

## 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.

### **ALTERNATIVE SCHOOL PROGRAM**

The school district has established, maintains, and operates, in connection with regular programs of said school district of said school district, an alternative school program for, but not limited to, the following categories of compulsory school-age students:

- (a)** Any compulsory-school-age child who has been suspended or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct.
- (b)** Any compulsory-school-age child referred to such alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian, or custodian of such child due to disciplinary problems.
- (c)** Any compulsory-school-age child referred to such alternative school program by the dispositive order of a of a chancellor or youth court judge, with the consent of the superintendent of the child's school district.
- (d)** Before a student may be removed to an alternative school education program, the superintendent of this school district must determine that written and distributed disciplinary policy of the local school district has been followed.
- (e)** Students in Alternative School shall not be allowed at any school programs or activities.
- (f)** Students in Alternative School shall be present and accounted for all time assigned.
- (g)** Any student charged with a felony may be placed in the Alternative School until the legal matter is resolved. Depending upon the nature of the charges, a student charged with a felony may also be subject to expulsion at the discretion of the district.
- (h)** Parents must arrange for transportation to and from the Alternative School.

The policy of this district is incorporated in a separate handbook. The Alternative School Program Handbook is incorporated herein by reference. This district operates the Alternative School pursuant of all requirements of Section 37-13-92 of the Mississippi Code of 1972, as amended in 1995 and as amended

by Chapter 604, Senate Bill 2855 of the 1997 Legislative session.

## **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 middle 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. According to the Mississippi Public School Accountability Standards, 2006, Process Standard 19.3, “The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based.” Even with a passing grade, students in grades 8-12 whose absences exceed 6 per semester or 12 per year *must make up* instructional time to receive credit for the course. Regardless of the cause for absences in excess of 6 per semester and 12 per year, (70 hours for one-half unit; 140 hours for 1 unit), *instructional time must be made up* for the district’s compliance with Process Standard 19. Regardless of the number of absences and hours of instructional time missed, 80 hours is the maximum amount of time that may be made up by a student. This time **MUST** be made up at the end of the school year, before Carnegie unit will be assigned.

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. This documentation must come from appropriate medical personnel, court personnel, funeral home personnel, or parent. In case of illness not requiring medical attention, a maximum of eight (8) days may be excused through written documentation signed by the parent /guardian.

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.

## Excused Absences include:

1. Sickness/medical appointments with proper documentation.
2. Death in the immediate family as outlined by Mississippi law, with acceptable documentation.
3. Absences approved in advance by the principal.
4. Mandated appearances in court, with proper documentation.

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**

Eligible student 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 will 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**

1st Offense	Detention in the student's classroom (3) days and copy bus rules (3) times or corporal punishment.
2 <sup>nd</sup> Offense	Suspended from bus for minimum of (3) days. Parents must bring student to school for conference BEFORE student is allowed to ride bus again.

3 <sup>rd</sup> Offense	Suspended from bus for minimum of (5) days. Parents must bring student to school for conference BEFORE student is allowed to ride bus again.
4th Offense	Suspended from bus for minimum of (10) days. Parent must bring student to school for conference BEFORE student is allowed to ride bus again.
5th Offense	Suspended from bus for the remainder of school year with Alcorn School Board Approval.

## 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.

*2009-2010 Prices are as follows:*

Reduced Breakfast—\$0.30	Reduced Lunch--\$0.40
Paid Breakfast--\$0.75	Paid Lunch--\$2.00
Adult Breakfast--\$1.75	Adult Lunch--\$3.00
Additional milk--\$0.50	

## CELL PHONE/ELECTRONIC DEVICE

Use of cell phones/electronic devices or cell phones ringing or being “on” during the school day is prohibited. All consequences regarding discipline are left to the discretion of the principal or his/her designee.

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

1 <sup>st</sup> offense	Note to parent – parent pick up
2 <sup>nd</sup> offense	Phone held 15 school days – parent pick up
3 <sup>rd</sup> offense	Phone held 30 school days – parent pick up
4 <sup>th</sup> offense	Phone held 60 school days – parent pick up

5<sup>th</sup> offense

Phone held until end of year

## **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 to sign the student out.

A student will 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. The initiative must be taken by the student to consult the teacher(s) as to work missed and he/she must complete make-up work within the time specified by the teacher (See section: *Make-Up Work for Absences*).

Eleventh and twelfth grade non-cooperative education students are not allowed to leave school before the end of the 5<sup>th</sup> period.

Athletes who have a 6<sup>th</sup> and 7<sup>th</sup> extracurricular period will remain at school until their extracurricular period is finished.

Students below the 11<sup>th</sup> grade may not obtain a standing check-out.

## **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.

## **COMPETENCY REQUIREMENT FOR 7<sup>TH</sup>, 8<sup>TH</sup>, & 9<sup>TH</sup> GRADE MATH AND SCIENCE (IHG)**

Students entering the 7<sup>th</sup> grade during the 2007-08SY, and thereafter, must meet the following criteria to enroll in Pre-Algebra as 7<sup>th</sup> graders:

- (1) 92 yearly average in 6<sup>th</sup> grade math
- (2) Score advanced on the 6<sup>th</sup> grade MCT math subtest (164 and above)

Students entering the 8<sup>th</sup> grade during the 2007-08 SY, and thereafter, who were enrolled in pre-algebra as 7<sup>th</sup> graders must meet the following criteria to enroll in Algebra I as 8<sup>th</sup> graders:

- (1) 92 yearly average in 7<sup>th</sup> grade pre-algebra
- (2) Score advanced on the 7<sup>th</sup> grade MCT2 math subtest (164 and above)

Or

Meet criterion #1 or #2 and score 92 or higher on a locally developed Knowledge/Skills Assessment in Math

Students entering the 9<sup>th</sup> grade during the 2007-08 SY, and thereafter, must meet the following requirements to enroll in Algebra I or Biology I:

- (1) 92 yearly average in 8<sup>th</sup> grade pre-algebra and/or science
- (2) Score “Advanced” on the 8<sup>th</sup> grade, MCT2 math subtest (164 and above) or 8<sup>th</sup> grade MCT science test.

Or

Meet criterion #1 or #2 and score 92 or higher on a locally developed Knowledge/Skills Assessment in Math

Note: Any 8<sup>th</sup> or 9<sup>th</sup> grade student who fails to meet these criteria will be placed in a transition to algebra course.

**COMPLIANCE WITH FEDERAL REGULATIONS**

The Title VI, Title IX, and 504 Coordinator are the Assistant Superintendent of the Alcorn School District. The ELL Coordinator is Jean McFarland, 286-3202.

## **CORPORAL PUNISHMENT**

All corporal punishment shall be administered with an adult witness. 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 three hundred-sixty-five days.

**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 after 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. Abuse of these so-called across-the-counter drugs, not-illegal/non-controlled drugs will still require the same penalty as described in the articles above. Abuse can be defined as taking more than is prescribed on the package or container.

Violators of item d. should 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**

1. Field trips will not be allowed for grades 5-12 the week before or week of exams.
2. No field trips one month before Statewide Assessments.
3. Any student in grades 5-12 whose overall average is below 75 at the time of the field trip may not be allowed to go on the field trip.

4. Any student in grades 5-12 who has more than 7 absences (excused or unexcused) may not be allowed to go on field trips unless instructional time is made up prior to the trip.
5. Students who have been placed in alternative school during the current school year may not be allowed to go on field trips.

## **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.

## **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**

Head lice constitute a health hazard for all who may come in contact with an infested student. On December 10, 2001, the Alcorn Board of Education reaffirmed a “no nit” policy meaning a student will not be allowed to return to school until nits are removed from the hair.

The infested student’s parents/guardians shall be notified, and the student sent home immediately with a form explaining recommended treatment. Students who are sent home with head lice must be examined for the presence of nits and present proof of treatment (i.e. box top from medication or empty bottle of the treatment used with note stating the name of the product used and the date the parent/guardian used it, or note from a physician or registered nurse) to the school before the student will be readmitted to school. A second treatment 7 to 10 days after the first treatment is required and absolutely essential. The parent/guardian must provide proof that the student has received the second treatment. Re-examination will occur in 10 days.

Upon the third incidence of head lice or the third contact the school has had with an infected student’s parents/guardians within a school year, the infected student will not be allowed to attend school until proof of treatment is obtained.

## **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.

## **JUNIOR HIGH ELIGIBILITY FOR ATHLETICS**

No student will be permitted to participate in inter-school contests if he/she has reached the following age prior to August 1:

7<sup>th</sup> grade – Age 14      8<sup>th</sup> Grade – Age 15      9<sup>th</sup> Grade – Age 16

To be eligible to participate in inter-school junior high/middle activities, a contestant must:

1. Must pass their grade level by achieving at least an average of 75 in four basic courses\* the previous year in order to be eligible to participate during the present year.
2. To be eligible for participation, he/she must be promoted.

3. A student who fails to meet the requirements at the end of the first semester would be placed in warning for the following semester. Participation may continue during the warning semester (the second semester). If by the end of the warning semester, requirements have not been met, the student would be ineligible. A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high career by passing four basic courses with a 75 in each course.

All athletes or cheerleaders must show proof of a physical exam at his/her own expense before participation in any sport. He/she is directly responsible for the requirements of this examination.

The District shall comply with all rules and regulations of the Mississippi High School Activities Association. (REF: MHSAA New Academic Requirements for Participation in Extracurricular Activities) *\*Basis Courses – Any subject that the student meets five days a week.*

## **NATURAL DISASTER**

A copy of the natural disaster plan will be posted in classrooms and offices and each student will be 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. Ct. 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.

## **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 involving 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 requirement 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 and to 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**

Kindergarten through sixth grade students must pass both reading and math to be promoted to the next grade. Fifth through eighth grade students must have a year-end passing grade in two core academic subjects and may not fail reading or math for two consecutive years to be promoted to the next grade.

A student earning a numeric grade of 64 to 69 in a course tested by the MS Subject Area Testing Program may petition to receive a Carnegie unit provided he/she earns a score of 320 or higher on the course SATP assessment on the student's first attempt to pass. The petition shall be reviewed by a standing committee consisting of high school principals and subject area teachers. Students with a failing course grade who pass an SATP assessment during a retest administration shall not be eligible to receive a Carnegie unit.

Ninth grade students who did not pass 8<sup>th</sup> grade pre-Algebra may be enrolled in Pre-Algebra or Transition Algebra prior to enrolling in Algebra I. See reference policy manual H11.

## **READING AS A REQUIRED SUBJECT**

Effective school year 2006-07, and thereafter reading shall be a required subject for 7<sup>th</sup> grade students scoring 149 or below and for 8<sup>th</sup> grade students scoring 149 or below on the Reading subtest of the Mississippi Curriculum Test. A student scoring 5 points or less below the MCT cutoff score may, upon parental request, be evaluated in the area of reading to determine eligibility for a waiver to the reading requirement. To qualify for waiver, a student must score at/above grade level for reading comprehension and instruction on the STAR Assessment and at/above grade level for reading on the Developmental Reading Assessment 2 (DRA2) and have a signed "Parental Request for Exception to Reading Requirement" on file at the school office.

## **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 GUARDIAN(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 (7) 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**

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.

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 GRADUATION REQUIREMENTS**

All students who attend special classes will receive grades based on the Alcorn School District grading system. If a student attends a regular classroom, the regular classroom teacher will assign the grade for that class. If the student attends a resource room, the resource teacher will assign the grade for that class. Resource grades will be designated on report cards by special subject area. Regular classroom grades will be designated on report cards by subject area. Students who attend regular classes will receive a regular grade unless otherwise determined by the Individualized Education Plan (IEP).

### **Recommended Graduation and Certification Procedures**

Students with disabilities will be given an option of working toward a regular high school diploma, Mississippi occupational diploma, or a special certificate prior to entering ninth grade. A Mississippi certificate or occupational diploma will be presented without special mention in regular graduation exercises. This will be explained to the student and parent upon entrance into the program. This decision shall be documented on the Individualized Education Plan (IEP).

Diploma route students must meet all graduation requirements. For graduation from Alcorn School District high school, 25 credits are required. The regular classroom teacher will grade units from the regular high school curriculum. The students must pass regular classroom work in order to receive credit for regular curriculum courses. Parents are given the option to meet the school personnel to review and revise this agreement (IEP) at any time.

Students pursuing the Mississippi Occupational Diploma must complete 25 course credits, career/technical requirements, and an approved portfolio containing a collection of evidence of the student's knowledge, skills, and abilities related of the occupational core curriculum. Attendance laws and policies apply to students receiving an occupational diploma. (Special Education Programs adopted June 28, 2005).

Students in the certificate route must complete a program comprised of 25 units of curriculum courses as indicated by their IEP. Students who choose the special certificate must attend school a minimum of 12 years beginning with the first grade. Certificate students may be exempted from attending high school four years as long as the credit requirements have been met, they have successfully completed their IEP goals, and the student is age appropriate. These exemption decisions will be made on a case by case basis at the district level. Attendance laws and policies apply to certificate students. Students receiving a special certificate will complete coursework through the general curriculum as determined appropriate by the Individualized Education Plan (IEP) Committee.

**Special Curriculum:**

- Employment English
- Job Skills Math
- Life Skills Science
- Career Preparation (Social Studies)
- Career/Technical Education
- Reading

**Age Considerations:**

A student must be at least 17, but no more than 21 years of age prior to the date of graduation.

**General Consideration:**

All students graduating from special programs will have the same rights and privileges as other graduating seniors.

## **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 Slipping 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 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 5-12**

1. The length of shorts will not exceed six (6) inches above the top of the knee. Cut-off shorts are inappropriate, as well as shorts with holes and tears. No pants with holes or tears above the knee will be worn.

2. Athletic shorts are inappropriate for grades 5-12. Athletic shorts include gym shorts, cycling shorts, Umbros, or shorts of a plastic or spandex material.
3. The length of dresses and skirts will not exceed four (4) inches above the top of the knee and will also be appropriate for bending, stooping, sitting, and working overhead while at school.
4. Transparent clothing without proper underclothing is inappropriate. Transparent wind suits are inappropriate. Wind suits which are part of an athletic uniform are appropriate.
5. Muscle shirts, tube tops, and fish-net tops are inappropriate.
6. All tops shall provide proper coverage. The chest, midriff, shoulders and back shall not be exposed.
7. The midriff shall not be exposed while walking, standing, and/or sitting.
8. 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 includes shirts from Hooter's, etc.
  - (c) Derogatory symbols or remarks directed to any ethnic group.
9. 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.
10. Hair must be neat, clean and worn in a manner that does not interfere with vision or cause a disruption in the classroom (no extreme styles and color).
11. Basketball jerseys shall not be worn without appropriate underclothing.
12. Shoes and/or sandals shall be worn. Shoes designed to be laced shall be laced. House shoes or shoes with cleats are inappropriate.
13. Loose and/or sagging pants, slacks, pajama pants, and shorts falling below the waist are inappropriate. No form fitting sweat pants are allowed. Leggings may be worn with appropriate clothing.
14. Sunglasses will not be worn in the school building.
15. Hats and caps, unless part of an athletic uniform or a course requirement, shall not worn during the academic day. A practicing physician's statement permitting a head-dress for a specific period of time shall be permitted.
16. 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.
17. Doo-rags, bandannas, and wash cloths are inappropriate.
18. All fasteners and buckles designed for use with an article of clothing shall be used appropriately at all times.
19. 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.

## **STUDENT SAFETY**

Each student, while participating in or observing any of the following courses of instruction, is required to wear an appropriate industrial quality eye protective device at all times.

1. Vocational technical, chemical, or chemical-physical, involving exposure to:
  - a. hot molten metals, or other molten materials;
  - b. milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - c. heat treatment, tempering, or kiln firing of any metal or other materials;
  - d. gas or electric ac welding, or other forms of welding processes; and/or
  - e. caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

For purposes of this section, unless the context indicates, otherwise, “industrial quality eye protective device” shall mean the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection 87.1-1968, and the subsequent revisions thereof, approved by the American National Standards Institute, Inc.

Such devices may, at the discretion of the individual school, be

- a. furnished for all students and teachers;
- b. purchased and sold at cost to students and teachers;
- c. made available for a moderate rental fee;
- d. such devices shall be furnished to all visitors to such shops and laboratories. 37-11-49

## **SUMMER PROGRAMS (IDCA)**

Students shall not be eligible to enroll in a course during Summer School unless that course has been failed during the regular school year. Additionally, students must have earned a numeric end-of-year grade of 60 or higher in the failed course to be eligible for Summer School enrollment in that course.

## **TARDINESS**

Students are expected to be in class on time each period. **FAILURE TO REPORT TO THE SCHOOLORFFICE UPON ENTERING RESULTS IN DETENTION IN ISS.** A tardy in excess of 15

minutes will be considered an unexcused absence and student will be placed in ISS for the remainder of that period.

The consequences for a 4<sup>th</sup> through 7<sup>th</sup> offense tardy shall be before- or after-school detention. Before school detention will be on Tuesday and Thursday from 7:00 a.m.-7:30 a.m. After school detention will be on Tuesday and Thursday from 3:05 p.m.-3:35 p.m. Students will be told one day prior to serving before/after school detention to make necessary arrangements. All detention time will be spent doing some form of supervised instructional work. Failure to report to detention will result in an additional day. Continued failures will result in ISS placement. (ISS placement does not forfeit time owed in detention.) Student will assume that responsibility following removal from ISS. Tardiness to detention will result in additional time as well.

No make-up work will be given for the unexcused tardy. A zero (0) will 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 managed 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 usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book

Obscene writing or drawing on or in the book  
Non-returned book

Cost of the 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 school hours in the Alcorn School District.

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.

Students are not allowed to have visitors accompany them as visiting guests in the schools.

## **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.

**APPENDIX A-2**  
**GRADUATION REQUIREMENTS**  
**STANDARD 20**  
**SENIORS OF SCHOOL YEAR 2009-2010**  
**(Entering ninth graders in 2005-2006,2006-2007,2007-2008)**

Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies 4
HEALTH	½	Comprehensive Health or Family and Individual Health
BUSINESS & TECHNOLOGY	1 <sup>5</sup>	1 Computer Discovery or ½ Keyboarding and ½ Computer Applications
THE ARTS	1	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	4½ <sup>6</sup>	
TOTAL UNITS REQUIRED	21	

**APPENDIX A-2 (Continued)**  
**GRADUATION REQUIREMENTS**  
**STANDARD 20**  
**SENIORS OF SCHOOL YEAR 20009-2010**  
**(Entering ninth graders in 2005-2006, 2006-2007,2007-2008)**

<sup>1</sup> Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 4½ general electives required for graduation.

<sup>2</sup> Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 4½ general electives required for graduation. Beginning school year 2004-2005 for all entering eighth graders, at least one of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Effective with the eight graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit.

<sup>3</sup> One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the following AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship.

<sup>4</sup> The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

<sup>5</sup> Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

<sup>6</sup> Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

**APPENDIX A-3  
GRADUATION REQUIREMENTS  
STANDARD 20  
SENIORS OF SCHOOL YEAR 2011-2012  
(Entering ninth graders in 2008-2009)**

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units as specified below, unless their parent/guardian requests to opt the student out of Appendix A-3 requirements. Any student who is taken out of these requirements of Appendix A-3 will be required to complete the graduation requirements as specified in Appendix A-2. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

<b>CURRICULUM AREA</b>	<i>CARNEGIE UNITS</i>	<b>REQUIRED SUBJECTS</b>
<b>ENGLISH</b>	<b>4<sup>1</sup></b>	
<b>MATHEMATICS</b>	<b>4<sup>2</sup></b>	Algebra I
<b>SCIENCE</b>	<b>4<sup>3</sup></b>	Biology I
<b>SOCIAL STUDIES</b>	<b>4</b>	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies <sup>4</sup>
<b>HEALTH</b>	<b>½</b>	Comprehensive Health <i>or</i> Family and Individual Health
<b>BUSINESS &amp; TECHNOLOGY</b>	<b>1<sup>5</sup></b>	1 Computer Discovery <i>or</i> ½ Keyboarding and ½ Computer Applications
<b>THE ARTS</b>	<b>1</b>	Any approved 500.000 course <i>or</i> completion of the 2-course sequence for Computer Graphics Technology I and II
<b>ELECTIVES</b>	<b>5½<sup>6</sup></b>	
<b>TOTAL UNITS REQUIRED</b>	<b>24</b>	

**APPENDIX A-3 (Continued)**  
**GRADUATION REQUIREMENTS**  
**STANDARD 20**  
**SENIORS OF SCHOOL YEAR 2011-2012**  
**(Entering ninth graders in 2008-2009)**

<sup>1</sup> Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation.

<sup>2</sup> Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit.

<sup>3</sup> One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.

<sup>4</sup> The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

<sup>5</sup> Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

<sup>6</sup> Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

## **Important Addresses and Telephone Numbers**

### **Stacy Suggs, Superintendent**

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

### **Jean McFarland, Supervisor of Instruction**

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

### **Kathy Walden, District Testing Coord.**

31 CR 401  
Corinth, MS 38834  
Office: 662-286-2734

### **Alcorn Central Middle School**

#### **Dan Burcham, Principal**

8A CR 254  
Glen, MS 38846  
Office: 662-286-3674

### **Biggersville Elementary School**

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

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

### **Biggersville High School**

#### **Gary Johnson, Principal**

571 HWY 45 S  
Corinth, MS 38834  
Office: 662-286-3542

### **Kossuth High School**

#### **Robert Keenum, Principal**

15 CR 604  
Corinth, MS 38834  
Office: 662-286-3653

### **Alcorn Career and Technology Center (ACTC)**

#### **Ed Settle, Director**

2101 Norman Road  
Corinth, MS 38834  
Office: 662-286-7727

### **Glen Elementary School**

#### **Robert Strickland, 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

### **Stephanie Clausel, Director of Sp. Education**

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

### **Alcorn Central Elementary**

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

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

### **Alcorn Central High School**

#### **Sammy Sullivan, Principal**

14 CR 254  
Glen, MS 38846  
Office: 662-286-8720

### **Kossuth Elementary School**

#### **Van Carpenter, Principal**

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

### **Kossuth Middle School**

#### **Fred Jackson, Principal**

17 CR 604  
Corinth, MS 38834  
Office: 662-286-7093

### **Rienzi Elementary School**

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

21 School Street  
Rienzi, MS 38865  
Office: 662-286-5214

### **Alternative School**

#### **Sherlyn Haley, Director**

2101 Norman Road  
Corinth, MS 38834  
Office : 662-284-3359

August 1, 2009

Dear Parents:

We are excited to have your children attending school within the Alcorn School District. We invite you to visit at any time to see what our schools have to offer your children. We encourage you to talk with the Principal and your children's teachers regularly throughout the year.

According to federal legislation, you may request the professional qualifications of your child's classroom teachers and assistant teachers. All of the teachers of core academic subjects and teacher assistants within the Alcorn District meet the "Highly Qualified" requirement of the federal "No Child Left Behind" legislation. However, you may request to review the following qualifications at any time.

- a. whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b. whether the teacher is teaching under a provisional status through which State qualification or licensing criteria have been waived;
- c. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- d. whether the child is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the No Child Left Behind Act of 2001 requires that schools provide parents with a report card on student performances at their child's school as well as for the district. You can access the district report card at the District's official website: [www.alcorn.k12.ms.us](http://www.alcorn.k12.ms.us). The website provides information regarding the district and each of the schools. Each school has a homepage that may be accessed by using the *Schools* tab. We are proud of our school homepages and think you would be interested in much of the history regarding our schools that is available.

If I can be of assistance to you in any way, please contact me. We look forward to a wonderful 2009/2010 School Year. Our # 1 Priority continues to be our Children!

Stacy Suggs  
Superintendent of Education

## **Alcorn School District Student Acceptable Use Policy**

*Adopted 8-6-07*

The Alcorn School District provides a school-wide network that includes Internet access. With this educational opportunity also comes responsibility. It is important that all users read and understand the Acceptable use Policy as established by the Alcorn School District Board of Education. The purpose of the Mississippi Department of Education Network, which is the backbone network to the Internet, is to support mandatory state reporting and to enhance educational activities by providing unique resources and the opportunity to access world-wide information. The use of the network must be in support of education and consistent with the educational objectives of the Alcorn School District. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege.

### **Content Filtering –**

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 and to comply with the regulations of NCLB (No Child Left Behind) and CIPA (Children’s Internet Protection Act.) The Alcorn School District uses the filtering solution managed by our local internet provider with additional local filters to add as much security as possible.

### **Conditions of Use --**

Do not print, access, or install any obscene or malicious material on the computer. Do not swear, use vulgarities, or use any other inappropriate language. Do not transmit material that is threatening, disruptive, sexually explicit, or that could be construed as harassment or disparagement to others. Illegal activities are strictly forbidden.

Copyright laws shall be observed. Do not pirate software or bring any personal software to install on school computers.

The Internet will be used only for purposes related to education. Use of school computers for commercial or political activities is strictly prohibited.

Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. “hacking”) is prohibited. Use of proxy avoidance sites is prohibited.

Note that electronic mail and other files are not guaranteed to be private. District staff reserves the right to monitor or examine all system activities to ensure their proper use.

Do not use the network in such a way that you would disrupt the use of the network by others.

To prevent slowing down the network, the following programs should be avoided: Internet Radio Weather Bug Chat Rooms/News Groups Web Shots Bonzi Buddy Xupiter Gator Precision Time/Date

Manager Messenger Services, such as ICQ, Instant Messenger, Yahoo Messenger, MSN Messenger

To avoid a security risk to the network, file-sharing programs are NOT to be used. Examples: Kazaa, Morpheus, Limewire, BearShare, etc.

**Safety Issues—**

Users will not disclose, use, disseminate, or divulge personal and/or private information about him/her, minors, or any others; including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc

**ALCORN SCHOOL DISTRICT  
STUDENT ACCEPTABLE USE POLICY AGREEMENT**

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE \_\_\_\_\_ School \_\_\_\_\_

Year \_\_\_\_\_

I understand and will abide by the Terms and Conditions for Internet use as stated in the Acceptable Use Policy. I further understand that violation of the Terms and Conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that my child is expected to abide by the Terms and Conditions for Internet use as stated in the Acceptable Use Policy. I further understand that if my child commits any violation of the Terms and Conditions, his/her access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Acceptable Use Policy should be retained by the student.  
The signed agreement should be retained by the teacher.

***NOTE: Please tear off and return to school.***

**PERMISSION TO PHOTOGRAPH AND/OR VIDEO TAPE  
CHILD FOR PRESS RELEASE/ELECTRONIC PUBLICATION**

We agree to allow our child to be photographed and/or video taped during the 2009-10 school year at school and/or school-sponsored activities that may or may not be released in the media or published on the district website and/or the school's web page.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

***NOTE: Please tear off and return to school.***

Please read the Alcorn School District Student/Parent Handbook carefully. This page MUST BE SIGNED AND RETURNED to the school.

Thank you for your assistance

*I have thoroughly read the 2009-10 Student/Parent Handbook and understand the policies as outlined.*

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(Student's Name)

(Grade)

---

**Parent/Guardian Signature**

***NOTE: Please tear off and return to school.***

**Alcorn School District**  
**Parental Permission for Administering Corporal Punishment**

The Alcorn School District student handbook states: “As a matter of board policy, appropriate corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board.” Corporal punishment is permitted as a disciplinary measure only with parental/guardian permission.

My signature below indicates that I give permission for school officials to administer corporal punishment (paddling) to my child if it becomes necessary.

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_

My signature below indicates that I DO NOT give permission for school officials to administer corporal punishment (padding) to my child if it becomes necessary; however, I will make myself available at all times to come to the school and deal with the problems exhibited or caused by my child that require disciplinary action.

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**NOTE: Please tear off and return to school.**