

# **Nettleton School District**



## **Student Handbook 2019-2020**

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### Nettleton School District Handbook

This handbook is written for the Nettleton School District; therefore, select district policies and school procedures are included. The first portion of the book has district policies and procedures that pertain to ALL schools. The information in this handbook is intended to provide guidance and structure to the many facets of an effective school. It can in no way address all potential situations that may occur during the school year. It is important that you familiarize yourself with both district and school level policies and procedures to ensure that you know and understand all policies and procedures that make up the Nettleton School District.

By registering your child/children in the Nettleton School District, all parents/guardians and students do hereby agree to obey the rules and regulations contained in this handbook and other such oral directions of school personnel as may be necessary to carry out orderly educational progress at each school.

**All parents/guardians and students are required to sign and return the Parent and Student Acknowledgement Form that is included in the registration packet.**

**Values and Beliefs**

1. We believe in safe and positive learning environments.
2. We believe that all students can achieve high standards of learning.
3. We believe in preparing students for success beyond high school.
4. We believe that the community and family are integral parts of school and encourage involvement from both.
5. We believe in shared accountability for student success.

**Goals**

1. Provide a safe and secure learning environment
2. Maximize student achievement throughout the district
3. Achieve/Maintain Financial Stability

**District's Vision**

"Teaching Today What Matters Tomorrow."

**District Mission:**

In a safe in environment, in collaboration with parents and the community, Nettleton School District will work to ensure that each student acquires the knowledge, skills, and core values needed to become responsible and productive members of the global community

**Board of Trustees**

James Malone-President  
Ty Humble - Secretary  
Willie Brandon  
Marc Payne  
Merle McAnally

**Central Office Administration and Staff**

Tim Dickerson, Superintendent	963-2151
Mark Hitt, Curriculum, Testing, and Transportation Director	963-2151
Billy Tacker, Federal Programs, Vocational, and Technology Director	963-2151
Dr. Pasteia Garth, Special Education, 504, and Gifted Coordinator	963-1504
Dr. Tracy Colburn, Special Education Case Manager	963-1504
Jeanette Garner, Special Education Secretary	963-1504
Ken Topps, Athletic Director, Alternative School Principal	963-7400
Gail Humble, Personnel Director	963-2151
Holly Rogers, Business Manager	963-2151
Teresa Winters, Superintendent Secretary /School Board Assistant	963-2151
Lisa McKinney, Nurse	UES, JH, HS Office 963-9111
	Primary Office 963-1511
Carolyn Barber, Food Service Coordinator	963-7409

Nettleton School District  
 2019-2020 School Calendar  
 Board Approved 3-19-2019

August 1-2	Professional Development
August 5	Professional Development (Staff reports at 10:00 a.m.) Parent Night 3:00-6:00 p.m.
August 6	Professional Development
August 7	First student day
September 2	Labor Day Holiday
October 9	End of first 9 weeks
October 21	Fall Break (Staff and Students)
November 25-29	Thanksgiving Holidays
December 19	End of first semester (60% day for students) (dismiss @ 12:35)
December 20	Professional Development
Dec 23-January 5	Christmas Holidays
January 6	2 <sup>nd</sup> Semester/3 <sup>rd</sup> nine weeks begin (Staff and Students)
January 20	Martin Luther King Holiday (School holiday staff and students) (Weather Make Up Day)
February 17	Student Holiday (Professional Development) (Weather Make Up Day)
March 9-13	Spring Break
March 17	End third 9 weeks
April 10	Good Friday Holiday Staff and Students (Weather Make-Up Day)
May 16	Graduation (Bancorp South Arena) 9:00 a.m.
May 20	Last student day 60% / End of semester (dismiss @ 12:35)
May 21	Professional Development (Weather Make Up Day)
May 25	Memorial Day Holiday

**Grading Period**

August 7- October 9 (45 days)  
 October 10-December 19 (45 days)  
 January 6-March 17 (45 days)  
 March 18-May 20 (45 days)

**Progress Reports**

September 10  
 November 13  
 February 7  
 April 21

**Grade Reports**

October 16  
 January 10  
 March 27  
 May 20

### Visitors (KM)

Parents and former students are always welcome to visit the school. To ensure a safe and secure environment, we require visitors to report directly to the office upon arrival. Visitors will be required to wear a visitor pass at all times while on school campus. **Teachers will not be allowed to meet with parents during instructional time.** Please contact the school by phone and arrange to meet with your child's teacher during his/her planning time if the need arises. Students are not to bring visitors to school at any time. This includes but is not limited to brothers, sisters, children, spouses, or any other relatives.

### Deliveries to Students

NSD discourages the deliveries of gifts and other items to students during the school day. Balloons, glass or large items will not be allowed for delivery. Students are prohibited from having identified items on the bus as it interferes with the safety of all students.

### Signs

A sign or poster may not be posted in any building or on the campus without permission from the building's administrator. The individual responsible for posting the sign must remove the sign within twenty-four hours after the event is complete.

### Non-Discrimination Policy (Title IX and Section 504):

The Nettleton School District grants equal educational opportunities to all qualified persons regardless of race, creed, color, sex, national origin, marital status, religion, or disability. It is the intent and desire of the Nettleton School Board of Education that equal educational opportunities are provided in any and all educational programs and activities. All inquiries regarding Nettleton School District's nondiscrimination policies, requests for copies of Grievance Procedures, and filling of grievances should be submitted to Billy Tacker, Title IX Coordinator, [btacker@nettleton.k12.ms.us](mailto:btacker@nettleton.k12.ms.us), or Pasteia Garth, 504 Coordinator, [pgarth@nettleton.k12.ms.us](mailto:pgarth@nettleton.k12.ms.us). P.O. Drawer 409, Nettleton, MS 38858. Phone:(662)963-2151.

### Federal Programs

Each year the NSD submits a Consolidated Federal Programs Application to the MS Dept. of Ed. Once approved, this application provides funding under Titles I, II, IV and Title V. These funds provide money for programs and expenditures such as selected employee salaries, professional development, and supplemental instruction resources. The current application is available for review at the district office. Each year the application will be available for review during orientation at each campus. For more information, visit [www.nettletonschools.com](http://www.nettletonschools.com)

### Homeless Liaison and Foster Care Liaison

Please contact Billy Tacker for any information regarding rights, services, and enrollment of homeless or foster care students. See District Policies for additional information.

### Annual Report concerning Asbestos to all Parents

The EPA requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. This report will serve as the annual notification by the NSD. The NSD completed the required re-inspection report. There was no major change in the report. A copy of this report is on file in the central administrative office, schools, and available to the public. They are available upon request, and a reproduction fee is charged for any duplication.

### Teacher Qualification

Federal law requires school districts that receive Title 1 funds notify all parents that they may request information regarding teacher qualifications at any time. For more info, visit our **District web page** under **"Parents"** tab, and then click on **"Parents Right to Know Statement"**.

### **Report Cards and Progress Reports**

At the end of each grading period (9 weeks), report cards will be sent home to the parents. Progress reports will be sent home at the end of each 4.5 week period of the 9 week grading periods. These report cards and progress reports will be given to the student for the parent/guardian to sign and return to the teacher through the student. If for any reason a report card or progress report is not brought home, the parents should contact the teacher or principal. Parents are cordially invited to visit the school and confer with the teacher or principal at any time concerning the work of their child. If parents desire to talk with the teacher about their child's work, please arrange for a conference time through the school office.

### **Admission Procedure (JBC)**

**New Students:** Students enrolling for the first time should report to the school office for enrollment information. Required documents for enrollment: (1) Mississippi state law requires all students to be immunized according to requirements of the State Board of Health in order to be enrolled in school in Mississippi. If you do not have your proper immunization, please contact the local Health Department or your child's physician to receive the proper certificate (blue slip) to be placed in your child's records.

(2) A certified copy of the child's birth certificate is required to all students entering the Nettleton School District for the first time (kindergarten, first grade, or students coming in from another school district). (3) Students transferring from another school will also be required to provide a withdrawal notification from the last school attended. (4) Two proofs of residence are also required.

**Transfer Students: (JBAB)** Students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by state and regional agencies may take standardized achievement tests and/or teacher-made special subject tests to determine correct grade placement.

#### **(1) Entrance Age Requirements**

- No child shall be enrolled or admitted to kindergarten unless that child will be five years of age on or before September 1st of the current school year.

- No child shall be enrolled or admitted to the first grade unless that child will be six years of age on or before September 1st of the current school year.

- Any child who transfers from an out-of-state school in which that state's law provides for a first grade or kindergarten enrollment before September 1st shall be allowed to enroll in school at the same grade level providing the following four statements are true:

1. The parent/guardian of the child was a legal resident of the state from which the child is transferring.
2. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority.
3. The child was legally enrolled in school for a minimum of four weeks in the previous state.
4. The principal or his/her designee has determined that the child was making satisfactory educational progress in the previous state.

#### **(2) Initial Enrollment**

- All new students shall submit a certified birth certificate (long form version) upon enrollment. Under extraordinary circumstances, the principal may allow the student to attend school for a period of time not to exceed thirty days before the birth certificate is presented. If the birth certificate is not presented before the thirty day grace period ends, the student's admission will be revoked.

- Students enrolling in the Nettleton School District must present a Mississippi Certificate of Compliance regarding vaccinations. Valid certificates include the following: Form 121 (Certificate of Compliance), Form 121-A (Medical Exemption Form), and Form 121-T (Temporary Compliance Form). The

121-T is not valid after the date shown on the form. All entering seventh graders must provide a T-Dap vaccination form and present an updated 121 form.

**Note:** The district no longer requires a student's social security number for enrollment; however, we would appreciate you sharing this information which will be kept in the student's a secure file.

### (3) Legal Guardianship

- Anyone other than the natural parent enrolling a student must provide legal documentation appointing him/her as legal guardian. If a petition for guardianship has been filed and the decree is pending, a certified copy of the filed petition must be provided. **The Nettleton School District does not recognize notarized affidavits as proof of guardianship for enrolling students.**

- In cases of divorce, final documentation of the divorce proceedings should be presented upon enrollment so that legal custodial rights can be determined and adhered to by school officials.

### (4) Verification of Residence (JBC)

The Nettleton County School District requires that all Declaration of Residency and Proofs be in the office of the principal no later than the second week of enrollment in school for all students who are not new enrollees. All students attending Nettleton Schools (new enrollees and those who have attended previous years) must submit two new proofs of residency for the new school year. New enrollees must submit two proofs of residence before they will be enrolled.

- Upon enrollment, any parent seeking to enroll a student must verify residency by submitting **two** of the following items: (One must be from 1-4 listed below. If the lease or rental agreement includes utilities, the agreement must plainly state which utilities are included in the rental or lease agreement). In this case, an additional proof of residency must be provided.

#### ***One proof from 1-4 must be provided***

1. A Homestead Exemption Application Form that has been filed
2. Mortgage documents or property deed for the family's residence
3. Official apartment or home lease agreement
4. Utility bills (can use two different utility bills) **must be within two months of registration**
  
5. **Parent/Guardian** driver's license
6. Voter Precinct card
7. Automobile registration
8. Affidavit and/ or personal visit by a designated school district official
9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
10. Certified copy of filed petition for guardianship if pending and final decree when granted

**If there are any questions regarding residency of any student, the Nettleton School District reserves the right to make a home visit to ensure residency within the district has been properly established.**

### Address Changes

Students who change their residence, mailing address, or telephone number after enrollment are required to promptly report the change to the school counselor or secretary so that records may be corrected and kept current. New proof of residence will be required for the new address.

### Attendance Policy (JBA)

The Nettleton School District supports the philosophy that the instructional day is the most vital part of an education. A student must be present for at least half of any class to be counted as present in that class.

**The Mississippi Legislature has passed a new requirement that each student must be present for 63% of his/her school day based on his/her schedule to receive credit for being present that school day.**

**If a compulsory school age child has not been enrolled in school within fifteen calendar days of the first day of the school year or if a student has accumulated five unexcused absences, the principal or his/her designee shall report such absences to the school attendance officer.**

Unexcused absences, excluding suspension and expulsion days, will be reported to the Compulsory School Attendance Officer for the Youth Court System after five (5), ten (10), and twelve (12) days. **A student who has accumulated twelve (12) or more unlawful absences, excluding suspension and expulsion days, in a school year, shall result in the filing of a petition in a court of competent jurisdiction by the school attendance officer.**

### Perfect Attendance

Only the students who have no tardies to school, no early check-outs, and no days absent will be eligible to receive perfect attendance certificates.

### Withdrawal Procedure (JBCD)

If it becomes necessary for a student to withdraw from the Nettleton School District, the student and parent/guardian will report to the school's office and request a withdrawal form. The form will be completed and returned to the appropriate school personnel. The parent/guardian will be given a copy of the form. This form will be needed in order to enroll in the next school district. Official student records, such as the cumulative folder, will not be released to parents but will be mailed to the next school district after an official request is received by the Nettleton School District from the district to which the student is transferring.

### Absentee Procedure

#### (1) Two Types of Absences

**Excused Absences** – In order for an absence to be considered excused, the student must show documentation for one of the “Three Types of Excuses”

**Unexcused Absence** – Any absence which does not meet the criteria for an excused absence.

#### (2) Three Types of Excuses

• **Parental Excuses** – The school will accept parental excuses for five absences per semester. **After the fifth absence excused by a parent note in a semester, parent notes will no longer be accepted during that semester.**

**For a parental note to be considered as an excuse, the note must include the following: Parent/guardians first and last name, student's first and last name, reason for absence, date of absence, and be in the parent/guardian's handwriting. “My child was absent from school yesterday” is not sufficient to excuse an absence. Just because a parental note is sent to school does not mean that it will be excused.**

• **Medical Excuses** – A written excuse from a licensed physician will be considered valid when the student's absence is caused by illness or injury which prevents the student from being physically able to attend school. The Nettleton School District recognizes that appointments with medical service providers are not always available after school hours, but we ask that routine procedures, such as physicals, teeth cleaning, etc., be scheduled outside of the school day.



- **Administrative Excuses** – An absence is automatically excused when it results from the student’s attendance at an authorized school activity or it results from the attendance of a student at a court proceeding if the student is a party to the action or under subpoena. Examples of school activities are as follows: field trips, athletic contests, student conventions, musical competitions. If there is a question concerning the educational value of the activity, the superintendent or his designee will make the final determination of excused or unexcused.

3) What to do when . . .

- **You have been absent from school** – Report to your school’s attendance clerk before your first class begins and present him/her with your written excuse. Students who fail to obtain an admission slip before first period begins will receive an unexcused absence or tardy depending on how much of the class is missed. Excuses presented after the **3<sup>rd</sup> day** of the return will not be accepted.

#### **Excused absences for students exempt from final exams**

In specific courses where students qualify for exemptions from the final exam, excused absences will be given during and following said final exam. The parent/guardian must complete an exam exemption form prior to exams for the absence to be excused. This will not count as any of the five allotted parent notes.

#### **Make-up Work Policy**

A student has two days for every day missed to complete make up work.

#### **Summer School (IDCA)**

**Summer School**, not extended school, is another option for students in grades 7-12 to receive course credit and a Carnegie Unit. In the event that summer school is not being offered in the district, students may enroll in a program in an adjoining district that meets the minimum standards of instruction.

#### **Credit will not be accepted from other school districts unless they meet the standards listed below:**

**Definition of Summer School:** A complete program of instruction offered during the summer months after the close of the regular academic year and is offered by an accredited public school. The instructional program is designed to cover all the minimum course objectives and requirements for a Carnegie unit. Summer school programs are designed for students who fail to meet basic course/subject requirements and are retaking the course (**not taking the course for the first time**). The principal must verify that the program meets the above criteria and give permission prior to any student enrolling in a summer school program.

#### **Academics/Student Services**

##### **Guidance Counselor/Services**

The school counselor strives to help students use their abilities to the fullest, make sound choices, develop greater self-understanding and achieve maximum growth mentally, emotionally, and socially. Appointments are not necessary to see the counselor. Students may visit the counselor’s office before or after school. Visits to the counselor’s office during class require permission from the teacher to which the student has been assigned during that particular period.

##### **Library / Media**

Librarians will contact parents concerning overdue or missing books. Report cards will be held until fines are paid. Any book checked out to a student is the responsibility of the student. Lost or damaged books must be

paid for by the student/parent. Students will not be allowed to check out additional books if previous books are overdue and assessed fines paid.

### **Textbooks (Ref: Policy ICFA)**

Textbooks used by students in the Nettleton School District are purchased with state and local funds and are owned by the state and school district jointly. Textbooks are provided for use by students during the school year, and students are expected to care for textbooks as they would for any loaned property. The district knows that there will be normal wear on books as they are used over a period of six to ten years, which is the life of a textbook.

Students who abuse or damage books more than normal use during the course of a year will have to pay fines for that damage because those books will not last as long and in some cases may not even be used another year. If a book is damaged so much that it cannot be used again or if a book is lost, it must be paid for. The purchase price (replacement price) of the book will be charged for the length of the adoption. A book adoption is 6 years. Any student who loses or damages a book beyond use for any year in the six year cycle will have to pay full replacement cost for that book. For example, if a book that costs the district \$65.99 is lost in any of the six years of the adoption, the student will be charged \$65.99. After the adoption period the book price is diminished by 1/2 for the extended use of the book until it is discarded as a used book may be purchased after the six year adoption period. Any student who doesn't pay fines or replacement cost for a lost or damaged book, will not be issued books the following year until the record is cleared. The best policy is to take care of the books that are loaned and see to it that they are returned as close to the condition they were issued as possible.

### **Multi-Tier Student Support System (MTSS)**

All NSD students are placed on Tier I of the intervention process. Tier I interventions are comprised of quality classroom instruction. Should students fail to achieve academic success in Tier I, he/she will be placed in Tier II, which is focused supplemental instruction. If the student does not respond to Tier II interventions, he/she will be referred by their classroom teacher to the TST committee for movement into Tier III. The TST committee may rule that the students should be moved to Tier III and receive more interventions than are offered in Tier II. If students fail to show academic success in any of the three tiers, the TST committee may refer students to the LSC for special education testing. The members of the TST provide instructional support for classroom teachers and remedial assistance for students in order to resolve issues related to student achievement.

### **Expectations for Student Behavior and Student Code of Conduct (JCA)**

**Student Code of Conduct** This policy is for the sole and exclusive protection of the students of this district and their general welfare, and nothing herein shall be construed to avoid any prosecution or any applicable criminal statute. The school principal/assistant principal **will** report any violation of this policy to the superintendent and also to the proper law enforcement officials.

The provisions of this policy shall apply to all students during the period of time that they are subject to the jurisdiction of this school district as defined by the laws of the State of Mississippi and while participating in or going to or from any school sponsored activity and while under the supervision and direction of any teacher, principal/assistant principal, or other authority of this school district.

#### **Student Conduct Expectations**

**1. Sportsmanship:** You are always a representative of your school, community and parents. Always conduct yourself in a proper sportsmanlike manner regardless of event or location. Students attending a school-sponsored event are under supervision and will be accountable for their behavior.

**2. School Property:** The physical plant and fixtures of the Nettleton School should be a source of great pride for everyone. The buildings will remain clean, attractive, and functional for many years if each occupant tries to keep it just as he finds it the first day of occupancy. Students who intentionally damage school property will pay for the damage.

**State law 37-11-19 states: “If any pupil shall willfully destroy, cut, deface, damage, or injure any school property, he shall be liable to suspension or expulsion and his parents or persons in loco parents shall be liable for all damages.”**

**3. Student Possession of a Weapon:** Student safety must be and shall be a foremost consideration within the schools. Any student who is in possession of a knife, handgun, other firearm, or any other instrument considered to be a weapon or considered to be dangerous and capable of causing bodily harm, shall be subject to expulsion pursuant to Section 37-11-18 of the *Mississippi Code of 1972*. The principal, who shall make a recommendation in regard to expulsion to the superintendent and the school board, may immediately suspend any student who possesses any such device on school grounds or on board a school bus. Further, any student who uses an object that could be classified as a weapon in any altercation with another student or with any school staff member **may be suspended and a recommendation of expulsion may be made to the school board**, who shall have the sole and absolute discretion to act thereon. Any use of a weapon in any altercation, fight, or other incident shall be immediately reported by school officials to local law enforcement authorities as a criminal act.

**4. Dangerous and Improper Items:** Weapons, large knives, sharp instruments, rubber bands, pea-shooters, sling-shots, or any item that will inflict bodily harm is a dangerous item and has no place among students (at school and extra-curricular activities). All fireworks are prohibited on any campus of the Nettleton School District at all times. Cases relating to fire arms and the use of alcohol and drugs may be reported to the police. No student, regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverages: A) on school property; B) at any place where interscholastic athletic event is taking place; C) during the course of any trip or activity sponsored by the Board of Education or its authorized agents.

**5. Illegal Use, Possession of Drugs:** No student attending school or any school-sponsored activity shall be permitted to carry on his/her person or in any other manner have in his/her possession, in any way, or be under the influence of alcoholic beverages; morphine; marijuana; cocaine; opium; heroin or other derivatives or compounds; drugs commonly called crystal meth, LSD, “pep” pills, designer drugs, tranquilizers, or any compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof, and no student shall use any of the same at any school within the Nettleton School District. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication, which is under the supervision and direction of such physician. However, the school nurse or school personnel shall keep any/all prescription drugs/medicines. Medicines should be in a numbered, labeled bottle provided by a licensed pharmacist. Further, the student’s parents and/or guardians shall be responsible for notifying the school principal/assistant principal when the taking of such drugs/medicines is required on school grounds during the regular school day or at school-sponsored activities.

**6. Tobacco Products:** The use of tobacco, electronic vaporizing devices and synthetic substances other than tobacco, including smoking is prohibited.

**7. Corridors:** Reasonable conduct governs the movement of students through the corridors. Moving traffic should keep to the right. Be considerate of others. Pushing, running, loud talking, and playing in the corridors are prohibited. Do not block the corridors by stopping to talk or by playing.

**8. Gambling:** All types of playing cards, dice, and other forms of gambling devices are banned from all Nettleton Schools.

**9. Couples:** There is a time and place for all things. School is neither the time nor the place for behaviors such as hugging, kissing, hand-holding, etc....

All Nettleton School District administrators and teachers have the authority to correct and discipline any Nettleton School District student anywhere at school or any school-sponsored activity if the student’s behavior

is out of order. Students are to be respectful to staff members at all times; disrespect of staff members will not be tolerated

### **Cheating**

Students must not cheat. Cheating will be dealt with on a case by case basis by the teacher and the school administrator.

### **Vandalism/Property Damage**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. The administration reserves the right to prosecute to the fullest extent of the law any person who vandalizes any property of the Nettleton School District. If a student should happen to damage something by accident, he/she should report this immediately to a teacher and/or the office.

### **Prevention of School Violence Act**

Copies of this Act of 1994 are included in this handbook. The Act provides for penalties as specified related to weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance with the law and for familiarizing themselves with the consequences of violation of the law.

### **Code of Conduct at Extracurricular Activities and Events**

Students attending athletic contests and other school events are reminded that all school policies apply even though the event is outside the school day and may occur off campus. Students are expected to display good sportsmanship at all times, treating game officials, opposing team members and visitors with courtesy and respect. Students are expected to be supportive of the participants and are not to direct negative or harassing behavior at competitors or at game officials. When attending contests or other events at other schools or off campus, students are expected to conduct themselves in a way that will reflect positively on their home school. Students are expected to comply with instructions or requests from administrators or other staff members of the school at which the contest or event is being held. Students that fail to meet these standards will face disciplinary actions and may be prohibited from attending future contests or events.

**\*\*Disciplinary actions can be found in the School sections of this handbook.**

### **Bus Transportation and Conduct**

School bus drivers are required to observe state laws and numerous regulations to safeguard the lives of the students they transport. Students are under the supervision of the bus driver, and any violation of school policy as it applies within the school applies on the school bus and at the school bus stop. Any student who persists in violating the established rules of conduct or whose actions provide an unsafe environment on the bus will be reported by the bus driver to the school district's bus discipline administrator. Schools have the legal right to refuse transportation to any student guilty of misconduct.

If a child who is eligible to ride a Nettleton School District bus becomes ineligible to ride the bus for any reason and the parent/guardian refuses to make provision for the child's transportation to and from school in a timely manner, the parent/guardian of the child may be reported to the Department of Human Services for inquiry to determine whether such actions on the part of the parent/guardian constitute "neglect" as defined by law.

Changes in pick-up arrangements must be made no later than **1:30 PM, exceptions** for true emergencies must be approved by principal. Due to concern for the safety of all students, incoming phone calls will no longer be accepted to change any child's dismissal transportation plan. If there must be a change, the parent/guardian must either appear at the school office in person to relay the change in transportation plans or send a note to the school. All notes must be in the parent/guardian's handwriting and should contain a signature and telephone number where the parent /guardian can be contacted in the event it is determined that

verification should be obtained.

## Bus Conduct Expectations for Students and Parents

Students shall...

1. Be at your assigned bus stop on time.
2. Wait for a signal from the bus driver. Always look both directions and walk in front of the bus when it is necessary to cross a road or street.
3. Wait until the bus comes to a complete stop before trying to load or unload.
4. Remain seated unless otherwise directed by the bus driver.
5. Be very quiet when the bus is nearing and crossing a railroad or highway.
6. Remain well off the road until the bus comes to a complete stop and the bus driver indicates that it is safe to board the bus.
7. Treat the bus driver with respect and follow his/her instructions.

Parents should...

1. Cooperate with school officials and bus drivers in promoting safe and efficient student transport. Parents should not expect buses to operate on roads that are not properly maintained or where adequate space for turning around is not provided.
2. Have children ready at the bus stop at the time designated for the bus to arrive.
3. Help ensure that the children cooperate with bus drivers.
4. Explain the importance of acting appropriately on the bus as good behavior goes a long way toward keeping everyone safe.
5. **Contact the building Principal if a problem occurs. Do not stop the bus and confront the driver.**

### School Bus Discipline Ladder

Bus transportation is a Privilege, NOT a Right, and the privilege can be revoke at any time.

Step 1 – Warning, notice of referral sent to student’s parent/guardian

Step 2 – Two days suspension from the bus

Step 3 – Five days suspension from the bus

Step 4 – Ten days suspension from the bus

Step 5 – Denial of transportation for the remainder of the school year

\*If the first violation is of a violent or severe nature, the student shall be placed on the appropriate step of the ladder.

\* The principal reserves the right to revoke transportation privileges **and** discipline a student according to the student’s school discipline ladder if the violation is of a severe nature. (Ex: anything that would constitute a level 5 offense or higher on the school discipline ladder)

### Bullying Policy (JDDA)

The Nettleton School District is committed to protecting its students from bullying, harassment, or discrimination for any reason and of any type. The Nettleton School Board and the Nettleton School District Administration believe that all students are entitled to a positive, safe, and harassment free school experience. The Nettleton Schools expect all students to work with the school to build a culture of health, wellness, safety, respect and excellence. Bullying, harassment, and discrimination of any form will not be tolerated and shall be just cause for disciplinary action.

**Bullying is defined as a means of systematically and chronically inflicting physical hurt or psychological distress on one or more students.** It is further defined as: unwanted and purposeful written, verbal, non-verbal, cyber or physical behavior, included but not limited to any threatening, insulting, or humiliating gesture by a student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage or discomfort, or unreasonably interfere with the individual’s school performance or participation; It is a **repeated pattern** and is often characterized by an imbalance of power. This includes

behaviors carried out at school, at a school sponsored function, or on the school bus.

Bullying may involve, but is not limited to:

- (1)unwanted teasing (2)threatening (3)intimidating (4) stalking (5)cyber stalking (6) cyber bullying (7)physical violence (8)theft (9) sexual, religious, or racial harassment (10)public humiliation (11)destruction of school or personal property (12) social exclusion, including incitement or coercion (13) spreading of rumor or falsehoods (14)retaliation against a student for asserting or alleging an act of bullying, harassment, or discrimination

**Harassment** means threatening, insulting, or dehumanizing gesture and/or technology, computer software, or written, verbal or physical conduct directed against another student that:

- places a student in reasonable fear of harm to his/her person or damage to his/her property
- has the effect of substantially interfering with a student's educational performance or opportunities
- has the effect of substantially negatively impacting a student's emotional or mental well-being
- has the effect of substantially disrupting the orderly operation of a school

**Cyber stalking** is defined as a means to engage in a course or conduct to communicate or cause to communicate or cause to be communicated words, images, or language by or through the use of electronic mail or electronic communications that are directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.

**Cyber bullying** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies including but not limited to email, blogs, social websites (e.g., Face book), chat rooms and instant messaging.

### **Bullying Procedures/Regulations (JDDA)**

1. If the unwanted behavior continues, the victim should report the bullying to the principal or his designee. If the situation poses an immediate threat, the behavior may be reported to the first accessible teacher or staff member. It is also the responsibility of all faculty and staff members to report any occurrence of bullying behavior. Parents and students who have knowledge of such behavior are also encouraged to report this information. Any student who withholds information regarding bullying behavior or provides inaccurate or false information may be subject to disciplinary action. (It should also be noted that anonymous complaints that are not verified by another source shall not result in disciplinary action for the alleged perpetrator.)
2. The principal or his designee will investigate the complaint through interviews with the complainant, the accused, and any witnesses who may have knowledge of the situation. An attempt will be made to resolve the situation through an interaction between the students involved, mediated by the principal.
3. During the investigative period, the principal, his designee, or other school administrators may take whatever action is deemed necessary and appropriate to protect the complainant, witnesses, or any other students who feel threatened by reprisal. (It should also be noted that Mississippi Senate Bill 2015 states that every student has the fundamental right to take reasonable actions as may be necessary to defend himself/herself from an attack by another student. The Nettleton School District hereby acknowledges this right.)
4. Upon completion of the investigation, the principal or designee will make a determination as to whether or not a violation of the school's discipline code has occurred. If a violation has occurred, the principal or designee will make the determination of where to place the offending student(s) on the discipline ladder, depending on the severity of the offense. If the offending behavior is determined to be bullying, the offending student(s) will also be required to meet regularly with the school counselor until the counselor determines that the behavioral issue which led to the bullying is resolved. This may also include a referral for support therapy, or a Tier 1, Tier 2, or Tier 3 intervention, to be determined by the principal and counselor.

## **Drug Policy (JCDAC)**

Any student who possesses and/or consumes illegal drugs, alcohol, controlled substances, or any other intoxicating substance while on school property or at any school-sponsored event will be subject to immediate suspension until a final determination of disciplinary action is decided. The minimum disciplinary action shall be placement in the alternative school. The maximum disciplinary action shall be expulsion from the Nettleton School District for one calendar year. Also, law enforcement officials will be notified of the possession and/or consumption.

Students shall also be notified that any person addicted to or dependent on an intoxicating substance may voluntarily seek advice from school personnel concerning such problems and information as to where they may obtain treatment and rehabilitation without fear of arrest or punishment.

## **Student Health Policy (JGCC)**

### **(1) Personal Hygiene**

Every student is expected to be personally clean, to practice good hygiene, and to be well groomed. A student may be suspended for failure to abide by the health and hygiene standards if confirmed by the teacher and principal.

### **(2) Head Lice**

Throughout the school year, especially in lower grades, school personnel may examine students for lice and/or nits. If evidence of lice/nits is seen, the child will be removed from class and the parent/guardian of the child will be contacted to take the child home or to a medical professional for treatment. The child may return to school when he/she is free of lice/nits, and parent provides proof of treatment. If the child is not free of lice/nits, admission of the child will be refused.

The Law of the State of Mississippi states: "If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on three (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student."

### **(3) A student should stay at home if . . .**

- he/she has not been free of fever for 24 hours without the use of fever-reducing medication
- he/she has experienced vomiting and/or diarrhea within the last 24 hours
- he/she has an unexplained rash
- he/she has an active case of pinkeye (redness and drainage from the eye)
- he/she has head lice and/or nits
- he/she has chickenpox

### **4) Medication**

In order to protect the safety of your child, the Nettleton School District requires that only the school nurse or designee may administer any type of medication to students. Students who need medication during the school day must do the following:

- ✓ Present a written consent form signed by a physician. This form may be obtained from the office.
- ✓ Bring the medication in the original prescription bottle properly labeled by a pharmacist as prescribed by law. It is recommended that at least a one-week supply be made available.
  
- ✓ Ensure that the school nurse has instructions for doctor prescribed medical equipment, such as inhalers and breathing machines.

**Allergy / Asthma Policy(JGCDA)**

(SB 2393: Section 41-79-31 of the MS Code of 1972 as amended) policy shall permit possession and self-administration of asthma and anaphylaxis medication (inhaled or injected). Each student shall have a current (AAP) Asthma Action Plan developed and signed by the child’s attending physician to be available and used by relevant student, parents/guardians, and school personnel. This plan shall be updated annually. Using any manner not prescribed can result in disciplinary actions.

**“Refer to the cited bill for specific details of this statement.”**

**Accidents/Illnesses (JGFG)**

The school nurse and personnel will treat students with minor injuries (cuts, scrapes, insect bites, splinters, etc.) with Band-Aids and antiseptic spray. Ice packs may be applied per appropriate first-aid procedures. Schools will maintain allergic reaction records on students as provided by parents. Serious illnesses or injuries will be immediately reported to the parent/guardian. In emergencies, students will be transported to a doctor or hospital concurrently with parent notification.

**T-DAP Vaccination**

Mississippi now requires a TDAP vaccination for all students entering the 7<sup>th</sup> grade beginning with the 2012-2013 school year. This will protect against (Tetanus, diphtheria and pertussis).

**Insurance**

The Nettleton School District does not promote nor sponsor an insurance program. At the opening of the school term, students will be given insurance information. Parents should study this information and determine which coverage, if any, they wish to purchase for their child.

Parents of athletes will be required to show proof of accident insurance for their child. Insurance claim forms are available in the school’s office. All accidents should be reported to the office immediately. All athletes are required to enroll in the at-school insurance coverage or have proof of self-insurance.

**Child Nutrition/Meal Plan**

Student Lunch ---\$2.50	Student Breakfast ---\$ 1.00	Extra Milk --\$. 50
Reduced -----\$. 40	Reduced -----\$. 30	

Adults purchase by the item. Price is equal to \$3.50 for lunch and \$2.00 for breakfast. Other extra foods are priced and purchased according to state and federal regulations.

Family forms are used for free and reduced meals. Direct certifications are used with our Free Lunch Program.

Students will eat on last year’s form until September 19, 2018 or until the new form has been processed and a letter of eligibility has been received.

The Healthy Hungry Free Kids Act of 2010, went into effect on June 1, 2012. The meal patterns for all school breakfast and lunch programs must comply with these regulations, and they must align with the dietary guidelines for Americans.

Nettleton School District uses the method of Offer and Serve for all of our students. Menus are written and all recipes are used according to the guidelines from the state of Mississippi, Office of Healthy Schools, and Office of Child Nutrition.

Children on special diets must have a medical letter on file before we can adjust their food items. The food service office needs an updated letter on all allergy students.

Milk, ice cream, and water are the only items that can be purchased without a tray in hand. Money in a student’s lunch or breakfast account cannot be used to purchase extra food items. They must have money in hand. No extra food items can be purchased if you owe charges in the cafeteria including ice cream.



Charges are not allowed in **grades 7-12**. If a student gets to the cafeteria and has no money, they will be allowed to charge one meal only. This charge must be cleared before we will charge for this student again. **Grades K-6** are allowed to charge in emergency situations up to \$10.00 while parent/guardian is being contacted. Notes are sent home each Friday stating these charges. **Charges must be cleared every week. Students may not participate in field trips, and other special events if they have outstanding charges.**

Absolutely no adult charges will be allowed. Foods are sold by the item or the meal.

Students and adults are not allowed to bring any soft drinks into the cafeteria. This is a school board policy.

Foods from other organizations cannot be brought on the campus and sold to adults and students.

No food should be served to, provided for, sold to or delivered to students on the campus between the hours of 7:00 a.m. and 4:00 p.m., unless they are approved by the guidelines of the school wellness policy. It is the responsibility of each school principal to enforce these wellness policy guidelines at all times during the school year.

Competitive Food Rule: To ensure that children are not in the position of having to decide between non-nutritious and nutritious food immediately before or during any meal service period:

1. No food is to be sold on the school campus for one (1) hour before the start of any meal service period and cannot resume until the end of all meal serving periods.
2. The school food service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.

### **Cell Phone/Electronic Device Policy (JE)**

Teachers may allow use during class, at their discretion, as it relates to planned instruction. It is the final decision of the classroom teacher as to the appropriate use of these devices in their individual classroom. The devices must be put away and powered off or placed on silent at all other times, including class change. Headphones may only be used in classrooms, pending teacher approval. The cabling of all personal electronic devices to the District network is strictly prohibited.

### **Instructional Purposes**

When directed by the teacher, students may use cell phones and personal electronic devices during class time as part of the lesson. Students who bring electronic devices to school are responsible for keeping them out of sight during the school day when not being used during teacher-directed instruction.

### **Unauthorized Use**

Students may not possess any electronic device during testing. Phones and electronic devices must be surrendered to test administrators. Violation of this rule may result in the student's score being invalidated. (Mississippi Public Schools Accountability Standards)

Students shall not use cell phones/electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others. Privacy violations include taking pictures or filming students/staff of Nettleton School District. Students may not use cell phones/electronic devices to access and/or view internet websites that are otherwise blocked to students at school; nor shall they send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic form or any other form on a cell phone or electronic device while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the district. Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to the disciplinary action referred to in the student handbook.

Any use (calls, etc) not authorized by a school official is considered unauthorized use.

### **Liability Disclaimer**

The Nettleton School District reserves the right to define the educational value of any new electronic wireless devices and cell phones that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use created learner distraction or disruption. The student who possesses a cell phone/electronic device shall assume responsibility for its care. The district assumes no liability for cell phones/an electronic device brought onto school property, including school buses, and is not responsible if the cell phone/electronic device is lost, stolen or damaged. The district will not be held responsible for any fees associated with the use of personal devices during the school day.

- 1<sup>st</sup> offense: Phone will be confiscated until student dismissal for day
- 2<sup>nd</sup> offense: 1 day ISD and confiscation of phone until dismissal for day
- 3<sup>rd</sup> offense: 2 days ISD and confiscation of phone until dismissal for day
- 1 day of ISD will be added for each offense afterwards along with confiscation of phone until dismissal of the day.

A student's personal device use shall be fully compliant with the Nettleton School District Acceptable Use Policy.

**Nettleton School District assumes no responsibility for loss of or damage to personal items on school property.**

### **Telephone Policy**

Students should use the school telephone only when absolutely necessary and only after the principal or his/her designee grants permission. **Students should not use cell phones to contact parents.**

### **Message Procedure**

If a parent/guardian needs to contact his/her child during the school day, he/she may do so by leaving a message in the office. If the message concerns some sort of family emergency, the office staff will make every effort to deliver the message without delay; however, it is not possible to hand deliver every message that comes into a school without interrupting classes and interfering with the learning environment. For this reason, students should ask parents, friends, employers, etc. to leave non- emergency messages at their homes, not at school.

### **Emergency Drills / Evacuation Plan (EBBC)**

In accordance with state and district emergency safety regulations, announced and unannounced emergency drills will be conducted. The classroom teacher is responsible for informing students of emergency procedures.

Each school has developed and will implement a school wide plan that includes responses to tornados, fires, earthquakes, intruders, and other safety and security related issues. Monthly drills will be conducted by each school to ensure effective mobility and response to various situations.

### **Inclement Weather(EBBD)**

In the event of inclement weather, announcements will be made over local media outlets. Notification will also be sent through the automatic parent notification system.

It is understood that the superintendent will take such action only after consultation with appropriate authorities, such as transportation, emergency management, and weather agencies. Parents, students and staff members shall be informed early in each school year how they shall be notified in the event of emergency closings or early dismissals.

When the superintendent declares a delayed start due to inclement weather conditions, typically a one or two hour delay, employees and students are expected to report to school at the delayed start time. (Example: On a 2 hour delay, if the school would normally start at 8:00 a.m., students and faculty would report at 10:00 a.m.; 7:30 start would report at 9:30 a.m.)

Information on closing and delays by the district will be announced on the district website, or other internet outlets, Parent Notification Call, selected radio, and television stations before 6:00 a.m. No announcement means schools will operate on a normal schedule.

### **Computer Usage Policy (IJB)**

All students are required to use the computers, network resources, and internet connections of the Nettleton School District for educational purposes and in ways that are appropriate for educational institutions. Students will be held responsible for improper use of said resources.

Unacceptable uses of the district's resources include but are not limited to the following:

- (1) Student should never download and/or install any software or program to any school district computer.
- (2) The district's technology resources should never be used to download or play music. (3) The district's technology resources should never be used to play online games, access chat rooms, online dating services, messaging sites, etc.
- (4) Students should never trespass in another person's folders, work, or files. (5) Students should not send and/or display messages or pictures that are offensive or use obscene language or harass, insult, or attack others.
- (3) Students should not load computer viruses, hacking software, or malware on any of the district's technology resources.

Students and parents/guardians should be aware that objectionable material and information may be found on the internet. Some material found on the internet may contain items that are illegal, defamatory, inaccurate, and/or potentially offensive. Users of the district's technology resources should not search for and/or access any of these materials.

Students should make sure to follow these safety guidelines when using the Internet:

- (1) Never give out your name, address, or phone number.
- (2) Never agree to meet in person with anyone that has communicated with you online unless you first have the approval of your parent/guardian.
- (3) Notify an adult immediately if you receive a message that may be inappropriate or if you encounter inappropriate material.
- (4) If there is material that is not covered under this policy that your parent/guardian feels is inappropriate for you to access, the Nettleton School District expects you to follow your parent's/guardian's wishes.

The Nettleton School District affirms ownership of technology resources that have been purchased with district funding sources. Network supervision and maintenance may require review and inspection of computers, hard drives, cache engines, routers, and other electronic devices. The Nettleton School District reserves the right to record computer usage and access, review stored files, access and review email, messages, and/or links on technology resources within the school district. If programs used for monitoring or filtering are disabled or otherwise rendered useless or students misuse district computer resources, appropriate disciplinary action will be taken on the students' responsible.

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Nettleton School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Nettleton School District staff to educate, supervise and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

### **Due Process (JCAA)**

The constitutional rights of students are protected through due process. In the Nettleton School District, procedures granting due process will be followed in the exercise of disciplinary authority. The practice of telling students what they are accused of doing and the evidence against them (notice) and allowing them an opportunity to explain their version of the facts (hearing) before imposing any punishment contributes to achieving fundamental fairness.

### **Parent/Community Grievance Protocol**

In order to establish and maintain clear communication between parents, the community and schools, an order of contact must be implemented and followed. This will ensure that issues are addressed by the appropriate individual(s). **Nettleton School District asks that you follow the communication protocol below.**

**Level 1 Teacher**

**Level 2 Principal/Assistant Principal**

**Level 3 Program Director**

**Level 4 Superintendent**

**Level 5 Nettleton School Board of Education via the Superintendent if there is no resolution from levels 1-4**

### **DRESS CODE**

It is virtually impossible to write a dress and grooming code that will address every detail or aspect of appropriate dress and grooming; **therefore, it may become necessary for the building administration to make a judgment as to whether a student is properly dressed and/or groomed.** A student who is groomed or attired in a manner that is detrimental to and/or distracts from the school environment shall be required to make arrangements for more suitable or appropriate dress.

If the arrangement for more suitable or appropriate dress requires the student

to be absent from class, the student will remain in ISD until he/she is groomed and/or dressed according to policy. The time spent in ISD may or may not count toward punishment for the dress code violation.

**School administrators retain the right to enforce dress code policy at school-sponsored events on or off campus.**

General Dress Code Guidelines

1. Students will not be allowed to wear clothing, hairstyles, jewelry, and/or accessories that are disruptive to the educational process.
2. No extreme hair colors
3. Students shall not wear piercing rings, studs, or any other foreign object in any exposed body part other than the ear. This also includes tongue rings and/or studs.
4. Clothing, jewelry, buttons, patches, backpacks, or any other items that advertise or promote drugs, alcohol, tobacco, or violence; that have indecent, profane, suggestive, or inflammatory pictures or words on them; or that have been deemed to be gang related shall not be worn at school or any school related activity.
5. Shirts and/or blouses should be long enough to cover the back and stomach at all times. A good test for this is to have the student extend his/her arms above his/her head to see if the stomach or back is exposed. If either one is, the article of clothing is unacceptable.
6. Shirts shall not be unbuttoned below the second button and shall not be low in front and/or back.
7. Halter-tops, strapless dresses, tank tops/muscle shirts, etc. shall not be worn.
8. Dresses, blouses, etc shall not be backless and shall have a minimum of a 2 inch strap, with no exposed under garment.
9. No hats, bandanas, rollers, do-rags, headbands, caps, or any other headwear may be worn inside any building.
10. Suspenders shall be worn on the shoulders and fastened properly.
11. No clothing shall be worn or backpack used promoting any type of music, individual or group, other than Nettleton Band or Chorus.
12. All clothing shall be appropriate in length. Shorts, skirts, and dresses shall extend to the knee in front and back while standing.
13. No exposed skin above the knee in pants or shorts.
14. Clothing shall not constitute a safety hazard.
15. Pants must be worn at the waist at all times
16. Trench coats are not to be worn.
17. Pajamas or any other type of clothing that resembles sleepwear is not to be worn. This includes bedroom slippers and house shoes.
18. Shoes with wheels shall not be worn.
19. Clothing shall not be excessively tight.
20. Scrubs may NOT be worn unless required by Tech program and only on days required.
21. Sunglass are not to be worn inside unless prescription required and verified by admin
22. If leggings or jeggings are worn, a top must be worn that is no shorter than mid thigh, front and back.

Any time a student is on campus during the normal school day, he/she is expected to follow the dress code except in cases where dress for the activity the student is performing in is required by the activity and approved by the administration.

**- Any clothing considered inappropriate by the principal or his/her designee shall not be worn to school.**

## Athletics

**In order for a student to participate in a MHSAA sanctioned activity, he or she must be present four periods or the majority of his/her school day on the day of the competition.**

Interscholastic athletic activities shall be under the supervision of the district athletic director or his designee. The program shall be governed by the rules and regulations of the Mississippi High School Athletic Association.

If a student plans on being eligible for athletics at a four-year college or university, the student must consult with the school counselor to establish which classes he/she must take in order to be eligible, and he/she must register with the NCAA Clearinghouse.

Any student participating in any school sponsored athletic program shall provide all of the following to appropriate school personnel:

(1) A physical examination performed by a qualified medical professional who shall certify in writing that the student is medically fit to participate in the athletic programs offered by the school [The cost of such physical examination shall be the financial responsibility of the parent/guardian of the student.]

(2) A consent form must be signed and returned by the student's parent/guardian (3) Must provide proof of Insurance.

To be eligible for participation as a junior high student in a varsity sport, the student must be promoted from the previous grade and pass three of four core subjects with an overall average of 75.

### **Eligibility Rule**

**Students must meet all MHSAA requirements.**

The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district must interpret this according to its requirements.

Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 grade point average or a C numerical average will become ineligible for the fall semester.

Students may attend summer school or extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 grade point average or a C numerical average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester and **receive permission from principal before enrolling in any of the above courses.**

In situations which require "judgment" schools are directed to "interpret the rules for the benefit of the students." If a student has done a significant "about face," schools may request a hardship ruling for the student. Individual situations will be assessed.

A 2.0 grade point average or C average may be calculated in two ways: either based on the local grading scale average or based on the GPA average. A student must have a 70 or above numerical average or a 2.0 GPA average to be eligible.

# Nettleton Primary School (K-3)

## Administration and Office Staff

Phone: (662)963-7408 or 2360

Fax: (662)963-7413

Nikki Buchanan, Principal  
Dawn Hairald, Assistant Principal  
Virginia Whitaker, Counselor  
Betty Bramlett, Secretary

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## SECTION 1

### Arrival to School

School starts at 7:45 a.m. and ends at 2:55 p.m. **Students shall not arrive on campus before 7:05 AM.** There are no staff members on duty before 7:05 a.m. Students who arrive before that time are, therefore, unsupervised.

Students in grades K-3 who arrive before 7:45 a.m. should report to the hallway beside their classrooms. Students who are eating breakfast should report directly to the cafeteria.

Students who arrive after 7:45 must be checked into the office by the parent or guardian.

### Car Rider Policy

If a student will be a year-long car rider, the parent/guardian must send a note to the student's homeroom teacher stating this. If there are changes in the way children are to be transported, it is the parent's/guardian's duty to make school staff aware of the change. The following are safety guidelines that must be followed when picking up children on campus:

- (1) Parents must get in the car rider line and pick up their children in the designated area.
- (2) Parents may not park across the street and walk to the school to pick up children.
- (3) Students' names must be placed on the dashboard of the vehicle.
- (4) Changes in pick-up arrangements must be made no later than 1:30 p.m. (exceptions for true emergencies approved by principal)
  - If there is a change in normal pick up procedure, the parent/guardian must send a note.
- (5) Car riders are dismissed at 2:50 p.m.

### Dress Code

Parents/Guardians of students in grades K-3 are asked to use good judgment when selecting appropriate school clothing for their children. If there is a question about appropriateness of dress for students in grades K-3, the principal will make the judgment of appropriateness.

## Parties

In grades K-3, classroom parties are allowed at Thanksgiving, Christmas, Valentine's Day, and Easter. Only kindergarten students will be allowed to have an Easter egg hunt. Cookies, cupcakes, etc. may be brought for individual birthdays as long as there are enough for the entire class, and **they must be store-bought and sealed**. The snacks will be distributed at recess and will not interfere with instructional time. **Parent delivery must be pre-approved by the teacher.**

## SECTION 2

### Promotion Requirements

Students in kindergarten must demonstrate mastery (at a minimal) of 70% of the MS College and Career standards in order to be promoted to 1<sup>st</sup> grade. \* *School Board Policy gives the authority to retain a student in kindergarten for an additional year if the District deems that placement of the student in the first grade would not be the most appropriate educational placement. (ref: policy IHE)*

Consideration for retention/promotion will be based upon the following criteria:

1. Teacher recommendation for retention to the Teacher Support Team (following 3<sup>rd</sup> 9 weeks grading period)
2. Documentation of teacher/parent communication of student progress (NSD Parent /Teacher Conference Form)
3. Review of student's yearly progress/ growth (benchmark assessments and report cards)/RTI (*State Board Policy 41.1, Literacy Based Promotion Act, 2016*), especially for students performing at minimum mastery.
4. Concur/deny retention by teacher, school principal, and TST

Students in grades 1<sup>st</sup>-3<sup>rd</sup> must demonstrate mastery (at a minimal) of 70% of the MS College and Career standards in English Language Arts and Math in order to be promoted the next grade.

### Literacy Based Promotion Act (ICHI)

**\*\*A student scoring below achievement level 3 in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to the 4<sup>th</sup> grade unless the student meets the good cause exemption promotion.**

### Grading System (K-3)

93-100	A
85-92	B
75-84	C
70-74	D
69 and below	F

### **Honor Roll**

Honor roll will be recognized each nine weeks to those students who maintain an all A's (Superintendent's List), or an all A/B average (Principal's List) in all courses.

## SECTION 3

### Discipline Policy

**(Grades K – 3)**

Positive reinforcement is preferred over punishment because it builds self-discipline and rewards a child for good choices, but disciplinary action is necessary in some cases. Examples of positive reinforcement are Tiger Paws (students can earn tiger paws to be used in school store) oral and/or written praise from staff members, assisting the teacher with classroom duties, enrichment activities, extra recess, appointment as an



administrative assistant, etc.

Classroom discipline will be maintained by teachers and assistants. They have the responsibility to appropriately discipline students for actions such as talking in class, not completing assignments, general class conduct, etc. If a teacher's disciplinary measures are not successful or a student refuses the teacher's discipline, the student will be referred to the appropriate administrator.

Examples of disciplinary action are parent contact, loss of privileges (detention, sitting out at recess/ or break), removal from classroom, corporal punishment (excluding IEP and 504), suspension (in-school and out-of-school).

It is impossible to compile a list of all possible behaviors that would cause a child to earn disciplinary action, but the following is a basic list of behaviors that will result in immediate disciplinary action of some sort:

- 1) Vandalism
- 2) Theft
- 3) Fighting
- 4) Bullying
- 5) Sexual harassment
- 6) Threats against students or staff members
- 7) Possession or use of fireworks
- 8) Minor damage to school property
- 9) Profanity
- 10) Lying
- 11) Dress code violation
- 12) Verbal or physical aggression
- 13) Roughhousing, scuffling, hitting others
- 14) Inappropriate touching or gestures
- 15) Loud talking or noises
- 16) Possession or use of tobacco
- 17) Failing to do required work
- 18) Refusal to follow direction of school personnel
- 19) Disruption of the educational progress
- 20) Disrespect to fellow students and/or staff members

The first seven behaviors are considered particularly serious disciplinary matters and may result in immediate suspension from school and/or contact of law enforcement officials.

Before a student returns to school from out of school suspension, the parent/guardian must conference with the principal or counselor.

### **Office Referral Discipline Ladder**

- |          |   |
|----------|---|
| Level 1: | Warning from Administrator                          |
| Level 2  | Corporal Punishment or loss of privileges           |
| Level 3: | Corporal punishment or 1 day ISD                    |
| Level 4: | 2 days ISD  |
| Level 5: | 3 days ISD  |
| Level 6: | 5 days ISD  |
| Level 7: | 2 days OSS  |
| Level 8: | 3-5 days OSS  |
| Level 9: | Recommendation for alternative school or expulsion. |

An administrator has the discretion of choosing whatever step is available according to the behavior and does not have to select the lowest step. Consistent application will be administered with administrative professional judgment.

## **Upper Elementary School (4-6)** **Administration and Office Staff**

**Phone: (662)963-7406**

**Fax: (662)963-1524**

Angela Hendrix, Principal  
Angela Smith, Counselor  
Debbie Kyle, Secretary

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### **SECTION 1**

#### **Bell Schedule**

<b>7:20-7:35</b>	<b>0 period (Tutoring Time)</b>
<b>7:40</b>	<b>Tardy Bell</b>
<b>7:35-8:38</b>	<b>1<sup>st</sup> period</b>
<b>8:42-9:35</b>	<b>2<sup>nd</sup> period</b>
<b>9:39-10:32</b>	<b>3<sup>rd</sup> period</b>
<b>10:36-12:00</b>	<b>4<sup>th</sup> period</b>
<b>12:07-1:00</b>	<b>5<sup>th</sup> period</b>
<b>1:04-1:57</b>	<b>6<sup>th</sup> period</b>
<b>2:01-2:55</b>	<b>7<sup>th</sup> period</b>

#### **Arrival to School**

School starts at **7:35 a.m.** and ends at **2:55 p.m.** Students shall not arrive on campus before 7:15 a.m. There are no staff members on duty before 7:15 a.m. Students who arrive before that time are, therefore unsupervised.

Students in **Grades 4-6** will report directly to cafeteria (if eating breakfast) or auditorium.

Parents must check students in at office if arrival is after 7:40 am.

#### **Car Rider Policy**

If a student in grades 4-6 will be a year-long car rider, the parent/guardian must send a note to the student's homeroom teacher stating this. If there are changes in the way children are to be transported, it is the parent's/guardian's duty to make school staff aware of the change. The following are safety guidelines that must be followed when picking up children on campus:

- (1) Parents must get in the car rider line and pick up their children in the designated area.
- (2) Parents may not park across the street and walk to the school to pick up children.
- (3) Changes in pick-up arrangements must be made no later than 1:30 p.m. (exceptions for true emergencies approved by principal)
- (4) If there is a change in normal pick up procedure, the parent/guardian must send a note.
- (5) Car riders are dismissed from Nettleton Upper Elementary School at 2:55 p.m.

### Lockers

Each student in grades 5-6 will be given an opportunity to obtain a locker each year on a first come first serve basis.

## SECTION 2

### Grading System (4-6)

93-100	A
85-92	B
75-84	C
70-74	D
69 and below	F

### Promotion Requirements

Students in grades 4-6 must receive a passing grade in language arts, math, and science in order to be promoted to the next grade level.

### **Honor Roll**

Honor roll will be recognized each nine weeks to those students who maintain an all A's (Superintendent's List), or an all A/B average (Principal's List) in all courses.

## SECTION 3

### DISCIPLINE (Grades 4-6)

The disciplining of students may take several forms. Examples of these forms are corporal punishment (excluding IEP and 504), detention, in-school detention, out-of-school suspension, alternative school placement, and expulsion. **All Nettleton School District administrators and teachers have the authority to correct and discipline any Nettleton School District student anywhere at school or any school-sponsored activity if the student's behavior is out of order.** Students are to be respectful to staff members at all times, and disrespect of staff members will not be tolerated.

**Note:** For students in grades 4-6, behavior policy may be modified by the administration to take into consideration age and/or maturity level.

### Forms of Discipline

- **Detention** – Break/recess detention, may be assigned by teacher.
- **Principal Warning** – Warning
- **Corporal Punishment** – paddling (excluding IEP and 504)
- **In-School Detention** – This form of punishment consists of a student being suspended from class and placed in a controlled environment on campus. basic ISD guidelines are as follows:
  1. Students will not sleep, talk, or pass notes, etc. during ISD. Only one warning will be given for misbehavior. If misbehavior continues after the warning, a student may be assigned an additional day.
  2. While in ISD, a student may not attend or participate in any school activities until the following day

after all ISD is complete. Any ISD student who attempts to attend any school-related function or returns to campus after school hours may be arrested for trespassing and will be subject to additional time in ISD, out-of-school suspension, or alternative school placement.

3. Students will collect their work from each teacher each day that they are in ISD before reporting to ISD.

• **Out-of-School Suspension** – This form of punishment consists of a student not being allowed to attend school or participate in any school activities for a set period of time.

1. All time missed during OSS will be counted as unexcused absences.
2. While serving OSS, a student may not attend or participate in any school activities until the following day after all OSS is complete. Any OSS student who attempts to attend any school-related function or returns to campus after school hours may be arrested for trespassing and will be subject to additional OSS or alternative school placement.

**Alternative School** – ( Grades 5-12) The alternative school is an environment in which the student will be isolated from all other students. It will be used in the place of long term suspension and/or expulsion when possible. Basic alternative school guidelines are as follows:

1. While in alternative school, a student may not attend or participate in any school activities until the following day after the Alternative School assignment is complete. Any alternative school student who attempts to attend any school-related function or returns to campus after school hours will be subject to additional time in the alternative school and may be arrested for trespassing.
2. Alternative school may be assigned to a student who exceeds step seven on the discipline ladder or for more severe offenses.
3. Alternative school assignment will be recommended by the building principal and either approved or rejected by the Alternative school committee consisting of 3 other administrators.

#### Discipline Ladder

An administrator has the discretion of choosing whatever step is available according to the behavior and does not have to select the lowest step. Consistent application will be administered with administrative professional judgment.

- |          |  |
|----------|--|
| Step 1 – | Warning  |
| Step 2 – | Contact with parent/guardian (written or verbal) Corporal punishment or 1 day of ISD   |
| Step 3 – | Contact with parent/guardian (written or verbal) Corporal punishment or 1- 3 days of ISD                                       |
| Step 4 – | Contact with parent/guardian (written or verbal) 3-5 days ISD  |
| Step 5 – | Contact with parent/guardian (written or verbal) 3-10 days ISD   |
| Step 6 – | Contact with parent/guardian (written or verbal) 1-5 days OSS  |
| Step 7 – | Contact with parent/guardian (written or verbal) 5-10 days OSS<br>Administration may recommend alternative school or expulsion |
| Step 8 – | Contact with parent/guardian (written or verbal)<br>Alternative school placement, Administration may recommend expulsion       |

Disruption to school or classroom environment 2-6
Assault on faculty or staff 8
Assault on Student 5-8
Attempting to forge, deceive, or otherwise misrepresent the truth 1-4
Continued disobedience of school personnel 2-6
Defacing, Destruction, or Damage of School Property 3-6 plus restitution
Dress Code Violation 1-5
Failure to Report to Class 3-5
Gang related symbols, clothing, etc...1-5
Harassing, intimidation, threatening, or bullying others (This will be on NSD property, at NSD events on and off campus and possible cyber bullying by texting, social network, etc... 4-8
Immoral or vicious practices 2-7
Improper use of district technology resources 4-5
Intentional disrespect toward school personnel 4-6
Leaving Class Without Permission 3-5
Leaving the school premises without properly checking out 4-5
Other misbehavior as designated by school administration 1-8
Participation in a fight while under school supervision 5-8
Participation in a verbal or minor physical altercation 3-7
Possession, distribution, or sharing of obscene literature 3-5
Possession of dangerous items (including pocket knives) 6-8
Profanity or vulgarity, including gestures 3-5
Profanity or vulgarity, including gestures, directed at staff 7-8
Refusal of discipline 6-8
Repeated violation of school rules 2-7
Second Fight 6-8
Sexual Harassment 4-7
Sexual Misconduct 5-8
Stealing 4-7
Use or attempted use of dangerous objects/weapons 7-8
Use, sale, transfer, or possession of drugs 8
Use, sale, transfer, or possession of alcohol 8
Use or possession of any tobacco products 1-3

\*\* Use or possession of electronic vaporizing device/synthetic substance 1<sup>st</sup> offense – 3days OSS, 2<sup>nd</sup> offense – 5 days OSS, 3<sup>rd</sup> offense – Recommendation for Alternative School.

# Jr. High School (7-8)

## Administration and Office Staff

Phone: (662)963-7400

Fax: (662)963-1525

Betsy Grubbs, Principal  
Angela Smith, Counselor  
Lavern Deavens, Secretary

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### SECTION 1

#### Bell Schedule

7:20-7:35	0 period (Tutoring Time)
7:40	Tardy Bell
7:40-8:38	1 <sup>st</sup> period
8:42-9:35	2 <sup>nd</sup> period
9:39-10:32	3 <sup>rd</sup> period
10:36-12:00	4 <sup>th</sup> period
12:07-1:00	5 <sup>th</sup> period
1:04-1:57	6 <sup>th</sup> period
2:01-2:55	7 <sup>th</sup> period

#### Arrival to School

School starts at **7:40 a.m.** and ends at **2:55 p.m.** Students shall not arrive on campus before 7:15 a.m. There are no staff members on duty before 7:15 a.m. Students who arrive before that time are, therefore, unsupervised. Once a student arrives on campus, he/she is not to leave unless he/she has properly checked out in the office.

Students in **Grades 7-8** will report directly to the cafeteria (if eating breakfast) or their designated break area. (Grades 7-8) Parents must check students in at office if arrival is after 7: 40 am.

#### Car Rider Policy

If a student in grades 7-8 will be a year-long car rider, the parent/guardian must send a note to the student's homeroom teacher stating this. If there are changes in the way children are to be transported, it is the parent's/guardian's duty to make school staff aware of the change. The following are safety guidelines that must be followed when picking up children on campus:

- (1) Parents must get in the car rider line and pick up their children in the designated area.
- (2) Parents may not park across the street and walk to the school to pick up children.
- (3) Changes in pick-up arrangements must be made no later than 1:30 p.m. (exceptions for true

emergencies approved by principal)

(4) If there is a change in normal pick up procedure, the parent/guardian must call the office or send a note.

(5) Car riders are dismissed from Nettleton Junior High School at 2:55 p.m.

### **Tardy Discipline Ladder**

1st tardy – warning /Parent Conference

2nd tardy – warning / Parent Contact

3rd tardy – 1 Days of ISD

4th tardy – 2 Days of ISD

\*Tardy records are kept in each classroom and are only cumulative for that class. All prior tardies are erased at the end of each semester.

### **Lockers**

Each student in grades 7-8 will be given an opportunity to obtain a locker each year on a first come first serve basis.

## **SECTION 2**

### **Grading System (7-12)**

90--100+	A
80--89	B
70--79	C
65--69	D
64 and below	F

### **Exemptions**

#### **Grades 7-8**

Students with a 75 -89 average in a specific course with no more than two (2) absences from that specific class may be exempt from the final exam. Students with a 90 or above final average may be exempt with more than two (2) absences from that specific class, not to exceed 10 days. All students enrolled in these classes will take 9 week's exams at the end of the 1<sup>st</sup>, and 3<sup>rd</sup> nine weeks and a semester exam at the end of the 1<sup>st</sup> semester. Grades for all exemption purposes will be determined on the last regular school day before exams begin.

#### **Excused absences for students exempt from final exams**

In specific courses where students qualify for exemptions from the final exam, excused absences will be given during and following said final exam. The parent/guardian must complete an exam exemption form prior to exams for the absence to be excused. This will not count as any of the allotted five parent notes.

### **Promotion Requirements**

Students in grades 7-8 must pass all courses attempted to be promoted.

Note: A committee of the middle school principal, middle school counselor and/or the middle school TST chairperson has the authority to recommend exceptions to the above policy.

## SECTION 3

### DISCIPLINE (Grades 7-8)

The disciplining of students may take several forms. Examples of these forms are corporal punishment (excluding IEP and 504), detention, in-school detention, out-of-school suspension, alternative school placement, and expulsion. **All Nettleton School District administrators and teachers have the authority to correct and discipline any Nettleton School District student anywhere at school or any school-sponsored activity if the student's behavior is out of order.** Students are to be respectful to staff members at all times, and disrespect of staff members will not be tolerated.

#### Forms of Discipline

- **Detention** – Break/recess detention, may be assigned by teacher.
- **Principal Warning** – Warning
- **Corporal Punishment** – paddling (excluding IEP and 504)
- **In-School Detention** – This form of punishment consists of a student being suspended from class and placed in a controlled environment on campus. basic ISD guidelines are as follows:
  1. Students will not sleep, talk, or pass notes, etc. during ISD. Only one warning will be given for misbehavior. If misbehavior continues after the warning, a student may be assigned an additional day.
  2. While in ISD, a student may not attend or participate in any school activities until the following day after all ISD is complete. Any ISD student who attempts to attend any school-related function or returns to campus after school hours may be arrested for trespassing and will be subject to additional time in ISD, out-of-school suspension, or alternative school placement.
  3. Students will collect their work from each teacher each day that they are in ISD before reporting to ISD.
- **Out-of-School Suspension** – This form of punishment consists of a student not being allowed to attend school or participate in any school activities for a set period of time.

1. All time missed during OSS will be counted as unexcused absences.
2. While serving OSS, a student may not attend or participate in any school activities until the following day after all OSS is complete. Any OSS student who attempts to attend any school-related function or returns to campus after school hours may be arrested for trespassing and will be subject to additional OSS or alternative school placement.

**Alternative School** – The alternative school is an environment in which the student will be isolated from all other students. It will be used in the place of long term suspension and/or expulsion when possible. Basic alternative school guidelines are as follows:

1. While in alternative school, a student may not attend or participate in any school activities until the following day after the Alternative School assignment is complete. Any alternative school student who attempts to attend any school-related function or returns to campus after school hours will be subject to additional time in the alternative school and may be arrested for trespassing.
2. Alternative school may be assigned to a student who exceeds step seven on the discipline ladder or for more severe offenses.
3. Alternative school assignment will be recommended by the building principal and either approved or rejected by the Alternative school committee consisting of 3 other administrators.



## Discipline Ladder

An administrator has the discretion of choosing whatever step is available according to the behavior and does not have to select the lowest step. Consistent application will be administered with administrative professional judgment.

- Step 1 – Warning
- Step 2 – Contact with parent/guardian (written or verbal) Corporal punishment or 1 day of ISD
- Step 3 – Contact with parent/guardian (written or verbal) Corporal punishment or 1- 3 days of ISD
- Step 4 – Contact with parent/guardian (written or verbal) 3-5 days ISD
- Step 5 – Contact with parent/guardian (written or verbal) 3-10 days ISD
- Step 6 – Contact with parent/guardian (written or verbal) 1-5 days OSS
- Step 7 – Contact with parent/guardian (written or verbal) 5 - 10 days OSS  
Administration may recommend alternative school or expulsion
- Step 8 – Contact with parent/guardian (written or verbal)  
Alternative school placement, Administration may recommend expulsion

Disruption to school or classroom environment 2-6
Assault on faculty or staff 8
Assault on Student 5-8
Attempting to forge, deceive, or otherwise misrepresent the truth 1-4
Continued disobedience of school personnel 2-6
Defacing, Destruction, or Damage of School Property 3-6 plus restitution
Dress Code Violation 1-5
Failure to Report to Class 3-5
Gang related symbols, clothing, etc...1-5
Harassing, intimidation, threatening, or bullying others (This will be on NSD property, at NSD events on and off campus and possible cyber bullying by texting, social network, etc... 4-8
Immoral or vicious practices 2-7
Improper use of district technology resources 4-5
Intentional disrespect toward school personnel 4-6
Leaving Class Without Permission 3-5
Leaving the school premises without properly checking out 4-5
Other misbehavior as designated by school administration 1-8
Participation in a fight while under school supervision 5-8
Participation in a verbal or minor physical altercation 3-7
Possession, distribution, or sharing of obscene literature 3-5
Possession of dangerous items (including pocket knives) 6-8

Profanity or vulgarity, including gestures 3-5
Profanity or vulgarity, including gestures, directed at staff 7-8
Refusal of discipline 6-8
Repeated violation of school rules 2-7
Second Fight 8
Sexual Harassment 4-7
Sexual Misconduct 5-8
Stealing 4-7
Use or attempted use of dangerous objects/weapons 7-8
Use, sale, transfer, or possession of drugs 8
Use, sale, transfer, or possession of alcohol 8
Use or possession of any tobacco products 1-3

\*\* Use or possession of electronic vaporizing device/synthetic substance 1<sup>st</sup> offense – 3days OSS, 2<sup>nd</sup> offense – 5 days OSS, 3<sup>rd</sup> offense – Recommendation for Alternative School.

## SECTION 4

### Student Recognition

Teachers and administrators will monitor all voting.

Currently in Good Disciplinary Standing is defined as from the beginning of school through the nomination and election process of office or position.

Discipline for tardies has not been considered when determining qualification for nominations for offices or positions

#### **(1) Class Officer Elections and Student Council:**

In grades 7-12, there will be annual elections in each grade for class officers in the following categories: President, Vice-President, Secretary/Treasurer and Reporter. Each grade will elect one person for each of the above categories as that grade level's class officers. Candidates must meet the criteria listed below. Elections will be held with only members of each grade level being able to vote for their class officers. The winning candidate will be the student with the most votes. There will be no run-offs.

##### **Criteria for class officer:**

- A student may run for only one office per year.
- The student must submit an application with 10 signatures from students in the same grade level.
- The student must have attended the Nettleton School District the previous school year for both semesters.
- The student must have passed all subjects taken the previous year at the end of the last semester.
- The student must have a cumulative 3.0 GPA for his/her career at the school.
- The student must currently be in good disciplinary standing.
- The student must not be currently referred to the truancy officer.

#### **(2) Class Favorite Elections:**

In grades 7-12, there will be annual elections in each grade for class favorites. There shall be a male and a female elected as class favorites for each grade. Candidates must meet the criteria listed below. Elections will be held with only members of each grade level being able to vote for their class favorites. The winning candidates will be the male student with the most votes and the female student with the most votes. There will be no run-offs.

##### **Criteria for class favorite:**

- The student must have attended the Nettleton School District the previous school year for both semesters.
- The student must have passed all subjects taken the previous year by the end of the last semester.

- The student must have a cumulative 2.0 GPA for his/her high school career.
- The student must currently be in good disciplinary standing.
- The student must not be currently referred to the truancy officer.

### **(3) Beta Club**

- The first time a student may become a member of the Beta Club will be after the first semester of his/her sophomore year.
- The student must have no yearly subject average below an 83 and must have an overall average of 90 or above in any class that counts as a credit toward graduation. (Drivers' Education, Physical Education, and Band are not included in the overall average calculations.) The overall average will neither be rounded up nor down. If a 10th grade student is eligible at the end of the 1st semester (based on overall average and no grade below an 83 for a final average) but has an 82 or below in a class for a semester average, then the student will be eligible for membership at the end of the school year, provided the final grade for the class is 83 or above.
- Grades will be reviewed at the end of each semester. If a subject average is below 83 or the overall average is below 90 at the end of the first semester, the member will be placed on probation for one semester. If the final subject average is still below 83 or the overall average is still below 90, the student shall lose his/her membership in the Beta Club.
- To be reinstated, a student must maintain the required averages for two consecutive semesters.

### **(4) Honor Roll**

Honor roll will be recognized each nine weeks to those students who maintain an all A's (Superintendent's List), or an all A/B average (Principal's List) in all courses.

### **(5) Mr. and Miss NJHS**

In grades 7-8, there will be annual elections for Mr. and Miss Nettleton Jr. High School from the 8th grade class only. There shall be a female student elected as Miss Nettleton Jr. High School from the 8th grade, and there shall be a male student elected as Mr. Nettleton Jr. High School from the 8th grade. However, all students in grades 7-8 will be allowed to vote for these positions. Candidates must meet the criteria listed below. The winning candidate for Miss Nettleton Jr. High School will be the female student with the most votes, and the winning candidate for Mr. Nettleton Jr. High School will be the male student with the most votes. There will be no run-offs.

#### **Criteria for Mr. and Miss Nettleton Jr. High School**

- The student must be in the 8th grade.
- The student must have attended the Nettleton School District the previous school year for both semesters.
- The student must have passed all subjects taken the previous year by the end of the last semester.
- The student must have a cumulative 2.0 GPA for his/her Jr. high school career.
- The student must currently be in good disciplinary standing.
- The student must not be currently referred to the truancy office.

#### **Club Meetings**

Class, club, athletic meetings shall not be held unless the sponsor or coach is present. These meetings are to be scheduled so that instructional time is not compromised.

# High School (9-12)

## Administration and Office Staff

Phone: (662)963-2306

Fax: (662)963-7410

Justin Hollis, Principal  
Jamie Taylor, Assistant Principal  
Kenya Topps, Counselor  
Janice McCollum, Secretary

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## SECTION 1

### Bell Schedule

7:40	Tardy Bell
7:40-8:38	1 <sup>st</sup> period
8:42-9:35	2 <sup>nd</sup> period
9:39-10:32	3 <sup>rd</sup> period
10:32-10:42	Break
10:46-11:39	4 <sup>th</sup> period
11:43-1:00	5 <sup>th</sup> period / lunch
1:04-1:57	6 <sup>th</sup> period
2:01-2:55	7 <sup>th</sup> period

### Arrival to School

School starts at **7:35 a.m.** and ends at **2:55 p.m.** Students shall not arrive on campus before 7:15 a.m. There are no staff members on duty before 7:15 a.m. Students who arrive before that time are, therefore, unsupervised

Students who drive to campus are asked not to arrive before 7:15 a.m. Also, students are not allowed to remain in automobiles or assemble in the parking lot upon arrival at school. Once a student arrives on campus, he/she is not to leave unless he/she has properly checked out in the office.

Students in **Grades 9-12** will report directly to the cafeteria (if eating breakfast) or their designated break area.

### Car Rider Policy

If a student in grades 9-12 will be a year-long car rider, the parent/guardian must send a note to the student's homeroom teacher stating this. If there are changes in the way children are to be transported, it is the parent's/guardian's duty to make school staff aware of the change. The following are safety guidelines that must be followed when picking up children on campus:

- (1) Parents must get in the car rider line and pick up their children in the designated area.
- (2) Parents may not park across the street and walk to the school to pick up children.
- (3) Changes in pick-up arrangements must be made no later than 1:30 p.m. (exceptions for true emergencies approved by principal)
- (4) If there is a change in normal pick up procedure, the parent/guardian must call the office or send a note.
- (5) Car riders are dismissed from Nettleton Upper Elementary School, Junior High School, and High School at 2:55 p.m.

### **High School (9-12)**

• **You are late arriving at school** – Report to the office as soon as you arrive on campus and present your written excuse to office personnel.

• **You are late for class** – If you are less than five minutes late, report to class and sign the tardy sheet in your classroom (see tardy discipline ladder). If you report more than five minutes late, you will be disciplined accordingly (*failure to report to class*, steps 3-5 on the discipline ladder). If a teacher keeps you from making it to class on time, secure a note from that teacher explaining why you were late and listing the time you left his/her classroom.

### **Student Automobiles on Campus (High School)**

Driving and parking on school grounds is a courtesy and privilege, not a right, offered to students and others by the Nettleton School District. The parking facilities of the school district are to be used for school purposes only. School purposes include attendance at school or other school activities which may occur before or after the regular school day. Violators of this policy may be charged with trespassing. Students are responsible for locking their vehicles upon arrival, as the school district shall assume no responsibility for loss or damage to any vehicle. Students who operate a vehicle on campus are subject to the following:

- (1) A student who drives on campus will have a valid drivers' license and will provide proof of insurance to the principal or his/her designee and secure a parking permit.
- (2) Students are not allowed to access vehicles at any time during the school day without prior administrative approval.
- (3) Once a student drives onto campus, the student cannot leave without appropriately checking out in the office.

### **Automobile Permit Rules (JGFF)**

It is important for each student to both adhere to the rules and regulations regarding the operation of an automobile on campus. It should also be understood that a student who fails to follow the rules will not be allowed to operate and/or park an automobile on the Nettleton School District campus for a time period to be determined by the school administration. All automobiles must be registered in the principal's office, and students must have parking permit displayed in window of automobile. The rules are intended for the safety of all students of Nettleton School District.

#### **Rules:**

- 1) Anyone driving an automobile on campus must have a driver's license and proof of insurance.
- 2) The speed limit on campus is 10 miles per hour.
- 3) Students should not enter the campus until they are ready to park for the day.
  - a. Riding around on campus will not be tolerated.
  - b. Picking up another student and leaving campus is not permitted.
  - c. Students should arrive no earlier than 7:20 a.m.
  - d. Sitting in cars and loitering is not permitted.
- 4) Students are not allowed to go to their cars unless they are leaving or have permission from administration.

- 5) Students are not allowed to leave campus unless properly checked out through the office.
  - 6) Students should not park or drive on the lawns or drive cars on concrete walkways.
  - 7) Students are prohibited from operation their automobile in a dangerous manner.
  - 8) No loud music is to be played when vehicle is on school grounds. (driving privileges will be suspended for violation)
  - 9) All vehicles must be parked in marked parking spaces only. Illegally parked vehicles are subject to loss of driving privileges
- 1<sup>st</sup> violation – Warning
  - 2<sup>nd</sup> violation – Loss of driving privileges for 5 days
  - 3<sup>rd</sup> violation - Loss of driving privileges for 10 days
  - 4<sup>th</sup> violation – Loss of driving privileges for the remainder of the school year.

**See last page of handbook for Automobile Permission Form**

### **Transportation to Monroe County Vocational and Advanced Learning Center**

The Nettleton School District will provide transportation for students to attend the Monroe County Vocational Center and the Monroe County Advanced Learning Center. The safety of our students is a priority of the district.

Students who attend classes at the Monroe County Vo-Tech or Advanced Learning Center will ride the bus to and from their home school. Students are not authorized to drive vehicles to the Vocational Center or Advanced Learning Center unless approved by the principal and the director of the Center. Cars must be parked only in areas designated for students.

A limited number of permits will be issued at each center on a case-by-case basis. The driving of an automobile to the vocational center/ALC is a privilege, not a right, and can be lost. Failure to park in the designated areas and improper operation of the automobile will result in disciplinary action and the loss of this privilege.

Students with valid driver license and proof of insurance may travel to and from the MCSD Vocational Center and ALC in private vehicles with a signed NSD district parent permission form.

Permission-To-Drive forms must have the proper signatures and be on file at the Nettleton High School with a copy sent to the MCSD Vocational Center and/or ALC.

Students may transport other NSD students or be transported by an NSD student only with proper permission/waiver from parents of the driver and rider as well as the principal.

Students are expected to leave and arrive at the proper designated times.

Should students choose to abuse the privilege of driving to either of the centers by driving in an unsafe manner or not adhering to district regulations, the district reserves the right to revoke these driving privileges.

Permission form should be obtained in the High School Office.

## Tardy Discipline Ladder

1st tardy – warning / parent conference  
2nd tardy – warning / parent conference  
3rd tardy – 1 Day of ISD  
4th tardy – 2 Days of ISD

\*Tardy records are kept in each classroom and are only cumulative for that class. All prior tardies are erased at the end of each semester.

## Check-Out Policy

Students will not be allowed to leave campus unless (1) a member of the administrative staff or his/her designee has made contact with a parent/guardian or emergency contact by phone or in person. Only two checkouts by phone call are allowed per semester. After the second phone call the Parent or Guardian must come to the school and check the student out in person. Exception: student can provide a doctor's appointment card. Once permission is granted to leave, the student must sign out. Failure to follow any part of this check-out procedure will result in disciplinary action outlined by the discipline ladder.

## Early Leave Policy (Policy JOAB)

Seniors who begin the fall semester of their senior year with a minimum of 18 Carnegie units will be eligible for early release after completing a daily class schedule. Before you have permission to leave early, you must complete and return an "Early Leave Policy Acceptance Form". This form is located in the back of the Student Handbook. Once this form is returned and approved, students who have early leave are authorized to leave campus early after their classes are over. Failure to do any part of this procedure will result in disciplinary action ("leaving the school premises without properly checking out", steps 4-5 on the discipline ladder). **Please remember that early leave is a privilege, not a right. Loss of early leave privileges may occur for the following reasons: (1) excessive absences, (2) excessive tardies, or (3) is not on track to graduate.**

**Students who lose Early Leave Privilege will be re-assigned to a class or classes to audit and obtain additional academic help. Attendance will be taken.**

**Note: Beginning with 2018-2019 ninth graders, senior early release privileges will only be granted if students meet ACT or Essential course requirements as set by the Mississippi Department of Education. (Reference graduation diplomas for nine graders beginning 2018-2019)**

## Schedule Changes/Dropping Classes

During pre-registration, students are counseled on their scheduling options. This is done to prevent conflicts in the needs of each student and to establish how many sections of each class is needed. For this reason, **no schedules are changed after the first three days of school** unless the decision is necessary to fulfill IEP, TST, or disciplinary considerations. Only the principal may approve schedule changes, and no student will be allowed to drop a course just because he/she doesn't like the class.

## Class Changes

The teacher, not the bell, dismisses the class. Students shall not run or congregate in the hallways. To avoid endangering other students or impeding the flow of traffic, students should always stay to the right when traveling the hallways.

## Correspondence/Online Courses (IDCH)

Should a student wish to participate in online coursework through MS Virtual Public School, or other programs approved by Mississippi Department of Education, the following provisions are made. After communication

between the principal, counselor, subject area teacher, parent, and student has occurred, the school staff shall have the authority to extend the privilege of this online coursework to the students should the staff feel these course would be of an educational benefit.

Students will be allowed to take two online courses during their high school career toward graduation.

All Courses must meet approval of MDE and prior approval must be granted by the school principal.

State tested courses may not be taken online for initial credit.

Students will be responsible for any cost associated with online classes.

Courses will not be included in calculations for valedictorian or Salutatorian if they are weighted courses.

### **Credit Recovery**

Students, who have failed a course in High School, are eligible for Credit Recovery which is an online institution. Restriction that applies: if a student fails a course that is State tested and they fail the State Test, They must re-take the class in the regular classroom and they are not eligible for Credit Recovery.

### **High School Classification**

Sophomore	must have passed six credits
Junior	must have passed twelve credits
Senior	must have passed eighteen credits and passed English I & II

\*The placement of ninth grade students in Intro to Biology, Biology I, Foundations of Algebra, and Algebra I will be based on placement tests administered to all eighth graders in the spring of their eighth grade year and their seventh and eighth grade state assessment scores.

## **SECTION 2**

### **Grading System (7-12)**

90--100+	A
80--89	B
70--79	C
65--69	D
64 and below	F

### **Exemptions**

#### **Grades 9-12**

Students with a 75 -89 average in a specific course with no more than two (2) absences from that specific class may be exempt from the final exam. Students with a 90 or above final average may be exempt with more than two (2) absences from that specific class, not to exceed 10 days. All students enrolled in these classes will take 9 week's exams at the end of the 1<sup>st</sup>, and 3<sup>rd</sup> nine weeks and a semester exam at the end of the 1<sup>st</sup> semester. Grades for all exemption purposes will be determined on the last regular school day before exams begin.

#### **Semester courses 9-12**

Students with a 75 -89 average in a specific course with no more than one (1) absence from that specific class may be exempt from the final exam. Students with a 90 or above final average may be exempt with more than one (1) absence from that specific class, not to exceed 5



All students enrolled in 1 semester classes will take mid-term exams at the end of the first 9 weeks. Grades for all exemption purposes will be determined on the last regular school day before exams begin.

**Excused absences for students exempt from final exams**

In specific courses where students qualify for exemptions from the final exam, excused absences will be given during and following said final exam. The parent/guardian must complete an exam exemption form prior to exams for the absence to be excused. This will not count as any of the allotted five parent notes.

**Any student who has been placed in Alternative School will not be allowed to be exempt.**

**Graduation Policy**

Any student who completes the minimum Graduation Requirements of the chosen Graduation Pathway as specified in this handbook and has achieved a passing score on each required high school exit exam and required state assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

**Graduation Requirements (IHF) for 2018-2019 10-12 grade students**

Any student who completes the minimum graduation requirements as specified in this handbook and has achieved a passing score on each required high school exit exam is eligible to receive a high school diploma.

If a student wishes to participate in the graduation ceremony, they must attend graduation practice.

<b>Curriculum Area</b>	<b>Carnegie Units</b>	<b>Required Subjects</b>
English	4	English I, II
Mathematics	4 <sup>1</sup>	Algebra I (1)
Science	4 <sup>2</sup>	Biology
Social Studies	4	World History (1) U.S. History (1) U.S. Government (1/2) Mississippi Studies (1/2)
Health and P.E.	1	Comprehensive Health (1/2) P.E.(1/2) or Family and Individual Health (1/2)
Business and Technology	1	Computer Discovery (1) or Keyboarding (1/2) and Computer Applications (1/2)
The Arts	1	Any approved 500.00 course or completion of the two-year course sequence for Computer Graphics Technology I and II
Electives	5	
<b>TOTAL</b>	<b>24</b>	

<sup>1</sup>Two of the four math courses must be higher than Algebra I.

<sup>2</sup>One unit may be in Introduction to Agra-science, Concepts or Agra-science, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment.

Two of the four units may be in the following courses if the student completes the two-course sequence: Agriscience I & II, Allied Health I & II, Aquaculture I & II, Forestry I & II, Horticulture I & II, Plastics and Polymer Science I & II, or Technology Applications I & II.

Two of the four units may also be earned by completion of the following three course sequence: one unit in Concepts of Agriscience; one unit in

Science of Agricultural Animals, Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and

One course must be a lab-based physical science. The allowable lab-based courses are as follows: Physical Science, Chemistry, or Physics.

### Opt-Out Standards

The Nettleton School District does hereby establish a “Opt-out” policy for the students in the graduating class of 2015 and forward which will be aligned with the State Policy on Optional Graduation Pathways. This is policy will allow students to select from the following non-traditional pathway options:

Career Pathway Options- 21 Credits Minimum-- State Board Option

District Option-21 Credits Minimum -- Local district option

Any student who opts out of the Traditional Pathway will be required to complete the graduation requirements as specified in each Pathway. The purpose of the Opt-Out policy is to offer Nettleton School District the flexibility to help individual students with educational needs that cannot be met through the traditional requirements established for graduation (as found in Appendix A-2 of the MS State Accountability Manual). Process for substituting recommended 24 Carnegie Unit graduation requirements with the District Opt-Out graduation requirements:

- The parent/guardian must file and sign a written request with the building principal
- The student must be, at minimum, entering his/her second semester of the Junior year
- The principal, counselor, classroom teacher, parents/guardian, and student must agree and sign the opt-out agreement
- The school, student, and parent/guardian are encouraged to jointly develop an individual career plan
- The student may not directly enter most four-year state-assisted colleges, however the student may enter most community colleges (if other prerequisites are met)
- The student must meet all policies for Subject Area Testing as set by the Mississippi Department of Education and the Nettleton School District

## Mississippi High School Graduation Pathways

### Career Pathway Option\*

**21 Credits\*\*\***

Graduation Requirements

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
3 Credits of Math	3	Algebra I
3 Credits of Science	3	Biology I
3 Credits of Social Studies	3	1 U.S. History 0.5 U.S Government 0.5 Mississippi Studies
0.5 Credit of Health/ Education	.5	0.5 Comprehensive Health/Physical or 0.5 Physical Education
Integrated Technology	1	Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding
Career and Technical Education Electives	4	From Student’s Program of Study
Electives	2.5	

**District Option\*\***  
**21 Credits Minimum**  
 Graduation  
 Requirements

<b>Curriculum Area</b>	<b>Carnegie Units</b>	<b>Required Subjects</b>
English	4	English I, English II
Math	4	Algebra I
Science	3	Biology I
Social Studies	3	U.S. History World History
		0.5 U.S Government
		0.5 Mississippi Studies
Health	.5	0.5 Comprehensive Health
Business & Technology	1	Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding
Art	1	
Electives	4.5	

**Individual Success Plan (ISP)**

Each Student is required to have an Individual Success Plan prior to exiting the 7<sup>th</sup> grade. This is a five year career exploration plan that students will revisit and revise every year until graduation.

**Subject Area Tests**

The Subject Area Testing Program (SATP) consists of four academic, end-of-course tests (Algebra I, Biology I, English II, and U.S. History from 1877). A passing score in each of the four subject-area tests is required.

\* Career and Traditional Pathway Options are State Board required.

\*\* District Pathway is a local decision.

\*\*\* The Career Pathway Option is available for all students beginning in 2011-2012

# 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 I</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	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional 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 Work Keys 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

### 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.

## ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English Elements I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math Elements I-III</li> <li>Alternate Algebra Elements</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology Elements</li> <li>Alternate Science Elements II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History Elements (Strands: U.S. History and World History)</li> <li>Alternate Social Studies Elements (Strands: Economics and U.S. Government)</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health Elements</li> </ul>
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)</li> </ul>

Additional Electives	2	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

# 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	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional 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 Work Keys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

## ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet MS IHL college preparatory curriculum (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 and IHL college-ready courses in senior year, or the SAT equivalency sub score).
- 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 academic dual credit course with a C or higher in the course

# DISTINGUISHED ACADEMIC 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 + two (2) additional math courses above Algebra I</li> </ul>
Science	4	<ul style="list-style-type: none"> <li>Biology I + two (2) additional science courses above Biology I</li> </ul>
Social Studies	4	<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	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	8	<ul style="list-style-type: none"> <li>Must meet 2 advanced electives of the CPC requirements for MS IHLs</li> </ul>
<b>Total Units Required</b>	<b>28</b>	

## Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHLPC-recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency sub score.
- 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 academic dual credit course with a B or higher in the course

## SECTION 3

### Recognition of Academic Honors

#### (1) Star Student

The Star Student Award will be awarded to the senior who has the highest ACT. To be eligible for this award, the student must have taken the ACT by the last testing date in December.

#### (2) Hall of Fame, Valedictorian, and Salutatorian

A student must complete the following courses in order to be eligible for Hall of Fame, Valedictorian, or Salutatorian:

**4 credits of English\*** - English I, II, III, and IV, or any approved AP Secondary English Course, or any approved Dual Credit English Course.

**4 credits of Math\*** - Algebra I, Algebra II, Geometry, Trigonometry(1/2), Pre-Calculus(1/2), Calculus, or any approved AP Secondary Math Course, or approved Dual Credit Math Course.

**4 credits of Science\*** - Biology I and 3 additional science courses. At least one additional science course must be Chemistry, Physics, any approved AP Secondary Science Course, or any approved Dual Credit Science Course. Two of the science courses must be Lab-based.

**4 credits of Social Studies\*** - Mississippi Studies(1/2), Geography(1/2), World History, U.S. History, U.S Government(1/2), Economics(1/2), any approved AP Secondary Social Studies Course, and any Dual Credit Social Studies Course.

**1 credit of technology**

**½ credit of Health**

**1 credit of Art**

- Students may earn additional credits in each area of study
-

### **Weighted Courses (GPA and QPA) – Advanced Placement (AP), Dual Credit**

**GPA** – (numerical average)- Students who elect to take any Advanced Placement (AP) course or any Dual Credit course will have his/her grade in those courses weighted with a 1.05 for GPA. In addition to AP and Dual Credit Courses, students that take Calculus and/or Physics will also have his/her grades weighted with a 1.05 for those courses.

**GPA** is the numerical average of **all** credit courses earned toward graduation.

**Valedictorian** is the senior with the highest GPA

**Salutatorian** is the student with second highest GPA

**Hall of Fame Students** are seniors who meet the above criteria and have an overall 92 numeric average or better.

Hall of Fame, Valedictorian, and Salutatorian will be decided at the end of the 3<sup>rd</sup> nine weeks of the graduating class' senior year.

#### **Students graduating ahead of their cohort (Policy IFG)**

Any student who graduates ahead of their original cohort (class), may share the honor of Valedictorian or Salutatorian with the new cohort (class) if they have meet all requirements for Valedictorian and Salutatorian and his/her GPA is the same or higher than the new cohort's (class) Valedictorian or Salutatorian.

A student must attend Nettleton High School three of his/her four years of high school and the entire senior year in order to be eligible for Valedictorian or Salutatorian.

### **(3) Special Honor and Honor Graduates**

Special honor graduates are seniors who have earned A's in all classes throughout their high school career. Honor graduates are seniors who have earned all A's and B's throughout their high school career.

### **(4) Honor Roll**

Honor roll will be recognized each nine weeks to those students who maintain an all A's (Superintendent's List), or an all A/B average (Principal's List) in all courses.

### **(5) Subject Area Award**

Subject area awards are given to the student with the highest overall numeric average in a given class.

**(6)** The Balfour award is based on achievement, leadership and attitude. It must be a senior selected by the faculty. The process will include nominations from teachers with a final vote by teachers.

**(7)** The Citizenship awards must be 1 male senior and 1 female senior chosen by the faculty based on their citizenship at school. The process will include nominations from teachers with a final vote by teachers.

## **Other Student Recognition**

Teachers and administrators will monitor all voting.

Currently in Good Disciplinary Standing is defined as from the beginning of school through the nomination and election process of office or position.

Discipline for tardies has not been considered when determining qualification for nominations for offices or positions

### **(1) Class Officer Elections and Student Council:**

In grades 7-12, there will be annual elections in each grade for class officers in the following categories: President, Vice-President, Secretary/Treasurer and Reporter. Each grade will elect one person for each of the above categories as that grade level's class officers. Candidates must meet the criteria listed below. Elections will be held with only members of each grade level being able to vote for their class officers. The winning candidate will be the student with the most votes. There will be no run-offs.

#### **Criteria for class officer:**

- A student may run for only one office per year.
- The student must submit an application with 10 signatures from students in the same grade level.
- The student must have attended the Nettleton School District the previous school year for both semesters.
- The student must have passed all subjects taken the previous year at the end of the last semester.
- The student must have a cumulative 3.0 GPA for his/her career at the school.
- The student must currently be in good disciplinary standing.
- The student must not be currently referred to the truancy officer.

### **(2) Class Favorite Elections:**

In grades 7-12, there will be annual elections in each grade for class favorites. There shall be a male and a female elected as class favorites for each grade. Candidates must meet the criteria listed below. Elections will be held with only members of each grade level being able to vote for their class favorites. The winning candidates will be the male student with the most votes and the female student with the most votes. There will be no run-offs.

#### **Criteria for class favorite:**

- The student must have attended the Nettleton School District the previous school year for both semesters.
- The student must have passed all subjects taken the previous year by the end of the last semester.
- The student must have a cumulative 2.0 GPA for his/her high school career.
- The student must currently be in good disciplinary standing.
- The student must not be currently referred to the truancy officer.

### **(3) Homecoming Court Elections**

In grades 9-11, each student will nominate two girls from their class. Each grade will vote on the top ten nominees so that each grade 9-11 has two girls on the homecoming court.

Each student in the 12th grade will nominate four girls from the senior class. Candidates must meet the



criteria listed below. The 12th grade will then vote from , the top 20 nominees and the six girls with the most votes will be on the homecoming court and will be the nominees for the homecoming queen- All of grades 9-12 will then vote from this slate of six girls. The girl with the most votes will be declared the homecoming queen during the homecoming celebration. The other five girls will be senior maids.

**Criteria for Homecoming Court:**

- The student must have attended the Nettleton School District the previous school year for both semesters.
- The student must have passed all subjects taken the previous year by the end of the last semester.
- The student must have a cumulative 2.0 GPA.
- The student must currently be in good disciplinary standing.
- The student must not be currently referred to the truancy officer.

**(4) Beta Club**

- All students who meet the GPA requirement (90 overall average) will receive an application for admission into Beta Club after the first semester of their 10th grade year. The application must be completed and returned by due date specified by club sponsors. (Drivers' Education, Physical Education, and Band are not included in the overall average calculations.)
- Throughout each following school year, all members must maintain an overall 90 average, as well as good standing in behavior/attendance. We will check progress at the end of each school year; any members who do not meet grade requirements will be removed from the club. To be reinstated, a student must maintain the required averages for two consecutive semesters.

**(5) Mr. And Miss NHS**

In grades 9-12, there will be annual elections for Mr. and Miss Nettleton High School from the 12th grade class only. There shall be a female student elected as Miss Nettleton High School from the 12th grade, and there shall be a male student elected as Mr. Nettleton High School from the 12th grade. However, all students in grades 9-12 will be allowed to vote for these positions. Candidates must meet the criteria listed below. The winning candidate for Miss Nettleton High School will be the female student with the most votes, and the winning candidate for Mr. Nettleton High School will be the male student with the most votes. There will be no run-offs.

**Criteria for Mr. and Miss Nettleton High School:**

- The student must be a senior.
- The student must have attended the Nettleton School District the previous school year for both semesters.
- The student must have passed all subjects taken the previous year by the end of the last semester.
- The student must have a cumulative 2.0 GPA for his / her high school career.
- The student must currently be in good disciplinary standing.
- The student must not be currently referred to the truancy office.

**(6) Tiger Girl and Boy**

The head coaches of each sport will choose the Tiger Award. Coaches of girls' sports will nominate one student each, and coaches of boys' sports will nominate one student each. The following criteria will be used to determine the winners:

- The disciplinary committee must approve all nominations.
- Five points will be given for each sport participated in from grades 10-12.  
A maximum of thirty points may be given. If an injury occurs and the athlete is unable to participate, he/she may be given credit for the sport if he/she continues to attend and make himself/herself available.
- Girls' sports are power lifting, bowling, tennis, softball, basketball, track, golf, archery and cheerleading, and soccer.
- Boys' sports are tennis, baseball, basketball, bowling, football, power lifting, golf, archery and track, and soccer.
- Each student will be ranked by grade point average. The highest will receive twenty-five points, the next highest twenty points, the next highest fifteen points, etc.

The student with the most points will be the winner.

**Club Meetings**

Class, club, athletic meetings shall not be held unless the sponsor or coach is present. These meetings are to be scheduled so that instructional time is not compromised.

**DISCIPLINE (Grades 9-12)**

The disciplining of students may take several forms. Examples of these forms are corporal punishment (excluding IEP and 504) (, detention, in-school detention, out-of-school suspension, alternative school placement, and expulsion. **All Nettleton School District administrators and teachers have the authority to correct and discipline any Nettleton School District student anywhere at school or any school-sponsored activity if the student's behavior is out of order.** Students are to be respectful to staff members at all times, and disrespect of staff members will not be tolerated.

**SECTION 4**

**Forms of Discipline**

- **Detention** –Break/recess detention, may be assigned by teacher.
- **Principal Warning** –Warning
- **Corporal Punishment** – paddling
- **In-School Detention** – This form of punishment consists of a student being suspended from class and placed in a controlled environment on campus. basic ISD guidelines are as follows:
  1. Students will not sleep, talk, or pass notes, etc. during ISD. Only one warning will be given for misbehavior. If misbehavior continues after the warning, a student may be assigned an additional day.
  2. While in ISD, a student may not attend or participate in any school activities until the following day after all ISD is complete. Any ISD student who attempts to attend any school-related function or returns to campus after school hours may be arrested for trespassing and will be subject to additional time in ISD, out-of-school suspension, or alternative school placement.
  3. Students will collect their work from each teacher each day that they are in ISD before reporting to ISD.

• **Out-of-School Suspension** – This form of punishment consists of a student not being allowed to attend school or participate in any school activities for a set period of time.

1. All time missed during OSS will be counted as unexcused absences.
2. While serving OSS, a student may not attend or participate in any school activities until the following day after all OSS is complete. Any OSS student who attempts to attend any school-related function or returns to campus after school hours may be arrested for trespassing and will be subject to additional OSS or alternative school placement.

**Alternative School** – The alternative school is an environment in which the student will be isolated from all other students. It will be used in the place of long term suspension and/or expulsion when possible. Basic alternative school guidelines are as follows:

1. While in alternative school, a student may not attend or participate in any school activities until the following day after the Alternative School assignment is complete. Any alternative school student who attempts to attend any school-related function or returns to campus after school hours will be subject to additional time in the alternative school and may be arrested for trespassing.
2. Alternative school may be assigned to a student who exceeds step seven on the discipline ladder or for more severe offenses.
3. Alternative school assignment will be recommended by the building principal and either approved or rejected by the Alternative school committee consisting of 3 other administrators.

### **Discipline Ladder**

An administrator has the discretion of choosing whatever step is available according to the behavior and does not have to select the lowest step. Consistent application will be administered with administrative professional judgment.

- |          |  |
|----------|--|
| Step 1 – | Warning  |
| Step 2 – | Contact with parent/guardian (written or verbal) Corporal punishment or<br>1 day of ISD<br>Removal from ladder if not referred to office for 5 school days     |
| Step 3 – | Contact with parent/guardian (written or verbal) Corporal punishment<br>or 1- 3 days of ISD<br>Removal from ladder if not referred to office for 8 school days |
| Step 4 – | Contact with parent/guardian (written or verbal)<br>3-5 days ISD<br>Removal from ladder if not referred to office for 10 school days                           |
| Step 5 – | Contact with parent/guardian (written or verbal)<br>3-10 days ISD<br>Removal from ladder if not referred to office for 15 school days                          |
| Step 6 – | Contact with parent/guardian (written or verbal)<br>1-5 days OSS<br>Removal from ladder if not referred to office for 20 school days                           |

- Step 7 – Contact with parent/guardian (written or verbal)  
5-10 days OSS  
Administration may recommend alternative school or expulsion  
Removal from ladder if not referred to office for 25 school days
- Step 8 – Contact with parent/guardian (written or verbal)  
Alternative school placement, Administration may recommend  
expulsion  
Removal from ladder if not referred to office for 30 school days

Disruption to school or classroom environment 2-6
Assault on faculty or staff 8
Assault on Student 6-8
Attempting to forge, deceive, or otherwise misrepresent the truth 1-3
Continued disobedience of school personnel 2-6
Defacing, Destruction, or Damage of School Property 3-6 plus restitution
Dress Code Violation 1-5
Failure to Report to Class 3-5
Gang related symbols, clothing, etc...1-5
Harassing, intimidation, threatening, or bullying others (This will be on NSD property, at NSD events on and off campus and possible cyber bullying by texting, social network, etc... 4-8
Immoral or vicious act 2-7
Improper use of district technology resources 4-5
Intentional disrespect toward school personnel 4-6
Leaving Class Without Permission 3-5
Leaving the school premises without properly checking out 4-5
Other misbehavior as designated by school administration 1-8
Participation in a fight while under school supervision 5-8
Participation in a verbal or minor physical altercation 3-7
Possession, distribution, or sharing of obscene literature 3-5
Possession of dangerous items (including pocket knives) 6-8
Profanity or vulgarity, including gestures 3-5
Profanity or vulgarity, including gestures, directed at staff 7-8
Refusal of discipline 6-8
Repeated violation of school rules 2-7
Second Fight 8
Sexual Harassment 4-7
Sexual Misconduct 5-8
Stealing 4-7

Use or attempted use of dangerous objects/weapons 7-8
Use, sale, transfer, or possession of drugs 8
Use, sale, transfer, or possession of alcohol 8
Use or possession of any tobacco products 1-3

\*\* Use or possession of electronic vaporizing device/synthetic substance 1<sup>st</sup> offense – 3days OSS, 2<sup>nd</sup> offense – 5 days OSS, 3<sup>rd</sup> offense – Recommendation for Alternative School.

# Nettleton School District's Special Services

## Administration and Office Staff

**Phone: (662)963-3395**

**Fax: (662)963-7405**

**Dr. Pasteia Garth**

**Director**

**Dr. Tracy Colburn**

**Speech Therapist & Case Manager**

**Jeanette Garner**

**Secretary**

### Teacher Support Team

The Nettleton School District has a teacher support team (TST) at each school in the district. The function of TST is to ensure that students are provided the maximum opportunity to be successful in the regular education program. The members of the TST provide instructional support for classroom teachers and remedial assistance for students in order to resolve issues related to student achievement. If a child is experiencing learning difficulties, the parent may contact the building principal and/or Teacher Support Team (TST) Chairperson to learn about the District's overall general education referral or screening system for support services.

### General Education Screeners

- **Speech, Language, Voice, and Fluency Disorder Screening**

The Nettleton School District ensures that students will be screened for articulation, language, voice, and fluency disorders before the end of Grade 1. If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. The school district, at its discretion, will perform a comprehensive speech-language evaluation with parental permission.

If a parent or legal guardian of a student who fails the speech-language screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by a 215 endorsed speech-language pathologist. The subsequent evaluation obtained by the parents shall be considered by the school district for eligibility in the area of speech-language in accordance with the procedures mandated by the Federal Individuals with Disabilities Education Act (IDEA).

A parent or legal guardian may provide written notification to the local school district opting out of the mandatory screening provided by the district. The provisions of this section shall not apply to homeschooled students.

- **Dyslexia Screening (IEBA)**

Students enrolling in public schools in Mississippi shall be screened for dyslexia during the period between the Spring of kindergarten and the Fall of grade 1 and other appropriate times as deemed necessary (House Bill 1031). Parents will be notified of screening results, and if the student is identified as “at risk,” the student will receive Orton-Gillingham based interventions.

### **CHILD FIND**

The Nettleton School District is participating in an ongoing state-wide effort to identify, locate, and evaluate children birth through twenty-one who have a physical, mental, communicative, and/or emotional disability. Early identification of children in need of special educational services is most important to each child. It is the goal of the campaign to identify, locate, if needed, evaluate all children with disabilities in our school district. This includes children attending private schools, home schools, highly mobile children (such as migrant and homeless), wards of the State, those children who are suspected of having a disability and who are in need of special education services even though they may be advancing grade to grade. Please refer individuals twenty-one years of age or younger who may have a disability to the Special Services Director, who is the Child Find Contact Person for the Nettleton School District.

If the individual is determined to be in need of special education and eligible for services, parents/guardians will be contacted to provide written consent for inception of these services. An IEP team (sped teacher, general education teacher, parent, agency rep, and support staff ) will collaborate to develop an Individualized Education Plan (IEP) unique to the specific needs of the individual.

### **Annual IEP/Reevaluation**

The Nettleton School District currently offers special education services implemented by certified special education staff at each of the school sites in the district. Services are provided to students based on their unique needs as outlined in their IEP. Though IEP’s are reviewed/ revised annually, persons who are part of the IEP team may request additional meetings to review or revise throughout the year based on student’s progress and/or needs.

All individuals receiving special education services are reevaluated every three years to ensure eligibility criteria are still met.

### **Special Services**

The Nettleton School District is committed to providing all students with disabilities a free and appropriate education in their least restrictive environment in compliance with all statutory provisions. A primary objective of this commitment is to provide the most appropriate education for each student without infringing on other students’ rights to a profitable learning environment. A continuum of placement options that extends from regular classroom placement with consultative services to homebound services embodies the district’s commitment to appropriately serve students.

Students with disabilities and their parent/guardian will be given the option of the student working toward a certificate, an occupational diploma, or a regular diploma at the IEP meeting prior to the student entering ninth grade. The decision may be reversed at a later IEP meeting if needed.

### **Section 504**

The Rehabilitation Act of 1973, commonly known in the schools as "SECTION 504," is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in or receive benefits from, programs receiving federal financial assistance. In the public schools, specifically, Section 504 applies to ensure that eligible disabled students are provided with educational benefits equal to those provided to non-disabled students.

The Nettleton School District Section 504 coordinator is responsible for following the procedures and requirements for identifying and providing educational and related services to those students who have disabilities but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). Student concerns may be referred to the Section 504 coordinator by both school staff and parents. Such concerns will first be addressed through a referral to the campus Teacher Support Team (TST). If you have questions or would like more information, please contact your child's administrator and/or the 504 Coordinator. The 504 Coordinator may be reached at 963-3395.

### **Gifted Program (IDE)**

#### **(1) Types of Gifted Programs Available**

The Quasar program is an intellectually gifted program that serves gifted students in grades 2-8 district wide. Students qualify for the program by being identified as intellectually gifted (a full scale IQ on an individually administered test at or above the 91<sup>st</sup> percentile). Each student will receive 5 hours of instruction per week by a teacher certified in gifted education.

#### **(2) Identification Procedures for Quasar**

The district makes every attempt to identify all gifted students. A mass screening instrument is used on all 1st grade students. Referral of students can come via mass screening, teacher referral, parent referral, student referral, or self referral. The district strives to identify potentially disadvantaged students and twice-exceptional students.

Nettleton School District  
**FERPA**  
Annual Notification  
Ref. Policy JRAA and JRAB

### **ANNUAL NOTIFICATION**

At the beginning of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given to parents under the FERPA and this policy shall transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

### LOCATIONS OF EDUCATION RECORDS

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Record	School Office	Building Principal
Cumulative Records (former student)	School Office	Building Principal
Health Records	School Office	Building Principal
School Transportation Records	School Office	Building Principal
Speech Therapy Records	School Office	Building Principal
Psychological Records	School Office	Building Principal

### PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes. The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.



## DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (*NOTE: A district may designate all, some, or none of this information as directory information.*)

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the principal) of any or all of the items they refuse to permit the district to designate as directory information about the student.

## STUDENT RECRUITMENT

As authorized under the National Defense Authorization Act for Fiscal Year 2001, public schools are required to provide the military with the same access to secondary school students and directory information about such students as it provided to post-secondary institutions and prospective employers, unless the school board formally adopts a policy that restricts or denies access to such information by military recruiters. This school board adopts the following to address this issue.

The Nettleton School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the United States armed forces and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

If you have any questions, please contact your school principal.

**Parental Involvement**  
**Ref: Policy LA**  
**Cross Ref: Policy LAA, LAB**

This school board reaffirms the school district's strong commitment to the role of parents in their children's education and to effective, comprehensive parental involvement. In this policy, "parent" is intended to include parents, guardians, and other family members involved in supervising the child's schooling. Parental/family involvement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment.

Schools and families will work together to ensure that the educational process includes quality learning at home, in school, and in the community.

The district objectives and strategies related to enhancing parental involvement are outlined as follows:

- To involve parents in the joint development of a plan and process of school review and improvement**
  - Involve parent representatives in the planning process for creating the School Wide Plans and the Consolidated Federal Programs Application
  - Ensure that each school planning committee involves parent representation
  
- To provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities and programs**
  - Require each school to develop/revise an annual school-level parental involvement plan which describes specific activities or strategies to be conducted throughout the current school year
  - At the beginning of each school year, allocate appropriate federal funds to each school for activities and/or publications related to required and optional parent involvement strategies
  - On an annual basis, plan and provide professional development related to effective parent involvement strategies for administrators, faculty and staff
  
- To build the schools' and parents' capacity for strong parental involvement through an open and positive working environment**
  - Assist schools in determining, planning and promoting parent involvement activities for each school year based on the District Parental Involvement Policy
  - Provide public notice to parents of district-wide events
  - Actively support school-level events and activities
  - Parents will be invited to participate in Kindergarten registration/orientation, Open House, and other parent involvement activities provided by each school.
  
- To consistently and effectively communicate (including alternate language**

**formats) with parents concerning (but not limited to) the following issues: state and local academic content and achievement standards as well as academic assessment requirements; federal, state, and local programs that directly involve student involvement and benefit**

- Provide schools with guidance and resources to target the aforementioned topics through publications, speakers, public announcements, etc.
  
- ❑ **To provide materials and training on how to improve achievement and monitor progress as well as how to understand assessments and curriculum**
  
- Provide schools with guidance and resources to target helping parents to improve student achievement and monitor student progress through workshops, publications, speakers, public announcements, etc.
  
- ❑ **To conduct evaluations of the effectiveness of the parental involvement policy and to use the results of the annual evaluation to design strategies for school improvement and, if necessary, for revising the policies**
  
- conduct a meeting/survey or other method to solicit school and parent feedback in reviewing and revising the District Parental Involvement Policy
- Ensure schools conduct an evaluation process to review effectiveness of planned events
- Provide parents and students with the opportunity to develop/revise School Compacts.
  
- ❑ **To provide parents, upon request, with the qualifications of teachers and/or paraprofessionals that directly offer instruction to their child(ren)**
  
- Provide schools with guidance and resources to address the request for teacher and paraprofessional qualifications
  
- ❑ **To provide parents with notification of any non-qualified teacher that must provide instruction to students for a period of four (4) or more consecutive weeks**
  
- Provide schools with guidance and resources to provide parents with the notification for extended leave of certified staff

\*It is the intention of the district and schools through the Parental Involvement Policy/Plan to assist parents in facilitating the highest possible learning standards for their student(s) as well as assist parents in forming supportive working relations with administrators, teachers, and other school staff.

\*\*Individual school activities for parental involvement are coordinated and implemented according to the above outlined district policies/objectives. Each school is required to

develop/revise an annual school-level parental involvement plan in which will describe such specified activities and consequently evaluate the effectiveness of the activities.

\*\*\*The Parental Involvement Policy will be reviewed each year to offer parents an opportunity to provide input concerning issues and activities of the district-wide policy as well as school level activities.

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

### **Ref: Policy JQN**

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students.

The superintendent or designee will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

## **DEFINITIONS**

For the purposes of this policy, children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to being placed in an institution, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is living in a transitional or emergency shelter.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for human habitation.
6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
7. A child who is placed in a state institution because s/he has no other place to live.
8. A child who has been abandoned by his/her family and is staying in a hospital.
9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, or other inadequate accommodations.
10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

### **IDENTIFICATION**

In collaboration with school personnel and community organizations, the local liaison will identify children and youth in transition in the district. The local liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the local liaison.

### **SERVICES TO BE PROVIDED**

1. Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.
2. The placement of an eligible homeless child or youth will be made according to Policy JBCCA Assignment of Pupils, and will take into consideration the best interests of the homeless child or youth and placement requests made by a parent.
3. The choice of placement in either the "school of origin" or the school serving the "place of abode" will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).
4. Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services; compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.

5. Any and all records ordinarily kept by this school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special services and programs shall be kept on homeless children and youth and shall be forwarded in a timely fashion should a child or youth enter a new school or school district; and in a manner consistent with S1232g of Title 20.
6. Should this school district receive assistance un S11432 of the Act, it shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families.
7. Should this school district receive assistance under S11432 of the Act, it shall designate a homelessness liaison to insure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.
8. The homelessness liaison shall inform school personnel, service providers and advocates working with homeless families of the duties of the liaison.
9. This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs 2, 3 and 4 above.
10. In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.
11. Disputes which may arise regarding the assignment of a homeless child or youth will be promptly resolved according to the provisions of Policy JBCCA Assignment of Pupils. Other issues or disputes will be directed to the attention of the school official responsible for that particular matter for prompt resolution. If this dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to:

Coordinator of the Homeless Program  
Mississippi Department of Education  
P. O. Box 771  
Jackson, MS 39205

LEGAL REF.: McKinney-Vento Homeless Education Assistance Improvements Act of  
2001

CROSS REF.: Policies JAA Equal Educational Opportunities  
JBCCA Assignment of Pupils / IB Instructional Goals

## MIGRANT/IMMIGRANT STUDENTS

The Nettleton School District directs the administration to identify migratory and Immigrant students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant and immigrant students will be enrolled promptly, with exceptions given to certain required enrollment documents, and receive services for which they are eligible. In developing and implementing a program to address the needs of migratory and Immigrant students the district will:

1. Identify **migratory students** based on five criteria as defined by Federal Statutes and assess the educational and related health and social needs of each student.  
“a child -- (1) who is younger than 22, has not graduated from High School, (2) whose parents are **migratory agricultural worker** or a **migratory fisher**; or (3) who, in the preceding 36 months, in order to accompany or join a parent, spouse, or guardian who is a **migratory agricultural worker** or a **migratory fisher** – (4) has **moved** from one school district to another, and (5) employment is principal means of livelihood”\* ....” [emphasis added.]”
2. Provide a full range of services to migrant and immigrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory and immigrant children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
4. Provide parents an opportunity for meaningful participation in the program.

**Immigrant Students** --- defined in section 3301(6) of Title III, refers to individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

### IDENTIFICATION:

The enrolling school principal and counselor in cooperation with MSU Migrant Office will determine the student’s migrant status and notify the District Migrant Coordinator. Students determined to be Migrant or Immigrant will be reported collectively to the Mississippi State Dept. of Education, Office of Innovative Support (Federal Programs). The District Migrant Coordinator will also notify the appropriate state department and request assistance as needed (Migrant Education Program of North Mississippi).

## **ENGLISH LEARNER POLICY**

### **Ref: Policy IK**

#### **LIMITED ENGLISH PROFICIENCY INSTRUCTION**

The Nettleton School District will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary.

#### **DEFINITION**

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. Has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

#### **IDENTIFICATION**

The Nettleton School District English Learner (EL) program identifies students in accordance with state and federal requirements. Students are selected for program services in the following manner:

1. A home language survey (included on the registration form) is administered when the student enrolls and **placed in the cumulative folder.**
2. Proof of residence (unless migrant), proof of vaccination, and proof of age will be secured within a timely manner
3. If the student's native language is other than English and is the dominant language in the home or has sufficient difficulty understanding English, the student will be tested with the state-wide adopted screener test within 30 days of entering school at the beginning of the school year or within 2 weeks of entering school at any other time of the year. The test will be given by the District Test Coordinator.
  - This screener test will determine their language proficiency and the amount of accommodations required.
  - Results will be filed in the students' cumulative folder.
  - The assessment covers speaking, listening, reading, and writing.
4. Once a student is identified as ELL, parents will be notified by the principal or counselor. A meeting will be held by the appropriate staff to form a Language Service Plan (LSP) and obtain parent permission for providing services.
5. Students will be provided age-appropriate ELL services in accordance with the district policy and state guidelines.



6. Students entering the program will take the state-wide adopted English Proficiency Test.
7. An ELL student will be allowed to exit the ELL program based on the required exit criteria as referenced in the approved state guidelines. (4-5 in reading, 4-5 in writing, and 4-5 overall)
8. Once a student receives an exit status, they are required to be monitored for four years.

## **PROGRAM**

The Nettleton School District will use the Structured English Immersion approach. This means that nearly all classroom instruction will be in English with the curriculum and presentation designed for children who are learning the language. The state-wide adopted standards will be utilized to provide a resource guide for the regular education teachers serving EL students. The goal of Nettleton School District is to exit all EL students from the EL program within 5 years of enrollment.

EL students will be provided equal educational opportunities as all other students and provided accommodations based of their LSP.

Copies of EL test results will be kept by District EL Coordinator.

The El program will be reviewed yearly for updates and improvements in serving our EL population.

The district will ensure that EL students are not stigmatized nor segregated on the basis of their status as EL.

### Nettleton School District Automobile Permit Form

By signing this form, I affirm that I have and will follow the rules set forth in the section entitled "Automobile Permit Rules" in the Nettleton School District Student Handbook on page 40. I also affirm that I will operate my vehicle in a safe and respectful manner while on Nettleton School District property. I further understand that I cannot operate a vehicle on district property without signing and returning this form to the school. If found operating a vehicle on district property without having turned in this form within the first three days of school, I understand that I will be subject to disciplinary action (Acts that are detrimental to decency, decorum, or order, step 2-6) on the discipline ladder.

\_\_\_\_\_  
Printed Student Name

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

\_\_\_\_\_  
Date

By completing and signing this form, I affirm that my child has a valid Mississippi driver's license and automobile insurance. I also affirm that my child has my permission to drive to and from school.

\_\_\_\_\_  
Student's driver's license number

Vehicle Tag Number \_\_\_\_\_

Make and model of Vehicle \_\_\_\_\_

\_\_\_\_\_  
Name and address of automobile insurance company

\_\_\_\_\_  
Insurance company phone number

\_\_\_\_\_  
Insurance policy number

\_\_\_\_\_  
Printed Parent/Guardian Name

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

\_\_\_\_\_  
Date

**Nettleton School District  
Early Leave Policy Acceptance Form**

By signing this form, I affirm that I understand the rules and consequences set forth in the section entitled “Early Leave Policy” of the Nettleton School District Student Handbook. I also affirm that I will not abuse this privilege. If I do not remain on track to graduate, have excessive absences, have excessive tardies, or found participating in the early leave program without having turned in this form, I understand that I will be subject to disciplinary action (leaving the school premises without properly checking out, level 4-5 on discipline ladder) and may lose my early leave privilege.

\_\_\_\_\_ Printed  
Student Name

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

\_\_\_\_\_  
Date

By completing and signing this form, I affirm that I have read and understand the rules and consequences set forth in the section entitled “Early Leave Policy” of the Nettleton School District Handbook. I affirm that my child has permission to participate in the early leave program at Nettleton High School. I further understand that based on my child’s conduct, or lack of achievement, this privilege may be revoked by school administration.

\_\_\_\_\_ Printed  
Parent/Guardian Name

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

\_\_\_\_\_  
Current Home Phone Number

\_\_\_\_\_  
Current Cell Phone Number