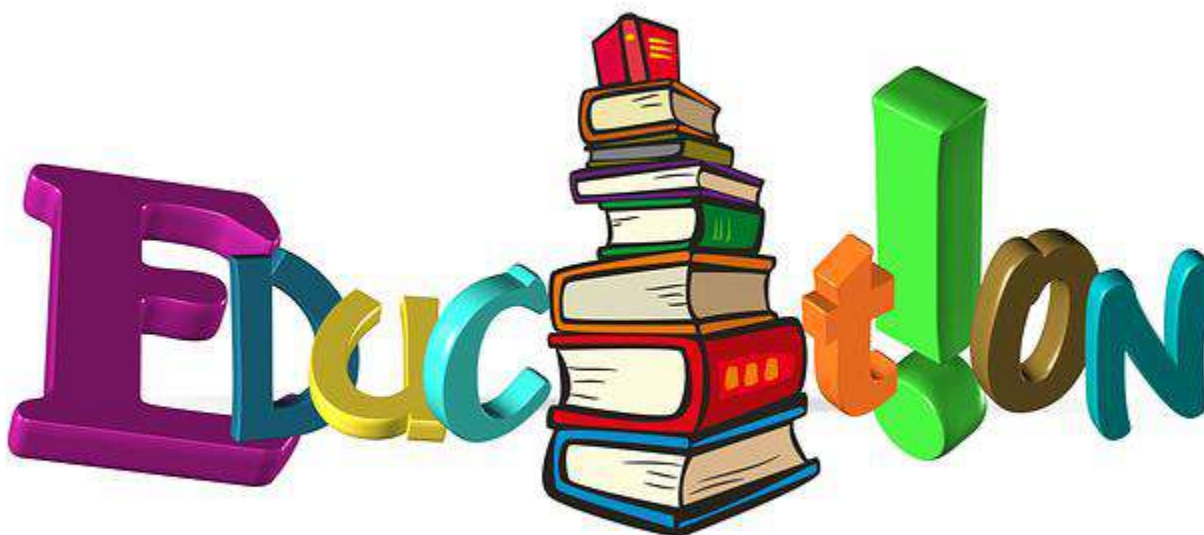


**Attala County Schools**

# **Student Handbook**



**2022-2023**

**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
Wilson Jackson.....	District 1
Janice Dees .....	District 3
Vernita Rayford .....	Secretary, District 4
Shelia Rone.....	District 5

**Central Office Administration**

Kyle Hammond .....	Superintendent of Education
Selena Schuster .....	Curriculum, Testing, 504 Coordinator
Joshua Bingham .....	Special Education Director
Lorean Kilbert.....	Public Relations, TST Director
Tara Kyle.....	Federal Programs, Gifted, ELL, Homeless Director
Carol Morgan.....	Sped Case Manager
Cherie Joiner .....	Business Administrator
Dawn Hodges....	Student Data Administrator
Carolyn Patterson.....	Accounts Payable Clerk
Neshaunda Brown.....	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](mailto:khammond@attala.k12.ms.us)

Tara Kyle

Federal Programs Director/Gifted

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

[tkyle@attala.k12.ms.us](mailto:tkyle@attala.k12.ms.us)

James Jones

Technology Coordinator

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

[jjones@attala.k12.ms.us](mailto:jjones@attala.k12.ms.us)

Dawn Hodges

Student Data/16<sup>th</sup> Section

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-2801

[dhodges@attala.k12.ms.us](mailto:dhodges@attala.k12.ms.us)

Selena Schuster

Testing/504/Curriculum

104 E. Washington St.

Kosciusko, MS 39090

662-289-3115

[sschuster@attala.k12.ms.us](mailto:sschuster@attala.k12.ms.us)

Lorean Kilbert

MTSS/Public Relations

104 E. Washington St..

Kosciusko, MS 39090

662-289-3986

[lkilbert@attala.k12.ms.us](mailto:lkilbert@attala.k12.ms.us)

Carol Morgan

SPED/Fed. Prog. Case Man.

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

[cmorgan@attala.k12.ms.us](mailto:cmorgan@attala.k12.ms.us)

Carolyn Patterson

Accounts Payable

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-2801

[cpatterson@attala.k12.ms.us](mailto:cpatterson@attala.k12.ms.us)

Eric Rockett

Transportation Director

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-1482

[erockett@attala.k12.ms.us](mailto:erockett@attala.k12.ms.us)

Cherie Joiner

Business Administrator

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-2801

[cjoiner@attala.k12.ms.us](mailto:cjoiner@attala.k12.ms.us)

Neshaunda Brown

Child Nutrition Director

100 Courthouse Suite 3

Kosciusko, MS 39090

662-289-7669

[nbrown@attala.k12.ms.us](mailto:nbrown@attala.k12.ms.us)

Joshua Bingham

Special Education Director

104 E. Washington St.

Kosciusko, MS 39090

662-289-3986

[jbingham@attala.k12.ms.us](mailto:jbingham@attala.k12.ms.us)

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### **Vision Statement**

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
<a href="mailto:tkyle@attala.k12.ms.us">tkyle@attala.k12.ms.us</a>	<a href="mailto:sschuster@attala.k12.ms.us">sschuster@attala.k12.ms.us</a>

### **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.

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 1 Board Meeting  
 Aug 1-4 Staff Development  
 Aug 2 Back to School Night  
 Elem- 3:30-5:30  
 High Sch- 4:00-6:00  
 Aug 5 1<sup>st</sup> Day of School

Jan 2-3 Christmas Break  
 Jan 4/5 Staff Dev (no students)  
 Jan 9 Board Meeting  
 Jan 11 Report Cards  
 Open House  
 Jan 16 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 5 Labor Day  
 Sept 6 Board Meeting  
 Sept 7 Open House  
 Progress Reports

Feb 6 Board Meeting  
 Feb 1 Progress Reports  
 Feb 20 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 3 Board Meeting  
 Oct 11 End of Nine Weeks  
 Oct 12-14 Fall Break  
 Oct 19 Report Cards

Mar 6 Board Meeting  
 Mar 10 End of Nine Weeks  
 Mar 13-17 Spring Break  
 Mar 22 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 7 Board Meeting  
 Nov 9 Progress Reports  
 Nov 21-25 Thanksgiving Break

Apr 3 Board Meeting  
 Apr 7 Good Friday  
 Apr 10 Easter Holiday  
 (inclement weather)  
 Apr 19 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 5 Board Meeting  
 Dec 20 End of Nine Weeks  
 (60% Day)  
 Dec 21-30 Christmas Break

May 1 Board Meeting  
 May 22 Sr Last Day  
 May 25/26 Graduation  
 May 25 Last Day(60%Day)  
 May 26 Staff Development  
 May 29 Memorial Day  
 May 31 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			



## **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.

## **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**

(ACSD 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**

(ACSD 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) <sup>b</sup>	5 <sup>c</sup>
Polio (IPV)	4 <sup>d</sup>
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 <sup>e</sup>
Varicella (chickenpox)	2 <sup>f</sup>

- 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 – 12<sup>th</sup> grade.**
- Children entering a Mississippi school after their 7<sup>th</sup> 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 4<sup>th</sup> dose is received on or after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not required.
- The final dose in the series should be administered at  $\geq 4$  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 7<sup>th</sup> Grade School Immunization Requirements

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

- All students entering, advancing to, or transferring into 7<sup>th</sup> 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 7<sup>th</sup> 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 the parents/guardians can be contacted or not. 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 always practice good personal hygiene. 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 instructed 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 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** (ACSD 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 based on 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 requires 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 schoolwork 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**

(ACSD 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 automatically expel 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 §3 7-9-71, 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 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
- Cheating (student receives a “0”)
- Classroom/Hallway Disruption
- Dress Code violation
- Any other minor infraction

### Consequences for Category 1

- Warning by teacher/administrator
- Call to parent by teacher/administrator
- Corporal Punishment
- In-School Detention (ISD) – (1-8 class periods) Parent conference may be required for student to return to class
- Alternate Educational Placement (AEP)– (1-3 days) Parent conference may be required for student to return to class
- Out-of-School Suspension (OSS)– (1-3 days) 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
- Disrespectful Behavior
- Profanity (written or spoken), vulgarity
- Inappropriate contact (Physical)
- Inappropriate gestures
- Cutting class
- In an unauthorized area, (i.e., gym, band hall, inappropriate hallway, or restroom)
- Inappropriate display of affection

- Insubordination
- Possession of lighters or matches
- Possession of a prohibited substance or object
- Provoking a fight on campus
- Gambling
- Multiple (3 or more) category 1 offenses
- Other offenses as they arise

#### **Consequences for Category 2**

- Parent/Administrative conference
- Alternate Educational Placement (AEP) – (3-5 days) Parent conference may be required for student to return to class.
- Out-of-School Suspension (OSS) – (3-5 days) 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
- Creating a disturbance in the classroom, on the bus, on school property, at any school function or on social media
- 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 page 21)
- Inappropriate/abusive language towards faculty, staff, or students
- Multiple (2 or more) category 2 offenses
- Other offenses as they arise

#### **Consequences for Category 3**

- Out-of-School Suspension (OSS)- (5-10 days); 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**

**Six (6) or more referrals of any combination of category 1, 2 or 3 offenses will result in a 45-day Alternative school Placement.**

**Physical Fighting between 2 individuals:**

- 1<sup>st</sup> Offense -3-5 days OSS
- 2<sup>nd</sup> Offense – 5-10 days OSS
- 3<sup>rd</sup> Offense – Alternative school placement for 45 days

**Physical Fighting between 3 or more individuals:**

- 1<sup>st</sup> offense – Alternative school

**Physical Fighting at extracurricular events, home or away, may result in students being banned from attending extracurricular activities for up to one calendar year as well being placed in OSS following the above discipline ladder.**

**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
  - Out of School Suspension (10 days)
  - Police called, charges may be filed
  - Possible Alternative School placement and/or Expulsion
- Possession of an unknown substance
  - Pending determination of lab results:
    - Out of School Suspension (10 days)
    - 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:
    - Out of School Suspension (10 days)
    - 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.

### **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/Alternate Educational Placement Guidelines**

- Students must report to ISD/AEP when the warning bell rings to begin school.
- Students cannot leave ISD/ AEP 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/AEP will face 3 days of OSS. Students must complete ISD/AEP assignments upon returning to school.
- Students will be assigned 1 day of OSS if any ISD/AEP rule is violated.
- Students will lose exemption status if assigned AEP at any time during the year.
- If assigned to one day of AEP 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 AEP they can and will be expected to be at practice, games etc.

- If assigned to multiple days of AEP Student athlete is **ineligible to participate in after school activities until the length of days is completed.**

## **Suicide Prevention**

(ACSD 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](http://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](http://www.attala.k12.ms.us).

## **Student Complaints of Bullying or Harassing Behavior**

(ACSD 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 miscon-

duct, 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 based on 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.

Legal Reference: SB 2015; Miss. Code Ann. § 37-7-301(e)

### **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**

(ACSD Policy JCDAB)

In an effort to help protect the health and safety of students involved in extracurricular activities, including, but not limited to, any club, athletic, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property from drug use and abuse; in an effort to help protect the health and safety of our whole student population, administration, faculty, staff, and visitors from the potential dangers of being in contact with those who use and/or abuse drugs; in an effort to prevent, deter, and detect drug use; and in an effort to reduce use of drugs, the Board of Education (the "Board") of the Attala County School District (the "District") adopts the following policy for drug testing of all students in grades 7-12 who participate or seek to participate in extracurricular activities, including, but not limited to, any club, athletics, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property.

#### **I. Purpose**

The Board, administration, faculty, and staff of the district desire that no student use or possess illegal or abuse prescription medication. However, the power of the district is limited and therefore, this policy governs the use and possession of illegal drugs and governs the abuse of prescription medication by students participating in extracurricular activities, including, but not limited to, any club, athletic, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property. The purpose of the Drug Testing Policy is to assist and help protect the student population, administration, faculty, staff, and visitors of the district. It is not intended to be punitive or to bring hardship to the students. No student testing positive or otherwise being in violation of this policy will be penalized academically. Specific goals of this policy are as follows:

- 1) To create and maintain a safe, drug-free environment for students, administration, faculty, staff, and visitors.
- 2) To encourage any student with a dependency on or addiction to drugs to seek help in overcoming the problem
- 3) To help prevent drug use by students of the district
- 4) To educate students about the serious physical, mental, and emotional harm caused by drug use.
- 5) To reduce the likelihood of injury, damage, illness, and harm that may arise as a result of drug use
- 6) To offer students school activities free of the effects of drug use
- 7) To minimize the likelihood that school property will be used for drug activities
- 8) To provide reasonable opportunities for treatment and counseling for any student who uses or abuses drugs

Because of a genuine concern for the student population, administration, faculty, staff, and visitors of the district, the District adopts this Drug Testing Policy (JCDAB) effective beginning the 2014-2015 school year.

## **II. Consent**

All covered students and their parents/legal guardians are required to sign a Consent to Test of Urine and Authorization for Release of Information, and a Release from Liability. Additionally, all covered students are required to sign a Student Consent Form. In the event, a covered student or their parent/legal guardian refuses to sign the required documents, that covered student will not be allowed to participate in extracurricular activities, including, but not limited to, any club, athletic, band, cheerleader, Driver's Education, Career Technical student organizations, and students who are afforded the privilege of operating or parking a motor vehicle on school property.

## **III. Reasonable Suspicion Testing**

Any covered student who, by reasonable suspicion, is believed to be under the influence of drugs shall be subject to being tested for drugs. Reasonable suspicion must be based on specific observations which are articulated concerning the appearance, behavior, speech, or body odors of the student. Any student who receives a positive test result from a reasonable suspicion test or any student who refuses a reasonable suspicion test shall be subject to discipline pursuant to the District's Discipline Policy.

## **IV. Implementation**

All drug testing shall be implemented in accordance with this Policy by a Third-Party medical group selected by the District. School staff may be called upon to assist in the screening process but shall not handle any specimens during the testing period. The identification numbers/names of the covered students will be placed on a random selection list. The district will conduct randomly, unannounced testing of covered students during the course of the school year. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each covered student's name will be placed on the random list only one time regardless of the number of activities in which student is involved. All testing will be done pursuant to this Policy. A covered student may not use his or her own medical provider or other means for testing.

## **V. Procedures for Testing**

### **Quality Control and Confidentiality Assurances**

1. A technician from the Third-Party medical group shall be responsible for the collection and labeling of the specimens.
2. Labels that include each student's testing number shall be used to identify the specimens.
3. A minimum of one (1) school official shall be present with a technician from the medical group when specimens are being collected.
4. The student's initials listed adjacent to the student's testing number shall indicate that the number is correct and matches the number affixed to the specimen container.
5. Specimen containers and packages provided by the district shall be utilized to properly obtain specimens.
6. Specimens shall be analyzed for one or more of the substances specified as Substances to be screened below.
7. The Superintendent and school officials shall assure that this policy is implemented in a fair and consistent manner.
8. Any required drug counseling shall be provided by an approved agency at the student's expense.
9. School officials will designate collection sites where individuals may provide specimens.

### **Substances to be Screened**

Covered Students will be subject to drug screening to test for any of the following substances, the use of which is

expressly prohibited: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Dextromethorphan, Inhalants, Methaqualone, Methamphetamine, Marijuana, Methadone, Opiates, Phencyclidine, Propoxyphene, and K2.

### **Drug Screening**

The drug screening shall consist of the collection of a specimen from the student by an individual from the Medical Group under the supervision of the district. The district reserves the right to utilize blood, hair, saliva, or urinalysis testing procedures. Each specimen shall be analyzed for the presence of one or more of the drugs identified above in this policy, by the Medical Group. The Medical Group shall report all results to the principal. The principal will be responsible for reviewing the test results of the students and confirm that the individuals testing positive have used drugs, adulterated the specimen, or substituted the specimen in violation of the policy. Prior to making a final decision, the principal may, at his or her discretion, give the individual an opportunity to discuss the result. The principal shall then promptly alert the coach or sponsor of the student and schedule a conference between the student parent(s)/legal guardian(s) to discuss the positive test result. For the purpose of this policy, a positive test result shall mean a test result, which indicated the presence of one or more of the listed drugs in the "Substances to be Screened" section of this policy. The student and their parent(s)/legal guardian(s) shall be notified when a student tests positive. Effects of a positive result are outlined below.

## **VI. Release of Test Results**

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the District through its drug testing program are confidential communications and may not be used or received in evidence, obtained in Court discovery or disclosed in any public or private proceeding except in the following:

- A. As directed by the specific, written consent of the student authorizing release of the information to an identified person
- B. To the Superintendent or his/her designee, school principal, school counselor, band director, sponsor, head coach, and/or drug counselor designated by the Superintendent or his/her designee.
- C. To the student's parent(s)/legal guardian(s) or
- D. As mandated and required by a Court of law after efforts have been made to quash any request

All Covered Students will be required to execute a consent or release form permitting the district to release test results and related information to the school officials who have a need to know.

## **VII. Effect of A Positive Result**

### **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.

### **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.

### **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.

## **VIII. Appeal Process**

Once a positive result is verified and the principal has notified the parents, the parents have two options to appeal the

positive result. The parent, within two hours of the positive test result and at his/her own expense, may have their child tested at a licensed medical facility. The test results from this licensed medical facility must be delivered or picked up by school personnel to ensure security of the result and confidentiality. The principal will verify all test results and make a decision. If the student receives an unfavorable decision, he/she has the right to appeal the decision to the Attala County School Board within five (5) school days for a final determination. If an appeal is made to the Board, the student will remain eligible for the activity or privilege until a final decision is rendered. Please refer to the Student Discipline/Hearing Procedures section for further information.

## **School Bus Transportation Rules and Regulations**

(ACSD 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 daily 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 except for licensed day care centers, scouts, clubs, camps, etc.

### **Bus Regulations**

**Students should adhere to the following loading and unloading procedures:**

- 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**

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

**Secondary Minor Offenses**

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Parent call from principal
- 3<sup>rd</sup> Offense: 5-day bus suspension
- 4<sup>th</sup> Offense: 10-day bus suspension
- 5<sup>th</sup> Offense: 20-day bus suspension
- 6<sup>th</sup> Offense: 45-day bus suspension
- 7<sup>th</sup> 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**

(ACSD 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 always drive in a careful manner.
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**

(ACSD 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 or 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 (ACSD 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 (ACSD 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 (ACSD 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' 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 are any doubt students are not adhering to the standards of dress, the principal or their designee will render the final authority.**

**Violations of Dress Code**, the following steps will be taken for dress code violations:

1. Call parent/guardian to bring appropriate clothing
2. If no appropriate clothing is immediately available, the student will be placed in ISD/AEP until the parent can bring appropriate clothing. Repeat infractions will result in loss of privilege and /or additional AEP time.

- 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 must always be worn. 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.
- No tongue or facial rings will be allowed. Inappropriate piercings cannot be covered or hidden in any way.
- 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 bend of the knee.
- If jeans or pants are worn with holes above the knee, then student must wear an article of clothing under the jeans to keep from exposing skin or undergarments. Jeans or pants with excessive rips or holes above the thigh will not be allowed.
- No pants with inappropriate placement of words, letters, or symbols

### **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 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, earbuds, 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 3 days 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 a 5-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 (ACSD 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"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology I</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

#### 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	
<b>Total Units Required</b>	<b>26</b>	

#### 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
<b>Total Units Required</b>	<b>26</b>	

#### 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
<b>Total Units Required</b>	<b>28</b>	

### 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	
<b>Total Units Required</b>	<b>24</b>	

### 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 8<sup>th</sup> 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 8<sup>th</sup> 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.

## **Promotion and Grade Classification Policy**

(ACSD 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 units
- 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.
- f. The Miss. Dept. of Education allows for only 1 correspondence course to be used towards graduation.

## **Grading System**

(ACSD 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 three daily grades per week
- C. At least five-unit test grades per nine weeks.
- D. Daily and homework grades will count 40% and unit tests will count 60%.
- E. All grades shall be entered within an appropriate time frame of assigning the grade and posted in SAMs weekly (each Monday)

### **High School**

- A. There should be enough grades for an adequate representation of the student's ability.
- B. At least three daily grades per week
- C. At least five test grades per nine weeks.
- D. 1<sup>st</sup> Nine Weeks=daily and homework grades-40%, and unit tests-60% and nine weeks test 2 test grades
- E. 2<sup>nd</sup> Nine Weeks= daily and homework grades-40%, and unit tests-60% and semesters exam 2 test grades
- F. 3<sup>rd</sup> Nine Weeks= daily and homework grades-40%, and unit tests-60% and nine weeks test 2 test grades
- G. 4<sup>th</sup> Nine Weeks= daily and homework grades-40%, and unit tests-60% and semesters exam 2 test grades
- H. 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.
- I. All grades shall be entered within an appropriate time frame of assigning the grade and posted in SAMs weekly (each Monday)

## Junior High and High School Exemption

**Students may be exempt from exams at the end of the 4<sup>th</sup> 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 an **A average** in all subject areas

### **Principal's Honor Roll**

For students who achieve a **B average** 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.

### **Grade Changes**

1. No school board member, superintendent, assistant superintendent, principal, guidance counselor, other teacher, coach, or other administrative staff member of the school district shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his/her teachers.
2. A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as allowed herein.
3. A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.
4. Any local school district or personnel employed by the school district who violates the provisions of the laws shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

### **Attala County School District Technology-Based Learning Program**

The primary purpose of the ACSD Technology-Based Learning Program is to provide students with opportunities to earn credits required for graduation in a non-traditional setting, thus preventing students from dropping out of high school. Technology-Based Learning may take the form of distance learning, online learning, or blended learning for the purpose of credit recovery or initial earned credit. Any form of technology-based learning may be implemented for an individual, group, school or district-wide situation if the need arises. Such decisions will be handled at the discretion of school and district leaders and in accordance with district policies.

Additional information about the ACSD Technology-Based Learning Program is available in the schools' counselor's office.

### **Correspondence Courses**

The maximum number of units that may be earned by a student by correspondence is 1 unit. To receive credit, the following criteria must be met

1. The Commission of School Accreditation must approve the course.
2. A graduating senior must order a correspondence course before March 1 and complete all work and test before two weeks of graduation date.
3. Students will not be allowed to enroll in Algebra I, Biology I, English II, or US History correspondence course.

### **Technology-Based Learning**

- Distance Learning is defined as a technology delivery model in which regularly scheduled, real-time instruction occurs during the school day where students and instructors are not in the same place and in which a Mississippi-certified teacher is responsible for providing instruction.
- Online Learning is defined as a delivery model that is an interactive computer-based and internet-connected learning environment in which students are separated from their teachers by time or location or both and in which a Mississippi-certified teacher is



responsible for providing instruction.

- Blended Learning is defined as a hybrid instructional delivery model where pupils are provided face-to-face instruction in part at a supervised school facility away from home and in part in a computer-based, internet-connected learning environment with some degree of pupil control over time, location, and pace of instruction and in which a Mississippi-certified teacher is responsible for providing instruction.
- Credit recovery is defined by the Mississippi Department of Education as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion; the delivery model may be a traditional class setting or one that incorporates an interactive computer-based and internet-connected learning environment.

### **Eligibility**

Students may not enroll in an online/blended learning course without the approval of the principal. Online/blended in ACSD is designed for one or more of the following circumstances:

1. The student has failed a required course for graduation and needs to earn the credit for graduation.
2. The student is deficient in total credits or in a required course for graduation and needs to complete the course online to meet graduation cohort requirements.
3. The student wishes to take a course that is not offered at Ethel or McAdams High School but is an approved credited course in the Mississippi Department of Education Secondary Approved Courses Guide.
4. The student wishes to take a course to become IHL eligible and has no room in his/her course schedule during the school day.
5. Other circumstances must be presented in writing and approval is at the discretion of the principal.

### **Subject Area Test Program Courses & Online/Blended Learning**

Students may not enroll in an online/blended learning Algebra I, Biology I, English II or US History course until they have first taken the corresponding state assessment. An exemption to this policy may only be granted for enrolled students who hold a homebound designation.

### **Online/Blended Learning Course Supplies and Fees**

1. Technology and any needed instructional materials for in-school work will be provided to the student.
2. Students will have a chromebook for at home technology needs.
3. There will be no fee for courses completed during the school year or summer school sessions.

### **Online/Blended Learning Course Instruction/Grading Guidelines**

1. Students will be assigned a Course facilitator to assist the student as needed and continually monitor course progress.
2. The grading scale for online/blended learning coursework will be the ACSD grading scale as published in the student-parent handbook.
3. A student may not be permitted to withdraw from an online/blended learning course after all assignments and assessments for the course have been completed.
4. Students who do not complete the online/blended learning course prior to the assigned end date will receive a failing grade. They may re-enroll in the course at the principal's discretion.
5. A final grade report will be given to the student.
6. The final grade earned in the online/blended learning course will be posted on the student's report card and permanent record and included in the student's cumulative grade point average.

### **Credit Recovery (ACSD Policy IDAD)**

Credit recovery is defined by the Mississippi Department of Education as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skill required to receive high school credit. The goal of the credit recovery program is to prevent students from dropping out of high school. The following guidelines have been established.

1. No student may enroll in a credit recovery course that requires earning a passing score on a subject area test for graduation eligibility until the student has passed the subject area test.
2. Counselors and administrators shall identify students appropriate for participation in a credit recovery program offered at ACSD. Students must obtain both principal and parental consent to enroll in credit recovery.
3. The content and curriculum of each credit recovery course will be aligned to the curriculum guidelines of the respective Mississippi course as approved by the Mississippi Department of Education.
4. The method of instruction will be determined by the principal based on available resources and can include the use of a teacher delivery system or an online computer-based program. All testing will occur in the presence of designated school personnel. Training for teachers and facilitators involved in the credit recovery program will be provided.
5. The student will be assigned a Mississippi-certified teacher and/or a facilitator to monitor student progress and offer instructional support as needed. Training for teachers and facilitators involved in the credit recovery program will be provided.
6. There shall be no fee for credit recovery. At the principal's discretion, credit recovery courses may be completed outside of regular school hours or during the summer.
7. Coursework must be completed within one semester. Seniors must successfully complete spring semester courses and receive a grade by the second Wednesday in May to participate in graduation exercises.
8. Upon mastery of the objectives, the student shall receive credit for the course, and the minimum passing grade as listed in the student handbook will be recorded on the student's permanent record and calculated in his/her cumulative grade point average. All final grades earned for a course will be recorded on the student's permanent record, with grades earned during a credit recovery course appropriately identified as such.

#### **Dropping a Course**

A student may not drop a course under any circumstances during the year other than with a medical doctor's written statement to the effect that the particular subject is detrimental to the student's health. All requests for dropping a course or changing a schedule must be submitted to and approved by the principal.

### **Teacher Support Team (TST) Program** (ACSD Policy IET)

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 aid 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 deficiency 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 recom-

mentation 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 determine 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 (ACSD 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 (ACSD 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**

(ACSD 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 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](http://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 to ensure compliance of all who participate in the school meal program, the policy establishes procedures for methods of payment, charge availability and collection methods.

### **Method of Payment**

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

### **Student Accounts**

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

### **For Students with Free Lunch Status**

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

### **For Students with Reduced Price Lunch Status**

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

### **For Students with Paid Lunch Status**

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

### **The Collection Process**

Step 1: When the charge amount exceeds the amounts set above, the Food and Nutritional Services Manager or designee will send a letter or text/call to the parent(s)/guardian(s) requesting immediate payment. Contact will be made on a weekly basis at minimum. Free/Reduced Lunch Application Forms will be sent home by student if one is not on file.

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

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

### **Additional Steps:**

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

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



in full.

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

-Notify appropriate state agencies.

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

### **Negative Balances**

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

## **EDUCATION FOR CHILDREN WITH DISABILITIES (SPECIAL EDUCATION)**

(ACSD Policy 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 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.

No accommodations will be added to a student's IEP or 504 plan after March 1<sup>st</sup> for state testing unless a change in IEP ruling or 504 eligibilities.

#### **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, 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, aid 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 topics, such as discipline and student motivation, that were suggested by most 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 is 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 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.<sup>1</sup>

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 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.

### **Extended School Policy**

(ACSD 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 regarding 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 Category 3 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 tardiness 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 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.