

West Tallahatchie School District

PARENT AND STUDENT HANDBOOK

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



2015 – 2016

Dr. Darron L. Edwards, Superintendent

“Transforming Today’s Achievers into Tomorrow’s 21st Century Leaders”

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**West Tallahatchie School District
2015-2016**

BOARD OF TRUSTEES

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Ms. Lucinda Berryhill, Member
Mrs. Gloria Carter, Member
Dr. Tracy Mims, Member
Mr. Robert Tyner, Attorney

CENTRAL OFFICE

Telephone: (662) 375-9291
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ADMINISTRATION/DEPARTMENT SUPERVISORS

Dr. Darron L. Edwards, Superintendent of Education
Donald Jackson, Director of Federal Programs
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Lesley Camponova, Director of Special Education
Temeka Jones, Business Manager
Ellen Griffin, Food Service Supervisor
Marvin Watson, Director of Maintenance and Custodial Services
Henry Hampton, Bus Shop Supervisor

SCHOOL ADMINISTRATORS

West Tallahatchie High School
Telephone: (662) 375-8829
Fax: (662)375-7402
Christopher Furdge, Principal
Michael Shepherd, Assistant Principal

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**R. H. Bearden Elementary School**  
**Telephone: (662) 375-8304**  
**Fax: (662) 375-7234**  
Walter Atkins, Jr., Principal  
Devora Berdin, Assistant Principal

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North Delta Alternative School
Telephone: (662) 375-8392
Fax: (662) 375-0069
Sherry Ellington, Principal

MISSION STATEMENT

The mission of the West Tallahatchie School District is to educate students to become productive citizens actively contributing in an ever-changing technological society through collaborative efforts of our administrators, teachers, parents, students, and community.

VISION STATEMENT

To provide a quality and diverse education through the collaborative efforts of all concerned stakeholders.

DISTRICT GOALS

Student Achievement: Increase performance to a **B** successful rating for the 2015-2016 school term

Graduation Rate: Increase by 10% or more annually

Dropout Rate: Decrease by 10% or more annually

Parental Involvement: Increase by 10% annually

DISTRICT MOTTO

Transforming today's Achievers into Tomorrow's 21st Century Leaders

FOREWORD

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

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

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

BELIEF STATEMENTS

The mission of the West Tallahatchie Consolidated Schools is (1) to offer students a variety of programs and experiences, (2) to provide appropriate instructional processes that foster student

success, (3) to assist students in developing skills and behaviors needed to make sound choices in their personal, social, academic and vocational lives, (4) and to encourage students to become responsible citizens in their community.

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

BELIEFS

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

VISITORS

Visitors are welcome. Upon entering the building, all visitors must report to the principal's office, sign-in, and receive permission to go the designated area of the school building. No visitor is permitted to go directly to the classrooms to confer with staff or students unless accompanied by assigned personnel or student. Students are not permitted to bring anyone to the school campus for the purpose of visiting. ALL visitors MUST return to the principal's office to sign out prior to leaving the school building.

District: West Tallahatchie School District

Section: E - Business Management

Policy Code: EBA - Public Conduct Policy

PUBLIC CONDUCT POLICY

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

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

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

11. Instigating or participating in fights

12. Committing any other offense which tends to interfere with the educational process.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies GAEA - Staff Protection

KCA - Public Participation at Board Meetings

KM - Visitors to the Schools

Adopted Date: 9/14/2010

Approved/Revised Date: 10/11/2013

**WEST TALLAHATCHIE SCHOOL DISTRICT
SCHOOL CALENDAR
2015 – 2016**

First Semester		Second Semester	
7/3	Offices Closed	1/4	Staff Returns (Professional Development)
7/31	New Staff Orientation	1/5	Students Return
8/3-8/5	Teachers Return/Professional Development	1/13	Report Cards Sent Home
8/6	Students' First Day	1/18	MLK Holiday (NO SCHOOL)
9/7	Labor Day Holiday (NO SCHOOL)	2/3	Progress Reports Sent Home
9/9	Progress Reports Sent Home	2/15	President's Day (NO SCHOOL)
10/5-10/9	Nine Weeks Exams	3/1-3/4	Nine Weeks Exams
10/21	Report Cards Sent Home	3/7-3/11	Spring Break (NO SCHOOL)
11/11	Progress Reports Sent Home	3/24	Report Cards Go Home
11/23-11/27	Thanksgiving Holidays (NO SCHOOL)	3/25	Good Friday (NO SCHOOL)
12/14-12/18	Nine Weeks Exams	3/28	Easter Monday (NO SCHOOL)
12/18	Early Release Day (1 p.m.)	4/13	Progress Reports Sent Home
12/21-1/1	Winter Holidays (NO SCHOOL)	5/12-5/13	Senior Exams
		5/16-5/19	Final Exams
		5/19	Students' Last Day
		5/21	WTHS Graduation @ 10 a.m.
		5/24	Teachers' Last Day
		5/30	Memorial Day

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

BOARD APPROVAL: April 14, 2015

**WEST TALLAHATCHIE SCHOOL DISTRICT
BELL ROTATION SCHEDULE
2015 – 2016**

	R. H. Bearden Elementary School		West Tallahatchie High School		North Delta Alternative School
1 st	8:00 – 8:50 <i>(50 min)</i>	1 st	7:40 – 8:30 <i>(50 min)</i>	1 st	8:15 – 8:45 <i>(30 min)</i>
2 nd	8:54 – 9:44 <i>(50 min)</i>	2 nd	8:35 – 9:25 <i>(50 min)</i>	2 nd	8:45 – 9:55 <i>(65 min)</i>
3 rd	9:48 – 10:38 <i>(50 min)</i>	3 rd	9:28 – 10:18 <i>(50 min)</i>	3 rd	9:56 – 11:06 <i>(70 min)</i>
4 th	10:42 – 11:32 <i>(50 min)</i>	4 th	10:23 – 11:13 <i>(50 min)</i>	4 th	11:07 – 12:59 <i>(112 min; 90 inst. min.)</i>
5 th	11:36 – 1:10 <i>(94 min; 50 inst. min)</i>	5 th	11:17 – 12:48 <i>(91 min; 50 inst. min)</i>	5 th	1:00 – 2:18 <i>(78 min)</i>
6 th	1:14 – 2:04 <i>(50 min)</i>	6 th	12:52 – 1:42 <i>(50 min)</i>	6 th	2:20 – 3:30 <i>(70 min)</i>
7 th	2:08 – 2:58 <i>(50 min)</i>	7 th	1:46 – 2:36 <i>(50 min)</i>		
8 th	3:00 – 3:30 <i>(40 min)</i>	8 th	2:40 – 3:30 <i>(50 min)</i>		

	TOTAL = 390 min		TOTAL = 410 min		TOTAL = 403 min
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NON-DISCRIMINATION POLICY

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

ENROLLMENT/REGISTRATION

Pre-Kindergarten: A child must be four-years-old on or before September 1 of the current year.

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

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

REGISTRATION

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

1. Withdrawal grades or report card (may be FAXED from former school)
2. Address of former school
3. Two proofs of residency with physical address. (No post office boxes will be accepted)
4. Immunization records – MS Form 121
5. Birth Certificate
6. Social Security Card

LATE ENTRANCE ADMISSION

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

ADMISSION FOLLOWING SUSPENSION/EXPULSION FROM ANOTHER DISTRICT

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

TRANSFERS INTO WEST TALLAHATCHIE SCHOOL DISTRICT

Any child who transfers from an out-of-state accredited public or private school in which that state's laws provide for first grade enrollment subsequent to September 1 shall be allowed to be enrolled in the District if (a) the parent or legal guardian of the child was a legal resident of the state from which the child is transferring, and (b) the Superintendent of the District determines that the child was making satisfactory progress in the school from which

he/she is transferring. When ruled eligible according to policies and operating procedures for the Mississippi programs for exceptional children, a child may be enrolled in a program for the disabled prior to age six (6).

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

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

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

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

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

WITHDRAWAL PROCEDURES

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

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

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

EMERGENCY INFORMATION

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

1. Parent/guardian name
2. Current address and telephone number
3. Emergency telephone number of friend or relative

4. Physician's name and number
5. Medical alert information
6. Authorized person(s) allowed to sign out a child

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

IMMUNIZATION/VACCINATION

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

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

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

Beginning the 2012 – 2013 school year, ALL students entering the 7th grade are required to have the Tdap vaccination.

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

STUDENT WELFARE

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

MEDICAL INFORMATION

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

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

ATTENDANCE

The Mississippi Compulsory School Attendance Law provides that:

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

Attendance Officer – Lawanda Powell
Phone: 375 – 8716

Compulsory School Attendance Law

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

The only absences excused are:

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

Consequences:

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

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

6:45 a.m. at R. H. Bearden Elementary School

6:50 a.m. at West Tallahatchie High School

7:15 a.m. at North Delta Alternative School

ORIENTATION

At the start of each school year, each school will sponsor a student orientation session for students. The orientation is to help students better understand the school’s philosophy, expectations, and our

various programs. The orientation program alleviates feelings of ‘first-day jitters’ and allows new students to start their first day feeling confident and competent.

ABSENCES/TARDIES

-Excused Absences:

- Personal illness
- Extended or prolonged illness (minimum of five (5) consecutive days)*
- Death in the family or serious illness in the family
 - Observance of religious holidays of the pupil’s own faith, with prior approval
 - School-related field trips or educational activities approved by the district and/or building administrators.

HOUSE BILL1530 - 63% ATTENDANCE RULE

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

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

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

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

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

Note: Anytime a student arrives late for school, parents must come in the main office with the child and sign the child in to school.

EDUCATING STUDENTS WITH CHRONIC INFECTIONS DISEASES

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

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

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

The decision of the District's medical advisor shall be final.

TARDIES

All tardies will be handled in the school's main office.

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

MAKE-UP WORK

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

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

CHECK-IN/CHECK-OUT PROCEDURES

Students may be checked out of school if they are too ill to remain at school or have a medical appointment.

Students checking out because of illness must have a parent or legal guardian come to the office and sign them out.

Students can only be checked in or out of school by persons authorized on the official Bearden registration form.

No parent has permission to pick-up a child other than his or her own.

RULES AND REGULATIONS

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

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

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

DISCIPLINE

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

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

CODE OF CONDUCT

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

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

- e. Knives, firearms, slingshots or any other weapons
 - f. Pornographic materials
 - g. Stolen property
 - h. Use of tobacco/smoking
 - i. Cards or gambling paraphernalia
 - j. Noise making devices
 - k. Other disruptive materials
 - l. Other materials possession of which is punishable by law
 - m. Disorderly conduct
 - n. Harassment, intimidation, or threats towards a teacher or student
 - o. Disruption of school operations, functions, programs, or activities
 - p. Disobedience
 - q. Insubordination
 - r. Insulting language or behavior
 - s. Obscene behavior
 - t. Vandalism
 - u. Disrespect to authority
 - v. Damage to property/defacing property (graffiti, gang symbols, etc).
 - w. Damage to property
 - x. Leaving class, school program, or meeting without permission
 - y. Indecent public display of affection (PDA)
 - z. Bullying
4. Senate Bill 2015 prohibits bullying or harassing behavior in the public schools. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:
- places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance opportunities or benefits
 - no student or school employee shall be subjected to bullying or harassing behavior by school employees or students
 - no person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior
 - a school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
 - a student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.
5. The carrying of a weapon will result in recommended expulsion. (Passed by the West Tallahatchie School Board, April 3, 1981).

6. A student suspended by the superintendent or principal shall be entitled to a hearing and review of his/her case by the Board of Trustees. The student may be represented at such a hearing by counsel of choice. The hearing shall be closed to the public to protect the student from the adverse affects of any disclosures made at such hearing.
7. Administrators may impose in-school suspension as a disciplinary action upon students for misconduct not serious enough to require other disciplinary action. Any student failing to report for in-school suspension at the place and the time designated shall be subjected to other disciplinary action. In-school suspension shall be served the day following its issuance or as assigned by an administrator.

R. H. Bearden Elementary School School-wide Rules
<p>-General Rules: Respect all school system personnel. Follow directions of school personnel at school and on the bus. Fighting and threatening others is prohibited. Keep hands, feet, and objects to yourself. Behave in an orderly manner and follow all classroom rules. Avoid using profane, obscene, or threatening language. Dress neatly and appropriately at all times. Show respect for school property and the property of others.</p> <p>-Hallways Absolutely no running. Use the right side of the hallway when walking. No talking in hallways. Use hallway passes when appropriate. No shoving or roughness.</p> <p>-Playground Absolutely no fighting. No rough play. Stay in assigned areas. Stay away from buildings and fence. Stay away from the road. Use equipment safely and properly. Obey duty teachers and/or paraprofessionals on duty on the playground.</p> <p>-Restrooms Absolutely no playing in the restrooms. No climbing on the partitions or toilets. Flush toilets after use. Put all trash in trash cans. Turn off water after use.</p>

**West Tallahatchie High School
Administrative Procedures**

1. If a teacher determines that a student is in violation of any school regulation for which immediate disciplinary action may not be required, the teacher shall notify the student and give the student the opportunity to take prompt corrective action. If the student does not take corrective action within such reasonable time as may be fixed by the teacher, the matter shall be reported to the principal.
2. The principal shall conference with the student, call his attention to his continued violation of such regulation, and may afford the student reasonable additional time in which to make the required corrective action.
3. If the student still refuses to conform to such regulation, the student shall be given written notice by the principal that he/she is liable to disciplinary actions unless corrective action is taken within a time fixed in such notice. A copy of such notice shall be transmitted to the parent(s) of the student.
4. If the student continues his violation of such regulation after the time fixed in such notice, the student shall be subject to disciplinary action. Any student continuing to refuse to comply with a regulation shall be subject to suspension until such time as he shall comply with such regulation.
5. Appeal channels for any offense not punishable by suspension or expulsion shall be from the teacher to the principal to the superintendent, and from the superintendent to the Board of Trustees. Whenever possible, the matter will be disposed of by informal conferences with the teacher, parent, and student. Notice of any appeal shall be given in writing by any parent or student within twenty-four (24) hours after such conference with the teacher or administrator imposing or affirming such disciplinary action. Any notice of appeal may be filed with the principal of the school or in the school administrative office. The notice shall state briefly the grounds of the appeal, together with the names of all witnesses.
6. No parent or student shall confer with any member of the Board of Trustees about any disciplinary action until all other administrative appeal channels have been exhausted. The Board of Trustees shall then act promptly on the appeal. An administrative appeal by the student or his/her parent will not stay the imposition of any disciplinary action, unless by the order of the superintendent.
7. Any student under suspension may be expelled by order of the Board of Trustees, but only after notice to the student and his/her parent(s), and a full hearing by the Board of Trustees. The student shall have the right to appeal from any decision of the Board of Trustees as to suspension or expulsion in accordance with Section 1195, MS Code, 1942.
8. The duration of any suspension shall be determined by the seriousness of the offense, the circumstances under which the offense was committed, and the attitude of the student towards the offense. Suspension of a student shall constitute an un-excused absence during the period of suspension. Conditions may be imposed for the re-admission of a suspended student including the imposition of appropriate disciplinary action.
9. Students, parents, teachers, and administrators should recognize that the enumeration of certain offenses in the Code of Conduct are not intended to and do not restrict power, authority and duty of the superintendent, principals, nor teachers to carry out their statutory duties of maintaining

order and discipline in the schools. The teachers and administrators are authorized to take any disciplinary action that may be necessary or required to maintain order and discipline in the schools, even if the specific offense is not set out in this disciplinary code.

SENATE BILL 2015 – BULLYING

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

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

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

FIGHTING

Fighting will not tolerated as acceptable behavior at any grade level. Student involvement in such practices will be disciplined as follows:

- | | | |
|-----|-----------------|--|
| K-6 | First Offense: | Parent conference, corporal punishment, or principal’s discretion. |
| | Second Offense: | Suspension and must return with a parent. |
| | Third Offense: | Three day suspension and must return with a parent. |

VANDALISM

A parent, guardian or custodian of a compulsory-school-age child enrolled in the West Tallahatchie School District shall be responsible financially for his/her minor child’s destructive acts against school property and may be requested to appear at school official for a conference regarding the destructive acts of their child.

UNLAWFUL ACTIVITY OR ASSOCIATION WITH GANGS/PROHIBITED ORGANIZATIONS

A student will not be allowed to imitate or become involved in activities, which threatens the safety and well being of others or which disrupts the school environment. The use of words or symbols that tend to disrupt the school environment or which threaten the safety and well being of others on the school premises will not be allowed.

POSSESSION, TRANSFER, OR USE OF PROHIBITED ITEMS

1. ELECTRONIC COMMUNICATION DEVICES

This ban includes cell phones, iPods, pagers and other communication devices. No student in the District shall be permitted to use or to carry upon his/her person or in any other manner such items as beepers, cell telephones, radios, CD players, I-pods, or MP3, electronic/and/or other electronic devices that are not used in the instructional program. All devices secured from student will be held five days after the last day of school.

2. GUNS/WEAPONS

The West Tallahatchie School District bans the possession, transfer, use or attempted use of any gun, rifle, pistol or other firearm; any dynamite cartridge, bomb, grenade, mine or powerful explosive; or a bowie knife, dirk dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades and other sharp-pointed or edged instrument except instructional supplies.

Any student who has in his/her possession any type of firearm, real or facsimile, operable or inoperable and/or who uses or threatens to use any object regardless of its original purpose, while he/she is in school, on school property, at a school function or activity, on the school bus, on the way to and from school or any school function or activity will be suspended from school and recommended for expulsion. The principal of the school to which the offending student is assigned will initiate such recommendation.

3. DRUGS/ALCOHOL/TOBACCO

The West Tallahatchie School District Board of Education bans the use of all tobacco products in all school buildings in the district and in all school vehicles by all persons at all times. This ban extends to all employees, students, and patrons attending school-sponsored events and meetings and in school-owned vehicles and facilities. **Any student violating any of the provisions of this policy shall be suspended and be considered for expulsion at the discretion of the principal and/or superintendent.**

The West Tallahatchie School District prohibits the unlawful possession, use or distribution of alcoholic beverages, prescription drugs used improperly, marijuana, or other controlled substances by students and employees on school campuses or as part of any of its activities. This ban includes being under the influence of these controlled substances. Disciplinary sanctions on students and employees are consistent with local, state, and federal laws.

4. LASER ITEMS

This ban includes laser pointers, laser key chains, or any other laser items.

5. FIREWORKS

6. ILLEGAL OR STOLEN PROPERTY

CONSEQUENCES

CORPORAL PUNISHMENT

Reasonable corporal punishment (spanking) of a student is permitted as a disciplinary measure. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only

reasonable form of discipline under the circumstances. Corporal punishment must be administered by an administrator.

In the event that a student/parent refuses to allow corporal punishment, the parents will be called to come to the school and administer corporal punishment themselves or take the student home for the remainder of the day.

IN-SCHOOL SUSPENSION

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

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

OUT-OF-SCHOOL SUSPENSION

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

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

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

EXPULSION

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

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

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

**WEST TALLAHATCHIE SCHOOL DISTRICT
UNIFORM POLICY
REVISED & ADOPTED: NOVEMBER 13, 2014
Policy Code: JCSA**

R H BEARDEN ELEMENTARY SCHOOL (Pre-K-6)

Top Colors	Bottom Colors	Undershirt	Shoes and Socks
White Hunter Green Navy Blue	Tan Khaki Navy Blue Black Belts must be worn at all times (Black, Blue, White or Clear)	White ONLY	Solid Colors only White Black Blue Brown No flip-flops, house shoes, crocs, or shoes on wheels

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

Grade Levels	Top Colors	Bottom Colors	Undershirt	Shoes and Socks
7 th & 8 th	Navy Blue Light Blue	Tan Khaki Navy Blue Black	White ONLY	Solid Colors only White Black Blue Brown No flip-flops, house shoes, crocs, shoes on wheels, or slippers on campus before and after sporting events! NO EXCEPTIONS
9 th – 12 th	White Hunter Green	Same as Above	Same as Above	Same as Above

- **Bottoms:** Skirts, shorts (knee length), jumpers, pants or Capri's. No strings or zippers on the legs. Skirts/dresses must not be worn more than 2" above the knees.
- **Shirts and blouses:** Both shirts and blouses must be tucked in at all times.
- **Belt buckles:** Belt buckles must be same size as belt.
- **Head wear:** No hats, caps, scarves, doo rags, head rags, bandanas, and hooded shirts/sweaters.

CONSEQUENCES

(R. H. Bearden Elementary School & West Tallahatchie High School)

- First Offense:** Parents will be notified by phone of non-compliance. If students are out of uniform, the parent will be required to bring the uniform to school so the student can change, and will have a conference with the principal before student returns to class.
- Second Offense:** Student will not be allowed to enter class. Parent will be contacted by phone of non-compliance. The student will receive a disciplinary referral that will be placed on file in the student's folder.
- Third Offense:** Student will not be allowed to enter class. Student will receive a disciplinary referral and placed in In-School Suspension (ISS) for a period of two (2) days.
- Fourth Offense:** Parents will be notified by phone of the non-compliance. The student will receive a disciplinary referral and placed on Out-Of-School Suspension for a period of two (2) days.

Any student who is sent home for uniform violation will remain in an area designated by the administrator until picked up by a parent (Child will not be allowed to return to class).

Policy Review:

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

TRANSPORTATION

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

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

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

1. Pupils shall not extend arms or other parts of the body out of the bus windows.
2. Nothing should be thrown in the bus or out of the windows.

3. Pupils should be on time for the bus pick-up. On days when roads conditions are bad, the bus may not arrive on the exact time schedule.
4. Pupils should take a seat on the bus without disturbing other passengers and remain seated at all times while the bus is moving.
5. Pupils should keep noise levels very low. Remember that loud talking, loud laughing, or unnecessary confusion can momentarily divert the bus driver's attention and may result in causing a serious accident.
6. Smoking is not allowed on the bus by students nor staff.
7. Pupils should not approach the bus walking nor running while the bus in motion.
8. Pupils will not be permitted to use profane, threatening, nor vulgar language on the school bus.
9. Pupils are not allowed to bring knives, box cutters, weapons, nor any object that can be used to cut, mutilate, or deface persons or property on the bus. These items are strictly prohibited from the bus and school premises.
10. Pupils who get aboard the bus at home are not allowed to get off the bus before the bus arrives at school. This means that they will not use the bus to visit other schools, go shopping, go the health department, doctor's office, nor visit relatives, friends, and etc.
11. Pupils are not allowed to threaten, harass, bully nor physically attack (fight) other students. **Fighting will constitute immediate suspension from the bus.**
12. Pupils exiting the bus and crossing the highway to get home shall pass in front of the school bus. Pupils must wait to cross the highway until they have been given the signal by the crossing guard or bus driver.
13. The bus driver is in charge of those riding on his/her bus. The law gives the bus driver authority to keep order on the school bus and hold him/her responsible. The bus driver will report all misconduct on the part of the students to the principal's office.
14. Pupils are not allowed on parked school buses during school hours.
15. All infractions of the above rules and guidelines by pupils will subject them to a suspension from school, suspension from transportation services, and/or a conference with the parent or guardian.

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

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

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

Consequences for Misconduct

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

FIRST OFFENSE: Warning, conference with the parent or guardian, or corporal punishment.

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

THIRD OFFENSE: Suspension from school bus for a period of five (5) days. Notification of the suspension will be sent to parent or guardian.

FOURTH OFFENSE: Possible suspension from the bus for the remainder of the school semester or school year.

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

CAFETERIA

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

Teachers are to monitor the noise volume and keep it regulated as to maintain the proper atmosphere for school.

- Teachers are to take students to and from the cafeteria (R. H. Bearden Elementary School).
- Teachers are to monitor the noise volume and keep it regulates as to maintain the proper atmosphere for school (West Tallahatchie High School).
- Students are to move in the lunch line in an orderly manner.
- Teachers must sit with their students while they are in the cafeteria (R. H. Bearden Elementary School).
- Students are to clean the area where they are sitting during lunch time.
- Students are not to put food on the floor. If food accidentally gets spilled on the floor, the student who had the accident should clean it up immediately.
- Students are not to throw food.
- Students are not to bring any type of food or drink into the cafeteria.

- Students will not be permitted to leave the cafeteria during lunch time.
- At West Tallahatchie High School there will be hall monitors on duty in the cafeteria each day. Students are to treat these teachers with respect at all times. They will be enforcing the rules and regulations for the cafeteria. Students will also be responsible for reporting to the cafeteria on time and leaving at the designated time. **NO STUDENT IS ALLOWED TO SKIP LUNCH: YOU WILL ONLY BE ALLOWED TO EAT AT THE TIME YOU ARE SCHEDULED TO GO INTO THE CAFETERIA.**

AUDITORIUM

(West Tallahatchie High School)

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

SCHOOL SAFETY

SCHOOL RESOURCE OFFICER (West Tallahatchie High School)

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

SAFETY TEAM

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

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

DRILLS

(R. H. Bearden Elementary School)

Fire and tornado drills are conducted in accordance to state law. Detailed escape plans are posted in every classroom. Three short whistle blows will signify a fire drill, each class has an escape route to an outside area, a safe distance from the building.

One siren from the PA system will signify a tornado drill.

If there is a power failure, the signal will be given verbally. Upon hearing this warning, students and students will leave the building as quickly as possible. Each teacher in charge of a group will be responsible for directing that particular group to the designated area outside the building. The teacher brings the class record book with him/her to the designated area. This will help account for the students in each classroom. If a student is found to be missing, the teacher must notify the principal or the designee.

Each teacher has the responsibility of getting this information to the students attending their class. The information must be written and posted in each classroom.

WEST TALLAHATCHIE HIGH SCHOOL

WEATHER AND SECURITY DRILLS

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

NATURAL DISASTERS

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

FIRE DRILLS

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

FIRE DRILL INSTRUCTIONS

1. The signal for a fire shall be the sounding of the fire horn in the corridor. The ringing of the regular bell will signal students and teachers to return to the building.
2. When the fire signal sounds, all students will stop whatever they are doing and be ready to listen for instructions from the teacher in charge. The teacher shall take his/her place by the room exit and instruct students on how to leave the building.
3. All students are to walk a safe distance from the building and remain with your teacher and group. Roll check will be made at this time. (The football stadium has been designated as the

evacuation area)

4. Each room will appoint two monitors to assist the teacher in closing windows, turn off lights, close all doors and report to their teacher that the room was clear.
5. Teachers will report to their zone leaders when they have accounted for all their students.
6. All groups will remain together outside until all clear a signal is sounded.
7. Speed in emptying the building is desirable, but a safe orderly procedure is recommended.
8. At no time should students run or make noise while in the process of a fire drill.
9. Each student should check the fire diagram and know the proper exit to use in case of fire.

TORNADO DRILL

Tornado drills will be held at regular intervals and they may be announced or unannounced. Signals for tornado drills will be indicated by two short and one long blast of the fire alarm system. When the signal for the tornado drill is given, the students are under the direct supervision of the teacher. Students will move into the corridor adjacent to the classroom and sit on the floor with their heads between their knees until the all-clear signal is given. The all-clear signal is a continuous blast of the fire alarm system.

If the electricity is off, the alarm will be given by the hall bell or intercom:

1. Students in the Sky Room and Band Room should move to the main corridor.
2. Teachers and students in the Shop Area should move to the main building.

ALTERNATE LOCATION IN CASE OF EMERGENCY

In the event of any type of disaster that requires moving staff and students to an alternate site, we will relocate to the National Guard Armory building which is located across the highway directly in front of the building. If there is a need to move students and staff, we will remain at this alternate location until we receive clearance from the proper officials to return to the school building.

ATHLETICS PROGRAM

SCHOOL ACTIVITIES, CLUBS, AND ATHLETIC PROGRAMS

The Mississippi High School Activities Association shall be the athletic association for the West Tallahatchie School District and the high school shall participate as a member of the Delta Valley Conference. All school activities shall be planned and conducted with full emphasis on character building and all such activities shall be aimed at providing learning experiences that go beyond the regular academic program to meet the changing educational needs of youth. Sponsorship of all clubs and activities shall be assigned by the principal. All programs in athletics shall be under the supervision of the athletic director who shall schedule all sports events subject to the approval of the principal and superintendent. The athletic director shall be responsible for assigning supervision for such events. It shall be the responsibility of the athletic director to establish, subject to the approval of the

superintendent, a uniform system of awarding letters, trophies, and other awards used in the school program. A student who is not eligible to compete in an athletic event according to the rules and regulations of the activities association shall not at any time be allowed to participate in such events.

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

CONCUSSION MANAGEMENT AND RETURN TO PLAY POLICY – JGEB

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

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

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

Concussion Policy Definitions

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

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

ATHLETIC PROGRAM

The program of inter-school athletic includes football, basketball, baseball, and slow-pitch softball, cross country, and track. West Tallahatchie is a member of the Delta Valley Conference. Other schools in this conference are: Quitman County, Coahoma County, Leflore County, West Bolivar, Leland, Humphrey County, South Delta, Shaw, and Ray Brooks.

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

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

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

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

District: West Tallahatchie School District

Section: J - Students

Policy Code: JTAC - Academic Requirements for Extracurricular Activities

ACADEMIC REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

It is the intent of the West Tallahatchie School District Board of Education that participation in all school activities serve to promote academic achievement and excellence in education. The board endorses the no pass / no play standards for athletes and the establishment of similar rules and regulations by the schools for student participation in school clubs and organizations. The board is cognizant of the fact that standards prescribed by the Mississippi Department of Education for accreditation are intended to establish minimum requirements. The same is true of the West Tallahatchie School District Board of Education. Only minimum standards will be established by the local school board. The instructional leader of the school has the authority to exceed minimum standards for the purpose of promoting academic achievement and excellence in education. Guidance may, however, be provided to the principals by the school board, through the Superintendent, when deemed appropriate.

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

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

ADOPTED: March 7, 2011

Adopted Date: 12/9/2014

Approved/Revised Date: 12/9/2014

SCHOOL SPONSORED TRIPS (West Tallahatchie High School)

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

FIELD TRIPS (R. H. Bearden Elementary School)

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

HALL PASSES

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

Student's name

Date

The time pass was issued

Reason for being out of class

The sending/returning teacher's signature/initials, and

The return time

Only under special circumstances should more than one student be allowed out of class with a hall pass.

ACCELERATED READER

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

FUNDRAISING

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

GIFTED EDUCATION

Those students who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, and who need services and activities not ordinarily provided in the regular classroom setting.

LOCKERS

Students in grades 4-6 will be assigned a locker.
All students are encouraged to have combination locks on lockers.
Students must use the locker assigned to that student.
Bearden Elementary will not be responsible for lost or damaged items.

MENTORING

Mentoring/tutoring is a program that pairs at-risk students with administrators, teachers, community stakeholders, and other staff members. Also, former teachers will be recruited in order to offer tutoring services and members of participating churches to serve as mentors. Students meet weekly with tutors and mentors.

PROGRESS REPORTS

Progress reports are sent out every four weeks. Report cards are sent out every nine weeks. Report cards **MUST** be signed by a parent or guardian and returned to school.

SPECIAL EDUCATION

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

INCLUSION

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

FEES PURCHASES, ETC.

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

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

RESPONSE TO INTERVENTION (RTI)

RTI is a process that matches the student's needs with strategies.

TEACHER SUPPORT TEAM (TST)

The teacher support team (TST) is a vehicle through which assistance can be requested for any student who is "at-risk" of not succeeding. The primary purpose of the TST is to assess the student's needs and design instructional interventions and strategies for those students who

demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment. The team reviews and utilizes all of the possible resources within the school and/or grade-level basis and develops instructional interventions and strategies in order to more effectively assist students and improve academic achievement. The standardized procedures and processes will be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by the teachers, parents, guardians, and administrators.

ACADEMICS

District: West Tallahatchie School District

Section: I - Instructional Program

Policy Code: IHE - Promotion and Retention

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

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

SPECIAL EDUCATION STUDENTS The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. ' 37-23-133 and ' 37-23-1 (1999) For information on the awarding of a special diploma or an occupational diploma, please refer to MS Code ' 37-16-11. NOTES:

1. According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)
2. Please refer to the current edition of Mississippi Public School Accountability Standards for information on Performance Standards and Graduation Requirements.

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

Adopted Date: 10/15/2014

Approved/Revised Date: 12/9/2014

KINDERGARTEN

Promotion and retention shall be based upon the mastery of objectives. Level of mastery is a teacher decision. No child shall be retained who has mastered all essential skills. The teacher will take into account all aspects of the child's development in making the final decision.

Parent permission is required before a kindergarten child can be retained. Parent permission documentation will be maintained in the principal's office.

GRADES 1 AND 2

In order to be promoted from one grade level to the next in grades 1 and 2, a student must pass reading. **If student passes reading, they must pass three (3) of the four (4) remaining major subjects: language, math, science, and social studies. Remediation/interventions will be provided through Teacher Support Team (TST), Response to Intervention (RTI), one-on-one and small group sessions.**

GRADES 3-6

In order to be promoted from one grade level to the next in grades 3-6, a student must pass four (4) of the five (5) major subjects: reading, language, math, science, and social studies.

THIRD GRADE LITERACY BASED PROMOTION (THIRD GRADE GATE)

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

GRADES 7 & 8

In order to be promoted from one grade to the next in grades 7 or 8, a student must have demonstrated mastery of common core objectives and pass five (5) of seven (7) courses, including four (4) of the following major academic areas which are: English, Reading, Math, Science, and Social Studies. The yearly average shall be determined by averaging the two semester numerical grades.

GRADES 9 -12

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

Students shall be classified and assigned to homerooms as follows:

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

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

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

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

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

Each student who graduates or receives a certificate is required to participate in the graduation exercise, and must rent a cap and gown. The rental fee must be paid on or before the issuance of the cap and gown.

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

NON-PROMOTION FOR SPECIAL EDUCATION STUDENTS

Special education students participating in the regular classroom will be promoted in accordance with the appropriate section of these regulations. Special education students shall be promoted based on demonstrated mastery of at least 70% of the objectives on the Individualized Education Plan (IEP) or in accordance with the evaluation criteria of the IEP or Individual with Disabilities Education Act (IDEA). Any student who does meet the requirements for promotion may be retained if proper procedures, as required by Section VII in IDEA Policies, including adaptations and documentation of such, have been made to help the student be successful in each class. If a SPED student is retained, all federal/state age appropriate guidelines will be followed.

WEST TALLAHATCHIE HIGH SCHOOL ACADEMIC OPTIONS

ALTERNATIVE SCHOOL PLACEMENT

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

GED OPTION PROGRAM

In an effort to reduce the dropout rates in West Tallahatchie School District the GED Option Program is implemented. This program provides course-specific, skill-based learning opportunities for student to earn a general education diploma. Eligibility is determined by the following criteria:

6. Students who are two or more years behind their peers
7. Students who are at least 16 years of age at the beginning of the school year
8. Students who are at risk of dropping out of school
9. Students who left school within the last two years

CORRESPONDENCE COURSES

A student in the West Tallahatchie School District may earn a minimum of one (1) Carnegie Unit through completing a correspondence course. In order to receive credit, the following criteria must be met:

10. The evaluation criteria must be administered by a certified staff member of the district;

11. The course must be approved by the Principal and may not be taken during the summer;
12. The correspondence course must be completed (lessons and tests) by May 1 to allow time for grading and acknowledgement of grades. No correspondence test shall be administered after May 1.
13. Credit for English III or English IV may not be earned through correspondence without prior approval by the School Board for the West Tallahatchie School District.

CAREER AND TECHNICAL EDUCATION (CTE)

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

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

DUAL ENROLLMENT

Dual Enrollment is a joint initiative of West Tallahatchie School District and Coahoma Community College, to increase educational opportunities for West Tallahatchie High School juniors and seniors who are in good academic standing to enroll in college courses and earn credit towards a degree while they are yet in high school.

ADVANCED PLACEMENT COURSES

Advanced Placement Courses are offered to high scholastic achievers in English, U. S. History, or Biology.

BAND

West Tallahatchie High School will re-introduce the band this year. Students in 7th – 12th grades who are interested in participating in band will receive quality instruction both during the school day and after school.

STUDENT SELF-STUDY

In an effort to include students in their learning process, they are expected to conduct self-study. This will allow for them to periodically check progress made towards specific goals they have established towards personal success, whether academic, social, or emotional.

AWARD'S DAY

(R. H. Bearden Elementary School)

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

K

Perfect Attendance
Good Citizenship
Good Behavior
Most Improved

Grades 1-3

Perfect Attendance
Good Citizenship
Good Behavior
Most Improved
Honor Roll
Principal's List
Superintendent's List

Grades 4-6

Perfect Attendance
Good Citizenship
Student-of-the-Year
Most Improved
Highest Average (in each subject)
Highest Overall Average
Honor Roll
Principal's List
Superintendent's List

SIXTH GRADE PROMOTION CEREMONY

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

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

DISTRICT GRADING SCALE

90-100 = A

80-89 = B

70-79 = C

65-69 = D

64-Below = F

REQUIREMENTS FOR GRADUATION

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

For Seniors 2012-2013	For Seniors 2013-2014	For Seniors 2014-2015	For Seniors 2015-2016
ENGLISH (4 Units)	ENGLISH (4 Units)	ENGLISH (4 Units)	ENGLISH (4 Units)
MATH (4 Units) Algebra I 2 Electives (At least TWO (2) units must be higher than Algebra I)	MATH (4 Units) Algebra I 2 Electives (At least TWO (2) units must be higher than Algebra I)	MATH (4 Units) Algebra I 2 Electives (At least TWO (2) units must be higher than Algebra I)	MATH (4 Units) Algebra I 2 Electives (At least TWO (2) units must be higher than Algebra I)
SCIENCE (4 Units) Biology I (Including at least ONE (1) lab-based Physical Science)	SCIENCE (4 Units) Biology I (Including at least ONE (1) lab-based Physical Science)	SCIENCE (4 Units) Biology I (Including at least ONE (1) lab-based Physical Science)	SCIENCE (4 Units) Biology I (Including at least ONE (1) lab-based Physical Science)
SOCIAL STUDIES (4 Units) U. S. History World History U. S. Government ½ Mississippi Studies ½ Geography ½ Economics ½	SOCIAL STUDIES (4 Units) U. S. History World History U. S. Government ½ Mississippi Studies ½ Geography ½ Economics ½	SOCIAL STUDIES (4 Units) U. S. History World History U. S. Government ½ Mississippi Studies ½ Geography ½ Economics ½	SOCIAL STUDIES (4 Units) U. S. History World History U. S. Government ½ Mississippi Studies ½ Geography ½ Economics ½
BUSINESS & TECH (1 Unit) Computer Discovery or Keyboarding ½ and Word Processing ½	BUSINESS & TECH (1 Unit) Computer Discovery or Keyboarding ½ and Word Processing ½	BUSINESS & TECH (1 Unit) Computer Discovery or Keyboarding ½ and Word Processing ½	BUSINESS & TECH (1 Unit) Computer Discovery or Keyboarding ½ and Word Processing ½
HEALTH (½ Unit) Comprehensive Health	HEALTH (½ Unit) Comprehensive Health	HEALTH (½ Unit) Comprehensive Health	HEALTH (½ Unit) Comprehensive Health
ARTS (1 Unit)	ARTS (1 Unit)	ARTS (1 Unit)	ARTS (1 Unit)
ELECTIVES (5½ Units)	ELECTIVES (5½ Units)	ELECTIVES (5½ Units)	ELECTIVES (5½ Units)
TOTAL – 24 Units			

Course Offerings

7 th Grade	8 th Grade	English	Math
<ul style="list-style-type: none"> -English Grade 7 -Science Grade 7 -Reading 7 -Wrld. Hist. from Prehistoric Era to Age of Enlightenment -Band-Middle -Music-Choral- Middle -Physical Ed. 7-8 -Math Grade 7 -Technology Foundations 	<ul style="list-style-type: none"> -English Grade 8 -Science Grade 8 -Comp. Reading 7-8 -U. S. Hist. from Exploration to Reconstruction -French Grade 8 -Band-Middle -Music-Choral- Middle -Physical Ed. 7-8 -Math Grade 8 -Science, Technology, Engineering and Math Application (STEM) 	<ul style="list-style-type: none"> -English I – 9th -English II – 10th -French I – Elective -English III – 11th -English IV – 12th -Foundations of Journalism -Compensatory Reading 	<ul style="list-style-type: none"> -Algebra I Grades 9-12 – 9th -Geometry – 9th, 10th -Algebra II – 10th, 11th -Advanced Algebra ½ - 11th -Trigonometry ½ - 11th -Calculus – 12th -SREB Math
Science	Social Studies	Career and Technical Education	
<ul style="list-style-type: none"> -Biology I – 9th -Chemistry – 10th, 11th -AP General Biology - 11th -Genetics -Microbiology -Biology II -Earth & Space Science -Physical Science -Intro to Biology -Zoology ½ – Elective -Botany ½ – Elective 	<ul style="list-style-type: none"> -World. Hist. from Age of Enlightenment to Present – 9th, 10th -U. S. Hist. Post-reconstruction to Present – 11th -U.S. Gov. ½ - 12th -Economics ½ - 12th -Local Culture -Intro. to World Geography ½ -MS Studies ½ -Law Related Ed. ½ - Elective 	<ul style="list-style-type: none"> -Construction Trades I w/Student Populations -Construction Trades II w/ Student Populations -Business Management I w/Student Populations -Business Management II w/Student Populations -Finance & Accounting 	<ul style="list-style-type: none"> -Keyboarding ½ - Elective -Word Processing ½ - Elective -Family Dynamics - Elective -Resource Management -Career Pathways
Arts	Health/PE	Other	Required Electives
<ul style="list-style-type: none"> -Band Grades 9-12 -Music-Choral Grades 9-12 	<ul style="list-style-type: none"> -Physical Ed. Grades 9-12 -Adv. Fitness-Elective -Health Education -Nutrition & Wellness 	<ul style="list-style-type: none"> -Academic Interventions -Special Populations -GED Option -Career Counseling -Internship/Community Service -Military Science- Elective 	<ul style="list-style-type: none"> -Learning Strategies Grade 7 -Learning Strategies Grade 8 -Learning Strategies Grade 9 -ACT/SAT/SATP Prep I – 10th -ACT/SAT/SATP Prep II- 11th -Advanced Seminar - 12th

1. Career Pathways Academy Career Pathways Experience Clusters		
Agriculture Food and Natural Resources Cluster	Business Management and Administration Cluster	Architecture and Construction Cluster
-Year 1: Career Pathways Experiences -Year 2: Internship/Community Service	-Year 1: Career Pathways Experiences -Year 2: Internship/Community Service	-Year 1: Career Pathways Experiences -Year 2: Internship/Community Service
Education and Training Cluster	Health Sciences Cluster	Human Services Cluster
- Year 1: Career Pathways Experiences -Year 2: Internship/Community Service	-Year 1: Career Pathways Experiences -Year 2: Internship/Community Service	-Year 1: Career Pathways Experiences -Year 2: Internship/Community Service
Hospitality and Tourism		
- Year 1: Career Pathways Experiences -Year 2: Internship/Community Service		

COLLEGE ENTRANCE REQUIREMENTS

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

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

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

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

GUIDANCE, COUNSELING, AND PLACEMENT

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

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

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

TESTING PROGRAM

The West Tallahatchie School District testing program begins at the elementary level and progresses through the student's high school years. Test scores are recorded in the student's cumulative folder, which is available for a student/parent conference. Arrangements should be made with a counselor to assist the student/parent with interpreting scores, answering questions, and providing helpful information. Hopefully the student will gain valuable insight regarding his/her abilities, interests, future vocational

plans, and present academics level. Wise choices and decisions on the part of the student are possible when the student has a better understanding of him/herself.

MAJOR USES OF TESTING

1. To help the student gain a better understanding of his/her abilities, achievement, aptitudes, interests, and personal characteristics.
1. To serve as a yardstick in charting the progress of the student over a period of time, so that one may see the student not only in comparison with others, but as a growing individual.
3. To assist the student in vocational planning.
4. To assist the student in planning educational programs.
5. To aid in diagnosing student difficulties.
6. To discover special aptitudes.
7. To predict probability of success or failure in future endeavors.
8. To place the student in situations more in harmony with his/her individual characteristics.

REPORTS SENT HOME TO PARENTS/GUARDIANS

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

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

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

CHANGE OF SCHEDULE

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

CHANGE OF SCHEDULE FOR REGULAR EDUCATION STUDENTS

1. Student, teacher, or parent should report a conflict in schedule or request permission for a change in class schedule to the counselor.
2. The counselor will check the student's transcript and availability of classes, if necessary.
3. The counselor will make necessary changes in the system and notify the appropriate teachers of the change.

CHANGE OF SCHEDULE FOR SPECIAL EDUCATION STUDENTS

1. The counselor or principal should be notified of any conflict in schedule.
2. The teacher or Local Survey Committee Chairperson will contact the parent to schedule an Individual Education Plan (IEP) meeting. The committee will make a collaborative decision about what is best for the student.
3. The counselor will make the necessary change in the system and notify the appropriate teachers of the change.

STUDENT ACTIVITIES

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

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

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

SCHOOL/CLASS REPRESENTATIVES

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

MR. AND MISS WEST TALLAHATCHIE HIGH SCHOOL

- I. Qualifications:
 - a. Must have 15 Carnegie units with 3 years of math, science, English, and history
 - b. Must have 80 or above cumulative average as approved by the counselor
 - c. Must not have received out-of-suspension nor expelled from WTHS during grades 9th – 11th
 - d. Must not have received more than (3) In-School suspensions prior to the election and coronation
 - e. Must have a pleasing personality
 - f. Must have attended WTHS from grades 10th – 12th
 - g. Must not have been suspended or expelled from WTHS prior to the SGA election and coronation

ESCORTS

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

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

MR. AND MISS 7th – 12th Grade

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

- II. Election Procedures
 - a. Elected by the students of the Class through ballots

STUDENT GOVERNMENT ASSOCIATION OFFICERS

Qualifications for:

- I. President:
 - a. Must have 15 Carnegie Units
 - b. Must have 80 or above cumulative average as approved by the counselor
 - c. Must not have received out-of-suspension nor expelled from WTHS
 - d. Must have a pleasing personality
 - e. Cannot hold another position elected by the student body (ex. Mr. and Miss WTHS)
 - f. Must have served as vice-president

- II. Vice-President:
 - a. Elected by the student body as a junior with 11 Carnegie units
 - b. Must have 80 or above cumulative average

- III. Secretary, Parliamentarian, Treasurer, and Reporter
 - a. Must be enrolled in grades 9 – 12
 - b. Must have 60 average from previous school year
 - c. Must not have received out-of-suspension nor expelled for the previous school year

- IV. Election Procedure: Elected by the student body

CLASS OFFICERS

- I. President:
 - b. Must not have received out-of-suspension nor expelled for previous school year
 - c. Must have attended WTHS the previous year (at least two (2) nine weeks)

 - II. All other officers (vice-president, secretary, treasurer, and parliamentarian) must meet the following qualifications:
 - a. Must have 70 or above average from previous school year
 - b. Must not have received out-of-suspension nor expelled for the previous school year
- Election Procedure
- b. Elected by the class through ballots

CLASS REPRESENTATIVES

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

- I. Qualifications
 - a. Must have 70 or above average from previous school year
 - c. Must not have received out-of-suspension nor expelled for previous school year
 - d. Senior class will be represented by the SGA President as well as MR. and Miss WTHS

- II. Election Procedure
 - a. Elected by each class through ballots

**Students who are suspended or sent to ISS are subject to being pulled from Homecoming Activities*

SELECTION OF CHEERLEADERS

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

CLUBS AND ORGANIZATIONS

NATIONAL JUNIOR AND SENIOR BETA CLUBS

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

MATH AND SCIENCE CLUB

This organization is open to any student who is enrolled in a math or science course. The purpose of this club is to promote an interest in careers in math and science. It will also provide club members with guidance in selecting an area that is appropriate for their own individual ability and interest. Students must have a grade 80 and above on math and science courses from the previous school term.

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

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

STUDENT GOVERNMENT ASSOCIATION

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

INTERACT CLUB

Interact is a Rotary-sponsored service club for young people. Made up of high school members, Interact gives young people an opportunity to participate in fun, meaningful service projects. Along the way, Interact members develop their leadership skills and initiative while meeting new friends.

GEAR-UP MISSISSIPPI

GEAR-UP Mississippi is a collaborative effort of the Mississippi Institution of Higher Learning, Mississippi State Board for Community and Junior Colleges, Mississippi Department of Education and various organizations and community group to provide educational support services to partner school districts. GEAR-UP creates college opportunities for youth from economically limited communities.

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

DISCLOSURE OF STUDENT RECORDS

The Family Rights and Privacy Act states that:

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

**R. H. Bearden Elementary School
Parent Reference Page**

- **Enter R. H. Bearden Elementary** from the main entrance any time you visit the school.
- Sign the R. H. Bearden Elementary visitors' log each time you visit the building.
- Use the north parking lot and entrance when picking up children at dismissal time. Children should be picked up no earlier than 2:30 p.m. and no later than 3:30 p.m. Do not use the main school entrance during dismissal time. ***This area is reserved for bus loading only.***
- Send a signed note or come to school in person to make any bus changes for your child(ren). (Bus changes absolutely **cannot** be made by parent phone calls during the school day.)
- Come to visit in the classroom on a regular basis. Parents are encouraged to refrain from conferencing with teachers during instructional time.
- Talk with the teacher and set a conference time to discuss student progress and/or behavior every nine weeks.
- Ask your child(ren) each day if they have any homework.
- Make sure your child(ren) have the proper school supplies both at home and at school for class-work and schoolwork.
- Make every effort for your child to be on time and at school every day. (Refer to Compulsory School Attendance Law on page nine of this Handbook.)
- Come in to the main office with your child(ren) every time they are late for school.
- Send a doctor's excuse when they are absent due to illness (This is to protect you under the Compulsory School Attendance Law).
- Send a note if a child is out due to death or extreme illness in the immediate family. Other absences will be unexcused.
- Inform your child's teacher of any medications or illnesses your child may have that affects his or her schooling and achievement.
- Any medication given at school must have a doctor's written directions and be in the prescription bottle from the drug store (Notes from parents cannot be accepted when giving medication to children).

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

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

ALMA MATER

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

Chorus

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

Tomahawk, Wartalk, Squaw, Papoose,
Choctaws, Choctaws, on the loose
Scalp-em

NORTH DELTA ALTERNATIVE SCHOOL

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

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

SCHOOL HOURS

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

VISITORS

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

NORTH DELTA ALTERNATIVE SCHOOL POLICY

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

ASSIGNMENT OF STUDENTS TO THE NORTH DELTA ALTERNATIVE SCHOOL

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

**NORTH DELTA ALTERNATIVE SCHOOL CONSORTIUM
2015 - 2016**

**Coahoma Agricultural High School
Clarksdale, MS**

**Coahoma County Schools
Clarksdale, MS**

**East Tallahatchie Schools
Charleston, MS**

**West Tallahatchie Schools
Webb, MS**

SCHOOL AND CENTRAL OFFICE EMERGENCY NUMBERS

North Delta Alternative School.....	(662) 375-8392
Central Office of Coahoma County Schools.....	(662) 624-5448
Central Office of Coahoma Agricultural High School.....	(662) 621-4130
Central Office of East Tallahatchie Schools.....	(662) 647-5524
Central Office of West Tallahatchie Schools.....	(662) 375-9291

TELEPHONE DIRECTORY OF SCHOOLS

	<u>Phone</u>	<u>Fax</u>
Coahoma Agricultural High School	(662) 624-8045	(662) 621-4672
Coahoma County Schools		
Coahoma County Jr. High	(662) 627-7371	(662) 627-4541
Coahoma County High	(662) 627-7378	(662) 627-4516
Friars Point Elementary	(662) 383-2477	(662) 383-4491
Jonestown Elementary	(662) 358-4496	(662) 358-4491
Lyon Elementary	(662) 624-8544	(662) 621-8996
Sherard Elementary	(662) 624-4629	(662) 627-7865
East Tallahatchie Schools		
Charleston Elementary	(662) 647- 2679	(662) 647- 2381
Charleston Middle School	(662) 647- 2115	(662) 647- 2380
Charleston High School	(662) 647- 5359	(662) 647- 3724
West Tallahatchie Schools		
North Delta Alternative	(662) 375-8392	(662) 375-0069
R.H. Bearden Elementary	(662) 375-8304	(662) 375-7234
West Tallahatchie High	(662) 375-8829	(662) 375-7402

PROCEDURES FOR STUDENT REFERRAL TO THE ALTERNATIVE SCHOOL FROM A STUDENT'S HOME SCHOOL

1. The school principal and/or counselor completes the enrollment packet that contains multitude of records, i.e., disciplinary records, attendance records, applicable completed referral forms, interventions, demographic profile, emergency, Individualized Instructional Plan, (IIP) and etc. to substantiate the referral.

The home school Transition Committee reviews the data and makes a decision to:

- Try another intervention
 - Refer student back to regular school setting
 - Refer student to alternative school
2. If the Transition Committee decides to refer the student to the alternative school, the home school Transition Committee will arrange a time for a meeting with parent/guardian, student and alternative school personnel. The home school will provide the completed forms that are in the alternative school packet; explain the recommendation and get signatures.
 3. The Superintendent reviews information and approves/disapproves the referral. The information will then be sent to the North Delta Alternative School.
 4. The referral folder is given to the appointed district personnel to document referrals and forward information to the North Delta Alternative School. The assigned district personnel will complete the referral packet checklist to assure that all information required is submitted. **The packet must be received at North Delta Alternative School at least three days before the student is scheduled to enter.**
 5. Upon approval of the Transition Committee, the building principal will send the parent/guardian a letter giving information on check-out from the home school and transfer to the North Delta Alternative School.

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

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

The student:

- Returns to home school at the end of the assigned period
- Must stay no less than 45 days from the date of entry
- Must have an average of 65 or higher in all classes

- Must have no more than five (5) unexcused absences per Nine Weeks grading period
 - Must have no more than three (3) discipline referrals
 - May not return to the home school during the week of mid-term
 - May not return to the home school during the week of nine-week exams
3. If the exit evaluation committee decides to refer the student back to his/her home school, the principal of the home school is notified prior to the student's date of return.
 4. The student's referral folder is given to the counselor of the North Delta Alternative School to complete all information that is to be forwarded to the home school. The counselor will complete the referral checklist to assure that all information required is submitted.
 5. The principal reviews the information and approves/disapproves the student's referral. If approved, the information will then be sent to the student's home school.
 6. Upon approval of the exit evaluation committee, the building principal will send the parent/guardian a letter giving information on his/her child's check-out from the North Delta Alternative School and transfer back to the home school.

STUDENT ATTENDANCE

The right to attend the public schools places upon students the accompanying responsibility of faithful attendance. It is important for all students to be in school and on time everyday that school is in session. Regular attendance is essential for a student's successful progress in the instructional program. Regular attendance helps to develop good study habits, punctuality, self-discipline and a sense of responsibility.

The parent/guardian is expected to call the school by 9:00 a.m. on the day his/her child is absent from school.

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

Any student with excessive absences may be required to remain an additional nine weeks (45 days) at the alternative school. Students attending North Delta Alternative School may be absent from school a maximum of five (5) days in a Nine Weeks Grading Period to be eligible for return to his/her home school at the end of that grading period.

ATTENDANCE REQUIREMENT

The Mississippi Compulsory School Attendance Law provides that:

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

school year, the principal or school superintendent shall report such absences to the school attendance officer.

ORIENTATION

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

STUDENT SUPPLIES

Each student is required to bring paper, pencil and/or ink pen to school each day. Paper must be kept in a plain folder. Students are **NOT** allowed to bring book bags, notebooks with zippers, purses, nor any type of carrying case on the school bus or to North Delta Alternative School. Any student found in violation of this policy will be issued a disciplinary notice.

CELLULAR TELEPHONE/ELECTRONIC DEVICES

To include, but not limited to:

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

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

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

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

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

EMERGENCY INFORMATION

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

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone number

4. Emergency phone number of friend or relative
5. Physician's name and number
6. Medical alert information
7. Authorized person(s) allowed to pick up child

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

MEDICAL INFORMATION

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

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

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

ILLNESSES

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

STUDENT UNIFORMS

MANDATORY SCHOOL UNIFORM POLICY

Adopted April 2004

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

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

1. Tan khaki uniform pants, skirts, short pants;
 2. Two (2) or three (3) buttons solid white uniform shirt with collar; (No undershirts are allowed as a top shirt);
 3. Solid black, solid white or solid brown shoes, (tennis shoes or leather shoes);
 4. Shoestrings must match shoes and be solid color.
 5. Belts (dress style) solid black or solid brown;
 6. Belts must be worn at all times and at waist length.
 7. Belt buckles must be the same size as the belt; No symbols on belts or belt buckles;
 8. No paraphernalia that causes class disruptions or enhance/promotes gang behavior.
 9. Hats, doo rags, or bandanas are not allowed;
 10. Pullover jackets, hooded jackets or sweatshirts are not allowed;
 11. No skirts or short pants will be worn 2" above the knee.
 12. Shirt-tails are to be worn tucked neatly in the bottom apparel at all times;
- Any violation of dress code will result in a student receiving a disciplinary notice that will be placed in his/her file and reviewed during the exit evaluation for a return to home school.***

North Delta Alternative School
Student Code of Conduct
Dress Code

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

Shirts

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

Pants/Skirts/Shorts/Capri

- Khaki bottom;
- Pants must have belt loops;
- Shorts and skirts cannot be shorter than two inches (2") above the knees.
- Low riders and cargo pants are not allowed;
- No pockets down the legs, no strings or zippers on the legs;
- Pants must be worn on the waist at all times (no sagging);
- Corduroy pants or jeans are not allowed;
- Bike pants, cut up clothing that are ragged or full of holes are not allowed;
- **Shorts worn over or under pants are not allowed;**
- **Two pairs of pants are not allowed.**
- Mini-skirts/dresses are not allowed;
- Warm-ups and jogging pants are not allowed;
- Clothing with lewd and offensive language and/or symbols is not allowed;
- Colors that identify or relate to gangs or groups are not allowed;

Belts

- Belts must be black or brown with no symbols (leather-like belts only);

- A belt must be worn at all times;
- Belt buckles must be the same size as the belt;
- **No cloth belts**

Shoes

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

Socks

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

Coats/Jackets/Bandanas

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

Hair

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

Book Bags/Back Packs/Purses

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

Jewelry

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

Consequences:

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

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

CURRICULUM

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

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

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

INSTRUCTION

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

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

RESPONSE TO INTERVENTION (RTI)

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

CLASS SCHEDULES

Self-Contained Classroom Schedule/Classroom Schedule for 7th – 12th Grade Students

8:15 – 9:15-----59---1st Period

9:16 – 10:16-----	2 nd Period
10:17 - 11:35-----	3 rd Period and Lunch
11:36 – 12:36-----	4 th Period
12:37 – 1:37-----	5 th Period
1:38-2:38-----	6 th Period
2:39-3:30-----	7 th Period

Early Release Day Schedule

8:15 – 9:15-----	1 st Period
9:16 – 10:16-----	2 nd Period
10:17 – 11:30-----	3 rd Period and Lunch
11:31 – 12:30-----	4 th Period

GRADING SYSTEM

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

GRADING

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

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

- a. There should be four (4) grading periods of nine weeks duration.
- b. A minimum of three major tests shall be recorded for each student in each academic course in grades 5-12 during each nine weeks grading period, unless the principal grants written permission.
- c. Semester averages will be computed using two nine weeks grades divided by two (2). The yearly grade shall be averaged using the two (2) semester grades divided by two.
- d. Students with a current eligibility in special education and a current Individualized Education Plan (IEP) on file will receive grades reflecting the students’ achievement on the instructional level on which he/she is functioning. All persons involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that a disability no longer exists. A high grade will accurately reflect that a student is performing well, based on what is expected of the student with a given disability.

TO AVERAGE GRADES:

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

ACADEMIC HONOR ROLL

GRADES 5-12

Superintendent's List

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

Principal's List

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

Honor Roll

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

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

CLASSES IN THE SPECIAL EDUCATION CURRICULUM

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

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

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

CLASSES IN THE REGULAR EDUCATION CURRICULUM

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

REPORT OF STUDENT PROGRESS

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

REPORT CARDS

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

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

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

Copies of student grade reports shall be forwarded to the home school from the North Delta Alternative School for recording on the cumulative record at the end of each Nine Weeks grading Period. All students' cumulative records shall be maintained and completed at the home school and kept on file in compliance with Mississippi Department of Education's regulations, state laws, and that school district's board policies.

EXIT EVALUATION

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

If the Exit Evaluation Committee decides to refer the student back to his/her home school, the principal of the home school is notified prior to the student's date of return. Upon approval of the Exit Evaluation Committee, the building principal will send the parent/guardian a letter giving

information on check-out from the North Delta Alternative School and transfer back to the home school.

PROMOTION AND RETENTION

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

DISCIPLINE

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

GUIDELINES FOR BEHAVIOR

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

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

CONDUCT AND SAFETY ON SCHOOL BUS

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

1. Pupils shall not extend arms or other parts of the body out of the bus windows.
2. Nothing should be thrown in the bus or out of the windows.
3. Pupils should be on time for the bus pick-up. On days when road conditions are bad, the bus may not arrive on the exact time schedule.
4. Pupils should take a seat on the bus without disturbing other passengers and remain seated at all times while the bus is moving.
5. Pupils should keep noise levels very low. Remember that loud talking, loud laughing, or unnecessary confusion can momentarily divert the bus driver's attention and may result in causing a serious accident.
6. Smoking is not allowed on the bus by students or staff.
7. Pupils should not approach the bus walking nor running while the bus is in motion.
8. Pupils will not be permitted to use profane, threatening, nor vulgar language on the school bus.
9. Pupils will not be allowed to bring knives, box cutters, weapons, nor any object that can be used to cut, mutilate, or deface persons or property on the bus. These items are strictly prohibited from the bus and school premises.
10. Pupils who get aboard the bus at home are not allowed to get off the bus before the bus arrives at school. This means that they will not use the bus to visit other schools, go shopping, go the health department, doctor's office, nor visit relatives, friends, and etc.
11. Pupils will not be allowed to threaten, bully, harass, nor physically attack (fight) other students.
12. Pupils exiting the bus and crossing the highway to get home shall pass in front of the school bus. Pupils must wait to cross the highway until they have been given the signal by the crossing guard or bus driver.
13. The bus driver is in charge of those riding on his/her bus. The law gives the bus driver authority to keep order on the school bus and hold him/her responsible. The bus driver will report all misconduct on the part of the students to the principal's office immediately upon arrival at the school.
14. Pupils will not be allowed on parked school buses during school hours.
15. Pupils are not allowed to bring food on the bus.

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

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

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

DISCIPLINARY PROCEDURES FOR MISCONDUCT ON THE BUS

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

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

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

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

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

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

GENERAL INFORMATION

MENTORING

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

GUIDANCE AND COUNSELING

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

CHARACTER EDUCATION

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

AWARDS

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

TESTING

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

SUBSTITUTE TEACHERS

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT 1974

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

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

ENTERING AND LEAVING THE BUILDING

Students will get off the bus without talking.

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

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

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

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

DEPORTMENT IN THE BUILDING

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

RESTROOM USE

Before classes each morning, the student will be given permission to use the restroom or get water. There will be limited use of the restroom facilities after class has started. After classes have started, teachers are encouraged to allow students to use the restroom ONLY during planned breaks. If a student is given permission to leave the room for any reason, the teacher must first secure permission from security to allow the student to leave the room.

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

LUNCH

Lunch is provided to the students by the West Tallahatchie School District's cafeteria located at R. H. Bearden Elementary. Students entering the alternative program will be required to fill out a lunch application. A determination will be made as to the status (Free, Reduced and Full Price) of the student's lunch. If the status of the student requires him/her to pay for lunch, the student will bring the amount that is needed to pay for lunch. The money must be turned in to a staff member during check-in and kept in the principal's office.

CHECK-OUTS

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

PARENT/GUARDIAN VISITS TO THE ALTERNATIVE SCHOOL

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

PARENT/GUARDIAN CONFERENCE

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

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

HARRASSMENT/SEXUAL HARASSMENT/BULLYING/HAZING/DISCRIMINATION

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

EMPLOYEE/STUDENT RELATIONSHIPS

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

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

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

ITEMS

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

SCHOOL SAFETY SCHOOL RESOURCE OFFICER

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

SAFETY TEAM

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

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

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

EMERGENCY DRILLS

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

NORTH DELTA ALTERNATIVE SCHOOL Weather and Security Drills/Procedures

Tornado Drill - When the signal (**Bullhorn: three long rings**) is given, students will walk in a quiet orderly manner into the hallway, and kneel on the floor close to the sides of the wall with head toward wall and hands crossed over head. They should remain quiet as the teacher calls the roll. A signal (**Bullhorn: one long ring**) will be given when it is time to return to the classroom.

Students will not be dismissed from school during the time a tornado warning is in effect. If students are on the bus, they will be unloaded and brought back into the building.

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

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

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

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

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

ALTERNATE LOCATION IN CASE OF EMERGENCY

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

SEARCH/ FRISK

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

TATTOOS

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

NORTH DELTA ALTERNATIVE SCHOOL PROGRAM CONTRACT

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

In order to be considered for release from the North Delta Alternative Program, I agree to:

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

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

Student's Signature

Parent/Guardian's Signature

Date

Date

**NORTH DELTA ALTERNATIVE SCHOOL
NOTICE OF UNIFORM REQUIREMENT TO PARENT/GUARDIAN**

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

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

Student's Signature

Date

STUDENT UNIFORM REQUIREMENTS

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

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

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

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

Parent's/Guardian's Signature

Date

STUDENT HANDBOOK NOTIFICATION RECEIPT

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

Student's Signature

Date

Parental Responsibility and the Law Weapons' Possession.

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

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

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

Parent/Guardian(s) Receipt of Handbook

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

Parent's/Guardian's Signature

Date

West Tallahatchie School District Acceptable User Policy

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

Pupil guidelines for Internet use

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

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

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

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

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

The following are not permitted:

- Sending or displaying offensive or inappropriate messages or pictures
- Using obscene or inappropriate languages
- Harassing, insulting or attacking others
- Damaging computers, computer systems, computer networks or changing computer settings
- Violating copyright laws
- Using others' passwords or teachers' logins
- Trespassing in others' folders, works or files
- Intentionally wasting resources
- Using network for commercial purposes
- Installing **any** software on West Tallahatchie School District computers
- Downloading **any** files without a teachers' permission
- Revealing personal addresses, phone numbers or students' name
- Participating in chat sessions not supervised by a teacher

Users are to notify an adult immediately if they encounter materials, which violate the rules of inappropriate use.

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

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

Section I (Parent's Signature Required)

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

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

Parents' or Guardian Signature: _____

Date: _____

Section II

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

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

Parent's or Guardian's Signature: _____

Date: _____

**R. H. BEARDEN ELEMENTARY SCHOOL
BUS RULES RECEIPT FORM**

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

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

Student's Name

Bus #

School

Grade

Parent/Guardian Signature

Date

DISCIPLINE CONSENT FORM

Dear Parents:

In the West Tallahatchie School District, corporal punishment is used as a last resort for correcting or punishing misbehavior. However, if it is determined to be in the best interest of a student to use corporal punishment, teacher/administrators may use such punishment.

In as much as you are equally responsible for the upbringing of your child, you have the right to request that this type of punishment not be use on your child. Please fill out the form below indicating if you do not want your child to have corporal punishment. Unless we have this form on file, we will assume that the school has permission to use corporal punishment with your child, as deemed appropriate.

Please read and sign the section that reflects your decision whether or not the school can issue corporal punishment to your child when necessary.

Form # 1

<p>I DO NOT WANT ANYONE TO PADDLE MY CHILD</p> <p>I understand that by signing this section, I agree to come to the school to administer corporal punishment to my child, have a conference with my child's teacher(s) or take my child home for the remainder of the day.</p> <p>Name of Student _____</p> <p>Homeroom teacher _____</p> <p>_____</p> <p style="text-align: center;">Signature of Parent/Guardian Date</p>	
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Form #2

<p>MY CHILD MAY BE PADDLED BY A TEACHER/ADMINISTRATOR</p> <p>Name of Student _____</p> <p>Homeroom teacher _____</p> <p>_____</p> <p style="text-align: center;">Signature of Parent/Guardian Date</p>	
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...

HANDBOOK RECEIPT FORM

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

1. Respect my teachers and classmates.
2. Study hard, and do my homework.
3. Listen in class.
4. Be courteous at all times.
5. Read something every day with the purpose of understanding.
6. Turn in found items to my teacher.
7. Report violations of policy to my teacher.
8. Help keep my school neat and clean.
9. Take care of school property.
10. Be at school every day I can.
11. Make up work as soon as possible after an absence.

12. Dress neatly and appropriately.
13. Extend helping hands to visitors.
14. Show the same respect for substitute teachers as I do for regular classroom teachers.
15. Carry the necessary classroom materials and books to class daily.

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

Thank you for your cooperation and continued support.

.....Cut & Return

Student's Name _____ **Date** _____

Student's Signature _____

Parent/Guardian's Signature _____

EQUAL EDUCATIONAL OPPORTUNITIES

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

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