

# **Tate County School District 2018-2019 PARENT/STUDENT HANDBOOK**

## **Tate County Schools**

East Tate Elementary School

Independence High School

Coldwater Elementary School

Coldwater High School

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 to be college and career ready, and to develop a lifelong love for learning.

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

# Table of Contents

## **Section I:**

District Directory Information -  
School Directory -

## **Section II:**

Calendar

## **Section III:**

Student Enrollment  
Emergency Contact Information-  
Compulsory School Age Child-  
Verification of Student Residency  
Student Withdrawal Procedure  
Transfer Student from Accredited  
School or Program  
Transfer Student from Non-  
Accredited School or Program  
Admittance After Absence  
Excuse for Absences  
Pre-Approved Absence for  
Extended Days  
Unexcused Absence to School  
Make-Up Work  
Tardies  
Unexcused Tardies  
Checkout  
Excessive Absences  
Administration of Medication to  
Student  
Communicable Disease  
Child Nutrition Information  
School Visitation/Conference  
Bad Weather  
Emergency Drills  
Use of School Office Telephone  
Balloon and Floral Delivers  
Transportation  
Bus Discipline

Textbooks

School Day Schedule

Grading

Promotion and Retention

Intervention Process

**Section IV:**

Tate County Bell Schedule

High School Enrollment

7-12 Grading System

Credit Recovery

Senior Information

Dual Enrollment Program

Extra-Curricular Activities

Miscellaneous High School Policies

Tate County Technology and  
Career Center

**Section V:**

Student Discipline K-12

Student Dress Code

Parental Notifications

# 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

Sharann Gordon  
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*

Regan Sellers  
*Case Manager*

Alicia Busby  
*Accounts Payable*

Amanda Meredith  
*Director of Child Nutrition*

Aleé Dixon  
*Assistant Superintendent*

Sandy Patton  
*Director of Finance*

Philip Casey  
*Computer Technician*

Vernester 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*

Jessie Daniel  
*MSIS Student Package Director*

Takeya Williams  
*Administrative Assistant, Special Education*

# School Directory

## **East Tate Elementary School**

Grades K-8  
Stephanie Franklin, Principal  
6832 East Tate Rd.  
Coldwater, MS 38618  
Phone: (662) 562-4688  
Fax: (662) 560-0881

## **Independence High School**

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

## **Coldwater Elementary School**

Grades K-6  
Timeka Thomas, Principal  
671 West St.  
Coldwater, MS 38618  
Phone: (662) 622-5511  
Fax: (662) 622-7061

## **Coldwater High School**

Grades 7-12  
Joseph Lamberth, Principal  
671 West St.  
Coldwater, MS 38618  
Phone: (662) 622-5511  
Fax: (662) – 622-7061

## **Strayhorn Elementary School**

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

## **Strayhorn High School**

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

## **Senatobia-Tate County Career-Technical Center**

Charles Floyd, Director  
165 W Central Ave  
Coldwater, MS 38618  
Phone: (662) – 622-5142  
Fax: (662)- 622-7005

# Section II

## School Calendar

<b>August</b>	1-3	Professional Development (No Students) Teacher Assistant Work Day
	2	Professional Development (No Students) 11am-7pm Meet the teacher 5pm-7pm
	6	1 <sup>st</sup> Day for Students
<b>September</b>	3	Labor Day
<b>October</b>	6	Progress Reports & Open House
	3-5	9-weeks Test
	8-9	Fall Break
<b>November</b>	18	Report Card
	8	Progress Reports
	19-23	Thanksgiving Holiday
<b>December</b>	17-19	Semester Exams
	19	60% Day
	20	Professional Development (No Students)
	21-31	Christmas Holidays
<b>January</b>	1-3	Christmas Holidays
	4	Professional Development (No Students) <i>Bad Weather Day</i>
	7	School Resumes for Students
	15	Report Cards
	21	Martin Luther King Holiday
<b>February</b>	7	Progress Reports
	18	President's Day <i>Bad Weather Day</i>
<b>March</b>	6-8	9 Weeks Test
	11-15	Spring Holidays
	26	Report Cards
<b>April</b>	16	Progress Reports
	19	Good Friday Break
<b>May</b>	20-22	Final Exams
	22	60% Day
	23-24	Professional Development Days (No Students) Teacher Assistant Work Day is May 23
	24-25	Professional Development Days (No Students) Teacher Assistant Work Days

\*NAEP and MS-CPAS will be scheduled according to MDE timeframes

# Section III

## Student Information

### **Enrollment** (TCSO 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 7<sup>th</sup> 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** (TCSO Policy JBB and JBC)

"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)

## **Verification of Student Residency Required** (TCS D Policy JBC)

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 Proof must be a Utility bill (power or gas which is current at time of registration)**

One Proof can be from the below list:

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. Driver's license (valid during school year)
3. Voter precinct identification (current at time of registration)
4. Automobile registration (valid during current school year)
5. Affidavit and/or personal visit by a designated school district official
6. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
7. Certified copy of filed petition for guardianship if pending and final decree when granted.

## **Student Withdrawal Procedures** (TCS D 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** (TCS D Policy JBCD)

- 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 JBCE & 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 district office or 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.
- 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.**

<p><i>Sample Excuse</i></p> <p>Date _____</p> <p>Please excuse <u>(student name)</u> for being absent on <u>(date/s)</u> due to <u>(reason for absence)</u>.</p> <p>Parent Signature _____</p> <p>Current Phone Number _____</p>
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## **Excuses for Absence** (TCS D Policy JBA)

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** (TCSO Policy JBA and JBB)

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)

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)

### **Make-Up Work** (TCSO Policy IHBA)

Students who miss up to two (2) consecutive days have up to three (3) days to makeup work upon return to school.

Students who miss three (3) or more consecutive days have up to five (5) days to makeup work upon return to school.

Students with extended absences due to medical reasons of five (5) or more days will work with the teacher and administration to set a time for makeup work to be completed.

### **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 disciplinary action.

### **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 and Seat Time**

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** (TCS D 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 TCS D Policy JGCD. 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** (TCS D 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) **CDC no longer recommends being nit free**
- *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	\$ 2.75
Reduced price for student	\$ .30	Reduced price for students	\$ .40
Adults	\$ 1.85	Adults (TCS D Employees)	\$ 3.25

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 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 are 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.

Students and adults are allowed to pay in advance, eliminating the problem of forgetting money for their 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.

Adults are not allowed to charge meals.

All returned checks will be charged a \$10.00 fee.

Electronic payments to your child's account may be done at [MySchoolbucks.com](http://MySchoolbucks.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.

## Meal Charge Policy

### 1. Purpose

The goal of the Tate County School District Child Nutrition Department is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on Child Nutrition Department. The Child Nutrition Department is a self-supporting fund that shall not have a negative balance at the close of the school year. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Tate County School District that will be fair and equitable and that will ensure compliance of all who participate in

the school meal program. This policy establishes procedures for methods of payment, charge availability and collection methods. The provisions of this policy pertain to all regular and reduced priced breakfast and lunch meals. Please note that the USDA Child Nutrition Program does not require that meals be provided to students that do not have the money to pay, but Tate County School District wants to assure our students have access to a meal even in the event that money is lost or forgotten.

*We strongly discourage meal charges, but we understand that an occasional emergency makes it necessary.*

## 2. Methods of Payment

School Breakfast and lunch accounts can be funded through multiple methods:

-Cash or check paid at the register.

-A "No Cash Back" policy will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the students account.

-Electronic Credit Card and Bank Account Payments through MySchoolbucks.com can be made for a small convenience fee.

*It is strongly encouraged that parents/guardians make meal payments in advance.*

## 3. Charge Availability

Adults will not be allowed to charge.

-Students that need to charge will receive a regular school meal. Students will only be allowed to charge \$15 on their account.

-A la carte/extra sale items may not be charged at any time.

-Parents will be notified and asked for prompt payment when meals are charged.

Weekly letters will be sent home for any negative balance. Please check your child's backpack for these letters.

-When the student reaches the "account cap" they will only be offered a designated menu alternate. Example: Ham sandwich+ veggies sticks + fruit + milk.

-This designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.

*Parents/Guardians are responsible for payment of these meals to the Tate County School District Child Nutrition Program.*

## 4. Collection Methods

-Parents will be notified and asked for prompt payment when meals are charged.

-Weekly letters will be sent home for any negative balance.

-If a student has a negative balance in their account, the parent or guardian will be responsible to pay the balance within thirty (30) days.

- All accounts must be settled at the end of the school year.
- Negative balance letters will be sent home approximately ten (10) days before the last day of school.
- If a student's account is not settled at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:
  - Withhold report cards until the delinquent balance is paid.
  - Refer the account to a collection agency.
  - Initiate a claim in the court system and/or contact the MS District Attorney's Office.
- If a senior's account is not in good standing at the end of the school year, the student will not receive their cap and gown or participate in graduation exercises. Their lunch account fees will be due at the same time all other dues and fees are collected.

*Balances may be checked at any time by logging into MySchoolbucks.com or downloading the free app for all Apple and Android devices.*

## 5. Refunds

Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable.

Graduating Students: Students who are graduating at the end of the year will need to request a refund in writing. Funds can also be transferred to siblings with a written request.

Unclaimed Funds: All refunds must be requested within one year. All unclaimed funds will then become the property of the Tate County School District Child Nutrition Department.

## 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.**

**Tate County Schools does not allow ANY video or audio recordings without permission of the building level administration.**

**We request that visitors leave cellular phones in their car.**

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** (TCSD Policy JGF)

When bad weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, or Internet 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 television stations.

### **Emergency Drills** (TCSD Policy JGF)

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** (TCSD Policy EDA and JCDAD)

The first day of school for students for the new school year will be August 6, 2018. 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 by a written note to the office before noon by the parent/guardian. 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 verbal or physical altercations.
5. No loud, excessive noise or yelling.
6. No throwing objects including paper.
7. No eating or drinking on the bus.
8. No possession of weapons, drugs, or alcohol.

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:

- **1<sup>st</sup> time:** Principal disciplines at own discretion. Parent contacted and sent copy of bus discipline policy.
- **2<sup>nd</sup> time:** Suspended from riding the bus for two (2) to five (5) days.
- **3<sup>rd</sup> time:** Suspended from riding the bus for five (5) to ten (10) days.
- **4<sup>th</sup> time:** Permanent loss of bus privileges and subject to a five (5) days suspension from school. (Students may appeal to the Superintendent 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 4<sup>th</sup> time.**

### 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	7:30	2:59
Independence High School	7:30	2:59
Coldwater Attendance Center	7:30	3:05
Strayhorn Elementary School	7:30	3:05
Strayhorn High School	7:30	2:59

### Grading 1-6 (TCSD Policy IHA)

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

#### Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### Grade Reporting Periods

Nine Weeks	Date	Grade Reports
1 <sup>st</sup> 9 weeks	August 6 to October 5	Progress Reports – September 6 <sup>th</sup> Report Cards Sent - October 18 <sup>th</sup>
2 <sup>nd</sup> 9 weeks	October 10 to December 19	Progress Reports – November 8 <sup>th</sup> Report Card Sent - January 15 <sup>th</sup>
3 <sup>rd</sup> 9 weeks	January 7 to March 8	Progress Reports – February 7 <sup>th</sup> Report Card Sent – March 26 <sup>th</sup>
4 <sup>th</sup> 9 weeks	March 18 to May 22	Progress Reports – April 16 <sup>th</sup> Report Card Pick Up - May 30 <sup>th</sup>

## **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** (TCSD Policy IHE)

**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 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion. Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

**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 commensurate 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

## 7<sup>th</sup> – 12<sup>th</sup> Grade Information

### Tate County High School Bell Schedule

#### East Tate Elementary, Independence High School, & Strayhorn High School

7:15	Enter Building
7:30-9:10	1st Block
9:10-9:25	Break
9:25-11:08	2nd Block
11:11-1:16	3rd Block includes Lunch The lunch period is 25 minutes long.
1:19-2:59	4th Block

#### Coldwater Elementary, Coldwater High School, & Strayhorn Elementary School

7:15	Enter Building
7:30-9:10	1st Block
9:10-9:25	Break
9:25-11:08	2nd Block
11:11-1:16	3rd Block includes Lunch The lunch period is 25 minutes long.
1:19-3:05	4th Block

### HIGH SCHOOL ENROLLMENT

#### Enrollment (TCSD Policy JBC)

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 Tate County high schools 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** (TCSO 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** (TCSO Policy IHE)

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 8<sup>th</sup> graders in 2011-12 and thereafter)** (TCSO Policy IHC)

Advanced (Accelerated English 9-12, Chemistry, Advanced Biology, Physics, Pre-Calculus, Trigonometry, and Calculus) and AP courses will be weighted.

Courses offered at a Tate County High School and their weight will 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	60-69
F	Below 60

## **Grade Reporting Periods**

<b>Nine Weeks</b>	<b>Date</b>	<b>Grade Reports</b>
1 <sup>st</sup> 9 weeks	August 3 to October 5	Progress Reports – September 7 <sup>th</sup> Report Cards Sent - October 19 <sup>th</sup>
2 <sup>nd</sup> 9 weeks	October 11 to December 18	Progress Reports – November 9 <sup>th</sup> Report Card Sent - January 11 <sup>th</sup>
3 <sup>rd</sup> 9 weeks	January 4 to March 9	Progress Reports – February 6 <sup>th</sup> Report Card Sent – March 27 <sup>th</sup>
4 <sup>th</sup> 9 weeks	March 19 to May 23	Progress Reports – April 24 <sup>th</sup> Report Card Pick Up - May 26 <sup>th</sup>

## **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)

Credit recovery is defined as a course-specific, skills-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. The goal of the credit recovery program is to prevent students from dropping out of high school.

Tate County Schools will implement a web-based curriculum program to provide extensive support for students in credit recovery, credit completion, remediation and intervention. The program will be aligned with the Mississippi standards. The program will provide diagnostic testing which prescribes an individualized study plan for each student as well as progress monitoring to ensure students achieve success as they move throughout the lessons.

### **Admission to or Removal from Credit Recovery**



The purpose of credit recovery is to provide a second chance to obtain credit for courses, allowing students to remain on track for graduation. In order for students to be candidates for the program, the following criteria must be met:

1. Parental consent is required before a student can enroll in credit recovery.
2. A student may not participate in credit recovery if a grade below 50 was received for a course.
3. Any student who has passed a state subject area test, but did not receive credit in the course may participate in credit recovery.
4. Students shall not remain in a Credit Recovery Course for more than one year.
5. Only students who have failed a course may enroll in credit recovery to earn a passing grade of 65. Credit recovery cannot be used by a student that has passed the course to improve the students assigned course grade.
6. A student that has passed a subject area tested class but failed the assessment may enroll in credit recovery for remediation only.

### **Course Load**

Students may enroll in no more than two courses simultaneously. Course work must be completed within one year for a full credit class and one semester for a half credit class. Upon completion of a course, a new course may be started subject to the participation criteria stated above.

### **Instruction**

A web-based curriculum program featuring a multimedia-rich curriculum for grades K-12 will be used for instruction. The curriculum-software solutions is self-paced and customizable. Web tools for administrators and teachers give educators and programs the features they need to individualize instruction and manage student data. Web-based materials can be used as a core or supplemental educational program or for a variety of target populations and situations. Web-based curriculum is designed to effectively improve instruction for all types of students at a variety of learning levels.

### **Grading**

The credit recovery program was established to allow students to demonstrate mastery. In order for a student to receive credit for a unit, he/she must earn 65% mastery of the material in that unit. This sets the minimum grade for each course taken at 65.

**Students are provided Graduation Requirements each year which parents must sign and return to the school.** (TCSO Policy IHF)

**Students with Disabilities Graduation Requirements** (TCSO Policy IHF)

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 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 based on the decision of the child's parent(s), IEP Committee, and school officials.
- 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 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 meet College and Career Readiness Benchmarks, a GPA of 2.5, passed all state assessments required for graduation, on track to meet diploma requirements, and enrolled in Essentials for College Math and Essentials for College Literacy.

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** (TCSD Policy IHC)

### **For all students who entered 9<sup>th</sup> grader prior to the 2017-2018 school year:**

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 ½ 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 3<sup>rd</sup> 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 ½ 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.

The number one ranked student as result of this calculation will be recognized as the Valedictorian and the number two ranked student will be recognized as the Salutatorian. To be considered for Valedictorian and Salutatorian, credits for three semesters prior to ranking must be earned at the graduating school beginning 2012-2013. Student's course work must be aligned to IHL requirements.

Only traditional diploma students will be ranked or recognized as honor graduates.

#### Special Honors

To qualify for special honors a student must have passed all state tests by December of their graduating year, have taken and earned an 85 or better or be enrolled in the maximum number of Advanced Courses offered at the school and have an overall final average of 95 or better.

#### Honor Graduates

To qualify to graduate with honors a student must have passed all state tests by December of their graduating year, have taken and passed or be enrolled in the maximum number of Advanced Courses offered at the school, and have an overall average of 90 or better.

### **For all 9<sup>th</sup> graders in 2017-2018 and thereafter:**

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 track to graduate with that senior class, regardless of the number of credits earned.

Freshman	0-5 credits
Sophomore	6-11 credits
Junior	12-17 credits
Senior	18 credits and above

#### Weighted Classes (For all 9<sup>th</sup> graders in 2017-2018 and thereafter:

This list of courses will take effect with all incoming 9<sup>th</sup> graders in 2017-2018. Courses offered at Tate County School District and their weight are used to determine Valedictorian, Salutatorian, Honor Graduates, and student class rank for Graduation.

General Courses (no weight)	.5 credit = (1/2 grade)
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English I	English II	English III	English IV	Short Stories
Mythology	Fundamentals of Algebra	Physical Science	Aerospace	Environmental Science
Genetics	Zoology	Science Skills & Reasoning	Mississippi Studies	World History
US History	Government	Economics	Psychology	Sociology
World Geography	Humanities	Visual Arts	Theater	General Music
Concert/Field Band	Accounting	Keyboarding	Computer Applications	Entrepreneurship
Financial Technology	Web Page/ Innovative Apps	Carpentry I	Carpentry II	Business Computer Tech I
Business Computer Tech II	Engineering I	Engineering II	Health Sciences I	Health Sciences II
Family Dynamics	Resource Management	Introduction to Agri-Science	Ag Animals	Ag Plants
Nutrition and Wellness	Personal Development	Learning Strategies	Physical Education	Health
Algebra I	Algebra II	Geometry		

#### College Preparatory (+5)

.5 credit = (+2.5)

World Literature	Creative Writing	Mississippi Writers	Trigonometry	Pre-Calculus
Calculus	Biology I	Biology II	Human Anatomy and Physiology	Chemistry
Physics	Foreign Language I	Foreign Language II	Foreign Language III	All Dual Enrollment Courses

#### Advanced Placement 1 credit = (+10)

.5 credit = (+5)

AP English III	AP Calculus	AP Chemistry	AP World History	AP Macro Economics
AP Micro Economics	AP Government	AP European History		

\*Any class not listed under College Preparatory or Advanced Placement should be placed under the General Course heading.

Students taking AP courses will be given the opportunity to take the National test to gain college credit if they score high enough.

### Grading System 9-12

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

Letter Grade	Numeric Grade
A (Excellent)	90-100
B (Above Average)	80-89
C (Average)	70-79

D (Below Average)	60-69
F (Failure)	59 and below

Grades will be calculated using the following formula:

50% weekly test grades +  
 25% daily work +  
25% 9 weeks test grade =  
 9 weeks final grade

The semester grade will be the average of two nine week's grades.  
 The two semester grades will be averaged to determine the year's average.

### **Calculating a Grade Point Average (GPA)**

#### **Grade Point Averages**

1. All academic courses, both passed and failed, will be used to compute GPA's reported to Colleges and Universities and will be reported using a numeric average. NO course will be given weight.
2. Final GPA's will be computed at the end of the senior year after all grades have been entered on the cumulative files.
3. All courses attempted by the student in his/her high school career will be used in the calculation to obtain the weighted and non-weighted GPA. This includes courses taken and failed.
4. Half unit courses will receive only one half the stated numbers of points. One and one half-unit courses will receive one and a half the stated number of points. Two unit course will receive twice the number of points. Two and one-half unit courses will receive two and one-half times the stated number of points.
5. The student with the highest weighted GPA will be Valedictorian; the student with the second highest GPA will be Salutatorian. If a tie exists for the number one position, there will be co-Valedictorians and no Salutatorian. If a tie exists for the number two position, there will be co-Salutatorians along with the Valedictorian.
6. GPAs used in determining the Valedictorian and Salutatorian will be taken at the 4<sup>th</sup> 9 weeks progress reporting time.
7. To determine Honor Graduates we use the following guidelines: (For the purpose of Ranking, we will not round up to the next highest number.). The Honor Graduate designation has nothing to do with those students throughout the year that have made Honor Roll.

<b>Honors</b>	<b>92-99.9</b>
<b>High Honors</b>	<b>100-110</b>

#### **Calculations for Valedictorian and Salutatorian are as follows:**

Valedictorian and Salutatorian will be determined using the weighted scale herein. All course attempted will be added together along with any of the course weights to come up with the average grade over the four-year period of time the student attended High School. This will give you your weighted GPA. Weighted GPA's will only be used to determine the Valedictorian and Salutatorian.

### Example 1 – Weighted

Course	Credit	Grade	Weight
Algebra 1	1	98	+5
English 1	1	95	
Biology 1	1	99	+5
Miss. Studies	½	97 (48.5)	
Health	½	99 (49.5)	
Art	1	99	
STEM	1	94	
Spanish	1	93	+5
Physical Education	½	100 (50)	
Keyboarding	½	100 (50)	
Totals	8	776 + 15 = (791/8 = 98.87)	

**791 total weighted points divided by the 8 credits attempted yields a GPA of 98.87.**

### Example 2 – Weighted

Course	Credit	Grade	Weight
English IV Honors	1	96	+5
Physics	1	98	+5
AP Micro Economics	.5	99 (49.5)	+5
AP Calculus	1	95	+10
Government	.5	99 (49.5)	
Total	4	388. +. 25. = (413/4. = 103.25)	

**413 total weighted points divided by the 4 credits attempted yields a GPA of 103.25.**

### GPA for Class Rank and Reports to Colleges

The following GPA process will be used to determine Class Rank and what will be reported to the Colleges and Universities. To determine this GPA, you will follow the same procedures as above BUT all of the GPA's will be calculated using the General Scale. All other calculations will be the same.

Course	Credit	Grade
Algebra 1	1	98
English 1	1	95
Biology 1	1	99
Miss. Studies	½	97
Health	½	99
Art	1	99
STEM	1	94
Spanish 1	1	93
Physical Education	½	100
Keyboarding	½	100
Totals	8	776

**776 total points divided by the 8 credits attempted yields a grade point average of 97 GPA.**

### 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 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 should attend all practices.

Dress – Attire for young ladies is an appropriate dress and dark 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. Shoes should be dark colored. (No flip-flops, tennis shoes, or sandals).

Attire for young men is black or navy pants, white or light –colored shirts, red, blue, or black neckties or bow ties, and dark colored socks and shoes. (No denim jeans, tennis shoes, 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 and Scholarship**

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** (TCS D Policy IDAG)

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 TCS D PAY THE TUITION FOR THESE COLLEGE COURSES.**

## **Blended Learning**

Any student 9<sup>th</sup> through 12<sup>th</sup> grade will be eligible for Blended Learning classes if applicable for their individual schedule. The limit of classes will be determined by student's individual scheduling needs.

At the beginning of the year, parents will be notified in writing from the school that their student is enrolled in a blended learning class. The notification will include the following:

- Course Name
- Course Content and Grade Level
- Process for monitoring and notifying parents of student progress

## **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.

### **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. Bands are 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 half a 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** (TCSD Policy JCA)

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.

A student who receives 4 tardies 1<sup>st</sup> period in a 9 week period may lose driving privileges for up to 45 days or be sent to In School Suspension for one day per tardy. Car trouble is not an excused tardy.

# Senatobia – Tate County Career and Technical 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 and Compliance

The Senatobia- Tate County Career & Technical Center does not discriminate on the basis of race, color, national origin, sex, religion, or disability in its programs and activities and provides equal access to all students served by our center.

If you feel that you have been discriminated against at the Senatobia-Tate Career & Technical Center, please present your grievance in writing to the Director of the Center:

Charles Floyd, CTC Director  
165 W. Central Avenue  
Coldwater, MS 38618  
[cfloyd@tcsdms.org](mailto:cfloyd@tcsdms.org)  
62-622-5142

If you are not satisfied that your complaint has been resolved satisfactorily, then you should contact the appropriate person below:

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 except concerns relating to disabilities.

Amy Williams, Title IX Coordinator  
574 Parkway Street  
Coldwater, MS 38618  
[awilliams@tcsdms.org](mailto:awilliams@tcsdms.org)  
662-562-5861

The following person has been designated as the **Section 504/Disabilities Act Compliance Officer** and will handle inquiries regarding discrimination on the basis of disabilities:

Kristie Foster, Director of Special Services  
574 Parkway Street  
Coldwater, MS 38618  
[kfoster@tcsdms.org](mailto:kfoster@tcsdms.org)  
662-562-5861

## **Admission**

Students who are enrolled full-time in the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> 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.

## **Articulation Agreement for CTE and the Mississippi Community College Board**

The Career & Technical Education to Community College Articulation Agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education (CTE) programs of study. This statewide articulation agreement encompasses high school CTE courses that match the knowledge and skills taught in similar community college courses. This articulation agreement ensures that **if a student is proficient in his/her high school course, the student can receive college credit for that course at any Mississippi Community College.** This streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes.

To be eligible for articulated credit, a student must meet certain CPAS score requirements and enroll in a Mississippi Community College within 18 months of graduation. Please talk with the Career Counselor or the Instructor of a particular program for specific information.

## **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.

### **Bell Schedule**

Students who attend the CTC follow the schedule arranged with their feeder high school.

### **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) Horseplay in the shop or work areas

- 4) Not complying with his/her own school's code of conduct;
- 5) Using profanity;
- 6) Being disrespectful to the teacher, school staff, or classmates;
- 7) Being defiant; or
- 8) 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.

### **Guidance at CTE**

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.

### **Leaving the Center**

A school official 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.**

### **Professional Dress**

Another component of Employability Skills includes knowing how to dress appropriately in professional environments. This may mean wearing appropriate clothing in a shop class or knowing how to dress for a job interview.

## **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.

## **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** (TCSO Policy JD/JCB)

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 TCSO, while under the supervision or direction of any teacher, principal, or other authority of TCSO, 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.** (TCSO Policy JDB)

### **Class I Behaviors**

1. Excessive distractions of other students
2. Disruptive behavior at school or school sponsored activities.
3. Public display of affection (hugging, kissing, holding hands, etc.)
4. Other behaviors designated by the principal

#### **Recommended Disciplinary Options for Class I Behaviors:**

1. Contact Parents
2. Isolation with adult supervision (example: Recess detention)
3. Administrative, student, parent, and/or teacher conference
4. Appropriate action deemed necessary by the principal

### **Class II Behaviors**

1. Habitual violations, three or more, of Class I behaviors
2. Academic dishonesty and/or cheating
3. Personal contact such as pushing and shoving
4. Violation of Student Uniform Dress Code
5. Inappropriate recording events on school campus
6. Use of school media during the school day
7. Defacing school property (ex: writing on walls, desks, etc.)
8. Conspiring/instigating to create a disturbance in the classroom, on the bus, on school property, or at any school function
9. Insubordination, defiance for authority, and/or willful disobedience
10. Leaving school (skipping) or cutting class(es) or leaving class without permission –
11. Gambling
12. Possession or use of Tobacco or look alike tobacco, vapors, cigarettes, cigars, electronic cigarettes, etc.
13. Other behaviors designated by the principal

#### **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. Verbal or physical altercation
3. Bullying, harassing behavior, intimidation, or threats towards another student
4. Using abusive, vulgar, profane, gang related language, acts, and/or gestures directed to students or adults
5. Open defiance of administrators, teachers, or staff members
6. Inappropriate posting or sharing recordings of events on school campus or school activities
7. Posting vulgar or inappropriate content
8. Vandalism including criminal damage to school or the personal property of others (punishment includes restitution, see #2 below)
9. Stealing—up to \$99.99 value (punishment includes restitution, see #2 below)
10. Possession or use of fireworks
11. Other behaviors designated by the principal

#### **Recommended Disciplinary Options for Class III Behaviors:**

1. Five (5) to ten (10) days of in school suspension.
2. Three (3) to ten (10) days out of school suspension.
3. Total restitution for any injury to other person requiring medical attention and/or for items stolen or damaged.
4. Loss of privileges to school activity/activities (ex: field trips, assemblies, sporting events, etc.).
5. Referral for placement in an alternative program/alternative school or possible recommendation for expulsion.
6. 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. Pornography
4. Sexual harassment
5. Participating in or causing a disturbance at school or school-related activities
6. Engaging in a sexual act
7. 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 ten (10) 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 (10) 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 (including alcohol) 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 or weapon threats in person or on social media
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 out of school 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 or any TCSD activities at any other campus or location. 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.**

### **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. 1<sup>st</sup> offense – release device only to parent of student
- b. 2<sup>nd</sup> offense – after 30 days release device phone only to parent of student

- c. 3<sup>rd</sup> offense – after 60 days release device phone only to parent of student
- d. 4<sup>th</sup> 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** (TCSD Policy GBRM)

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

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.

### **Disciplinary Hearings**

A Disciplinary Committee (DC) will conduct hearings for students who have been suspended, expelled or remanded for more than ten (10) school days. The superintendent shall appoint member to the DC which shall consist of two (2) Administrators of which shall be licensed employees of the school district. The superintendent shall appoint a facilitator of the DC. The facilitator shall perform the following duties:

1. Identify the other member of the DC assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriated persons of each meeting within twenty-four (24) hours of receiving completed packet of the suspension/expulsion; and
5. Sign and maintain a copy of the minutes of the meeting.
6. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within two (2) days after receiving the decision to request review by the Board.

If an appeal is submitted

**The Superintendent will review the recommendation and:**

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty; or
3. Grant a hearing before the Board

**If the Board chooses to grant a hearing, it may:**

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner; or
3. Impose a more severe penalty than that of the hearing authority.

**Who will be present:**

Unless specified otherwise, student disciplinary hearings are closed. Those present will be the Disciplinary Committee, principal or designee, student, parent or guardian and counsel if desired.

**The Hearing Agenda:**

- If the student is represented by an attorney, it is recommended that an attorney represent the school administration
- The DC Facilitator opens the hearing by explaining the hearing process and ground rules and by answering any procedural questions. The DC Facilitator is in charge of the hearing and controls the proceedings. The DC Facilitator should call upon each person in attendance to introduce him/her and explain the role he/she will be performing at the hearing
- The DC Facilitator gives an explanation of why the hearing is being held, the specific charge and ask how student pleads (guilty or not guilty)
- Principal or designee of the school will present a brief statement to explain the charges against the student, the rule or regulation violated, the evidence to be presented, and the disciplinary action recommended.
- The student then provides a statement and explanation
- After both sides have presented their case, the DC Facilitator dismisses the referring administrator, student and parent or guardian after all questions have been answered and explaining the notification procedure.
- A written record of the proceedings, including a summary of the facts and the reasons supporting the decision shall be kept on file.
- The DC Facilitator will provide in person or send a certified letter to the student and parent or guardian with the decision.
- If the DC recommends and the Superintendent approves the recommendation, the Superintendent will recommend expulsion by the School Board for final approval.

**The Appeal Process:**

- The student may within two (2) days of the decision request review by the Board of Education. If the student fails to request a timely review, the decision shall be final.
- The superintendent of education, based upon a review of the record, may grant or deny a request for a board hearing and may affirm or overturn the decision of the DC with or without a hearing before the Board; provided that the board may not impose a more severe penalty than imposed by the hearing authority without first providing an opportunity for a hearing before the board.

- The action of the Board shall be final.

### **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.

### **BULLYING OR HARASSING BEHAVIOR**

The Board of Trustees of the Tate County School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The Tate County School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

1. Definitions Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:
  - (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or
  - (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to educational performance, opportunities, or benefits.

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

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence a disruption to the

operation of the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

The Tate County School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

"Reasonable action" includes, but is not limited to, promptly reporting the bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

These procedures shall be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

Legal Reference: MS Code of 1972 37-11-67 and 37-11-69

## **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR - PROCEDURES**

### I. Procedures for Reporting a Complaint

A. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly, but no later than five (5) calendar days after the alleged act or acts occurred. (HB 263-D)

B. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es) and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent, and complaints against the superintendent shall be made



to the Board chairman. The complaint shall be investigated promptly. (HB 263-F)

C. Parents or guardians will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. (HB 263 - C)

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

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

F. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying." (HB 263-G & 2).

G. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.) (HB 263-H)

The school district shall maintain and make available a list of counseling services to any student who is a victim of or a witness to bullying, or who engages in bullying. The following list of the types of counseling and support services are available to any victim of or a witness to bullying. This list is presented as a guide that by no means limits this school district from including other additional support services. (HB 263-E)

- *School/District Counseling*
- *Conflict resolution training*
- *Anger Management training*
- *Problem solving skills training (proactive, constructive, relationship-building)*
- *Social skills training*

*Support may be provided by the school district through the assistance of the any of the following agencies:*

- *Mississippi Department of Education*
- *Mississippi Department of Health*
- *Mississippi Department of Human Services - Juvenile Services Department*
- *Law enforcement agencies*

### **Sexual Harassment** (TCS D Policy GBR, JAA, GA EA)

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 or lost 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, 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.
- No outside containers or containers with advertisements are allowed during school or at athletic events.

These items will be returned to the parents.

### **Student Dress Code** (TCS D Policy JCDB)

Proper attire is to be worn by all students during all school events to foster the best environment for learning during all school events.

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><b>Articles of Clothing:</b></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><b>Tops/Shirts</b></p> <ul style="list-style-type: none"> <li>• T-Shirts must be intact</li> <li>• Collared shirts may have only one top button undone.</li> <li>• 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.</li> <li>• No tank-tops or low cut shirts with camisoles. Showing cleavage is not allowed.</li> </ul>	<p><b>Bottoms/Pants/Shorts</b></p> <ul style="list-style-type: none"> <li>• Only jeans, khakis, or dress pants are allowed</li> <li>• Shorts are allowed for ALL students but must be knee length (at or below the tip of the finger for K-3 students)</li> <li>• Skorts are allowed but must be knee length</li> <li>• No athletic shorts allowed.</li> <li>• No holey or frayed pants and no skin or undergarments/leggings showing.</li> <li>• Pants must be worn fitted to the natural waist.</li> <li>• If pants have loops, a belt must be worn.</li> <li>• Wallet chains are not allowed.</li> <li>• Neither baggy or loose-fitting pants nor excessively tight-fittings pants shall be worn.</li> </ul>	<p><b>Footwear</b></p> <ul style="list-style-type: none"> <li>• Neither shower-shoes, sliders, nor house-shoes may be worn. Footwear must worn at all times.</li> <li>• Heels may be no taller than two inches. No steel toe boots.</li> <li>• Footwear with laces must be laced.</li> </ul>
<p><b>Physical Features:</b></p> <ul style="list-style-type: none"> <li>• Tattoos or other visible body markings which contain inappropriate, vulgar, or gang related design must be covered at all times.</li> <li>• Only earrings which are non-gauge size are acceptable.</li> <li>• 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.</li> <li>• Notched eyebrows and gang related designs in the hair are not allowed.</li> </ul>		<p><b>Dress or Skirts:</b></p> <ul style="list-style-type: none"> <li>• Knee-length dresses and skirts are allowed; however, no slit shall rise above the kneecaps.</li> <li>• Leggings may be worn beneath skirts, dresses, or tunics; however, skirts, dresses, or tunics must still be knee-length (at or below the tip of the finger for K-3 students).</li> </ul>
<p><b>Miscellaneous Articles:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If a student wears a court ordered monitor, it must be covered at all times.</li> <li>• No blankets are allowed on campus.</li> </ul>		<p><b>Enforcement Policy:</b></p> <p><b>1<sup>st</sup> offense: Parent to bring clothes or if parent is unavailable the student will be sent to ISS.</b></p> <p><b>2<sup>nd</sup> Offense: ISS</b></p> <p><b>3<sup>rd</sup> Offense: OSS</b></p>

# Parental Notifications

## **Notification of Rights under FERPA (Family Educational Rights and Privacy Act) for Elementary and Secondary Schools** (TCS D 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** (TCS D Policy IDDH & JAA)

The Tate County School District adheres to non-discrimination in education programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to gender, race, color, 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 the basis of disabilities:

Amy Williams, Director of Federal Programs

662-562-5861

[awilliams@tcsdms.org](mailto:awilliams@tcsdms.org)

574 Parkway St.

Coldwater, MS 38618

The following person has been designated as the Section 504/Disabilities Act compliance officer and will handle inquires regarding the discrimination on the basis of disabilities:

Kristie Foster, Director of Special Services

662-562-5861

[kfoster@tcsdms.org](mailto:kfoster@tcsdms.org)

574 Parkway St.

Coldwater, MS 38618

## **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** (TCSD Policy JG)

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** (TCSD Policy JQH)

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**(TCSD Policy IDDH)

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.

## **Grievance Policy**

As the primary means of solving staff complaints and grievances, the board expects each administrator to:

- (1) discover and practice effective means of resolving differences that may arise among employees and administrators;
- (2) reduce potential reasons of complaints and grievances; and
- (3) establish and maintain recognized channels of communication between the staff, administration, and board.

When and if the primary means fail, the administration shall have established and the board shall have approved formal procedures for the prompt and equitable adjustment of serious grievances. In this context, a serious grievance shall be defined as: a disagreement involving the work situation in which one individual or group of individuals believes that an injustice has been done because of a lack of policy or because of a policy that is unfair, deviation from, or misapplication, or interpretation of a policy or contract. Policies dictated by law are not included in this definition.

Such procedures shall provide for the resolution of grievances at the lowest possible administrative level and for ultimate appeal of any unresolved grievance to the board. In the resolution of grievances, hearing at all administration levels shall be

1. conducted in the presence of the administrator who made the ruling which is the subject of the grievance and the presence of any other staff member personally involved.
2. Held only after due written notification to all persons concerned.
3. Free from interference, coercion, restraint, discrimination, or reprisal.
4. Held in private, with only the persons involved and/or their representatives present.
5. Summarized in writing or on tape, with an official record kept for the district.

At all hearing levels, the employee or an employee group involved shall at his/her own expense, have the right to be represented by legal counsel. Either party to the dispute shall have the right to call and cross-examine witnesses. Reasonable time limits, as set forth in the procedures for implementing this policy shall be observed by the person or group presenting the grievance,

by the administration, and by the board. No employee shall suffer a reprisal or reduction in status as a result of having presented a grievance for review or of having represented an employee in a grievance.

**English Language Learners (ELL) Service Program** (TCSO 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** (TCSO Policy JQN and JBC)

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 (TCSO) shall consider and take enrollment action that is in the best interest of the child. TCSO 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** (TCSO 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** (TCS D 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. The school district will provide the student with a school email account. The use of personal email accounts is not allowed within the TCS D network.
- 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.

**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 Twitter 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 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.
- o) 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.
- p) No unauthorized devices may be connected to the TCSD computer network or into any devices connected to the network. This includes USB drives and wireless access points and any device which is installed internally in a network device.
- q) The use of any site or service that actively or passively takes down or severely overloads any network. Examples are Distributed Denial of Service or sniffer attacks
- r) The use of any site or resource for the purpose of cheating or to commit plagiarism.
- s) The use of any hardware or software program that is used to record keystrokes.

### **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, (3) harmful to minors, or (4) promotion of hate. 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.

**Tate County School District  
Parent-Student Policy & Procedures Agreement  
2018-2019**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

By my signature below, I attest that I have been given the opportunity to review all rules and regulations published in this edition of the Tate County School District Parent-Student Handbook.

I understand and consent to the responsibilities, rules, regulations, and procedures presented. I also understand and agree that my child will be held accountable for the behavior and consequences set forth at school during the regular school day, at any school-related activity regardless of time or location, and while being transported on district provide transportation.

I further understand that should my child violate the Student Code of Conduct contained herein, he/she shall be subject to disciplinary action, including restitution where applicable, and up to and including expulsion from school and/or referral to law enforcement officials for violations of the law.

I agree to allow Tate County School District to assign an email account to my child in compliance with the Children Online Privacy and Protection Act.

**I release Tate County School District to use my child's likeness and/or work for publication in online, newspapers, yearbooks, etc. unless I provide written denial of approval to the school administration.**

**Any parent or student who has questions regarding district and/or school policies, rules, procedures, and regulations may contact the school office.**

**STUDENT:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT/GUARDIAN:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_