means of transportation furnished by the student.

Violation of the above regulations may result in the student being denied the privilege of bringing automobiles on campus.

General Operating Practices

(ACSB Policy JCA)

Behavior on school premises

On school premises you will be expected to observe such courtesies as:

1. Avoid shouting, whistling, and other loud noises in the buildings.
2. Refrain from running or playing in the building.
3. Move quickly and quietly to where you belong, keeping to the right in the corridors. Do not block traffic by standing in groups.
4. To protect the floor, wear gym shoes when using the gymnasium.
5. No drinks or food shall be taken into classrooms, library, or gymnasium.
6. Gambling, use of profanity, or fighting will not be tolerated.
7. Gum chewing is not permitted. Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems with costly repair.
8. Possession of sunflower seeds is prohibited during the school day.
9. Students shall not possess any tobacco products, unauthorized drugs, or alcohol on school property.

Buildings after school hours

No student should be in the building after school hours unless under the direct supervision of a teacher.

Library

Use the library for reading and studying. This means it should be quiet and orderly at all times. The librarian will welcome the opportunity to assist you. At all times good care should be taken of library books so that others may enjoy reading them. A fine of ten cents per day for overdue books will be charged to students for lost books. Failure to care and account for library books properly can lead to suspension or withdrawal of library privileges.

Restrooms

It is the intent of school officials to have clean restrooms. Students also play an important role in keeping restrooms clean and in working order. Any student who defaces walls, deliberately breaks parts of the restrooms, or creates any disturbance in the restroom will be subject to disciplinary action. Loitering in the restroom will not be allowed.

Disaster Drills

Tornado drills will be held four times during the school year. Fire drills will be held nine times during the school year. Students will be informed at the beginning of the year with instructions on procedures concerning fire and tornado drills.

Crisis/Threat Drills

Crisis and/or threat drills will be held four times during the school year. Students will be informed at the beginning of the year with instructions on procedures concerning crisis and threat drills. These drills will be identified as either a standby or lockdown crisis situation drill.

Sick Procedure

A student who becomes ill should report to the teacher to whom he or she is assigned for that period and obtain a hall pass to go to the office to call for transportation home. The secretary, principal, or assistant principal shall talk with the parent to confirm the means of transportation home.

Accidents (ACSB Policy JGFG)

Every accident on school property must be reported immediately to the person in charge and to the school office

Civil Emergencies

Keep civilian cars out of the area. KEEP STREETS CLEAR FOR EMERGENCY VEHICLES (POLICE, AMBULANCE FIRE)

Conferences

Principals are to be made aware of all teacher-parent conferences prior to the occurrence of the conference. The principal shall approve all correspondence from the staff.

Athletic Contests (ACSB Policy JH) It is the responsibility of all spectators to conduct themselves in a proper manner. The Mississippi High School Activities Association holds school officials, students, and supporters responsible for proper conduct at athletic contests.

Leaving school (ACSB Policy JBAC) No pupil is allowed to leave the school campus for any reason without being properly signed out by the parent or designee. If a parent or designated guardian desires a child be released from school, someone on the student's sign-out sheet must come to the school to sign the student out. (NOTE: Every reasonable precaution shall be taken to assure the request to leave the school is from the parent or legal guardian.)

Change of student's address

If at any time during the year a change of address or telephone number is made, the student should report the change to the Principal's office.

Student Dress Code

Good learning situations depend on the best possible behavior and attitude of the student. Students are encouraged to take pride in their appearance, and strive to meet public expectations. Students should be neat and clean, thus reflecting favorably on themselves and the school.

Safety, health, and individual dignity provide the basis for any dress code. If clothing is disruptive to the learning situation or if it is embarrassing to others, steps will be taken to deal with the individual student.

It is believed by the administration that parents/legal guardians, as well as teachers, should recognize the main purpose of public education is to provide an education for the students that will allow them to become useful citizens in our society. Thus, any disruption or concerns caused by the students as a result of dress would call for appropriate disciplinary action by the school authorities.

Cleanliness of both dress and body is mandatory. Teachers may at any time counsel with students concerning attire and appearance, which may not be acceptable. **When there is any doubt students are not adhering to the standards of dress, the principal or their designee will render the final authority.**

- Tank tops and sundresses may be worn in grades Pre. K-2 but must not be inappropriate.
- Hair will be clean, well groomed, and not distracting from the classroom environment.
- Shoes will be worn at all times. Shower shoes, house shoes, and fur slides are not allowed.
- Tank tops, tube tops, undershirts, or body-shirts will not be worn as outer garments. No clothes can be worn that exposes the midriff.
- Elementary students may wear shorts, which come no more than 4 inches above the knee
- Mesh or see-through shirts/blouses must be worn with undershirts.
- Shorts will be allowed in grades 7-12 that are not excessively tight, revealing, or made of see through material. All shorts must strike the bend of the knee in a standing position.
- No hats, caps, headscarves, headbands, rollers or hoodies will be worn inside any school building
- Dresses/skirts must extend to the bend of the knee in a seated position. Excessive splits will not be allowed.
- Proper undergarments must be worn and not exposed.
- All dresses or tops must cover all undergarments and both shoulders. Sleeveless tops can be worn but must be a minimum of three inches wide.
- No garments advertising alcohol, drugs, tobacco products, or suggestive or disruptive statements will be worn.
- No fraternity or sorority jerseys will be worn. (Mississippi Code/Sec. 37-11-39)
- Sunglasses will not be worn in the building unless prescribed by a doctor.
- Belts, if worn, must be worn and buckled. Suspenders must be worn properly.
- Any immodest clothing or accessories that distract from classroom instruction are prohibited.
- All jerseys shall be tucked in.
- Shirttails of excessive lengths must be tucked in.
- Pajama pants, bagging or sagging pants shall not be worn.
- No overcoats or trench coats will be worn.
- Female students may wear appropriate earrings in ears only. No tongue or facial rings will be allowed. Inappropriate piercings cannot be covered or hidden in any way.
- Male students shall not wear earrings, tongue rings, or facial rings of any type.
- Gang related clothing or apparel will not be allowed.
- Leggings, jeggings, and tights may be worn but an outer garment must be worn that reaches the fingertips
- Pants/shirts cannot be worn with rips or holes above the knee

Lost and Found

Articles found in and about the building should be taken immediately to the principal's office. Inquiry concerning lost items should be made at the same place.

Parties

All parties must be approved and scheduled in advance through the principal's office and cannot interfere with the regular school schedule.

Proms and Dances

The school does not sponsor proms or dances.

Telephones

The telephones in the school office, gym, and field house are for official use only. They are to be used for school business and emergencies only. In order for a student to use these telephones, they must first secure permission from an appropriate staff member. The staff member has the authority to determine if the student's request to use the telephone is valid. Students should request members of their families and friends not to call them at school unless it is absolutely essential. Students will not be called to the telephone from a class unless it is an emergency. No long distance calls are to be made by students, without prior approval.

Cell Phones and Electronic Devices

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.

School Spirit

School spirit may be divided into three categories:

1. Courtesy - Toward teachers, fellow students, and the officials of school athletic events
2. Pride - In everything our school endeavors to accomplish and has accomplished
3. Sportsmanship - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

Student Organizations (ACSB Policy JHC)

Organization of students to provide group activities which are in conformance with the educational objectives of the school system are to be encouraged to the extent that they contribute to the training and development of the student. Such organizations and clubs shall be under the direction and supervision of the regular school personnel and in conformity with the policies of the Board. The principal must approve any organizations and clubs. The principal must approve any fund raising projects.

Academic Achievement

High School Graduation Requirements (ACSB Policy IHF) (Begins with incoming freshmen of 2018-2019)

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none">English IEnglish II
Mathematics	4	<ul style="list-style-type: none">Algebra I
Science	3	<ul style="list-style-type: none">Biology I
Social Studies	3½	<ul style="list-style-type: none">1 World History1 U.S. History½ U.S. Government½ Economics½ Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none">Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5 ½	
Total Units Required	24	

Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
 - Have a 2.5 GPA
 - Passed or met all MAAP assessments requirements for graduation
 - On track to meet diploma requirements
 - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
Total Units Required	26	

Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
 - One CTE dual credit or earn articulated credit in the high school CTE course
 - Work-Based Learning experience or Career Pathway Experience
 - Earn a State Board of Education-approved national credential

ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	26	

Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
 - One AP course with a C or higher and take the appropriate AP exam
 - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
 - One academic dual credit course with a C or higher in the course

DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	28	

Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL CPC-recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
 - One AP course with a B or higher and take the appropriate AP exam
 - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
 - One academic dual credit course with a B or higher in the course

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	• Alternate English Elements I-IV
Mathematics	4	• Alternate Math Elements I-III • Alternate Algebra Elements
Science	2	• Alternate Biology Elements • Alternate Science Elements II
Social Studies	2	• Alternate History Elements (Strands: U.S. History and World History) • Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	½	
Health	½	• Alternate Health Elements
Arts	1	
Career Readiness	4	• Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	• Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total Units Required	24	

Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

8.50 x 11.00 in

GRADUATION REQUIREMENTS STANDARD 14

Certificate of Completion

Note: This option may be offered by districts for incoming freshmen beginning in school year 2018-2019.

A Certificate of Completion is not a high school diploma or an Alternate Diploma, but rather an acknowledgement of the student's participation in and completion of his/her Individualized Education Program (IEP). Students eligible to receive a Certificate of Completion must fall into one (1) of the following categories.

1. Students without a Significant Cognitive Disability at the end of 8th grade who:
 - Are 16 years old or older; AND
 - At least 3 or more grade levels below their peers in reading and math; AND
 - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or post-secondary opportunity that requires a diploma.
2. Students with a Significant Cognitive Disability at the end of 8th grade who:
 - Have extremely limited or no receptive and expressive communication skills; AND
 - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or post-secondary opportunity that requires a diploma.
3. Students with or without a Significant Cognitive Disability at the end of their third school year of high school (6 semesters) who:
 - Have not earned at minimum of 3 English credits, 3 math credits, 2 science credits, 2 social studies credits, and 5 electives; AND
 - Have a signed statement from the parent and student that they do not wish for the student to be given services through age 20 and understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or post-secondary opportunity that requires a diploma; AND
 - Have evidence of 3 or more years of intensive intervention to earn Carnegie Unit bearing courses (Or Alternate Diploma Course Credits for students with a Significant Cognitive Disability). Evidence could include, but is not limited to:
 - Progress monitoring data from reading intervention programs or math intervention programs
 - Documentation of accommodations and modifications provided in the general education courses and assessments
 - Course schedules outlining dedicated time for intervention.

The student's IEP committee determines the course of study for the Certificate of Completion. Areas of instruction should be developed based on the needs of the individual student. Course work could include, as appropriate for the student:

- Intensive remediation in deficit area skills
- Career preparation courses
- Life skills courses

Students earning the certificate of completion must have completed at least four years of high school and/or be at least 19 years of age at the time of graduation. All students are required to participate in the Mississippi Academic Assessment Program.

APPENDIX A-1
GRADUATION REQUIREMENTS
STANDARD 14
DISTRICT OPTION

Note: Ending with incoming ninth graders of 2017-2018.

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi College- and Career-Readiness Standards*. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools of Mississippi. (See 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3.) Students enrolled in grades 7-12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual. Enrollment in online listed in this book must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	English I English II
MATHEMATICS	4 ²	Algebra I
SCIENCE	3 ³	Biology I
SOCIAL STUDIES	3	1 World History ⁴ 1 U.S. History ⁴ ½ U.S. Government ½ Mississippi Studies ⁵
HEALTH	½ ^{6&7}	Contemporary Health ¹¹
TECHNOLOGY or Computer Science	1 ⁸	
THE ARTS	1 ⁹	
ELECTIVES	4½ ¹⁰	
TOTAL UNITS REQUIRED	21	

GRADUATION REQUIREMENTS
STANDARD 14
(Ending with incoming ninth graders of 2017-2018)

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi College- and Career-Readiness Standards*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3.) Students enrolled in grades 7-12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the *Approved Courses for the Secondary Schools of Mississippi Manual*. Enrollment in online courses must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

Beginning school year 2008-2009 and ending with school year 2017-2018, all entering ninth graders will be required to have a minimum of 24 Carnegie units as specified below, unless their parent/guardian requests to opt the student out of Appendix A-2 requirements in accordance with local school board policy. All students must meet one of the graduation options as specified in the appendices. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7. NOTE: This option will no longer be available for entering ninth graders after the 2017-2018 school year. New graduation requirements will go into effect for entering ninth graders for 2018-2019.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	English I English II
MATHEMATICS	4 ²	Algebra I
SCIENCE	4 ³	Biology I
SOCIAL STUDIES	4	1 World History ⁴ 1 U.S. History ⁴ ½ Geography ⁴ ½ U.S. Government ½ Economics ⁵ ½ Mississippi Studies ⁴
HEALTH and PHYSICAL EDUCATION	1 ^{7&8}	½ Contemporary Health and ½ Physical Education ^{9&11}
TECHNOLOGY or Computer Science	1 ¹⁰	
THE ARTS	1 ¹¹	
ELECTIVES	5 ¹²	
TOTAL UNITS REQUIRED	24	

Promotion and Grade Classification Policy

(ACSB Policy IHE)

I. Promotion policy for elementary students (grades K-6).

- a. Promotion and retention of kindergarten students shall be based on the following:
 - mastery of the following skills: identifies letters and letter sounds, identifies colors and shapes, and identifies numbers and number words.
 - 80% mastery of all kindergarten objectives.
- b. Promotion and retention of first grade students shall be based on the following:
 - pass the core subjects of language, math, science, and social studies
 - achieve a 75 or above in reading and math
- c. Promotion and retention of second grade students shall be based on the following:
 - pass the core subjects of language, math, science, and social studies
 - achieve a 75 or above in reading and math
- d. Promotion and retention of third grade students shall be based on the following:
 - pass the core subjects of language, math, science, and social studies
 - passage of the MS Third Grade Reading Assessment
- e. Promotion and retention of fourth grade students shall be based on the following:
 - pass the core subjects of language, math, science, and, social studies
- f. Promotion and retention of fifth grade students shall be based on the following:
 - pass the core subjects of language, math, science, and social studies
- g. Promotion and retention of sixth grade students shall be based on the following:
 - pass the core subjects of language, math, science, and social studies

II. Promotion policy for seventh and eighth grade students:

- a. Seventh and eighth grade students must pass all four major academic (core) subjects (English, math, science, and history) taken in the seventh and eighth grades.

III. Grade classification for high school students:

- a. Ninth grade - pupils who have met eighth grade promotion requirements
- b. Tenth grade - pupils who have earned five high school units
- c. Eleventh grade - pupils who have earned ten high school unit
- d. Twelfth grade - pupils who have earned fifteen high school credits, two of which must be ninth and tenth grade English. The classification of "senior" does not necessarily qualify the pupil for graduation.
- e. A student may take two English courses at the same time only when they are classified as a senior, failed a previous English, and passed both English I and II.
- f. The Miss. Dept. of Education allows for only 1 correspondence course to be used towards graduation.

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% and nine weeks test 2 test grades
- 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% and nine weeks test 2 test grades
- 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

For students who achieve **A's** in all subject areas

Principal's Honor Roll

For students who achieve **B's** in all subject areas

Grade Point Average (GPA) Calculation

GPA is calculated by averaging the total final average of all courses, beginning with the ninth grade year and ending at December of the senior year. Final averages from credited courses in the eighth grade will be counted as well. GPA is the sole determining factor in graduation rank.

Valedictorian

This honor is given to the senior student who has the highest average beginning with credited courses in the eighth grade and ending after the first semester of his/her senior year. At least one-half of the Carnegie units must be earned from the graduating school.

Salutatorian

This honor is given to the senior student who has the second highest average beginning with credited courses in the eighth grade and ending after the first semester of his/her senior year. At least one-half of the Carnegie units must be earned from the graduating school.

Honor Graduates

Students who have maintained a Carnegie unit average of 90 or above will graduate with honors.

Teacher Support Team (TST) Program

ACSB Policy IEI)

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Every student enrolled in the Attala County School District has a TST that is comprised of teachers, counselors, and administrators. The function of the TST is to provide support to teachers as they provide assistance to students that may be struggling either academically or behaviorally. The Mississippi Department of Education adopted a model for the TST program to best meet the needs of students. This preventive model, consisting of three level or “tiers” has been designed to address varying needs of struggling students.

Tier I

All students receive Tier I instruction/interventions which is commonly referred to as quality classroom instruction. Student progress is monitored three times per year and position in the Tier system can change according to progress or student achievement.

Tier II

Students in Tier II receive supplemental instruction in the form of interventions in the regular classroom, and progress is checked to ensure growth. Interventions can include small group, one-on-one, and/or computer assisted programs to enhance and reinforce learning and remediation.

Tier III

When a student is struggling after Tiers I and II have been implemented for a reasonable amount of time, the teacher requests help from the TST. The TST gathers data, investigates the problem, develops a plan to help the student, implements the plan, and evaluates the results of the plan. Parental input is an essential component to the success of the TST process. When a student has demonstrated a need for Tier III interventions, a parent or guardian will be asked to provide information in the form of a parent interview, which can be conducted in person, by phone, or sent home. Any relevant data, such as medical history, developmental history, or any traumatic events that have occurred in the child’s life, as well as previous educational history are considered.

Literacy-Based Promotion Policy

In compliance with the “Literacy-Based Promotion Act,” it is the intent of this school district to improve the reading skills of Kindergarten - Third Grade students so that every student completing the Third Grade is able to read at or above grade level. Each Kindergarten through Third Grade student’s progression is determined, in part, upon the

- student’s proficiency in reading;
- the policies of local school boards facilitate this proficiency; and
- each student and the student’s parent or legal guardian is informed of the student’s academic progress.

Intensive Reading Instruction and Intervention

Each student who exhibits a substantial deficiency in reading at any time, as demonstrated through performance on a reading screener approved or developed by the State Department of Education or through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3 or through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, shall be given intensive reading instruction and intervention immediately following the identification of the reading deficiency.

The universal reading screener or locally determined reading assessment may be given in the first thirty (30) days of the school year and repeated if indicated at midyear and at the end of the school year to determine student progression in reading in Kindergarten through Third Grade. If it is determined that the student continues to have a reading deficiency, the student shall be provided with continued intensive reading instruction and intervention by the school district until the reading defi-

ciency is remedied. A student exhibiting continued reading deficiency with continued intensive interventions should be considered for exceptional criteria evaluation.

A Kindergarten or First, Second or Third Grade student identified with a deficiency in reading shall be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention shall include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A Kindergarten, First, Second or Third Grade student identified with a reading deficiency or not promoted may be placed in a transition class.

Parent Notification of Reading Deficiency

Upon the determination of a reading deficiency, and subsequently with each quarterly progress report until the deficiency is remediated, the parent or legal guardian of a Kindergarten or First, Second or Third Grade student who exhibits a substantial deficiency in reading shall be notified in writing by the student's teacher of the following:

- That the student has been identified as having a substantial deficiency in reading;
- A description of the services that the school district currently is providing to the student;
- A description of the proposed supplemental instructional services and supports that are
- designed to remediate the identified area of reading deficiency which the school district plans to provide the student;
- That if the student's reading deficiency is not remediated before the end of the student's Third Grade year, the student will not be promoted to Fourth Grade unless a good cause exemption specified below is met;
- Strategies for parents and guardians to use in helping the student to succeed in reading proficiency; and
- That while the state annual accountability assessment for reading in Third Grade is the initial determinant, it is not the sole determiner of promotion and that approved alternative standardized assessments are available to assist the school district in knowing when a child is reading at or above grade level and ready for promotion to the next grade.

Social Promotion Prohibited

In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

If a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

Good Cause Promotion

A Third Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for good cause. Good cause exemptions for promotion are limited to the following students:

- Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program;
- Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
- Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and previously was retained in Kindergarten or First, Second or Third Grade;
- Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and

- Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria. A student who is promoted to Fourth Grade with a good cause exemption shall be provided intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. This school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.

Good Cause Request

A request for good cause exemptions for a Third Grade student from the academic requirements established for promotion to Fourth Grade shall be made consistent with the following:

- Documentation shall be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation shall consist of the good cause exemption being requested and shall clearly prove that the student is covered by one (1) of the good cause exemptions listed above.
- The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth by law. If the principal determines that the student should be promoted, based on the documentation provided, the principal shall make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

The parents of any student promoted may choose that the student be retained for one (1) year, even if the principal and district superintendent determines otherwise.

Retained Third Grade Students

This school district shall take the following actions for retained Third Grade students:

- Provide Third Grade students who are not promoted with intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes during regular school hours of daily, scientifically research-based reading instruction that includes phonemic awareness, phonics, fluency, vocabulary and comprehension, and other strategies prescribed by the school district, which may include, but are not limited to:
 1. Small group instruction;
 2. Reduced teacher - student ratios;
 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.
- Third Grade students who are retained shall be provided with a high-performing teacher, as determined by student performance data, particularly related to student growth in reading, above-satisfactory performance appraisals, and/or specific training relevant to literacy.

Parent Notification of Third Grade Retention

Written notification shall be provided the parent or legal guardian of any Third Grade student who is retained 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. This notification shall be provided to the parent or legal guardian in

writing, in a format adopted by the State Board of Education in addition to report cards given by the teacher.

Dyslexia Screening (ACSB Policy IEBA)

According to the Mississippi Dyslexia Law, after July 1, 2012, all students must be screened for dyslexia in the spring of kindergarten and in the fall of first grade. The Dyslexia Screener must include the following components:

- Phonological awareness and phonemic awareness
- Sound and symbol recognition
- Alphabet knowledge
- Decoding skills (Reading)
- Reading skills (Spelling)
- Rapid naming

If a student fails the screener, the parent or legal guardian will be notified of the results and interventions will be conducted by the school or district. The district will not pay for clinical testing of dyslexia.

Speech Language Screening (ACSB Policy IEB)

This school district ensures that students will be screened for articulation, language, voice, and fluency disorders before the end of Grade 1.

- If a student fails the screener, the parent or legal guardian will be notified of the results of the screener
- If a student fails the screener, the school district, in its discretion, may perform a comprehensive speech-language evaluation

Section 504 Regulation

Section 504 of the 1973 Rehabilitation Act and the Title II of the 1990 Americans with Disabilities Act prohibits discrimination based on disabilities for eligible students. Under the terms of these laws, implementing regulations, and the Attala County School District Board of Education policy, the Attala County School District shall make programs and activities accessible for qualified students with disabilities. To ensure equal education opportunities are available to eligible students with disabilities, school personnel will take on-going child-find steps. We take seriously our obligations to ensure equitable educational opportunities are provided to eligible students with disabilities.

To provide Attala County School students with an avenue for review of a grievance. A Section 504 coordinator has been designated as follows:

Selena Schuster
Section 504 Coordinator
104 East Washington Street
Kosciusko, MS 39090
662-289-3115

School Records (ACBS Policy JR)

Student Records

Student records are interpreted to include, but are not limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. The records of the school concerning an individual student shall be used for the promotion of the student's welfare. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by school officials duly signed by a parent of the student, legal guardian, or by a student of legal age (18 years or older).

2. A "Request for Information" is received by school officials in the form of specific request from the court or a court order. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.
3. A "Request for Transcript" is received by school officials from a receiving school. Only information such as grades, attendance records, and group tests scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per No. 1 above.
4. Instances where requests for information might come from an outside agency such as the VA, working for the welfare of a student, the agency will file a release from the student or parent or guardian. In lieu of such a release, a form signed by a judge, (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received. LEGAL REF.: General Education Provision Act of 1974; Section 433

Upon authority of the Board of Trustees, the Superintendent may destroy the cumulative records of students in the district in not less than five years after the permanent record of the student has become inactive and has been transferred to the central depository of the district. LEGAL REF.: 37-15-3

Report Cards

A report card indicating each student's accomplishments will be issued four times during the school year at nine-week intervals. If the report indicates failing or unnecessarily low grades it is advisable for the parent to schedule a conference with the teacher involved in order to affect proper corrective measures. Conferences will be scheduled at a time, which will not require the teacher to leave a scheduled instructional period. Students are invited to discuss low grades or other scholastic difficulties with their teachers at any time. It is mandatory for a parent or guardian to sign the report card at the end of the first three nine week terms.

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 at the opening of school.

Unpaid Fines and Dues

In the case of unpaid fines and dues, diplomas and report cards will not be awarded until all fines and dues are paid.

Transcripts

Upon request a pupil may be granted two transcripts, which will be sent to any designated college, training agency, or employment office without charge. Additional transcripts will be sent at the cost of one dollar.

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 mySchoolBucks.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.

EDUCATION FOR CHILDREN WITH DISABILITIES (SPECIAL EDUCATION)

(ACSB IDDF, JQ, IHA)

Full Service Goal

The Attala County School District is committed to serving students with disabilities and hereby sets a goal of expanding and providing full educational opportunities for all students with disabilities, ages birth through twenty-one (21) in accordance with the Mississippi Department of Education's policies and procedures. The opportunities will be provided in accordance with applicable State statutes, Federal laws and the Mississippi Department of Education's policies. Currently Attala County School District provides Free Appropriate Public Educational (FAPE) services and equipment for any students with disabilities in the age range of three (3) and who reaches age twenty-one (21) if the student was enrolled in the district and was twenty (20) at the beginning of the school year for whom the regular school programs are not adequate and to provide, on a permissive basis, a Free Appropriate Public Education, as part of the state's early intervention system in accordance with regulations developed in collaboration with the agency designated as "lead agency" under Part C of the Individuals with disabilities Act.

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.

Observations/Screenings/Assessment in General and Special Education

- The Attala County School District personnel may conduct the following observations/screenings/assessments when a student is not being successful in the regular education program:
 1. Hearing and/or vision screening
 2. ADD or ADHD checklists
 3. Behavioral observations/checklists
 4. Functional behavioral assessments
 5. Achievement test(s)
 6. Instructional Interventions.
 7. Speech/language screening

The purpose of these screenings/assessments is to determine a student's strengths as well as possible reasons for the child's lack of success in the regular program.

- If an outside individual or entity contracting with the District for the purpose of performing an observation/screening/assessment in order to make recommendations of possible changes in a child's IEP, or any outside individual or entity making an observation of a child which results in such recommendations, shall submit a report of the observation to the District. The District shall notify the parent upon receipt of this report.

Senate Bill 37-23-137

- All kindergarten and fourth graders shall be screened for vision and hearing problems each year to meet state regulations.
- General health screening may be conducted to monitor student's health and well-being for optimal classroom instruction.

Attala County School District

Parent Involvement Policy

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children (including parents of children with disabilities under IDEA) a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parental involvement policy). The policy establishes how it is incorporated into the District Strategic Plan, outlines the district's expectations for parental involvement and describes how the district will implement a number of specific parental involvement activities.

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.

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

District Strategic Plan:

Parent involvement is addressed in the ACSD's Strategic Plan as an integral part of the district's efforts to increase and enhance student academic achievement. The Plan was developed jointly with and agreed on with parents from each school in the district.

Goal 2: Promote, advocate and nurture a climate that drives opportunities for learning for all stakeholders.

Objective A: The ACSD will increase parent and community involvement.

- **Action Step 1:** The ACSD will provide opportunities for parents and community to become active participants in the education of the students.
- **Action Step 2:** The ACSD will keep parents and community informed of current topics that impact student achievement.
- **Action Step 3:** The ACSD will encourage parents and the community to collaborate with the district on making decisions that impact student achievement.

District Expectations:

The ACSD agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children including those identified with special needs under IDEA.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA Strategic Plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects all Title I schools to carry out programs, activities and procedures in accordance to the definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:
 - ❖ that parents play an integral role in assisting their child's learning;
 - ❖ that parents are encouraged to be actively involved in their child's education at school;
 - ❖ that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - ❖ the carrying out of other activities, such as those described in section 1118 of the ESEA.

District Implementation of Parent Involvement Policy Components:

1. The ACSD will take the following actions to involve parents in the joint development of the parental involvement section of the District Strategic Plan and Parent Involvement Policy:
 - ❖ Input from parents will be solicited through online/hard copy surveys and school and district meetings as part of the ongoing needs assessment process.
 - ❖ Parents of students from each school will serve as members on district wide committees that develop and approve plans, policies and procedures.
 - ❖ District committees will meet regularly throughout the school year to discuss strengths and weaknesses identified from the needs assessment and set goals, objectives and action steps.
 - ❖ The district's policy, plan and procedures will be revised each spring if needed based on the needs assessment data.
 - ❖ The district parent involvement and Strategic plan will be available to all stakeholders via the district website and hard copies located in the central and schools' offices.
2. The ACSD will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - ❖ The district will provide the schools with collected needs assessment reports for parents to review during school level committee meetings and parent meetings.

- ❖ The district will provide parents with the school and district parent involvement policies, parent right to know information, and the school-parent compact at the beginning of the year.
 - ❖ The district will provide parent assemblies and/or trainings centered on school improvement and other topics suggested by the parents. Parents will have the opportunity to receive or request additional information regarding Title I programs, IDEA, curriculum, policies and other resources and provide feedback to the district and schools.
 - ❖ The district will provide parents with state and district test results when the data becomes available. Parents may discuss results during open house at the schools with their child's teacher(s).
3. The ACSD will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- ❖ The district will assist with presentations, speakers and materials associated with parent involvement activities at the schools.
 - ❖ The district will assist with parent resource centers.
 - ❖ The district will assist schools with notifying parents of important dates, special and/or current events.
 - ❖ The district's Federal Programs Director will be a member on each school's Title I Committee to ensure continuity across the district and as an ongoing commitment to parent involvement.
 - ❖ The Federal Programs Director will provide technical assistance to all Title I schools through school site visits, phone/email, and during monthly administrative meetings.
4. The ACSD will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
- ❖ Collaborate and plan with each of the governing institutions as needed.
 - ❖ Provide both local and federal funds to assist with joint projects.
 - ❖ Provide physical space and personnel for joint programs.
 - ❖ Serve students identified under IDEA within our district that attend private daycares.
 - ❖ Provide opportunities for upcoming prekindergarten and kindergarten students from other early childhood institutions to tour the elementary campuses prior to enrollment.
 - ❖ Share professional development opportunities with local early childhood institutions.
5. The ACSD will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities. The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- ❖ A Title I Parent Survey will be sent to all parents in the spring to evaluate the effectiveness of the district and school's parent involvement policies.
 - ❖ The survey will be developed by the Federal Programs director with input from each school's parent involvement committee.
 - ❖ The Federal Programs Director will send out parent notifications with a link to an online survey with the option of requesting a hard copy from the school's office if a parent does not have access to the internet. Hard copies are entered into the online survey at the district level.
 - ❖ School results will be published in each school's Needs Assessment Report provided by the district prior to schools' Title I Committee meetings in the spring.
 - ❖ Needs Assessment Reports will be available for all stakeholders in each district and school office.
 - ❖ The district and school parent involvement policies for the upcoming school year will include revisions/suggestions based on the data collected in the spring and will be shared during district and school Title I annual parent meetings.

Building Capacity for Parent Involvement:

The ACSD will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the following actions:

- 1 the State's academic content standards,
- 2 the State's student academic achievement standards,
- 3 the State and local academic assessments including alternate assessments,
- 4 the requirements of Part A,
- 5 how to monitor their child's progress, and
- 6 how to work with educators:

The ACSD is committed to empowering parents to fully participate in their children's education by ensuring that parents are informed of the high academic expectations for students by the state of Mississippi as well as district expectations. State and district test results are shared with parents through individual conferences and through writing. Local media and the state and district websites keep the community informed as to the district's academic success and areas in need of improvement. Workshops, classes, and programs (described below) are provided at the district/school level and in the community to provide opportunities for parents to be informed and involved in their children's education.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement by:

- ❖ Providing parent newsletters which include timely articles on parent teacher conferences, report cards, children's literature, effective parenting, appropriate discipline, and other workshop opportunities.
- ❖ Providing parents with a resource center at the district and school level supplied with brochures, DVD's, literature, website resources, and upcoming events on various educational topics related to student performance and support for parents.
- ❖ Hosting an annual District Parent Involvement Night involving all parents, staff (including vocational), early childhood institutions, the community and all other stakeholders in the district. Motivational speakers address particular topics, such as discipline and student motivation, that were suggested by the majority of parents, staff and community during the needs assessment process in the spring. The district, schools, and supporting services provide attendees with information on various supporting materials pertaining to student achievement.
- ❖ Providing trainings at the district and school level on topics such as technology, test prep, phonics, Title I purchased programs and curriculum. Topics are based on information gathered during the needs assessment process.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- ❖ Providing all staff opportunities to attend workshops and trainings in and out of the district that pertain to enhancing parent involvement.
- ❖ Staff who attend workshops on enhancing parent involvement will share the information learned during regularly scheduled PLC times.
- ❖ Holding parent involvement committee meetings at the school and district level to help plan and promote the school's annual calendar of events.
- ❖ Encouraging involvement from all parents by offering programs to meet different work schedules (Muffins for Moms, evening programs, flexible conference hours, etc.).

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with public and private preschools and other programs that encourage and support parent participation by:

- ❖ Hosting orientation sessions for parents of children entering prekindergarten and kindergarten from Head Start and public pre-school programs.
- ❖ Collaborating and sharing information with Head Start and other preschool institutions within the district.
- ❖ Inviting Head Start and other preschool institutions within the district to participate in or attend events hosted by the ACSD such as the annual District Parent Involvement Night hosted each fall.

E. The school district will take the following actions to ensure that information related to the school and parent is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- ❖ Provide important parent documents such as report cards, School-Parent Compacts, and parent involvement policies, in English and other identified languages spoken by families in the community.
- ❖ Utilize the EL Tool Kit, Teacher Resources and other tools located on the MDE website:
<http://www.mde.k12.ms.us/OFP/title-iii>
- ❖ The Federal Programs Director will provide guidance and resources to the schools regarding resources used for communication with parents of EL students.
- ❖ The Federal Programs Director will attend workshops and trainings to learn strategies on communicating with parents of EL students.

PPRA

Notification of Rights Under the Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the students or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state laws; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use,
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Attala County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Attala County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Attala County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. Attala County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

*Collection, disclosure, or use of personal information for marketing, sales or other distribution.

*Administration of any protected information survey not funded in whole or in part by ED.

*Any non-emergency, invasive physical examination or screening as described above. DREAM SURVEY

Conducted January through March of each school year

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, D.C. 20202-5920**

Compliance with the Protection of Pupil JTGA Rights Amendment

(PPRA)

Attala County School District will notify parents and obtain consent or allow parents to opt their minor child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings. The Attala County School District will provide parents, within a reasonable period of time pri-

or to the administration of the surveys and activities, notification of the surveys and activities. Parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Family Educational Rights and Privacy Act (FERPA)

Attala County School District Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Attala County School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-2605**

A directory of Attala County School District personnel may be obtained by contacting:

**Office of Personnel
100 Courthouse Building, Suite 3
Kosciusko, MS 39090**

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Attala County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Attala County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Attala County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Attala County School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. Attala County School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

AHERA Compliance Notification

In accordance with Asbestos Hazard Emergency Response Act (AHERA) regulations, school districts are required to perform several activities with regard to Asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos-containing materials will be handled (abated or managed in place).

As a part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACM's.

To provide continuing management of asbestos in our schools, all asbestos-containing materials (ACM) are inspected every six months by the environmental consulting firm: Environmental and Occupational Health Consultant, 10362 CR 513, Itta Bena, MS 38941. Any changes in the ACM are being recorded in a surveillance report as a part of the Management Plan.

A copy of this surveillance report, along with a copy of the Management Plan, and all supplementary information is located in the principal's office of each school. In addition, a copy of all Management Plans for all district schools is maintained in the Local Education Agency (LEA) Designee's office located at 100 Courthouse Building, Suite 3, Kosciusko, MS 39090. These documents are available for review at either of these locations.

Student Use of Information Technology and Communication Resources

The district provides all students with access to information technology and communication resources to accomplish its mission. All uses shall be related to the educational programs of the district. Use of such resources is a privilege and not a right.

1. Employees and students of the Attala County School District shall not bully, harass or intimidate others including electronic or wireless communication such as, but not limited to, MySpace, Facebook, the internet, text messages or related means.
2. All students of the Attala County School District who participate in social networking websites (like MySpace or Facebook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity or any educational or extracurricular activity of the district. This determination will be made by the superintendent. Nothing in this policy prohibits students from the use of educational websites. Any access of social networking websites for individual use during school hours is prohibited.

ACSD Board Policy On Acceptable Computer, Network Resources and Internet Appropriate Use

STUDENT, FACULTY, STAFF and COMMUNITY MEMBER USE

The Attala County School District's Board of Education supports the rights of students, employees, and community members to have reasonable access to information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. It is the purpose of this policy to serve as a guideline for acceptable and unacceptable use, as well as define governance, authority, and consequences of this policy.

Credit Recovery Policy

(ACSB Policy IDCAB)

Credit Recovery is defined as a course-specific skilled-based learning opportunity for students in grades 9 through 12 who have previously been unsuccessful (failed the course) in mastering the content/skills required to receive course credit. After an assessment of the student's strengths and weaknesses in regard to course content, the student completes instruction only in the course objectives that have not been mastered. Upon successful demonstration of mastery of the objectives, the student receives credit for the course.

Prerequisite for Enrollment in Credit Recovery

1. All students applying for admission to the Credit Recovery program must apply through the counselor's office on the proper form. All applications must contain a parent/guardian signature granting permission for the student to enroll in Credit Recovery.
2. Criteria for enrollment in Credit Recovery are:
 - The student must have failed a course with at least a 55 yearly average
 - A student failing Biology I, English II, Algebra I, of US History **IS NOT** eligible for Credit Recovery **UNLESS** he/she **PASSED** the state test (SATP) for the course.
 - No student shall be enrolled in more than 2 Credit Recovery courses simultaneously
 - Students shall not remain in Credit Recovery course for more than one year
 - The teacher of the course which was failed must give approval in order for a student to take Credit Recovery

- Dates will be set by the school principal for Credit recovery to convene and end
3. The final authority/decision about credit recovery eligibility rests with the principal.

Instruction

1. The Attala County School District shall provide instruction for Credit Recovery via online programs, Mississippi Virtual Public School, direct instruction, and/or computer assisted instruction.
2. Teachers and facilitators shall receive professional development as deemed necessary
3. The length of the Credit Recovery course shall depend upon the number of skills and objectives the student must master. These will vary from student to student.
4. The Credit Recovery curriculum shall be based upon the Mississippi Curriculum Frameworks competencies and objectives.

Grading

Upon successfully mastering the skills and objectives of the Credit recovery course, the student shall receive a passing grade of 65 and credit for the course.

Costs For Credit Recovery Courses

The school district shall charge the student a fee of \$150.00 for each Credit Recovery course the student is enrolled in. This fee is assessed in order to offset the cost of providing the teacher/facilitator, computer assistance, on-line service, etc. This fee must be paid in advance and no fees will be refunded. Only cash or money orders will be accepted.

Attendance

1. Any student who has more than 3 absences will be dropped from the roll with no refund.
2. Student tardiness will not be tolerated. Any student who is tardy 3 times will receive an absence.

Discipline

Discipline problems will not be tolerated. Any student who has ANY (one) disciplinary referrals will be dismissed from the program with **NO REFUND**.

Extended School Policy

(ACSB Policy AEBA)

Extended School is defined as a course-specific skilled-based learning opportunity for students in grades 7 and 8 who have previously been unsuccessful (failed the course) in mastering the content/skills required to receive course credit. After an assessment of the student's strengths and weaknesses in regard to course content, the student completes instruction only in the course objectives that have not been mastered. Upon successful demonstration of mastery of the objectives, the student receives credit for the course.

Prerequisite for Enrollment in Extended School

1. All students applying for admission to the Extended School program must apply through the counselor's office on the proper form. All applications must contain a parent/guardian signature granting permission for the student to enroll in Extended School.
2. Criteria for enrollment in Extended School:
 - The student must have failed a course with at least a 60 yearly average.
 - Students who fail more than two (2) core courses are not eligible for Extended School.
 - Core courses are English, Math, Reading, Science, and Social Studies.
 - The teacher of the course which was failed must give approval in order for a student to take Extended School.
 - Dates will be set by the principal
3. The final authority/decision about extended school eligibility rests with the principal.
4. A student will not be allowed to take extended school for the same core subject for two consecutive years.

Instruction

1. The Attala County School District shall provide instruction for Extended School via direct instruction and/or computer assisted instruction.
2. Teachers and facilitators shall receive professional development as deemed necessary.
3. The length of the Extended School course shall depend upon the number of skills and objectives the student must master. These will vary from student to student.
4. The Extended School curriculum shall be based upon the Mississippi Curriculum Frameworks competencies and objectives.

Grading

Upon successfully mastering the skills and objectives of the Extended School course, the student shall receive a passing grade of 65 and credit for the course.

Costs for Extended School Courses

The school district shall charge the student a fee of \$150 for each Extended School course the student is enrolled in. This fee is assessed to offset the cost of providing the teacher/facilitator, computer assistance, on-line service, etc. This fee must be paid in advance and cannot be refunded. Only cash and money orders will be accepted.

Attendance

1. Any student who has more than 3 absences will be dropped from the roll with no refund or credit.
2. Student tardiness will not be tolerated. Any student who is tardy 3 times will receive an absence.

Discipline

Discipline problems will not be tolerated. Any student who has ANY disciplinary referrals will be dismissed from the program with **NO REFUND**.

Pre-Kindergarten Program Information

Celebrations at School

Students will not be allowed to distribute invitations at school unless there is one for each child in the classroom. In addition, office personnel cannot release student and/or parent information to other parents/guardians. No balloons or flowers are to be sent to students at school.

Discipline Policies and Procedures

One of the major aims of the pre-kindergarten program is to ensure that students will be successful in primary school. In order to help each student learn to positively contribute to their educational experience, they must follow age-appropriate rules and procedures. Discipline is a learning situation and should not be interpreted in a narrow sense as a means of punishment only. The fundamentals of discipline, as looked upon by the administration of Attala County Schools are:

- To prepare the students to get along with others.
- To create and preserve the essential learning environment so that all may learn.
- To instruct students to use appropriate self-control.
- Discipline is also character education in that discipline reinforces accepted standards of conduct. The student grows in character, as he/she is able to govern his/her own behavior with self-control.

Student Discipline Standards

Students are expected to follow classroom and center rules. If a student fails to follow rules after appropriate measures are taken, the parent/guardian will be contacted by the teacher or director.

Category 1

- Classroom Disruption
- Inappropriate contact (Physical)
- Disrespectful/Insubordinate Behavior
- Bullying/Harassment
- Any other infraction

Repetitive rule violations may be considered as a major discipline offense.

Consequences for Category1

- Verbal warning
- Time out/loss of privilege
- Parent contact

The administrator may use administrative discretion as necessary during the discipline process, as deemed appropriate.

Category 2

- Defiance of authority
- Profanity (written or spoken), vulgarity
- Repetitive rule violation
- Insubordination and/or disrespect
- Creating a disturbance in the classroom, on school property, or at any school function
- Bullying/Harassment
- Repetitive rule violation
- Possession of a prohibited substance or object
- Other offenses as they arise

Consequences for Category2

- Parent/Administrative conference
- Time out/loss of privilege

The administrator may use administrative discretion as necessary during the discipline process, as deemed appropriate.

Category 3

- Possession of a prohibited substance or object
- Fighting or provoking a fight on campus
- Defacing school/personal property (pay for damages in addition to punishment)
- Stealing (personal restitution in addition to punishment)
- Sexual harassment
- Verbal abuse to school personnel
- Threatening comments about the well-being of the school environment
- Harassing, bullying, or threatening other students to include social networking bullying and harassment
- Other offenses as they arise

Consequences for Category3 Offenses

- Up to three (3) days out-of-school suspension
- Severe Disruption – time out/parent conference/suspension
- Chronic Disruption – suspension/unenrollment from the pre-kindergarten program

The administrator may use administrative discretion as necessary during the discipline process, as deemed appropriate.

Children may be unenrolled from the pre-kindergarten program if they are hurting themselves or others and/or are chronically disruptive to the extent that they are not benefiting from the pre-kindergarten program. Unenrollment of a student for behavior reasons is the last step taken after all other attempts to help the child within the program have been exhausted.

In the event of a severe/chronic disruption, the parent/guardian will be called to pick the child up immediately. *The student must be picked up in a timely manner or a day will be added to the suspension.*

The staff feels that the parent/guardian is key to a child's educational success. Therefore, we must work together to maintain proper discipline at home and school. If we can be of assistance, please let us know.

Toilet Training

The pre-kindergarten program is designed for students who are comfortable taking care of their own toileting needs. For this reason, **all children are required to be toilet trained BEFORE they enter the pre-kindergarten program.** The following is a list of our program's readiness criteria:

- Consistently recognize when he/she needs to go to the bathroom
- Have the ability to wait to use the toilet
- Pull pants up/down and sit on the toilet without assistance
- Use toilet paper correctly and understand how to wipe
- Flush the toilet
- Wash and dry hands after toileting

Children in all pre-kindergarten classes are expected to be able to completely potty independently. Pre-Kindergarten classrooms are not equipped with a diaper changing table/station or diapering supplies.

It would be helpful to dress children in clothing that is easy to manage so that toileting is not difficult for the child. Pull-up diapers are not acceptable underclothing.

Unenrollment from the Pre-Kindergarten Program

The Attala County School District reserves the right, as circumstances may arise, to unenroll a student from the pre-kindergarten program. The ACSD Pre-Kindergarten program seeks a solid partnership with families as a basis for their child's success within our program. We will do everything possible to work with you to avoid a child's unenrollment from the program. The Parent/Guardian will be consulted at any point where a child's behavior is at issue or there is a learning need the program is unable to meet. Every effort will be made to avoid unenrollment.

The following are some examples of why a child would be unenrolled from the pre-kindergarten program. The examples of such instances include, but are not limited to:

- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Destruction of property
- Excessive, chronic aggressive behaviors (temper tantrums, biting, spitting, etc.)
- Unable to adhere to toileting requirements
- 12 or more absences
- Frequent tardies or early dismissals
- Failure to routinely adhere to toileting independently
- A parent/guardian is physically or verbally abusive or intimidating to program's staff, children, or anyone else at the program

Attala County Schools
Student Handbook Acceptance Form

School: _____

Date: _____

I hereby acknowledge that I have received a copy of the Attala County Schools Student Handbook. I have read it thoroughly and discussed it with my child. We have had an opportunity to ask questions or bring concerns to the school and/or district. By signing below I confirm receipt of the Student Handbook and acknowledge full understanding of all of the regulations contained in the Attala County Schools Handbook.

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Corporal Punishment Intent Form

School: _____

Date: _____

By selecting a choice and signing below, I give my decision for the use of corporal punishment on my child _____. This letter represents my decision for the 2019-2020 school year. I reserve the right to change this decision at any time; and I reserve the right to contact the school to change my decision.

Please check or mark your decision:

_____ **Agree to corporal punishment**

_____ **Disagree to corporal punishment**

Parent Name: _____ Parent Signature: _____

*By disagreeing to corporal punishment, you understand that this limits the actions the school can take in cases of misbehavior. Speak with your school principal about other options if this is your decision.