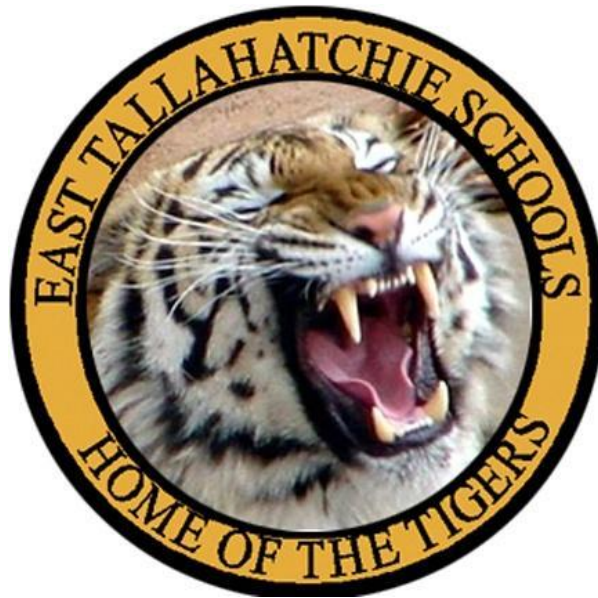


East Tallahatchie School District

Student Handbook



Charleston High School
310 N. Cossar St.
Charleston, MS 38921
Phone: 662-647-5359
Fax: 662-647-3724
District Office: 662-647-5524

Revised July 2016

Parents/Legal Guardians:

I am privileged to have this opportunity to work with you and to serve the students, faculty and staff as the principal of the Charleston High School. Please know how important you are to the success of our students and school community as we embark upon another academic year. As the school year begins, it is important that parents, guardians, students and all who's a part of our school community be familiar with the rules, regulations and policies that the East Tallahatchie School Board have set forth to govern our schools and school district.

This handbook contains those rules, regulations, and policies. It is important that your read and become very familiar with the content of the District's Student Handbook. It is our desire that it will answer questions you may have and be of assistance in helping avoid common, day to day school problems.

Just as it is necessary in our democratic society to observe certain rules and regulations of government, it is also necessary to have rules and regulations in our school system in order to attain our educational goals.

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

One of our goals for the year is that all students will have a successful school year. It is our goal that our students' academic performance will increase each year. In order for this to be accomplished a dedicated and cooperative effort will be required of students, parents, community and faculty.

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

We are fortunate to have modern school plants and facilities, and although this will be emphasized in our student handbook, we urge each individual to diligently strive at all times to help keep the facilities clean and attractive.

There will be many school activities throughout the year. We encourage and invite your participation in those activities best suited to your interests and abilities.

We are sincerely looking forward to a great school year as we work with you and your child/children to make it a reality.

Ricky Garvin, Principal

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Parent Handbook Notification Form

Parents/Legal Guardians:

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

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

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

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

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

Student's Name _____ Grade _____
Reading/English Teacher _____
Address _____
City _____ Zip _____ Phone _____

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

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

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

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

Student Signature

Parent/Legal Guardian Signature

Date _____

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EAST TALLAHATCHIE SCHOOL DISTRICT

VISION & MISSION STATEMENT

Vision Statement

The vision of the East Tallahatchie School District is that all schools in the district will receive a “Star School” status as measures by the Mississippi Curriculum Test and Subject Area Test.

Mission Statement

The East Tallahatchie School District is dedicated to ensuring the presence of academic excellence within each of its schools. In this quest for excellence, the district recognizes its responsibility to provide quality leadership and successful instructional efforts within a total school environment that is conducive to learning. The mission of the district is to provide all students with the opportunity to develop academically, physically socially and emotionally to their greatest potential in order to become self-sufficient, productive members of society.

EDUCATIONAL PHILOSOPHY

The primary purpose of the East Tallahatchie School District shall be to produce an environment in which students will become independent, self-motivated and can function effectively in society. The schools furnish materials and guidance that will incite the student's curiosity about himself/herself and the world. To help prepare the student for this journey, the school provides a wide, solid base of knowledge and skills that will feed and sustain him as he searches for knowledge about himself and the community in which he lives.

Our school offers two unique services to the community. First, it offers a broad range of concentrated academic instruction and guidance to all the youth of the community. Second, it offers a practical learning environment for students who wish to acquire immediate vocational skills.

The faculty shares responsibility with the community and home for producing young adults who possess poise, grace and moral integrity. Therefore, the school helps provide an environment and opportunities that is designed to enable every student to develop and mature physically and emotionally. The administration and staff encourage classroom and extracurricular activities that promote student interaction. Students are encouraged to take an active part in events both in and out of the classroom. Finally, through this continuous physical, social and academic interaction, the school encourages each student to develop a sound moral philosophy that will under gird his building a useful life and happy life.

2016 - 2017 School Calendar

July TBA	Administrators' Training (July) & New Staff Orientation (July)
August 2-4	Teachers' First Days – Professional Development (3 days of PD)
August 5	Students' First Day/Student Registration – Full Day
TBA	Open House for All Schools 4:00 – 6:00
September 5	Labor Day (No School)
September (TBA)	Test Data Presentation to Community & Staff in CHS Morgan Freeman auditorium at 6:30
September 1	Progress Reports go out
TBA	SAPT II Re-Test
September 30	End of First Month (39 Days)
October 4 – 7	First Nine Weeks Exams
October 10	Columbus Day/Professional Development for Teachers (4 days PD Total)
October 13	Report Cards Go Out
TBA	SATP/MWAP (Writing – Retest)
October 31	End Second Month (20 Days)
November 10	Progress Reports go out
November 21 – 25	Thanksgiving Holidays
November 30	End Third Month (17 Days)
Dec. 15 – 16, 19-21	End of Semester Exams
December 21	Dismiss at 1:00 (60% Day)/End of Fourth Month (15 Days) and First Semester (90 Days)
Dec. 22 – Jan. 3	Christmas Holidays (No School)
January 4	Teachers First Day (Staff Development) (5 days PD Total)
January 5	Students First Day
January 5	Report Cards go out (2 nd Nineweeks)
TBA	US History/Bio
January 16	King – Lee Holiday (No School)
TBA	NAEP (selected schools)
January 31	End fifth Month (18 Days)
February 2	Progress Reports go out
TBA	MWAP – 3/SATP I ((10 th) Make-up (11)
February 20	Professional Development for Teachers (6 Days)/ No School President's Day
February 28	End of Sixth Month (19 Days)
TBA	ACT Administration for all 11 th graders
March 6 – 10	Third Nine Weeks Test
March 23	Report Cards go out (3 rd Nineweeks)
March 13 – 17	Spring Break (No School)
March 28	End of Seventh Month (18 Days)
TBA	MKAS2 3 rd Grade Reading Test
April 14`	Good Friday – No School
April 17	Good Monday – No School
April 20	Progress Reports go out
April TBA	Pre-Kindergarten Registration
TBA	SATP Retest (English II and Algebra)

TBA	SATP II Retest (U.S. History/Biology)
TBA	Test EOY High School
TBA	Test EOY 3 – 10
April 28	End Eighth Month (18 Days)
TBA	8 th Grade Science (on-line)
TBA	5 th Grade Science (on-line)
TBA	SATP Primary U.S. History/Algebra I/ Biology I (paper and pencil)
May 15 – 16	Senior Exams
May 16 -18	Second Semester Final Exams
TBA	MKASK make-up
May 19	Graduation 7:00 p.m. Morgan Freeman Auditorium End of Ninth Month
May 19	Students Last Day (60%) (16 days)
May 22	Teachers' Last Day (7 th Day of PD)
May 29	Memorial Day Holiday (No School)
May 23	<i>Students' last day if inclement weather is needed</i>
May 24	<i>Teachers' last day if inclement weather is needed</i>
<p>Classes begin each regular school day at 7:45 and dismiss at 3:12 at all schools. Report Cards go home the Thursday following exams. If additional days are needed for inclement weather, students will attend school April 17, May 22, 23 and 24. Teachers last day will be May 22. If more than 4 inclement weather days are needed, we may attend on Saturdays.</p>	

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

DEFINITION

Whenever parent appears in the handbook it means parent/legal guardian.

GENERAL SCHOOL RULES AND DUE PROCESS PROCEDURES

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

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

Charleston High School	Charleston High School	Charleston High School	District Office
Ricky Garvin, Principal	Chris Rankin, Assistant Principal	Michael Hargett, Athletic Director	Dr. Ben Kennedy, Superintendent
662-647-5359	662-647-5359	662-647-5359	662-647-5524
411 E Chestnut Charleston, MS 38921	411 E Chestnut Charleston, MS 38921	411 E Chestnut Charleston, MS 38921	411 E Chestnut Charleston, 38921

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

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

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

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

RIGHTS AND RESPONSIBILITIES

DISTRICT RESPONSIBILITIES

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

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

STUDENT'S RIGHTS

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

1. **Right to Learn:** Students have a right to a public education and to an educational environment that is conducive to learning in which to learn.
2. **Equal Opportunity:** Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extracurricular activities is a privilege that may be lost by misconduct, academic standing or other reason provided by policy and/or law.
3. **Freedom of Expression:** Students have the right to express their opinions verbally or written as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.
4. **Privacy:** Students' academic and other personal school records are confidential and can be inspected only by eligible students, parents/guardians, school officials and others as permitted by law.
5. **Due Process:** Students have right to due process as outlined by District policy and provided by law.
6. **Search and Seizure:** Students have the right to be free from an unreasonable search and/or seizure, but anything on school property is subject to search if reasonable suspicion exists.

STUDENT'S RESPONSIBILITIES

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

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

PARENTAL RESPONSIBILITIES

The 1990 Mississippi Legislature passed a law that requires:

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

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

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

1. Ensuring the regular attendance of his/her child.
2. Encouraging his/her child to succeed by exhibiting interest and involvement in the child's school work and activities.
3. Cooperating with the teachers and administration with regard to school requested conferences. Failure to attend a disciplinary conference may result in a misdemeanor fine. Failure to attend other school conferences when requested to do so may result in a misdemeanor fine.
4. Encouraging his/her child's good behavior and compliance with school rules/policies and the law. A parent/guardian/custodian may be liable for payment of damages resulting from his/her minor child's destructive acts against school property or persons and criminal fines assessed against his/her child for unlawful activity upon school grounds.
5. Encouraging proper nutrition for the child, which enables the child to do its best work, including refraining from allowing the child to bring fast-food, candy or such to be at school.

STUDENT COMPLAINTS AND GRIEVANCES

In a democratic society, it is important that students learn:

- to practice effective means of resolving differences that may arise among students and between students, teachers, and administrators;
- to reduce potential areas of complaints and grievances; and
- to establish and maintain channels of communication between other students, staff, administration, and Board.

When a disagreement develops in which an individual student, group of students, or a student organization believes that an injustice has been done because of lack of policy, because of a policy that is unfair, or because of deviation from or misapplication/interpretation of a policy, the following procedures and timelines shall be followed:

A. Step One

1. A student with a grievance shall present it in writing to his principal, who shall discuss it with him as soon as possible and attempt to work out a satisfactory solution within the policies and regulations of the district. This hearing shall be held within five days of the request, and a written decision shall be given within another five days.
2. If such hearing is not held within five days, or if a decision is not given within five days of the hearing, the aggrieved student may proceed to step two.

B. Step Two

1. If the grievance is not resolved to the satisfaction of the student in step one, or if a condition mentioned in A-2 above exists, the student may file in writing the grievance with the Superintendent.
2. If the grievance is not filed with the Superintendent within 10 days of the hearing at level one, the grievance shall be considered resolved.
3. Within 10 days after receipt of the grievance, the Superintendent shall meet with the student in an effort to resolve the grievance. He shall give his decision within 10 days of the hearing.

4. If such hearing is not held within 10 days, or if a decision is not given within 10 days of the hearing, the aggrieved student may proceed to step three.

D. Step Three

1. If the grievance is not resolved to the satisfaction of the student at step two, or if a condition mentioned in B-4 exists, the student may file in writing the grievance with the secretary of the Board.
2. If the grievance is not filed with the secretary of the Board within 10 days of the hearing at level two, the grievance shall be considered resolved.
3. Within 10 days after receipt of the grievance, the Board secretary, in concert with the chairman and superintendent, shall schedule a hearing before the Board on the grievance.
4. The Board shall render its decision within 15 days of the hearing.

Visitors:

All visitors to the school must first report to the principal's office for clearance. Visitors must wear a visitor's pass where it can be seen, if anywhere on campus other than the office. Students are not permitted to bring persons other than parents/guardians to school.

Teachers must immediately report any unauthorized visitors to the office.

Use of Telephone:

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

Personal Messages:

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

Valuables/Personal Items:

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

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

HARASSMENT

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

SEXUAL HARRASSMENT

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

Definition of Sexual Harassment

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

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

Complaints

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

To make a complaint, specific steps must be followed in accordance with strict timelines. In order to start the grievance process, a complaint must be made within 5 days after the occurrence of the alleged sexual harassment by contacting your principal 411 E. Chestnut St., Charleston, MS 38921, 662-647-5359.

Further Information

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

SAFETY

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

BULLYING

The E.T.S.D. will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The E.T.S.D. will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee

behavior. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the E.T.S.D. School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

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

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

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

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

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

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

II. Procedures for Processing a Complaint

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

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

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

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

CODE OF CONDUCT

Good student conduct and discipline is basic to the ability of the schools to offer a productive learning environment. The board, the administration and professional staff are jointly responsible for enforcing the rules of conduct and administering disciplinary action; the student and parents bear the primary responsibility for the student's conduct.

Students and parents have a responsibility to know and respect the rules and regulations of their schools. Students are responsible for conducting themselves in a manner appropriate for good citizenship. School personnel are authorized to hold every student strictly accountable for misconduct in class, on school grounds, at school-related activities and going to and from school. (Ref. ETSD-SB-JCB)

STUDENT MISCONDUCT

Students may be disciplined for violating school rules or safety regulations or for exhibiting otherwise unacceptable conduct. A student may be suspended, expelled or otherwise disciplined as appropriate under the circumstances as a result of any misconduct occurring on school grounds, at school-related activities or coming or going to school or an activity.

DISCIPLINE

Discipline Purposes and Objectives

Where people exist together, it is necessary to have rules, laws and understanding in order to avoid confusion and even violence. When parents entrust the school with the care of their child, they also give the school authority to regulate the child's conduct for the welfare of the child and the group. As provided by state and federal law, the school has the authority to enforce rules of conduct at school, on the school bus, at school-related activities and on the way to and from school.

- The basic objectives of discipline within the school and in each classroom are:
- To establish and maintain study conditions which are conducive to learning.
- To develop for each student the habits and skills that make him/her self-directive, self-disciplined and more willing and able to assume responsibility for proper and acceptable behavior.

General Principles

All persons concerned are hereby placed on notice that the disciplinary actions and procedures established by the Board are to be conducted in accordance with applicable state and federal law and with any memoranda, bulletins or notices published and distributed by the Superintendent and are subject, in particular, to the following controlling principles:

- ❖ The severity of the punishment must correlate directly with the gravity of the offense.
- ❖ The punishment imposed should be consistent to the extent appropriate under the circumstances, with that imposed in other cases involving similar or identical circumstances. Uniformity of dispositions among the various principals should prevail to the extent reasonably possible and appropriate under the circumstances.
- ❖ Discrimination based upon race, color, national origin, religion or sex and arbitrariness in the administration of discipline is strictly prohibited. Any charge of discrimination or arbitrariness shall be carefully examined under these regulations.

Disciplinary Action

The penalties available for misconduct include, but are not limited to, special assignments, reprimands, demerits, detention hall, in-school suspension, paddling, suspensions of 10 days or less, suspensions of 11 days or more and expulsions.

Parent—Teacher Conferences

Parent/Teacher conferences are an essential part of the education process, including discipline. Parents have a right to know how their child is doing, and they should be given the opportunity to assist in improving their child's achievement or behavior. Conferences should be scheduled during a teacher's preparation period and the teacher shall be given a day's notice in order to prepare for the conference. The purpose of any conference is to solve problems and assist the student, not to create problems and hostilities. Parents are encouraged to contact the school at any time to arrange a conference as many misunderstandings can be avoided by simple direct communication. Parents who willfully fail or refuse to attend a noticed disciplinary conference may be subject to penalties provided by law.

DRESS AND CONDUCT

Students are expected to dress so as not to disrupt the educational process. It is impossible to identify all dress which does disrupt the educational process, but the following illustrations are prohibited, because based upon past experiences of the district, such dress has been determined to disrupt the educational process:

- 1. Wearing hats or headdresses inside the school building;**
- 2. The failure to wear shoes;**
- 3. Any shorts with legs shorter than 6”;**

4. Any sort of garment with holes, tears, and/or shreds;
5. Any clothing which exposes the midriff;
6. Halter and/or halter dresses;
7. Hair rollers;
8. Any suspenders which are not over the shoulders and buckled;
9. Any shirts which are not properly buttoned and properly tucked into pants;
10. Pants without either a belt or suspenders;
11. Tank tops or muscle shirts;
12. Any pants, slacks, or walking shorts not properly secured up the waist line;
13. Any clothing with slogans or other writings/pictures/drawings, any description depicting alcohol, drugs, or any other writing/message which any reasonable person would expect would, or is likely to induce controversy or which is susceptibly suggestive or has obscene similar numbered writings or such;
14. Any other clothing or ornamentation, including jewelry not listed above which, because of the item, or the manner worn, is dangerous for the student or others, or which disrupts the educational process may not be worn.
15. NO transparent/see through clothing.

ETSD Uniform Policy:

Shirts: Solid white color
Solid black color
Solid gold color
Polo -pull over button type with collar
All shirts must be tucked in
Shirts must have no logos or symbols (or principal approval)

Under Shirts: Must be short sleeve black, white, or gold in color

Pants, shirts, shorts: Khaki color, Navy Blue, or Black (Must have a hem)
Pants and shorts must have belt loops
Skirts and shorts can be no shorter than one inch above the knee
Low riders and cargo pants are not allowed

No pockets down the legs, No strings or zippers on legs
Pants, skirts, and shorts must not sag
Corduroy pants or jeans are not allowed

Belts: Black or Brown color with a dress style buckle
Belts must be visible in front and back at all times

Shoes: Shoes must be worn at all times
House shoes and thong-like shoes (flip-flops) are not allowed
Shoes with laces must be laced and tied. Shoes with Velcro must be fastened.
Socks must be solid navy, black, white, or khaki.

Jackets: Jackets must be the type that zip, snap, or button. Jackets should be worn open while entering or inside a building that is on campus.
Pullover jackets or sweatshirts are not allowed.
Short sleeved jackets are not allowed.

Special Events: Spirit shirts may be worn only on announced days

Maternity: Students who have a Doctor's excuse stating that they are pregnant must wear approved maternity tops in solid gold, black, or white.

Consequences:

1st Referral—One day ISS or corporal punishment, with parental contact

2nd Referral— Two day ISS, with parental contact

3rd Referral—Three day ISS, with parental contact

4th Referral—Meet with District Discipline Committee

DISCIPLINARY CODE

Backpacks:

Backpacks are not allowed in the hall at CHS. The students may carry their backpacks directly to their lockers when the bell rings at 7:45 a.m. Backpacks are not to be carried between classes. Football players and seniors checking out at 1:30 p.m. may carry their backpacks with them if they are not returning to campus.

1st Referral—Backpack be confiscated and a parent will be allowed to pick up the backpack.

2nd Referral – Backpack will be confiscated and a parent will be allowed to pick up the backpack. The student will be assigned to ISS for one day or administered corporal punishment.

3rd Referral and thereafter–The student will be assigned to ISS for one day or administered corporal punishment.

POLICY FOR CELL PHONES AND ELECTRONIC DEVICES

Revised for School Year 2016-2017

It is the responsibility of the school to do all that's within its power and authority to create an environment that is safe and conducive for educating and learning. In order for this to take place there must be rules and guidelines to create and govern such an environment. Therefore, the following guidelines shall be implemented and enforced to govern the use of cell phones and other electronic devices on the campus of **Charleston High School**.

1. Students are allowed to bring personal cell phones onto school property.
2. Students are not permitted to use cell phone during the school day (7:45 a.m. – 3:12 p.m.) without authorized administrative permission. As the school day starts, cell phones are to be turned off completely and concealed before entering the school buildings. **Cell phones are to remain concealed (out of sight) throughout the school day.**
3. If a student has an emergency and/or a legitimate reason for the use of a phone, he/she will be allowed to come with proper hall pass to the office to utilize phone under the supervision of office staff.
4. Students are allowed to turn on and use cell phone at the END OF THE SCHOOL DAY (3:15 p.m.) as they have exited the school buildings.
5. Cell phone should never be visible or used **on school bus**.
6. Students are not allowed to have any form of electronic devices such as CD players, Ipods, MP3, MP4, **HEADPHONES**, cameras, etc., at the Charleston High School.

Any form of deviation from the rules above will constitute a violation of the cell phone policy and therefore, will be subject to the following consequences:

First Offence: Warning/Conference with administrator. Offence filed in office.

Second Offence: Written referral. Reprimand and Parent/Guardian contacted.

Third Offence: Cell phone and/or electronic devices will be confiscated and parent/guardian will be allowed to pick them up. No one else will be allowed to pick up phone and/or electronic device without administrative permission.

Fourth Offence: Cell phone and/or electronic device will be confiscated and parent/guardian will be allowed to pick them up. **Two day ISS will be assigned to student.**

Fifth Offence: Student will lose privilege to bring cell phone onto school properties (campus and school bus) for remaining of current semester. **ANY VIOLATION OF SUCH WILL BE SUBJECT TO SUSPENSION.**

**All first semester offences will be forgiven and remanded to student's file at the beginning of the second semester. Student will lose privilege to bring cell phone onto school property for remaining of current semester if a third or fourth offence occurs and he/she refuses to give over cell phone when requested to do so.

School Searches

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

1. REQUIREMENTS

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

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

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

2. SEARCHES PERMITTED

Searches are permitted as follows:

- a. **PERSON, POSSESSIONS, LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such

violation.

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

3. **DISCIPLINARY ACTION**

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

4. **POLICE SEARCHES**

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

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

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

SECRET SOCIETIES

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

**DISCIPLINARY CODE
GRADES 9 – 12**

Disciplinary General Categories and Consequences

Misbehavior of students is divided into the following four categories: (1) minor offenses; (2) serious offenses; (3) severe offenses; and (4) extremely severe offenses. Each has a defined consequence and procedure that is designed to bring about behavior modification.

A. Minor

Offense:

1. Violation of school dress code.
2. Eating or drinking during class time.
3. Leaving class without permission.
4. General minor disruptions and/or excessive distractions of other students.
5. Inappropriate public displays of affection.
6. Violation of hallway rules, classroom or other rules of teaching and administrators.
7. Possessing book bags, brief cases, tote bags in the hallway.

8. Violating directives in bulletins, memoranda and other official school notices, unless includes an act included in more serious violations listed below.
9. Being in the halls during class periods without a written hall pass from an authorized staff member or are accompanied by a teacher.
10. Inappropriate use of the internet and such will, or may, result in cancellation of those privilege
11. Being at the parking lot, unless checking out, coming to or going from the vocational school or band hall.
12. Being at the stadium and gym, except athletes, cheerleaders or P.E. students assigned there.
13. Being at the vocational school and band hall, unless assigned there.
14. Being at the bus shop, central office, athletic fields, junior high, neighboring property, unless permission from the office is granted.
15. Being at the bus loading zones, unless waiting to be transported by a bus.
16. Engaging in unruly behavior at designated school bus loading/unloading locations.
17. Talking above normal tone while on a bus.
18. Use of school telephone unless authorized by administrator or faculty.
19. Going to cars without a pass during the school day.
20. Running or playing in hallways.
21. Not walking to the right in hallways.
22. Not keeping your hands, feet, and other objects to yourself at all times.
23. Talking above normal tone of voice in hallway.
24. Not following the teacher's directions.
25. Being tardy for class.
26. Any other act not described above deemed to be disruptive in a minor way to the school environment.

Penalty:

1st office referral—Reprimand and/or Warning

2nd office referral - Reprimand, Corporal punishment or one day of in-school suspension.

3rd office referral—Corporal Punishment or Two (2) days of in-school suspension.

4th office referral—Three (3) days of in-school suspension.

* (Board of Education action may include expulsion for a semester, an academic year, or a calendar year).

B. Serious

Offense:

1. Use of profane, obscene, or other inappropriate language.
2. Disobedient to teachers and/or staff.
3. Rude and disrespectful to teachers and/or staff.
4. Possession of pornographic materials.
5. Gang insignia or paraphernalia (material will be confiscated).
6. Inappropriate behavior on field trips.
7. Serious arguments or disagreements that cause a disruption in the classrooms and/or other areas of the school campus.
8. Refusing punishment.
9. Use and/or possession of tobacco.
10. Possessing or shooting fireworks.
11. Disruption of or conspiring to disrupt the normal operation of the school, a class, a school bus, or a school activity.
12. Trespassing.
13. Transmission on the internet or otherwise of any material in violation of any United States or state regulation, or school policy.
14. Use of internet for product advertisement, commercial activities, illegal action, or political lobbying.
15. Revealing
16. our personal address or phone number or the address or phone number of students or colleagues on the internet.
17. Extending your head, hands and articles outside a bus.
18. Bringing unauthorized articles on a bus (pets, combustibles, large items, etc.)
19. Parking vehicles other than in lined areas.
20. Bringing vehicles without parking decals affixed to the right windshield.
21. Exceeding 15 mph in a vehicle while on campus.
22. Moving your vehicles during the school day.
23. Using vehicles brought to school at any time during the school day.
24. Any act not described above deemed a serious impact on the school environment.
25. Intentionally giving false information.
26. Continually failing to turn in homework and/or complete class work assignments.
27. Visiting without permission a school in which the student is not enrolled.
28. While on a bus, distracting the driver's attention except when necessary.

Penalty:

1st office referral—3 day ISS

2nd office referral—1 day OSS

3rd office referral—3 day OSS

(Principal may, under extra ordinary circumstances, impose a greater or lesser penalty as he/she deems appropriate, but only with approval of the Superintendent).

C. Severe

Offense:

1. Extreme rudeness and/or disrespect to teachers and/or staff.
2. Fighting. (Students involved in a fight will be retained by the Sheriff's office and released to the parents or guardians.)
3. Physically assaulting another student.
4. Leaving campus without permission.
5. Attempting to engage in sexual activity.
6. Making a written or verbal proposition to engage in sexual activity.
7. Trespassing - entering or remaining on the school campus without permission or while on suspension.
8. Theft or vandalism (In addition to the punishment, monetary restitution will be required before the student is allowed to return to school).
9. Threatening and/or directing profane language toward a teacher.
10. Possession of mace, pepper gas, or related items.
11. Actions adverse to the school environment.
12. Cutting class or leaving school without permission.
13. Fighting or provoking a fight.
14. Gambling.
15. Vandalism (defacing, damaging or destroying property).
16. Fighting (1st Offense)
17. Violation of any law that would constitute a misdemeanor punishable by jail time if an adult.
18. Any conduct not described above deemed severely adverse to the school environment.
19. Use of obscene, profane, or inappropriate language.
20. Any student that refuses to obey a teacher or administrator.
21. Physical and/or verbal abuse, threats, or extortion.

Penalty:

1st office referral—Three (3) days suspension with a parent/principal conference before the student is allowed to return to school.

2nd office referral—Five (5) days suspension with a parent/principal conference before the student is allowed to return to school.

3rd office referral—Five (5) days suspension, meet with Disciplinary Committee

to determine placement at Alternative school.

*(Board of Education action may include expulsion for a semester, an academic year, or a calendar year).

D. Student Parking

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

1. Anyone driving a vehicle to school must have a valid driver's license.
2. The speed limit on the school campus is **15** miles per hour.
3. Students should not enter the campus until they are ready to park for the day.
 - A. Riding around the campus is **not** allowed and will not be tolerated.
 - B. Picking up other students and leaving campus is **not** allowed.
 - C. Students should arrive at school at about 7:35 A.M.
4. Students are **not** allowed to sit in cars at any time during the school day.
5. Students are **not** permitted to leave campus, unless they have checked out in the office.
6. Students will **not** be allowed to move cars from the high school to shop classes.
7. Students will park their vehicles in their designated student parking area **only**.
8. Students are **prohibited** from operating their vehicles in a dangerous manner.
9. All students **must enter** and **leave** the campus through the **student parking area gate**.
10. Students will **not park in or drive through** the staff parking area.
11. All students must turn **RIGHT** when they exit the school campus in their cars.

E. Extremely Severe

Offense:

1. Willful indecent exposure.
2. Engaging in sexual activity.
3. Striking a teacher or any other member of the staff.
4. Engaging in a gang fight involving more than two students.
5. Severely assaulting another student.

6. Participating in a riot or other display of group disobedience.
7. Possession or use of alcohol or other mood altering drugs not prescribed by a doctor.
8. Threats to commit an act of terrorism.
9. Any criminal act as defined by the criminal justice system engaged on school property or during the school day.
10. Burglarizing and/or unlawful possession of school property.
11. Making a bomb threat or other telephonic or written message requiring evacuation of the school building.
12. Fighting (2nd Offense) within one year.
13. Possessing or using firearms or other weapons.
14. Assault and/or battery of any type.
15. Burglary, robbery or theft of any type.
16. Extortion (demanding or threatening another for money or property).
17. Possession of or being under the influence of alcohol or drugs.
18. Lying at school hearings and/or obstruction of school investigations.
19. Any act committed at or outside of school that would indicate continued enrollment would, or probably would, adversely affect the school's educational environment.
20. The use, possession or sale of any narcotic drug, except as provided for use and possession for medical illness as defined elsewhere in the school policy.
21. Violation of any law which would constitute a felony if the student was an adult.
22. Actions adverse to the school environment.

Penalty:

1st office referral—Referral to the Board of Education for action. * **

* (Board of Education action may include expulsion for an academic year or a calendar year).

** When a student is referred to the Tallahatchie County Board of Education for action, the student will be suspended until the next regularly scheduled meeting of the school board, but shall be furnished all homework assignments for completion by the student if the student/parent/guardian so desires, until the final decision of the Board.

- E. At the discretion of the principal and/or superintendent, if the actions committed are a threat the instructional environment of the school, punishments more severe than those specified in the above may be imposed. Parents may appeal the punishments imposed by the principal to the superintendent and then the school board in that order.
- H. The principal may, at his discretion and considering all extenuating circumstances, impose a punishment that is less severe than those listed above.

G. ALTERNATIVE PUNISHMENT

Alternative School Rules and Regulations

1. All rules and regulations covering student discipline apply to alternative school students.
2. Additional alternative school rules and regulations are as follows:
 - a. Students in alternative school are not allowed on the high school campus at any time – during the school day or at any events after school. Students who violate this rule may be charged with trespassing and will receive additional time in the alternative school.
 - b. Students in alternative school will meet the alternative school bus at the East Tallahatchie School District Central Office for transport to the alternative school at the West Tallahatchie School District.
 - c. Students in alternative school will return to the East Tallahatchie school District office for pickup and to meet their regular bus at the end of the school day.
 - d. A student in the alternative school is expected to have his/her books, paper, pens, and pencils to complete assignments. The alternative school supervisor will monitor the completion of assignments.
 - e. Students in alternative school will follow the rules in the student handbook of the West Tallahatchie School District alternative program. Violations of those rules will be punished according to that student handbook.

H. Suspensions

Both in-school and out-of-school is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at the time designated by school officials. Missed work, while it may be made up, will be worth only 75 % of the original value of that work. In other words, if a student is sent home from school for a suspension (OSS), the highest grade that can be attained on that missed work will be a 75. Students may be assigned to either in-school (ISS) or out-of-school (OSS) suspension. In all cases, parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. Students assigned to ISS/OSS will not be exempt from exams. (Ref. ETSD-SB-SBJDD)

In-school Suspension

Students may be assigned to a term of in-school suspension (ISS) as defined by the discipline and disciplinary procedures. Students who refuse to go to ISS will receive the same number of days in out-of-school suspension.

In-school Suspension Rules and Regulations:

1. Students in ISS will report to the ISS classroom as soon as they arrive at school via the school bus. Students who drive to school or ride with a parent will report to the ISS classroom no later than 7:50 a.m.
2. Students in ISS will remain there until their bus arrives. Students who drive to school or ride with a parent will remain in the ISS classroom until 3:10 p.m.
3. The ISS supervisor will create and visibly post a set of rules for ISS.
4. Students in ISS will eat lunch at a time when other students are not in the cafeteria.
5. Students in ISS will remain isolated from other students throughout the school day.
6. A student in ISS is expected to have his/her books, paper, pens, and pencils to complete assignments. The ISS supervisor will monitor the completions of assignments.
7. All assignments will be turned in daily. If students do not turn in the assignments as directed, the term of ISS will be extended until such time as assignments are completed and turned in, and the student shall be subject to other punishment under the regular discipline policies.
8. **If a student is absent from school while assigned to ISS, the student will serve the equivalent number of days in ISS plus finish any days remaining in his/her term in ISS. (REF. ETSD-SB-JDD)**

ISS Disciplinary Procedures

When a student is referred to the office, the following procedures will be followed:

Penalty

1st office referral— Student will do the remainder of suspension outside of school (OSS) with a parent/principal conference before the student is allowed to return to school.

2nd office referral— A three (3) day outside of school suspension (OSS) with a parent/principal conference before the student is allowed to return to school.

3rd office referral— A five day (5) day outside of school suspension (OSS) with a parent/principal conference before the student is allowed to return to school.

4th office referral— Referral to the Board of Education for action. Board of Education action may include expulsion for a semester, an academic year, or a calendar year.

Note: After serving the assigned out of school suspension for misbehavior in ISS, students will still have to complete whatever time is remaining in their original assignment to ISS

A. CORPORAL PUNISHMENT

The Board of Education believes that students enrolled in the schools of the county should exercise proper decorum in school, while traveling to and from school, and while attending any school related function or activity. However, the Board realizes that disciplinary measures may be necessary as a result of the behavior of some students;

Therefore, the following shall be used as a guide in the discipline of students:

1. Teachers stand in the place of parents (en loco parentis) while their children are enrolled in the school system and may discipline children for improper decorum.
2. Corporal punishment may be used for disciplinary reasons, if necessary; however, if corporal punishment is used, it must be administered in the office of the school principal and in the presence of another staff member or in the hallway in the presence of another teacher.
3. The punishment must be reasonable and consideration must be given to the age, sex, and size of the student.
4. Additionally, the type of instrument (paddle) used should be suitable and proper for the purpose.
5. In the event that a student refuses to take the punishment or if the parents of a child object to corporal punishment, then the school principal may suspend the student for a period of time not to exceed three (3) days; however, it is understood that the three (3) day suspension is for refusal to take the punishment by either the student or by the objections of the parent and in no way limits the principal from suspending a student for a period of time greater than three (3) days.
6. The instrument (paddle) used in administering corporal punishment should be used for disciplinary reasons only and not seen or used as a threat to students.

7. Corporal punishment should be used for disciplinary reasons only and not for academic purposes. (Ref. ETSD-SB-JDB)

DISTRICT DISCIPLINE COMMITTEE

In cases deemed necessary, the Superintendent may summons a District Discipline Committee made up of four certified district administrators to review a student's discipline charges in order to decide if the infraction warrants going before the School Board. If the case has been deemed unnecessary to appear before the School Board, The District Disciplinary Committee can advise the Superintendent concerning the appropriate consequences for the infraction/s.

Students suspended from school may not participate in school related activities during the entire period of the suspension.

DUE PROCESS

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

STEP ONE: INITIAL INFORMAL HEARING

Applies to: Suspensions of 10 days or less
 Suspensions of 11 days or more
 Recommendations of Expulsions
 Denials of admission

1. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
 - a. Advise the student of the charges against him or reasons for non-admission;
 - b. Afford the student a full opportunity to respond; and

- c. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.
2. After the informal hearing, the principal may take the following actions:
- a. **SUSPENSION OF 10 DAYS OR LESS:** The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.
 - b. **IMMEDIATE REMOVAL:** The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.
 - c. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:** The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
 - d. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:** The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.
 - e. **DENIAL OF ADMISSION:** The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

STEP TWO: APPEAL

Applies to: Suspensions of 11 days or more
 Expulsions
 Denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non-admission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the [School Appeals Committee OR insert appropriate body or designee] shall automatically be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the [School Appeals Committee]:
 - a. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the [School Appeals Committee] may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
 - b. The student may be allowed to remain in school if the principal or, in the case of non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the [School Appeals Committee] may be held at any appropriate time without application of the 10-day limitation.
 - c. The hearing will be before the [School Appeals Committee]:
 - i. [The Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
 - ii. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.]
 - d. The [Committee] shall hear and consider all cases presented and is authorized to:
 - i. To concur or not concur in the suspension, expulsion or non-admission recommendation;

- ii. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 - iii. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.
 - iv. The [Committee] shall prepare a written summary of each case.
- e. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
- f. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his child may request review of the decision by the board. A request for review must be submitted to the board within 2 working days after receiving a decision at this appeal step.

STEP THREE: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsions
Denials of admission

The superintendent shall review all recommendations by the [School Appeals Committee] for expulsions or denials of admission:

- 1.If the superintendent concurs in the decision of the [Committee], he shall submit the recommendation to the Board for final action.
- 2.If the superintendent does not concur in the decision of the [Committee], he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
- 3.All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

STEP FOUR: REVIEW BY THE BOARD

Applies to: Suspensions (only upon request by parents)
Expulsions
Denials of admission

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of

suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

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

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

REPORT TO LAW ENFORCEMENT:

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

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

OTHER WEAPONS - USE OF

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

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

OTHER WEAPONS - POSSESSION OF

Possession, by students, of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. (Ref. ETSD-SB-JCBH & JCDAE(2)-)

WEAPONS

A. PERMITTED USES

The superintendent or principal, as appropriate and in his discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

1. Students and employees may possess weapons on school grounds only when the weapons are used for valid educational purposes or school-sanctioned ceremonies.
2. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law. (Ref. ETSD-SB-JCBH & JCDAE(2))

SALES

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

MEDICATION/MEDICINE

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

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

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

1. Student's name
2. Name of medicine
3. Method of administration
4. Time(s) to administer the medicine
5. Prescription number
6. Name of pharmacy
7. Date filled

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

INSURANCE

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

ELIGIBILITY OF STUDENTS FOR EXTRACURRICULAR ACTIVITIES

Requirements for Participation in School Activities

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

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

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

1. Class Officers

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

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

The following rules will govern voting for class officers:

- ❖ There will be no fee to vote.

- ❖ Nominations will be made by the council members for President, Vice-President, Secretary, Treasurer and Reporter.

2. **Club Officers**

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

3. **Homecoming Court**

- ❖ To be a candidate for the Homecoming Court, a female student must be a member of the grade she wishes to represent, have 80 overall average in her academic classes the previous semester and a minimum B average in citizenship for each course.
- ❖ Elections will be held at least 3 weeks prior to Homecoming. Votes will not be tabulated by students. The winners will be selected by grades on a plurality basis. There shall be two members from grades 9, 10, 11 and four members from grade 12. The queen will be elected by the entire student body on a plurality basis in a separate election from among the four (4) Senior maids.
- ❖ Each member of the Homecoming Court will choose her escort. The escort must have a 77 overall average in academic classes and a minimum C citizenship grade from the previous semester.

4. **Cheerleading**

Charleston High School will select one cheerleading squad who will participate in football and basketball games and activities. Cheerleaders are student leaders and are expected to maintain high standards. Each cheerleader/candidate will be provided a handbook with a complete set of rules and guidelines, which will include but are not limited to the following:

SELECTION: To try-out, a candidate must have:

1. An overall (academic subjects averaged) 75 average for the 1st semester in all academic subjects.
2. Receive a satisfactory conduct report from all current teachers and no more than three referrals (no exceptions).
3. Obtain a physical from the clinic/doctor before tryouts.

Final selection will be based on:

- ❖ Student Conduct (discipline file review)1/4 (25%)
- ❖ Try-outs/Floor judging3/4 (75%)
(will include general appearance, enthusiasm, motions/form/technique, confidence, gymnastics/jumps)

Each cheerleader is required to:

- Attend every practice, including summer and after school, and provide his/her own transportation to/from practice.
- Mandatory camp attendance (held in the summer)
- Attend, be on time to and stay until the end of all games
- Meet the requirements of strength, agility, flexibility and coordination. Maintain good moral behavior
- Obey all rules of conduct
- Keep uniforms neat and clean and be well-groomed and practice good hygiene
- Participate equally in all fund-raising activities sponsored by the squad
- Be responsible for all cost of uniforms, pompons, camp, camp outfits and other incidentals.

The privilege of being a cheerleader may be revoked for failure to abide by the rules of conduct.

Cheerleaders may not be employed except on a part-time basis. Work WILL NOT be an excusable reason for missing practices or games.

Cheerleaders must also follow the schools “Athletic Participant Consent Form”, the “Players Contract”, and the MHSAA Guidelines.

5. Athletics

Charleston High School is a member of the Mississippi High School Activities Association, District II Class 3A. The competing schools in this district are Independence, Senatobia, Rosa Fort, North Panola, Quitman County, Coahoma County and Charleston. Teams winning at the division level continue participation in North Mississippi and State competition in all sports.

- ✓ -No student can participate in interschool contests for more than 4 years after entering high school. He/she shall not be permitted to participate if he/she has reached age 19 prior to September 1st.
- ✓ -A Sophomore, Junior or Senior must have earned 6 Carnegie units for the year preceding participation. A Freshman must be promoted and have passed three 8th grade basic subjects to participate. Athletes must obey all rules of conduct. Students who have discipline problems in the classroom or otherwise may have the privilege of playing sports revoked.
- ✓ -Athletes are required to attend scheduled practices and competitive events of the sports in which they participate.
- ✓ -Athletes participating in 2 or more sports must make a choice when practices for both sports are being conducted simultaneously. However, the sport involved in actual competition takes priority regarding the athlete's time.
- ✓ -All athletes must travel to and from competition in school-provided transportation,

except when allowed to travel with parents.

- ✓ -A student who has been injured and has had medical treatment cannot participate again until the date indicated (in writing) by a physician.
- ✓ -Only athletes who complete the entire season of a sport will be eligible for individual awards. The only exception is where injury or illness limits participation.
- ✓ -No awards will be given to any student suspended from an athletic team.
- ✓ -Athletes who are absent from the last 3 classes on the day of a game are not permitted to participate unless the absence is a legitimate one excused by the principal.

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

6. Music

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

a. Band

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

PRACTICE—Students will be expected to practice until 4:30 p.m. during the football season on Tuesday, Wednesday and Thursday. After school practice during the rest of the year is determined by need. During football season, we ask that students try to make doctor appointments, make-up work, and other basic needs on Monday. **PERFORMANCES ARE ON FRIDAY.**

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

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

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

b. Color Guard

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

7. Who's Who

All students must have an overall C (70) average, with no suspensions to participate in Who's Who contests, including Beauty Revue.

ATTENDANCE RULES AND REGULATIONS

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

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

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

63% Rule

During the 2013 Legislative Session, revisions to Mississippi Code of 1972 annotated Section 37-13-91 enacted by House Bill 1532 were made. The new legislation requires students to be in attendance for at least 63% of the instructional day to be counted present the entire day, attempted to establish a uniform definition of what constitutes an absence. School day is defined in MS Code Section 37-13-91(2)(d) as not less than five and not more than eight hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork. This means that students will have to be present 63% of the established school day at their particular school to be counted present the entire day. Please note: the school day may vary for students with disabilities or early release students.

Example 1:

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

7 hours 30 minutes = 7.5 hours

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

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

Example 2:

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

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

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

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

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

Requirements for Participation in School Activities

To participate in school-related activities

Students must attend school from the beginning of first period through the third period of a four- period day.

Students suspended from school may not participate in school related activities during the entire period of the suspension.

Make-up Work

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

Homebound Instruction

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

A student must apply to the principal for homebound instruction, presenting a physician's note and medical records documenting surgery, an accident, contagious disease or other medical emergencies/conditions.

A student may not remain on the program for more than 30 days except in the case of terminal illness or other serious long-term medical circumstances deemed appropriate by the administration.

A student may be enrolled in the program on the first day of hospitalization with proper documentation.

Homebound days are limited to the school year in which the illness/condition occurs.

To re-enter school, a homebound student must report to the counselor for readmission. .

Homebound assignments must be turned in each week.

Homebound students will not be exempt from tests.

ATTENDANCE, TARDINESS AND EXCUSES

Good attendance with a minimum of tardiness and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement.

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

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

Tardiness

A student is tardy for school or class if he/she arrives in the classroom after the tardy bell rings. Students are given a reasonable period of time to pass from class to class. Teachers are responsible for documenting students who are tardy. A record of tardies will be maintained in the Principal's office.

Tardy to school shall be excused if:

A school bus was late

The student is in an accident (with verification)

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

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

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

First –Third Tardies – Verbal Warning with tardy slip issued by teacher.

Fourth Tardy and Subsequent Tardies– ISS placement or Corporal Punishment at the Principal's discretion and a referral sent home by US mail detailing habit of tardiness. The student and parent are also reported to the appropriate authorities, the School Attendance Office and Youth Court personnel, and DHS.

Student's Check-In/Check-Out

1. Allow no student to be checked out without proper parent verification.

2. Stop allowing students to check out because he/she says they are ill. Utilize school nurse at all cost to keep students, who say they are ill, at school. The nurse will call parent if necessary.
3. Discuss the importance of attendance (100% of the day) and ADA at all school's initial PTSA meetings. Have district's Attendance Officer to come in during this time and share with parents the Law.
4. Place article in newspaper regarding the importance of students' attendance (100% of day) as well as ADA and its financial effects on the district and student education.
5. If a student's checking in or out results in them missing an academic class then it can only be an excused absence if the student has not used their 3 semester parental excuses for missing that class or has a Dr. excuse. Excuses must be given to the office within 3 school days as to the disposition of the absence or the absence will be considered unexcused.

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

Seniors may leave after 3rd block if they have transportation, are maintaining a 70 (C average) in all of their current classes, and have met all graduation requirements. Students that are eligible for early dismissal are not allowed to remain on campus or report back on campus to catch the school bus home.

TRUANCY LAWS

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

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

Any student whose family is receiving assistance (Food Stamps or AFDC), after two (2) unexcused absences a DHS referral is made by the attendance officer and assistance may be cut by 25%.

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

Students shall not arrive on campus before 7:30 a.m. except upon written request by parent or legal guardian releasing the school district from any legal liability in regard to the student's safety. Students who receive permission to arrive on campus before 7:30 a.m. must report to the designated place on school campus.

The school day begins when students board the school bus or if a car rider, when the student arrives on campus. The school day ends when the school bus returns the student home or when a

car rider leaves the school campus. Students may be disciplined for misbehavior committed while waiting for the bus to pick them up or for misbehavior while exiting the bus stop area.

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

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

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

CANCELLATION OF SCHOOL FOR BAD WEATHER

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

FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills are held periodically during the year to ensure speed and efficiency in getting students to their assigned protective areas. Teachers will explain evacuation procedures to the students. Students will be required to leave the classroom in orderly lines and move as rapidly as good order will permit to the assigned areas. Monitors will inspect all sections of the building to see that all students have safely vacated the building.

FIRE DRILLS: At a signal, teachers are to instruct students to leave everything on desks in the classroom except purses and coats, to open and stand by the door until all students have marched single file into the hallway, close the door and then follow students to the proper exits. The students are to move at least 50 feet from the building and march to the area in front of the main building by the flag pole.

TORNADO DRILLS: at a signal, students and teachers in classrooms 1-26 are to come into the hallways and get down on hands and knees beside lockers. Those in classrooms such as 6 and 21 near exits should move away from the exit at least 20 feet. The students should leave a passageway now the center of the hall. Those in the cafeteria should come into and line the hallway on each grade. Those in the gym should come into the hallway from the front entrance and line the hallway. Those in other interior rooms should stay inside the rooms and get on hands and knees around the walls.

LOCKDOWN: Teachers should lock their doors, line students up against the inside wall next to the lockers **inside** the classroom. Students should be out of eyesight from the door. If you have blinds, they should be opened. Keep students out of the line of sight from the hall until you hear the all clear over the intercom. Students should be kept quiet so that the room appears empty.

SENIOR VISITS TO COLLEGE/UNIVERSITIES OR WORK PLACES

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

PRIVATE TRANSPORTATION

AUTOMOBILE USE

- Driving on school roads and parking on school property is a courtesy offered to students and others by the school board.
- The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day.
- Violators may be charged with trespassing and/or vehicles towed at owners' expense.
- The Administration, obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety. The district shall not assume any responsibility for damage to vehicles.
- Students shall not sit in or upon vehicles parked on the school campus.
- Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.
- Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary action.
- Student automobiles are subject to administrative searches. (Ref. ETSD-SB-JGFF)

BUS TRANSPORTATION

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

B. BUS CONDUCT

RESPONSIBILITIES

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

RULES OF CONDUCT

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

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

Loading and Unloading:

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load and unload.
10. Use the handrail while getting on and off the bus.
11. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
12. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

Riding the Bus:

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
5. Do not use profane language or make obscene gestures.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver and safety patrol.
8. Do not strike or threaten the bus driver.

9. Do not make excessive noise.
10. Do not throw objects inside or outside the bus.
11. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver. (Ref. ETSD-SB-JCDAD)

GRADING POLICY

GRADES/CURRICULUM

The Instructional Management Plan is the basic curriculum of the District. This plan includes minimum objectives, instructional processes and methods of evaluation. As a minimum, each student will be taught the basic, functional literacy and core battery skills at each grade level.

Teachers are to keep accurate and up-to-date records of student grades and/or levels of achievement. The parent/legal guardian upon written request will be permitted to review their own child's grades only. The review must be in the presence of the teacher or principal and will at no time include access to other students' grades or other records.

Grading System

Superior Work	90-100.....A
Excellent Work	80-89.....B
Average Work	70-79.....C
Below Average (but passing)	65-69.....D
Failing Work	64 and below...F

An incomplete grade (NG) will be assigned when a student has not completed make up work during a grading period. If the incomplete grade has not been corrected within two weeks after the end of the grading period, a failing grade (F) will be assigned.

REWARD FOR ATTENDANCE AND GRADES

Exemptions for Attendance

A student who achieves exceptional attendance and has a semester average of at least 80 is eligible for exemption from the first and second semester exams. **Note:** Upon parental or student request, an exempt student may take semester exams.

Exceptional attendance will be defined as having missed no more than one day per semester. A student must take exams in any class that is missed two or more times, during the semester. This does not include school approved activities. Students who transfer into East Tallahatchie County School District

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

Educational field trips and school activities approved by school administrator will not be recorded as absences.

Students who have been referred to ISS for discipline will not be exempt from semester exams during the semester in which they are referred.

Students who have been suspended from school or who have been referred to the alternative program will not be exempt from semester exams.

Exemptions for Grades

Students who maintain a semester average of at least 93 will be eligible for exemption from semester exams. Exemptions must include no unexcused absence to school or class and follow the above criteria.

PROMOTION AND RETENTION

Student classification by grade is done at the end of the school year (June) and at the end of summer school (August). Students are classified according to units and the English course completed.

9th	less than 6 credits passed and English I incomplete
10th	6 credits including English I passed
11th	12 credits including English I and English II passed
12th	18 credits including English I, II, and III passed

AWARDS

Honor Rolls

Student may be selected to the Honor Roll as follows:

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

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

Academic Awards

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

Academic Honors for Graduating Seniors

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

Rank-In-Class and Grade Point Average

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

Valedictorian and Salutatorian

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

Honor Graduates

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

NATIONAL HONOR SOCIETY

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

Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

- Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection and complete the required number of volunteer hours - 50 hours each semester. Any student failing to maintain the standards and criteria risks being placed on warning or considered for dismissal.
- Any appeals will be made to the principal regarding the selection or removal process. Final decisions will be determined by the Principal.
- *Current members will be held to their entrance requirement of an 88 or above GPA.

SCHOOL CAFETERIA

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

Free and reduced price meals are available dependent upon financial data. Details and applications are available from the principal. Students whose parents have a temporary reduction in income or zero income may also be considered for eligibility based on the present rate of income rather than regular annual income. Benefits will be granted on a 90-day temporary basis. At the end of the 90 days, parents will receive an application for an extension of eligibility, if appropriate. Another 90-day temporary approval may be granted if the household's income remains eligible.

Students must follow these rules while in cafeteria:

- ❖ All students must remain in line. If a student leaves the line and attempts to return, he will be considered "skipping line."
- ❖ All students must have their lunch fee ready upon reaching the cashier. No food may be taken from the cafeteria.
- ❖ All trays, milk cartons, etc. must be carried to the waste window after finishing the meal.
- ❖ Soft drinks will not be allowed.

- ❖ The only food allowed in the cafeteria will be meals cooked in the cafeteria or brought from home (brown bag lunch).

Financial Hardship Waiver

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

- ❖ Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
- ❖ Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means.
- ❖ In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
- ❖ The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized by this policy.

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

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

LIBRARY

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

HOURS AND USE:

The library is open for all students depending upon the schedule of the librarian. Students are free to go into the library without a pass anytime before and after school and during break. However, students may not abuse this privilege by using the library to congregate or to do general non-library related assignments

PASSES:

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

USE OF MATERIALS:

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

FINES:

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

DEPARTMENT OF GUIDANCE

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

ADDITIONAL COURSE OFFERINGS FOR JUNIORS AND SENIORS

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

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

GRADUATION REQUIREMENTS

MINIMUM GRADUATION REQUIREMENTS:

(Graduating 2013-2014 and thereafter) [24 CREDITS]

CURRICULUM	UNITS	REQUIRED SUBJECTS
English	4	1, 2, 3, 4
Mathematics	4	Algebra 1, Geometry, and Algebra II

Science	4	Biology
Social Studies	4	1 World History, 1 U.S. History, ½ U.S. Government, ½ Economics, and ½ Mississippi Studies (Must have MS Studies and World Geography)
Health	1	½ Comprehensive Health or ½ Family and Individual Health and ½ P.E.
Business & Technology	1	Computer Discovery, ICT II, STEM, or ½ Keyboarding and ½ Computer Application
The ARTS	1	Any approved 500.000 Band, General Music, Drama 1 and 2, or Art
Electives	5	

**TOTAL UNITS
REQUIRED 24**

Career Pathway Option (Graduating 2013-2014) and thereafter [21 Credits]

CURRICULUM	UNITS	REQUIRED SUBJECTS
English	4	1, 2, 3, 4
Mathematics	3	Algebra 1
Science	3	Biology 1
Social Studies	3	1 U.S. History, ½ U.S. Government, and ½ Mississippi Studies
Health	1	½ Comprehensive Health or ½ Family and Individual Health or ½ P.E.
Business & Technology	1	Computer Discovery, ICT II, 9 th STEM or ½ Keyboarding and ½ Computer Application or BCT
Career & Technical	4	4 Units of Career & Technical Field from Student's Program of Study
Electives	2 1/2	

**TOTAL UNITS
REQUIRED 21**

District Option –Opt Out (Graduating 2013-2014) and thereafter [21 Credits]

CURRICULUM	UNITS	REQUIRED SUBJECTS
English	4	1, 2, 3, 4
Mathematics	4	Algebra 1
Science	3	Biology 1
Social Studies	3	1 World History, 1 U.S. History, ½ U.S. Government, and ½ Mississippi Studies
Health	1	½ Comprehensive Health or ½ Family and Individual Health ½ P.E.
Business & Technology	1	Computer Discovery, ICT II , 9 th STEM or ½ Keyboarding and ½ Computer Application or BCT
Art	1	
Electives	4	

**TOTAL UNITS
REQUIRED 21**

**Mississippi Early Exit Exam Option (Graduating 2014-2015)
[17.5 Credits]**

CURRICULUM	UNITS	REQUIRED SUBJECTS
English	2	1, 2
Mathematics	3	Algebra 1
Science	2	Biology 1
Social Studies	2.5	1 World History, 1 U.S. History, ½ U.S. Government, and ½ Mississippi Studies or SBE equivalent courses
Health	1	½ Comprehensive Health ½ P.E.
Business & Technology	1	Computer Discovery, ICT II , 9 th STEM or ½ Keyboarding and ½ Computer Application
Art	1	
Electives	5	Electives should align with postsecondary admission standards

**TOTAL UNITS
REQUIRED**

17.5

EARLY GRADUATION

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

Factors to be considered in evaluating the request include:

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

Students choosing to graduate early may be considered for graduating with honors providing all honor graduate requirements are met. However, early graduates will not have the required eight semesters of coursework required to be considered as valedictorian or salutatorian.

SCHEDULE CHANGES

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

- An administrative error occurred during the scheduling process
- Completion of a course during summer school, credit recovery, or by correspondence
- Teacher recommendation. For example, a teacher may initiate a schedule change if the level of the course is inappropriate for the student. The request must be made in writing and will require administrative and/or counselor approval.
- Counselor review. For example, the counselor may initiate a schedule change in order to satisfy graduation requirements.

Other important notes regarding schedule changes:

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

STUDENT ACCEPTABLE USE POLICY

Student Acceptable Use of Internet and Other Electronic Resources

Introduction

The East Tallahatchie School District has an established computer network and is pleased to offer Internet access for student use. This will allow students to have access to a variety of Internet resources.

In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies.

Acceptable Uses

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

Unacceptable Uses

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

6. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
7. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
8. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
9. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for Students

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

Parent/Guardian Permission / Student Agreement

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

The Family Educational Rights and Privacy Act

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

- ◆ Parents, both custodial and non-custodial, have the right to inspect and review the educational records of their children. Upon request, the District permits rapid access to student records.
- ◆ "Directory information" (name, address, telephone number, date and place of birth, participation in activities, weight and height of athletes, dates of attendance and awards) about students may be made public without specific permission from the parents or students. During the school year, the school may publish or sponsor publication of yearbooks, student directories, honor society

rosters, athletic programs, graduation programs and other such items. Parents may request that any or all of this directory information not be published; however, for such a request to be honored, the parents must make the request within 14 calendar days of the first day of school on the form provided at the school.

- ◆ The District will not release to any third party the education records of students without the written consent of their parents except as permitted by law.
- ◆ When a student reaches age 18, the right to consent or view the records is accorded only to the student and not the parents.

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

Transcripts

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