

# *West Tallahatchie High School*



*“Where Excellence is the Expectation”*

*Parent and Student Handbook*

*2013-2014*

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# **West Tallahatchie School District 2013-2014**

## **Board of Trustees**

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**Dr. Tracy Mims**, Secretary  
**Ms. Lucinda Berryhill**, Member  
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Christopher Furdge, Principal  
Tony Young, Assistant Principal  
Cynthia Williams, Instructional Coach  
Devora Berdin, Lead Teacher  
Veronica Hill, Administrative Associate I  
Marian Story, Counselor  
Bernard Berryhill, Athletic Director

# Superintendent Message<sup>e</sup>

August 2, 2013

Dear Students,

**W**e 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

# Greetings from the Principal

“A Warm Hello from the Principal”

Dear Parents, Students and School Family:

I bring you greetings from the West Tallahatchie High School Faculty and Staff. We are committed to redefining excellence and achieving at the highest levels possible in school year 2013-2014. I am Christopher Furdge, Principal and I welcome our great parents and students to the start of a school year that is sure to be filled with many successes for the entire school and community.

West Tallahatchie High School strives for excellence in all that we do. It is our goal to be a top performing High School in the State of Mississippi known for a dynamic teaching staff, fine scholars and an institution of learning that provides pathways for students to be successful as we prepare them for college and career readiness. Our children are the future leaders of our communities and our great country. We owe it to them to prepare them for the wonderful opportunities that will exist for them in the 21<sup>st</sup> century.

We are ecstatic about the opportunities that exist in the 2013-2014 school year. It is a goal of West Tallahatchie High School Faculty and Staff to increase the graduation rate to be competitive with the best there is to offer among high schools in the State of Mississippi. We will implement plans to increase average college entrance exam scores of our students; in addition to increasing the percentages of graduates who enter institutions of higher learning. Research supports the fact that students learn best and excel in environments that foster healthy relationships, a positive school culture and high engagement in the classrooms.

I welcome and encourage the support and active positive participation of our parents and community. The work we will do together as a team will ensure the success of our students.

Christopher Furdge  
Principal, WTHS

# "Moving Towards a New Standard of Excellence"

## West Tallahatchie School District 2013-2014 Calendar

### 2013

New Staff Orientation  
Teacher/Staff Professional Development  
**Students Report**  
Board Meeting  
Open House/Get Acquainted (RHB)  
Open House/Get Acquainted (WTHS)  
Open House/Get Acquainted (NDAS)  
Labor Day  
Progress Reports  
Board Meeting  
Early Release Day @ 1:00 p.m.  
Family Exhibition Day (No School)  
Common Core Assessments  
Begin 2<sup>nd</sup> Nine Weeks  
Board Meeting  
Homecoming-Early Release @ 1:00 p.m.  
Parent Report Card Day  
Early Release Day @ 1:00 p.m.  
Early Release Day @ 1:00 p.m.  
Progress Reports  
Board Meeting  
Early Release Day @ 1:00 p.m.  
Thanksgiving Break  
Board Meeting  
Common Core Assessments  
Christmas Holidays

Thursday & Friday-August 1-2  
Monday –Wednesday- August 5-7  
**Thursday-August 8**  
Tuesday-August 13  
Monday-August 26  
Tuesday-August 27  
Wednesday-August 28  
Monday-September 2  
Thursday-September 5  
Tuesday-September 10  
Wednesday-September 11  
Friday-September 27  
Wednesday-Friday October 2-4  
Monday- October 7  
Tuesday-October 8  
Friday-October 11  
Monday-October 14  
Wednesday-October 23  
Wednesday-November 6  
Thursday-November 7  
Tuesday-November 12  
Wednesday-November 20  
Monday-Friday –November 25-29  
Monday-December 10  
Wednesday-Friday-December 18-20  
Monday-December 23-January 3  
*End of 1<sup>st</sup>-Semester -81/93 days*

### 2014

Professional Development for Teachers  
Students Report  
Report Cards Sent Home  
Board Meeting  
Early Release Day @ 1:00 p.m.  
MLK Holiday  
Early Release Day @ 1:00 p.m.  
Progress Reports  
Board Meeting  
Early Release Day @ 1:00 p.m.  
President's Day  
Early Release Day @ 1:00 p.m.  
Common Core Assessments  
Spring Break  
Board Meeting  
Early Release  
Parent Report Card Day (No School)  
Board Meeting  
Progress Reports  
Early Release Day @ 1:00 p.m.  
Good Friday & Monday  
Senior Awards Day  
Seniors Final Common Core Assessments  
Board Meeting  
WTHS Graduation  
GED Option Program Graduation  
Memorial Holiday  
Final Common Core Assessments  
Students' Last Day  
Teachers' Last Day

Monday-January 6  
Tuesday-January 7  
Thursday-January 9  
Tuesday-January 14  
Wednesday-January 15  
Monday-January 20  
Wednesday-January 29  
Thursday- February 6  
Tuesday-February 11  
Wednesday-February 12  
Monday-February 17  
Wednesday-February 26  
Wednesday-Friday-March 5-7  
Monday-Friday-March 10-14  
Tuesday-March 11  
Wednesday-March 26  
Monday-April 7  
Tuesday-April 8  
Thursday-April 10  
Wednesday-April 16  
Friday & Monday-April 18 & 21  
Friday-May 9  
Monday-Tuesday-May 12-13  
Tuesday-May 13  
Saturday-May 17  
Sunday-May 18  
Monday-May 26  
Friday, Tuesday & Wednesday-May 23, 27-28  
Wednesday- May 28  
Thursday-May 29

Total Student Days  
Total Teacher Days

*End of 2<sup>nd</sup> Semester- 91/94 days*  
180  
187

## West Tallahatchie High School

### **Vision Statement**

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

### **The Mission of West Tallahatchie High School**

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

### **Goals**

1. To provide an educational program that will enable students to become responsible and productive citizens.
2. To provide an atmosphere for learning and living that utilizes acceptable materials, methods, and theories of learning.
3. To encourage participation in school sponsored activities as they relate to the students and patrons.
4. To provide an adequate program for developing basic skills including areas of reading, writing, speaking, listening, and mathematical computations.
5. To instill the desire for continuation of academic, vocational, or technical education beyond the high school level and to formulate interests in life-long self-education.
6. To provide adequate extracurricular programs for developing self-esteem, confidence, and pride, enabling students to perform competitively.



## **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. In addition to these, the WTHS 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:**

- 1. We believe that all students can learn and this is a chief priority for the school.**
- 2. 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.**
- 3. We believe that students learn best when they have appropriate opportunities for success and when they are actively engaged in the learning process.**
- 4. 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.**
- 5. 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.**
- 6. 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.**
- 7. We believe that exceptional students (e.g., special education, limited English proficiency, gifted, etc.) require special services and resources.**
- 8. We believe that good citizenship and positive values should be developed and practiced so students can make responsible choices.**
- 9. 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.**

**BELL SCHEDULES**  
**Regular Bell Schedule for all Students in Grades 7-12**

6:50-----	Duty Teachers Report to Work
7:30-----	Teachers Report to Work
7:40-8:30-----	First Period
8:35-9:25-----	Second Period
9:29-10:19-----	Third Period
10:23-11:13-----	Fourth Period
11:17-12:48-----	Fifth Period/Lunch
12:52-1:42-----	Sixth Period
1:46-2:36-----	Seventh Period
2:40-3:30-----	Eighth Period
Last Bus Departure-----	Dismissal of Duty Teachers
3:55-----	Dismissal of Non-Duty Teachers

**GED Regular Bell Schedule for GED Option Program**

7:45-8:30-----	Choctaw Time
8:35-10:19-----	First Block
10:23-12:48-----	Second Block
12:52-1:42-----	Third Block
1:46-3:30-----	Fourth Block

**Early Release Days for Regular Students**

6:50-----	Duty Teachers Report to Work
7:30-----	Teachers Report to Work
7:45-7:50-----	Locker/Tardy Bell
7:50-8:23-----	First Period
8:27-9:00-----	Second Period
9:04-9:37-----	Third Period
9:40-10:13-----	Fourth Period
10:17-10:50-----	Sixth Period
10:54-12:24-----	Fifth Period
12:27-1:00-----	Seventh Period
1:30-3:30-----	Professional Development

**Block Schedule for Testing**

6:50-----	Duty Teachers Report to Work
7:30-----	Teachers Report to Work
7:45-----	Lockers/Tardy Bell
7:45-9:30-----	First Block
9:35-11:05-----	Second Block/Lockers
11:10-12:55-----	Third Block/Lunch
1:00-1:20-----	Choctaw Time
1:20-1:55-----	Choctaw Time

2:00-3:30-----Fourth Block  
Last Bus Departure-----Dismissal of Duty Teachers  
3:55-----Dismissal of Non-Duty Teachers

## **ADMISSION REQUIREMENTS**

School attendance in the West Tallahatchie School District shall be limited to those pupils having legal residences in the district.

No student shall be enrolled at the beginning of the school year in any school or attend any class or program for credit until the student has met the following requirements.

1. Have on file a copy of the official birth certificate
2. Two (2) proofs of residence (must show a physical address; post office box numbers will not be accepted)
3. Immunization form 121
4. Copy of student's social security card
5. A withdrawal form from the school where student is transferring
6. Have met all other school board and attendance requirements for school enrollment.

## **INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004**

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.

## **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.

## **TRANSFER FROM OTHER SCHOOLS**

All students entering WTHS for the first time should request a transcript of their records, including Individualized Education Plans (IEPs), from previous schools. New students must present an up-to-date Mississippi Health Certificate and a certified copy of birth certificate. The West Tallahatchie School District will not accept students from schools nor programs that are not accredited by a state or regional agency without examination on standardized achievement test and/or teacher made Subject Area Test to determine the grade or class to which the student will be assigned. Also, the district will not enroll a student who has been expelled from another district. All new students shall report to the principal or counselor for registration.

## **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

*\*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 and telephone to the office immediately.*

## **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:

1. Medicine is brought to the school by a parent or guardian.
2. Parent/Guardian must sign a consent form in the office
3. All medication will be locked in the office.
4. Medicine **MUST** be in a prescription bottle labeled with the child's name, method of administration (i.e., orally, as directed, etc.), dosage, and time of administration.

## **ILLNESSES**

If a student becomes too ill to remain in class, the school will contact the parent or guardian by telephone and recommend pick up of student. For this reason, it is so important that the school has an updated, working telephone 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 pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

## **IMMUNIZATION**

All students attending public schools in Mississippi must have the prescribed form provided by the Mississippi Health Department stating that they have met the requirements for immunization entitling them to attend school. This form must be presented by the parent or guardian at registration.

## **VISITORS**

Visitors are welcome. Upon entering the building, all visitors must report to the principal's office, sign-in, and receive permission from the Principal to go to 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 worker. 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.

## **Personal Appearance Regulations** (Career Readiness)

West Tallahatchie School District will adhere to the national Common Core Career (and College) Readiness Standards for professional dress in the workplace. West Tallahatchie School District is a uniformed school district and has set high standards for personal appearance in the school setting and when traveling or representing the school or district during co-curricular/extracurricular activities.

In accordance with the uniform policy, the district seeks to prepare students for career success and must demonstrate daily readiness for the workplace; thus, the following dress code policy must be adhered:

1. Jewelry that depicts weapons of violence, drugs, or alcohol may not be worn. Jewelry includes, but not limited to, tongue piercing, eyebrow piercing, piercing of the lips, nose (or any other facial areas), teeth ornaments (grills), large chains, or male students wearing earrings (or band aid coverings) may not be worn at school. Jewelry with spikes is not allowed.
2. Students are prohibited from wearing hair curlers, sleep caps, hats or caps in school buildings.
3. Tank tops (males and females) and undershirts as outer garments are not acceptable.
4. Sagging pants are not allowed and belts must be worn at all times. Under no circumstance should any part of undergarments be visible.
5. Revealing (opened in front) or see-through **tops** should not be worn.
6. House shoes, flip-flops, slippers, shower shoes or beach shoes should not be worn to school.
7. Colored undergarments that are seen under the uniform should not be worn.
8. No gang influences, (colors of garments/shoes, strings, haircuts, chains, tattoos, cut in eyebrows, rolling up of pant legs, or related) should not be presented to take away from the traditional school uniform set forth by the West Tallahatchie School Board of Education.
9. **No form of a pullover shirt, sweater, vests, or jacket should be worn. Jackets must be either button down or zip up and have long sleeves.**
10. **No open toe sandal, flip flop or shoe shall be worn.**

### **Consequences of Failure to Follow Dress Guidelines**

The administration and faculty/staff of West Tallahatchie High School will thoroughly communicate expectations of students to parents and enforce the policy in a fair, timely, and consistent manner. Offenders will be referred to an administrator for disciplinary action. Students will be given an opportunity to come into compliance with the dress code. Students who cannot come into compliance with the code may be sent to in-school suspension for the remainder of the day. Each case will be documented. Consequences can range from a conference/warning with parent contact for first time offenders to in-school suspension or out-of-school suspension for repeat or habitual violators. An administrator may band offenders from any and all extracurricular school activities.

# Mandatory School Uniform Policy Adoption

Date: April 2004/ Revised: 2011 - 2012

## WEST TALLAHATCHIE HIGH SCHOOL (7<sup>th</sup> - 8<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup>)

<i>Grade Levels</i>	<i>Top Colors</i>	<i>Bottom Colors</i>	<i>Undershirt</i>	<i>Shoes &amp; Socks</i>
<i>7<sup>th</sup> and 8<sup>th</sup></i>	<i>Navy Blue Light Blue</i>	<i>Tan Khaki Navy Blue Belts must be worn at all times (Black, Blue, Brown, White, or Clear)</i>	<i>White only</i>	<i>Solid Colors only White Black Navy Blue Brown No flip-flops; house shoes, Crocs or shoes with wheels</i>
<i>9<sup>th</sup> - 12<sup>th</sup></i>	<i>White Hunter Green</i>	<i>SAME AS ABOVE</i>	<i>SAME AS ABOVE</i>	<i>SAME AS ABOVE</i>

- 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 must be tucked in at all times; Belts must be seen at the waist and buckle same size as belt*
- Head wear: No hats, caps, scarves, doo rags, bandannas, hooded shirts/sweaters*

### 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. Students may also be placed in ISS.

**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. Student may also be placed in ISS

**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 during the 2011 – 2012 school year.

## **RULES AND REGULATIONS DISCIPLINE**

It is the opinion of the West Tallahatchie School Board that discipline should be administered with understanding, firmness, consistency, and in a fair manner at all times. Consideration should be given to the cause, nature and frequency of misconduct.

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. Any infraction serious enough to disrupt teaching and learning should be dealt with in a consistent manner.

### **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 upon school buses. The superintendent or principal of any school may suspend any pupil from school, but such suspension shall be reported promptly to the Board of Trustees for review.  
( ' 62-82-24 MS Code, 1942)
2. The superintendent or the principals 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 Code, 1942)
3. The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of 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.

**ADDITIONAL EMPHASIS AND SPECIAL NOTATION  
OF THE FOLLOWING FOR HIGH SCHOOL STUDENTS (Fighting)**

**FIGHTING**

The District policies governing student fighting have been adopted by the Board and are published annually in student handbooks as official policy statements of the West Tallahatchie Consolidated School District. Fighting will not be tolerated as acceptable behavior at any grade level. Students involved in such practices will be disciplined as follows:

**7-12 First Offense...** 3 day suspension/parent conference

**Second Offense...** 5 day suspension/parent conference; Loss of all extracurricular activities and off campus travel/field trips

**Third Offense...** Recommendation to Alternative Program; loss of all regular education privileges; banned from all after school/night activities.

## **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.

## **CORPORAL PUNISHMENT**

The West Tallahatchie School District Board discourages corporal punishment but permits it only when all parties are free from anger and excitement. Spanking should not be the first line of punishment and a second person shall be present as a witness. In such cases there should be no doubt in the mind of the student beforehand as to the kind of misconduct which will result in physical punishment and understand why he/she is being punished. Striking of the shins, knuckles or palms with rulers or slapping about the face or head with the hand either open or closed or with an instrument and ear pulling, is expressly forbidden. The instrument used will not be one to produce physical injury.

A written record shall be made by the teacher each time a student commits any offense that results in a disciplinary measure being taken. This written record should contain all pertinent facts relating to the misbehavior.

## **CORRIDORS**

It is the desire of the administration to permit an atmosphere of freedom in passing to classes or in going out of the building. The rules are simple and dictated by common courtesy. Students are expected to move by the nearest route with the least confusion to their respective destination.

Students are requested to walk to the right of the corridor and keep moving when passing to and from classes. Running, whistling, and all other unnecessary noises are not permitted. All students should think about their safety, as well as the safety of others in the school. Hall passes are required of all students in the corridor during instructional time.

## **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\***

1. Teachers are to monitor the noise volume and keep it regulated as to maintain the proper atmosphere for school.
2. Students are to move in the lunch line in an orderly manner.
3. Students are to clean the area where they were sitting during lunch time.
4. 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.
5. Students are not to throw food.
6. Students are not to bring any type food or drink into the cafeteria.
7. Students will not be permitted to leave the cafeteria during lunch time.

**\*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 all the rules and regulations for the cafeteria. Students will also be responsible for reporting to the cafeteria on time and leave 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 RULES AND REGULATIONS**

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

### **CONDUCT AND SAFETY ON SCHOOL BUSES**

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.

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.
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 district office.

## **DISCIPLINARY PROCEDURES FOR MISCONDUCT ON THE BUS**

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

**FIRST OFFENSE:** Warning and/or conference with the parent or guardian, and/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 pupil transportation services for a period of five (5) days. Notification must be sent to parent or guardian.

**FOURTH OFFENSE:** 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.

## **ATTENDANCE REQUIREMENTS**

Students are required to be present at least 90% of school days. Students in grades 7-12 may be absent from school a maximum of ten (10) days in a yearly course, and five (5) days in a semester course without penalty. Mississippi requires compulsory attendance for students through age seventeen (17).

### **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 1<sup>st</sup> of the calendar year and who has not attained the age of seventeen (17) years on or before September 1<sup>st</sup> 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**

<b>Compulsory School Attendance Law</b>
<p><b>Mississippi Law requires all persons between the age of 5 and 17 to enroll in and attend school.</b></p> <p>The only absences excused are:</p> <ul style="list-style-type: none"><li>• A school activity</li><li>• Isolation by the State Board of Health</li><li>• Death or serious illness of a family member</li><li>• A court proceeding</li><li>• A religious activity (requires approval from the superintendent)</li><li>• Other absences previously approved by the superintendent</li></ul> <p><b>Consequences:</b></p> <ol style="list-style-type: none"><li>1. If you have more than five unexcused absences, the principal of your school is required to report this to the school attendance officer.</li><li>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.</li><li>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.</li><li>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.</li></ol>






**Parents are responsible for following District policy, which stipulates that students should not arrive BEFORE 6:45 a.m.**

## **ATTENDANCE**

Regular and punctual attendance on the part of all students is necessary for success in school. Tardiness and absences are detrimental to promotion and forming work habits. Repeated tardiness and frequent absences may cause students to become discouraged and even fail a subject and/or grade level. It is important for all students to be in school and on time everyday that school is in session.

## **ORIENTATION**

At the start of each school year, orientation is done by the principal and the assistant principal in the auditorium for all grades. 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, and of course the classrooms. The orientation program alleviates feelings of 'first-day jitters' and allows new students to start their first day at WTHS feeling confident and competent.

## **ABSENCE DURING SCHOOL**

If a pupil is in attendance at school and leaves the school grounds or misses a scheduled class or activity without proper authorization from the principal, then he/she shall be subject to suspension.

## **EXCUSE FOR ABSENCE**

Student absences will be classified as either excused or unexcused in accordance with the following conditions and criteria:

- |                       |   |
|-----------------------|---|
| <b>Medical</b>        | Illness or injury which prevents the student from physically attending school. The student must submit a written excuse from a licensed physician, dentist, the courts, or the legal guardian of the student. No more than five (5) parent written excuses will be acceptable during a school year. |
| <b>Administrative</b> | Student absences that result from school sponsored activities inclusive of academic competitions, field trips, student conventions, meetings, or workshops are excused.   |

## **UN-EXCUSED ABSENCES:**

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.



## **TARDIES**

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

1. Students should not be tardy reporting to school. Students should be taught the value of being on time by practicing this principle daily.
2. Students who ride the school bus should not be marked tardy if the bus is late arriving at the school. Students who provide their own transportation will be issued an un-excused tardy.
3. The following procedure will continue to be in effect to issue a tardy.

### **TARDY TO SCHOOL FROM HOME IN THE MORNING:**

1. Students in the 7<sup>th</sup> and 8<sup>th</sup> grade who report to school after the 7:45 a.m. bell will be issued a tardy slip from the Assistant Principal's office. Students in grades 9-12 must report before 7:45 a.m. or they will be issued a tardy slip from the Assistant Principal's office.
2. Teachers shall not allow students to enter their first period class without a tardy slip.

### **TARDY TO CLASS AFTER HOMEROOM:**

The following procedures will be utilized when students are tardy for classes other than first period:

1. Students will be placed on the daily tardy slip by the teacher and the names will be turned in to the Assistant Principal's office at the end of the day.
2. Students are allowed only two (2) un-excused tardies per semester. Upon the third un-excused tardy, the student will be issued an In-School Suspension for two days.
3. The Assistant Principal will keep a record of student tardies.

*(Students will receive an excused tardy to school with a written note from their parents. Maximum of three (3) excused tardies per semester.)*

## **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:

1. The pupil is responsible for consulting the teacher to get the make-up assignment.
2. The teacher is responsible for determining when and how work will be made up.
3. 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.

## **AUTHORITY TO EXCUSE PUPILS**

The authority to excuse pupils from school, classes, or activities is vested only in the principal, or in the absence of the principal, his/her designated assistant. Teachers do not have authority to excuse pupils from school, classes, or activities. Pupils shall not be excused from classes for any reason other than illness or an emergency. Students will be released from school by the principal and only to the parent or legal guardian unless prior arrangements have been made with the principal.

## **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. The student can be placed in the NDAS before being allowed to attend classes at WTHS.

## **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.

### **REGULATIONS FOR IN-SCHOOL SUSPENSION (ISS)**

1. Students will report to their homeroom classes at the regular scheduled time. Students will be notified when to move to the ISS designated area.
2. Students must bring books, paper, pencils, and other materials needed to complete classroom work.
3. Students will not leave the In-School Suspension classroom unless given permission by the monitor.
4. Students will not be allowed to sleep in class. Students are to study and be on task at all times.

5. All classroom work must be completed or additional days will be added to the In-School Suspension.
6. Students will be given an opportunity to use the restroom once in the morning, once in the afternoon, and otherwise when an emergency occurs.
7. Students will not communicate with other students in the In-School Suspension center, halls, or cafeteria.
8. Students assigned to ISS will eat lunch separately from all other students.
9. A student assigned to ISS must complete all days assigned by the Principal or Assistant Principal.
10. If a student is disruptive in ISS or disobeys any of the ISS rules, the ISS Monitor will refer the student to the Assistant Principal for appropriate action.

## **OTHER INFORMATION**

### **CARE OF THE SCHOOL BUILDING**

The school is yours. The citizens of the West Tallahatchie County have provided the building and equipment for you at great expense. It is the responsibility of each of you to take care of our building and to use it well.

The care given to the school building and grounds is a reflection of the students enrolled in the school. School spirit and pride are evidenced by the proper use of the furniture and instructional equipment.

Let each of us strive to keep our building in excellent condition.

### **FACULTY LOUNGE**

The faculty lounge is reserved for faculty, staff members and visitors. It is off limit to students.

### **SPECIAL SERVICES (LIBRARY, GUIDANCE, HANDICAPPED, VOCATIONAL, ETC.)**

The West Tallahatchie School Board in cooperation with the principals of the various schools shall make every attempt to provide special student services commensurate with the actual needs of students. It shall be the duty of the principals to see that such needs are identified, plan programs, and make recommendations to the superintendent who shall consult with the school board.

## **THE LIBRARY**

Any student may use the library to complete research and projects that will enhance classroom curriculum. Library books may be checked out for a period of two (2) weeks. Magazines may not be taken from the library except at the request of the teachers and then only for classroom work. A fine will be charged for all over-due and lost books.

## **ACCELERATED READER PROGRAM**

Students in 7<sup>th</sup> through 12<sup>th</sup> grade will participate in the Accelerated Reader Program. By participating in this program students are able to:

1. Make essential reading practice more effective for him/herself
2. Personalize reading practice to his/her current level
3. Manage reading activities
4. Assess his/her reading with the use of quizzes
5. Build a lifelong love of reading and learning.

## **USE OF GYMNASIUM**

The gymnasium is a classroom and that is its purpose throughout the school day. Students are not to go into the gym unless they are assigned to a class during that period or have permission from the Principal.

## **SCHOOL INSURANCE**

Since the school board has no funds or insurance that may be used legally to defray cost of student injuries, the board shall not accept any financial liability for student injuries occurring on or off the school premises. However, the board shall arrange for inexpensive insurance policies which may be purchased by students and all employees of the school district. Whether or not a child participates in the insurance program is left entirely to the parent's discretion. The board has no financial nor any other interest in this service other than to make it available to those students who desire it.

## **LIABILITY FOR INJURIES IN ATHLETICS**

Because of the probability of injury and the need for medical attention, no student shall be allowed to engage in varsity sports of any kind until after permission has been received by the athletic director in writing showing that the parent knows that his or her child is involved in varsity sports and accepts full liability for any injuries that might be sustained in competition with other school or in practice sessions or any injury growing out of such participation. In addition, all participants will have either undergone a physical examination or will have a statement from his/her family physician that they are medically capable of participating in any given sport.

## **ANNOUNCEMENTS**

All announcements for the day should be pre-approved by the principal at the beginning of the school day. Announcements over the public address system will be made at the discretion of the principal, and will be limited to emergency requests and to activities of school-wide nature. Daily announcements will also be posted in SAM<sub>7</sub> under the daily news link.

## **LOST AND FOUND**

Information to locate and reclaim lost and found articles of any value should be submitted to the office of the principal. Lost items may be claimed in the administrative offices.

## **FEES, PURCHASES, ETC.**

The principal of each school is fully aware that many students tell their parents or guardians that they are required to buy items like class rings, school day pictures, senior portraits, and invitations in order to be promoted or to graduate. Items like class rings, school day pictures, senior portraits, or invitations are purchased strictly by the choice of the parent or guardian and do not have any bearing on promotion or graduation. However, if any student chooses to purchase any of these items, they obligate themselves and their parents or guardians for payment of said items.

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.

Students are advised to consult with their parents or guardians before making orders for rings, picture, invitations, or any such items.

Each student that 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 is made to secure the best quality of the aforementioned items at the lowest price. Students are cautioned to keep in mind their individual ability to pay for any item ordered by them.

## **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.

## **SCHOOL SPONSORED TRIPS**

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.

## **STATE OWNED TEXTBOOKS**

Free state owned textbooks are assigned to all students on the first day of school. Books will be issued by the teacher of each course that requires the use of a textbook. If a book is lost or damaged, the student will be responsible for the book fine or cost of replacement. Fines for lost or damaged textbooks will be imposed according to the following guidelines:

- a. If damaged severe enough to necessitate a fine, a fine of not less than 1/5 of the value of the book will be assessed to the person who damages or causes a book to be damaged beyond regular wear.
- b. All assessments will be made and collected by the teacher.
- c. The assessment for lost or damaged books must be paid according to the guideline prior to the end of year report card is issued.

In an effort to encourage proper care and use of the free, state owned textbooks, periodic checks will be made by the teachers who issued the book. We request that pupils use book covers on state owned textbooks.

## **AIDS IN EFFECTIVE STUDY**

The primary reason for going to school is to obtain knowledge and acquire skills in thinking and reasoning. Learning how to obtain effective study techniques is one of the primary results of your high school work. The textbook and internet are two valuable resources that can assist students in studying.

### **DON'T BE "FOOLED" BY THE FOLLOWING IDEAS:**

1. That you can study better when listening to the radio, television, or record player;
2. That you have to be "in the mood";
3. That you cannot teach yourself to concentrate;
4. That you can do better at home studying while lying down;
5. That you have to be with others while studying.

### **THE FOLLOWING ARE SOME CONCRETE SUGGESTIONS ON HOW TO STUDY THAT SHOULD BE WORTHY OF CONSIDERATION OF ALL STUDENTS:**

#### **1. MANAGE YOUR TIME**

- A. Make a schedule for study and stick to it.
- B. Plan for each school day of the week and provide study time.
- C. Keep distractions off your desk.

#### **2. LEARN TO CONCENTRATE**

- A. Start studying the moment you sit down at your desk.  
Don't let yourself fool around.
- B. Do not let your mind wander. If it does, stop and analyze yourself and find out why.
- C. Find an interest in every subject.

#### **3. READ AND STUDY**

- A. Make a preliminary survey before reading a chapter in detail. Read headings, introductory

sentences, and summaries.

- B. Notice headings carefully. The arrangements of these headings usually indicate the importance of parts of the chapter.
- C. Study graphs, drawings, or tables. Learn to do this as you read about them. Learn to read diagrams of all kinds.
- D. If necessary, learn the whole chapter or if you are behind with a chapter, outline it completely.
- E. Do not try to study for periods of time that may be too long. Each person has to find the length of time he/she can concentrate before a break is needed to refresh and relax him/herself.

#### **4. DO NOT BE AFRAID OF THE DICTIONARY OR THE INTERNET**

- A. When you come to a word you do not know, find its meaning. Words are your working tools.
- B. Commit the new word to your long term memory. You may need to keep a list of “new words.”

#### **5. TAKE NOTES**

- A. Use outline-form to take most notes. Do not write when you should be listening.
- B. Listen carefully, and then wait for a pause to write your notes. Use a system for abbreviations.
- C. Listen or read carefully and jot down the main points. Keep notes on one subject matter together.

#### **5. MEMORIZE**

- A. Do not memorize whatever is most effectively learned by associations. The idea is more important than the sentence itself. Put it into your thoughts.
- B. Science and language contain large units of subject matter that must be memorized.
- C. Do not try to memorize a given amount of the subject matter at one time. Work on it in short intervals. Only the first minutes of the memorizing period are particularly valuable.

#### **6. DEVELOP AND USE GENERAL HABITS**

- A. Analyze your work for particular difficulties.
- B. Make application of what you have to learn as early and as often as possible. Get out of the book and apply experience; give examples when possible.
- C. Pay close attention in class to what is going on. Get into the discussion with a contribution. Let your teacher know you. It is not hard to learn for an hour.
- D. Your teacher needs cooperation. Do your share of the adjusting.
- E. Make studying your important business during each class session. It will pay big dividends for those who care about you, and most of all to you.

## **STUDENT PARKING**

Driving on school roads and parking on school property is a courtesy offered to students and others by the school board. The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day. Violators may be charged with trespassing and/or vehicles towed at owners' expense.

Only seniors and juniors may purchase a parking decal. Parking privileges can be revoked for disciplinary reasons and for student tardiness.

### **Parking Rules:**

1. No student may park on the school grounds until he/she has purchased an authorized parking decal from West Tallahatchie High School. Any student who parks in an unauthorized area or parks without a legally purchased parking decal may receive a ticket or have the vehicle towed at the owner's expense.
2. Decals will be purchased for a fee of \$10.00 from the main office.
3. Students will only be allowed to park in the area designated for student parking.
4. Parking decal must be displayed as instructed, in the designated location in the vehicle at all times. Failure to properly display the parking decal may result in the vehicle being ticketed or towed at the owner's expense.
5. Temporary passes will be given to students who have purchased a parking decal. This pass shall be placed in the designated location in the vehicle and will expire on the date that is shown.

### **For Safety and Security Purposes the Following Will Apply:**

1. Students cannot give or resell his/her parking decal to another student.
2. No refunds will be given to students who lose their parking privilege for disciplinary reasons.
3. Parking decals cannot be transferred from the vehicle to which it is registered to any other vehicle.
4. Any student who is in possession of a stolen or counterfeit decal will face disciplinary action.
5. Students are not to congregate in the parking lot, sit in or on their vehicles, or play loud music while on school grounds.
6. Reckless driving of any type by a student which creates endangerment when entering, leaving, or while on school grounds is not permitted. Students may not transport any other student off campus during school.



7. Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.
8. All vehicles must be pulled directly into the parking space (no backing in parking spaces).

**Violation of the driving/parking regulations may result in disciplinary action up to and including the revocation of driving/parking privileges.**

*West Tallahatchie High School and the West Tallahatchie School District are not liable for any damage, vandalism or theft from vehicles parked on school property.*

**To register your vehicle, you must have the following:**

1. Valid Driver's License
2. License Plate Number
3. Proof of automobile insurance
4. \$10 fee
5. No outstanding financial obligations

**School officials have the right to search any vehicle on the West Tallahatchie High School Campus.**

## 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: \_\_\_\_\_



## **GPA-GRADE POINT AVERAGE**

The GPA is calculated by dividing the total amount of grade points earned by the total amount of credits attempted. Grade point average may range from 0.0 to a 4.0. If advanced classes are taken, the GPA can range from 0.0 to 5.00.

### **SENATE BILL 2628-CHILDREN FIRST ACT OF 2009**

Students in grades 6<sup>th</sup> or above are required to maintain a 2.0 GPA on a 4.0 scale in order to participate in sports or extra-curricular activities. Eligibility is to be monitored by semester grade reporting period. The suspension will remain in effect until the student's grade point average in a succeeding semester is a 2.0 or higher on a 4.0 scale.

## **GRADING SYSTEM**

The school session 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.

### **GRADING SCALE**

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	65-69	Below Average
F	64 and below	Unsatisfactory
I	Incomplete	

### **GRADING POLICY**

#### **TO AVERAGE GRADES:**

**For Nine Weeks:** Daily Grades (including tests) count three (3) times; Nine Weeks test counts one (1) time;

**For Semester:** Add two Nine Weeks and average by dividing by two (2).

**For Year:** Add two (2) semester averages and divide by two (2).

## **GRADING**

Promotion and retention will be based upon a students' mastery of the state required competencies from the Mississippi Curriculum Frameworks and the subject matter contents with an average of 65 or above in each class. Students must master 65% of the competencies and skills with a 65% minimum grade average.

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

- a. There shall 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 7-12 during each nine-weeks grading period, unless the principal grants written permission. Grades are also recorded for weekly assignments.
- c. To be exempted from exams at the end of each nine weeks or semester is an earned privilege. Students eligible for exemption(s) from a test(s) will have the option to take an exam to improve grade in each subject. If the nine weeks grade is lower, the average will remain the same. Students will have a new chance for test exemption each nine weeks.

<b>Nine Weeks Exemptions (Per Subject)</b>		
Attendance	Positive Behavior Status	Average
No absences (no more than 3 tardies to school)	No disciplinary referrals	80-89
1 absence ( no more than 2 tardies)	No disciplinary referrals	90-95
2 absences ( nor more than 2 tardies)	No disciplinary referrals	95-100
<b>Year-End Exemptions (Per Class)</b>		
1 absence	No disciplinary referrals	80-89
2 absences	No disciplinary referrals	90-95
4 absences	No disciplinary referrals	95-100

- d. Students with a current eligibility in special education and a current Individualized Education Plan (IEP) on file will receive grades reflecting the student’s 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, based on what is expected of the student with a given disability, he/she is performing well.
- e. Each special education student must demonstrate mastery of 80% of the total IEP objectives to be promoted to the next grade level. Upon enrollment in the ninth grade the student and parent should be informed of graduation options available for that student. The parent shall decide which option, certificate or diploma, his/her child will take.
- f. If it is obvious that the student with the disability cannot function socially, emotionally, or educationally in an academic class, the student should be removed from that class and placed appropriately. If this does occur, the “Written Prior Notice for IEP’s” will be revised. If a special education student is retained, all federal/state age guidelines will be followed.

## STUDENT EVALUATION

When evaluating student academic progress teachers are expected to consider that:

- a. The academic standards of achievement shall be adjusted by the teacher and principal of each school so that the minimum requirements for passing are attainable by most pupils who attend school regularly and put forth a reasonable amount of effort.
- b. Regular school attendance, willingness to work, and potential for doing the work in the next higher grade shall be the primary considerations in determining whether a pupil is promoted to the next higher grade.
- c. Response to Intervention (RTI) is implemented in the classroom, beginning with quality classroom instruction. If it is determined that students are not successful, they are then moved to Tier II of the Teacher Support Team (TST). It is here that students receive research-based interventions either in small groups or during one-on-one meetings with the classroom teacher. These interventions are designed to assist teachers in determining if, when learning conditions are changed and specific modifications are made, students can be successful. Upon completion of interventions the results are documented and placed in student folders.
- d. Throughout the school year opportunities for unsuccessful students to receive remediation are available both during class and after school through programs such as Credit Recovery, GEAR Up Mississippi and tutoring by teachers who are volunteering.
- e. At the conclusion of every nine-weeks grading period, it is expected that each teacher will discuss in conference with his/her principal the case of every student who fails to make a passing grade in this class. Additionally, it is expected that the teacher will confer with the parent of each failing pupil in a personal conference, if possible. If not, by telephone or by letter and report to his/her principal. The aim of these conferences shall be to keep all interested persons properly informed and to seek ways of helping failing students make satisfactory progress in school.
- f. Throughout the school year, teachers will work to meet individual needs of students in order to ensure that academic progress is being made.
- g. The final decision to non-promote a student for the course or grade shall be a joint decision made by the teacher and the principal, only after the teacher and principal have met in conference and reviewed the students' past performance and projected potential for learning. The key question to be answered in such a conference shall be, "What is in the best interest of this student?" In case of a split decision, the board considers the final responsibility and authority shall rest with the principal.

## **ACADEMIC HONORS**

Students who achieve academic honor roll will be rewarded at the end of each nine weeks during a school-wide award's program. Certificates and other awards will be presented to students receiving the following honors:

### **1. Superintendent's List**

- \* All A's: No grades lower than a 90 in all subjects.

### **2. Principal's List**

- \* All A's and B's: No grades lower than 80 in any subject.

### **3. Honor Roll**

- \* Student must have a minimum overall average of 80; but no grade can be lower than a 70.

## **CLASS RANKINGS – GRADES 9-12**

The Valedictorian and Salutatorian will be chosen based upon:

- the average of the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and the first three nine weeks of the 12<sup>th</sup> grade will be taken
- the student with the highest average will be the valedictorian
- the student with the second highest average will be the salutatorian
- the student shall have been enrolled in West Tallahatchie High School their junior and senior years.

## **CERTIFICATE TRACK SPECIAL EDUCATION CURRICULUM**

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

## **DIPLOMA TRACK SPECIAL 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 student's IEP from the Special Education Resource program and staff.

## **REPORTING STUDENT'S PROGRESS**

The West Tallahatchie School District Board of Trustees believes that one of the most critical responsibilities of the school district is the clear and accurate reporting of the student's progress to the student and his/her parents/guardian. As a result, progress reports will be sent home to parents/guardians during the fourth week of each grading period regardless of the achievement level of the student.

Students will receive remediation, such as activities prescribed by the Teacher Support Team and Response to Intervention guidelines, one-on-one interventions, Credit Recovery opportunities, on an on-going basis, if the grades reflect non-mastery, or if the teacher's recommendation is as such. The extended school year, when possible, will offer those students an opportunity to master competencies not met in the regular school year. State test scores, the Test of Adult Basic Skills (TABE) scores, and Mississippi Career Planning and Assessment System, Edition 2 (MS-CPAS2) scores will be taken into consideration, as well.

## **REPORT CARDS**

Report cards 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.

1. In all subjects in grades 7-12, numeric averages shall be used on report cards to report student achievement. Numerical averages that do not compute to whole numbers shall be rounded.
2. Copies of student grade reports shall be kept on file in the school district until such time that the grades are recorded on the cumulative record at the end of the school year and kept on file for a period of five (5) academic years. All students' cumulative records shall be completed and kept on file in compliance with Mississippi State Department of Education's regulations, state laws, and school board policies.

## **PROMOTION AND RETENTION**

The school district provides students a comprehensive curriculum composed of academic, vocational, co-curricular, and extra-curricular activities. Such a curriculum necessitates that teachers, as professionals, have sufficient latitude in grading students in order to arrive at realistic, appropriate grades. Therefore, the classroom teacher and building principal are vested by the School Board with the sole authority to promote students based on their mastery of the subject matter or classroom skills as determined by the accumulation of evaluative information from various sources including tests, classroom contributions, daily assignments, and other sources identified as appropriate.

### **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.

## **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. Additional time may be added to

## **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 students to earn a general education diploma. Eligibility is determined by the following criteria:

Students who are two or more years behind their peers

1. Students who are at least 16 years of age at the beginning of the school year
2. Students who are at risk of dropping out of school
3. 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:

1. The evaluation criteria must be administered by a certified staff member of the district;
2. The course must be approved by the Principal and may not be taken during the summer;
3. 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
4. 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.

## **CREDIT RECOVERY**

Credit Recovery is defined as a course-specific, skill based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. West Tallahatchie High School instructional methodology for Credit Recovery is an online program after regular school hours. Students may sign up for credit recovery with the counselor. The curriculum and content for Credit Recovery is that which is aligned by MDE for Biology, Algebra, English and U.S. History.

## **TECH PREP INITIATIVE**

The Mississippi Tech Prep Initiative is a process designed to guide schools into 21<sup>st</sup> 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 COURSE**

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

## **GENERAL MUSIC**

Each student participating in any form of music will be charged a nonrefundable fee. Band and Choir is considered a full credit, therefore students must stay in band and choir the full year to receive credit. This class is a fine art and students must have a fine art as a part of their graduation requirements. Students may have to participate in afterschool rehearsals and performances to receive credit for the course.

## **BAND**

West Tallahatchie High School will re-introduce the band this year. Students in 7<sup>th</sup> – 12<sup>th</sup> 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.

## 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 9<sup>th</sup> grade.

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

## Course Offerings

7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	English	Math
<ul style="list-style-type: none"> <li>-English Grade 7</li> <li>-Science Grade 7</li> <li>-Reading 7</li> <li>-Wrld. Hist. from Prehistoric Era to Age of Enlightenment</li> <li>-Band-Middle</li> <li>-Music-Choral- Middle</li> <li>-Physical Ed. 7-8</li> <li>-Pre-Algebra 7</li> <li>-Technology Foundations</li> </ul>	<ul style="list-style-type: none"> <li>-English Grade 8</li> <li>-Science Grade 8</li> <li>-Comp. Reading 7-8</li> <li>-U. S. Hist. from Exploration to Reconstruction</li> <li>-French Grade 8</li> <li>-Band-Middle</li> <li>-Music-Choral- Middle</li> <li>-Physical Ed. 7-8</li> <li>-Transition to Algebra Grade 8 (1 credit)</li> <li>-Algebra I-Grade 8 (1 credit)</li> <li>-Science, Technology, Engineering and Math Application (STEM)</li> </ul>	<ul style="list-style-type: none"> <li>-English I – 9<sup>th</sup></li> <li>-English II – 10<sup>th</sup></li> <li>-AP English Literature and Composition– 11<sup>th</sup></li> <li>-Research using Technology’s Information Tools ½ - 12<sup>th</sup> (Senior Project)</li> <li>-Public Speaking ½ - 12<sup>th</sup></li> <li>-French I – Elective</li> <li>-Intro to Journalism – Elective</li> <li>-Oral Communications I – Elective</li> </ul>	<ul style="list-style-type: none"> <li>-Algebra I Grades 9-12 – 9<sup>th</sup></li> <li>-Geometry – 9<sup>th</sup>, 10<sup>th</sup></li> <li>-Algebra I Prep – 9<sup>th</sup> – 11<sup>th</sup></li> <li>-Algebra II – 10<sup>th</sup>, 11<sup>th</sup></li> <li>-Advanced Algebra ½ - 11<sup>th</sup></li> <li>-Trigonometry ½ - 11<sup>th</sup></li> <li>-Calculus – 12<sup>th</sup></li> <li>-AP Calculus AB – 12<sup>th</sup></li> </ul>
Science	Social Studies	Career and Technical Education	
<ul style="list-style-type: none"> <li>-Biology I – 9<sup>th</sup></li> <li>-Chemistry – 10<sup>th</sup>, 11<sup>th</sup></li> <li>-Human A&amp;P – 10<sup>th</sup></li> <li>-Physics – 11<sup>th</sup></li> <li>-AP General Biology - 11<sup>th</sup></li> <li>-Concepts of Agriscience- 12<sup>th</sup></li> <li>-Zoology ½ – Elective</li> <li>-Botany ½ – Elective</li> </ul>	<ul style="list-style-type: none"> <li>-World. Hist. from Age of Enlightenment to Present – 9<sup>th</sup>, 10<sup>th</sup></li> <li>-U. S. Hist. Post-reconstruction to Present – 11<sup>th</sup></li> <li>-U.S. Gov. ½ - 12<sup>th</sup></li> <li>-Economics ½ - 12<sup>th</sup></li> <li>-Law Related Ed. ½ - Elective</li> <li>-Minority Studies ½ - Elective</li> <li>-AP U. S. History – Elective</li> <li>-World Geography- Intro. To ½ - Elective</li> <li>-MS Studies ½ - Elective</li> </ul>	<ul style="list-style-type: none"> <li>-Construction Trades I w/Student Populations</li> <li>-Construction Trades II w/ Student Populations</li> <li>-Business Management I w/Student Populations</li> <li>-Business Management II w/Student Populations</li> </ul>	<ul style="list-style-type: none"> <li>-Telecommunications &amp; Networking ½ – Elective</li> <li>-Webpage Design I ½ - Elective</li> <li>-Keyboarding ½ - Elective</li> <li>-Word Processing ½ - Elective</li> <li>-Accounting I– Elective</li> <li>-Family Dynamics - Elective</li> </ul>
Arts	Health/PE	Other	Required Electives
<ul style="list-style-type: none"> <li>-Band Grades 9-12</li> <li>-Music-Choral Grades 9-12</li> </ul>	<ul style="list-style-type: none"> <li>-Comprehensive Health w/Abstinence Plus &amp; Drug Ed.</li> <li>-Physical Ed. Grades 9-12</li> <li>-Adv. Fitness-Elective</li> <li>-Driver’s Education ½ - Elective</li> </ul>	<ul style="list-style-type: none"> <li>-Academic Interventions</li> <li>-Special Populations</li> <li>-GED Option</li> <li>-Career Counseling</li> <li>-Internship/Community Service</li> <li>-Military Science- Elective</li> </ul>	<ul style="list-style-type: none"> <li>-Learning Strategies Grade 7</li> <li>-Learning Strategies Grade 8</li> <li>-Learning Strategies Grade 9</li> <li>-ACT/SAT/SATP Prep I – 10<sup>th</sup></li> <li>-ACT/SAT/SATP Prep II- 11<sup>th</sup></li> <li>-Advanced Seminar - 12<sup>th</sup></li> </ul>

<b>1. Career Pathways Academy Career Pathways Experience Clusters</b>		
<b>Agriculture Food and Natural Resources Cluster</b>	<b>Business Management and Administration Cluster</b>	<b>Architecture and Construction Cluster</b>
-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
<b>Education and Training Cluster</b>	<b>Health Sciences Cluster</b>	<b>Human Services Cluster</b>
- 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
<b>Hospitality and Tourism</b>		
- 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.
2. 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.

### **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from the West Tallahatchie School District, the parent/guardian should obtain a withdrawal form from the counselor's office. He/she will also turn in all textbooks to the assistant principal. Clearance signatures should also be obtained from the librarian, homeroom teacher, or extra-curricular sponsors before the principal signs off.

All students must obtain clearance from the principal's office if they withdraw from school before the end of the school term. No records will be transferred to another school without this withdrawal clearance.

### **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 STUDENT ACTIVITIES ARE GOVERNED BY THE ACTIVITY ASSOCIATION**

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 1<sup>st</sup>. 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-school 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 – 12<sup>th</sup>
  - 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 7<sup>th</sup> – 12<sup>th</sup> 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: 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 80 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 80 or above average from previous school year
  - b. Must not have received out-of-suspension nor expelled for the previous school year
  
- Election Procedure
  - a. Elected by the class through ballots

### **CLASS REPRESENTATIVES**

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

- I. Qualifications
  - a. Must have 80 or above average from previous school year
  - b. Must not have received out-of-suspension nor expelled for previous school year
  - c. 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 Associations.
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 Cheerleaders camp.

## **CLUBS AND ORGANIZATIONS**

### **NATIONAL JUNIOR AND SENIOR BETA CLUBS**

The National Junior and Senior Beta Clubs are honorary organization for students. Members must maintain a B or better average in scholastic achievements as well as a satisfactory grade in conduct. When applications are studied and membership is voted upon, both academic and moral standards are considered.

### **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. Make 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.

### **FUTURE EDUCATORS OF AMERICA (F.E.A.)**

The focus of this club is to spark the interest of high school students in becoming future teachers. This program gives students the opportunity to exchange knowledge and mingle in a positive manner while serving as tutors.

### **DEBATE/SPEECH CLUB**

Students who participate in this club are able to improve their oratory skills. The knowledge gained from this club also helps enhance students' public speaking skills. Students are also able to compete in various oratory and dramatic interpretations.

### **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.**

## **PARENTS AND TEACHERS Organizations (PTO)**

Parents/guardians are encouraged to have full participation in the education of their child(ren). In an effort to ensure this, the PTA will become an active organization in the school.

### **ACTIVE PARENT**

All parents are encouraged to become an Active Parent through our online interactive program. If you have registered students at West Tallahatchie High School, you have an account set up that will allow you access to your child's grades, progress reports, and daily attendance. To access the Active Parent program, go to [www.westtallahatchie.net](http://www.westtallahatchie.net) and look for the Active Parent Link.

### **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.***

## **SCHOOL SAFETY**

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer employed at West Tallahatchie High School is responsible for school safety planning, enforcement and teaching and counseling referral.

### **SAFETY TEAM**

West Tallahatchie High School 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. Team members must also inform the safety coordinator of the amount of time it takes to clear the building.

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.

### **WEATHER AND SECURITY DRILLS**

**When bad weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, which the administration monitors.** 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 with 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.

### **PLDGE OF ALLEGIANCE**

The Pledge of Allegiance, as established justice system shall be recited daily in each classroom of the West Tallahatchie School District. During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge if he or his parent/legal guardian objects on

religious, philosophical, or other grounds to his participating in this exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.

**District:** West Tallahatchie School District  
**Section:** J - Students  
**Policy Code:** JCDAF - Cellular Telephone / Electronic Devices

**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 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 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.**

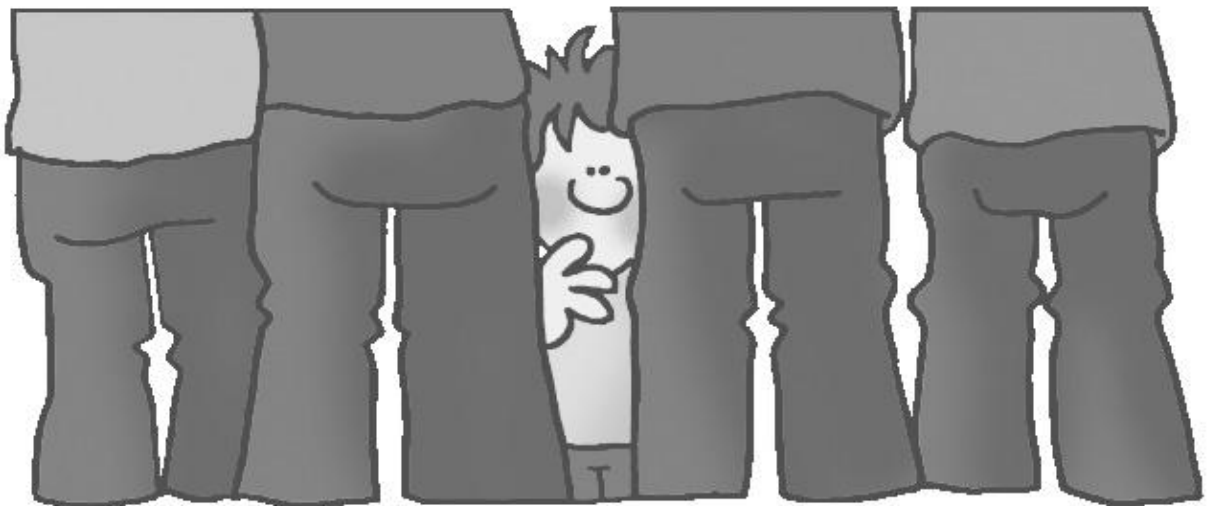
**\* In the event that a student refuses to turn in an electronic device to the teacher or administrator, that student will be placed in the Alternative School for a period of 20 days and no participation in co-curricular or extracurricular activities.**

**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.wtsd.k12.ms.us](http://www.wtsd.k12.ms.us)

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.



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**HELP KEEP YOUR SCHOOL SAFE**  
**BULLYING IS NOT ALLOWED IN SCHOOLS**

**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 HIGH SCHOOL OMITTED REGULATIONS AND/OR POLICIES**

We recognize the fact that this publication does not contain all of the rules and regulations of the West Tallahatchie School District or the individual schools within the district but it does give each student, parent or guardian a general understanding of many things that do concern each.

If you have questions about anything not covered in this publication, please feel free to contact the principal of the school your child attend.

Policies, regulations or procedures are subject to change. Changes are mandated either by law C state or federal, Board of Trustees C and we shall endeavor to keep you informed and include said changes in future publication of the handbook.

The purpose of this handbook is to inform students and parents of the policies and procedures of the West Tallahatchie School District. Students and parents/guardians will be able to avoid confusion and misunderstandings by being familiar with the contents of this handbook,

Please sign the form below and return it to your child's homeroom teacher within three (3) days of receipt of this handbook.

\_\_\_\_\_

Cut and return

We, the undersigned, have read and understand the policies, procedures and expectations as outlined in the West Tallahatchie High School's Student Handbook. We further understand that it is the responsibility of the student and of the parent/guardian to abide by the policies, rules, procedures, and expectations set forth in this student handbook.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*We hope this handbook will be of service to you during the school year.*

**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