

East Tallahatchie School District



Student Handbook 2024-2025

**411 East Chestnut Street
Charleston, MS 38921
662-647-5524**

“Excellence is our only option!”

Welcome to East Tallahatchie School District!

Dear Parents and Legal Guardians,

We are thrilled to have the privilege of working with you and serving the students, faculty, and staff of the East Tallahatchie School District. Your involvement is crucial and invaluable to the success of our students and school community as we embark on another exciting academic year.

As the school year begins, we want to ensure that all parents, guardians, students, and our school community members are familiar with the rules, regulations, and policies set forth by the East Tallahatchie School Board. Our district is fortunate to have modern school facilities. While we emphasize this in our student handbook, we encourage everyone to keep our facilities clean and attractive.

This handbook contains essential rules, regulations, and policies. We encourage you to read it thoroughly and familiarize yourself with its contents. We hope it will answer any questions and help prevent common day-to-day school issues. Just as we observe rules and regulations in our democratic society, it is equally important to have guidelines within our school system to achieve our educational goals.

After reviewing the student handbook, please sign and return the notification/verification form indicating that you have read it. Your cooperation is greatly appreciated.

One of our primary goals for this year is for every student to have a successful school year and for our student's academic performance to improve each year. This is a goal we share and can achieve together through a dedicated and cooperative effort from students, parents, the community, and faculty.

We sincerely look forward to a fantastic school year and working with you to make it a reality.

Warm regards,

Raymond Russell
Superintendent
East Tallahatchie School District

Parent Handbook Notification Form

Parents/Legal Guardians:

This form certifies that I have had the opportunity to read the rules, regulations, and policies as set forth by the East Tallahatchie School Board in the student handbook.

These rules, regulations, and policies are based on the recommendations of parents, students, teachers, administrators, and board members.

I also had the opportunity to read the absentee rules stated in the handbook as well as the resident requirements. I am also aware that additional rules, regulations, and policies may be adopted if deemed necessary.

Riding the school bus is a privilege. This privilege can be taken away for improper conduct or violation of the bus rules. In addition, I had the opportunity to read the disciplinary policy for violation of bus rules.

I apply for the right to use the library and agree to abide by the rules for visiting, taking care of books, and paying fines/damages or for lost book(s). I understand when I check out a book that I am responsible for it until I return it to the library.

Student's Name _____ Grade _____

Reading/English Teacher _____

Address _____

City _____ Zip _____ Phone _____

According to the Safe and Drug-Free Schools federal law, a student survey and evaluation shall be conducted annually. The student's name is not placed on the survey. Please check below to indicate your consent for your child to take the survey.

_____ **I consent for my child to take the Safe and Drug-Free Schools Survey.**

_____ **I do not consent for my child to take the Safe and Drug-Free Schools Survey.**

Please sign and return this form within the next three days.

Student Signature

Parent/Legal Guardian Signature

Date _____

FORM TO BE COMPLETED AND RETURNED TO SCHOOLS



Please complete and sign form, clip and return to the school_

BUS RULES

Please complete this form if your child is eligible to ride the bus. **RULES FOR STUDENTS**

RIDING BUS

1. Do not distract the driver's attention unless necessary.
2. Talk to friends in a normal/low tone; do not shout.
3. Keep head, hands, and other articles inside the bus.
4. Do not bring unauthorized articles on the bus (examples: pets, combustibles, large articles, weapons).
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver.
8. Do not eat or drink on the bus.
9. Students should sit in seats assigned by the driver.
10. Bus suspension policy for general misconduct:

1st Incident----- Student Conference with Parent Notification
2nd Incident----- Parent Conference/1 Day Bus Suspension
3rd Incident----- 3 Day Suspension from Riding the Bus
4th Incident----- 5 Days Suspension from Riding the Bus
5th Incident----- Suspension from Riding the Bus for the Remainder of the quarter. Student may be suspended from riding the bus and school for misconduct outlined elsewhere in the student handbook.

Students may be suspended from riding the **bus and school** for misconduct outlined elsewhere in the student handbook.

I understand that riding the bus is a privilege granted my child only as long as he/she abides by the rules.

STUDENT'S NAME _____ **BUS NUMBER** _____
(Please Print)

STUDENT'S SIGNATURE _____

SCHOOL _____ **GRADE** _____

ADDRESS _____
Street Address City

PARENT'S/LEGAL GUARDIAN'S SIGNATURE _____

DATE _____

Left Blank Intentionally

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EAST TALLAHATCHIE SCHOOL DISTRICT

VISION : Excellence is our only option!

The **MISSION** of the district is to provide all students with the opportunity to develop to their greatest potential in order to become self-sufficient, productive members of a connected global society.

TIGER GOALS THAT DRIVE EXCELLENCE

T- Transform teaching and learning to maximize the student achievement and growth of ALL students across all curriculums.

I- Increase the graduation rate for All students.

G- Grow and strengthen community relations, communication, and parental involvement

E- Ensure financial accountability through efficient and sustainable budgeting.

R- Recruit and retain the highest qualified and effective teachers and staff.

Educational Philosophy

At the East Tallahatchie School District, our primary purpose is to create an environment where students become independent, self-motivated individuals who can function effectively in society. Our schools provide materials and guidance designed to spark curiosity about themselves and the world around them. To prepare students for this journey, we offer a broad base of knowledge and skills that will sustain them as they seek to understand themselves and their communities.

We serve our community in two unique ways. First, we provide a wide range of concentrated academic instruction and guidance to all youth in the area. Second, we offer a practical learning environment for students who wish to acquire immediate vocational skills.

The faculty shares the responsibility with the community and home for nurturing young adults who possess poise, grace, and moral integrity. Therefore, our school fosters an environment and provides opportunities that support students' physical and emotional development. We encourage classroom and extracurricular activities that promote student interaction and involvement. Students are urged to actively participate in events both inside and outside the classroom.

Through continuous physical, social, and academic interaction, we aim to help each student develop a sound moral philosophy that will support them in building a useful and happy life.

The policies and procedures contained in this handbook pertain to East Tallahatchie School District, Charleston High School, Charleston Middle School, and Charleston Elementary.

DEFINITION

Whenever parent appears in the handbook it means parent/legal guardian.
GENERAL SCHOOL RULES AND DUE PROCESS PROCEDURES

The East Tallahatchie School System does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

All section 504, ADA, Title VI, Title VII, and Title IX grievances should be reported to the Building Coordinator or District Coordinator. If you feel you are being discriminated against all Section 504, ADA, Title VI, Title VII and Title IX grievances, inquiries, or complaints should be addressed to:

Mrs. Francesa Suggs
662-647-5524
411 East Chestnut Street
Charleston,MS 38921

Charleston High School	Charleston Middle School	Charleston Elementary School	Alternative School
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Principal Eric Rice	Principal Ashanti Kuykendall	Principal Bridney Jones	Director R. Ladon Taylor
Assistant Principal Janet Blackmon Christopher Suggs	Assistant Principal Walter Shegog	Assistant Principal Terrell Hayes	
District Safety Officers School Resource Officer: Terry Crowder School Resource Officer: Ralph Horton School Resource Officer: Douglas Carthledge			

District Office Staff
Superintendent Secretary/ Board Clerk Moncia Hall
Federal Programs Director Francesca Suggs
Exceptional Children Director K. Patrice Beamon
Business Manager Tinisha Williams
Curriculum Coordinator Yarkiema Doss
Food Services Director Shannon Paige
Payroll Clerk/ MSIS Clerk Secquoya Ross
District Secretary/Accounts Payable Nanette Coffey
Food Service Warehouse Benny Hayes
Fixed Assets Manager Brittney Pope
Technology Director Darren Cleark

SECTION 504 OF THE REHABILITATION ACT OF 1973

- The District is in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.
- For further information on or to make a complaint under Section 504, contact the superintendent's office, 411 E. Chestnut Street, Charleston, MS 38921, 662-647-5524.

Every effort has been made to make this handbook all-inclusive; however, if it becomes necessary, additional rules can be announced in the future.

If there are any problems concerning school-related policies at your child's school, please, follow these procedures: Contact the teacher first; the school principal second; the Superintendent of Education third; and, finally, the Board of Education. Please remember; however, that the School Board is a policy-making body and should be contacted as a last resort.

The School Board will not arbitrate on school-related policies unless the proper procedures have been followed.

According to the Safe and Drug-Free Schools federal law a student survey and evaluation shall be conducted annually. The East Tallahatchie School System will conduct the survey(s) and evaluation(s) as required during each school year.

Federal law requires public schools to release mailing address information on all juniors and seniors to military recruiters. However, a parent/legal guardian may choose not to allow the school to release a child's mailing information to military recruiters by placing on file with the school a written statement that such mailing information should not be released.

RIGHTS AND RESPONSIBILITIES

DISTRICT RESPONSIBILITIES

The District accepts its responsibility for insuring certain rights upon which there can be no compromise:

1. The student's right to quality education, differentiated, individualized, and an environment that is conducive to learning. The educator's right to teach or administer free from verbal intimidation and physical assault.
2. The parent's right to expect quality education, protection of students, educators and their investment in school property.

STUDENT'S RIGHTS

All students have basic rights and responsibilities as afforded by the U.S. Constitution, U. S. Laws, the Constitution of the State of Mississippi, and Mississippi laws.

1. **Right to Learn:** Students have a right to a public education and to an educational environment that is conducive to learning.
2. **Equal Opportunity:** Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extracurricular activities is a privilege that may be lost by misconduct, academic standing, or other reasons provided by policy and/or law.
3. **Freedom of Expression:** Students have the right to express their opinions verbally or written as

as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.

4. **Privacy:** Students' academic and other personal school records are confidential and can be inspected only by eligible students, parents/guardians, school officials, and others as permitted by law.
5. **Due Process:** Students have the right to due process as outlined by District policy and provided by law.
6. **Search and Seizure:** Students have the right to be free from an unreasonable search and/or seizure, but anything on school property is subject to search if reasonable suspicion exists.

STUDENT'S RESPONSIBILITIES

A student attends school so that his/her individual capacities can be developed to the fullest. Student conduct is expected to reflect respect and consideration of the personal property rights of others as well as an understanding of the need for cooperation with all members of the school community. Students are expected to fulfill certain responsibilities including, but not limited to:

1. Respect for authority, including obedience to school rules, regulations and the law.
2. Respect for the rights of other persons, the property of others and for school property.
3. Regular attendance and meeting of school obligations.
4. Development of standards of personal conduct which are reflected by socially acceptable behavior.
5. Acceptance of responsibility for his/her own work and behavior.

PARENTAL RESPONSIBILITIES

The 1990 Mississippi Legislature passed a law that requires:

- A. Parents have financial responsibility for the child's destructive acts against school property or persons;
- B. Parents may be requested to appear at school for a conference on the student's destructive acts; and
- C. Parents shall be required to attend scheduled discipline conferences.

Parents or legal guardians who do not perform any of the duties required are subject to a misdemeanor.

In addition to general encouragement and support of the student, the teachers and the school, a parent/guardian/custodian's responsibilities include, but are not limited to:

1. Ensuring the regular attendance of his/her child.
2. Encouraging his/her child to succeed by exhibiting interest and involvement in the child's school work and activities.
3. Cooperating with the teachers and administration with regard to school requested conferences. Failure to attend a disciplinary conference may result in a misdemeanor fine.

4. Encouraging his/her child's good behavior and compliance with school rules/policies and the law. A parent/guardian/custodian may be liable for payment of damages resulting from his/her minor child's destructive acts against school property or persons and criminal fines assessed against his/her child for unlawful activity on school grounds.
5. Encouraging proper nutrition for the child, which enables the child to do its best work, including refraining from allowing the child to bring fast-food, candy or such to be at school.

Policy on Resolving Differences and Handling Complaints

In a democratic society, it is crucial for students to develop skills in resolving differences and effectively communicating with others. The East Tallahatchie School District emphasizes the importance of:

- Practicing effective means of resolving differences that may arise among students, and between students, teachers, and administrators.
- Reducing potential areas of complaints and grievances.
- Establishing and maintaining channels of communication between students, staff, administration, and the Board of Education.

When a disagreement arises where an individual student, group of students, or student organization believes an injustice has occurred due to an unfair policy or a deviation from, misapplication, or misinterpretation of a policy, the following procedures and timelines shall be followed:

1. **Initial Discussion:**
 - The student(s) should first attempt to resolve the issue through direct discussion with the involved party (teacher, administrator, or peer). This step encourages open communication and the possibility of resolving the matter informally.
2. **Written Complaint:**
 - If the issue is not resolved through initial discussion, the student(s) must submit a written complaint to the building level principal within five school days of the incident. The complaint should clearly outline the perceived injustice, the specific policy in question, and the desired resolution.
3. **Meeting with the Principal:**
 - Upon receiving the written complaint, the building level principal will schedule a meeting with the student(s) within five school days to discuss the issue in detail. The principal will investigate the complaint, review relevant policies, and attempt to mediate a resolution.
4. **Appeal to the Superintendent:**
 - If the issue remains unresolved after the meeting with the principal, the student(s) may appeal to the Superintendent within five school days. The appeal must include a copy of the original complaint and a statement explaining why the resolution was unsatisfactory.
5. **Superintendent Review:**

- The Superintendent will review the appeal, meet with the student(s) if necessary, and provide a written response within ten school days. This response will include the Superintendent's findings and any actions to be taken.

6. Final Appeal to the Board of Education:

- If the student(s) are still dissatisfied with the resolution, they may appeal to the Board of Education within five school days of receiving the Superintendent's response. The appeal must include all prior documentation and a statement explaining the need for further review.

7. Board of Education Decision:

- The Board of Education will review the appeal, meet with the involved parties if necessary, and issue a final decision within thirty school days. The Board's decision will be final and binding.

By following these procedures, students are encouraged to engage in constructive dialogue, understand the importance of fair policy application, and develop skills in problem-solving and effective communication.

Policy on Visitors

Visitor Check-In Procedure

All visitors to the school must first report to the principal's office or main office for clearance. This ensures that all visitors are accounted for and do not disrupt the educational environment. Upon clearance, visitors must wear a visitor's pass in a visible location at all times while on campus, except when in the main office. This policy helps maintain the safety and security of all students and staff.

Restrictions on Student Guests

Students are not permitted to bring individuals other than their parents or guardians to school. This restriction helps minimize distractions and maintains the focus on educational activities. Teachers must immediately report any unauthorized visitors to the office to ensure the integrity of the school environment.

Minimizing Instructional Interruptions

Important instruction is ongoing at our school from 7:45 a.m. to 3:15 p.m. each day. Your child's teacher will provide you with their daily instructional schedule, highlighting the reading block, math block, intervention block, other key instructional periods, and planning time. These instructional blocks are dedicated to high-quality instruction, free from outside intrusions that could disrupt student or teacher engagement.

To support our commitment to quality instruction, we strive to eliminate interruptions during the instructional day. We kindly ask for your cooperation in scheduling teacher conferences during the teacher's planning period or after school hours. Additionally, whenever possible, please arrange for doctor and dentist appointments outside of school hours.

By adhering to these guidelines, we can provide the best possible instructional setting for your child, ensuring that both students and teachers can maximize their time on task and maintain a productive learning environment.

Use of Telephone:

The telephone is to be used for school business and emergency calls only. Students will not be allowed to use the telephone in the office. If an emergency arises and it is necessary to contact a parent, the call will be made by the office staff.

Personal Messages:

Please limit the number of personal calls to the office to leave messages for your child unless there is an emergency. **PLEASE HAVE ALL STUDENT MESSAGES IN BEFORE 2:30 P.M.**

Valuables/Personal Items:

Students should make every attempt to keep up with their personal belongings. All items brought to school should be clearly marked with the student's name and any other appropriate identifying information. **The District assumes absolutely no responsibility for lost or stolen articles.**

Items of special value, such as jewelry and large sums of money, should not be brought to school. If an item is lost, stolen, or found, report it to the office as soon as possible.

ADMISSION POLICY

Students enrolled for the first time should report to the school office for enrollment information. The enrollment process will require completion of several documents that include:

1) Immunization

Mississippi State Law requires all students to be immunized according to requirements of the State Board of Health in order to be enrolled in school in Mississippi. If you do not have proper immunization, please contact the local Health Department (phone-662-647-3404) or your child's primary physician to receive the proper certificate to be placed in your child's school record.

2) Verification of Residency

Mississippi state law requires each district to verify that the parents or guardians of the child being enrolled are residents of that school district. Parents or guardians must complete the Residency Registration form and present (2) two proofs of residency that reflect a 911 address.

3) Certified Birth Certificate

Parents should also be prepared to present a certified birth certificate to verify the vital information needed for the school record. We request the long form of the birth certificate which contains all the necessary information.

4) Social Security Card

It is helpful to include a copy of the social security card when enrolling your child. However, not presently required, we ask that if a card is not available, the parent presents the child's social security number.

5) End of year report card or withdrawal form (if applicable)

6) Custody papers (if applicable)

7) Individual Education Plan (IEP) from previous school (if applicable)

ADMISSION FROM NON-ACCREDITED SCHOOLS

The district does not accept students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency. The district requires the administering of a standardized achievement test and/or teacher-made special subject test to determine the grade level to which the elementary transfer student should be assigned. The administrative head of the school, or designee, shall administer the test within **thirty days** after the filling of each application for transfer. Notice of the giving of such tests shall be given to the applicant not less than five days prior to the date of the administration of such test.

HOME SCHOOLING

All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to a public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer. The principal shall administer the test to such pupils as shall apply for transfer. Such tests shall be administered within thirty (30) days after enrollment. Notice of the giving of such test shall be given not less than five (5) days prior to the date of administration of such test. No transfer of a pupil shall be effected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer was made. The pupil may be temporarily assigned to a grade and class comparable to what he would have been had he continued in the school from which the transfer was made pending administration of the tests. S37 -15-33

TRANSFER STUDENTS

The Board of Trustees has established a policy for handling student transfer requests between school districts. When a parent or guardian submits a written petition for a transfer, the Board must consider it at the next meeting. If the Board does not take action by this time, the request is automatically denied. Similarly, the Board of any other district involved must also decide at their next regular meeting, with a lack of action resulting in a denial. Any denial of a transfer by either district is considered final. Additionally, the Board does not recognize guardianships created solely to establish residency for school attendance.

For employees who work in a school district but do not reside there, a written request can be made to transfer their children to the district where they are employed. The Board is required to approve such requests, and the parent or guardian will be responsible for transporting the student to the new district if the student does not live within ETSD boundaries.

The policy also states that all student transfers, whether leaving or coming into the district, will be considered on a case-by-case basis, ensuring no transfer is allowed if it incurs expenses for the district. All transfers are solely at the discretion of the East Tallahatchie School Board.

Action on Petitions: When a petition for a student transfer is submitted to the Board, it must be addressed at the Board's next meeting. If the Board acts by then, the request will be allowed. The Board of the other involved school district must also act on the transfer request at its next regular meeting. Failure to do so will result in an automatic denial.

Transfers for Employees Children: If a parent or guardian works for a school district but does not reside there, they may petition in writing to transfer their school-age children to the employer's district. The Board must approve this transfer and record it in the meeting minutes. The parent or guardian is responsible for transporting the child to the new district if the student does not live within ETSD boundaries.

Policy on Releasing Students to Other Districts or Accepting Transfers from Other Districts (Non-Relocation Transfers)

When considering student requests to transfer out of or into this district, the Board of Trustees will:

1. Evaluate any relevant factors.
2. Ensure that no transfers will be allowed at the expense of this school district.

Parent Notification of Absent Days, Tardy Days, and Early Checkout Policy

Please Read Carefully

Attendance Policy

East Tallahatchie School Board Approved August 04, 2011

Perfect Attendance Definition: Students with no absences and only one tardy and no discipline referrals are considered to have perfect attendance for that grading period/ month/ year.

Absenteeism:

Follow the District Policy and MS Compulsory school attendance law SEC 37-13-91 that states-

- **Important Note: HB 1530 shall take effect and be in force from after July 1, 2013: Any compulsory–school age child who is absent more than 37% (2 ½ hours) of the instructional day must be considered absent the entire day.**
- A student must not incur more than 20 unexcused absences for a 1 unit course or academic class during the school year.
- If a student's absence results in them missing an academic class then it can be an excused absence if the student has not used their 3 semester parental excuses for missing that class or has a Dr.'s excuse.
- Written excuses must be given to the office within 3 school days as to the disposition of the absence or the absence will be considered unexcused.
- Students may not incur more than 10 unexcused absences per semester. **Three parent excuses are allowed during a semester** or ½ unit course.
- No absence will be excused when it is due to suspension, expulsion or other disciplinary action; but, suspended students who are not immediately placed in an alternative setting are required to make up work within specified deadlines.

Tardy:

- Students are expected to be in class on time each period of the day. Teachers are responsible for documenting tardies. A record of tardies will be maintained in the principal's office. Tardy to school shall be excused if:
 - A school bus was late
 - The student is in an accident (with verification)
 - Any other emergency or circumstance approved by the school's administration or school board, such as natural disasters, weather, etc.

- A maximum total of 5 unexcused tardies, whether accumulated on one or more days will be allowed each semester.
- Note: 3 unexcused tardies will equal 1 unexcused absence (in any one school year).
- Students are allowed 3 parental excused tardies per semester.

A student will be assigned the following penalties for violation of the tardy rules:

First-Third Tardiness-Written warning with tardy slip issued by teacher and/or office.

Fourth Tardy and Subsequent Tardies- Mandatory parent conference with building administrator and a referral sent home by U.S. mail detailing habit of tardiness. The student and parent are also reported to the appropriate authorities, the school Attendance Office and Youth Court Personnel, and DHS for excessive tardy days and/or absent days.

Students can only be expected to learn and master MS College and Career Ready standards if he or she has the opportunity to experience quality instruction in the classroom.

Students who are absent on the average of one day a week miss the equivalent of one entire nine week period of instruction per year.

Regular student attendance is expected and mandated by the Mississippi State Department of Education. **Students must have a written excuse for each absent day from school.**

Written documentation submitted within three (3) days of an absence will allow the school to revise your child's attendance record to indicate the day(s) missed are recorded as excused absences. Unexcused absences cannot be revised after that five day window.

We cannot accept excuses at the end of the school year to modify a child's attendance report for the school year.

Excused absences will include:

1. Illness
2. Death
3. School sponsored events
4. Situations cleared in advance by school officials

CHANGE OF ADDRESS AND PHONE NUMBERS POLICY

The importance of maintaining updated records cannot be overemphasized. The Mississippi Department of Education requires all local schools to maintain current contact information in the State Operated Student Tracking System. It is urgent that parents of students notify the school office immediately upon change of contact information.

HARASSMENT

It is the policy of the East Tallahatchie School District that no student shall suffer harassment of any type, including sexual harassment. If a student knows of any type of student harassment including sexual harassment, this harassment should be reported immediately to a teacher, a guidance counselor, a principal, or other responsible adult. **(The identity of the student making such a report shall be kept in the strictest confidence.)**

SEXUAL HARASSMENT

Title IX prohibits sex discrimination, including sexual harassment, against students in academic institutions. It is the intent of the Board of Trustees to maintain an environment free from sexual harassment of any kind.

Definition of Sexual Harassment

Unwelcome sexual advances, requests *for* sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Examples of this type of conduct include

- Requiring submission to sexual conduct, either implicitly or explicitly, as a term or condition *for* grades, promotion or other benefit.
- Using submission to or rejection of sexual conduct as the basis *for* decisions affecting the student.
- Using, whether intentionally or not, sexual conduct to unreasonably interfere with the student's work performance or create an intimidating, hostile or offensive teaching or learning environment.

Complaints

Complaints may be made to the appropriate administrator or directly to the Title IX Coordinator without fear of reprisal. If a complaint is substantiated, the offending employee/student shall be subject to disciplinary action.

To make a complaint, specific steps must be followed in accordance with strict timelines. In order to start the grievance process, a complaint must be made within 5 days after the occurrence of the alleged sexual harassment by contacting your school principal.

Further Information

More detailed information concerning the Sexual Harassment Policy and Complaint Procedure may be found in Board Policies. (Ref. ETSD-SB-JB & ETSD-SB-JB-P)

SAFETY

It is the policy of the East Tallahatchie School District that the schools have a safe and orderly environment. If a student knows of anything that poses a threat (for example: weapons, fight, etc.) to the safety of students, this threat should be reported to a teacher, a guidance counselor, a principal, or other responsible adult. **(The identity of the student making such a report shall be kept in the strictest confidence.)**

BULLYING

The ETSD will not tolerate bullying or harassing behavior. 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 (a) 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 (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The ETSD will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages 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. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassment. Furthermore, the ETSD defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

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

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the ETSD are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

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 (a) 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 (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

Student Parking/ Private Transportation

Student Automobile Use

- 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.
- The Administration, obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety. The district shall not assume any responsibility for damage to vehicles.
- Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.
- Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary action.
- Student automobiles are subject to administrative searches. (Ref. ETSD-SB-JGFF)

It is important for each student to understand the rules and regulations regarding the operation of an automobile on school campus and to agree to adhere to them. It should also be understood that a student who fails to follow the rules will not be allowed to operate and/or park a vehicle on the school campus, as determined by the Administrator. The rules are intended to protect the safety of all students who attend Charleston High School. They are as follows:

1. Anyone driving a vehicle to school must have a valid driver's license.
2. The speed limit on the school campus is **10** miles per hour.
3. Students should not enter the campus until they are ready to park for the day.

- A. Riding around the campus is **not** allowed and will not be tolerated.
 - B. Picking up other students and leaving campus is **not** allowed.
 - C. Students should arrive at school by 7:35 A.M.
4. Students are **not** allowed to sit in cars at any time during the school day.
 5. Students are **not** permitted to leave campus, unless they have checked out in the office.
 6. Students will **not** be allowed to move cars from the high school to shop classes.
 7. Students will park their vehicles in their designated student parking area **only**.
 8. Students are **prohibited** from operating their vehicles in a dangerous manner.
 9. All students **must enter** and **leave** the campus through the **student parking area gate**.
 10. Students will **not park in or drive through** the staff parking area.

Dress and Conduct Policy

Students are expected to dress in a manner that does not disrupt the educational process. While it is impossible to identify all attire that may cause disruptions, the following examples are strictly prohibited based on past experiences within the district:

- Wearing hats or headdresses inside the school building.
- Failure to wear shoes, or wearing shoes without a permanent strap around the heel and a closed toe area.
- Wearing shorts with legs shorter than 6 inches.
- Garments with holes, tears, or shreds.
- Clothing that exposes the midriff.
- Halter tops or halter dresses.
- Hair rollers and hair bonnets.
- Suspenders that are not worn over the shoulders and buckled.
- Shirts that are not properly buttoned and tucked into pants.
- Pants worn without a belt or suspenders.
- Tank tops or muscle shirts.
- Pants, slacks, or walking shorts not properly secured at the waistline.
- Clothing with slogans, writings, pictures, or drawings depicting alcohol, drugs, or any other message that a reasonable person would expect to be controversial, suggestive, or obscene.
- Any other clothing or ornamentation, including jewelry, which is dangerous for the student or others, or which disrupts the educational process.
- Transparent or see-through clothing.

This policy is in place to ensure a safe, respectful, and focused learning environment for all students. Students are expected to adhere to these guidelines and dress appropriately for school each day.

Principal's Authority on Dress Code Violations

The principal holds broad authority to determine what constitutes a violation of the dress code. This discretion ensures that the principal can respond effectively to new and unforeseen attire that may disrupt the educational environment. By granting this authority, the school can maintain a safe, respectful, and focused learning atmosphere, adapting to evolving trends and ensuring consistency in the enforcement of the dress code policy.

East Tallahatchie School District School Wide Uniform Policy
Please Note: Students are not considered in uniform unless all the following are present

Shirts:

- Colors: Solid Black, Solid Gold, Solid White
- Style: Three-button type with a collar
- All shirts must be tucked in.
- Undershirts must be black, white, or gold.

Bottoms:

- Colors: Khaki, Navy Blue, or Black (must have a hem)
- Pants and shorts must include belt loops.
- Skirts and shorts must not be shorter than one inch above the knee.
- Lowriders, cargo pants, corduroy pants, and jeans are prohibited.
- No pockets down the legs, and no strings or zippers on legs.
- Pants, skirts, and shorts must not sag.

Belts:

- Colors: Black or Brown with a dress-style buckle.
- Belts must be visible both in front and at the back at all times.

Shoes:

- Shoes must be worn at all times.
- House shoes, Crocs, slides, and thong-like shoes (flip-flops) are prohibited.
- Shoes with laces must be laced and tied. Shoes with Velcro must be fastened.
- Shoes must be secured to the foot with a “permanent” strap around the heel if not fully enclosed.



Jackets:

- Jackets must feature zippers, snaps, or buttons.
- Jackets should be worn open when entering or while inside any campus building.
- Pullover jackets, sweatshirts, hoodies, and short-sleeved jackets are not allowed.



Consequences:

1st Referral—Parental contact

2nd Referral— OSS

3rd Referral— Extended OSS

LABELING OF CLOTHING AND SUPPLIES

It is suggested that parents label their child’s clothing such as coats, sweaters, backpacks, supplies, and other personal items. Such criteria will eliminate confusion and help identify items in the lost and found.

Policy for Cell Phones and Electronic Devices

Revised for School Year 2024-2025

To create an environment that is safe and conducive to education and learning, the East Tallahatchie School District has established strict guidelines regarding the use and possession of cell phones and other electronic devices (e.g., AirPods, earbuds, and smartwatches) on school campuses.

Guidelines:

1. **Possession of Cell Phones:**
 - Students are permitted to bring personal cell phones onto school property. However, cell phones must be turned off completely and concealed before entering the school buildings.
2. **Prohibition During School Hours:**
 - Students are strictly prohibited from using or visibly possessing cell phones during the school day (7:45 a.m. – 3:15 p.m.) without authorized administrative permission. Cell phones must remain concealed and out of sight throughout the school day.
3. **Emergency Use:**
 - In case of an emergency or a legitimate reason for using a phone, students must obtain a proper hall pass and go to the office to use the phone under the supervision of office staff.
4. **End of School Day:**
 - Students are allowed to turn on and use cell phones only after the school day ends at 3:15 p.m., as they exit the school buildings.
5. **Use on School Buses:**
 - Cell phones must never be visible or used on school buses.
6. **Other Electronic Devices:**
 - Students are not allowed to possess or use any electronic devices such as AirPods, earbuds, headphones, cameras, etc., during the school day.

Disciplinary Code

Grades K – 12

Disciplinary Categories and Consequences

Student misbehavior is categorized into four levels: Minor Offenses, Serious Offenses, Severe Offenses, and Extremely Severe Offenses. Each category has specific consequences and procedures designed to modify behavior.

A. Minor Offenses

Offenses:

- Violation of school dress code
- Eating or drinking during class time
- Leaving class without permission
- General minor disruptions and excessive distractions
- Inappropriate public displays of affection
- Violation of hallway rules and classroom rules
- Being in the halls without a hall pass
- Inappropriate use of the internet
- Loitering or being in unauthorized locations
- Unruly behavior at bus loading/unloading locations
- Excessive noise on the bus
- Unauthorized use of school telephone
- Going to cars without a pass during school hours
- Running or playing in hallways
- Not walking to the right in hallways
- Failing to follow teacher directions
- Tardiness
- Any other minor disruptive act

Penalties:

- 1. First Offense: Warning/Parent Contact**
- 2. Second Offense: Corporal punishment or one day of in-school suspension (ISS)**
- 3. Third Offense: Corporal punishment or two days of ISS**
- 4. Fourth Offense: Three days of ISS**

Note: The principal may impose a greater or lesser penalty with the approval of the Superintendent.

B. Serious Offenses

Offenses:

- Use of profane or inappropriate language

- Disobedience to teachers and staff
- Rudeness or disrespect to teachers and staff
- Possession of pornographic materials
- Displaying gang insignia or paraphernalia
- Inappropriate behavior on field trips
- Serious disruptions or arguments
- Refusal of punishment
- Disrupting school operations
- Trespassing
- Internet violations
- Unauthorized items on the bus
- Moving vehicles during school hours
- Misuse of vehicles
- Intentionally giving false information
- Distracting the bus driver

Penalties:

1. **First Offense: Three days ISS**
2. **Second Offense: One day out-of-school suspension (OSS)**
3. **Third Offense: Three days OSS**

Note: The principal may impose a greater or lesser penalty with the approval of the Superintendent.

C. Severe Offenses

Offenses:

- Extreme rudeness to staff
- Fighting
- Physical assault on another student
- Leaving campus without permission
- Sexual propositions
- Trespassing during suspension
- Theft or vandalism (monetary restitution required)
- Threatening language toward staff
- Possession of fireworks
- Use or possession of tobacco
- Instigating fights (recording)
- Gambling
- Vandalism
- Serious disruptive acts
- Physical or verbal abuse, threats, or extortion

Penalties:

1. **First Offense: Three days OSS with a parent/principal conference**
2. **Second Offense: Five days OSS with a parent/principal conference**

- 3. Third Offense: Nine days OSS, meeting with Disciplinary Committee for possible alternative school placement**

Note: The principal may impose a greater or lesser penalty with the approval of the Superintendent.

D. Extremely Severe Offenses

Offenses:

- Indecent exposure
- Sexual activity or attempts
- Striking a teacher or staff member
- Gang fights
- Severe assaults
- Rioting or group disobedience
- Possession or use of alcohol or drugs
- Terrorism threats
- Criminal acts on school property
- Burglary or possession of stolen property
- Bomb threats
- Possession or use of weapons
- Possession of mace or pepper gas
- Assault or battery
- Extortion
- Lying at school hearings
- Legal violations equivalent to misdemeanors or felonies (on or off campus)

Penalties:

- 1. First Offense: Referral to the Board of Education for action**

Note: The principal may impose a greater or lesser penalty with the approval of the Superintendent. Students referred to the Board of Education will be suspended until the next Board meeting but will receive homework assignments if requested by parents.

Alternative Punishments and Regulations

Alternative School Rules and Regulations:

- All district discipline rules apply
- Additional rules include prohibition from all campus events

Suspensions:

- Both ISS and OSS result in forfeiture of participation in school activities
- Missed work may be made up at a designated time
- A parent conference required before return to classes

In-School Suspension (ISS) Rules/Expectations:

- Report directly to ISS upon arrival
- Remain in ISS until dismissal
- Eat lunch separately from other students
- Bring necessary materials for assignments
- Complete and submit assignments daily
- Serve equivalent days for absences during ISS

Corporal Punishment:

- Administered in the principal's office or hallway with another staff member present
 - Refusal to accept corporal punishment may result in suspension
-

Principal's Authority on Disciplinary Actions

The principal holds the ultimate authority to determine and implement appropriate disciplinary actions for student misconduct. The principal has the discretion to place a student on any disciplinary step based on the severity and context of the infraction, ensuring that each situation is addressed effectively to support the safety and well-being of the school community.

Examples:

- Severe Misconduct: A student with a weapon is placed on Step 10 (Expulsion)
- Repeated Disruptions: A student disrupting classes is moved to Step 6 (In-School Suspension)
- Vandalism: A student vandalizing property is placed on Step 7 (Parent-Teacher Conference) followed by Step 8 (Short-Term Suspension)
- Bullying: A severe bullying incident results in Step 9 (Long-Term Suspension)
- Substance Abuse: A student using drugs is placed in Step 11 (Alternative Education Program)

By granting the principal this level of authority, the East Tallahatchie School District ensures that disciplinary actions are handled with the necessary flexibility and responsiveness to maintain order and uphold the standards of conduct expected within our schools.

EXPULSION OF STUDENT POSSESSING CONTROLLED SUBSTANCE OR WEAPON OR COMMITTING VIOLENT ACT ON SCHOOL PROPERTY

State Law requires that any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. (Ref. 37-11-18)

REPORT TO LAW ENFORCEMENT:

The Superintendent will notify the youth court and law enforcement officials of all expulsions because of criminal activity, including, but not limited to, possession/use of a deadly weapon, possession/sale/use of any controlled substance, assault, rape, sexual battery, murder or any violent act which results in death or physical harm to another or an attempt to cause death or physical harm to another.

POSSESSION OF WEAPONS (WHETHER REAL, FUNCTIONAL OR TOY) ON SCHOOL PROPERTY IS PROHIBITED

OTHER WEAPONS - USE OF

Any hard or sharp object, regardless of its original purpose used, for a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity. Examples of such weapons, but not limited to, include knife, bully club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razors, box cutters, etc.

Weapons used by students shall be seized and turned over to the school district's security officer.

OTHER WEAPONS - POSSESSION OF

Possession, by students, of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy.

(Ref. ETSD-SB-JCBH & JCDAE(2)-)

School Searches

Students have the right to be free from an unreasonable search and/or Search seizure, but anything on school property is subject to search if reasonable suspicion exists.

1. REQUIREMENTS

All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists.

At least two District employees must be present while a search is conducted. If, at the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.

No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

2. SEARCHES PERMITTED

Searches are permitted as follows:

- A. **PERSON, POSSESSIONS, LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.
- B. **DESKS, OTHER SCHOOL PROPERTY:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
- C. **VEHICLES:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.
- D. **CANINE SEARCHES:** The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
- E. **GROUP SEARCHES:** Caution shall be exercised when a search involving a number of students are conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or bookbags, automobile searches, etc.
- F. **STRIP SEARCHES:** No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students. (Ref. ETSD-SB-JCDA)

3. DISCIPLINARY ACTION

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law, the student will be subject to disciplinary action as provided by District policy.

4. POLICE SEARCHES

School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search. (Ref. ETSD-SB-JCDA)

GANG ACTIVITY OR ASSOCIATION (Ref. ETSD-SB-JCBB).

This school district is committed to maintaining a safe school environment for its students and staff. Students are expected to adhere to the school's and district's standards of conduct which promote well-being and support the learning process. Gang activity will not be tolerated in any form.

SECRET SOCIETIES

- Any pupil attending this school may not become a member of or to belong to or participate in the activities of any high school fraternity, sorority, or secret society as defined in Section 37-11-37.
- This school board shall prohibit fraternities, sororities, or secret societies in all high schools under its jurisdiction. It shall be the duty of said school board to suspend or expel from high schools under its control, any pupil or pupils who shall be or remain a member of or shall join or promise to join, or be pledged to become a member of, any public high school fraternity, sorority or secret society.
- Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, and stalking as serious offenses. (Ref. ETSD-SB-JHCAA)

SALES

NO sale of items except for those sponsored by the school is allowed.

MEDICATION/MEDICINE

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed the Indemnity Agreement associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

1. Student's name
2. Diagnosis
3. Name of medicine
4. Method of administration
5. Time/s to administer the medicine
6. Amount of medicine
7. Date to discontinue or review administration of medicine
8. Physician's signature
9. Date
- 10 A certification by the physician that the health interest of the student requires that it be administered during school hours and that no feasible medical alternative(s) exist(s).

The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy, which states the following:

Student's name
Name of medicine
Method of administration
Time(s) to administer the medicine
Prescription number
Name of pharmacy
Date filled

Any prescription medicine which is allowed to be administered shall be delivered to the principal of the school attended by the student and the principal shall designate by whom such shall be maintained and administered. (Ref. ETSD-SB-JGCDC)

INSURANCE

The District does not provide insurance for students. Accident insurance for students may be purchased by the parent/legal guardian at a nominal fee. The insurance is provided by an independent carrier for either 24-hour coverage or school day coverage only. You may contact the school office for further information.

ELIGIBILITY OF STUDENTS FOR EXTRACURRICULAR ACTIVITIES

Requirements for Participation in School Activities

No student will be permitted to participate in any extracurricular activity for more than 4 years after entering high school or if the student has reached age 19 prior to August 1 of the school year.

To be eligible for any extracurricular activity, students must, at a minimum, have maintained an average of a C and stay/be on track to graduate.

Eligibility will be determined on a semester basis. Students failing to meet the grade requirements will be placed on probation for one semester.

1. Class Officers

Students at the high school may be elected to any class office without discrimination and without regard to sex, race, color, religion or national origin. To be elected to any position, however, the principal must determine that the candidate meets the following requirements:

- Enrolled in this school for at least 1 semester. "B" average
- Exhibit good leadership qualities

The following rules will govern voting for class officers:

- There will be no fee to vote.
- Nominations will be made by the council members for President, Vice-President, Secretary, Treasurer and Reporter.

2. Club Officers

The principal must determine the eligibility of students nominated for any office in any club or any other position of honor, such as Who's Who, etc. Candidates must have a "C" average and exhibit good citizenship qualities.

3. Homecoming Court

- To be a candidate for the Homecoming Court, a female student must be a member of the grade she wishes to represent, student must exhibit excellent citizenship, have an average of 80 or better
- Elections will be held at least 3 weeks prior to Homecoming. Votes will not be tabulated by students. The winners will be selected by grades on a plurality basis. There shall be two members from grades 9, 10, 11 and four members from grade 12. The queen will be elected by the entire student body on a plurality basis in a separate election from among the four (4) Senior maids.
- Each member of the Homecoming Court will choose her escort. The escort must have an 80 overall average in academic classes and excellent citizenship grade from the previous semester.

4. Athletics

Charleston Middle School and Charleston High School is a member of the Mississippi High School Activities Association, District II Class 2A. Teams winning at the division level continue participation in North Mississippi and State competition in all sports.

- No student can participate in inter school contests for more than 4 years after entering high school. He/she shall not be permitted to participate if he/she has reached age 19 prior to September 1st.
- A Sophomore, Junior or Senior must have earned 6 Carnegie units for the year proceeding participation. A Freshman must be promoted and have passed three 8th grade basic subjects to participate. Athletes must obey all rules of conduct. Students who have discipline problems in the classroom or otherwise may have the privilege of playing sports revoked.
- Athletes are required to attend scheduled practices and competitive events of the sports in which they participate.
- Athletes participating in 2 or more sports must make a choice when practices for both sports are being conducted simultaneously. However, the sport involved in actual competition takes priority regarding the athlete's time.
- All athletes must travel to and from competition in school-provided transportation, except when allowed to travel with parents.
- A student who has been injured and has had medical treatment cannot participate again until the date indicated (in writing) by a physician.
- Only athletes who complete the entire season of a sport will be eligible for individual awards. The only exception is where injury or illness limits participation.
- No awards will be given to any student suspended from an athletic team.
- Athletes who are absent from the last 3 classes on the day of a game are not permitted to participate unless the absence is a legitimate one excused by the principal.

The awarding of letters, jackets, sweaters, stripes, trophies and special honors is left to the discretion of the school.

6. Music

All students in the various music organizations in the East Tallahatchie School District are under the supervision of the directors of the music program. The directors share responsibility for all of the students in the program and share equal authority for all students and requirements of the program simply stated. This is a team-teaching program.

A. Band

Band is basically a course that requires specialized training to prepare for public performances. Therefore, students must follow a few simple requirements to see good outcomes.

PRACTICE—Students will be expected to practice at the discretion of the band director. After school practice during the rest of the year is determined by need. During football season, we ask that students try to make doctor appointments, make-up work, and other basic needs on Monday. **PERFORMANCES ARE ON FRIDAY.**

PERFORMANCES—Students are expected to attend all performances. Performances begin when the students enter the band hall or board a bus to travel to a performance. **OUR SCHOOL BOARD POLICY MANDATES THAT STUDENTS REPRESENT THEMSELVES, THEIR ORGANIZATION, THEIR FAMILIES, THEIR SCHOOL, AND THEIR COMMUNITY IN AN ABSOLUTELY POSITIVE MANNER AT ALL TIMES.**

The only excuses for missing performances are: death in the family, illness of the student, or illness of a family member. These excuses will require notes from the doctors and parents.

TRAVEL—Students are expected to travel to performances with the band on school provided transportation, unless the directors see the students leaving with their parents, after the parents have spoken with the directors.

B. Color Guard /Majorette

The color guard is an adjunct of the band. All rules and regulations that apply to the band and other music organizations apply to these groups.

7. Who's Who

All students must have an overall C average, with no suspensions are eligible to participate in Who's Who contests, including Beauty Review.

ATTENDANCE RULES AND REGULATIONS

The District Administration recognizes school attendance as one of the most important responsibilities of the students, parents/guardian custodian and staff. Students who attend school regularly have fewer discipline problems and a better opportunity to achieve. Additionally, school attendance affects the teachers' ability to effectively control homework.

Students who maintain perfect attendance during the school year will be recognized and rewarded. Students who do not comply with the attendance policy will be subject to disciplinary action.

Perfect attendance shall be defined as no absences from school, no check outs during academic classes (all classes in which grades are given), and no more than one tardy per each nine weeks period, or one day for funeral attendance of immediate family members.

63% Rule

During the 2013 Legislative Session, revisions to Mississippi Code of 1972 annotated Section 37-13-91 enacted by House Bill 1532 were made. The new legislation requires students to be in attendance for at

least 63% of the instructional day to be counted present the entire day, attempted to establish a uniform definition of what constitutes an absence. School day is defined in MS Code Section 37-13-91(2)(d) as not less than five and not more than eight hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork. This means that students will have to be present 63% of the established school day at their particular school to be counted present the entire day. Please note: the school day may vary for students with disabilities or early release students.

Example 1:

Charleston High's school day is 7:45 a.m. until 3:15 p.m.

7 hours 30 minutes = 7.5 hours

$7.5 \times 0.63 = 4.725$ ($.725 \times 60 = 43.5$)

Thus, each student at Charleston High School must be present at least 4 hours and 44 minutes of the day to be counted present the entire day.

Example 2:

Charleston High's Senior early release student's school day is 7:45 a.m. until 1:31 p.m.

5 hours 46 minutes = $(46/60)$ 5.767 hours

$5.767 \times 0.63 = 3.633$ ($.633 \times 60 = 37.98$)

Thus, this early release student must be present at least 3 hours and 38 minutes to be counted present the entire.

Note: This attendance policy is only for the purpose of calculating all day attendance to the Mississippi Department of Education and not for attendance matters for exemption.

Requirements for Participation in School Activities

To participate in school-related activities

- Students must attend school from the beginning of the first block through the third block of a four- block day.
- Students suspended from school may not participate in school related activities during the entire period of the suspension.

MAKE-UP WORK FOR EXCUSED ABSENCES

All work missed as a result of an absence must be made up. Teachers will work with students as needed until work is completed.

Make-up work must be completed within the time specified by the teacher. Parents will be contacted in the event work is not made up within the time period designated by the teacher. In some instances, teachers may allow students to make up work prior to a planned absence.

Both the student and teacher are responsible for making sure that all make-up work is completed. If a student misses the day of a test, he/she will be required to make-up the test/work upon returning to school.

- If a student is absent the day before a test and no new materials were introduced, he/she must take the test upon returning to school; if new materials were introduced before the test was given, he/she will be given 1 additional day to make-up the test.
- If a student is absent 2-5 consecutive days, the student will be given 3 days to do make-up work.
- If the student is absent more than 5 consecutive days, the principal or assistant principal will use discretion in setting the time for make-up work to be completed.

Homebound Instruction

A student may enroll in the homebound instruction program when he/she is required to be absent from school for at least five consecutive days as a result of an illness diagnosed by a physician. These rules apply:

- A student must apply to the principal for homebound instruction, presenting a physician's note and medical records documenting surgery, an accident, contagious disease or other medical emergencies/conditions or as indicated by the student's Individualized Education Plan.
- A student may not remain on the program for more than 30 days except in the case of terminal illness or other serious long-term medical circumstances deemed appropriate by the administration.
- A student may be enrolled in the program on the first day of hospitalization with proper documentation.
- Homebound days are limited to the school year in which the illness/condition occurs.
- To re-enter school, a homebound student must report to the counselor for readmission. .
- Homebound assignments must be turned in each week.
- Homebound students will NOT be exempt from test

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.

No absence will be excused when it is due to suspension, expulsion or other disciplinary action; but, suspended students who are not immediately placed in an alternative school program are required to make up work within specified deadlines.

Students are expected to be in class on time each period of the day. Students are given a reasonable period of time to pass from class to class. Teachers are responsible for documenting tardies. A record of tardies will be maintained in the principal's office.

Educational Field Trips and school activities approved by the school administrator will NOT be recorded as absences.

Four unexcused tardies to class or school will result in 1 day of ISS. The next tardy will result in 1 day OSS.

STUDENT ARRIVAL AND DISMISSAL TIME

ARRIVAL AND DISMISSAL TIMES			
School	Grade	Begin the School Day	End the School Day
Charleston Elementary School	PreK-4th	7:30 a.m.	3:00 p.m. – Car Riders/Walking Students
			3:05 p.m. - Bus Student
Charleston Middle School	5th -8th	7:30 a.m.	3:05- Car Riders/ Walkers 3:10- Bus Students
Charleston High School	(9 th – 12 th)	7:30 a.m.	3:15 p.m.
Alternative School/Program		TBD	TBD Parents/Legal Guardians are responsible for transportation both to <u>and</u> from school

All school buildings will open to receive students at 7:15 A.M. Upon arrival, students should report to the cafeteria. In order to promote responsibility in the student, we also encourage parents to let their child out at these locations and not walk the child into the classroom.

LATE ARRIVALS/TARDINESS

All students will be expected to report to school before the beginning of the school day. A tardy student should report to the main office to be signed in.

No tardy student should ever be dropped off to go to their classroom but rather be accompanied by an adult and signed-in at the main office.

LEAVING SCHOOL DURING SCHOOL HOURS

CHANGES IN TRANSPORTATION

Please send notes about transportation changes by 1:00 p.m. ALL changes in transportation just be submitted to the school office in writing. This helps us make sure your child has proper transportation information before dismissal time. Bring lunch, books, supplies, and etc. to the office. For the safety of all students and the protection of class time, it is **mandatory** that all persons report to the office to receive a **VISITORS PASS** upon arriving on campus. With parental support, we need to protect teaching time and avoid interruptions that cause student distractions and instructional delays.

It is extremely important for students to attend school for the entire school day. If a student must leave the campus during the school day, the student must be signed out by an adult listed on his/her authorized check out list.

School policy requires that students be here 67% of the school day to be counted present for the entire day. For a child that arrives at school by 7:45 a.m., that child may not be checked out before 1:00 p.m. in order to be counted as present for that day. A child coming in late must be here by 10:00 a.m. and stay the remaining hours to be counted present for the entire day.

Parents coming to the school to pick up their child must come to the office and sign the student out before the student can be released. Students are not to be signed out by another minor. Proper procedures in these matters are important to the security of your child and others. Please abide by these procedures to help maintain a secure and safe environment for all students.

DEPARTURE FROM SCHOOL

Students that ride FIRST LOAD buses and students that are CAR RIDERS (picked up by a parent or their designee) are dismissed by 3:05 P.M. at designated areas for each grade to avoid the bus loading area. Parents are urged to maintain orderly car-rider lines and follow all traffic laws.

Drivers are asked to not use the street where buses are loading to pick up students. Please use the side streets designated for each grade.

Students that ride the SECOND LOAD buses are dismissed as these buses arrive.

A student may not use the phone to contact a parent to sign them in. Students are allowed 3 parent excused tardies per semester. A record of tardies will be maintained in the Principal's office. Tardy to school shall be excused if:

- A school bus was late
- The student is in an accident (with verification)

Any other emergency or circumstance approved by the school's administration or school board, such as natural disasters, weather, etc.

EARLY DISMISSAL OF SENIORS (Ref. ETSD-SB-JBD)

Seniors may leave after the 3rd block if they have transportation, are maintaining a C average in all of their current classes, and have met all graduation requirements. Students that are eligible for early dismissal are not allowed to remain on campus or report back on campus to catch the school bus home. **(With Superintendent Approval)**

TRUANCY LAWS

The school is warranted to contact the attendance officer after a student has five (5) unexcused absences. The parent will be contacted by the attendance officer and will also receive written notification outlining the consequences for the absences.

After twelve (12) unexcused absences the attendance officer will petition the court for excessive absences.

Any student above compulsory attendance age who accrues twelve or more unexcused absences is subject to expulsion from East Tallahatchie County Schools.

Students shall not arrive on campus before 7:15 a.m. except upon written request by parent or legal guardian releasing the school district from any legal liability in regard to the student's safety.

Students who receive permission to arrive on campus before 7:15 a.m. must report to the designated place on school campus.

The school day begins when students board the school bus or if a car rider, when the student arrives on campus. The school day ends when the school bus returns the student home or when a car rider leaves the school campus. Students may be disciplined for misbehavior committed while waiting for the bus to pick them up or for misbehavior while exiting the bus stop area.

A maximum of three (3) tardy/early dismissals per semester will be excused with a parent note.

- A. An **excused tardy/early dismissal** will be defined as:
 - 1. Medical appointments with doctors, dentists, or other medical staff
 - 2. Special circumstances acceptable to the school administrator
 - 3. Illness of the student, if accompanied by a valid parental statement/note
- B. Late arrivals/early dismissals must report to the office immediately upon arrival/dismissal.
- C. A student is not permitted to leave school grounds during the regular school day without a written note from the parent/guardian stating the reason. The note, which will be kept in the office, must contain a phone number where the parent can be reached by the proper office personnel. A violator shall be subject to disciplinary action. A student excused from school shall be in the custody of a parent/guardian or excused according to specific instructions from parent/guardian.
- D. An **unexcused tardy/early dismissal** will be defined as any tardy/early check-out which does not meet the requirements listed in this policy.
- E. Any combination of three unexcused tardies/early dismissals to/from school, homeroom, or class is one unexcused absence.
- F. The third unexcused tardy/early dismissal (any combination, per semester) and each unexcused tardy/early dismissal (any combination) thereafter will result in loss of privileges.
- G. All early dismissals count against the student's attendance record by class period. Students who leave school on a regular basis because of previously scheduled work, and have a work permit on file, will not have the dismissal counted against their attendance record.
- H. Students may not check in or out from the CTE Center, unless accompanied by a parent, guardian, or school official. Consequence: In School Suspension or Detention.

Other measures may be taken if there is an excessive number of unexcused tardies/early dismissals in one (1) semester. After excessive unexcused tardies/early dismissals and unexcused absences, referrals will be made to the attendance officer. (Ref. ETSD.SB-JBD)

CANCELLATION OF SCHOOL FOR BAD WEATHER

In the event of severe weather or other emergencies, the Superintendent may be required to dismiss school early. Announcements of early dismissal will be made over the emergency communication phone system, T.V. stations, and radio stations as soon as possible to notify parents and students that school is to be dismissed early or canceled.

SENIOR VISITS TO COLLEGE/UNIVERSITIES OR WORK PLACES

Graduating seniors are encouraged to visit prospective colleges and universities. Since some college/universities sponsor events during the week for prospective students, graduating seniors will be allowed to make one (2) official visit to a college/university campus or workplace during the regular school year. This visit will not count against the student's attendance record. Prior approval of the student's teachers, counselor and proof of attendance is required. Work missed must be made-up.

BUS TRANSPORTATION

Riding the school bus is a privilege. This privilege can be taken away for improper conduct and violation of safety rules.

A. BUS CONDUCT

RESPONSIBILITIES

- While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus.
- The school bus driver is authorized and responsible to the school district to maintain student order and to ensure safety at all times. Therefore, he is authorized to instruct and otherwise control students while they are on the bus; and, to report conduct to the appropriate principal for discipline.

RULES OF CONDUCT

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school and/or from the bus, for misconduct on the bus.

While riding a school bus, students must conform to all rules of conduct as established by Policies and the student code of conduct adopted by their schools. Bus rules additionally require:

Loading and Unloading:

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load and unload.

10. Use the handrail while getting on and off the bus.
11. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

While Riding the Bus:

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a low tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
5. Do not use profane language or make obscene gestures.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver and safety patrol.
8. Do not strike or threaten the bus driver.
9. Do not make excessive noise.
10. Do not throw objects inside or outside the bus.
11. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver. (Ref. ETSD-SB-JCDAD)

GRADING POLICY

Teachers in the East Tallahatchie School District will use a common grading scale so that a consistency in the evaluation of student performance will be maintained. Although teachers are to use their professional judgment in the evaluation of students, they will coordinate these evaluations within a department or school.

Purpose of Marks and Grading

1. To inform students and parents of students' achievement in relationship to district standards
2. To provide data necessary for promotion, transfer, and graduation
3. To provide guidance information as a basis for realistic self-appraisal and future educational and vocational planning
4. To provide a permanent record reflecting the quality of the student's schoolwork

District Grading System

1. Students in First through twelfth grade will use the following grading scale:
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and Below

2. Students in Kindergarten will use the following grading scale:

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

Numerical grades will be recorded on report cards, cumulative cards and permanent records. The Z grade will be used for any Limited English Proficient students not able to meet grade-required performance.

Reporting of Grades

1. The academic year is divided into two semesters. Each semester consists of two nine-week periods. Regular grade reports are issued to students at the end of each nine-week grading period.
2. Report Cards are issued to students in grades K- Twelfth Grade at the end of each nine weeks.

Grade Point Average (GPA) and Rank in Class (RIC)

Computation of the GPA is initially completed at the end of the student's freshman year. Thereafter, GPA is computed every semester. Students with a final GPA of 4.0 or higher are identified as graduating *With Distinction*. Students with a GPA of 3.60 - 3.99 are classified as graduating *With Honors*.

All Carnegie units taken will be computed in GPA. Computation is made at the semester level using semester grades only.

The formula for computing GPA is:

$$(M - N - P) \text{ GPA}_r + P (\text{GPA}_h) + N (\text{GPA}_{ap})$$

M

GPA_r = Regular Weight Grade Point Average

GPA_h = Pre-Advanced Placement (Honors) Grade Point Average

GPA_{ap} = Advanced Placement Grade Point Average

M = The actual number of semester grades the student has received or two times the minimum number of Carnegie units required for graduation at Charleston High School (whichever is less)

N = Two times the number of Advanced Placement Carnegie units a student has taken or 16 (whichever is less)

P = Two times the number of Pre-Advanced Placement (Honors) Carnegie units a student has taken

Regular Weight Courses	Advanced Placement Weight Courses	*Approved Dual Enrollment/ Dual Credit Weight Courses
100 - 90 = 4.0	100 - 90 = 4.5	100 - 90 = 5.0
89 - 80 = 3.0	89 - 80 = 3.5	89 - 80 = 4.0
79 - 70 = 2.0	79 - 70 = 2.5	79 - 70 = 3.0
69 - 60 = 1.0	69 - 60 = 1.5	69 - 60 = 2.0
59 - 0 = 0.0	59 - 0 = 0.0	59 - 0 = 0.0

East Tallahatchie District considers the following as approved dual credit courses:

- dual credit courses offered by Charleston High School
- dual credit courses assigned to a student as part of his/her Scholastic Institute coursework
- equivalent dual credit courses taken at other institutions which match the offerings at Charleston High School

Other dual credit courses that fall outside the above guidelines will be counted in the student's overall GPA calculation but will be weighted as regular courses.

All Carnegie unit courses will be included in Rank in Class.

Laboratory courses associated with Advanced Placement courses are not themselves considered Advanced Placement courses and therefore will receive Pre-Advanced Placement weight.

Students graduating from Charleston High School will be ranked in order of achievement. Rank in Class will be determined by the student's GPA as computed with the above formula. It will be possible to have more than one student ranked number one. (Example: three students score the same GPA. All three students will be ranked number one. The fourth student will be ranked number four.)

Grading for Students with Disabilities

The East Tallahatchie School District will adhere to the following policies for determining grades for students with disabilities:

1. Students with disabilities progressing toward a traditional high school diploma will use the East Tallahatchie School District approved grading system.
2. Students who receive instruction via an alternate or parallel curriculum (different from that provided to grade-level peers) will be assigned grades for each academic area addressed on his/her Individualized Education Plan (IEP). General and special education teachers will collaborate to assign grades based on the mastery of objectives/benchmarks outlined on the IEP. Students will not

earn Carnegie unit credits when this type of curriculum instruction is provided.

3. Students who receive direct instruction in academic areas from a special education teacher will receive grades for each academic area based on mastery of objectives/benchmarks identified on the IEP. The student's progress report and report card will reflect that these grades are based on objectives/benchmarks addressed on the IEP. Students will not earn Carnegie unit credits when this type of instruction is provided.
4. Students who receive direct instruction from a special education teacher in functional/life skills or from a speech-language pathologist will receive grades based on mastery of objectives/benchmarks addressed on the student's IEP. The following grading system will be used: N = No Progress Made; P = Progress Made; M = Mastery of Objectives/Benchmarks. Students will not earn Carnegie unit credits for this type of curriculum instruction.
5. Students with disabilities progressing towards a traditional high school diploma who do not meet course requirements may receive a failing grade, even though accommodations and modifications have been implemented in accordance with the student's IEP. If it is obvious, however, that the student with a disability cannot function appropriately in a general education class, the student's IEP will be revised to specify an alternate curriculum.

Reporting of Grades for Students with Disabilities

The East Tallahatchie School District will send a progress report to the parent(s) of children with disabilities at the end of each grading period (or more often if specified in the IEP). Final grades will be sent at the end of each semester. All progress reports and final grades will include the method that was used to measure the student's progress toward his/her annual goals and the prognosis for attaining the annual goal. Reports will include clear documentation of the student's instructional level relative to each stated goal or objective/benchmark. (The Special Education Service Goal sheet(s) from the student's IEP will be included with the grade report at the end of each semester.)

Grade Documentation on the IEP

If a student is not receiving direct instruction through the general education program and is not expected to master the same objectives as students on a traditional diploma track, his/her IEP committee will designate the grading system to be used and the type of instruction to be provided and record them on the student's IEP. Examples of special instructional programs follow:

1. An alternate or parallel curriculum with instruction through the general education program
2. Benchmarks used in general education with direct instruction from a special education teacher
3. Functional/life skills with direct instruction from a special education teacher
4. Language and/or speech objectives/benchmarks from a speech-language pathologist

Semester Examinations

Semester examinations may be used as a major evaluation of student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objective on which learning activities have been based.

Exemption from Semester Examinations- Charleston Elementary, Charleston Middle and Charleston High

Students in grades 3-12 with a semester average of at least 90 and have no unexcused absences to school or class, shall be eligible for exemption from end of course exams. Students eligible for exemption may elect to take the semester and/ or end of course examination in order to improve their grade point average.

Students who transfer into the district with verification of attendance records from previous school(s) will follow the same exemption procedures as all other students. Transfer students who do not provide documentation of attendance records from previous school(s) will not be eligible for exemption from semester exams.

A student who achieves exceptional attendance (only one (1) excused absence per semester) is eligible for exemption from end of course exams if he or she has an average of at least an 80 for the course.

Reward for Academic Performance- Charleston Elementary, Charleston Middle and Charleston High

Students that have met projected growth or scored in the 80th percentile or higher on the district's universal screener for mathematics and English (reading) shall be eligible for exemption from semester exams in those courses.

Educational Field Trips and school activities approved by the school administrator will not be recorded as absences.

Promotion and retention shall be based upon the mastery of objectives through the district's grading system.

1. The East Tallahatchie School District shall establish standards for graduation from its schools which shall include as a minimum:
 - a. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
 - b. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board.
2. A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board.

3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. ' 37-16-7

SPECIAL EDUCATION STUDENTS

The State Department of Education shall establish goals for the performance of students with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for students established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of students with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. '37-23-133 and ' 37-23-1

For information on the awarding of a special diploma, please refer to MS Code ' 37-16-11.

GRADES K – 3

Because reading readiness skills, language arts skills and mathematics skills are essential for a student's educational success; they are key factors in decisions of promotion or retention of students.

Kindergarten

Student's promotion to the first grade will be based on satisfactory attainment of skills in language arts and mathematics as shown on the school district's grade report form.

First Grade

To be promoted to the second grade, the student must have a grade of 60 or better in math, reading, language, science, and social studies.

Second Grade

To be promoted to the third grade, the student must have a grade of 60 or better in math, reading, language, science, and social studies.

Third Grade

To be promoted to the fourth grade, the student must have a grade of 60 or better in math, reading, and language, science, and social studies. In order to exit the Third Grade, each student must take and pass the 3rd Grade MAAP Reading Summative Assessment at a proficiency level of three before exiting third grade. In the event a student successfully passes the 3rd Grade MAAP Reading Summative Assessment but fails a class, that student will be required to attend an extended learning time not less than four weeks for remediation in order to be considered for promotion.

Good Cause Exemption

SB 2157 or the Literacy-Based Promotion Act Section 37-177-11, states that if a Third Grade student who does not meet the academic requirements for promotion to the Fourth Grade said student may be promoted by the school district only for good cause. Good Cause Exemption is applicable to a student who has an IEP or Section 504 plan and has received intensive remediation for two years or more OR a student who

was previously retained for two years and has received intensive remediation for two years. Previously, students would have to meet both of these requirements. *Section 37-177-9*: A public school student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

GRADES 4-8

Fourth Grade

To be promoted to the fifth grade, the student must have a grade of 60 or better in math, reading, language, science, and social studies.

Fifth Grade

To be promoted to the sixth grade, the student must have a grade of 60 or better in math, reading, language, science, and social studies.

Sixth Grade

To be promoted to the seventh grade, the student must have a grade of 60 or better in math, reading, language, science, and social studies.

Seventh Grade

To be promoted to the eighth grade, the student must have a grade of 60 or better in math, reading, language, science, and social studies.

Eighth Grade

To be promoted to the ninth grade, the student must have a grade of 60 or better in math, reading, language, science, and social studies.

NOTE: Students enrolled in the Mississippi Studies, Pre-Algebra, or ICT (II) classes while attending Middle School must receive a grade of 60 or above in order to be eligible to receive an academic unit of credit towards graduation.

PROMOTION AND RETENTION (GRADES 9 – 12)

The promotion or retention of high school students will be based on the number of Carnegie units accumulated. Carnegie units will be granted for courses in which a student earns a 60 or above.

Freshman (9th Grade)

Need 6 units to be promoted to 10th grade

Sophomores (10th Grade)

Need 12 units to be promoted to 11th grade

Juniors (11th Grade)

Need 17 units to be promoted to 12th grade

Seniors (12th Grade)

Need 24 units to graduate (traditional), 26 units (career pathway) and Distinguished

Students must receive passing scores on all subject area assessments or fulfill the MDE approved assessment options as outlined by State Board Policies 3803 and 3804. (Algebra I, Biology I, U. S. History and English II). If a student passes these tests, but fails the course, he/she must repeat the course. If a student fails the test but passes the course, he/she will be assigned the earned credit, but he/she must retake the test on the dates prescribed by the Mississippi Department of Education until the test is passed. Both the Carnegie Unit credits and passing scores on the subject area tests are required for graduation.

Dual Enrollment Credit

Eligible students may participate in the dual enrollment program established by this school district in compliance with the MS Code 37-15-38.

A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for post secondary coursework.

(1) Dual credit program allowances. A student may be granted credit delivered through the following means:

- a. Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.
- b. College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.
- c. College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.
- d. Online courses of any public university, community or junior college in Mississippi.

(2) Admission criteria for dual enrollment in community and junior college or university programs. Students may be admitted to community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.

(3) Tuition and cost responsibility. Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program shall be the responsibility of the parents or legal guardians of the student. Payment for tuition and any other costs shall be made directly to the credit-granting institution.

(4) *Transportation responsibility.* Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.

(5) *School district average daily attendance credit.* When dually enrolled, the student shall be counted, for adequate education program funding purposes, in the average daily attendance of the public school district in which the student attends high school.

(6) *High school student transcript transfer requirements.* Grades and college credits earned by a student admitted to a dual credit program must be recorded on the high school student record and on the college transcript at the university or community or junior college where the student attends classes.

(7) *Eligible courses for dual credit programs.* Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses. Distance Learning Collaborative Program courses shall be fully eligible for dual credit. All courses being considered for dual credit must receive unconditional approval from the superintendent of the local school district and the chief instructional officer at the participating community or junior college or university in order for college credit to be awarded. A university or community or junior college shall make the final decision on what courses are eligible for semester hour credits.

8) *High school Carnegie unit equivalency.* One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.

(9) *Maximum dual credits allowed.* It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high school student must be allowed to earn an unlimited number of college or university credits for dual credit.

(10) *Qualifications of dual credit instructors.* A dual credit academic instructor must meet the requirements set forth by the regional accrediting association. University and community and junior college personnel have the sole authority in the selection of dual credit instructors. A dual credit career and technical education instructor must meet the requirements set forth by the Mississippi Community College Board in the qualifications manual for postsecondary career and technical personnel.

Criteria for Earning Dual Credit

The student requesting the option to earn dual credit for a college class must:

1. Meet with the high school counselor to determine the course that he/she can take based on Approved Courses for the Secondary School of Mississippi and/or college course prerequisites. The meeting must take place prior to enrolling in any college courses.
2. Meet College Dual Credit Enrollment Criteria.
3. Show parental support by getting the parent to sign a parental permission form.

4. Understand that the student is responsible for all costs (i.e. tuition, books, lab fees, transportation, transcript, etc).
5. Understand that the grade for the class will be recorded as follows on his/her high school transcript.
A = 100
B = 89
C = 79
D = 69
F = 60

Note: A failing grade on a dual credit course will be recorded as failing on the high school transcript and will be included in calculating the overall high school GPA.

Dual credit grades will be weighted in calculating the high school GPA.

1. Understand that he/she may only earn dual credits for courses in which there is a signed agreement between the college chief instructional officer where the credit will be earned and the school principal and/or superintendent.
2. Provide a college transcript for the counselor to use for awarding high school course credit.

AWARDS

Honor Roll Recognition

Students are recognized based on the following:

- Superintendent's List/Honor Roll: 90 average or above and A/B conduct in all courses.
- Principal's List/Honorable Mention: 80 and above average and A/B conduct in all courses.

Honor Roll recognition will be named at the end of each 9 weeks and at the end of each semester.

Academic Awards

Academic Awards programs are held in May to recognize students who excel. Academic excellence is emphasized and recognized through these programs.

Academic Honors for Graduating Seniors

Valedictorian, Salutatorian, National Honor Society, Honor Graduates, and any other honors that might be based on academic grades will be determined by following the college bound curriculum.

Rank-in-Class and Grade Point Average

Rank-in-class (RIC) is the method of comparing one student academically with all other students in the same grade level. RIC is based on Grade Point Average and will be determined by credits earned in grades 9-12 and the resulting GPA. A student's GPA will be calculated by using the final average in all courses taken in grades 9-12 which count toward the minimum unit credits required for graduation. Grades in physical education and band and not calculated in overall average when determining GPA and RIC.

Valedictorian and Salutatorian

The student graduating with eight semesters of coursework with the highest GPA will be recognized as the valedictorian of the graduating class of Charleston High School. The student graduating with eight semesters of coursework with the second highest GPA will be recognized as salutatorian. In order to qualify for valedictorian or salutatorian, a student must be enrolled at Charleston High School for four consecutive semesters prior to graduation.

Honor Graduates

Students with a GPA of 90 or above are identified as honor graduates. In order to qualify for academic honors, a student must complete the graduation requirements of the Mississippi Department of Education, Charleston High School, and the required courses for admission to public universities in Mississippi. The student must also maintain an exemplary school attendance and discipline record. Students graduating with academic honors can have no more than 5 unexcused absences per semester and no discipline referrals during the current school year.

NATIONAL HONOR SOCIETY

- The school recognizes those students who have maintained academic excellence in all subjects through their nomination for membership in the National Honor Society. The initial qualifications require that a candidate have a minimum of 88 and sophomore classification. In addition to the academic requirement, a student must be actively involved in a minimum of three school-sponsored activities, demonstrating active participation and leadership. All students meeting the above requirements will be subject to a voting process that allows teachers and administrators to anonymously vote for or against the induction of each student. Any student receiving three or more “no” votes will not become a member. The student must exemplify high standards of personal demeanor having an excellent discipline record. An 88 average, good character, leadership qualities, and service to the school/community are weighed in determining eligibility for membership. All candidates must have attended this high school one complete semester prior to consideration for membership and induction. Any student with the minimum grade point average may apply or be recommended. Application forms may be obtained from your principal.
- The minimum 88 average must be maintained for active membership. Any student failing to maintain the minimum GPA, receiving a failing grade in a subject, and/or receiving a deficiency notice will be placed on probation. If an active member violates the code of conduct, he or she may have their membership revoked. If such a deficiency is not removed by the end of the following grade period, membership will be withdrawn. Any appeals will be made to the National Honor Society Administration Board. This Board will make the final decision on all appeals.
- The National Honor Society chapter of Charleston High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected for membership by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school immediately following the completion of the first semester of each school year.
- Students in tenth through twelfth grade are eligible for membership. A student must have a cumulative GPA of 90 or better on a scale of 100. The students must also be actively involved in a minimum of three school-sponsored activities, demonstrating active participation and leadership.

Those students who meet this criterion are invited to complete a Candidate Form that provides the Faculty Council with information regarding the candidate's leadership and service.

- To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character (citizenship) and leadership. These forms and the Candidate Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.
- Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection and complete the required number of volunteer hours - 50 hours each semester. Any student failing to maintain the standards and criteria risks being placed on warning or considered for dismissal.
- Any appeals will be made to the principal regarding the selection or removal process. Final decisions will be determined by the Principal.
- *Current members will be held to their entrance requirement of an 88 or above GPA.

SCHOOL CAFETERIA

A closed lunch period will be operated during which each class will be scheduled a time to go to the cafeteria. Every student will be required to go with his/her teacher to the cafeteria even though he/she may bring his own lunch or not eat at all. Upon finishing lunch, all students must wait for his/her teacher to return to class.

Students must follow these rules while in cafeteria:

- All students must remain in line. If a student leaves the line and attempts to return, he will be considered "skipping line."
- All students must have their lunch fee ready upon reaching the cashier. No food may be taken from the cafeteria.
- All trays, milk cartons, etc. must be carried to the waste window after finishing the meal.
- Beverages other than milk, juice, or water shall not be consumed by the students in the dining room during meal times.
- Meals obtained outside the cafeteria by school employees and students must be placed in a plain non-advertising container.

Financial Hardship Waiver

All fees authorized to be charged under subsections (A) and (B) of the Fee Policy above shall be charged only upon the following conditions:

- Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
- Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a

financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means.

- In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.
- The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized by this policy.

In no case shall the inability to pay the assessment of fees authorized under the provisions of this Fee Policy result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancement.

Contact any Principal or the Central Office for "Financial Hardship Waiver Applications".

LIBRARY

The East Tallahatchie School libraries contain books carefully selected by teachers and the librarian for general reading and reference work. The library has access to daily newspapers, current magazines and other periodicals that are helpful to students in successfully preparing for daily lessons and in keeping abreast of current news and information. Students are encouraged to confer with the librarian regarding available materials.

HOURS AND USE:

The library is open for all students depending upon the schedule of the librarian. However, students may not abuse this privilege by using the library to congregate or to do general non-library related assignments

PASSES:

During class time, students must have a pass from a teacher to use the library.

USE OF MATERIALS:

Library materials are available for student use according to rules posted in the library. Generally, books of the general collection may be checked out except when on reserve. Reference materials, periodicals, vertical file materials and audiovisual materials may be used in the library only.

FINES:

Reasonable fines (set by the administration) will be imposed for overdue books and lost or damaged books. All fines must be paid at the end of the grading period and cleared 2 school days before tests. If fines are not paid, the student's name will be turned into the office for appropriate disciplinary action.

DEPARTMENT OF COUNSELING SERVICES

Guidance Counseling Services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, student help, help with home, school and/or social concerns or any questions the student feels he would like to discuss with the counselor.

ADDITIONAL COURSE OFFERINGS FOR JUNIORS AND SENIORS

Students who have obtained a GPA of 3.7 or higher may take additional courses ahead of the normal course sequence. Ex. US History during the First semester of Junior year and American Government during the Second semester of Junior year.

Students may enroll in only one core content area that is tested by the state of Mississippi per year. Ex. A student may only take English II during the calendar year of 2015-2016.

GRADUATION REQUIREMENTS

Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

TRADITIONAL DIPLOMA OPTION

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

Requirements

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

Recommendations

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

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> Alternate English Elements I-IV
Mathematics	4	<ul style="list-style-type: none"> Alternate Math Elements I-III Alternate Algebra Elements
Science	2	<ul style="list-style-type: none"> Alternate Biology Elements Alternate Science Elements II
Social Studies	2	<ul style="list-style-type: none"> Alternate History Elements (Strands: U.S. History and World History) Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	½	
Health	½	<ul style="list-style-type: none"> Alternate Health Elements
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	<ul style="list-style-type: none"> Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total Units Required	24	

Requirements

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

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Traditional Diploma Endorsement Options

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

CAREER AND TECHNICAL ENDORSEMENT

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

Additional Requirements

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

ACADEMIC ENDORSEMENT

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

Additional Requirements

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

DISTINGUISHED ACADEMIC ENDORSEMENT

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

Additional Requirements

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

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Early graduation

A student applying for early graduation should file an application with the counselor no later than the end of the sophomore year. A committee consisting of the principal, counselor, and teacher will examine all requests for early graduation and make a final decision regarding the student's request. Factors to be considered in evaluating the request include:

- Stated reason for requesting early graduation
- Recommendations from current and former CHS teachers
- Intellectual and academic qualifications of the student

Students choosing to graduate early may be considered for graduating with honors providing all honor graduate requirements are met.

Graduation Ceremony

- **(Practice Rehearsal)** All graduating students must attend practice at the scheduled time and location to be eligible for participation in the graduation ceremony.
- **(Graduation Day Ceremony)** All graduating students must arrive at the designated time and location in order to participate in the ceremony, any graduating student not in place at the aforementioned time and location will forfeit his/her opportunity to participate in the graduation event(s).
- Any graduating student receiving 5 office referrals will not be eligible to participate in the graduation ceremony.

SCHEDULE CHANGES

Any change to a student's schedule will be made in accordance to the following:

- An administrative error occurred during the scheduling process
- Completion of a course during summer school, credit recovery, or by correspondence
- Teacher recommendation. For example, a teacher may initiate a schedule change if the level of the course is inappropriate for the student. The request must be made in writing and will require administrative and/or counselor approval.
- Counselor review. For example, the counselor may initiate a schedule change in order to satisfy graduation requirements.
- Parents may select for their child to opt-out of state testing. Please refer to MDE for guidelines and policies.
- If a student is enrolled in a subject area tested subject and they are not mastering objectives at the level needed to pass the state test or the class, the principal has the authority to remove the student from the class and place them in a lower level class. This will give the student adequate time to prepare for the state test. Graduation

Other important notes regarding schedule changes:

- Choice of teacher cannot be honored
- Schedules cannot be changed mid-year to accommodate senior leave
- Change of course selection may adversely affect eligibility for academic honors and/or interscholastic competition including athletics

STUDENT ACCEPTABLE USE POLICY

Student Acceptable Use of Internet and Other Electronic Resources

Introduction

The East Tallahatchie School District has an established computer network and is pleased to offer Internet access for student use. This will allow students to have access to a variety of Internet resources. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies.

Acceptable Uses

1. The computer network at The East Tallahatchie School District has been set up in order to allow Internet access for **educational** purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means.
2. Students will have access to the Internet via classroom, library and lab computers. Student access is limited to a certain number of hours per week, times of the day, etc.
3. Network users must respect resource limits and must remain within an allotted disk space. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space. The East Tallahatchie School District is not responsible for any lost data stored on file servers, individual computers, or removable media.
4. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
7. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Social Networking (ie: My Space, Facebook, Twitter, etc.), hate mail, chain letters, harassment, discriminatory remarks, and other social/antisocial behaviors are prohibited during school hours whether via computer or any other electronic device, school owned or personal.

6. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.

7. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.

8. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

9. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The East Tallahatchie School District expects you to follow your parent's wishes in this matter.

Parent/Guardian Permission / Student Agreement

You will receive a user agreement to sign and return to be placed in the student records. Without this signed permission agreement, your student will not be allowed to use internet connected computers.

The Family Educational Rights and Privacy Act

With regard to the release of students' education records, the District complies with the Family and Education Privacy Act of 1974, 28 U.S.C. 1232g.

- Parents, both custodial and non-custodial, have the right to inspect and review the educational records of their children. Upon request, the District permits rapid access to student records.
- "Directory information" (name, address, telephone number, date and place of birth, participation in activities, weight and height of athletes, dates of attendance and awards) about students may be made public without specific permission from the parents or students. During the school year, the school may publish or sponsor publication of yearbooks, student directories, honor society rosters, athletic programs, graduation programs and other such items. Parents may request that any or all of this directory information not be published; however, for such a request to be honored, the parents must make the request within 14 calendar days of the first day of school on the form provided at the school.
- The District will not release to any third party the education records of students without the written consent of their parents except as permitted by law.

- When a student reaches age 18, the right to consent or view the records is accorded only to the student and not the parents.

Each principal is the custodian of the students' records. Parents who have legitimate inquiries about such records should contact the principal for further information concerning the District's compliance with the Privacy Act. (Ref. ETSD-SB-JRAB)

Transcripts

CHS will release information on a school record according to the regulations of the Family Educational Rights and Privacy Act. A written transcripts request will precede any official transcript to be mailed by CHS. CHS will furnish a transcript for current students to any designated receiver upon written request without a fee. Graduates are allowed two final transcripts at no charge. A fee of \$5.00 will be assessed for subsequent transcript requests.

(FERPA) FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In accordance with the policy of the East Tallahatchie Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

A personal record, including informal notes, kept by a school staff member, which meets the following tests:

1. It was made as a personal memory aid;
 2. It is in the sole possession of the individual who made it; or
 3. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
 3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier: Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

EDUCATION RECORDS: TYPES

Cumulative School Records

Cumulative School Records (Former Students)

Health Records

School Transportation Records
Speech Therapy Records
Psychological Records

As a parent, you have the right to know the professional qualifications of your child's teacher. Please contact the office of Federal Programs if you would like this information.

Response to COVID-19

The East Tallahatchie School District is committed to ensuring the health and safety of all faculty, staff, and students. To prevent the spread of COVID-19 within our schools, the following protocols will be implemented at the discretion of the School Board, in alignment with state and federal health guidelines. These measures are designed to create a safer learning environment for everyone.

Health Screening Procedures:

- All students, faculty, and staff will undergo temperature checks upon entering any school building. Anyone with a temperature of 100.4 degrees Fahrenheit or higher will be immediately isolated in a designated area until arrangements are made to pick up and leave the premises safely.
- Individuals who display any symptoms of COVID-19, such as fever, cough, shortness of breath, or loss of taste or smell, will also be isolated and sent home to minimize potential exposure to others.

Exposure to COVID-19:

- Any student, faculty, or staff member in close contact with someone exhibiting COVID-19 symptoms or who has tested positive for COVID-19 must promptly notify their school administrator. They must adhere to the Centers for Disease Control and Prevention (CDC) guidelines regarding quarantine and testing. "Close contact" is defined as being within 6 feet of an infected person for 15 minutes or more over 24 hours, starting from 48 hours before the infected person began exhibiting symptoms or tested positive.

Returning to School After COVID-19 Infection:

- Students, faculty, or staff members diagnosed with COVID-19 will be permitted to return to school or resume regular duties once they have obtained medical clearance from a licensed healthcare provider. The medical documentation must clearly state that the individual is no longer at risk of transmitting the virus to others. This clearance should comply with CDC guidelines, including completing a required isolation period and being symptom-free for a specified duration.

Additional Safety Measures:

- The district may implement additional measures, such as mask mandates, social distancing protocols, enhanced sanitation procedures, and virtual learning options, as deemed necessary by the School Board or public health authorities.

Communication and Compliance:

- All parents, students, faculty, and staff are encouraged to stay informed about COVID-19 updates and protocol changes by regularly checking school communications.

Compliance with these protocols is mandatory for all individuals entering district premises. Non-compliance may result in disciplinary action to ensure the safety of the school community.

By following these protocols, the East Tallahatchie School District aims to maintain a safe and supportive environment for learning during the ongoing COVID-19 pandemic. We appreciate the cooperation of all members of our school community in adhering to these guidelines.