

ALCORN SCHOOL DISTRICT  
 ELEMENTARY SCHOOL CALENDAR  
 2010-2011

August	05	Students First Full Day of School
September	06	Labor Day/NO SCHOOL
	16-17	1 <sup>st</sup> 6 Weeks Exams
	17	End 1 <sup>st</sup> 6 Weeks Grading Period
	23	1 <sup>st</sup> 6 Weeks Report Cards Issued
	30	End of First Register Month (40 student days; 43 teacher days)
October	11	Columbus Day-NO SCHOOL
	28-29	2 <sup>nd</sup> 6 Weeks Exams
	29	End 2 <sup>nd</sup> 6 Weeks Grading Period
	29	End of Second Register Month (20 student days; 21 teacher days)
November	04	2 <sup>nd</sup> 6 Weeks Report Cards Issued
	22-26	Thanksgiving Holidays/NO SCHOOL
	30	End of Third Register Month (17 student & teacher days)
December	15-17	3 <sup>rd</sup> 6 Weeks / Semester Exams
	17	End 3 <sup>rd</sup> 6 weeks grading period
	17	End of Fourth Register Month (13 student & teacher days)
	17	60% Student Day – Students leave at 12:30 pm
	20-Jan 04	Christmas Break/NO SCHOOL
January	05	Resume Regular School Schedule
	06	Reports Cards Issued
	17	Martin Luther King Holiday-No School
	31	End of Fifth Register Month (18 days students, 19 teachers)
February	10-11	4 <sup>th</sup> 6 Weeks exams
	11	End 4 <sup>th</sup> 6 Weeks Grading Period
	17	4 <sup>th</sup> Six Weeks Report Cards Issued
	21	Presidents Day Holiday-NO School
	28	End of Sixth Register Month (19 student days and 20 teacher days)
March	14-18	SPRING BREAK/NO School
	31	End of Seventh Register Month (18 student & teacher days)
April	14-15	5 <sup>th</sup> 6 Weeks Exams
	15	End 5 <sup>th</sup> 6 Weeks Grading Period
	21	5 <sup>th</sup> 6 Weeks Report Cards Issued
	22	Good Friday/No School
	25	NO SCHOOL
	29	End of Eighth Register Month (19 student days and 19 teacher days)
May	24-26	Final Exams
	26	Last Day of School for Students 60% day – students leave at 12:30 pm
	26	End of Ninth Register Month (19 student days; 20 teacher days)
	27	Mail Student Report Cards

3 Snow Days

## **Important Addresses and Telephone Numbers**

### **Stacy Suggs, Superintendent**

P.O. Box 1420, 31 CR 401  
Corinth, MS 38835-1420  
Office: 662-286-5591

### **Kim Hamm**

#### **Curriculum Coordinator**

P.O. Box 1420, 31 CR 401  
Corinth, MS 38835-1420  
Office: 662-286-3202

### **Alcorn Central Elementary**

#### **Tonya Farris, Principal**

20 CR 254  
Glen, MS 38846  
Office: 662-286-6899

### **Biggersville Elementary School**

#### **Gina Smith, Principal**

571A Highway 45 S  
Corinth, MS 38834  
Office: 662-286-6593

### **Glen Elementary School**

#### **Kathy Walden, Principal**

P.O. Box 69, 228 CR 248  
Glen, MS 38846  
Office: 662-286-2734

### **Wayne Henry, Asst. Superintendent**

P.O. Box 1420, 31 CR 401  
Corinth, MS 38835-1420  
Office: 662-286-1456

### **Dr. Stephanie Clausel**

#### **Director Special Services**

P.O. Box 1420, 31 CR 401  
Corinth, MS 38835-1420  
Office: 662-286-1272

### **Kossuth Elementary School**

#### **Joe Horton, Principal**

14 CR 604  
Corinth, MS 38834  
Office: 662-286-2761

### **Rienzi Elementary School**

#### **Stan Platt, Principal**

21 School Street  
Rienzi, MS 38865  
Office: 662-462-5214

### **Alternative School**

#### **Randy Holt, Director**

Corinth, MS 38834  
Office: 662-284-3359

Dear Students and Parents,

As we begin a new school year, I want to take the opportunity to thank all students, parents, teachers, administrators, and support staff for the countless hours and tremendous effort you dedicated to help make 2009-2010 such a successful year. With the arrival of our achievement scores this summer, it is evident that your hard work is paying off. Every school in the district has shown evidence of growth, and that is an outstanding accomplishment that should be celebrated. The Alcorn School District as a whole continues to improve its overall Quality Distribution Index score, which is determined by the percentage of proficient and advanced scores on the state test. In 2008, our district ranked 66<sup>th</sup> out of 152 districts; in 2009, we ranked 46<sup>th</sup>; and this year, we expect to rank in the top 30 districts in the state! This amazing growth would not be possible without your hard work, support, and commitment to excellence. In today's global economy and ever-changing, high-tech society, it is imperative that we provide a rigorous curriculum to ensure that our students are ready to face the challenges before them. Parents, you can be confident that Alcorn School District students are receiving a quality education that will equip them to compete with students from around the country, secure themselves in the job market, and build a successful future as a contributing member of society. Our goal is that every student's potential is achieved, and our vision is to be a district *where children come first!*

Sincerely,

Stacy D. Suggs  
Superintendent of Education

## **INTRODUCTION**

The Student/Parent Handbook is provided to each student and contains a discipline plan for the district. The parents, guardian, or custodian of each student shall sign a statement verifying the receipt of notice of the discipline policies of the district. This plan or discipline code contains the following: Policy and Procedure concerning duties, responsibilities, and rights of students as required by law.

## **ABSENCE REPORTING AND ABSENCES AFFECTING ACADEMIC CREDIT**

Students are expected to be in attendance ALL school days (number of school days which are open for students) for academic growth and success are based upon regular attendance. If a compulsory-school-age child who was expected by a school principal or his/her designee to enroll has NOT enrolled within fifteen (15) calendar days after the first day of the school year, or when a compulsory-school-age child has accumulated five (5) unlawful/unexcused absences during the school year of the school in which he/she is enrolled, the principal of that school or his/her designee shall immediately report such absence to the school attendance officer of the youth court or family court within two (2) school days or five (5) calendar days, whichever is less. LEGAL REF: Mississippi Code, Section 37-13-91 (1993).

## **ADMISSION – ENTRANCE REQUIREMENTS**

The Alcorn School District requires all students enrolling in kindergarten or first grade to present a certified birth certificate and valid immunization certificate. Students enrolling for the first time should report with their parent or guardian to the school office for enrollment information. Two proofs of residency are required prior to enrollment.

Mississippi State law requires all students to be immunized prior to enrolling in school in Mississippi. The local Health Department or a child's physician may provide the proper certificate to be placed in the child's permanent record. No child can enroll without proof of immunization. The school must have a copy of a child's certified birth certificate from the State Department of Health, Bureau of Vital Statistics. A child's Social Security Number is needed for school attendance reports by the Mississippi State Department of Education.

## **ADMISSION FROM NON-ACCREDITED SCHOOLS**

Students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency must undergo standardized achievement testing and/or teacher-made special tests to determine: (1) the grade level to which the K-8 transfer student should be assigned or (2) the number and validity of the Carnegie units the secondary transfer student has earned.

## **ASBESTOS**

The Alcorn School District Board of Education has submitted an Asbestos Management Plan to the Office of the Governor of Mississippi for review and approval. Contained within this plan are the results and findings of the survey of all buildings in the school district to determine the absence or presence of asbestos-containing building materials (ACBM). In compliance with AHERA regulation, Alcorn School District will inspect each building every 6 months that has identified ACM or ABCM. In March 2007, a three-year re-inspection was conducted by an accredited inspector. The results of these inspections are included in the management plan which is on file in the school's administrative office. Everyone is welcome to view the results any time during normal school hours (Monday-Friday, 8:00a.m.-3:00p.m.). The next scheduled re-inspection will be done in March, 2010. Copies of the Management Plan

are available for public inspection and may be obtained by contacting the Office of County Superintendent of Education, P.O. Box 1420, Corinth, MS 38835. The Management Plans will be available, without cost or restrictions, for review by representatives of EPA, the State, and the public, including parents. A copy is filed in the Administrative Office of each school. Questions or comments concerning the Asbestos Management Plan should be directed to the Superintendent of Education of the Alcorn School System (662-286-5591).

## **ASSIGNMENT OF PUPILS**

No student shall be allowed to transfer from one school or attendance center in the district to another school or attendance center without approval of the School Board.

No minor child may be enrolled in or attend any school, except in the school district of his/her residence, unless such child is lawfully transferred from the school district, in accordance with the statutes of this state. LEGAL REF: Mississippi Code, Section 37-15-13 (1987); Section 37-15-15 (1987); Section 37-15-17 (1987); Section 37-15-21 (1987); Section 37-15-29 (1992).

## **ATTENDANCE LAWS AND POLICIES**

### **Perfect Attendance Awards**

Perfect attendance awards shall be presented to elementary school students who are present for five or more hours of every school day.

Consistent with the mission of the Alcorn School District, student understanding of the importance of prompt and regular attendance in all classes is an important goal of the district staff. The Compulsory school attendance law defines “school day” as not less than five (5) and not more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled school work. LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91.

The district will implement procedures that will monitor and report student absences. When possible, medical, dental, or other personal appointments should be scheduled after school hours. Parents are asked to notify the school of appointments, which are scheduled during school hours, prior to an absence.

Written Documentation, including medical excuses for absences, must be presented to the principal or his/her designees within two days of the student’s return to school. A student may have a maximum of 4 excused absences with parent approval per 1 credit course and a maximum of 2 excused absences with parent approval per ½ credit course. Subsequent absences will be excused ONLY if written documentation from appropriate medical personnel, court personnel, or funeral home personnel is presented to the principal or his/her designees within two days of the students return to school. If appropriate documentation is not presented within the 2 day limit, the absence(s) will not be excused.

**An absence will be *unexcused* if a parent or guardian does not contact the school in writing by the conclusion of the second day after the student returns.**

NOTE: Students participating in school activities are considered present.

### **Unexcused Absences include:**

1. No absence will be excused when it is due to suspension, expulsion, or other disciplinary actions.
2. Each school will permit suspended students to make up work for partial credit of up to 70% of the original, potential grade within specified deadlines. Work that is not made up within the specified time period will result in a grade of “0”.

## **Make-up Work for Absences:**

**Excused Absences--**Work missed as a result of an excused absence may be made up. The student is responsible for asking for make up work and the teacher is responsible for ensuring that parents and students are given make-up work assignments and any necessary work materials. Immediately following the absence, the teacher will work with the student, as needed, until work is completed. Make-up work must be completed within the time specified by the teacher. Typically, students have a day for each day absent to complete make-up work. Teachers may allow students to make up work prior to a planned absence if approved by the principal.

**Unexcused absences--**Work missed as a result of an unexcused absence, even with the knowledge and consent of the parent cannot be made up for full credit. A grade of zero will be recorded if a test or class assignment grade is given on the day of the unexcused absence. Teachers will offer an assignment that could result in recovery of up to 70 percent of the original, potential grade.

## **BALLOONS, FLOWERS, ETC.—DELIVERY POLICY**

The delivery of balloons, flowers, etc., to students and faculty causes disruption of the school day and loss of instructional time in the classroom. The Alcorn Board of Education established as policy on March 4, 1991, that no deliveries of balloons, flowers, etc., to students or faculty at school would be permitted. Reason for this action may be summarized as follows:

- (1) Balloons may cause a safety problem on the school bus, thus prohibiting the bus driver from monitoring students' conduct and could possibly distract the driver's attention.
- (2) Glass jars and vases constitute a safety hazard at school and on the bus.
- (3) Pins and other sharp objects used in floral arrangements may constitute a safety hazard.
- (4) Loss of instructional time in the classroom.

## **BUS CONDUCT**

Students will be given the following school bus rules and regulations at the beginning of the school year:

- (1) Obey the bus driver. Your right to ride the bus depends on this.
- (2) Do not use profane language.
- (3) No eating, drinking, or any tobacco products on the bus.
- (4) No can drinks, plastic, or glass containers allowed on the bus.
- (5) Do not damage or tamper with bus or equipment.
- (6) Stay seated and keep head, hands, and feet inside bus.
- (7) Do not fight, push, or shove.
- (8) Always cross in front of the bus.
- (9) Never get on or off the bus while it is in motion.
- (10) Do not run alongside the bus while it is in motion.

Student cooperation is imperative. Students who do not conduct themselves properly as set forth in the rules and regulations will not be allowed to ride the bus. Severe student behavior on the bus can also result in suspension or other disciplinary action.

The school bus driver is responsible to the school district to maintain the student order and to insure maximum safety at all times. Therefore, he/she is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus.

The school principal shall be responsible for disciplining students reported to him/her by the driver. Questions and

inquiries regarding discipline should be directed to the school principal.

Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor @ 286-1456.

LEGAL REF: Mississippi Code, Section 37-41-1, Pupil Transfer Guide, 1988.

### **Bus Discipline Plan**

First Offense	Detention in student's classroom for one day and handwrite bus rules one time or corporal punishment.
Second Offense	Detention in student's classroom three days and handwrite bus rules three times or corporal punishment.
Third Offense	Corrective Behavior Class for one day or corporal punishment with parent consent. Documentation sent home to parent or telephone call to parent.
Fourth Offense	Suspended from bus for three days. Parents must bring student to school for conference BEFORE student is allowed to ride bus again.
Fifth Offense	Suspended from bus for five days. Parent must bring student to school for conference BEFORE student is allowed to ride bus again.
Sixth Offense	Suspended from bus for five to ten days. Parent must bring student to school for conference BEFORE student is allowed to ride bus again.

### **CAFETERIA**

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Food Service Program. The meal served each day will be nutritious and well balanced, more than meeting State and Federal requirements. Each pupil will receive a plate lunch and one carton of 2% milk. It is not the intent of the school district to prohibit school functions or programs, whereby individual teachers may allow pizzas or other fast foods to be brought on school premises in conjunction with school functions or programs with the approval of the buildings principals.

Reduced Breakfast—\$0.30

Reduced Lunch--\$0.40

Paid Breakfast--\$0.75

Paid Lunch--\$2.00

Adult Breakfast--\$1.85

Adult Lunch--\$3.00

Additional milk--\$0.50

### **CELL PHONE/ELECTRONIC DEVICE**

The Alcorn School District works diligently to provide a safe and secure environment for all students and faculty. Teachers have access to communicate with the office in case of an emergency situation. Use of cell phones/electronic devices and/or cell phones ringing or being "on" during the school day is prohibited. Violation of cell phone/electronic equipment/device policy will result in:

**Phone confiscated for 6 calendar weeks. At the end of this time the PARENT will be allowed to pick up the phone after 3:15 on any school day.**

**or**

**The PARENT can pay a \$20 nonrefundable fine (cash only) for the return of phone. All monies will be receipted and then deposited into the school's activity account.**

***\*\*\*According to Mississippi Public School Accountability Standards, 2006, Appendix F, Standard 22, "The school prohibits the possession and/or use of any electronic communication devices, including cell phones and personal digital assistance devices, during the administration of scheduled statewide tests."\*\*\****

## **CHECK-OUT FROM SCHOOL**

For check-out of student, the school reserves the right to verify the identity of the parent or guardian. Upon check-out, a student shall not return to campus without first reporting to the school office. Students are not allowed to check out to go to lunch and then return to the campus.

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the school office. Before the student will be allowed to leave school, the student's parents or legal guardian, or person authorized by the parent must come to the school office to sign the student out.

A student shall be released, with an excused check-out for: (1) Sickness of a student; (2) Doctor/dentist appointment; (3) Illness, death, or marriage in the immediate family; (4) Students who have to stay home to take care of illness in the family; (5) Any school-sponsored event; (6) Family emergencies/circumstances that may occur which are cleared with the School Administration.

## **COMMUNICABLE DISEASES**

The Alcorn School Board has the power, authority, and duty to exclude from the school students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer or duly licensed physician that the student is free from such disease, as pursuant to Section 37-7-301 (1990). See reference policy manual W110.

## **COMPLIANCE WITH FEDERAL REGULATIONS**

The Title VI and Title IX Coordinator is the Assistant Superintendent of the Alcorn School District. 662-286-5591  
The ELL Coordinator is Kim Hamm, 662-286-3202 and the Section 504 Coordinator is Betty Hopkins, 662-284-3359.

## **CORPORAL PUNISHMENT**

All corporal punishment shall be administered in the principal's or school's office with an adult witness. Parents shall be notified of such corporal punishment and written documentation of such corporal punishment shall be kept on file for a minimum of two (2) years.

## **DRUGS AND ALCOHOL**

Any pupil who has in his/her possession, uses, or is under the influence of alcohol or drugs will be disciplined as herein-after set out:

**a.** Any student who **uses, possesses, or is under the influence of drugs or alcohol** at school or at a school function shall be placed in the alternative school for a period of thirty (30) school days. This shall apply only to the **first offense**. Seniors with less than thirty (30) days of school who violate this rule will not be allowed to participate in

graduation ceremonies.

On a **second offense**, any student who **uses, possesses, or is under the influence of drugs or alcohol** at school or at a school function shall be expelled for one calendar year.

**b.** If any student is found guilty of the use, possession, or is under the influence of drugs or alcohol at school or at any school function, he/she shall be on a probation period upon his/her return to school after appropriate punishment is administered. This will involve his/her reporting to the office during break, lunch, and other free times. It is the intent of this policy to give the principal the authority to closely supervise the student at all times.

**c.** On a **first offense**, any student who **distributes and/or sells drugs or alcohol** at school or at any school function shall be expelled.

Any student who is expelled may make an application for readmission at the end of the 365 days to the school board. The school board may, at its discretion, readmit the expelled student if the school board is convinced that it is in the best interest of the student and/or the school district.

**d.** The Administration and the Board of Education may use discretion in administering this policy in such cases where across-the-counter, non-illegal/non-controlled drugs (such as aspirin, Tylenol, diet tablets, caffeine tablets, etc.) are used or distributed, but not abused. If a substance cannot be identified on sight, it will be treated as an illegal or controlled substance.

Violators of item d. shall receive the following penalty:

1. Students who use or possess across-the-counter drugs without permission from the office, coach or the teacher shall be placed in in-school suspension for a period of not less than four (4) days.
2. Students who distribute across-the-counter drugs shall be placed in in-school suspension for a period of not less than seven (7) school days. Students who sell non-illegal/non-controlled drugs at school or at any school function shall be permanently expelled.
3. Repeat offenses will be treated in accordance with articles a, b, and c as shown above. In each alcohol/drug related matter, the student or students involved shall appear before the Alcorn Board of Education.

**e.** For purposes of this policy, a student is deemed to be in possession of, and responsible for, any item found in his or her locker, backpack, purse, automobile (including any automobile driven by that student to campus, regardless of whether or not that student owns that automobile or regularly drives that automobile to school), or jacket, or otherwise found in any place that would be reasonably expected to be under the control of that student. Actual knowledge of the existence of contraband is not required for a student to be in violation of the policy prohibiting the possession of drugs or alcohol, as a student is deemed to have constructive knowledge of any item in his possession as defined herein. The following definition shall apply to disciplinary action concerning drugs or alcohol:

1. "controlled substance" means a drug, substance, or a Sections 41-29-113 through 41-29-121 of the Mississippi Code of 1972, as amended.
2. "drug means"
  - a. A substance recognized as a drug in the official United States Pharmacopoeia, official homeopathic parma copoea of the United States, or official National Formulary, or any supplement to any of them;
  - b. A substance intended for use in the diagnosis, cure, medication, treatment, or prevention of disease in man or animals;
  - c. A substance (other than food) intended to affect the structure or any function of the body of man or animals, i.e. aerosol sprays, White-Out, etc.; and
  - d. A substance intended for use as a component of any article specified in this paragraph.
3. "distribute means deliver, other than by administration or dispensing a controlled substance or drug.

4. “dispense” means to deliver a controlled substance, or a drug, to an ultimate user or research subject by or pursuant to the lawful order of a practitioner, including the prescribing, administering, packaging, labeling, or compounding necessary to prepare for that delivery.
5. “administer” means the direct application of a drug whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by a particular doctor, or a school official.

f. Children who need to take an aspirin or any other medicine during the school day should bring their medication in the appropriately labeled container with a note, which is dated and signed by the parent, with instructions as to how the medication should be given. The homeroom teacher or office staff will keep and administer the medication.

## **DUTIES OF PARENTS, GUARDIANS, AND CUSTODIANS**

(a) A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child’s destructive acts against school property or persons;

(b) A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding acts of the child;

(c) Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools and be required to attend such discipline conference; and

(d) A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds.

Any parent, guardian, or custodian of a compulsory-school-age child who (a) failed to attend a discipline conference to which such parent, guardian, or custodian has been summoned under the provisions of this section or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).

Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district.

However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parent, for damages to which such minor or other person would otherwise be liable. 37-11-53.

## **EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES POLICY**

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute, short-term self-limiting illness) such as, but not limited to, hepatitis B, herpes simplex, AIDS/ARC, or cytomegalovirus.

A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others. See reference policy manual W110.

## **EDUCATION FOR HOMELESS CHILDREN AND YOUTH**

The District complies with the Steward B. McKinney Homeless Assistance Act of 1990, as amended. See reference policy manual H6.

## **EQUAL EDUCATION OPPORTUNITIES**

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status.

No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.

LEGAL REF: Mississippi Code 37-15-35 and 1972 Educational Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84.

School board policies follow federal laws related to non-discriminatory practices in the operation of the schools, as pursuant to Mississippi Public Schools Accountability Standards, 2007.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The school district will comply with the Family Educational Rights and Privacy Act (FERPA) under the "No Child Left Behind Act of 2001" (NCLB). Legal Ref.: Statute 20 U.S.C., 1232 g., Regulations 34 CFR Part 99.

Unless the parent or guardian notifies the Alcorn School District otherwise within five days after notification by receipt of the Student/Parent Handbook, consent is implied for the Alcorn School District to release directory information to others including military recruiters.

The implied consent includes the release of student directory information, or for non-directory information such as student work, for use in the following ways:

(1) On the Alcorn School District's website. (2) The web site will use student's first name and/or first name and last initial only. Personal information such as home address, phone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used. (3) Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects. (4) Any material printed by the school or the Alcorn School District or printed by publishers outside the Alcorn School District. (5) Printed material may include a child's full name. (6) Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisement. (7) In video produced and broadcast by the Alcorn School District or produced and broadcast by news organizations and others who receive approval from the Alcorn School District.

A Student Directory Information Denial Form is available from each school's office or from the Parent's Resource Page of the Alcorn School District's web site at <http://www.alcorn.k12.ms.us>.

## **FEES SCHEDULE**

The school board, according to state law, has authorized the charge of reasonable fees, but no more than the actual cost.

## **FIELD TRIPS**

Field trips will not be allowed the week before or week of MCT2 tests.

## **FIRE DRILL**

In order to inform the faculty and the student body of safety precautions during a fire drill, it is necessary to set up definite signals and rules of conduct to observe fire drills.

The signal for the fire drill or for a real fire will be three taps of the bell to warn the occupants to leave the building.

In the event of power failure, the same signal will be given with a whistle.

At signal, all pupils will form a single line and march in an orderly fashion, without talking, to the assigned place.

A copy of the fire drill will be posted throughout the building. See reference policy manual U1.

## **FIRST AID**

Children who get cuts and bruises at school will be treated at school for these minor injuries. In case of serious accidents that need to be treated by a medical doctor, every effort will be made to reach the parents; however, if we fail to reach them, the principal will use his/her own discretion. See reference policy manual H10.

## **FREE SPEECH, ASSEMBLY, ETC.**

The District recognized students' rights to free speech, free assembly, privacy, and participation in school programs which do not interfere with school instruction and activities, and are in accordance with all federal and state laws.

## **HAZING/HARASSMENT**

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

"Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against any student or any person associated with the school, including specifically, but without being limited to, actions taken for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominantly other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one/more of the following disciplinary actions:

- Conference with parent(s)/guardian(s)
- Removal from participation in extracurricular activities
- Suspension from school
- Long-term assignment to the alternative school
- Referral to an appropriate law enforcement agency
- Expulsion from the School District

## **HEAD LICE**

Parents will be notified to pick up students found to have evidence of lice. Students with lice will not be permitted to remain in the classroom. Before returning to the classroom, the following conditions must be met: (1) Proof of medically-approved treatment must be provided and, (2) No live lice should be visible on reexamination. The student will not be permitted to return to school until the health department provides written permission.

**SEC.41-79-21. [Notification by school officials of recurrent head lice.]**

Section 41-79-21, Mississippi Code of 1972, is amended as follows:

41-79-21. If a student in any public elementary or secondary school has had head lice on three (3) \*\*\*occasions during one (one) school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on three (3) \*\*\*occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. The county health department then shall instruct the child's parents or guardians on how to treat head lice, eliminate head lice from household items, and prevent the recurrence of head lice. The county health department shall charge the child's parents or guardians a fee to recover its costs of providing treatment and counseling for the head lice. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained.

**Sources:** 1997 Laws, Chapter 510, Sec. 1, HB154, Effective April 10, 1997. Amended by Laws 1999. Ch. 348, Sec. 1, eff. July 1, 1999

## **IN-SCHOOL SUSPENSION**

The Alcorn School District provides an in-school suspension program which allows the principal or designee to place students in this program. The students are allowed to maintain attendance and school assignments. This is an isolated environment and students cannot attend school programs or functions while assigned to this program. In-school suspension is used as allowed for in this plan or other rule violation or conduct not deemed serious enough for out-of-school suspension, alternative school, or expulsion. Students must finish assignments and report to the principal's office before being readmitted to regular classes.

### **ISS rules are as follows:**

- No breaks.
- No talking. If you need to speak to the teacher, raise your hand.
- Talking or other disruptions may cause an additional period of time for in-school suspension or student may be referred to alternative school.
- Lunch will be served in the in-school suspension room.
- Students in in-school suspension shall not participate in any school activities, such as sports, band, clubs, etc.
- Students shall report to the in-school suspension room immediately upon arriving at school in the morning and remain there until the 3:00p.m. bell in the afternoon.
- If the student is absent or checks out, they must make-up the time that is missed in the suspension room.
- Students are required to bring all textbooks, paper, pencils, etc.
- Students failing to be cooperative or working steadily on assignments shall be given additional penalties.
- After the third in-school suspension, students will be referred to the Alcorn School Board with the recommendation that they be placed in the alternative school.
- All assigned work must be completed before leaving ISS. If not complete, additional time will be required to complete work.

## **INSURANCE**

Students participating in athletics or cheerleading or enrolling in shop or lab (chemistry lab) classes must have school insurance or must have a written statement from the parents/guardian stating that they have sufficient coverage.

## **NATURAL DISASTER**

A copy of the natural disaster plan will be posted in classrooms and in school office with each student being made aware of the total plan. For the safety of all students, it is strongly encouraged by the School Administration that no check-out of students be made during natural disaster warnings. See reference policy manual U108.

## **OUT-OF-SCHOOL SUSPENSION and DUE PROCESS**

Out-of-school suspension is the denial of the privilege of attending school in the district imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled. Students under suspension shall not trespass upon any other school campus or enter into any other school building, except for a pre-arranged conference with a principal. Additionally, students under out-of-school suspension shall not attend any day or night school functions.

When unacceptable behavior cannot be corrected by the resource of the school, the board hereby authorizes the school principal or his/her designee to suspend any student for violation of any other act of misconduct or insubordination as a final effort to influence the student's future behavior.

### ***Suspension Period***

- a. The principal may suspend students for a period not to exceed five (5) school \_\_\_\_\_ days.
- b. The principal, with the approval of the superintendent, may suspend student for a period not to exceed ten (10) school days.

### ***Due Process***

When a student is confronted with disciplinary action, the board and its administrators shall afford him/her the safeguards of due process as required by applicable law. In any case, the student must be made aware of his/her rights.

a. The superintendent and the principal of the school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed, or expelled by this school board. However, such action of the superintendent or principal shall be subject to review by the school board. While waiting for a hearing date, the suspended, dismissed or expelled student shall be placed in the alternative school as temporary placement unless parent/guardian requests student to remain at home. The parent or guardian of that child shall be advised of this right to a hearing by the superintendent or principal, and the proper form shall be provided for requesting such a hearing as provided by Section 37-9-71.

In all cases of suspension, the parent, guardian, or custodian shall be notified in writing within 24 hours of such suspension giving the reason therefore.

Principals shall make a written report of each suspension to the superintendent each six (6) week period to include:

- a. Name of student, address, name of parent or guardian.
- b. Statement of reason for the suspension including the date, time, and place.

Suspension in excess of ten (10) school days may be given only by action of the Board of Education and then only after such a student has been afforded notice, opportunity for a hearing, and other procedural rights consistent with state and federal due process requirements.

Students on suspension for three (3) or more days must return to school accompanied by a parent, guardian, or custodian before he/she will be readmitted to school.

LEGAL REF: Mississippi Code, Section 37-7-301 (e) (1987); *Tinker v. Des Moines* 393 U.S. 503; Mississippi Code, Section 37-9-71; *Goss v. Lopez*, 419 U.S. 565 (1975); U.S. Constitution Amendment XIV; *Wood v. Strickland*, U.S. 95 S. St. 992 (1975).

## **PARENT-TEACHER CONFERENCES**

Parent and teacher conferences are encouraged. However, it is necessary that all conferences be scheduled in advance. The parent should contact the teacher for an appropriate time for both parties. All parents are encouraged to participate in the local parent/teacher organization.

## **POLICIES RELATED TO THE EDUCATION OF STUDENTS WITH DISABILITIES**

### *Service Goal Policy:*

The Alcorn School District is committed to serving students with disabilities. The district hereby sets a goal of providing educational opportunities to identified eligible students with disabilities under the age of twenty-one (21).

### *Child Find Policy:*

Each year the school district will have an awareness campaign aimed at finding unserved eligible children with disabilities age birth through 21. When a child who is suspected of having a disability is identified by an assessment team and confirmed by a screening team, the child will either be placed in an appropriate class or placed on a waiting list with plans being made for the provision of appropriate public education to him/her in accordance with applicable state and federal laws and court decisions.

### *Individualized Educational Program (IEP):*

The district will develop or revise, whichever is appropriate, and implement an Individualized Education Program for each eligible student with a disability. The program will be reviewed periodically but not less than annually.

### *Due Process:*

The district will insure that eligible students with disabilities and their parents are guaranteed due process with respect to the provision of a free appropriate public education.

### *Least Restrictive Environment:*

The district will, to the maximum extent appropriate, educate eligible students with disabilities with students having no disability in their age group. The removal of the students with disabilities from the regular education will occur only when the nature or severity of the disability is such that education in regular classes with supplementary aids and services cannot be achieved satisfactorily. A continuum of alternative placements based on individual students' IEP will be provided to eligible students with disabilities in the district. Placement of the student will be determined at least on an annual basis and will be as close to the student's home as possible. In selecting the least restrictive environment for each student, consideration is given to any potentially harmful effect on the student or the quality of services needed. If a student with a disability can function socially, emotionally, and mentally with students with no disability of a similar chronological age, he/she will be given that opportunity in account with his/her IEP. Opportunities for participation to the maximum extent appropriate in a variety of non-academic and extracurricular services will be available to children with disabilities.

### *Protection in Evaluation:*

Evaluation materials and placement procedures used by the district will be, to the maximum extent possible, selected and administered so as not to be racially or culturally discriminatory such that no student will be misclassified, misplaced, or unnecessarily labeled as having a disability because of the inappropriate selection, administration, or interpretation of the materials procedures.

### *Confidentiality:*

The district will protect the confidentiality of all the data in the records relative to students with disabilities.

### *Special Education Students:*

Special Education students shall be disciplined as per Special Education Handbook and the said handbook is incorporated herein.

LEGAL REF: Mississippi Code, Section 37-13-92 (2) through (5), (1991).

## **POSSESSION OF WEAPONS AND VIOLENT CONDUCT**

Any student possessing, displaying, or discharging a gun, a knife, 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 of the Mississippi Code during regular school hours, at school functions, or on school property, or at any school event after school hours or on a school bus shall be expelled for a calendar year, unless the time is modified as allowed by State Law. See reference policy manual K7.

## **PROCEDURES DEALING WITH A STUDENT WHO HAS HIV/AIDS/ARC**

Persons involved in the care and education of HIV/AIDS/ARC infected students should respect the student's rights to privacy and maintain confidentiality requirements and penalties from breach of confidentiality.

- a. The superintendent of schools must be informed that a student has HIV/AIDS/ARC
- b. The school principal, classroom teacher, school nurse, and anyone else involved in the care and education of the HIV/AIDS/ARC infected student must be aware of the student's condition.
- c. These persons must be provided with appropriate information by the team concerning such precautions as may be necessary.
- d. The evaluation team (the student's doctor, parents, or guardian, local health official, school nurse, and appointed school administrator) shall review the student's condition as needed. Changes in the student's condition must be monitored in order to weigh the risks and benefits to both the infected student/others.
- e. The evaluation team shall decide and make recommendations to the superintendent of schools whether the HIV/AIDS/ARC student shall be allowed to attend school in an unrestricted setting, a restricted setting, or receive special tutoring at home.
- f. Changes in the student's condition such as open lesions shall be reported to the evaluation team immediately for re-evaluation.
- g. The local health department should be encouraged to provide a contact person knowledgeable about HIV/AIDS/ARC who can answer questions which may arise. See reference policy manual W.

## **PROMOTION & RETENTION**

First grade through 6<sup>th</sup> grade students must pass both reading and math to be promoted to the next grade. Seventh and eighth grade students must have a year-end passing in two core academic subjects. See reference policy manual H11.

## **RESIDENCE VERIFICATION PROCEDURES**

Residence for school attendance purpose means the legal residence of the student's custodial parent or legal guardian unless the student is classified as homeless.

Except for those students who have been legally transferred, each new student or continuing student that has changed his/her residence must establish his/her residency in the following manner:

### **A STUDENT LIVING WITH PARENT(S) OR GUARDIANS(S)**

The parent(s) or guardian(s) of student seeking to enroll must provide this school district ***with at least two proofs of residency in his/her own name*** from the items numbered (1) through (5) below as verification of their address, except that a document with a post office box as an address will not be accepted. For enrollment, students of divorced or separated parents or legal guardians shall also provide a copy of any Chancery Court order establishing custody of the student.

- (1) Filed Homestead Exemption Application Form
- (2) Mortgage documents or property deed

- (3) Apartment or home lease
- (4) Utility bills
- (5) Automobile registration

**NOTE: A 911 Address form is not acceptable as one of the two proofs of residency required.**

The two items used as proofs of residency by the parent(s)/legal guardian(s) MUST be in the parent/ guardian name. Proof of residency in the parent/guardian name must be presented at the time of enrollment – no temporary enrollment is allowed.

## **SCHOOL ADMISSION – GENERAL ELIGIBILITY**

1. This school district shall admit into its free public schools all eligible residents and legally transferred minor children who are five and not over 20 years of age on September 1 of the school year.
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another district by the School Board pursuant to Mississippi Code Section 37-15-29 (1992).

## **SECRET SOCIETIES**

It shall be unlawful for any pupil attending the public schools of this state to become a member of or belong to or participate in the activities of any high school fraternity, sorority, or secret society as defined in Section 37-11-37. Any student violating this policy shall be subject to expulsion.

LEGAL REF: Mississippi Code, Section 37-11-37 (1947); 37-11-39 (1942); 37-11-41 (1942); and 37-11-45 (1942)

## **SPECIAL EDUCATION PROGRAMS FOR THE DISABLED/HANDICAPPED STUDENTS**

Students with disabilities requiring special education instructional services who wish to receive a standard high school diploma must meet all criteria outlined in the Subject Area Graduation Requirements section. Appropriate accommodations will be made in the classroom and testing procedures for students with disabilities. See reference policy manual P.

## **STUDENT CONDUCT AND STUDENT CONSEQUENCES**

This Code of Discipline was developed to help establish a system that would facilitate an environment of good discipline in a fair and consistent manner. This code follows the guidelines established by the State of Mississippi.

### **Acts of Misconduct**

These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on the school grounds including, but not limited to, the following:

#### **Level 1**

- 1-1 Tardiness
- 1-2 Running and/or making excessive noise
- 1-3 Initiating or participating in any unacceptable physical contact including, but not limited to, inappropriate physical displays of affection (PDA-kissing, inappropriate touching, etc.)
- 1-4 In unauthorized area without pass (halls, etc.)
- 1-5 Dress code violation
- 1-6 Disruptive behavior

1-7 Loitering in the halls, common areas, etc.

## **Level 2**

- 2-1 Leaving school grounds without permission
- 2-2 Skipping class or school
- 2-3 Defiance, insubordination (refusal to comply to rules/instruction), disrespect rudeness to staff or students
- 2-4 Gambling
- 2-5 Exhibition of any hostile action whether physical, verbal, or written
- 2-6 Violation of cell phone policy
- 2-7 Possession of any electronic equipment/devices, (beeper, radio, personal listening device, etc.) without prior approval of the administration.
- 2-8 Clothing, apparel, or accessories that signify membership or affiliation with any gang or social club associated with criminal activity, as identified by law enforcement agencies are prohibited from being worn on school property or at school sponsored events
- 2-9 Behavior that disrupts instruction
- 2-10 Dishonesty, lying

## **Level 3**

- 3-1 Fighting
- 3-2 Possession or use of tobacco products including smokeless tobacco
- 3-3 Theft of personal or school property
- 3-4 Acts which threaten the safety and /or well being of students and/or staff
- 3-5 Extortion-use of intimidation, coercion, or force
- 3-6 Academic dishonesty
- 3-7 Vandalism of personal and/or school property (above \$500.00 will be considered flagrant)
- 3-8 Using profane, obscene, indecent, immoral, or offensive language and /or gestures, and possession of obscene materials
- 3-9 Sexual harassment/misconduct
- 3-10 Forgery of documents e.g. report cards, progress reports, teacher communications, money

## **Level 4**

- 4-1 Possession, use or under the influence of alcohol, illegal drugs, narcotics, controlled substance(s), or paraphernalia
- 4-2 Sale or distribution or conspiring to sell illegal drugs/alcohol, controlled substance
- 4-3 Physical, written, or verbal threat or assault on a student

## **Level 5**

- 5-1 Weapon(s) possession and/or use
- 5-2 Physical, written, or verbal threat or assault on an employee

## **Consequences**

All consequences regarding discipline are left to the discretion of the principal or his/her designee.

## **STUDENT DRESS AND APPEARANCE**

It should be a matter of personal pride for a student of the Alcorn School District to maintain high standards of neatness and appropriateness of dress and appearance. The dress code of the Alcorn School District is not all inclusive

– it is virtually impossible to write a dress and grooming code which will properly address every detail and aspect of appropriate dress and grooming.

A student who is not, at the discretion of the principal or designee, attired appropriately or exhibits grooming which is detrimental and/or distracting to the school environment shall be asked to refrain from wearing the inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. If the arrangement for more suitable clothing requires the student to be absent from class, the absence shall be designated as unexcused. The following guidelines will be observed:

### **Grades K-4**

1. Shorts/dresses/skirts must be of an appropriate length to provide proper coverage.
2. All tops shall provide proper coverage. The chest and midriff shall not be exposed.
3. An article of clothing which contains or depicts the following is prohibited:
  - (a) Substances illegal by law for minors – alcohol, drugs, tobacco
  - (b) Profane, suggestive, and/or violent language. Examples of clothing which include suggestive language include shirts from Hooter’s, etc.
  - (c) Derogatory symbols or remarks directed toward any ethnic group.
4. Clothing, accessories, or manner of grooming which, by nature of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with gangs or gang activity or association is prohibited.
5. Any jewelry or ornamentation which depicts a weapon of violence or substances illegal to minors are prohibited.
6. Hair shall be free from obnoxious odors and shall be clean and neat in appearance. Hair shall not obstruct vision, shall not be extreme in appearance and/or color. Picks, combs, and rollers shall not be worn in the hair.
7. Shoes and/or sandals shall be worn. Shoes designed to be laced will be laced. For physical education activities, appropriate footwear must be worn.
8. Loose and/or sagging pants, slacks, and shorts falling below the waist are inappropriate.
9. Sunglasses will be removed from the head when entering a building.
10. Hats and caps, unless part of an athletic uniform or a course requirement, shall not be brought to school during the academic day. A practicing physician’s statement permitting a head-dress for a specific period of time shall be permitted. The penalty for bringing a hat or cap to school is confiscation. The hat or cap will be returned to the student upon completion of the school year.
11. Neither male nor female students shall be permitted to wear rings and/or studs in their noses, tongues, or other exposed body parts other than their ears.
12. Doo-rags, bandannas, and wash cloths are inappropriate.
13. All fasteners and buckles designed for use with an article of clothing shall be used appropriately at all times.
14. All temporary and permanent tattoos must be covered to the extent possible. See reference policy manual H9.

### **STUDENT’S PERSONAL PROPERTY**

Students are responsible for their wallets or purses.

The district and/or school ARE NOT responsible for replacing any personal property lost/stolen on school property or during school-sponsored trips/events.

### **TARDINESS**

Three tardies constitute an absence. Each school shall have the option of utilizing such methods as a detention room or other disciplinary procedures deemed appropriate for their particular school regarding tardiness. Students who enter

school after one-half of the period shall be assigned to a designated location for the remaining portion of the class period. No make-up work shall be given for the unexcused tardies. A zero (0) shall be given for any graded work missed by the student. This work includes class work, homework, or tests administered during the period.

## **TECHNOLOGY**

The Alcorn School District is pleased to offer student access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. The district policy shall be that all computers with Internet access will be filtered in order to restrict the access of minors to harmful materials. The Alcorn School District uses the filtering solution approved by the Mississippi Department of Education with an additional solution managed by the Alcorn School District Technology Department.

## **TEXTBOOKS**

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

The following fines and damage replacement schedule shall be followed:

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

## **INVENTORY**

An annual inventory of active, surplus and disposable textbooks must be conducted and submitted by way of the TIMS program to the Mississippi Department of Education by June 15 of each year. The Textbook Office shall send an inventory sign off form to the district superintendent to be signed verifying that the inventory report in the TIMS system is correct.

## **SALES**

The State Textbook Law, Section 37-43-33 of the Mississippi Code of 1972 provides that parents, person or school boards may purchase textbooks directly from the publisher's depository. The price of textbooks shall be at contract price plus whatever postage or delivery charges might accrue.

## **USE OF TOBACCO SUBSTANCES**

Use of, possession of, or transfer of tobacco products will not be permitted in the schools and strong measures will be taken to prevent such activities. The following policy applies: Possession of or the use of tobacco products in any form shall be prohibited for students during the regular Alcorn school hours.

A student found using tobacco or with tobacco products in his/her possession will be subject to the following discipline:

- (1) **FIRST OFFENSE**-Will be placed in in-school suspension for one day.
- (2) **SECOND OFFENSE**-Will be placed in in-school suspension for three days.
- (3) **THIRD OFFENSE**-Repeated violation will result in student and parent or authorized adult to appear before the Alcorn Board of Education to show good cause why he/she should not be placed in the alternative school for the remainder of the school year.

## **VISITORS**

All visitors must report directly to the school office and sign in. The principal has the right to deny visitation to any individual if, in the judgment of the principal, the visit might negatively affect school climate. The principal also has the right to contact the proper authorities if a problem with a visitor should arise.

Parents are welcome to visit our school at any time. However, all visitors will not be allowed in classrooms during the school day. It has been proven that this kind of visit disrupts classroom work. Anyone wishing to see a student for a specific reason may seek permission to do so from the principal's office.

Unauthorized personnel shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons may be prosecuted. No solicitation of teachers or students on personal matters on the school premises by salesmen or agents is allowed.

## **WITHDRAWAL FROM SCHOOL**

A student may not withdraw from school without written permission from the parent/guardian.

In the event you are withdrawing from school, you are to get a withdrawal slip from the office before 8:00 a.m. of the

day you plan to leave. This slip must be signed by each teacher during the day and returned to the office by you at 3:00 p.m. that day. If you have turned in all your books, including library books, paid all fees, you will be given your book card and report card.

## **UNIFORM GRADING POLICY GRADES 3-8**

Daily Grades – must have a minimum of 10 grades per 6 weeks                      30% of Average

- Class work
- Homework
- Daily assessments

Test Grades – must have a minimum of 3 per 6 weeks                                      50% of Average

- Contain a minimum of 10% prior objectives
- Tested areas should design tests with MCT2 format in mind
- Non tested areas should format tests similar to MCT2 format.
- Non Tested area tests should support overall student achievement in tested areas

6 Week Exam    20% of Average

- Will be comprehensive of objective taught previously
- Labeled with appropriate objective and competency
- Labeled with appropriate DOK level
- Tested and non tested areas should format exams similar to MCT2
- A copy of the exam and key will be submitted to principal
- Principal will forward to central office by grade level

