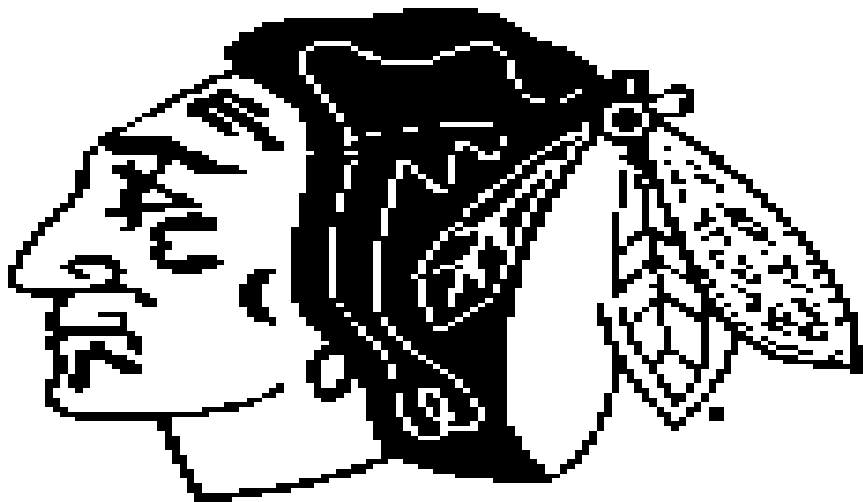


R. H. Bearden Elementary School

PARENT AND STUDENT HANDBOOK
2013-2014



“Every child a reader, writer, and problem solver.”

Table of Contents

Absences	14
Accelerated Reader	25
Admission and Registration	9
Admission Following Suspension/Expulsion	10
Administrative Staff	1
Attendance	13
Awards Day	31
Belief Statement	8
Bus Rules	33
Cafeteria	21-22
Calendar	4-6
Change of Address	10
Check-in/out	15-16
Contacting Parents	28
Corporal Punishment	22
Cumulative Folders	27
Discipline Consent Form	34
Disclosure of Student Records	28
Drills	23-24
Drugs/Alcohol/Tobacco	19
Educating Students with Chronic Infection Diseases	15
Electronic Devices	19
Emergency Information	9
Field Trips	24
Expulsion	23
Fees	26
Fighting Policy	19
Foreword	7
Fund Raising	25
General Rules	20-21
Gifted Education	25
Goals	7
Greetings from the Principal	3
Greetings from the Superintendent	2
Handbook Receipt Form	35
Immunizations/Vaccinations	10
Inclusion	25
Individual(s) Unlawful Activity	19-20
Internet Policy	29-31
In-School Suspension	23
Late Entrance Admission	10
Lockers	25
Make-Up Work	15
Medical Information	10
Mentoring	25
Mission Statement	7

Non-Discrimination Policy	9
Orientation	14
Other Information	24
Out-of-School Suspension	22
Parent Reference Page	32
Progress Reports and Report Card.....	25
Promotion/Retention Policy.....	27
Reading Criteria.....	25
Response to Intervention.....	26
Rules and Regulations.....	16
School Discipline	16
School Resource Officer	26
Senate Bill 2015-Bullying.....	16-17
Sixth Grade Promotion Ceremony.....	28
Special Education.....	26
Star Student.....	26
Student Welfare	10
Tardies.....	15
Tardy Policy.....	15
Teacher Support Team.....	26
Transfers into WTSD.....	11
Vandalism	19
Vision Statement.....	7
Visitors.....	11-12
Weapons.....	19
Withdrawals	11
Writing Criteria.....	12
Uniform Policy.....	17-18

West Tallahatchie School District 2013-2014

Board of Trustees

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Mr. Charles George, Member
Ms. Lucinda Berryhill, Member
Dr. Tracy Mims, Member
Mrs. Cora Hooper-Towers, Member
Mr. Robert Tyner, Attorney

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Lesley Camponova, Director of Special Services
Mary Small, Transportation/Safety/Anti-Bullying
Vera Kemp, Business Manager
Temeka Jones, Assistant Business Manager
Marilyn Gibbs, Federal Programs Administrative Associate I
Bertha Jones, Food Service Supervisor/District Warehouse Operations
Marvin Watson, Director of Facilities Operations
Henry Hampton, Shop Foreman
Ellis Johnson, Maintenance Supervisor
Elvis Goodman, Maintenance Associate

Superintendent's Message

August 2, 2013

Dear Students,

We are excited about your return! Hope you had a terrific summer and are ready for a great school year of meeting new students and staff. We are looking forward to a school year filled with learning, growth, and that Choctaw Spirit that you bring to our schools.

Teachers are eager to share their joy for learning and quality instruction with you in a FUN and CREATIVE environment. This year we will focus on high academic expectations, parental involvement, behavior and instruction. In this journey to academic *Proficiency*, it is imperative that you attend school on time daily, prepared for instruction, and do your very BEST each day. Again, welcome, and we cannot wait to make this school year the best yet!

Optimistically,

Dr. Darron L. Edwards,
Superintendent

R.H. Bearden Elementary School

1094 W. FRIENDSHIP ROAD
SUMNER, MISSISSIPPI 38957
TELEPHONE (662) 375-8304
FACSIMILE (662) 375-7234

August 2013

Dear Students,

I, along with the faculty and staff, would like to welcome each of you to another great year at R. H. Bearden Elementary School. The purpose of this student handbook is to provide students and parents with pertinent information concerning the day to day operation of our school. We hope that you will read the information contained in this handbook in its entirety. If there are any questions, please feel free to contact us at your convenience so that we may provide any assistance or explanations necessary.

We are committed to the district effort to **“Transform Today’s Students into Tomorrow’s 21st Century Leaders”**. We will use data to direct our focus in all academic areas and work diligently to:

- meet the challenges of Common Core by increasing rigor in classroom instruction and assessments
- grow each student at least one reading level this year
- prepare our lower elementary students for the upcoming “Third Grade Gate”
- increase student engagement in all content areas, at all grade levels

Parents, our doors are always open so that you may come and visit us. We welcome your input as we move forward in ensuring success of all of our students this year. We are committed to making the 2013-2014 school year the best year yet at R. H. Bearden Elementary School.

Respectfully,

Eddie M. McCord, Principal

**WEST TALLAHATCHIE SCHOOL DISTRICT
SCHOOL CALENDAR
2013-2014**

2013

New Staff Orientation	Thursday & Friday-August 1-2
Teacher/Staff Professional Development	Monday –Wednesday- August 5-7
Students Report	Thursday-August 8
Board Meeting	Tuesday-August 13
Open House/Get Acquainted (RHB)	Monday-August 26
Open House/Get Acquainted (WTHS)	Tuesday-August 27
Open House/Get Acquainted (NDAS)	Wednesday-August 28
Labor Day	Monday-September 2
Progress Reports	Thursday-September 5
Board Meeting	Tuesday-September 10
Early Release Day @ 1:00 p.m.	Wednesday-September 11
Family Exhibition Day (No School)	Friday-September 27
Common Core Assessments	Wednesday-Friday October 2-4
Begin 2 nd Nine Weeks	Monday- October 7
Board Meeting	Tuesday-October 8
Homecoming-Early Release @ 1:00 p.m.	Friday-October 11
Parent Report Card Day	Monday-October 14
Early Release Day @ 1:00 p.m.	Wednesday-October 23
Early Release Day @ 1:00 p.m.	Wednesday-November 6
Progress Reports	Thursday-November 7
Board Meeting	Tuesday-November 12
Early Release Day @ 1:00 p.m.	Wednesday-November 20
Thanksgiving Break	Monday-Friday –November 25-29
Board Meeting	Monday-December 10
Common Core Assessments	Wednesday-Friday-December 18-20
Christmas Holidays	Monday-December 23-January 3
	<i>End of 1st-Semester -81/93 days</i>

2014

Professional Development for Teachers	Monday-January 6
Students Report	Tuesday-January 7
Report Cards Sent Home	Thursday-January 9
Board Meeting	Tuesday-January 14
Early Release Day @ 1:00 p.m.	Wednesday-January 15
MLK Holiday	Monday-January 20
Early Release Day @ 1:00 p.m.	Wednesday-January 29
Progress Reports	Thursday- February 6
Board Meeting	Tuesday-February 11
Early Release Day @ 1:00 p.m.	Wednesday-February 12
President’s Day	Monday-February 17
Early Release Day @ 1:00 p.m.	Wednesday-February 26
Common Core Assessments	Wednesday-Friday-March 5-7
Spring Break	Monday-Friday-March 10-14

Board Meeting	Tuesday-March 11
Early Release	Wednesday-March 26
Parent Report Card Day (No School)	Monday-April 7
Board Meeting	Tuesday-April 8
Progress Reports	Thursday-April 10
Early Release Day @ 1:00 p.m.	Wednesday-April 16
Good Friday & Monday	Friday & Monday-April 18 & 21
Senior Awards Day	Friday-May 9
Seniors Final Common Core Assessments	Monday-Tuesday-May 12-13
Board Meeting	Tuesday-May 13
WTHS Graduation	Saturday-May 17
GED Option Program Graduation	Sunday-May 18
Memorial Holiday	Monday-May 26
Final Common Core Assessments	Friday, Tuesday & Wednesday-May 23, 27-28
Students' Last Day	Wednesday- May 28
Teachers' Last Day	Thursday-May 29
	<i>End of 2nd Semester- 91/94 days</i>
Total Student Days	180
Total Teacher Days	187

Board Approval: May 14, 2013

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FOREWORD

It is the responsibility of parents and students to familiarize themselves with this Student/Parent 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 by the staff of the Bearden Elementary School as a guideline to procedures, policies, and practices governing the operation of our school and the behavior of our students. R. H. Bearden 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 R. H. Bearden Elementary School 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.

MISSION STATEMENT

The mission statement of RHBES is to provide a diverse learning environment which meets the needs of every student.

VISION STATEMENT

The vision statement of RHBES is to provide every student a quality education.

GOALS

1. To create a challenging, supportive education environment that results in higher levels of achievement for all students which includes: reading with comprehension and fluency, writing clearly, computing accurately, thinking, reasoning, and using information to solve problems.
2. To help all employees become educational leaders responsible for providing quality leadership at all levels and to all publics, internal and external, to achieve quality instruction for all students.
3. To hold everyone accountable for contributing to the educational goal and student achievement.
4. To create within the entire community a sense of ownership of the schools and a belief that a quality public school system is an investment in the continued growth and prosperity of Tallahatchie County.

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BELIEF STATEMENT

The mission of the West Tallahatchie Consolidated Schools is (1) to offer students a variety of programs and experiences, (2) to provide appropriate instructional processes that foster student success, (3) to assist students in developing skills and behaviors needed to make sound choices in their personal, social, academic and vocational lives, (4) and to encourage students to become responsible citizens in their community. In addition to these, the R. H. Bearden faculty and staff believe that all teachers have the right and responsibility to teach; all students have a right and responsibility to learn.

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.

School Motto:

We are readers, writers, and problem-solvers!

• • •

NON-DISCRIMINATION POLICY

The West Tallahatchie School District does not discriminate on the basis of 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.

ADMISSION AND REGISTRATION

-Entrance Ages:

Kindergarten: A child must have attained his/her fifth (5th) birthday 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 have attained his/her sixth (6th) birthday on or before September 1 of the current year.

-Registration:

According to policy, every student must have on file the following items prior to being admitted to R.H. Bearden Elementary School:

- Two proofs of residency (bills with physical address)
- Copy of Social Security Card
- Copy of Birth Certificate (long form)
- Copy of Immunizations (Form 121)
- Registration Form

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 telephone and parent(s) work phone
4. Emergency telephone number of friend or relative
5. Physician's name and number
6. Medical alert information
7. Authorized person(s) allowed to sign out a child

•••

CHANGE OF ADDRESS

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.

-Immunizations/Vaccinations:

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.

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.

-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 School 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 WTSD:

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).

R.H. Bearden Elementary School will accept for enrollment 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.

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.

-Withdrawals From WTSD:

When a pupil withdraws from the R. H. Bearden Elementary School in 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. R. H. Bearden Elementary School will grant parents access to their child's records in accordance with the Family Rights and Privacy Act.

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.

There are many times when we have visitors in our schools, some for the first time. It will improve the school's image if we offer to give directions to any visitor in the building. Please be polite and helpful to all visitors in showing them how to get to the principal's office. Courtesy is not expensive and will pay off in the long run.

...

WRITING CRITERIA

Kindergarten:

Students in kindergarten must be able to write two complete sentences by the end of the school year.

First:

Students in first grade must be able to write three complete sentences by the end of the school year.

Second:

Students in second grade must be able to write one paragraph by the end of the year.

Third:

Students in third grade must be able to write two complete paragraphs by the end of the year.

Fourth:

Students in fourth grade must be able to write a five-paragraph essay by the end of the first semester.

Fifth:

Students in fifth grade must be able to write a ten-paragraph essay by the end of the year.

Sixth:

Students in sixth grade must be able to write a two-page essay by the end of the year.

... Research on learning literacy during the last several decades has revealed a good deal about how students learn language/writing. The development of student writing from approximate forms to conventional forms best achieved through substantial time devoted to writing and multiple opportunities to write across the school day.

...

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.

-Orientation:

At the start of each school year, orientation is done by the principal and the assistant principal in the cafeteria for grades K-3 and in the auditorium for grades 4-6. The orientation is to help students better understand the school's philosophy, expectations, and our various programs. New students tour the school with student volunteers who show them around the cafeteria, the library, the nurses' office and of course the classrooms. The orientation program alleviates feelings of 'first-day jitters' and allows new students to start their first day at RHBS feeling confident and competent.

-Absences/Tardies:

-Excused Absences:

Reasons:

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.

Students arriving AFTER 11:00 a.m. will be considered absent. 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 Infection 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.

-Tardy Policy:

All tardies will be handled in the principal's school 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/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 at R. H. Bearden Elementary School. 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 staff of R. H. Bearden Elementary 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.

...

SCHOOL 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.

-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.

Mandatory School Uniform Policy Adoption

Date: April 2004/ Revised: September 2008

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 County Board of Education has made school uniforms mandatory for students in grades K-12 to begin for the school term of 2010/2011.

For the purpose of this policy, school uniforms shall consist of the following types of clothing:

Pants: Tan khaki, or Navy blue pants with or without side pockets; (Skirts, shorts, and capri's can be substituted for pants). **Pants must be worn at the waist line at all times.**

Tops: White, Hunter Green, Navy blue, and Light Blue pull over shirts with 2 or 3 buttons.

Socks: Black, White, Navy Blue, or Brown socks;

Shoes: No restrictions on the color of shoes;
Flip-Flops, House shoes, Crocs, or Shoes with wheels may not be worn.

Shoestrings: Shoestrings must match shoes and be solid in color

Belts: Belts must be worn at all time at waist length when pants have belt loops;
Only Black, Blue, Brown, White, or Clear belts;
Belt Buckles must be the same size as the belt;

Icons: Name brand icons must be no larger or longer than a quarter;

Paraphernalia: Paraphernalia that may cause class disruptions or enhances/promotes gang behaviors shall not be worn during any indoor or outdoor school activities;

Headwear: Hats, doo rags, or bandanas shall not be worn during any indoor school activities;

Skirts: No skirts or dresses shall be worn shorter than 2" above the knees;

Shirt-tails: Shirt-tails must be tucked in at all times while at school and exiting school; Belts must be seen.

T-Shirts: Only PLAIN white tee-shirts may be worn under the uniform shirt

Consequences for non-compliance with uniform policy:

CONSEQUENCES:

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.

NOTE: All underlined information was added after the last policy revision meeting in September 2008.

-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

-Weapons:

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. Examples of such weapons include, but are not limited to, knife, Billy-club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razor, and box cutters. The principal of the school to which the offending student is assigned will initiate such recommendation.

-Drugs/Alcohol/Tobacco:

No student in the West Tallahatchie School District shall be permitted to (1) use, (2) carry upon his/her person or in any other manner, (3) consume, (4) be under the influence of and/or (5) have in his/her possession in any way, drugs, alcohol, or tobacco in any form. This excludes any students under a doctor's care.

-Electronic 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, C D 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.

Any student who continuously violates any of these policies may be suspended for a period to be determined by the school administrator and may be expelled.

-Individual(s)' Unlawful Activity or Association/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.

If the above rules are violated, appropriate disciplinary action will be taken.

-General Rules:

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

-Hallways

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

-Playground

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

-Restrooms

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

-Transportation Rules and Regulations:

1. Do not talk to the driver or distract the driver's attention except in an emergency.
2. Stay seated unless boarding or leaving the school bus.
3. Do not change from seat to seat.

4. Do not make unnecessary noise.
5. Keep hands, feet, and objects to yourself
6. Never extend any part of your body out the window.
7. Do not bring unauthorized articles on the bus.
8. Be courteous to the driver and fellow passengers.
9. Obey the bus driver.

Students must have **WRITTEN** parental request and permission from the principal's office to load or unload at any place other than the students' 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.

First Offense:

Warning and/or conference with parents or guardian and/or corporal punishment.

Second Offense:

Suspension from pupil transportation services for a period of three (3) days. Notification will be sent to parents.

Third Offense:

Suspension from pupil transportation services for five (5) days.

Fourth Offense:

Possible suspension from pupil transportation services for the remainder of the school semester or year.

NOTE:

The above actions 1 - 8 pertain only to Transportation Rules. Regular fighting policy will apply to bus conduct and/or infractions.

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.

RULES AND REGULATIONS FOR CAFETERIA

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

1. Teachers are to take students to and from the cafeteria.
2. Students are to move in the lunch line in an orderly manner.
3. Teachers must sit with their students while they are in the cafeteria.
4. Students are to clean the area where they were sitting during lunch time.
5. 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.
6. Students are not to throw food.
7. Students are not to bring any type of food or drink into the cafeteria.
8. Students will not be permitted to leave the cafeteria during lunch time.

-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 the school principal OR a certified teacher and be done in the presence of 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.

-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.

ADMISSISON FOLLOWING SUSPENSION/EXPULSION FROM ANOTHER SCHOOL 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.

-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.

-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 to the regular school program in accordance with Policy JC and JBG.

-Drills

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.

-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.

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OTHER IMPORTANT INFORMATION

- R. H. Bearden Elementary School 375-8304
- Main Office Extension 202
- Principal’s Office Extension 201
- Parent Coordinator’s Office Extension 206
- Parent Resource Center Extension 206
- Assistant Principal’s Office Extension 210

-West Tallahatchie School District Office

Phone Number – 375-9291

-Field Trips:

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

-Accelerated Reader:

A daily progress monitoring 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

-Reading Criteria

The reading initiative is challenge that is open to all students from grades Kindergarten to Sixth at R.H. Bearden Elementary School. The reading program is an initiative aimed at improving children's literacy, cultivating a passion for reading, and encouraging children to read widely for pleasure and learning. Outstanding participants will be awarded prizes for reading a certain number of books per nine weeks.

-Fund Raising:

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.

-Inclusion:

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

-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 and Report Cards:

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.

-Response to Intervention (RTI):

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

-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 R.H. Bearden Elementary 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.

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.

-Star Student (To Meet Adequate Yearly Progress)

In order to make adequate yearly progress (AYP), students will monitor their progress on the basis of good attendance, good grades for promotion to the next grade, score proficient or advanced on the MCT2, and the present to take all parts of the MCT2.

- 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.

-Promotion/Retention-Policy #IHE-2:

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.

-Non-Promotion Special Education

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.

-Cumulative Folders

All cumulative folders should be current prior to the last day for teachers. Please check and recheck your folders to ensure the information is correct.

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-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.

-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.

-Contacting Parents:

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if school personnel cannot reach a responsible adult after good faith efforts, Tallahatchie County Social Services and / or the Tallahatchie County Sheriff's Department may be contacted.

**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

**West Tallahatchie School District
Acceptable User Policy**

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)

29 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: _____

-Award's Day:

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

Grades 4-6
Perfect Attendance
Good Citizenship
Student-of-the-Year
Most Improved

30

Honor Roll
Principal's List
Superintendent's List

Highest Average (in each subject)
Highest Overall Average
Honor Roll
Principal's List
Superintendent's List

-Ten-Point Grading System:

90-100 = A

80-89 = B

70-79 = C

65-69 = D

64-Below = F

SECTION 504

Equal Opportunities for All Students

The District is committed to providing equal opportunities to all students in all educational programs and activities without discrimination based upon sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.

Students who may require special services under the Section 504 Plan or programs are those who have one or more of the following:

- A physical or mental impairment that substantially limits one or more major life activities, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Accommodation-Identification and Referral

Any student who needs or is believed to need accommodations or services not available through existing programs in order to receive a free, appropriate public education may be referred by a parent, teacher or other certificated staff member to administrators serving as the District's 504 Program Coordinator(s). The 504 Coordinator(s) will coordinate 504 referrals and manage cases identified as 504 students.

District: West Tallahatchie School District

Section: I - Instructional Program

Policy Code: IDDHB - Section 504 Procedures (Students)

SECTION 504 PROCEDURES (STUDENTS)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school system. To ensure the district's compliance with Section 504 as it applies to students with handicaps, the following procedures have been adopted.

1. If a student claims that he/she has been subjected to discrimination on the basis of a handicapping condition, in violation of Section 504 of the Rehabilitation Act of 1973, or if the district has reason to believe that a student has a handicap which substantially limits the student's ability to learn (and the student is ineligible for services under IDEA), the district shall convene a team of people who are knowledgeable of the student's educational needs to review and consider all pertinent information related to the suspected handicap. This meeting shall be convened within ten (10) days after the district receives a written statement describing the specific discriminatory conduct or the district becomes aware of the student's handicap affecting the student's ability to learn.
2. The team described in paragraph 1 above shall determine whether the student is handicapped under Section 504 and whether that handicap substantially limits the major life function of learning. If such a determination is made, the team must further determine what accommodations

are required on behalf of the district to allow the student an equal opportunity to participate in school and school-related activities. If the student's parents disagree with the district's conclusion and recommendations, the parents shall be informed of their right to ask for an impartial hearing to decide the matter. Hearing requests shall be made in writing to the superintendent giving specific reasons describing the discriminatory actions by the district and why the district's accommodations are not appropriate.

3. An impartial hearing shall be held within ten (10) days of receipt of the written request. The district shall obtain as a hearing officer an individual who is not an employee of the district and who is knowledgeable of Section 504. The parent and student may take part in the hearing and have an attorney represent them at their own expense. The district also may be represented by counsel.

4. The hearing officer shall conduct the hearing so as to give the parents an opportunity to present evidence supporting their claim that their child has been subjected to discriminatory treatment in violation of Section 504. The district shall be given the opportunity to present evidence supporting its position with respect to the student. A tape recording of the hearing will be made by the district, a copy of which will be provided the parents.

5. The hearing officer shall make a decision within ten (10) days after the conclusion of the hearing. The decision shall be given in writing to the district's 504 coordinator and the parents.

6. If either party is aggrieved by the action of the Hearing Officer, an appeal may be taken to the board of trustees of the district at its next regularly scheduled meeting. The board, in its discretion, may allow a statement to be made by the parents and a representative of the district. The decision of the board shall be final.

7. The district shall publish its policy of nondiscrimination on the basis of handicap and shall inform parents of their rights under Section 504, including the right to examine records relevant to their child, the right to an impartial hearing with representation by legal counsel at their expense, and the district's review procedure.

8. The Section 504 Coordinator for the district may be contacted at phone number 662.375.9291.

State Board Policy #4300

Intervention Process

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

- Tier 1: Quality classroom instruction based on MS Curriculum Frameworks/Common Core Standards
- Tier 2: Focused supplemental instruction
- Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of

Student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

- A. Grades 1-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades;
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; OR
- D. A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test.

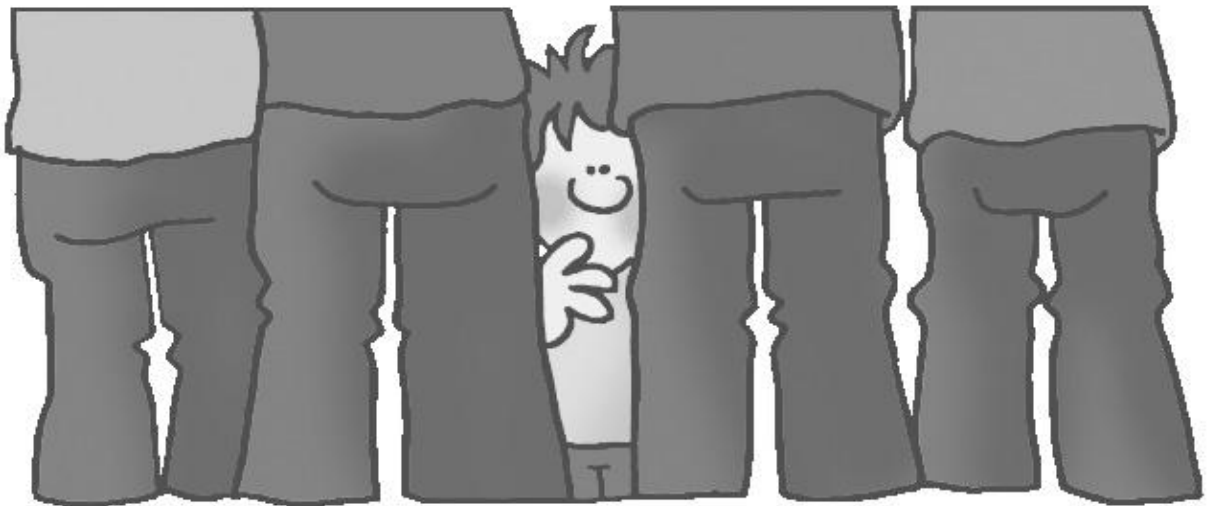
Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above.

West Tallahatchie School District
Anti-Bullying Policy
Board Approved October 12, 2010

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

ALL DISTRICT FACULTY AND STAFF ARE REQUIRED AND MUST REPORT, IN WRITING ANY ALLEGATIONS OF BULLYING OR VIOLATIONS OF THIS POLICY. ANY CREDIBLE INFRACTION OF THIS POLICY IS SUBJECT TO INVESTIGATION WHICH COULD RESULT TO SEVERE PENALTY.

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



pppst.com

HELP KEEP YOUR SCHOOL SAFE
BULLYING IS NOT ALLOWED IN SCHOOLS

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. However, parents are encouraged to stay no longer than 30 minutes per visit and refrain from interfering with the daily routine in the classroom. **Classes must not be disturbed.**
- 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. (Refer to page ten in Student Handbook).
- 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.

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

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

Student's Name

Bus #

School

Grade

Parent/Guardian Signature

Date

R.H. BEARDEN ELEMENTARY SCHOOL
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> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <p style="text-align: center; margin: 0;">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> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <p style="text-align: center; margin: 0;">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 _____

District: West Tallahatchie School District
Section: J - Students
Policy Code: JBD - Attendance, Tardiness and Excuses
Policy:

ATTENDANCE, TARDINESS AND EXCUSES

Good attendance with a minimum of tardiness and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement. This school board directs the superintendent to develop administrative rules governing tardiness and absences (excused and non-excused). Such rules shall be based on the "Mississippi Compulsory School Attendance Law" (MS Code ' 37-13-91) and shall include (but not necessarily be limited to) expectations for good student attendance, parent responsibility, absentee limits, excused and unexcused absences, and tardiness.

The rules shall specify that no absence will be excused when it is due to suspension, expulsion or other disciplinary action [see MS Code ' 37-13-91 (4)]. However, to avoid adopting a policy or administrative rule that would ensure a student's failure, the district may choose to adopt a provision that permits or requires suspended students who are not immediately placed in an alternative school program to make up work within specified deadlines.

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)

Standards 16 and 17 are as follows:

16. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37-13-91} (SB Policy JBD)

17. The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37-3-46(c) and 37-21-9} (No Child Left Behind Act of 2001)HOUSE BILL 1350

School Attendance and Absenteeism; Standardize For ADA Calculations and Increase Age of Compulsory School Attendance

- Provides that a compulsory-school-age child who is absent more than 37% of the instructional day must be considered absent the entire day
- Revises the definition of the terms "Minimum School Term" and "Average Daily Attendance" as such terms are used for determining allocations to

school districts under the Adequate Education Program

- The act shall take effect and be in force from and after July 1, 2013
- (4) An "unlawful absence" is an absence for an entire school day or during part of a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. For purposes of reporting absenteeism under subsection (6) of this section, if a compulsory-school-age child has an absence that is more than thirty-seven percent (37%) of the instructional day, as fixed by the school board for the school at which the compulsory-school-age child is enrolled, the child must be considered absent the entire school day. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. This subsection shall not apply to children enrolled in a nonpublic school.
- j) "Minimum school term" shall mean a term of at least one hundred eighty (180) days of school in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than * * * sixty percent (60%)sixty-three percent (63%) of the * * * normal instructional day, as fixed by the local school board for each school in the school district.
- (n) (i) The term "average daily attendance" shall be the figure which results when the total aggregate full-day attendance during the period or months counted is divided by the number of days during the period or months counted upon which both teachers and pupils are in regular attendance for scheduled classroom instruction, unless a pupil's absence is excused due to participation in an activity authorized by the State Board of Education under subparagraph (ii) of this paragraph, less the average daily attendance for self-contained special education classes * * *and,. For purposes of determining and reporting attendance, a pupil must be present for at least sixty-three percent (63%) of the instructional day, as fixed by the local school board for each school in the school district, in order to be considered in full-day attendance.

The State Board of Education shall define those activities necessitating a pupil's absence that, for purposes of determining and reporting attendance for average daily attendance purposes, must be considered an excused absence. Such activities include, but are not limited to: official organized events sponsored by the 4-H or Future Farmers of America (FFA); official organized junior livestock shows and rodeo events; official employment as a page at the State Capitol for the Mississippi House of Representatives or Senate; subject-matter field trips; athletic contests; student conventions; music festivals or contests; and any similar school-related activity designated by the State Board of Education. The State Board of Education shall prescribe the means by which a pupil's absence due to participation in an activity authorized by the board pursuant to this subparagraph must be verified. This subparagraph (ii) shall stand repealed on July 1, 2016.

Student Attendance; Allow Excused Absence For Those Participating In 4-H And FFA Sponsored Events

- Allows for an excused absence for students participating in official organized

events sponsored by the 4-H or Future Farmers of America (FFA)

- The excuse has to be in writing by the superintendent or the Extension Agent or High School Agricultural Instructor/FFA Advisor

LEGAL REF.: MS CODE ' 37-13-91

Mississippi Public School Accountability Standards (2004)

CROSS REF.: Policies CED - Duties of Superintendent

JBA - Compulsory School Attendance

JBAC- Truancy

Exhibits:

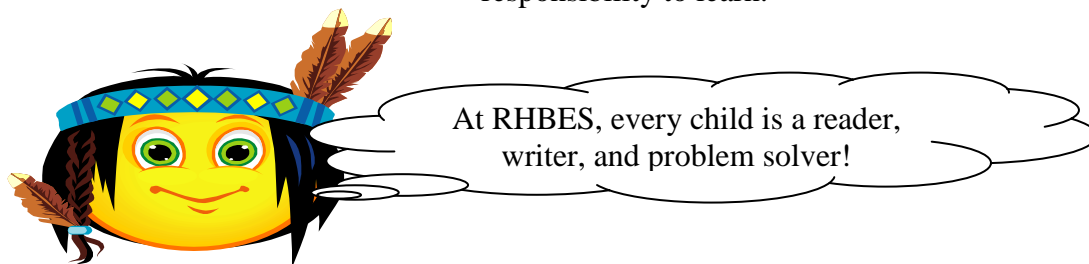
Regulations:

Adopted Date: 9/14/2010

Approved/Revised Date: 8/13/2013

MISSION STATEMENT

The mission of the West Tallahatchie Consolidated Schools (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. In addition to these, the R.H. Bearden faculty and staff believe all teachers have the right and responsibility to teach; all students have the right and the responsibility to learn.

**R.H. BEARDEN ELEMENTARY SCHOOL**

Post Office Box 189

1094 W. Friendship Road

Sumner, MS

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