

# TATE COUNTY SCHOOL DISTRICT

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COLDWATER EAST TATE INDEPENDENCE STRAYHORN

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## *Student/Parent Handbook*

2022-2023 School Year

[www.tatecountyschools.org](http://www.tatecountyschools.org)

### **Mission of the District**

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

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#### **East Tate Elementary School**

6832 East Tate Rd., Coldwater 38618  
Phone: (662) 562-4688

#### **Independence High School**

3184 Highway 305, Coldwater 38618  
Phone: (662) 233-4691

#### **Coldwater Elementary School**

671 West St., Coldwater, MS 38618  
Phone: (662) 622-5511

#### **Coldwater High School**

671 West St., Coldwater, MS 38618  
Phone: (662) 622-5511

#### **Strayhorn Elementary School**

3402 Highway 4 W, Sarah, MS 38665  
Phone: (662) 562-8637

#### **Strayhorn High School**

86 Mustang Dr., Sarah, MS 38665  
Phone: (662) 562-9246

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

165 W Central Ave. Coldwater, MS 38618  
Phone: (662)- 622-5142

#### **Tate County School District**

574 Parkway St.  
Coldwater, MS 38618  
Phone: (662) 562-5861

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

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**I. School Calendar**

**Tate County School District**  
**2022-2023 CALENDAR**

August 1-4 - Professional Development  
 August 3-4 Teacher Assistant Work Days  
 August 5 - Student's First Day

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 7 - Progress Reports  
 February 20 - Presidents Day Holiday

September 5 - Labor Day Holiday  
 September 8 - Progress Reports

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 9-10 - 9 Weeks Test  
 March 13-17 - Spring Break  
 March 20 - Professional Development  
 March 27 - Report Cards

October 6-7 - 9 Weeks Test  
 October 10 - Fall Break  
 October 18 - Report Cards

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 7 - Good Friday Holiday  
 April 10 - Good Monday Holiday  
 April 20 - Progress Reports

November 10 - Progress Reports  
 November 21-25 Thanksgiving Break

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 19 & 22-23 - Exams  
 May 23 - 60% Day  
 - Student's Last Day  
 May 24 - Professional Development  
 May 24 - Teacher Assistant Work Day

December 15-16 & 19 - Exams  
 December 19 - 60% Day  
 - Last Day of 1st Semester  
 December 20-30 Christmas Break

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 2 - Christmas Break  
 January 3 - Professional Development  
 January 3 - Teacher Assistant Work Day  
 January 4 - Students Return  
 January 12 - Report Cards  
 January 16 - Martin Luther King Holiday

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Tentative Make up Days  
 February 20th  
 March 20th  
 April 10th  
 May 24th

## **II. Academics**

### **Grading (TCSD Policy IHA) for Grades K - 6**

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

Grades will be calculated using the following formula:

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

The semester grade will be the average of two nine week's grades.

The two semester grades will be averaged to determine the year's average.

#### Grading Scale

<b>A</b>	90 – 100%
<b>B</b>	80 - 89%
<b>C</b>	70 – 79%
<b>D</b>	60 -69%
<b>F</b>	59% or below

#### Grade Reporting Periods

<b>Nine Weeks</b>	<b>Date</b>	<b>Grade Reports</b>
First 9 weeks	August 4 to October 6	Progress Reports - September 8 Report Cards – October 18
Second 9 weeks	October 7 to December 16	Progress Reports – November 10 Report Card - January 12
Third 9 weeks	January 5 to March 10	Progress Reports - February 7 Report Card – March 27
Fourth 9 weeks	March 21 to May 24	Progress Reports - April 20 Report Card (Pick-Up) - TBA

### **Promotion and Retention (TCSD Policy IHE) for Grades K - 6**

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

Grades 1-4 promotion/retention will be determined by receiving a passing yearly average in both mathematics and reading. If a 3<sup>rd</sup> grade student scores in the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for 3<sup>rd</sup> Grade, the student shall not be promoted to 4<sup>th</sup> Grade.

Grades 5-6 promotion/retention will be determined by receiving a passing yearly average in math, language arts (English and reading), science and social studies. Students in 4<sup>th</sup> and 5<sup>th</sup> grade will be administered a teacher-constructed test demonstrating the student's competency in both reading and writing cursive. By the end of 5<sup>th</sup> grade the students should show proficiency.

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

### **Grading (TCSD Policy IHA) for Grades 7 – 12**

#### Grading Scale

<b>A</b>	90 – 100%
<b>B</b>	80 - 89%
<b>C</b>	70 – 79%
<b>D</b>	60 -69%
<b>F</b>	59% or below

#### Grading System (TCSD Policy IHE) for Grades 7 - 12

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

#### Grade Reporting Periods

<b>Nine Weeks</b>	<b>Date</b>	<b>Grade Reports</b>
First 9 weeks (Semester on 4x4 Block Schedule; half-unit courses end)	August 4 to October 6	Progress Reports - September 8 Report Cards – October 18
Second 9 weeks (Semester on 4x4 Block Schedule; One-unit & half-unit courses end)	October 7 to December 16	Progress Reports – November 10 Report Card - January 12
Third 9 weeks (Semester on 4x4 Block Schedule; half-unit courses end)	January 5 to March 10	Progress Reports - February 7 Report Card – March 27
Fourth 9 weeks (Semester on 4x4 Block Schedule; One-unit & half-unit courses end)	March 21 to May 24	Progress Reports - April 20 Report Card (Pick-Up) - TBA

### **Promotion and Retention (TCSD Policy IHE) for Grades 7 - 12**

Grades 7 - 8 promotion/retention will be determined by receiving a passing yearly average in math, language arts, science and social studies.

Grades 9 – 12 promotion/retention is based on credits that are measured in Carnegie Units. A course, which meets for one class period per day for a full semester, is assigned one Carnegie Unit. Carnegie Units assigned to Career/Technical courses will depend on the time spent and other requirements of the course. Activities, such as PE, may or may not be assigned a full Carnegie Unit credit. Courses completed in one nine-week term will be assigned ½ Carnegie Unit. In order to receive credit, a student must have a grade of 60 or above for the course.

### Grade Classification of Students (TCSO Policy IHE) in Grades 9 - 12

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

Freshman	Sophomore	Junior	Senior
0-5.5 credits	6-11.5 credits	12-17.5 credits	18 credits and above

### **Exemption (TCSO Policy IHA) for Grades 7 - 12**

Exemptions are allowed for Grades 7 through 12.

Student may be exempted from their final test based on the following criteria:

- If the student has an average of 85 and perfect attendance
- For 1/2 credit classes: If the student has a 90 or above and 3 or less absences
- For 1 credit classes: If the students has a 90 or above and 5 or less absences

If the student has served any time in OSS, they will not be exempt.

### **Parental Notifications**

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

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

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent(s) of eligible student believe is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member; a person serving on the school board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

### **Directory Information/Disclosure of Student Information**

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

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

### **Credit Recovery (TCSD Policy IDCAB)**

Credit recovery is defined as a course-specific, skills-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. The purpose of credit recovery is to provide a second chance to obtain credit for courses, allowing students to remain on track for graduation. The goal of the credit recovery program is to prevent students from dropping-out of high school. Tate County Schools will implement a web-based curriculum program to provide extensive support for students in credit recovery, credit completion, remediation and intervention. The program will be aligned with the Mississippi standards. The program will provide diagnostic testing which prescribes an individualized study plan for each student as well as progress monitoring to ensure students achieve success as they move throughout the lessons.

### Admission to or Removal from Credit Recovery

In order for students to be candidates for the program, the following criteria must be met:

- Parental consent is required before a student can enroll in credit recovery.
- A student may not participate if a grade below 50 was received for a course.
- Any student who had passed a state subject area test, but did not receive credit in the course, may participate.
- Students shall not remain in a credit recovery course for more than one year.
- Only students who have failed a course may enroll in credit recovery to earn a passing grade of 60. Credit recovery cannot be used by a student that has passed the course to improve the final grade.



- A student that has passed a subject area tested class but failed the assessment, may enroll in credit recovery for remediation only.

### Course Load

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

### Instruction

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

### Grading

The credit recovery program was established to allow students to demonstrate mastery. In order for a student to receive credit for a unit, he/she must earn **60%** mastery of the material in that unit. This sets the minimum grade for each course taken at **60**.

### Summer School Attendance and Tardy

To receive credit during Summer School a student must be present and on time each day. Only three absences are allowed or no credit will be issued.

### **Academic Achievement Recognition**

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

#### Principal's List

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

#### Honor Roll

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

### **School Day Schedules**

	<i>School Begins</i>	<i>School Ends</i>
East Tate Elementary School	7:30	2:59
Independence High School	7:30	2:59
Coldwater Elementary School	7:30	3:05
Coldwater High School	7:30	3:05
Strayhorn Elementary School	7:30	3:05
Strayhorn High School	7:30	2:59

### **Textbooks (TCSD Policy ICFA)**

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

to the current value of a book when it is obvious that the student has damaged or defaced the book.

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

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

Source: MS Code 37-7-301

#### **Fee Policy (TCSD Policy JS)**

Fees may be charged for the following:

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

### **III. Services to Support Students**

#### **English Learners (EL) Service Program**

Students who are English Language Learners (ELL) shall be provided equal opportunities to participate in the educational programs operated by the district, as required by federal, state and local policy. A copy of the Tate County School District ELL Policy and Procedures can be requested from the Office of Federal Programs at 574 Parkway Street, Coldwater, Mississippi.

#### **Education for Homeless Children and Youth**

The McKinney-Vento Homeless Assistance Act is Title X, Part C, of the No Child Left Behind Act. This legislation ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school. When a child is determined to be homeless as defined by the McKinney-Vento Act, Tate County School District (TCSD) shall consider and take enrollment action that is in the best interest of the child. TCSD will also follow the requirements of the McKinney-Vento Act. If there are questions regarding this Act, contact the school district's homeless education liaison, Amy Williams, at 662.562-5861.

#### **Intervention Process**

Tate County School District will comply with State Board of Education Policy 41.1 that requires an Intervention Process. This RTI (Response to Intervention)/MTSS

(Multi-tiered Support System) process consists of an instructional model that meets the needs of every student utilizing three tiers of instruction and intervention. This process will be evaluated and adjusted as needed to better serve the students of TCSD. For further information on this process, contact the school administrator.

### **Students with Disabilities Programs**

The Tate County School District participates in a statewide effort to identify, locate, and evaluate children birth through twenty-one (21) years of age who reside in the Tate County School District and who are suspected of having a disability. Early identification of children in need of special education experiences is very important. Family members, physicians, educators, or other individuals with knowledge of the child may make referrals of in-school and out-of-school children. Representatives of various agencies such as the Health Department, Mental Health, Head Start, and day care centers may also refer children. If you know of any children who may have a disability, please contact Kristie Foster, Director of Special Services by calling 662-562-5861.

Disability categories in Mississippi include the following:

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

The Tate County School District has special education programs that provide services to students who have been determined to have one or more of these disabilities. Information gathered from contacts with parents and agencies helps the school district determine present and future program needs so that a free appropriate public education can be provided to all children with disabilities.

### **Section 504 Notice (TCSD Policy IDDH)**

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

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

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

Kristie Foster  
Tate County School District  
574 Parkway Street  
Coldwater, MS 38618  
662-562-5861

## **IV. Educational Technology for Student Learning**

### **Chromebooks**

The use of a school issued Chromebook is a privilege and all users with that privilege have no expectation of privacy in email, data on the Google Drive, network communications, Internet use, video recording, and all other technologies available on or through the Chromebook.

Chromebooks remain property of the Tate County School District (TCSD) and all users understand that their use of the Chromebook can and may be strictly monitored electronically or otherwise by TCSD personnel at any time. Please refer to the Tate County School District Acceptable Use Policy which is contained in the student handbook and was signed at enrollment by students and parents.

Chromebooks are being loaned to students. This is not a 1:1 initiative.

#### Lost or Damaged Chromebooks

Lost Chromebooks are the responsibility of the student; loss is not covered by TCSD. Repair and replacement costs must be paid in full by the parent/student per incident.

- Lost or Missing Chromebook
- Parent/student pays \$200 for the replacement cost of a Chromebook
- Damaged screen
- Parent/student pays \$50 for the replacement of a Chromebook screen
- Lost Charger
- Parent/student pays \$20 for a replacement charger.

Chromebooks that are missing, broken, or fail to work properly must be brought to the school office and a form must be filled out for the damaged or lost Chromebook. Parents will be required to sign the form and pay replacement fees if needed. If another Chromebook is requested, one may be issued to the student once any fees mentioned herein are paid and approval of the parent and principal.

#### Chromebook Return

Student Chromebooks and chargers will be collected at the end of each school year. Any student who transfers out of TCSD is required to return his or her Chromebook and charger (if issued). If a student fails to return his or her Chromebook, the student/parent is responsible to pay for the replacement fees in order to receive a Chromebook for the next school year. The student's high school diploma, transcripts, and report cards will be held until they return their Chromebook or pay replacement fees **listed in the chromebook agreement.**

#### General Chromebook Precautions

- Never share your username and password with another student.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Never carry the Chromebook while the screen is open. The Chromebook should be shut down when not in use to conserve battery life.
- Never shove a Chromebook into a locker or wedge into a book bag; this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

The protective shell of the Chromebook (if applicable) will only provide basic

protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded case is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the backpack or drop the backpack if your Chromebook is inside.

### Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in your carrying case that will press against the cover.
- Do not poke or apply any pressure to the screen.
- Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks.
- Do not use any third party screen protectors on Chromebooks. This will damage the touchscreen on some Chromebook models.

Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### Using Your Chromebook

#### At School:

The Chromebook is intended for use at school upon teacher approval. Chromebooks must be brought to school each day in a fully charged condition. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook.

Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

#### At Home:

Students may be required to take their Chromebook home throughout the school year. Students should charge their Chromebook while at home.

If students leave their Chromebook at home, they may have to work with pencil and paper and transfer work to the Chromebook at home. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery should last throughout the day.

### Managing Your Files and Saving Your Work

Students should save all files and documents to their TCS D Google Drive. Saving to the Google Drive will allow students access to their files from any computer with internet access logging in with their TCS D Google email account. It is the responsibility of the student to maintain the integrity of their files and keep proper backups if they are not using their Google Drive (such as saving directly on the Chromebook or to a different cloud storage account). **All other cloud mail or storage accounts are blocked on school chromebooks and student computers.**

### Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy identification labels. If the Chromebook name identification label or asset tag is removed, they need to request a new label from the school office. Students are asked NOT to personalize the Chromebook with stickers, ink, or any other markings. Any student violating their Chromebook identification is subject to having their Chromebook use revoked and fined for the amount to restore it to standard condition.

#### Software on Chromebooks

Originally Installed Software:

Chromebook application software is delivered electronically via the Chrome Web Store from TCSD's Technology Department to the Chromebook application section. Students do not have access to install applications or extensions from the Chrome Web Store.

As requested by teachers and administration, the technology department will add software applications for particular courses and testing requirements

The software process will be automatic with no impact on students. Students may need to restart their Chromebook for immediate use of the applications.

All Chromebooks are supplied with the latest update of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

#### Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

#### Restoring the Chrome OS

In the case of a Google Chrome OS failure, TCSD's Technology Department will restore the device to the default state in which the user originally received it. All files saved on the Google Drive and TCSD email account will remain intact. All other data (music, photos, documents, etc.) stored on internal memory that has NOT been synced on Google Drive or email will not be restored.

#### Storing Your Chromebook

Students should know where his or her Chromebook is at all times. Nothing should be placed on top of the Chromebook. The Chromebook should never be stored in a vehicle.

Chromebook Left in Unsupervised or Unsecured Areas:

Under no circumstances should a Chromebook be stored in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car or any other entity that is not securely locked or in which there is no supervision. Students must not loan their Chromebook out to other individuals at any time.

#### Chromebook Undergoing Repair

If a Chromebook needs repair, an email should be sent to the school librarian.

It is important that students keep their school data synced to the Google Drive Cloud to ensure documents and class projects will not be lost. Personal data that cannot be replaced should be kept at home on an external storage device.

### Chromebook Technical Support

Students need to report any technical issues to the school librarian. The following types of technical related issues should be reported; including, but not limited to:

- Password Identification or lost password, user account support, coordination of warranty repair, hardware maintenance and repair, operating system or software configuration support, restoring Chromebook to factory default, and system software update.

### Student/Parent Chromebook Use Agreement

The Student/Parent Chromebook Use Agreement form is APPENDIX A at the end of this handbook. This form must be completed before a Chromebook can be issued to a student.

### **Internet and Acceptable Use**

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

### Terms of Agreement

In order for a student to be allowed access to a school computer, computer network, and the Internet, parents must sign and return the consent form which is Appendix B at the end of this handbook.

### Acceptable Uses

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

- a) All users must abide by rules of Network etiquette – Netiquette, including the following:
  - a. Be polite.
  - b. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language and/or graphic representations which may be offensive to other users.
  - c. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion.
  - d. Do not assume that a sender of an email is giving permission to forward or redistribute the message to third parties or to give the sender's email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- b) All software installed in district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology director, or superintendent.
- c) Teachers may allow individual students to use email and other forms of direct electronic communications for educational purposes with proper supervision.

Proper supervision shall include the teachers having the documentation of the students' username and password on file and the ability to monitor the account. The school district will provide the student with a school email account. The use of personal email accounts is not allowed within the TCSD network.

- d) No personal addresses, personal phone numbers, or any other personally identifying information of students will be permitted to be given out on the Internet. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- e) A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where the student goes on the Internet.
- f) In general, the Internet is not an entertainment box or babysitting tool and should not be used to play non-educational games, listen to music, watch TV shows, movies or non educational YouTube videos. Just because it is lunch, study hall, or instruction has finished for the period is not a reason for individuals to play computer games or randomly surf the Internet.
- g) Network and Internet access is provided as a tool for education. The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer or device, associated files, network, and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the school district and no device usage shall have any expectation of privacy regarding such materials.
- h) Publishing student pictures and work on websites promotes learning, collaboration, and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Parents/guardians **must indicate their written consent to NOT** publish their child's photo or school work on any school related website before the item is published to the web.
- i) All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and Congressional Guidelines that delineate it regarding software, authorship, and copying information.

#### Failure to Follow Acceptable Uses

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

- a) Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using another's access to the network or the Internet; do not upload a worm, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- b) Uses that jeopardize the security of student access and of the computer network



- or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- c) Uses that are commercial transactions. Students may not use the school network to sell or buy (tangible goods) anything over the Internet.
  - d) Access to online dating and social networking sites, such as Instagram, Facebook or Twitter, are prohibited.
  - e) Due to bandwidth constrictions and educational value, access to multimedia sites, such as YouTube, will not be allowed. Access to Multimedia-rich sites such as DiscoveryEd, United Streaming, TeacherTube, PBS, and others which have a high educational value will be allowed. The School District reserves the right to allow video and/or audio from other sources for educational use.
  - f) Access to Internet Radio and other always-on connections, such as screen saver applications and instant messaging clients, will not be allowed. The School District reserves the right to allow video and/or audio from other sources for educational use.
  - g) Illegal activities, including copyright or contract violations shall not be permitted on the Internet. Illegal software shall not be installed or used on school district computers or devices. Downloading of copyrighted music, movies, or other media through the Internet or use of file-sharing programs is strictly prohibited and punishable as the administration and/or law sees fit.
  - h) The Internet shall not be used for commercial, political, illegal, or financial purposes. Violations shall be reported to a teacher or an administrator immediately.
  - i) Threatening, profane, harassing, abusive language, spamming, or sending unsolicited email shall be forbidden.
  - j) Use of the network for any illegal activities is prohibited. Illegal activities include:
    - a. Tampering with computer hardware or software
    - b. Unauthorized entry into computers and files (hacking)
    - c. Knowledgeable vandalism or destruction of equipment
    - d. Deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited and may be reported to authorities.
  - k) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third-party software will be installed without the consent of the assigned administrator.
  - l) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
  - m) Accessing pornographic or obscene materials, using or sending profanity in messages or documents shall be forbidden.
  - n) Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his designee prior to any such usage.
  - o) The use of anonymous proxies and/or access points to get around content filtering is strictly prohibited and is a direct violation of this agreement.
  - p) No unauthorized devices may be connected to the TCS D computer network or into any devices connected to the network. This includes USB drives and wireless access points and any device which is installed internally in a network

- device.
- q) The use of any site or service that actively or passively takes down or severely overload any network is forbidden. Examples are Distributed Denial of Service or sniffer attacks. Such attacks are required to be reported to state and federal authorities.
  - r) The use of any site or resource for the purpose of cheating or to commit plagiarism.
  - s) The use of any hardware or software program that is used to record keystrokes.

### Internet Safety

#### Parents and Users

Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for use of the network and Internet and avoid these sites.

### Personal Safety

In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone met on the Internet without a parent's permission.

### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian.

Users should never give our private or confidential information about themselves or others on the Internet.

### Active Restriction Measures

The district will utilize filtering software or other technologies to prevent students from accessing visual depictions that are:

- Obscene
- Pornographic
- Harmful to minors
- Promotion of hate

The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or other technological means such as Internet usage reporting.

### Use of New Web Tools

Online communications is critical to students' learning of 21<sup>st</sup> century skills and tools such as blogging and podcasting may offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, a student protected email, podcast projects or other Web interactive uses must follow all established Internet safety guidelines.

### Blogging/Podcasting Terms and Conditions

- The use of blogs, podcasts or other web 2.0 tools are considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0+ tools. This includes but is not limited to profanity, racist, sexist or

discriminatory remarks.

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

#### Teacher Responsibilities

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

#### Principal Responsibilities

- Principals will treat all infractions of the Acceptable Use Policy according to the discipline policy.
- Principals will ensure that permission forms are kept on file for one year.
- Principals will ensure that students who do not have permission to use the Internet will be identified to the teaching staff.

### School District Responsibilities

- The school district will ensure that filtering software is in use to block access to materials that are inappropriate, non-educational, offensive, obscene, consume large amounts of bandwidth, or contain pornography.
- The school district will ensure that the network firewall is installed and operating.
- The school district will have the Acceptable Use Policy reviewed and approved by the school board yearly.

## **V. Attendance and Enrollment**

### **Admittance after Absence** (TCSD Policy JBD)

Upon the return to school from an absence of one or more days, the student should submit a written excuse from a parent or guardian to the school's office within 2 days of the absence stating the reason for the absence, the date(s), and the student's name in order to receive an excused absence.

A medical excuse will be required for the following reasons:

- After 5 parent notes per semester. A medical doctor's excuse which covers multiple days is considered "1 excuse."
- Any absence exceeding three consecutive days.

Sample Excuse:

<p>_____ Date</p> <p>Please excuse _____ [student name] for being absent on _____ [date(s)] due to _____ [reason for absence].</p> <p>_____ Parent Signature</p> <p>_____ Phone Number</p>
--

### **Excuses for Absence** (TCSD Policy JBA)

- An authorized school activity with the prior approval of the superintendent of the school district, or his/her designee.
- Illness or injury which prevents the child from being physically able to attend school.
- Isolation of the child is ordered by the county health officer, by the State Board of Health, or appropriate school official.
- Death or serious illness of a member of the immediate family of the child. The immediate family members shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- Medical or dental appointment of child. (written documentation)
- Attendance of child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness. (written documentation)
- If religion of the child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee, but the approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.

- Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the Superintendent or his/her designee.
- An absence may be excused when it is determined to the satisfaction of the superintendent or his/her designee, that conditions are sufficient to warrant the child's nonattendance. However, no absences shall be excused by the Superintendent or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
- Participation in official organized events sponsored by the 4-H or Future Farmers of American (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent or his designee by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
- Serving as a page at the State Capitol for the Mississippi House of Representatives or Senate.
- Five (5) days of written parent notes will be accepted for emergency situations for absences to school per school semester. Written documentation for an absence to school must be presented to the office within two (2) school days of the absence.

### **Pre-approved Absences for Extended Days**

If parents know their child will be absent from school for more than four (4) consecutive days, the parent needs to have the absences pre-approved by the school principal. This procedure helps to insure the student does not miss valuable material because of unexcused absences. The pre-approval process requires:

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

### **Unexcused Absences to School (TCSD Policy JBA and JBB)**

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

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

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

- Students who miss up to two (2) consecutive days have up to three (3) days to make up work upon return to school.
- Students who miss three (3) or more consecutive days have up to five (5) days to make up work upon return to school.
- Students with extended absences due to medical reasons of five (5) or more days will work with the teacher and administration to set a time for makeup work to be completed.

### **Tardies**

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

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

**Unexcused tardies to school and/or class may result in disciplinary action.**

### **Check-outs**

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

- The parent/guardian or designee must come to the office and personally sign the student out. Students will not normally be checked out until the end of a regular class period. Only in dire emergencies will a student be permitted to leave during a regular class period. The school reserves the right to determine whether such an emergency exists.
- Check-out notes will be accepted only if signed and dated by a parent/guardian or designee, and only if such notes contain a current phone number for confirmation purposes. Students should bring checkout notes to the office before school or turn them in to their first period teacher. If the note cannot be verified, the school reserves the right to refuse release of the student.
- If a student has a personal emergency or becomes ill during the school day, a school official may call home for the student.
- Classes missed due to check-outs count as absences and will be treated as excused or unexcused according to the guidelines established earlier in this handbook. The student is responsible for making up class work that is missed during the time that the student is signed out of school.
- Athletes who have completed the season in their particular sport may not check out just because their particular sport is over. However, seniors may apply for a work permit at this time.
- Students will not be allowed to check out after 2:30 p.m. without proper emergency documentation. The school reserves the right to determine whether such an emergency exists.

*Breach of any of the policies concerning tardies, check-outs, and absences will result*

*in a reporting to the local youth court judge.*

Note: During a pandemic, a parent/guardian or designee must call the front office for checkouts. The office staff will walk the student to the car and check verification.

### **Excessive Absences and Seat Time**

During the 180-day school year, all students attending a Tate County School must not be absent more than the number of days listed below to be eligible to receive academic credit for the school year:

#### 4 x 4 Block Schedule

- 3 days missed in a quarter course
- 6 days missed in a semester course
- 12 days missed in a 2-unit Career/Technical course

#### 7-Period Schedule

- 6 days missed in a semester course
- 12 days missed for a year course.

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

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

Opportunities to make up seat time will be made available throughout the year at the discretion of the principal. Students with excessive absences may be given the option of attending summer school at the parent/guardians' expense in order to receive credit. For graduating students, all seat time must be made up 3 days before graduation. All seat time must be made up by the last day on the academic calendar for each class.

### **Enrollment** (TCS D Policy JBC)

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

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

### **Compulsory School Age Child** (TCS D Policy JBB and JBC)

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained

the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.

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

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

The definition of student residence for school attendance purposes is that the student physically resides full time with parent/guardian, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

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

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

One proof of residency must be a utility bill (power or gas which is current at time of registration) and the other proof of residency can be from the list below:

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

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

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

### **Transfer Student from Accredited School or Program (TCS D Policy JBCD)**

The school will request records for the transfer student.

- Transfer students are not to consider themselves officially enrolled until all records are complete and on file.



- A transfer student may be classified and register for classes if the student brings proof of withdrawal from the previous school and the last report card or an unofficial copy of the student records, but the school reserves the right to change the student's classification and class schedule if the previous school's records indicate that a mistake was made in either.
- Proof of residence in Tate County is required.
- All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to a public school within the Tate County School District may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of public transfer.
- The Tate County School District (TCSD) does not accept students who have been expelled from another school/school district until such time as the expulsion period assigned by the other school/school district has ended.
- Any student transferring into TCSD who was in an alternative school program in the transferring district will automatically be placed in the TCSD alternative program until such time as TCSD personnel can make a decision as to proper placement. (MS Code 37-15-33)

### **Transfer Student from a Non-Accredited School or Program**

(TCSD Policy **RNCO** & JBAB)

- Any transfer student from a program (correspondence, tutorial, or home study) will be given an assessment approved by the Tate County School District's Superintendent of Education to determine the appropriate classification of the student.
- The district office or administrative head of each public school shall ensure that each pupil applying for transfer shall be tested within thirty (30) days after the filing of such application for transfer. Notice of the administering of such test(s) shall be given to the applicant no less than five (5) days prior to the date of the administration of such test.
- No transfer of a pupil shall be affected until the test(s) has been given and the pupil is assigned according to the grade and class for which the test shows he/she is best suited.
- No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to if the pupil remained in the school or program from which the transfer is being made.
- Pending the administration of the test herein provided for and its grading and an assignment based thereon the Superintendent of the Tate County School District or the building principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school or program from which the transfer is being made. (MS Code 37-15-33)

### **Dropout Prevention Plan (TCSD Policy JQH)**

The Tate County School District has implemented a district-wide Dropout Prevention Plan in accordance with MS Code 37-13-90. A copy of this plan is on file for review at the district office.

## **VI. Transportation - (TCSD Policy EDA and JCDAD)**

The first day of school for students for the new school year will be August 4, 2022. The district school buses will begin picking up and delivering students on this date. If a parent/guardian needs to know the bus that their child should ride, the school that the student will be attending should be called or the Central Office at 662-562-5861 and ask for the Transportation Department.

Driving a school bus is a very demanding responsibility; and as such, all students must follow the rules for proper behavior while riding the bus. The greatest concern is the safety of the entire bus. No student or group of students will be allowed to put the safety of the bus in jeopardy.

Drivers will review the district-wide rules as well as their own rules on the first day of school. Students who refuse to follow these rules will not be allowed to ride the bus. The transporting of students to school and back home will be limited to the school bus that the student is assigned to ride. **Students that are eligible for bus transportation on a particular route shall be picked up each morning and delivered at the conclusion of the day at one established location (student's official residence or a location on that route that is agreed on by the parent/guardian and the school office). This must be the same location each day.** Temporary changes to this procedure should be by a written note to the office before noon by the parent/guardian. However, permanent changes will be considered upon notification to the school office. Parent/Guardian will have to pick up his/her child at school on any day that the child is not delivered to the agreed upon location. This policy does not prevent the transporting of students to programs that have been or would be approved by the School Board.

### **Interference with Operation of School Bus**

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

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

### **Bus Discipline**

See Bus Discipline under Student Conduct section, Page 36.

## **VII. Extracurricular Activities**

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

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

### **Athletic and School-Sponsored Events**

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

Therefore, everyone associated with the high school is expected to:

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

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

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

### **Clubs, Organizations, Sports, Band, Extracurricular**

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

The students can participate in district and statewide contests. Participation is voluntary, but students who choose to participate must meet eligibility requirements, abide by the special rules of discipline that apply, and demonstrate a dedication to excellence in their performance.

No student will be permitted to participate in any school activity that occurs after regular school hours who has not been in regularly scheduled classes for at least 67% of day. Only the Principal can make exceptions to this rule.

## **VIII. Student Code of Conduct**

### **Student Discipline**

#### Positive Behavior Interventions and Supports (PBIS)

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

#### **STUDENT RESTRAINT AND SECLUSION POLICY** (TCSD Policy JCBA)

The Tate County School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5 and 14 amendments to the Constitution of the United States, or the Constitution of Mississippi, nor negate the obligation of the district to provide a safe work environment.

In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

#### Restraint

Physical restraint is considered to be an emergency response after all other verbal and

non-verbal de-escalation measures have failed in effectiveness. When using physical restraint for students who are a danger to themselves or others, staff should take precautions necessary to ensure the safety of the student and the staff members engaged in restraining the student.

1. Physical restraints that restrict the flow of air are prohibited in all situations.
2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints is prohibited.

### Seclusion

The use of seclusion occurs in a specially designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of his or her behavior.

### Administrative Procedures

This policy and the supporting procedures are designed to ensure the safety of all students, school personnel, and visitors.

The following provisions shall be adhered to:

- a. Staff and faculty shall be trained at least annually on the use of physical restraint and seclusion. Teachers and other district personnel shall be trained on how to collect and analyze student data to determine the effectiveness of these procedures in increasing appropriate behavior.
- b. Administrators shall document incidents of the use of physical restraint or seclusion by staff or faculty participating in or supervising the restraint or seclusion event.
- c. A review of the use of a restraint and seclusion process shall be conducted by the school to determine if revisions of behavioral strategies are in place to address dangerous behavior or if positive behavioral strategies were not in place at the time of the restraint or seclusion.
- d. The school board shall review this policy and incidents of seclusion and restraint data at a minimum, annually. At a minimum, the Superintendent shall make quarterly reports of incidents of restraint and/or seclusion to the school board. The school district shall report the incidents to the Mississippi Department of Education annually.
- e. This policy and supporting procedures shall be reviewed with all staff on an annual basis.
- f. The superintendent or designee shall develop procedures for reporting the use of restraint or seclusion to the local board of education and to the Mississippi Department of Education.
- g. After reviewing the district reports of incidents in which restraint and seclusion were used, if necessary, the superintendent shall make recommendations to the board for possible revisions to this policy. The review and/or revisions to this policy shall be documented on the school board meeting agenda and the subsequent minutes of the school board meeting. The school district or school shall maintain records of its review of and any resulting decisions or actions regarding the use of seclusion and restraint.

### Parental Notification

- a. All parents shall receive, at least annually, written information about the policies and procedures for restraint and seclusion issued by this school district. The written

policies shall be included in the code of conduct, student handbook, school board policy manual, and any other appropriate school publication.

b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.

c. The superintendent or designee shall develop procedures by which a parent may submit a complaint regarding the physical restraint or seclusion of their child; the procedures shall be printed in the Student Handbook.

The superintendent or designee shall establish and disseminate all procedures relevant to the implementation of this policy and the guidelines set forth by the Mississippi Department of Education.

This policy and all revisions to the policy shall at a minimum be disseminated to all parents and staff annually, and listed in the staff and student handbooks, as well as the school board policy manual.

#### Behaviors and Disciplinary Options (TCSD Policy JD/JCB)

Students are subject to discipline during any time that they are either under or subject to the jurisdiction of the Tate County School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored or supervised by TCSD, while under the supervision or direction of any teacher, principal, or other authority of TCSD, or when such conduct does or may threaten to interfere with or disrupt the educational process or poses a threat to the safety of the student or others.

While being out of regular population of school in in-school detention, in or out of school suspended, expelled, or while placed at the alternative school for disciplinary purposes, a student is not allowed to attend any school-related activity on school property or any TCSD activities at any other campus or location. Violators are liable for arrest on grounds of trespassing as well as jeopardizing future chance of re-admission to TCSD.

Certain student behaviors do require the school district to report the incident(s) to appropriate Department of Education Officials, Youth/Juvenile Court Officials, **and/or Child Protective Services.**

Students involved in illegal felony activities outside the school setting which involve law enforcement will jeopardize their continued enrollment in public school.

#### Corporal Punishment

Corporal punishment is a disciplinary option for use by the school administrator or the administrator's designee. (TCSD Policy JDB)

#### Class Levels of Behaviors

Listed below are the levels of student behavior and the corresponding disciplinary options that can be administered by school personnel.

### Class I Behaviors

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

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

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

### Class II Behaviors

1. Habitual violations, three or more, of Class I behaviors
2. Academic dishonesty and/or cheating
3. Personal contact such as pushing and shoving
4. Violation of Student Uniform Dress Code
5. Recording events on school campus (unless allowed by administration)
6. Use of social media during the school day
7. Defacing and/or damaging school property (ex: writing on walls, desks, etc.)
8. Conspiring/instigating to create a disturbance in the classroom, on the bus, on school property, or at any school function
9. Insubordination, defiance for authority, and/or willful disobedience
10. Gambling
11. Violation of electronic device policy
12. Other behaviors designated by the principal

#### Recommended Disciplinary Options for Class II Behaviors:

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

### Class III Behaviors

1. Habitual violations of Class II Behaviors
2. Verbal or physical altercation
3. Bullying, harassing behavior, intimidation, or threats towards another student
4. Using abusive, vulgar, profane, gang related language, acts, and/or gestures directed to students or adults
5. Open defiance of administrators, teachers, or staff members
6. Inappropriate posting or sharing recordings of events on school campus or during school activities
7. Inappropriate personal contact
8. Leaving school (skipping) or cutting class(es) or leaving class without permission

9. Posting vulgar or inappropriate content **that disrupts the school learning environment.**
10. Vandalism including criminal damage to school or the personal property of others (punishment includes restitution, see #2 below)
11. Stealing-up to \$99.99 value (punishment includes restitution, see #2 below)
12. Possession or use of fireworks
13. Other behaviors designated by the principal

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

1. Five (5) to ten (10) days of in school detention.
2. Three (3) to ten (10) days out of school suspension.
3. Total restitution for any injury to other persons requiring medical attention and/or for items stolen or damaged.
4. Loss of privileges to school activity/activities (ex: field trips, assemblies, sporting events, etc.).
5. Referral for placement in an alternative program/alternative school or possible recommendation for expulsion.
6. Appropriate action deemed necessary by the principal.

#### Class IV Behaviors

1. Habitual violations of Class III Behaviors
2. Verbal and physical altercation that is deemed excessive by the administration
3. Pornography
4. Sexual harassment
5. Participating in or causing a disturbance at school or school-related activities
6. Engaging in a sexual act
7. Possession or use of Tobacco **or tobacco-like substances, vapes, cigarettes, cigars, electronic cigarettes, lighters, matches, etc.**
8. Any other offense, which the principal may reasonably judge to fall within this category (ex: any act committed in the community or at extra-curricular activities that adversely affects the school climate)

#### Recommended Disciplinary Options for Class IV Behaviors:

1. **Devices or lookalikes may be confiscated regardless of internal ingredients**
2. Up to ten (10) days out of school suspension.
3. Up to forty-five (45) day placement at the alternative school.
4. Total restitution for any injury to other persons requiring medical attention and/or for items stolen or damaged.
5. Ten (10) day suspension with recommendation for expulsion.
6. Appropriate action deemed necessary by the principal.

#### Class V Behaviors

1. Habitual violations of Class IV Behaviors
2. Verbal assault and/or physical assault of school district employee
3. Theft--\$100.00 value or greater and/or unlawful possession of school property
4. \*Possession or use of a deadly weapon or of any item that has the shape, form or appearance of or intended use as a weapon (MS Code 97-37-14 and 97-37-17)
5. \*Possession, sale, or use of any controlled substance (including alcohol) or look alike (i.e. presence of drugs, drug paraphernalia, or remnants of the odor of a drug in the immediate area, room, vehicle, or one's person)
6. \*Possession and/or use of any **powerful** explosive or look alike weapon



7. Sexual assault or sexual battery as defined under Mississippi Law
8. Bomb or weapon threats in person or on social media
9. Arson

Recommended Disciplinary Options for Class V Behaviors:

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

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

Cell phone and/or Electronic Device

- Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Labs, Restrooms, all Physical Education Areas, Hallways, and all School Office Areas.
- The respectful, non-disruptive use of cell phones is permitted outside of the school building. As soon as students enter any prohibited area during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule will result in the confiscation of the device according to the following ladder of disciplinary action:
  - First Offense—The device will be held in the office until the end of the school day. Students may pick up their phone following a behavioral contract review of this policy at the end of the school day in the main office. Parent will be notified.
  - Second Offense—The device will be held in the office until the end of the school day. Parent may pick the phone up in the main office after school.
  - Third Offense—The device will remain in the main office until Friday of the week in which it is confiscated. Parent may pick the phone up in the main office after school. The student will lose cellphone or electronic device privileges for the remainder of the semester.
  - Fourth Offense (Habitual)—The device will be held in the main office for 30 days and returned to the parent. Student will be suspended from school following each occurrence in compliance with disciplinary ladder.
- Cell phones and other devices are not permitted to be charged in the school.
- Headphones and other Bluetooth enabled devices are not permitted to be worn in class or hallways.
- If a student refuses to surrender a cell phone or other electronic device when directed to do so by a school staff **member, teacher, or administrator, may** be suspended for up to 3 days.

Students using cell phones/PDA's or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the Police or Sheriff Department.

#### Prohibition of the Use of Tobacco on School Property (TCSO Policy GBRM)

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

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

#### Prohibition of juuls, e-cigarettes, vapes, etc.

Juuls, e-cigarettes, vapes, and similar devices are prohibited on school property and events and will be confiscated **regardless of any internal ingredients.** On the first offense the items will be returned to the parents/guardians. The next offense, the items will be confiscated and will not be returned.

#### Disciplinary Hearings

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

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

If an appeal is submitted,  
The Superintendent will review the recommendation and:

- Affirm the decision of the hearing authority; or
- Modify the decision to a lesser penalty; or
- Grant a hearing before the Board

If the Board chooses to grant a hearing,  
The School Board may:

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

Who will be present at the hearing:

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

The Hearing Agenda

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

The Appeals Process

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

- The action of the Board shall be final.

### Bullying or Harassing Behavior

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

Definition of bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:

- a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or
- b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to educational performance, opportunities, or benefits.

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

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

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

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

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

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

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

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

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

#### Student Complaints of Bullying or Harassing Behavior Procedures for Reporting a Complaint

- a. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly, but no later than five (5) calendar days after the alleged act or acts occurred. (HB 263-D)
- b. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es) and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent, and complaints against the superintendent shall be made to the Board chairman. The complaint shall be investigated promptly. (HB 263-F)
- c. Parents or guardians will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. (HB 263 - C)
- d. If the victim is not satisfied with the decision of the District official, the student may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.
- e. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the school board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.
- f. If, after an investigation, a student is found to be a victim of bullying, such

student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying." (HB 263-G & 2).

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

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

- School or school district counseling
- Conflict resolution training
- Anger management training
- Problem solving skills training (proactive, constructive, relationship building)
- Social skills training

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

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

Sexual Harassment (TCSD Policy GBR, JAA, GAEA, JDABA)

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

Amy Williams, Title IX Coordinator  
 574 Parkway Street  
 Coldwater, MS 38618  
 662-562-5861

Students in the Tate County School District shall not engage in any sexual activity on school property or at any school-sponsored activity. For the purpose of this policy, sexual activity shall include but it is not limited to: intercourse, oral sex, groping sexual parts, or simulated sexual acts. Other prohibited actions include consensual sexual activity, offensive touching, sexual harassment, indecent exposure, sexual battery, and possession of pornographic materials.

### Items Not Allowed at School

These items will be returned to the parents but the Tate County School District is not responsible for any item(s) confiscated or lost on school property.

- Any items brought to school that would be disruptive to the learning process or deemed unsafe by the school administration is prohibited. (Examples: playing and/or trading cards, large sums of money not designated for school activities, etc.)
- No candy or other food items can be brought to school to sell or exchange.
- No distribution of any personal correspondence (party invitations, flyers, etc.) without prior permission from school administration.
- No outside containers or containers with advertisements are allowed during school or at athletic events.

**Student Dress Code (TCSO Policy JCDB)**

Proper attire is to be worn by all students during all school events to foster the best environment for learning during all school events. Violations of the Student Dress Code may result in Class II Disciplinary Action (see Page 28).

If a question arises about the Student Dress Code, the interpretation of the code and decision will be at the discretion of the school administration or its designee.

Exceptions to the Dress Code include the following:

- Students enrolled in any school-sponsored organizations may be exempted from the Student Dress Code policy on the day(s) they are required to wear their school-sponsored clothing as approved by the administrator.
- Students may be allowed to wear dress clothes for special occasions /activities as approved by the administrator.
- New students/new enrollees will have five (5) days to comply with the student dress code.



## Tate County School District Student Dress Code

<p>No article of clothing that pertains to or depicts the following will be acceptable:</p> <ol style="list-style-type: none"> <li>Substances or activities illegal by law for minors, such as, alcohol, drugs, tobacco, gambling</li> <li>Profane, suggestive or violent language</li> <li>Derogatory symbols: remarks directed to any ethnic group</li> </ol>		
<p><b>Tops/Shirts:</b></p> <ul style="list-style-type: none"> <li>Shirts with sleeves are acceptable.</li> <li>Tank tops, tube tops, muscle shirts, spaghetti straps, or tops that expose the midriff, any part of the bust, excessive part of the back, excessively tight, or are distracting in class are not permitted.</li> <li>No slits in shirts are to be above the waistline of the pants or skirts.</li> <li>Shirts must be properly closed, zipped or buttoned.</li> </ul>	<p><b>Bottoms/Pants/Shorts:</b></p> <ul style="list-style-type: none"> <li>Shorts/skorts are allowed for students but must be knee length and neither excessively tight or baggy (at or below the tip of the finger for K-3 students).</li> <li>Pants must have NO exposed skin above the knee.</li> <li>All pants must be worn fitted to the waist, at the waist, without a belt. No baggy or sagging pants are allowed. No writing is to be on the seat of the pants, even the cheerleader's/dance team uniform.</li> <li>Pajama bottoms and other sleepwear are prohibited.</li> </ul>	<p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>No house or fur covered footwear allowed.</li> <li>Steel-toed boots are not allowed.</li> <li>Footwear with laces must be laced.</li> <li>Footwear must be worn at all times.</li> <li>No slides may be worn for K-6 students.</li> </ul>
<p><b>Physical Features:</b></p> <ul style="list-style-type: none"> <li>No visible tattoos that are derogatory, vulgar, or gang related will be allowed.</li> <li>Piercings/piercing jewelry must not be excessive/provocative.</li> <li>Notched eyebrows and gang-related designs in the hair are not allowed.</li> <li>Hair must be neat and worn in a manner that does not interfere with vision or cause a disruption in the classroom. No combs, picks, or hair caps/bonnets/rollers allowed.</li> </ul>		<p><b>Dress or Skirts:</b></p> <ul style="list-style-type: none"> <li>Knee-length dresses and skirts are allowed; however, no slit shall rise above the kneecaps.</li> <li>Leggings/jeggings are allowed but must have a shirt, sweater, dress, or skirt that come down to the mid-thigh (at or below the tip of the finger for K-3 students).</li> </ul>
<p><b>Miscellaneous Articles:</b></p> <ul style="list-style-type: none"> <li>Head coverings are not to be worn in the building except for medical or religious reasons.</li> <li>No blankets are allowed on campus.</li> <li>Sunglasses, other than prescription, must be removed when inside the building.</li> <li>Coaches, physical education and vocational classes or any organized athletics have the option to ban all jewelry due to safety reasons and/or violation of the MHSAA regulations.</li> <li>Sufficient underclothes must be worn appropriately and must not be exposed.</li> </ul>		<p><b>Enforcement Policy:</b></p> <p><b>1<sup>st</sup> Offense</b> – Warning. Parent notified. If deemed appropriate, student could be placed in ISD.</p> <p><b>2<sup>nd</sup> Offense</b>- Parent to bring clothes, or if parent is unavailable, the student will be sent to ISD.</p> <p><b>3<sup>rd</sup> Offense</b> – ISD (2-3 days)</p> <p><b>4<sup>th</sup> Offense</b> – OSS</p>
<p><b>School administrators or their designee have the power and discretion to make all decisions on their campus concerning dress code violations.</b></p>		

## **Bus Discipline**

In order to provide students with safe transportation on school buses, the rules listed below must be followed.

### Bus Rules

1. Obey the bus driver.
2. Stay **seated** in your assigned seat.
3. No vulgar language, act or gestures.
4. No verbal or physical altercations.
5. No loud, excessive noise or yelling.
6. No throwing objects including paper.
7. No eating or drinking on the bus.
8. No possession of weapons, drugs, or alcohol.

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

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

*SEVERE CLAUSE* - The principal may recommend more harsh punishment for a student committing a more severe offense before the 4<sup>th</sup> time.

An offense of a weapon, alcohol, drug, or physical altercation while on a school bus could result in a bus suspension and an out of school suspension, possible referral to the Optional Learning Center, and possible recommendation for expulsion.

## **Lost/Stolen Items**

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

## **Deliveries to School**

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

## **IX. Grievance Policy and Resolution**

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

working days. Any further aggrieved parent may request to appear before the School Board. This request may be made at the Central Office at 574 Parkway Street in Coldwater.

## **X. Student Health and School Safety**

### **Wellness Policy (TCSO Policy JG)**

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

### **Administration of Medication to Students (TCSO Policy JGCD & JGCD A)**

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

Students will be allowed to possess and self-administer asthma and anaphylaxis medication set forth by law. (MS Code 41-79-31 and TCSO Policy JGCD.)

Parents/guardians will be required to sign a letter each year that they have read this law. Please contact the school office if there is a need for your child to receive medication at school.

### **Communicable Disease (TCSO Policy JGCC)**

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

#### Minimum Time Before Returning to School

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

## **Emergency Contact Information**

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

### **Use of School Telephones**

School phones are business phones. Students will not be allowed to use school phones except in case of an emergency and only with permission and supervision. Office personnel will not take personal messages for students nor will students be called out of class to receive phone calls. In case of verified family emergencies, the student will be notified by a school administrator.

### **School Visitation/Conferences (TCSD Policy KM)**

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

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

We request that visitors leave cellular phones in their car.

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

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

(MS Code 37-11-53)

### **Severe Weather Procedures (TCSD Policy JGF)**

When severe weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, or Internet which the administration monitors constantly. Often decisions concerning weather take place at dismissal time. The following basic guidelines are followed when severe weather occurs.

#### Tornado Warning

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

#### Snow and Ice Conditions

- This type of weather creates an entirely different problem because of its unpredictable nature. Since lost days must be made up, school will take place unless or until conditions (ex. icy roads, downed power lines) dictate otherwise.
- In the event of severe weather, the decision to cancel classes will be made by the Superintendent of Education and relayed to the parents by the district's Emergency Calling System and television stations.

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

Fire and Tornado drills are conducted periodically on each campus within the district. Emergency procedures, unique to each campus, are in place and the principal and all staff members are knowledgeable and trained in the implementation of all these procedures. In accordance with state law, drills for active shooters will be conducted once a semester.

### **Annual Asbestos Notification**

As part of an annual asbestos notification, we are informing all persons of their option to review the asbestos management plan which will include documentation of any changes of asbestos containing materials in the schools. To provide continuing management of the asbestos in our schools, all Asbestos Containing Materials (ACM) are inspected every six months by an engineering firm from Jackson, Mississippi. Any changes in ACM are being recorded in a surveillance report as part of the management plan. A copy of the surveillance and re-inspection reports, along with a copy of the management plan for the district is maintained in the Superintendent of Education's office located at 574 Parkway Street, Coldwater, Mississippi. Any interested party should feel free to review these reports.

### **Child Nutrition**

#### Cafeteria Rules

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

- Non-nutritious drinks cannot be brought into the cafeteria by students in original container.
  - In accordance with Federal (USDA) guidelines, commercially prepared competitive food and drink items may not be distributed or sold one hour prior to or during the lunch or breakfast period and may not be taken into the cafeteria during lunch. Groups wishing to furnish food should do so after the end of the lunch period.
  - Students may purchase milk, or water without purchasing a meal. No other single items may be purchased.
  - A variety of choices are offered at mealtime. Students make their choice as they go through the line. Students are not allowed to go back through the line for additional items or things they forgot.
  - Children not enrolled in the Tate County School District who are approved to visit and eat meals in TCSO cafeterias must pay the adult price.
- o The school meal program is closely supervised and meets the requirements established by the state and federal regulators. Students are expected to exercise proper table manners at all times. Throwing or playing with food and loud talking are prohibited. Students are allowed to talk quietly. If the noise becomes a problem,

students are asked not to talk during meals.

Adults are not allowed to charge meals.

### Cafeteria Prices

	<i>Breakfast</i>	<i>Lunch</i>
Full price for students	\$1.00	\$2.75
Reduced price for students	\$0.30	\$0.40
Adults (TCS D Employees)	\$1.85	\$3.50

### Payment for Meals

It is strongly encouraged that parents/guardians make meal payments in advance. Students and adults are allowed to pay in advance, eliminating the problem of forgetting money for their meals. Students may pay for meals on a weekly or monthly basis. Money is to be taken to the cashier in the cafeteria before school. Students may also pay on a daily basis as they go through the line. School Breakfast and lunch accounts can be funded through multiple methods:

#### Cash or Check Payments for Meals

Cash or a check may be paid for a meal at the register. A "No Cash Back" policy will be followed when students pay for their breakfast or lunch while in the serving line. All extra monies paid will be deposited into the student's account. All returned checks will be charged a \$10.00 fee.

#### Electronic Payments for Meals

Electronic payments to your child's account may be done at MySchoolbucks.com. The online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check on the website or through a mobile app on a smartphone. You can also view recent purchases, check balances, and set-up low balance alerts for free.

#### Enrollment for Electronic Payments

1. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account.
2. Add your students using their school name and student ID.
3. Make a payment to your students' accounts with your credit/debit card or electronic check. A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly:

[parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com)

1-855-832-5226

Visit MySchoolBucks.com and click on Help/FAQ's

#### Charging for Meals

Meal charges are strongly discouraged, but an occasional emergency may make it necessary at times. The goal of the Tate County School District Child Nutrition Department is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on the Child Nutrition Department. The Child Nutrition Department is a self-supporting fund that shall not have a negative balance at the close of the school year. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and

accountability for the collection of outstanding student meal balances.

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

#### Rules for Charging Meals:

- Adults will not be allowed to charge for meals.
- Students that need to charge will receive a regular school meal. Students will only be allowed to charge \$15 on their account.
- A la carte/extra sale items may not be charged at any time.
- Parents will be notified and asked for prompt payment when meals are charged through weekly letters sent home when there is a negative balance. Parents are asked to check their child's backpack for these letters.
- When the student reaches the charge account cap of \$15, an alternative meal will only be offered. Example: Ham sandwich + veggies sticks + fruit + milk. This designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Students will only be allowed to charge 5 alternate meals.
- Parents/guardians are responsible for payment within thirty (30) days of charged meals to the Tate County School District Child Nutrition Program.
- All accounts must be settled at the end of the school year. Negative balance letters will be sent home approximately ten (10) days before the last day of school. If a student's account is not settled at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:
  - Withhold report cards until the delinquent balance is paid.
  - Refer the account to a collection agency.
  - Initiate a claim in court and/or contact the District Attorney's Office.
  - If a senior's account is not in good standing at the end of the school year, the student will not receive their cap and gown or participate in graduation exercises. Their lunch account fees will be due at the same time all other dues and fees are collected.

#### Refunds for Meals

##### Withdrawn Students:

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

##### Graduating Students:

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

##### Unclaimed Funds:

All refunds must be requested within one year. All unclaimed funds will then become the

property of the Tate County School District Child Nutrition Department.

### Meal Applications

Free and reduced meal applications are available to students at each school, at the Central Office and online at [www.myschoolapps.com](http://www.myschoolapps.com). Students must be directly certified by an assistance program or have an approved application on file in order to receive a free or reduced-price meal. Applications must be filled out every school year. Students are allowed to eat off of their end of the year status, from the previous school year, for the first 30 days of school while all the new applications are being processed. At the end of the 30-day grace period, **9/5/2022**, all students that do not have a new application processed will be changed to Full Pay. Please allow up to 10 days for applications to be processed. Once the application is processed a letter will be sent home with your child stating what their approval is for the school year. This approval is for Breakfast and Lunch.

All applications are Household applications; please only send 1 completed application with all of your children listed in section 1 of the application. Please follow the directions on the application, failure to do so will delay the processing time. If your income or household size changes during the year you can reapply at any time. If you do not qualify for this program or do not wish to apply, you are not required to complete an application. All income-based applications are subject to annual Verification. Verification is a requirement of the USDA and the Mississippi Department of Education Office of Child Nutrition.

## **XI. High School Information (Grades 9 – 12)**

### **Class Schedules for Tate County High Schools**

#### Independence High School & Strayhorn High School

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

#### Coldwater High School

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

### **Scheduling**

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



of special interest to the student may be added.

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

### Schedule Changes

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

The procedure for changing schedules is as follows:

1. Obtain a schedule change request form from the teacher or counselor's office.
2. List class or classes to change along with reason. (No reason, No change)
3. Parents MUST sign the schedule change form.
4. Bring change form to school and turn in to designated person(s).
5. Schedules will only be changed the first 3 days of any 9-week period. A class cannot be changed in the middle of the semester if it is a whole credit or more course.

### **High School Course Offerings (2021-22 and before)**

#### Weighted Classes (TCSD Policy IHC)

Advanced (Accelerated English 9-12, Chemistry, Advanced Biology, Physics, Pre Calculus, Trigonometry, and Calculus) and AP courses will be weighted. Courses offered at a Tate County high school and their weight will determine valedictorian, salutatorian, honor graduates, and student class rank for graduation. Courses offered at Tate County School District and their weight are used to determine valedictorian, salutatorian, honor graduates, and student class rank for graduation.

<u>General Courses (no weight)</u>			<u>.5 credit= (1/2 grade)</u>	
English I	English II	English III	English IV	Short Stories
Mythology	Fundamentals of Algebra	Physical Science	Aerospace	Environmental Science
Genetics	Zoology	Science Skills & Reasoning	Mississippi Studies	World History
US History	Government	Economics	Psychology	Sociology
World Geography	Humanities	Visual Arts	Theater	General Music
Concert/Field Band	Accounting	Keyboarding	Computer Applications	Entrepreneurship
Financial Technology	Web Page/ Innovative Apps	Carpentry I	Carpentry 11	Business Computer Tech I

Business Computer Tech II	Engineering I	Engineering II	Health Sciences I	Health Sciences II
Family Dynamics	Resource Management	Introduction to Agri-Science	Ag Animals	Ag Plants
Nutrition and Wellness	Personal Development	Learning Strategies	Physical Education	Health
Algebra I	Algebra II	Geometry		

College Preparatory (+5) .5 credit= (+2.5)

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

Advanced Placement (AP) 1 credit= (+10) .5 credit= (+5)

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

Students taking AP courses will be given the opportunity to take the National AP Assessment for the courses to gain college credit if a sufficient score is obtained.

Other courses not listed may be added according to MDE guidelines.

### **High School Course Offerings (beginning in 2022-23)**

#### Weighted Classes (TCSD Policy IHC)

Advanced electives (Calculus, Chemistry, Human A&P, Physics, Pre-Calculus, Trigonometry), Dual enrollment, and AP courses will be weighted. Courses offered at a Tate County high school and their weight will determine valedictorian, salutatorian, honor graduates, and student class rank for graduation. Only the first passing attempt of a course by the student will be used in the calculation to obtain the weighted and unweighted GPA. If a student failed a course, the failing and passing grade will be used to obtain the weighted and unweighted GPA.

#### General Courses (no weight)

ACT Prep I	ACT Prep II	Auto Service I	Auto Service II	Biology I	Business Law	Business, Marketing, & Finance I	Business, Marketing, & Finance II	Cartentry	Algebra I
Algebra II	Geometry	Math 8	Child Development	College & Career Readiness	Concepts of Agriscience	Construction I	Creative Writing	Cyberfoundations II	Debate
Earth & Space Science	Economics	Engineering I	Engineering II	Entrepreneurship	Environmental Science	Essentials for College Literacy	Essentials for College Math	Exploring Computer Science	Family Dynamics

		Foundations of Algebra	Foundations of Journalism	General Music	Genetics	Graphic Design I	Graphic Design II	High School Band	Health Science (Core)
Healthcare and Clinical Services	International Business	Intro to World Geography	Local Culture	Mississippi Studies	Mississippi Writers	Nutrition & Wellness	Oral Communications	Personal Finance	Personal Leadership
Physical Education	Physical Science	Psychology	Resource Management	Safety Education	Science of AgMechanization I	Science of AgMechanization II	Science of Ag Animals I	Science of Ag Animals II	Science of Ag Plants I
Science of Ag Plants II	Sociology	SREB Literacy Ready	SREB Math Ready	Survey of African American Writing	Theatre I	US Government	US History	Web Design	World History

Advanced Electives 1 credit = (+5)

.5 credit= (+2.5)

Algebra III	Calculus	Chemistry	Foreign Language I	Foreign Language II
Foreign Language II	Human A & P	Physics	Pre-Calculus	Trigonometry

Dual Enrollment 1 credit = (+10)

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

AP Biology	AP Calculus	AP Chemistry	AP English	AP Government
AP Macroeconomics	AP Microeconomics	AP World History	AP Computer Science Principle	

Students taking AP courses will be given the opportunity to take the National AP Assessment for the course to gain college credit if sufficient score is obtained. AP courses cannot be dropped after November 1st because exam materials have been ordered.

Other courses not listed may be added according to MDE guidelines.

### **Dual Enrollment Program (TCS D Policy IDAG)**

The purpose of the dual enrollment is to provide the opportunity for advanced high school juniors and seniors to earn college credit prior to graduation from high school. Dual enrollment courses may be taught either on the Northwest Mississippi Community College campus or at Tate County School District high schools. Only students who meet the qualifications set by NWCC are eligible for dual enrollment. There is no obligation on the part of the student to enroll at NWCC after high school graduation. It is the responsibility of the dual-enrolled students at TCS D high schools to pay the tuition for these college courses, unless the TCS D has funds available to cover the cost or partial cost of these courses.

### **Blended Learning (TCS D Policy IAA)**

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

student's individual scheduling needs.

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

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

### **Graduation Information (TCS D Policy IHF)**

Tate County School District offers the required number of courses and graduation requirements set forth by the Mississippi Department of Education as noted in the *Mississippi Public School Accountability Standards* and as approved by the Tate County School Board. Parents and students must meet with the principal and counselor each year to discuss graduation diploma options. Students will be provided a copy of the Mississippi Diploma Options (See Appendix E), and parents must sign and return it to the school. NOTE: Graduation requirements are subject to change by the District and/or the State Department of Education. Students will be notified of changes, if they occur.

#### Early Release/Senior Leave (Begins with incoming freshman of 2018-19)

Graduating seniors must meet the following MDE guidelines to be granted early release:

For early release, students must have met MS IHL and Community College readiness benchmarks (ACT subscores of 17 in English and 19 in math or earned a Silver level on ACT WorkKeys) and have a GPA of 2.5.

If a student does not meet the above criteria, they may alternately meet ALL of the following criteria. The student must have a 2.5 GPA, have passed or met all MAAP assessment requirements for graduation, be on track to meet diploma requirements, and be enrolled in Essentials for College Math and/or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready, or currently enrolled/earned credit for Comp I and/or College Algebra.

#### College and Career Fair

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

### Military and College Recruitment

- **Optout** Information for Parents of all 9<sup>th</sup> – 12<sup>th</sup> Grade Students
  - o Federal law requires each school or Local Educational Agency (LEA), upon request of a military recruiter or an institution of higher education, access to names, addresses, and telephone numbers of high school students. A parent may submit a request in writing to the LEA that such student information not be released without prior written consent of the parent. If the parent wishes to provide written consent prior to the release of this information, the parent may see their child's school counselor for a form and return it any time during their child's high school years. The request will be honored, and it will be saved as a student's record.

### College Day Visitation Process

- Two College Days are available for seniors only. Seniors who plan to take a College Day need to follow the steps listed below.
- Students attending a "College Day" must have an appointment with the College.
- This appointment should be made at least one week prior to the date you will be attending.
- You should fill out and turn in the following information to the Counselor's Office at least three (3) days prior to the visit.
  - o Date of appointment
  - o Name of college/university
  - o Name of person appointment is set up with
  - o Parent Signature - must have this on the form
- Students must turn in a form from the college visited to the Counselor's Office upon return to school.

### Senior Class Rankings & Grade Point Average (GPA) Calculation (TCSD Policy IHC)

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

1. The final grade for each credit-bearing course will be the basis for the calculation.
2. The final grades will be totaled and divided using the following formula:
  - a. Courses bearing 1 credit will count two times
  - b. Courses bearing 1/2 credit will count one time
  - c. Courses bearing 2 credits will count four times
3. Advanced placement (AP) course grades will be multiplied by 1.10 during calculation. Students must take the Advanced Placement assessment to earn the weighted grade.
4. Dual credit course grades will be multiplied by 1.10 during calculation.
5. The average will be calculated to the nearest one-hundredth (For example - 89.59), and will not be rounded to the next highest or lowest score.
6. The final average of each course will be used to calculate final averages/ranks as printed on permanent records.
7. Advanced electives will be calculated at the rate of 1.05 times the final grade.
8. The final class ranking will be determined during the second semester at the end of the 3<sup>rd</sup> 9 Weeks.

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

- The final grade from each credit-bearing course will be the basis for the calculation.

- Four quality points will be awarded for an A, three for a B, two for a C, and one for a D.
- GPA will be totaled and divided using the following formula:
- Courses bearing 1 credit will count two times
- Courses bearing 1/2 credit will count one time.
- Courses bearing 2 credits will count four times.
- The quality point average will be calculated to the nearest one-hundredth.

Valedictorian and Salutatorian (\* For 2021-22 and previous years - Updated criteria beginning with entering 8th graders in 2022-23 is listed below this section.)

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

Valedictorian and Salutatorian beginning with the incoming 8th graders in 2022-23 and thereafter:

The student must have continuous enrollment at a TCSD high school beginning their junior year continuing through graduation of the senior year. The Valedictorian and Salutatorian must successfully complete a Diploma Endorsement Option. If no one meets the criteria, the student with the highest average who earned a Traditional diploma will be named Valedictorian. Student's coursework must be aligned to IHL requirements.

Honor Graduate Designation (\* For 2021-22 and previous years - Updated criteria beginning with entering 8th graders in 2022-23 is listed below this section.)

Although students may have been recognized on the honor roll during the school year, the honor graduate designation encompasses all four years of high school. To qualify to graduate with honors, a student must have passed all state tests by December of their graduating year, have taken and passed or be enrolled in the Advanced Courses offered at the school, and have an overall average of 90 or better.

Honor Graduates will be determined using the following guidelines:

Honors	90 – 94.5
High Honors	95 – 99.9
Special Honors	100 and above

\*Beginning with incoming 8th graders in 2022-23, Honor Graduates will be determined using the following guidelines:

Honors

The student must have earned an overall average of 90 – 94.5 and complete at least 2 courses from the following with a B or higher: Advanced electives, Dual enrollment, or AP courses.

High Honors

The student must have earned an overall average of 95-99.9 and complete at least 4

courses from the following with a B or higher: Advanced electives, Dual enrollment, or AP courses.

### Special Honors

The student must have earned an overall average of 100 and above and complete at least 6 courses from the following with a B or higher: Advanced electives, Dual enrollment, or AP courses.

### Calculations for Valedictorian, Salutatorian, and Class Rank

Valedictorian and salutatorian will be determined using the weighted scale. All courses attempted will be added together, along with any of the course weights, and calculated into an average of all grades over the four-years of high school. Weighted GPA will only be used to determine the Valedictorian and Salutatorian.

#### Example 1 Weighted

Course	Credit	Grade	Weight
Algebra 1	1	98	+5
English 1	1	95	
Biology 1	1	99	+5
Miss. Studies	1/2	97 (48.5)	
Health	1/2	99 (49.5)	
Art	1	99	
STEM	1	94	
Spanish	1	93	+5
Physical Education	1/2	100 (50)	
Keyboarding	1/2	100 (50)	
Totals	8	$776 + 15 = (791/8 = 98.87)$	

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

#### Example 2 Weighted

Course	Credit	Grade	Weight
English IV Honors	1	96	+5
Physics	1	98	+5
AP Micro Economics	1/2	99 (49.5)	+5
AP Calculus	1	95	+10
Government	1/2	99 (49.5)	
Totals	4	$388 + 25 = (413/4 = 103.25)$	

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

The following GPA process will be used to determine class rank and will be reported to colleges and universities. To determine this GPA, the same procedures of calculation are used as above, but all of the GPA's will be calculated using the General Scale.

Course	Credit	Grade
English I	1	98

Algebra I	1	95
Biology 1	1	99
Miss. Studies	1/2	97
Health	1/2	99
Art	1	99
STEM	1	94
Spanish 1	1	93
Physical Education	1/2	100
Keyboarding	1/2	100
Totals	8	776

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

### Failure to Complete Graduation Requirements

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

### Graduation Exercises

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

### Practices

Practices for graduation will be announced in the spring. All seniors should attend all practices.

### Dress

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

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

The wearing of nose rings or eyebrow rings is prohibited during the graduation ceremony. Robes should be neatly ironed or steamed and free of wrinkles. Robes will be kept zipped during the graduation ceremony.

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

### Conduct

These ceremonies are to be very dignified occasions. Please do not whistle, scream, or clown. No gum chewing, talking, or inappropriate gesturing will be permitted during the graduation ceremony. **NO CELL PHONES ALLOWED!** The diploma will be held until



disciplinary action is complete for any student who violates school policy on the day of Graduation.

#### Diplomas

Diploma covers are presented during the graduation ceremony. Students will receive their diplomas after the ceremony.

#### Records

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

#### Students with Disabilities Graduation Requirements (TCSD Policy IHF)

##### Option I: Traditional High School Diploma

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

##### Option II: Alternate Diploma

- This diploma is for students with disabilities who meet all criteria of having a significant cognitive disability (SCD) as determined by the IEP committee.
- This diploma requires students earn 24 credits in an alternative course of study in addition to passing alternate assessments.
- Students eligible to receive the Alternate Diploma will be permitted to participate in graduation exercises.
- The alternate diploma is not equivalent to a high school diploma and is not recognized by post-secondary entities that require a high school diploma.

##### Option III: Certificate of Completion

- This certificate is for students with disabilities who do not meet the district and/or state requirements for the traditional high school diploma or the Alternate Diploma.
- The certificate may be awarded based on the decision of the child's parent(s), IEP Committee, and school officials.
- A student must meet the attendance requirements of the Tate County School District.
- Further, the student must successfully complete the district's secondary curriculum for students with disabilities as provided in the student's Individual Education Plan (IEP).
- Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

#### **Financial Aid and Scholarships**

Financial Aid information will be distributed to seniors as it comes into the Tate County

School District. The school counselor will give both Federal and MTAG forms to all seniors. Scholarship information, once received by Tate County School District High School Counseling Staff, is announced to the students. Seniors have access to copies of applications in the Counselor's Office. It is the responsibility of each senior to periodically check scholarship availability. The Tate County School District high school counselors are strictly a resource for this information. Students are responsible for completing the application.

### **Transcripts**

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

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

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

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

### **Student Parking (TCSD Policy JGFF)**

The school district provides transportation to and from school for all students. While coming to school in your own vehicle is permissible, it is a privilege, not a right, and should be treated as such. Any vehicles parked on school property are subject to being searched at any time without prior warning. A parking permit must be obtained in order for vehicles to be parked. Vehicles illegally parked will be towed at the owner's expense. To obtain a parking permit, the student must be a 9<sup>th</sup>-12<sup>th</sup> grade student who can present a valid driver license, proof of insurance, and parental signature. Parking permits are \$5.00. Parking permits must be displayed at all times while the car is on campus. There will be a \$10 fine for not having a valid parking permit or may result in the automobile being towed at the owner's expense. Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary actions.

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

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

### Mission Statement

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

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

### Equal Access and Compliance

The Senatobia- Tate County Career & Technical Center does not discriminate on the basis

of race, color, national origin, sex, religion, or disability in its programs and activities and provides equal access to all students served by our center.

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

**Charles Floyd, CTC Director**

165 W. Central Avenue

Coldwater, MS 38618

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

If you are not satisfied that your complaint has been resolved satisfactorily, then you should contact the following person below who has been designated as the Discrimination Compliance Officer and will handle inquiries and the filing of grievances of discrimination in all areas except concerns relating to disabilities.

Amy Williams, Title IX Coordinator

574 Parkway Street

Coldwater, MS 38618

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

662-562-5861

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

Kristie Foster, Director of Special Services

574 Parkway Street

Coldwater, MS 38618

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

662-562-5861

### Admission

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

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

### Articulation Agreement for CTC and the Mississippi Community College Board

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

the need to take multiple courses with the same learning outcomes.

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

### Attendance

A student's attendance at the CTC is considered as attendance on the job. A primary goal of career-tech education is to prepare students for the "world of work." Good attendance is a necessary skill for any job. Two points will be deducted from the student's attendance section of the employability skills for each absence during each grading period. All career-tech students are encouraged to practice good attendance practices at school which will carry over to the workplace.

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

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

### Arrival at the Center

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

### Employability Skills

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

- **Interpersonal Skills:** Working with others-- such as working as a team member, exercising leadership, solving problems, accepting supervision, and attitude are evaluated.
- **Personal Qualities: Individual Responsibility--** include responsibility for actions, dependability, completion of assignments, being on time, and attendance are absolutely essential in today's workplace.

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

### Accidents

All accidents, regardless of how minor, must be reported to the office and director. An accident report must be completed and maintained. All career-tech students are strongly encouraged to participate in the insurance program provided through each feeder school.

### Automobiles

Career-tech students are not allowed to bring individual cars to the Center unless the student has received approval from the Career-Technical instructor, the high school principal, and the Center's director at least 48 hours in advance. On those occasions when a student is granted permission to drive to the center, other students are not allowed to ride as passengers. Unauthorized vehicles may be towed at the owner's expense.

### Bell Schedule

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

### Bus Conduct

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

### Code of Conduct

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

- Threatening a teacher or other student;
- Destruction or theft of equipment;
- Horseplay in the shop or work areas
- Not complying with his/her own school's code of conduct;
- Using profanity;
- Being disrespectful to the teacher, school staff, or classmates;
- Being defiant; or
- Not following safety standards

### Discipline Policy

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

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

### Electronic Devices

The electronic devices plan will follow that of Tate County School District. All electronic devices are strictly prohibited in shops.

### Grading

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

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

### Guidance at CTC

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

### Leaving the Center

A school official from the student's home school must inform an official at the Center in order for a student to be dismissed from his/her career class. Students are not allowed to leave the center's campus for any reason without the proper authorization from the CTC Director.

### Professional Dress

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

### Safety

Career-Tech students are required to wear appropriate safety equipment when working in shop areas, on projects, or with machinery that could be dangerous. Students may also be required to remove jewelry or secure long hair in a hair net or ponytail.

Only students enrolled in a specific program are permitted to be in that classroom or shop area. Students may not go through shop areas as a means of getting from one building to another.

### Sickness

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

### Special Education

Any student receiving special education services who wants to attend the Career-tech center MUST have a representative from the CTC present at the IEP committee meeting to discuss placement prior to the student being scheduled for the class.

Because many of the classes fill quickly, students need to apply for their chosen program during the enrollment period, then a representative of the CTC will attend the IEP meeting to further discuss placement.

### Suspensions

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

### Student Organizations

Professional Student Organizations provide opportunities to expand and enhance

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

- FBLA- Future Business Leaders of America
- Program-Business Fundamentals
- HOSA-Health Occupations Students of America
- Program-Health Sciences
- TSA-Technology Students of America
- Program-Engineering
- Skills USA
- Programs- Automotive Services, Carpentry and Construction
- NTHS - National Tech Honor Society
- Honor Society for vocational students achieving certain academic standards

### Student Services

The purpose of Student Services is to enable special population students to experience success in their chosen career and technical education programs. Student Services Coordinators may provide instruction for the career and technical student in areas including mathematics, reading, and writing in addition to any assistance needed in their career and technical classes. The instruction is coordinated with the career and technical instructor and services are delivered concurrently with enrollment in a career and technical education program.

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

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

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

### Testing

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

**XII. Non-Discrimination Policy (TCS D Policy IDD H & JAA)**

The Tate County School District adheres to non-discrimination in educational programs, activities, and employment, and strives affirmatively to provide equal opportunity for students and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to gender, sex, race, color, ethnicity, national origin, age, religion, disability, or any other legally protected status. The following person had been designated as the discrimination compliance officer and will handle inquiries and the filing of grievances of discrimination in all areas other than in the basis of disabilities:

Amy Williams, Director of Federal Programs  
574 Parkway Street  
Coldwater, MS 38618  
[awilliams@tcsdms.org](mailto:awilliams@tcsdms.org)  
662-562-5861

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

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

**XIII. School District and Local School Directories**



**Tate County School District**

574 Parkway Street  
 Coldwater, MS 38618  
 Telephone: (662) 562-5861  
 Fax: (662) 622-7402  
[www.tatecountyschools.org](http://www.tatecountyschools.org)

**Superintendent of Education:** Alee' Dixon

**Board of Education:**

Dale Dunigan	District 4
Sharann Gordon	District 1, Secretary
Martha Jeffries	District 2
Terri Reeves	District 3
Malinda White	District 5, President

**Central Office Administrators and Staff:**

Molly Berry  
*Director of Curriculum,  
 Instruction & Assessment*

**Ruth Blackburn**  
*Instructional Technologist*

Calandra Bobo  
*Administrative Assistant, Federal  
 Programs*

Alicia Busby  
*Accounts Payable*

Philip Casey  
*Computer Technician*

Jessie Daniel  
*MSIS Student Package Director*

Carla Faulkner  
*ELA Curriculum Specialist*

Kristie Foster  
*Director of Special Services  
 Section 504 Coordinator*

Shauna Gregg  
*Math Curriculum Specialist*

Hunter Lovell  
*Administrative Assistant, Child  
 Nutrition*

Jerome Martin  
*Director of Operations*

Amanda Meredith  
*Director of Child Nutrition*

Sandy Patton  
*Director of Finance*

Regan Sellers  
*Director of Human Resources & Special Education  
 Case Manager  
 Grievance Contact*

Rogers Smith  
*Director of Technology*

Melissa Wallace  
*Payroll Administrator & Board Secretary*

Stephen Wallace  
*Delivery and Maintenance, Child Nutrition*

Amy Williams  
*Director - Federal Programs/Title IX Coordinator*

Takeya Williams  
*Administrative Assistant, Special Education*

**School Directory:****East Tate Elementary School**

Grades K-6  
Stephanie Franklin, Principal  
6832 East Tate Road  
Coldwater, MS 38618  
Phone: (662) 562-4688  
Fax: (662) 560-0881

**Coldwater Elementary School**

Grades K-6  
Deborah Cobbs, Principal  
671 West Street  
Coldwater, MS 38618  
Phone: (662) 622-5511  
Fax: (662) 622-7061

**Strayhorn Elementary School**

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

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

**James Morgan**, Director  
165 West Central Avenue  
Coldwater, MS 38618  
Phone: (662) 622-5142  
Fax: (662) 622-7005

**Independence High School**

Grades 7-12  
**Tommy Miller**, Principal  
3184 Highway 305  
Coldwater, MS 38618  
Phone: (662) 233-4691  
Fax: (622) 233-2214

**Coldwater High School**

Grades 7-12  
**Migale Jones**, Principal  
671 West Street  
Coldwater, MS 38618  
Phone: (662) 622-5511  
Fax: (662)-622-7061

**Strayhorn High School**

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

## APPENDIX A

## Tate County School District

### Student/Parent Chromebook Use Agreement

#### *Student/Parent Responsibilities*

1. I/We, student and parent, read and discussed the Tate County School District Chromebook Use Agreement
2. I/We, student and parent, understand that we are financially responsible for damage to or loss of the Chromebook. (p. 1) Replacement Chromebooks=\$250, Replacement Screens=\$60, Replacement Keyboards=\$50, Replacement spines=\$20, and Replacement Chargers=\$35.
3. I/We, student and parent, understand that the student Chromebook remains the property of TCSD
4. I/We, student and parent, will follow the TCSD Acceptable Use Policy while using the Chromebook

#### *Student Responsibilities*

5. I will have my Chromebook at school fully charged every day.
6. I will not remove my Chromebook name label or asset tag and I will not place decorations (such as stickers, markers, etc.) on my Chromebook.
7. I will never loan my Chromebook to other individuals.
8. I will follow the general precautions to protect my Chromebook such as keeping food, beverages, and direct sunlight away from my Chromebook.
9. I will handle my Chromebook with care, keeping the screen protected in my backpack.
10. I will use my Chromebook in ways that are educational and appropriate upon my teacher's and parent's approval.

\_\_\_\_\_  
Chromebook Asset Number

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Returned

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

## APPENDIX B

## Tate County School District Acceptable Use of the Internet and Technology Policy and Procedures Agreement 2022-2023 School Year

Access to communication technologies is given as a privilege, not a right. Students must act in a considerate and responsible manner to keep this privilege.

**Student:**

I understand that if I break any of the rules in this Parent-Student Handbook listed under *Internet and Acceptable Use*, I may not be able to use the district computers, Chromebooks, or network for the rest of the school year or up to one calendar year, and I may face disciplinary consequences and legal action. I understand the student responsibilities and acceptable use policy.

---

 PRINT Student Name

---

 Student's SIGNATURE

---

 Date
**Parent/Guardian:**

As the parent/guardian of the minor student signing above, I grant permission for the above student to access district computers, Chromebooks, the Internet, school provided email, and the school district network. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet usage, both inside and outside of the school setting and conveying standards for the above student to follow when selecting, sharing, or exploring information and media. The Tate County School District will not be responsible for any student's mistakes or negligence, costs incurred by the student, or the accuracy or quality of information received.

---

 PRINT Parent/Guardian Name

---

 Parent/Guardian's SIGNATURE

---

 Date

## APPENDIX C

## Tate County School District Parent-Student Policy and Procedures Agreement 2022-2023 School Year

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

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

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

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

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

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

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

Student:

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

Parent/Guardian:

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

## APPENDIX D

## Elementary Library Check-Out Agreement

1. Students will follow the rules and procedures of the Library Media Center.
2. Students may check out 2 books at a time. Exceptions may be made at the librarian's discretion.
3. Students are responsible for returning their library books. **Students should not share books with their classmates, as they will still be held responsible for the book should it be lost or damaged.**
4. Students are responsible for any damage that occurs to their books while in their possession.
5. If a student has any outstanding books or fines, they will not be allowed to check out new books until their account is settled.
6. This form must be signed and returned BEFORE the student is allowed to check out any books for the 2022-2023 school year.

**Homeroom Teacher:** \_\_\_\_\_  
\_\_\_\_\_

**Grade:**

**Student's Signature:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

## APPENDIX E

# Mississippi Diploma Options

**Begins with incoming freshmen of 2018-2019**

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>See the Mississippi Public School Accountability Standards for implementation options.</li> </ul>
Technology or Computer Science	1	
Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready; or currently enrolled/earned credit for Comp. I and/or College Algebra

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>See the Mississippi Public School Accountability Standards for implementation options.</li> </ul>
Technology or Computer Science	1	
CTE & Technical	4	<ul style="list-style-type: none"> <li>Must complete a four-course sequential program of study</li> </ul>
Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience
  - Earn a State Board of Education-approved national credential
  - One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam

## APPENDIX E, continued

## ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology + two (2) additional science courses above Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	7 ½	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

## Additional Requirements

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges or IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One dual credit course with a C or higher in the course

## DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology + two (2) additional science courses above Biology
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	8	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

## Additional Requirements

- Earn an overall GPA of 3.0.
- Two (2) elective courses must meet MS IHL CPC recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore as defined by IHL.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One dual credit course with a B or higher in the course



