

Tate County School District 2016-2017

PARENT/STUDENT HANDBOOK

Tate County Schools

East Tate Elementary School

Independence High School

Coldwater Attendance Center

Strayhorn Elementary School

Strayhorn High School

Senatobia-Tate County Career Technical Center

Mission of the District

The Tate County School District exists to educate all students within a safe learning environment, to be college and career ready to develop a lifelong love for learning.

The Tate County School District does not discriminate on the basis of race, color, creed, religion, sex, national origin, or handicap in its students, parents, and personnel and program practices.

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Section I

District Directory Information

Tate County School District
574 Parkway St.
Coldwater, MS 38618

Telephone: (662) 562-5861
Fax: (662) 622-7402
www.tatecountyschools.org

Superintendent of Education: Dr. Daryl Scoggin

Board of Education

Heather Ashe District 1, President	Martha Jeffries District 2	Brandy Crockett District 3, Secretary
Carolyn Shead District 4, Member	Malinda White District 5, Member	

Central Office Administrators and Staff

Molly Berry
Math Curriculum Specialist

Jerome Martin
Director of Operations

Calandra Bobo
Administrative Assistant, Federal Programs

Tripp Massey
Computer Technician

Alicia Busby
Accounts Payable

Amanda Meredith
Director of Child Nutrition

Aleé Dixon
Deputy Superintendent

Sandy Patton
Director of Finance

Kaleb Eubanks
Computer Technician

Verenester Phillips
Administrative Assistant

Carla Faulkner
ELA Curriculum Specialist

Rogers Smith
Director of Technology

Kristie Foster
Director of Special Education

Melissa Wallace
Payroll Administrator & Board Secretary

Brenda Hawkins
Bookkeeper, Operations

Amy Williams
Director of Federal Programs

Latasha Johnson
MSIS Student Package Director

Takeya Williams
Administrative Assistant, Special Education

School Directory

East Tate Elementary School

Grades K-8
Stephanie Franklin, Principal
1570 Hwy 84 West
Coldwater, MS 38168
Phone: (662) 562-4688
Fax: (662) 560-0881

Independence High School

Grades 9-12
Melody Carter, Principal
3184 HWY 305
Coldwater, MS 38618
Phone: (662) 233-4691
Fax: (622) 233-2214

Coldwater Attendance Center

Grades K-8
Timeka Thomas, Principal
671 West St.
Coldwater, MS 38618
Phone: (662) 622-5511
Fax: (662) 622-7061

Senatobia-Tate County Career - Technical Center

Kimberly Moshiach, Director
165 W Central Ave
Coldwater, MS 38618
Phone: (662) 622-5142
Fax: (662) 622-7005

Staryhorn Elementary School

Grades K-6
Stephen Beebe, Principal
3402 HWY 4 W
Sarah, MS 38665
Phone: (662) 562-8637
Fax: (662) 562-8631

Strayhorn High School

Grades 7-12
Aundrea Taylor, Principal
86 Mustang Dr.
Sarah, MS 38665
Phone: (662) 562-9246
Fax: (662) 562-9249

Section II School Calendar

Section II 2016-2017 School Calendar (Board Approved 03/2016)

August	2-3	Professional Development (No Students)
	2-3	Teacher Assistant Work Days
	2	Open House 6pm
	4	1 st Day for Students
September	5	Labor Day
	22	Progress Reports
October	4-6	9-weeks Test
	10-11	Fall Break
November	18	Report Cards
	10	Progress Reports
	21-25	Thanksgiving Holiday
December	15-16 & 19	Semester Exams
	19	60% Day
	20	Professional Development Day (No Students)
	21-30	Christmas Holidays
January	2	Christmas Holidays
	3	Staff Development (No Students) <i>Bad Weather Day</i>
	4	School Resumes for Students
	16	MLK Holiday
	12	Report Cards
February	7	Progress Reports
	20	President's Day <i>Bad Weather Day</i>
March	7-9	9 Weeks Test
	10	Staff Development (No Students) <i>Bad Weather Day</i>
	13-17	Spring Holidays
April	28	Report Cards
	1-April 15	3 rd Grade Reading Summative Assessment
	14	Good Friday
	17	Holiday <i>Bad Weather Day</i>
May	25	Progress Reports
	22-24	Final Exams
	24	60% Day
	25-26	Professional Development Days (No Students)
	22	IHS Graduation
	25	SHS Graduation

Section III

Student Information

Enrollment (TCSD Policy JBC)

In order for a child to enroll in the Tate County School District, the student's parents/guardians must provide the information listed below. Upon receipt of this information, the school administration will make the appropriate classroom assignment.

1. Annually: Two proofs of the child's residence in accordance with Residency Verification Policy and state law. (State Board of Education Policy 68.1, MS Code 37-15-29)
2. Annually: A student not living with a parent must present official documentation as to guardianship status. (MS Code 37-15-11)
3. Once: A **CERTIFIED** birth certificate for the child. (MS Code 37-15-1)
4. Twice: A proper immunization report issued through the family physician or through the health department. Once in Kindergarten and once when entering 7th grade. (MS Code 41-23-37)

Emergency Contact Information

The importance of emergency information for each student cannot be over-emphasized. The school must have accurate access to a student's home address, names of responsible parties, and telephone numbers where those parties may be reached at any time when the student is at school. The phone number given at the beginning of each year is the number used in the Emergency Calling System. Parents **must** notify the school when there is a change of address or any change in the above-stated information.

Compulsory School Age Child (TCSD Policy JBB)

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the superintendent or his/her designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The superintendent, or his designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. (MS Code 37-13-91)

Section III.

Student Information

Verification of Student Residency Required (TCSD Policy JBC)

The Mississippi State Board of Education adopted a Verification of Student Residency Policy on April 20, 1990. The definition of student residence for school attendance purposes is that the student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

This policy requires that all school districts absolutely verify a student's residence for determination as to whether the student may legally attend a school in the district.

The Tate County School District must verify residence on each student to be enrolled yearly. **Post office box numbers are not acceptable** for verification purposes. A street address/name must be provided. **Two current proofs of residence are required. Proofs of residency must be original documents and will be authenticated before being accepted as proofs; these proofs must be dated within the past 30 days. Home visits may be made to verify.** One of the two proofs must be from items 1 or 2 listed below:

1. Current (within the school year) mortgage documents (no mortgage booklets) or property deed, filed Homestead Exemption Application Form, apartment or home lease or rental agreement.
2. Utility bills (power, gas, water) (current at time of registration)
3. Driver's license (valid during school year)
4. Voter precinct identification (current at time of registration)
5. Automobile registration (valid during current school year)
6. Affidavit and/or personal visit by a designated school district official
7. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
8. Certified copy of filed petition for guardianship if pending and final decree when granted.

Student Withdrawal Procedures (TCSD Policy JBCD)

When a student transfers from the district, **he/she must properly withdraw from the school he/she is leaving.** Withdrawal shall be processed through the counselor's office, and all books, fines, or other obligations that the student has with the school he/she is leaving must be cleared before the student will be considered properly withdrawn. Parents must indicate where the student is transferring for state coding purposes.

Transfer Student from Accredited School or Program

- The school will request records for the transfer student.
- Transfer students are not to consider themselves officially enrolled until all records are complete and on file.
- A transfer student may be classified and register for classes if he/she brings proof of withdrawal from previous school and a last report card or an unofficial copy of his/her records, but the school reserves the right to change the student's

classification and class schedule if the previous school's records indicate that a mistake was made in either.

- Proof of residence in Tate County is required.
- 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 Tate County School District **may** be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of public transfer.
- The Tate County School District (TCSD) does not accept students who have been expelled from another school/school district until such time as the expulsion period assigned by the other school/school district has ended.
- Any student transferring into TCSD who was in an alternative school program in the transferring district will automatically be placed in the TCSD alternative program until such time as TCSD personnel can make a decision as to proper placement.

(MS Code 37-15-33)

Transfer Student from a Non-Accredited School or Program (TCSD Policy JBCD & JBAB)

- Any transfer student from a program (correspondence, tutorial, or home study) will be given an assessment approved by the Tate County School District's Superintendent of Education to determine the appropriate classification of the student.
- The administrative head of each public school shall ensure that each pupil applying for transfer shall be tested within thirty (30) days after the filing of such application for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five (5) days prior to the date of the administration of such test. The administrative head of each public school in Tate County School District or designee shall administer test(s) to such pupil as shall apply for transfer.
- No transfer of a pupil shall be affected until the test(s) has been given and the pupil is assigned according to the grade and class for which the test shows he/she 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 if the pupil remained in the school or program from which the transfer is being made.
- Pending the administration of the test herein provided for and its grading and an assignment based thereon the Superintendent of the Tate County School District or the building principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school or program from which the transfer is being made.

(MS Code 37-15-33)

Admittance after Absence (TCSD Policy JBD)

When a student returns from an absence of one or more days, he/she should submit a **written** excuse from his/her parent or guardian to the school's office **within 2 days** of the absence stating the reason for the absence, the date(s), and the student's name in order to receive an excused absence.

A medical excuse will be required after 5 parents notes per semester. A medical doctor's excuse which covers multiple days is considered "1 excuse." Any absence exceeding three consecutive days will require a medical excuse to be considered excused, even if the allotted five parent notes have not been exceeded.

Sample Excuse

Date _____

Please excuse (student name) for being absent on (date/s) due to (reason for absence).

Parent Signature _____

Current Phone Number _____

Excuses for Absence

1. An authorized school activity with the prior approval of the superintendent of the school district, or his/her designee.
2. Illness or injury which prevents the child from being physically able to attend school.
3. Isolation of child is ordered by the county health officer, by the State Board of Health, or appropriate school official.
4. Death or serious illness of a member of the immediate family of child. The immediate family members shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
5. Medical or dental appointment of child. (written documentation)
6. Attendance of child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness. (written documentation)
7. If religion of child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee, but the approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the Superintendent or his/her designee.
9. An absence may be excused when it is determined to the satisfaction of the superintendent or his designee, that conditions are sufficient to warrant the

child's non-attendance. However, no absences shall be excused by the Superintendent or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

10. Participation in official organized events sponsored by the 4-H or Future Farmers of American (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent or his designee by the Extension Agent or High School Agricultural Instructor/FFA Advisor.

11. Serving as a page at the State Capitol for the Mississippi House of Representatives or Senate.

Five (5) days of written parent notes will be accepted for emergency situations for absences to school per school semester. Written documentation for an absence to school must be presented to the office within **two (2) school days** of the absence.

Pre-approved Absences for Extended Days

If parents know their child will be absent from school for more than four (4) consecutive days, the parent needs to have the absences pre-approved by the school principal.

This procedure helps to insure the student does not miss valuable material because of unexcused absences. The pre-approval process requires:

- (a) Parent will submit in writing a request for pre-approval.
- (b) The written request must be submitted at least ten (10) days prior to the absence.
- (c) The written request **MUST** include the educational value of the trip.
- (d) All work missed while gone on the trip must be made up within five (5) school days of the student's return to school. It is the student's responsibility to ask his/her teacher for all missed work.
- (e) If at all possible, the student should make the effort to obtain as much work before he/she leaves to keep from getting too far behind.

Unexcused Absences to School

The attendance officer will contact the parent after the first five (5) unexcused absences. Twelve (12) unexcused absences will result in a referral to the Youth Court. (MS Code 37-13-91)

Make-Up Work (TCS D Policy IHBA)

Classroom Tests

Students who miss tests on days during excused absences will be allowed to make up the tests. Make-up tests are not given during regular class time so as not to cause the student to miss on-going instruction. The student should check with his/her teacher to get the exact time for make-up tests. When a student misses a test because of truancy, out-of-school suspension, or for other unexcused absences, he will be allowed to take a make-up test on the day the student returns.

Nine-Week, Semester, or Final Exams

Students who are absent for a nine-weeks exam, a semester exam, or a final exam will be allowed to take the exams whether their absence was ruled excused or unexcused. The student will receive the grade earned on the exam. The teacher and principal will arrange a time for the student to make-up the exam.

Homework and Daily Work

Students must take the initiative to consult with each teacher about make-up work. Principals may specify a longer period of make-up time for students who experience an extended period of excused absences.

Students makeup work will be two days to make up for a day missed for all work and tests missed.

Tardies

Excuses for Tardies - doctor appointment, funeral, dentist appointment, orthodontist appointment, hospitalization, illness of immediate family member, court appointment, quarantine, school related functions. This is not an all-inclusive list.

Parents of students in grades K-6 must come into office and sign student in and present excuse. Five (5) parent written notes per school year can be accepted for emergency situations for tardies to school. Written documentation for each tardy to school must be presented to the school office.

Unexcused Tardies

Unexcused tardies to school and/or class may result demerits.

Check-outs

The school recognizes there are occasions when a student must leave school before the end of the school day. Once the student arrives on school property, he/she becomes the responsibility of the school. Students will not be permitted to leave school for any reason, except on the following conditions:

1. The parent, guardian, or designee must come to the office and personally sign the student out. Students will not normally be checked out until the end of a regular class period. Only in dire emergencies will a student be permitted to leave during a regular class period. The school reserves the right to determine whether such an emergency exists.
2. Check-out notes will be accepted only if signed and dated by a parent, guardian, or designee, and only if such notes contain a current phone number for confirmation purposes. Students should bring checkout notes to the office before school or turn them in to their first period teacher. If the note cannot be verified, the school reserves the rights to refuse release of the student.
3. If a student has a personal emergency or becomes ill during the school day, a school official may call home for the student.
4. Classes missed due to check-outs count as absences and will be treated as excused or unexcused according to the guidelines established earlier in this handbook. The student is responsible for making up class work that is missed during the time that he/she is signed out of school.
5. Athletes who have finished playing their particular sport may not check out just because their particular sport is over. However, seniors may apply for a work permit at this time.

Students will not be allowed to check out after 2:30 p.m. without proper emergency documentation. The school reserves the right to determine whether such an emergency exists.

Breach of any of the policies concerning tardies, check-outs, and absences will result in a reporting to the local youth court judge.

Excessive Absences

All students attending a Tate County School must attend a minimum of 180 days scheduled in order to be eligible to receive academic credit for the school year. A student may be absent no more than the below number of days for each of the courses:

1. 7 –Period Schedule
 1. 6 days missed in semester course
 2. 12 days missed for a year course
2. 4 by 4 Block Schedule
 1. 3 days missed in a quarter course
 2. 6 days missed in a semester course
3. 2 Unit Vocational Course
 1. 12 days in a 2 unit year long course

The parents/guardians of students who have missed the above number of days will be notified by the school. This notification is documented by the school administration. Absences from school for school-sponsored activities under the direct supervision of a certified school employee are not considered an absence. All absences other than those accompanied by a doctor's excuse, or those due to out of school suspension are counted in the total number of absences allowed.

A student who exceeds these limits above in any one course for any reason – excused or unexcused – is not granted credit for the course unless all missed work, seat time is made up, and the student has a passing grade in the course.

Opportunities to make up seat time will be made available throughout the year at the discretion of the principal. Students with excessive absences may be given the option of attending summer school at the parent/guardians expense in order to receive credit.

Administration of Medication to Students (TCSD Policy JGCD & JGCDA)

The School Board acknowledges that in order to attend school certain students must adhere to medical regiments that treat illnesses and disabilities. This treatment may require the administration of medication to the student during school hours. The Tate County School District shall permit students to use medication at school only under the contingency set forth in School Board Policy JGCD.

Students will be allowed to possess and self-administer asthma and anaphylaxis medication set forth by law. (MS Code 41-79-31 and TCSD Policy JGCDA)
Parents/guardians will be required to sign a letter each year that they have read this law. **Please contact the school office if there is a need for your child to receive medication at school.**

Communicable Disease (TCSD Policy JGCC)

A child with a communicable disease will be excluded from school for a required number of days or until cleared by a health agency. Parents must secure a release from the local health agency or their family physician prior to returning to school.

Minimum Time Before Returning to School

- *Pink Eye (Conjunctivitis)* - 24 hours after the treatment has begun.
- *Measles* - 7 days minimum from appearance of rash.
- *Meningitis* - 24 hours after start of chemotherapy.
- *Mumps* - 9 days after onset of swelling or until swelling of salivary glands has subsided.
- *Strep Throat* (Streptococcal infection) - 24 hours after beginning a prescribed treatment.
- *Scabies (itch)* - 24 hours after beginning a prescribed treatment.
- *Lice (Pediculosis)* - After treatment with an approved louse killing product for removal of nits (eggs) from the hair. **The student must be nit free.** After the third recurrence of head lice, the Health Department and the Department of Human Services will be notified. When evidence of lice/nits is found, the parent will be called to pick up the child immediately. (MS Code 41-79-21)
- *Chicken Pox* - 7-day minimum from appearance of blisters.
- *Ringworm* - Evidence of medication and continuous treatment.
- *Impetigo* – Evidence of medication and treatment.
- *Hepatitis* – Clearance by physician
- *Mononucleosis* – Clearance by physician

Child Nutrition Information

Cafeteria Prices

<u>Breakfast</u>		<u>Lunch</u>	
Full price for student	\$ 1.00	Full price for students	\$ 2.50
Reduced price for student	\$.30	Reduced price for students	\$.40
Adults	\$ 1.85	Adults (TCSD Employees)	\$ 3.00

Well-balanced meals and healthy eating habits are an important part of every student's growth and development. The Tate County School District encourages students to enjoy nutritious meals in school cafeterias. The school meal program makes it possible for every pupil to have an adequate well-balanced breakfast and lunch and sufficient time in which to eat. The following rules apply to cafeterias in Tate County schools:

1. Non-nutritious drinks cannot be brought into the cafeteria by students or teachers in original container.
2. In accordance with Federal (USDA) guidelines, commercially prepared competitive food and drink items may not be distributed or sold one hour prior to or during the lunch or breakfast period and may not be taken into the cafeteria during lunch. Groups wishing to furnish food should do so after the end of the lunch period.

3. Students may purchase milk, or water without purchasing a meal. No other single items may be purchased.
4. A variety of choices are offered at mealtime. Students make their choice as they go through the line. Students are not allowed to go back through the line for additional items or things they forgot.
5. Children not enrolled in the Tate County School District who approved to visit and eat meals in TCSD cafeterias must pay the adult price.

The school meal program is closely supervised and meets the requirements established by the state and federal regulators. Students are expected to exercise proper table manners at all times. Throwing or playing with food and loud talking are prohibited. Students are allowed to talk quietly. If the noise becomes a problem, students are asked not to talk during meals.

Federal regulations prevent schools from allowing students to charge meals. Students and adults are allowed to pay in advance, eliminating the problem of forgetting money for their meals. Adults are not allowed to charge meals.

Students may pay for meals on a weekly or monthly basis. Money is to be taken to the cashier in the cafeteria before school. Students may also pay on a daily basis as they go through the line. Forms of payments are cash, checks or electronic payments. All returned checks will be charged a \$10.00 fee.

Electronic payments to your child's account may be done at MyPaymentsPlus.com. Free and reduced meal applications are available to students at each school and the Central Office. Students must be directly certified by an assistance program or have an approved application on file in order to receive a free or reduced price meal.

School Visitation/Conferences (TCSD Policy KM)

All visitors to any school campus must enter through the front doors and check in at the office first before proceeding to other areas of the school campus. All visitors should obtain a visitor's badge. Visitors must sign-in and submit a valid photo ID (driver's license or other state issued photo ID). ID's will be returned to the visitor upon his/her check-out from the school office.

Parents and school patrons are encouraged to visit the schools; however, such visitation must be appropriate and properly scheduled. Due to the principal's role as instructional leader, **he/she will not be available for at-will conferences**. Please make an appointment prior to your visit by calling the school's office.

Teachers are allocated time to meet with parents. Parents should contact the school's office if they desire a conference with a teacher. When a parent is contacted for a conference pertaining to academic or discipline concerns, it is the parent's responsibility to attend the conference in order to benefit the child's progress.

(MS Code 37-11-53)

Bad Weather Procedures

When bad weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, which the administration monitors constantly. During a tornado warning, all children are brought into the main building and arranged in the most secure manner possible. Experience tells us that more often than not, we are faced with big decisions concerning weather at dismissal time. For this reason, we want you to be fully aware of the basic guidelines we follow when bad weather occurs.

Tornado Warning:

- Buses and car drivers are not dismissed, and students are secured in the main buildings.
- Car riders are dismissed to their parents who wish to check them out through the office; however, we discourage this practice.

Snow and Ice Conditions:

- This type of weather creates an entirely different problem because of its unpredictable nature. Since lost days must be made up our basic philosophy is that we have school unless or until conditions (ex. icy roads, downed power lines) dictate otherwise.

In the event of bad weather, the decision to cancel classes will be made by the Superintendent of Education and relayed to the parents by the district's Emergency Calling System and local radio and television stations.

Emergency Drills

Fire and Tornado drills are conducted periodically on each campus within the district. Emergency procedures, unique to each campus, are in place and the principal and all staff members are knowledgeable and trained in the implementation of all these procedures.

Use of School Office Telephones

School office phones are business phones. Students will not be allowed to use school office phones except in case of an emergency and only with permission and supervision.

Office personnel will not take personal messages for students nor will students be called out of class to receive phone calls. In case of verified family emergencies, the student will be notified by a school administrator.

Balloon and Floral Deliveries

Tate County School District does not accept balloon and floral deliveries for students.

Transportation

The first day of school for students for the new school year will be August 4, 2016. Our school buses will begin picking up and delivering students on this date. If you need to know the bus that your child should ride please call the school that your child will be attending, or call the Central Office at 662-562-5861 and ask for the Transportation Department.

Driving a school bus is a very demanding responsibility; and as such, all students must follow the rules for proper behavior while riding the bus. Our greatest concern is the safety of the entire bus. No student or group of students will be allowed to put the safety of the bus in jeopardy. Drivers will review the district-wide rules as well as their own rules on the first day of school. Students who refuse to follow these rules will not be allowed to ride the bus.

The transporting of students to school and back home will be limited to the school bus that the student is assigned to ride. Students that are eligible for bus transportation on a particular route shall be picked up each morning and delivered at the conclusion of the day at one established location (student's official residence or a location on that route that is agreed on by the parent/guardian and the school office). This must be the same location each day. Temporary changes to this procedure are not permissible. However, permanent changes will be considered upon notification to the school office. Parent/Guardian will have to pick up his/her child at school on any day that the child is not delivered to the agreed upon location. This policy does not prevent the transporting of students to programs that have been or would be approved by the School Board.

Bus Discipline

In order to provide our students with safe transportation on school buses, we have certain rules that must be followed.

Rules

1. Obey the bus driver.
2. Stay in your assigned seat.
3. No vulgar language, act or gestures.
4. No fighting.
5. No loud, excessive noise or yelling.
6. No throwing objects including paper.
7. No eating or drinking on the bus.

Bus Discipline continued

Students who follow the rules will have no problems, but if a student chooses not to follow the rules and is reported to the principal or his designee, the consequences are as follows:

- **1st time:** Principal disciplines at own discretion. Parent contacted and sent copy of bus discipline policy.
- **2nd time:** Suspended from riding the bus for five (5) days.
- **3rd time:** Suspended from riding the bus for ten (10) days.
- **4th time:** Permanent loss of bus privileges. Minimum five (5) days suspension from school. (Students may appeal to the School Board to have riding privileges restored at the start of next school year.)

SEVERE CLAUSE—The principal may recommend more harsh punishment for a student committing a more severe offense before the 4th time. Fighting, weapons possession, damaging school bus, and defiance of authority automatically go to the 4th consequence.

Textbooks (TCSD Policy ICFA)

The Tate County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

Tate County School District's Fines and Damage Replacement Scale For Textbooks

Damage	Fine
Writing/drawing/scribbling in the book	\$1.00 per page not to exceed cost of the book
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged but not usable	Cost of the book
Pages missing not usable	Cost of the book
Obscene writing/drawing on or in book	Cost of the book
Non-returned book/lost book	Cost of the book

Source: MS Code 37-7-301

Lost/Stolen Items

Students are expected to care for their own possessions and to keep up with personal belongings. The school district cannot be responsible for loss, theft, or damage to personal belongings. However, when properly reported, school officials will, if possible, assist the student in locating lost or stolen property within the limits of their abilities to do so.

School Day Schedule

The following school day times are followed at the schools in the school district in accordance with the varying class schedules and bus route plans for the centers:

School Name	Classes Begin	Classes End
East Tate Elementary School	7:40	2:56
Independence High School	7:40	2:56
Coldwater Attendance Center	7:40	3:05
Strayhorn Elementary School	7:40	3:05
Strayhorn High School	7:40	2:56

Grading K-6 (TCSD Policy IHA)

Grading will be based on class work, daily grades, tests, and other documentation of progress in subjects taken.

Grading Scale

A	93-100
B	85-92
C	76-84
D	70-75
F	69 and below

Grade Reporting Periods

Nine Weeks	Date	Grade Reports
1 st 9 weeks	August 4 to October 6	Progress Reports – September 22 nd Report Cards Sent - October 18 th
2 nd 9 weeks	October 12 to December 19	Progress Reports – November 10 th Report Card Sent - January 12 th
3 rd 9 weeks	January 4 to March 9	Progress Reports – February 7 th Report Card Sent – March 28 th
4 th 9 weeks	March 20 to May 24	Progress Reports – April 25 th Report Card Pick Up - May 26 th

Academic Achievement Recognition

The following will be named at the end of each nine-week grading period:

Principal's List

The student must have all "A's" as the final nine-week average.

Honor Roll

The student must have only "A's" and "B's" as the final nine-week average.

Promotion and Retention

Kindergarten students may be retained the following year should they fail to master the required core skills in reading and mathematics. Retention will be made upon the recommendation of the teacher and approval of the principal.

Grades 1-4 promotion/retention will be determined by receiving a passing yearly average in both mathematics and reading. Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Grades 5-8 promotion/retention will be determined by receiving a passing yearly average in math, language arts (English and reading), science and social studies.

Students with Disabilities (K-8): Students eligible for services under IDEA are expected to achieve the highest standards commensurable with their abilities in accordance with his/her Individualized Education Plan (IEP). Each student's IEP committee will determine requirements for promotion/retention.

Intervention Process

Tate County School District will comply with State Board of Education Policy 41.1 that requires an Intervention Process. This RTI (Response to Intervention) process consists of an instructional model that meets the needs of every student utilizing three tiers of instruction and intervention. This process will be evaluated and adjusted as needed to better serve the students of TCSD. For further information on this process, contact the school administrator.

Section IV

7th – 12th Grade Information

Tate County School Bell Schedule

7:15	Enter Building
7:40-9:15	1st Block
9:15-9:35	Break
9:35-11:10	2nd Block
11:13-1:18	3rd Block includes Lunch The lunch period is 25 minutes long.
1:21-2:56	4th Block

HIGH SCHOOL ENROLLMENT

Enrollment

Students who are entering a Tate County School for the first time must present evidence of residency within the district in order to be enrolled. Permanent records or transcripts of work previously completed at other schools must be on file in the office. The appropriate forms for enrollment must be completed and on file in the Counselor's Office before a student is officially enrolled at a Tate County School. This includes a withdrawal form from the previous school and an original Mississippi immunization form.

Scheduling

In the spring of each year, students enrolled at a Tate County High School, or in the eighth grade schools in Tate County, will be provided schedule forms for the following year. These forms will reflect the courses, which are, appropriate to, and may be taken at, the grade level in which the student will be classified in the fall semester. Core courses required for graduation should be scheduled first, and then any electives which might be of special interest to the student may be added.

The Administration of Tate County reserves the right to schedule students in sections, or to alter schedules, as may be deemed necessary. While student requests will be honored as far as possible, a student may not be assigned to every class at the time he/she might prefer.

SCHEDULE CHANGES – Since Independence High School and Strayhorn High School are on a 4X4-block schedule it is important that students select courses very carefully. Schedules for the fall semester will be ready prior to the upcoming school year. Students will not be permitted to change schedules at will. Only those changes will be made which are necessary because of administrative error or extenuating circumstances. The dislike of a teacher is not considered grounds for changing a schedule.

The procedure for changing schedules is as follows:

1. Obtain a schedule change request form from teacher or counselor's office.
2. List class or classes to change along with reason. (No reason, No change)
3. Parents MUST sign the schedule change form.
4. Bring change form to school and turn in to designated person(s).

Schedules will only be changed the first 3 days of any 9-week period. A class cannot be changed in the middle of the semester if it is a whole credit or more course.

Course Credit

Credits are measured in Carnegie Units. A course, which meets for one class period per day for a full semester, is assigned one Carnegie Unit. Carnegie Units assigned to Vocational/Technical courses will depend on the time spent and other requirements of the course. Activities, such as PE, may or may not be assigned a full Carnegie Unit credit. Courses completed in one nine-week term will be assigned ½ Carnegie Unit. In order to receive credit, a student must have a grade of 65 or above for the course.

7-12 GRADES/GRADING SYSTEM (TCSD Policy IHE)

Tate County School District offers the required number of courses and graduation requirements set forth by the Mississippi Department of Education as noted in the *Mississippi Public School Accountability Standards* and as approved by the Tate County School Board.

Classification of Students

Students will be classified at the beginning of the school year based on the number of credits earned and whether the student has passed the major academic courses required at the previous grade level. No student will be classified as a senior, for example, who is not on track to graduate with that senior class, regardless of the number of credits earned.

Freshman	0 credits
Sophomore	6 credits
Junior	12 credits
Senior	18 credits and above

Weighted Classes (All entering 8th graders in 2011-12 and thereafter) (TCSD Policy IHC)

This list of courses will take effect with all incoming 8th graders beginning 2011-2012. Courses offered at a Tate County High School and their weight to determine Valedictorian, Salutatorian, Honor Graduates, and student class rank for Graduation.

Grading System 7-12 (TCSD Policy IHA)

The grading system for Tate County School District is as follows:

LETTER GRADE	NUMERICAL GRADE
A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65

Grade Reporting Periods

Nine Weeks	Date	Grade Reports
1 st 9 weeks	August 4 to October 6	Progress Reports – September 22 nd Report Cards Sent - October 18 th
2 nd 9 weeks	October 12 to December 19	Progress Reports – November 10 th Report Card Sent - January 12 th
3 rd 9 weeks	January 4 to March 9	Progress Reports – February 7 th Report Card Sent – March 28 th
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Academic Achievement Recognition

The following will be named at the end of each nine-week grading period:

Principal’s List

The student must have all “A’s” as the final nine-week average.

Honor Roll

The student must have only “A’s” and “B’s” as the final nine-week average.

Tate County School District Credit Recovery Policy (TCSD Policy IDCAB)

I. Student Academic Recovery (SAR): Students in grades 5 and higher who fail a course can recover the credit or course by receiving targeted instruction facilitated by a licensed teacher in a direct method/independent study format. The SAR program operates on the principle that in a standards based environment, success should be measured by the proficiency of students on the essential skills of the course. The SAR program is a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in maturing content/skills required to earn credit or earn promotion. This program will operate with independent and guided practice as the primary instructional delivery method.

II. Beginning with the 2014-2015 school year, Tate County School District implemented a Credit Recovery Program under the following guidelines.

- A. The program is designed for credit recovery once the course has been completed and an “F” within 3 points of a passing score has been earned for the course.
- B. Seat time for credit or course has been satisfied.
- C. SAR (Student Academic Recovery) is an individualized, standards-based curriculum program facilitated by a licensed teacher through guided practice and independent study.
- D. Students will not be allowed to utilize Credit/Promotion recovery with more than 2 courses per semester.
- E. Approval must be obtained by the teacher, parent, and principal before a student can be enrolled in the SAR program
- F. A test may be required covering the specific skills the child was targeted to master and show proficiency on.
- G. Students not meeting the expectations set forth in the code of conduct/or for attendance will not be eligible or may be removed from the SAR program at the discretion of the principal.
- H. The only way a student may be allowed credit recovery for a Subject Area Tested course is for the student to have already taken the State Test and passed the exam.
- I. SAR will be focused on the four major subjects of Math, English, Science, and Social Studies, but other subjects may be considered by the committee.

Students with Disabilities Graduation Requirements (TCSD Policy IHFA)

Option I: Traditional High School Diploma

- Graduation will be based on Carnegie unit requirements as specified for students receiving diplomas from Tate County School District. Carnegie unit credit can be earned only in a general education class.
- Students with disabilities must achieve satisfactory scores on the appropriate subject area tests as determined by the year the student entered the ninth grade.
- Students with disabilities must complete the requirements for the traditional high school diploma by age twenty-one (21).
- Students with disabilities who complete all requirements for graduation from Tate County School District will be allowed to participate in graduation exercises and receive a traditional high school diploma.

Option II: Mississippi Occupational Diploma

- Students with disabilities choosing this occupational course of study must have 20 units of credit encompassing: Functional Life Skills, Functional Academic Skills, Social Skills, Self Help/Independent Living Skills, Communication Skills, and Job-specific Skills.
- Students with disabilities completing the program must have an approved occupational portfolio, which contains evidence of the student’s ability to be employable (work training hours).

- The MS Occupational Diploma requirements must be completed by age twenty-one (21).
- Students with disabilities who complete all requirements for graduation with a MS Occupational Diploma from Tate County School District will be allowed to participate in graduation exercises and receive an Occupational Diploma.

Option III: Certificate of Completion

- This certificate is for students with disabilities who do not meet the district and/or state requirements for the traditional high school diploma or the MS Occupational Diploma.
- The certificate may be awarded after four (4) years of high school (grades 9-12) attendance, based on the decision of the child's parent(s), IEP Committee, and school officials.
- The certificate must be awarded when the student reaches age twenty-one (21) and is no longer eligible to attend public school.
- A student must meet the attendance requirements of the Tate County School District. Further, the student must successfully complete the district's secondary curriculum for students with disabilities as provided in the student's Individual Education Plan (IEP).
- Students with disabilities who successfully complete the requirements will be awarded a Certificate of Completion, which states, "This student has successfully completed an Individualized Education Program." Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

Senior and Graduation Information:

Senior Off Campus

To be considered you must have the specified GPA, passed all state tests, failed no courses, not participate in extracurricular activities, and be on track with credits to graduate.

A Senior who has an off-campus on his/her schedule must be off campus during that time. If he/she cannot or will not be off the campus, the administration will place that senior in whatever class is available. This will be done whether the senior needs the class or not.

College Fair

Each year Tate County School District will sponsor a College Fair for Seniors. Various colleges and universities, along with branches of the military, are invited to attend. Materials are distributed with the intention to better inform our students of the many opportunities available.

College Day Process

If you plan to take a College Day this year, you need to follow the steps listed below. Two College Days are available for seniors only.

1. Students attending a "COLLEGE DAY" must have an appointment with the College.
2. This appointment should be made at least one week prior to the date you will be attending.
3. You should fill out and turn in the following information to the Counselor's Office at least three (3) days prior to the visit.
 - Date of appointment
 - Name of college/university
 - Name of person appointment is set up with
 - Parent Signature – must have this on the form
4. Students must turn in a form from the college he/she attended to the Counselor's Office upon his/her return to school.

Senior Class Rankings and GPA

For all entering 8th Graders in 2011-2012 and thereafter:

College normally request information regarding the rank of perspective students in their graduating class. The following procedure will be used to determine a student's rank.

1. The final grade for each credit-bearing course will be the basis for the calculation.
2. The final grades will be totaled and divided using the following formula:
 1. Courses bearing 1 credit will count two times
 2. Courses bearing $\frac{1}{2}$ credit will count one time.
 3. Course bearing 2 credits will count four times.
 4. Advanced course grades will be multiplied by 1.05 during calculation.
 5. Advanced placement (AP) course grades will be multiplied by 1.10 during calculation. Students must take the Advanced Placement assessment to earn the weighted grade.
 6. Dual credit course grades will be multiplied by 1.10 during calculation.
3. The average will be calculated to the nearest one-hundredth. (For example – 89.59) The final average of each course will be used to calculate final averages/ranks as printed on permanent records with the exception of Advance Courses. Advanced Courses will be calculated at the rate of 1.05 times the final grade.
4. The final class ranking will determined after the 3rd 9 Weeks.

When necessary to calculate a grade point average (GPA), the following procedure will be used.

1. The final grade from each credit-bearing course will be the basis for the calculation.
2. Four quality points will be awarded for an A, three for a B, two for a C, and one for a D.
3. GPA's will be totaled and divided using the following formula:
 1. Courses bearing 1 credit will count two times
 2. Courses bearing $\frac{1}{2}$ credit will count one time.
 3. Course bearing 2 credits will count four times.

4. The quality point average will be calculated to the nearest one-hundredth. Advanced course are as follows: Accelerated English 9-12, Chemistry, Advanced Biology, Physics, Pre-Calculus, Trigonometry, and Calculus.

Failure to Complete Graduation Requirements

Any senior who for any reason fails to complete the requirements for a diploma or a certificate will not be permitted to participate in Graduation Exercises. Diplomas and/or certificates will be awarded only after all requirements have been completed. The school will notify such students as soon as possible in the school year. Students who fail to meet requirements at the end of the second semester of the senior year will be notified at least **twenty-four hours** before graduation that they will not be permitted to participate in Graduation Exercises.

Graduation Exercises

ANY SENIOR WHO FAILS TO MEET THE GRADUATION REQUIREMENTS WILL NOT BE PERMITTED TO PARTICIPATE IN ANY GRADUATION EXERCISES.

The date of graduation will be found in the School Calendar. The time and place of graduation will be announced. In order to participate in the graduation exercises, a student must be receiving either a diploma or a certificate. Students must also wear a matching cap and gown. Students will rent these items from a school approved vendor.

Practices – Practices for graduation will be announced in the spring. All seniors are required to attend all practices.

Dress – Attire for young ladies is an appropriate dress and black dress shoes. The dress may not be longer than the gown. The school considers this to be a formal occasion, so no shoes with extremely high heels (+3”). Shoes with straps above the ankle, sandals or boots will not be appropriate.

Attire for young men is black or navy pants, white or light –colored shirts, red, blue, or black neckties or bow ties, and black socks and shoes. (No denim jeans, tennis shoes, boots, sandals, or flip –flops).

The wearing of nose rings or eyebrow rings is prohibited during the graduation ceremony.

Robes should be neatly ironed or steamed and free of wrinkles. Robes will be kept zipped during the graduation ceremony.

Students are not allowed to decorate their graduation cap. It must be titled at the appropriate level.

Conduct – These ceremonies are to be very dignified occasions. Please do not whistle, scream, or clown. No gum chewing, talking, or inappropriate gesturing will be permitted during the graduation ceremony. **NO CELL PHONES ALLOWED!** The diploma will be held until disciplinary action is complete for any student who violates school policy on the day of Graduation.

Diplomas – Diploma covers are presented during the graduation ceremony. Students will receive their diplomas after the ceremony when they return their gown. If a student

does not return his/her gown, he/she will not receive his/her diploma until payment is made for the missing gown.

Records – All records (book fines, athletic fees, etc.) must be cleared before receiving diploma.

NOTE: Graduation requirements are subject to change by the District and/or the State Department of Education. Students will be notified of changes, if they occur.

Financial Aid

Financial Aid information will be distributed to seniors as it comes into the Tate County School District. The Counselor will hand out both Federal and MTAG forms to all seniors. Scholarship information, once received by Tate County School District High School Counseling Staff, is announced to the students. Seniors have access to copies of applications in the Counselor's Office. It is the responsibility of each senior to periodically check scholarship availability. The Tate County School District High School Counselors are strictly a resource for this information. Students are responsible for completing the application.

Transcripts

Tate County School District will send three (3) transcripts per student during the school year. Any in excess of this will cost \$2.00 each.

In May, graduating seniors will fill out a "Transcript Request Form". From that request their final transcript will be sent to the college of their choice. The first copy is free. Each additional copy will cost \$2.00.

Students who have previously attended a Tate County School who request a transcript will be charged a \$2.00 fee for each request.

The student, parent, or guardian must sign a release to send or pick up a transcript.

Dual Enrollment Program

The purpose of the dual enrollment is to provide the opportunity for advanced high school juniors and seniors to earn college credit prior to graduation from high school. Dual enrollment courses may be taught either on the NWCC campus or at Tate County School District High Schools. Only students who meet the qualifications set by NWCC are eligible for dual enrollment. There is no obligation on the part of the student to enroll at NWCC after high school graduation.

DUAL ENROLLED STUDENTS AT TCSD PAY THE TUITION FOR THESE COLLEGE COURSES.

Extra-Curricular Activities

Students at Tate County School District are encouraged to participate in as many sports, clubs, and other organizations as time and interests will allow. Experience has proven that those students who participate in the most activities enjoy their high school years the most, often achieve the highest levels of excellence in school, are better prepared to become responsible citizens, and find the best opportunities opening to them in college or in the workplace.

The clubs and organizations at Tate County School District are designed to challenge the ability, develop the interests, and promote the welfare of all students. However, since educational excellence is our primary objective at TCSD, students should not allow extracurricular activities to take precedence over the most important task of getting an education.

Eligibility Requirements

Students who wish to participate in extracurricular activities should maintain a “C” average each nine weeks in at least three (3) units. Students who fail to maintain this average may not be eligible to participate in any of the extra-curricular activities offered at TCSD. Special education students participating in extra-curricular activities must maintain passing grades according to their Individual Education Program.

Certain clubs may have membership requirements, which are different from the minimum requirements established in this article. Check with the sponsors of the club to determine whether higher standards, or other requirements, may apply.

Athletic and School-Sponsored Events

According to Article X of the Mississippi High School Association, the superintendent, principal, coach, or other representative of the school in charge shall be responsible for the conduct of those connected with their school on trips, and at local athletic events. Therefore, everyone associated with the high school is expected to:

- Treat all visitors with courtesy and respect.
- Refrain from disorderly conduct, disruptive behavior, and acts of violence.

If unacceptable behavior by a student at a school-sponsored event is observed, the student will be corrected, and depending on the existing situation, the student may be requested to leave. If the student is requested to leave the event, upon returning to the school, he/she will receive an appropriate disciplinary action, which could include suspension from school attendance, suspension from the next school-sponsored event, suspension from remaining school-sponsored events, or any other disciplinary action deemed appropriate by the administrator.

Clubs and Organizations

All clubs and organizations that function on the TCSD campus must have a written charter that has been approved by the school administration and by the Board of Education of Tate County School District. Each school has different clubs and organizations to offer their students this information is available through the school office.

Varsity Sports

Tate County School District is a member of the Mississippi High School Activities Association. The Association determines eligibility requirements and students who do not meet these requirements will not be allowed to participate in any varsity sports activity sponsored by TCSD. It is the responsibility of student athletes, their coaches, and the Athletic Supervisor to determine whether all eligibility requirements have been met. All students who are interested are encouraged to try out and to participate in the varsity sports program. Announcements will be made at appropriate times as to when and where students should report for try-outs.

Band

Band includes both academic and extra-curricular elements. The Tate County School District Band is very much a part of the scene at football games. The Band participates in district and statewide contests, gives fall and spring concerts, and provides entertainment for many other school functions. Participation in Band is voluntary, but students who choose to participate must meet eligibility requirements, pledge to abide by the special rules of discipline that apply, and demonstrate a dedication to excellence in their performance.

Attendance Requirements

No student will be permitted to participate in any school activity that occurs after regular school hours who has not been in regularly scheduled classes for at least two consecutive blocks during the day. Only the Principal can make exceptions to this rule.

MISCELLANEOUS HIGH SCHOOL POLICIES

The following policies will apply to the specific situations described.

Student Traffic in the Halls

Due to the very congested situation in the hallways, students are asked not to loiter and socialize in the halls. Running, horse-play, or loud noises will not be tolerated in the hallways at any time. A little tolerance and respect for the rights of others will make a better situation for everyone.

Student Parking (TCSD Policy JGFF)

The school district provides transportation to and from school for all students. While coming to school in your own vehicle is permissible, it is a privilege, not a right, and should be treated as such. Any vehicles parked on school property are subject to being searched at any time without prior warning. **Parking permit** must be obtained in order for vehicles to be parked. Vehicles illegally parked will be towed at the owner's expense. To obtain a parking permit, the student must present a valid driver license, present proof of insurance, and parental signature. Parking permits are \$5.00. Parking permits must be displayed at all times while the car is on campus. There will be a \$10

fine for not having a valid parking permit or may result in the automobile being towed at the owner's expense. Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary actions.

Tate County Technology & Career Center

Mission Statement

The mission of the Senatobia-Tate County Career Center and Technical Center is to:

- Provide students with necessary training to pursue high skill, high wage careers and /or post-secondary education
- Increase the academic achievement of students by encouraging a positive attitude toward school and learning.
- Increase learning opportunities by integrating community and school involvement.

Equal Access

The Tate County School District does not discriminate on the basis of sex, race, religion, national origin or disabilities.

Admission

Students who are enrolled full-time in the 9th, 10th, or 11th grades at Independence High, Senatobia High, or Strayhorn High may submit an application to the vocational counselor for review and consideration to the program of his/her choice for the following school year. A detailed admissions policy is followed to select students for enrollment to the Career Center. Factors include grades, attendance, and a discipline review.

Students who do not submit an application during the initial application process may work through his/her school counselor who in turn will work with the vocational counselor to examine the possibility of enrollment. This is not a guarantee you will be admitted. Because each of our programs is designed for completion in two years, first consideration will be given to students who can complete the entire course.

Guidance at LCTCC

A career guidance counselor is available at the Center and is available to assist students with career, educational, and personal decision making. The counselor works closely with the staff in an effort to assist students with their career goals. The counselor also coordinates activities designed to assist students as they make the transition from high school to post-secondary education or employment.

Attendance

A student's attendance at the CTC is considered as **attendance on the job**. A primary goal of career-tech education is to prepare students for the "world of work." Good attendance is a necessary skill for any job. Two points will be deducted from the student's attendance section of the employability skills for each absence during each grading period. ALL CAREER-TECH STUDENTS ARE ENCOURAGED TO PRACTICE GOOD ATTENDANCE PRACTICES AT SCHOOL WHICH WILL CARRY OVER TO THE WORK PLACE.

A student is recorded as absent each time he/she is not in class. The reason for the absence does not change the fact that the student missed the classroom activities for the day.

Absences due to school activities are reported to the CTC by the feeder school. Those absences do not require any verification when the Center is notified in advance.

Arrival at the Center

Upon arrival at the Center, students are to report DIRECTLY to their assigned classrooms. Students who arrive late to class are to report to the director's office or the counselor's office for an admit slip. An exception to this rule would be when the feeder school informs the Center about school activities that cause the student to be tardy. Once in the classroom, the student is not to leave without the instructor's permission

Employability Skills

Every student at the Career Technical Center receives a grade for his/her employability skills. Part of the education process is teaching students skills necessary for success in the workplace. In addition to regular class and project grades, students are evaluated based on their employability performance and receive grades for this evaluation. The evaluation form is divided into two parts:

Interpersonal Skills: Working with others-- such as working as a team member, exercising leadership, solving problems, accepting supervision, and attitude are evaluated.

Personal Qualities: Individual Responsibility-- include responsibility for actions, dependability, completion of assignments, being on time, and attendance are absolutely essential in today's workplace.

Our instructors take great pride in insuring that all of our students at the Career Technical Center are exposed to the skills necessary in the real world of work.

Accidents

All accidents, regardless of how minor, must be reported to the office and director. An accident report must be completed and maintained. ALL VOCATIONAL STUDENTS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN THE INSURANCE PROGRAM PROVIDED THROUGH EACH FEEDER SCHOOL.

Automobiles

Students are not allowed to bring individual cars to the Center unless he/she has received approval from the Career-Technical instructor, the high school principal, and the Center's director at least 48 hours in advance. On those occasions when a student is granted permission to drive his/her car, other students ARE NOT allowed to ride as passengers without obtaining proper approval. Unauthorized vehicles may be towed at the owner's expense.

Bus Conduct

The same bus policy for the all Schools in Tate County will be followed at the Career-Technical Center. Misconduct on the bus is reported to and handled by the Center's Director and feeder school's principal.

Code of Conduct

Students committing the following acts will be in violation of the Center's code of conduct:

- 1) Threatening a teacher or other student;
- 2) Destruction or theft of equipment;
- 3) Not complying with his/her own school's code of conduct;
- 4) Using profanity;
- 5) Being disrespectful to the teacher, school staff, or classmates;
- 6) Being defiant; or
- 7) Not following safety standards

Discipline Policy

Safety is a top priority and will not be compromised. Students who violate the CTC's Code of Conduct potentially create a hazard for themselves and others. Such violations will be dealt with to the maximum extent including permanently removing the student from the program. The administration and staff look upon students at the Center as young adults capable of conducting themselves in professional manner as expected in the workplace. Every student at all times is expected to keep in mind that his/her conduct should be an example to others. A cooperative effort will be made by students, parents, teachers, and administrators to maintain a climate at the Center in which every student may receive the best possible training in a safe environment.

The discipline plan at the center will follow that of the student's feeder high school.

Electronic Devices

The electronic devices plan will follow that of Tate County School District.

Grading

The grading scale at the Center corresponds with that of the feeder schools. Grades for students are reported to each feeder school by the Center's guidance counselor.

Part of each student's nine-weeks average is based on employability skills as observed by the instructor. These skills are linked directly to the skills that employers demand in today's work force.

Leaving the Center

An official note from the student's home school must inform an official at the Center in order for a student to be dismissed from his/her career class.

STUDENTS ARE NOT TO LEAVE THE CENTER'S CAMPUS FOR ANY REASON WITHOUT THE PROPER AUTHORIZATION FROM THE DIRECTOR.

Safety

STUDENTS ARE REQUIRED TO WEAR APPROPRIATE SAFETY EQUIPMENT WHEN WORKING IN SHOP AREAS, ON PROJECTS, OR WITH MACHINERY THAT COULD BE DANGEROUS.

Only students enrolled in a specific program are permitted to be in that classroom or shop area.

STUDENTS MAY NOT GO THROUGH SHOP AREAS AS A MEANS OF GETTING FROM ONE BUILDING TO ANOTHER

Sickness

If a student becomes sick while he/she is at the Center, he/she should report immediately to the director's office with the teacher's permission. The student's home school and parents will be notified.

Special Education

Any student receiving special education services who wants to attend the Career-tech center MUST have a representative from the CTC present at the IEP committee meeting to discuss placement prior to the student being scheduled for the class. Because many of the classes fill quickly, students need to apply for their chosen program during the enrollment period, then a representative of the CTC will attend the IEP meeting to further discuss placement.

Suspensions

A student who has been suspended from school is responsible for making up all work and tests missed during their time of suspension in a timely manner. If the suspension is due to behaviors that may pose a threat to the safety of students in a shop class, the director or counselor will request a conference with the student's parent/guardian to consider removal from the class.

Student Organizations

Professional Student Organizations provide opportunities to expand and enhance students' overall educational experience, improve their social skills, gain self-confidence, acquire leadership skills, and learn how to function as a member of a group or team. Student participation in their respective organization is encouraged as well as participation in local, state, and national events and functions. The following student organizations create a medium for interaction among students, faculty, staff, and the community as a whole:

DECA- Distributive Education Clubs of America
Program-Business Fundamentals

HOSA-Health Occupations Students of America
Program-Health Sciences

TSA-Technology Students of America
Program-Engineering

Skills USA
Programs- Automotive Services, Carpentry and Construction

NTHS – National Tech Honor Society
Honor Society for vocational students achieving certain academic standards

Student Services

The purpose of Student Services is to enable special populations students to experience success in their chosen career and technical education programs. Student

Services Coordinators may provide instruction for the career and technical student in areas including mathematics, reading, and writing in addition to any assistance needed in their career and technical classes. The instruction is coordinated with the career and technical instructor and services are delivered concurrently with enrollment in a career and technical education program.

Students receive a variety of instruction ranging from individualized tutoring to computer remediation programs. This process is to ensure that those students master competencies and learn employability skills to prepare them for post-secondary opportunities and to assist them in becoming successful in the world of work.

Six categories of students are identified that are to benefit from this program:

- Individuals with disabilities;
- Individuals from economically disadvantaged families, including foster children;
- Individuals preparing for nontraditional fields;
- Single parents, including single pregnant women;
- Displaced homemakers; and
- Individuals with limited English proficiency.

Testing

All career tech students are expected to take the Mississippi Career Planning and Assessment System Test (MS-CPAS) in the spring and the baseline test in the fall. Students are tested in each vocational program. Construction and carpentry students will also take the NCCER test in both fall and spring.

Compliance Policy

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, the Senatobia/Tate County Vocational-Technical Center does not discriminate against students because of race, color, creed, national origin, sex, or handicapping condition.

Section V

Student Discipline

Positive Behavior Interventions and Supports (PBIS)

Tate County School District has implemented school-wide behavior plan, Positive Behavior Interventions and Support program (PBIS). PBIS focuses on teaching students to behave in an appropriate manner and then rewarding students who follow the rules and make good choices. Our hope is that every student who attends TCSD will embrace a desire for a climate of academic excellence along with the PBIS values of Caring, Safety, Respect, and Responsibility. Our goal is to teach all students the skills and behaviors necessary to succeed now and in the future.

Behaviors and Disciplinary Options

Students are subject to discipline during any time that they are either under or subject to the jurisdiction of the Tate County School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking

place, during the course of any field trip, during the course of any trip or activity sponsored or supervised by TCSD, while under the supervision or direction of any teacher, principal, or other authority of TCSD, or when such conduct does or may threaten to interfere with or disrupt the educational process or poses a threat to the safety of the student or others.

Corporal Punishment is a disciplinary option for use by the school administrator or his/her designee. (TCSD Policy JDB)

Class I Behaviors

1. Excessive distractions of other students
2. Personal contact such as pushing and shoving
3. Disruptive behavior at school or school sponsored activities.
4. Public display of affection (hugging, kissing, holding hands, etc.)
5. Up to 10 demerits
6. Other behaviors designated by the principal

Recommended Disciplinary Options for Class I Behaviors:

1. Demerits
2. Contact Parents
3. Isolation with adult supervision (example: Recess detention)
4. Administrative, student, parent, and/or teacher conference

Class II Behaviors

1. Habitual violations, three or more, of Class I behaviors
2. Violation of Student Uniform Dress Code
3. Defacing school property (ex: writing on walls, desks, etc.)
4. Conspiring/instigating to create a disturbance in the classroom, on the bus, on school property, or at any school function
5. Insubordination, defiance for authority, and/or willful disobedience
6. Leaving school (skipping) or cutting class(es) or leaving class without permission
7. Gambling
8. 15-20 Demerits

Recommended Disciplinary Options for Class II Behaviors:

1. Contact parents. Parents are financially liable for child's destructive acts toward school property or person, and if the school requests, the parents will be required to attend a disciplinary conference. Parents who willfully fail to attend a properly notified conference may be guilty of a misdemeanor. (MS Code 37-11-53)
2. Loss of privileges to all school activities (ex: field trips, assemblies, sporting events, etc.)
3. In school suspension (up to 5 days) or out-of-school suspension (1 to 5 days)
4. Appropriate action deemed necessary by the principal

Class III Behaviors

1. Habitual violations of Class II Behaviors
2. Bullying, harassing behavior, intimidation, or threats towards another student

3. Using abusive, vulgar, or profane language, acts, and/or gestures directed to students or adults
4. Open defiance of administrators, teachers, or staff members
5. Vandalism including criminal damage to school or the personal property of others (punishment includes restitution, see #2 below)
6. Stealing—up to \$99.99 value (punishment includes restitution, see #2 below)
7. Possession or use of fireworks
8. Demerits excessive of 40 or more

Recommended Disciplinary Options for Class III Behaviors:

1. Three (3) to nine (9) days out of school suspension.
2. Total restitution for any injury to other person requiring medical attention and/or for items stolen or damaged.
3. Loss of privileges to school activity/activities (ex: field trips, assemblies, sporting events, etc.).
4. Referral for placement in an alternative program or at alternative school.
5. Appropriate action deemed necessary by the principal.

Class IV Behaviors

1. Habitual violations of Class III Behaviors
2. Use and/or possession of alcohol
3. Participating in or causing a disturbance at school or school-related activities
4. Engaging in a sexual act
5. Any other offense, which the principal may reasonably judge to fall within this category (ex: any act committed in the community or at extra-curricular activities that adversely affects the school climate)

Recommended Disciplinary Options for Class IV Behaviors:

1. Up to nine (9) days out of school suspension.
2. Forty-five (45) day placement at the alternative school.
3. Total restitution for any injury to other person requiring medical attention and/or for items stolen or damaged.
4. Ten day suspension with recommendation for expulsion.
5. Appropriate action deemed necessary by the principal.

Class V Behaviors

1. Habitual violations of Class IV Behaviors
2. Verbal assault and/or physical assault of school district employee
3. Theft--\$100.00 value or greater and/or unlawful possession of school property
4. *Possession or use of a deadly weapon or of any item that has the shape, form or appearance of or intended use as a weapon (MS Code 97-37-14 and 97-37-17)
5. *Possession, sale, or use of any controlled substance or look alike
6. *Possession and/or use of any powerful explosive or look alike weapon
7. Sexual assault or sexual battery as defined under Mississippi Law
8. Bomb threat
9. Arson

*A student in any school who possesses any controlled substance in violation of the Uniform Control Substance Law, a knife, handgun, or other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property as defined in Section 97-37-17, shall **be subject to automatic expulsion for one calendar year**. Such expulsion shall take effect immediately subject to the rights of due process. (MS Code 37-11-18)

Recommended Disciplinary Options for Class V Behaviors:

1. Recommendation for Expulsion*. **Expulsion is defined as the complete loss of privileges in the Tate County School District.**
2. Any compulsory school-age child who becomes involved in any criminal or violent behavior shall be removed from the school program, and with probable cause, the case will be referred to the youth court.
3. Appropriate action deemed necessary by the principal.

While being suspended or expelled or while placed at the alternative school for disciplinary purposes, a student is not allowed to attend any school-related activity on school property. To do so may make the student liable for arrest on grounds of trespassing as well as jeopardizing future chance of re-admission to TCSD.

Note: Certain student behaviors do require the school district to report the incident(s) to appropriate Department of Education Officials and/or Youth/Juvenile Court Officials. Students involved in illegal felony activities outside the school setting which involve law enforcement will jeopardize their continued enrollment in public school.

Tobacco

Possession or use of Tobacco or look alike tobacco, vapors, cigarettes, cigars, electronic cigarettes, etc. are strictly prohibited at Tate County School District.

Recommended Disciplinary Options:

1. 1st offense – 3 days ISS
2. 2nd offense – 5 days ISS
3. 3rd offense – 3 days OSS
4. 4th offense – 5 days OSS

Fighting

Fighting is strictly prohibited at Tate County School District.

Recommended Disciplinary Options:

- a. 1st offense – 5 days OSS with parent conference to return to school
- b. 2nd offense – 10 days OSS with a recommendation for expulsion

Cell phone and/or Electronic Device

Possession or use of cellular phone or similar device and electronic devices is strictly prohibited at Tate County School District. Cellular phones or similar devices and electronic devices should not be present, visible, or heard during the school day at TCSD.

Recommended Disciplinary Options:

- a. 1st offense – release device only to parent of student
- b. 2nd offense – after 30 days release device phone only to parent of student
- c. 3rd offense – after 60 days release device phone only to parent of student
- d. 4th offense – after 90 days release device phone only to parent of student

**If student refuses to give teacher/administrator their device when requested there may be a 3 day suspension.

Prohibition of the Use of Tobacco on School Property

The Mississippi Legislature acted during the 2000 Legislative Session to adopt and codify the following state law as recited under Sections 97-32-25, 97-32-27, and 97-32-29. In summary, these laws prohibit the use of tobacco by any person on certain educational property and prescribe fines for violations thereof, and for related purposes. Educational property under this law means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity. In addition, MS Code 41-114-1 (2010) prohibits smoking in any indoor public facility or within 100 feet of any outdoor public facility during any time that persons under 18 years of age are engaged in an organized athletic event at that facility.

Interference with Operation of School Bus

According to Mississippi Law 37-41-2, it shall be unlawful for any individual other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education or the local school authorities.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine not to exceed five hundred dollars (\$500.00), or imprisonment in the county jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) who violates any provision of this section shall be treated as delinquent within the jurisdiction of the youth court.

Sexual Harassment

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no student in the Tate County School District shall be subject to sexual harassment. Student to student sexual harassment is also prohibited. Complaints of any violation of this policy may be made to the appropriate building administrator, or the Title IX coordinator without fear or reprisal. Should violations prove to be legitimate, the offending employee/student shall be subject to disciplinary action. Title IX Coordinator, 574 Parkway Street, Coldwater, MS 38618 Phone: 662-562-5861

Items Not Allowed At School

Tate County School District is not responsible for any item(s) confiscated on school property.

- **Any item** brought to school that would be disruptive to the learning process or deemed unsafe by the School Administration is prohibited. (Examples: playing and/or trading cards, matches, large sums of money not designated for school activities, etc.)
- No candy or other food items can be brought to school to sell or exchange.
- No distribution of any personal correspondence (party invitations, flyers, etc.) without prior permission from school administration.

Student Dress Code

Proper attire is to be worn by all students to foster the best environment for learning. Violations of the Student Dress Code may result in Class II Disciplinary Action.

NOTE: If a question arises about the Student Dress Code, it will be left to the discretion of the school administrator or his/her designee.

Exceptions

- Students enrolled in any school-sponsored organizations may be exempted from the Student Dress Code policy on the day(s) they are required to wear their school-sponsored clothing as approved by the administrator.
- Students may be allowed to wear dress clothes for special occasions/activities as approved by the administrator.

New students/new enrollees will have 5 days to comply with the dress code.

Tate County School District Dress Code for Grades K-12 (TCSD Policy JCDB)

<p>Articles of Clothing:</p> <p>No article of clothing may depict anything profane, suggestive, derogatory, violent, or illegal to students (e.g. alcohol, drugs, tobacco, gambling).</p>		
<p>Tops/Shirts</p> <ul style="list-style-type: none"> • T-Shirts must be intact • Collared shirts may have only one top button undone. • All shirts, sweatshirts, and hoodies may neither expose the midriff, any part of the bust, or an excessive part of the back, nor be excessively tight or distracting in class. • No tank-tops or low cut shirts with camisoles. Showing cleavage is not allowed. 	<p>Bottoms/Pants/Shorts</p> <ul style="list-style-type: none"> • Only jeans, khakis, or dress pants are allowed • Shorts are allowed for ALL students but must be knee length • Skorts are allowed but must be knee length • No athletic shorts allowed. • No holey or frayed pants and no skin or undergarments/leggings showing. • Pants must be worn fitted to the natural waist. • If pants have loops, a belt must be worn. • Wallet chains are not allowed. • Neither baggy or loose-fitting pants nor excessively tight-fittings pants shall be worn. 	<p>Footwear</p> <ul style="list-style-type: none"> • Neither shower-shoes nor house-shoes may be worn. Footwear must be worn at all times. • Heels may be no taller than two inches. No steel toe boots. • Footwear with laces must be laced.
<p>Physical Features:</p> <ul style="list-style-type: none"> • Tattoos or other visible body markings which contain inappropriate, vulgar, or gang related design must be covered at all times. • Only earrings which are non-gauge size are acceptable. • Neither male nor female students will be permitted to wear rings and/or studs in their noses, tongues, or other exposed body parts other than the ear. Rings on the fingers are acceptable. • Notched eyebrows and gang related designs in the hair are not allowed. 		<p>Dress or Skirts:</p> <ul style="list-style-type: none"> • Knee-length dresses and skirts are allowed; however, no slit shall rise above the kneecaps. • Leggings may be worn beneath skirts or dresses; however, dresses and skirts must still be knee-length.
<p>Miscellaneous Articles:</p> <ul style="list-style-type: none"> • No hats, caps, toboggans, head scarves, bandanas, sweat bands, wristbands, hairnets, hoodies on the head, or shower caps are allowed to be worn visible in the building. • If a student wears a court ordered monitor, it must be covered at all times. 		<p>Enforcement Policy:</p> <p>1st offense: Parent to bring clothes or if parent is unavailable the student will be sent to ISS.</p> <p>2nd Offense: ISS</p> <p>3rd Offense: OSS</p>

Parental Notifications

Notification of Rights under FERPA (Family Educational Rights and Privacy Act) for Elementary and Secondary Schools (TCSO Policy JRAA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are the following:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member; a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Directory Information/Disclosure of Student Information

The Tate County School District will not, except for directory information, disclose personally identifiable information or the education records of a student without prior written consent from the parent or eligible student. The district will also comply with any HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations that apply to student health information which is not covered by FERPA.

The district/schools will occasionally use/publish student information such as honor rolls, student work, school annuals, athletic rosters, class rolls, audio-visual and photographic representations, and school-sponsored club and activity rosters. Parents who wish their child/children **excluded** from this practice must advise the principal of the school, in writing, no later than fourteen (14) days after the student's enrollment or receipt of this handbook.

Grievance Resolution

The Tate County School District operates three school zones. Schools are under the direct supervision and control of the principal or director, who acts as final authority in all matters at the school. Parents/Guardians/Students who are aggrieved by a school decision or action should present their grievance **in writing to the principal**. Any parent further aggrieved may appeal **in writing to the District Superintendent**. The grievance must be set forth in writing so that there is clarity in managing the grievance and so that an appropriate response may be given. In cases where a grievance is submitted, the appropriate administrator shall provide a response and document such response within five (5) working days. Any further aggrieved parent may request to appear before the School Board. This request may be made at the Central Office, 574 Parkway St., Coldwater, Mississippi.

Non-Discrimination

The Tate County School District adheres to non-discrimination in education programs/activities and employment, and strives affirmatively to provide equal opportunity for student and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to gender, race, ethnicity, national origin, age, religion, disability, or any other legally protected status.

The following person has been designated as the discrimination compliance officer and will handle inquires and the filing of grievances of discrimination in all areas other than on basis of disabilities: Amy Williams, 662-562-5861.

The following person has been designated as the Section 504/Disabilities Act compliance officer and will handle inquire regarding the discrimination on the basis of disabilities: Kristie Foster, 662-562-5861.

Annual Asbestos Notification

As part of an annual asbestos notification, we are informing all persons of their option to review the asbestos management plan which will include documentation of any changes

of asbestos containing material in the schools. To provide continuing management of the asbestos in our schools, all Asbestos Containing Materials (ACM) are inspected every six months by an engineering firm from Jackson, MS. Any changes in ACM are being recorded in a surveillance report as part of the management plan.

A copy of the surveillance and re-inspection reports, along with a copy of the management plan for the district is maintained in the Superintendent of Education's office located at 574 Parkway St, Coldwater, Mississippi. Any interested party should feel free to review these reports.

Wellness Policy

The Tate County School District is committed to safe and healthy schools. A copy of each school's Wellness Policy is on file for review in every school office and at the district office.

Dropout Prevention Plan

The Tate County School District has implemented a district wide Dropout Prevention Plan in accordance with MS Code 37-13-80. A copy of this plan is on file for review at the district office.

Students with Disabilities Programs

The Tate County School District participates in a statewide effort to identify, locate, and evaluate children birth through twenty years of age who reside in the Tate County School District and who are suspected of having a disability. Early identification of children in need of special education experiences is very important. Family members, physicians, educators, or other individuals with knowledge of the child may make referrals of in-school and out-of-school children. Representatives of various agencies such as the Health Department, Mental Health, HeadStart, and day care centers may also refer children. If you know of any children who may have a disability, please contact Kristie Foster, Director of Special Education by calling (662) 562-5861.

Disability categories in Mississippi include the following:

Autism	Developmental Delay	Intellectual Disabled
Emotional Disability	Deaf/Blind	Hearing Impairment
Orthopedic Impairment	Language/Speech Impairment	Multiple Disability
Specific Learning Disability	Traumatic Brain Injury	Visual Impairment
Other Health Impairment		

The Tate County School District has special education programs that provide services to students who have been determined to have one or more of these disabilities.

Information gathered from contacts with parents and agencies helps the school district determine present and future program needs so that a free appropriate public education can be provided to all children with disabilities.

Section 504 Notice

The Tate County School District does not discriminate on the basis of disability in admission to its programs, its services, or its activities, or in access to them, or in the treatment of individuals with disabilities, or in any aspect of district operations.

The Tate County School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator:

Kristie Foster
Tate County School District
574 Parkway St.
Coldwater, MS 38618
Phone: (662) 562-5861.

Parent's Right to Know

Accountability and Assessment

1. Students must be assessed in reading/language arts and math in grades 3-8, as well as at least once during the 9-12 grade spans. Students must be assessed in science only one time in each grade span (3-5, 6-8, and 9-12) one time in United States History in 9-12 grade span. All 11th graders are also assessed through the ACT.
2. Assessments must be aligned with state standards (Mississippi College and Career Readiness Standards).
3. Student data must be disaggregated by gender, racial/ethnic group, English proficiency status, migrant status, student with disabilities, and economically disadvantaged. Schools must measure adequate yearly progress (AYP) annually, based upon the progress of the disaggregated groups as well as the total school's progress and participation rate for **all** students.
4. Annual District and School Report Cards sent home with Accreditation and Accountability information.
5. If a school does not make AYP for 2 consecutive years, the school is identified for school improvement.

English Language Learners (ELL) Service Program (TCSD Policy IK)

Students who are English Language Learners (ELL) shall be provided equal opportunities to participate in the educational programs operated by the district, as required by federal, state and local policy.

A copy of Tate County School District's ELL Policy and Procedures can be requested from the Office of Federal Programs at 574 Parkway Street, Coldwater, Mississippi.

Education for Homeless Children and Youth

The McKinney-Vento Homeless Assistance Act is Title X, Part C, of the No Child Left Behind Act. This legislation ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school. When a child is determined to be homeless as

defined by the McKinney-Vento Act, Tate County School District (TCSD) shall consider and take enrollment action that is in the best interest of the child. TCSD will also follow the requirements of the McKinney-Vento Homeless Assistance Act. If you have questions regarding the McKinney-Vento Homeless Assistance Act, contact the district's homeless education liaison, Amy Williams at 662-562-5861.

PowerSchool Parent Portal

PowerSchool allows parents to review their students' school information in real-time from home, work or any remote location with internet access, all at no cost to parents and families. PowerSchool is a web-based tool that enhances communication between parents, teachers, and students and is available to all parents of Tate County School District in grades K-12.

Fee Policy (TCSD Policy JS)

Fees may be charged for the following:

- A. Supplemental instructional materials and supplies, excluding textbooks;
- B. Other fees designated by the Superintendent of Education as fees related to a valid curriculum educational objective, including transportation; and
- C. Extracurricular activities and any other educational activities, such as band trips and athletic events.

Students may qualify for a fee waiver for fees authorized to be charged under sections (A) and (B) of the Fee Policy above. Each school has a copy of our Fee Waiver Policy.

Acceptable Use Agreement Network/Internet (TCSD Policy IJR)

The Tate County School District is pleased to offer our students' access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Terms of Agreement

In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the attached consent form.

Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

- a) All users must abide by rules of Network etiquette – Netiquette, including the following:
 - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

- Avoid language and/or graphic representations which may be offensive to other users. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion.
 - Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- b) All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology director, or superintendent.
- c) Teachers may allow individual students to use email, electronic chat rooms, instant messaging, sage boards, blogs, and other forms of direct electronic communications for educational purposes only and with proper supervision. Proper supervision shall include the teachers having the documentation of the students' username and password on file and the ability to monitor the account. This includes the use of student personal email accounts used in the school environment. If a student uses his/her personal email account or accesses other forms of communication on a school computer, the teacher must monitor all communications and have access to the student's username password for such an account. In addition, if student personal accounts are accessed through the district network, the profile for student personal accounts must not contain any identifiable information such as last name, address, or phone number of the student.
- d) No personal addresses, personal phone numbers, or last names of students will be permitted to be given out on the Internet. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- e) A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her student goes on the Internet.
- f) In general, the Internet is not an entertainment box or babysitting tool and should not be used to play non-educational games, listen to music, watch T.V. shows, movies, or Youtube videos. Just because it is lunch, study hall, or instruction has finished for the period is not a reason for individuals to play computer games or randomly surf the Internet.

Privacy. Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer, associated files, network, and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

g) **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school related website before the item is published to the web. Please note that under no circumstances will K-

12 student photos or work be identified with first and last name on a Tate County website, including the district, school, or teacher website.

Copyright. All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions.

Unacceptable Uses of the Network may include:

- a) Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- c) Uses that are commercial transactions. Students may not use the school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
- d) Access to online dating and social networking sites such as MySpace and Facebook will be prohibited.
- e) Due to bandwidth constrictions and educational value, access to multimedia sites such as Youtube will not be allowed. Access to multimedia-rich sites such as Discovery Ed United Streaming, Teachertube, PBS, and others which have a high educational value will be allowed.
- f) Access to Internet Radio and other always-on connections such as screensaver applications, Instant Messaging clients, and weather applications such as Weather Bug will not be allowed.
- g) Illegal activities, including copyright or contract violations shall not be permitted on the Internet. Illegal software shall not be installed or used on district computers. Downloading of copyrighted music, movies, or other media through the Internet or use of file-sharing programs is strictly prohibited.
- h) The Internet shall not be used for commercial, political, illegal, or financial purposes. Violations shall be reported to a teacher or an administrator immediately.
- i) Threatening, profane, harassing, abusive language, spamming, or sending unsolicited email shall be forbidden.
- j) Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under

state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

k) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.

l) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.

m) Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.

n) Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his designee prior to any such usage.

- The use of anonymous proxies and/or access point to get around content filtering is strictly prohibited and is a direct violation of this agreement.

o) No unauthorized devices may be connected to the TCSD computer network.

Internet Safety

- **Parents and Users.** Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- **Personal Safety.** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures.** The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or other technological means such as Internet usage reporting.

Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast

projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other web 2.0 tools are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity, racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and - if they are inappropriate – deleted.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Teacher Responsibilities

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the internet.

Principal Responsibilities

- Include Acceptable Use Policy in student handbook.
- Be sure handbooks are distributed to all students.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Permission forms must be kept on file for one year.
- Students who do not have permission to use the internet must be identified to the teaching staff.

District Responsibilities

- Ensure that filtering software is in use to block access to materials that are inappropriate, non-educational, offensive, obscene, consume large amounts of bandwidth, or contain pornography.
- Have acceptable use policy approved by the board and reviewed yearly.