

North Tippah School District Student Handbook



*Excellence Today,
Success Tomorrow!*

2023-2024

2023-2024 Student Handbook
Board of Education

Jim Jackson, Chairman

Greg James, Secretary

Larry Devore

Ronnie Huddleston

Allen McMillin

SUPERINTENDENT OF EDUCATION

S. Johnson Smith

NORTH TIPPAH PRINCIPALS

Chalybeate Elementary	Janalee Leak	662.223.4311
Falkner Elementary	Beth March	662.837.3947
Falkner High	Brad Pounders	662.837.7892
Walnut Attendance Center	Trey Rolison	662.223.6471

DISTRICT OFFICE STAFF
Phone 662.837.8450

Administrative Assistant	Jenna Mauney
Business Manager	Annette McCoy
Assistant Superintendent	Christy Wilbanks
Director of Exceptional Students Section 504	
Federal Programs Title IX	Emily Eaton
Curriculum Coordinator CTE Director	
	Sunny Roberson
Payroll, Employee Insurance	
	Tina Dowdy
Food Service	



Purpose of the Handbook

This handbook is provided to keep students, parents, teachers, and school administrators informed concerning the rules, regulations, policies, and organization of the district. The handbook deals with most of the activities and programs offered. However, a handbook of this nature cannot be all-inclusive and students/parents are encouraged to contact school officials when questions arise. The personnel of the district hold to the philosophy that all students can be successful when there is a joint, cooperative effort between the school and home. Parents are encouraged to work toward that goal to better ensure the success of the student as he/she progresses through the public education system.

This handbook represents the rules, regulations, and policies of the district. The Board of Education serves as the policy-making body. It is the duty of all teachers and administrators to apply policy. However, it must be remembered that while policy is not inflexible, there is a proper procedure to policy modification, and arbitrary disregard for policy is not acceptable. In many cases, the rules and regulations set forth herein have been abbreviated due to space limitations. Full policy statements are contained in the district's policy manual located at each school and in the district office. The Board's adoption of this handbook makes the rules and regulations included herein policy. The Board of Education reserves the right to amend or delete any and all policies as local conditions and practices may dictate.

The policies presented are current at the time of printing, but we are constantly reviewing and updating policies. Therefore, the Handbook may not always reflect the most current policy. All policies and procedures summarized in this Student Handbook are subject to unilateral change at the sole option and discretion of the NTSD.

***The North Tippah School District will not discriminate against any individual because of race, color, religion, sex, national origin, age, physical or mental handicap or disabled veteran or veteran of the Vietnam Era.*



North Tippah SCHOOL DISTRICT

23/24 ACADEMIC CALENDAR

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

August 23						
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September 23						
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October 23						
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November 23						
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December 23						
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31						

January 24						
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February 24						
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March 24						
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31						

April 24						
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May 24						
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June 24						
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July 24						
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August 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teacher PD Days
 Teachers First Day -
 July 25, 2023
 Teachers Last Day -
 May 21, 2024
 Students First Day -
 July 31, 2023
 Students Last Day -
 May 21, 2024

- 1st 9 weeks
- 2nd 9 weeks
- 3rd 9 weeks
- 4th 9 weeks
- Holiday

Students - 180 days
 December 19th - 60% day
 May 21st - 60% day



www.northtippah.org

ADMISSION

The school board believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district's instructional program. The school board thus directs the superintendent to develop administrative regulations governing tardiness and absences (excused and unexcused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administration regulations and any future changes to such administrative regulations shall be approved by the school board before implementation.

Required Documents for Enrollment

1. Certified Birth Certificate
2. Immunization record from Health Department on required form*. **“Online forms can be printed by Parent/Guardian now” Mississippi law requires all students to be immunized prior to enrolling in school.**
3. 2 proof of residence
4. A release each year for those who are attending from a neighboring district.

All students who are currently enrolled or wish to enroll in the North Tippah School District must provide two current proofs of residency. The term residence, for school attendance purposes, means the legal residence of the student's custodial parent or legal guardian unless the student is classified as homeless. The office of the State Auditor mandates residency requirements and these documents must be on file before a child is officially enrolled in the North Tippah School District. The parent or legal guardian of a student seeking to enroll must provide this information before being enrolled in the

North Tippah School District and can do so with two of the following proofs:

1. Filed Homestead Exemption Application Form
2. Mortgage Documents or Property Deed
3. Apartment or Home Lease
4. Utility Bills - no cell phone bills will be accepted
5. Automobile Registration
6. Affidavit of Residency
7. Certified copy of filed petition for guardianship if pending and final decree when granted.
8. District Representative personal visit to home - this may occur at any time for the purposes of verifying residency as well as a request for additional documentation.

Assignment of Pupils

To further ascertain and determine the eligibility of students to attend the schools of this district, the following conditions shall apply: Students should attend school in the district and school zone of which the parents, legal guardian, or others serving as his/her foster parents, are actual bona fide residents. A bona fide residence is one where the family group, of which the student is a part, makes its principle home. A person serving as a parent, that is an adult, with whom a student actually lives, is one who provides him or her with food, clothing, and a home on a regular basis. Description and interpretation of the district and school zone boundaries may be obtained by contacting the principal of your respective school.

No student shall be allowed to transfer from one school or attendance center in the district to another school or attendance center unless their family physically moves residence to a different attendance zone within the North Tippah School District, OR upon the recommendation of the

Multidisciplinary Evaluation Team (MET) due to educational impact, OR if the transfer falls within the first ten (10) days at the beginning of the semester

TRANSPORTATION WILL NOT BE PROVIDED PAST THE FIRST SCHOOL THAT CONTAINS STUDENT'S GRADE.

Transfers and Withdrawals of Students

The North Tippah School District shall not grant transfers to adjacent school districts except as stated in state and federal law. Those students currently enrolled in adjacent school districts with legal transfers will be granted continuation of the transfer.

North Tippah School District will only grant new releases to surrounding districts due to an exceptional circumstance. Those seeking release for transfer to a neighboring district must make the request in person before the school board members for determination of exceptional circumstances and for the release to be granted.

A student transferring from another school district must obtain a request for release from the school district in which they reside. This form must be signed by the superintendent of both the affected school districts before a student is allowed to enroll in any North Tippah School. Any student in North Tippah that has been accepted from another district can have their acceptance revoked at any time due to any situation determined by the school and district administration.

Only a parent or legal guardian may withdraw a student. The parent must come to school to sign a withdrawal form. Students shall return any school property that he or she may have and pay all fees owed.

Records are to be sent to the school he/she transfers to upon request from the school. All new students entering school in our district will report to the principal's office for registration. A student is not permanently enrolled until his/her permanent records are received from the school attended prior to coming to the NTSD.

Change of Address:

If at any time during the year, a change of address or telephone number is made, the student should report the change to the homeroom teacher. The homeroom teacher will then report such changes to the office.

ATTENDANCE & TARDINESS

Absences are recorded by class/period. Absence is defined as the student not being present for at least 30 minutes of the class/period. A student shall be allowed a maximum of 6 total absences including check-ins and check-outs, for an illness, or other valid reasons as listed below excused by a parent note. Parent notes must be turned in to the office the day the student returns to school. A doctor's excuse must be presented once the 6 absences excused by parent notes have been used. Doctor's notes do not count for any of the parent notes and can be used the day a student returns to excuse an absence. The student does not have to use the parent notes before they use a doctor's excuse.

A note from the parent or doctor's written excuse must be given to school officials on the day the student returns to school in order for the student to receive an excused absence. A student with an excused absence will be allowed to make up missed work with full credit. If a student receives an unexcused absence, he/she must make up any work that was missed for partial credit and may face further disciplinary action as deemed appropriate by the building level principal if work is not made up. All Student Excuses must be presented to the school within 5 school days of returning to the campus for make-up assignments to be accepted.

Valid Reasons for Excused Absences

An absence shall be excused if accompanied by a parent or doctor's note stating that the absence is due to one of the following valid excuses:

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
2. Illness or injury which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health, or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers, and stepsisters.
5. A medical or dental appointment with prior approval of the principal or his designee, except in the case of emergency.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee.

No absence shall be excused when it is due to out-of-school suspension, expulsion, or other disciplinary action.

College Days

Students who are classified as seniors will be permitted two excused college days during their senior year. Students who are classified as juniors will be permitted one excused college day during their junior year. These visits should be used during the months of September through April. Students wishing to make a college visit should submit a request in writing one week prior to the scheduled visit. In order for the absence to be excused, the student must present a signed college visitation form upon his return to school (Visitation forms are generally available on all college campuses). A college day absence will not count against exam exemption.

Any senior who accumulates 10 unexcused days throughout the school year will forfeit his/her right to participate in the graduation commencement ceremony. Based on the compulsory school attendance law any student who is absent more than **37% of instructional time** in any school day, will be considered **absent for that full day**. *LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.*

Make-up Work

It is the student's responsibility to make up work that is missed. A student who needs to make up work after an absence must contact each of his/her teachers immediately upon returning to school to make arrangements for making up the work. If a student has received an assignment before the absence, the assignment is due the day the student returns to class.

All work missed during an absence must be made up within the time allowed by the "one day plus" rule. For example, if a student missed school on Wednesday, then all make-up work will be due Friday, (1 day +1 day missed).

On school-sponsored trips, assignments should be secured ahead of time and are due on the day the student returns to class.

Requests for assignments in advance will be honored to the extent that the teacher and the principal deem them appropriate. Advanced assignments will not be provided on material that has not been taught in class.

Make-up Assignments: The administrative regulations shall specify that no absence will be excused when it is due to suspension, expulsion, or other disciplinary action. However, to avoid adopting a policy or administrative rule that would ensure a student's failure, the district may adopt a provision that permits or requires suspended students who are not immediately placed in an alternative school program to make up work within specified deadlines.

Exemptions

Exemptions are an earned privilege.

To be exempt from a final exam given at the end of the course, the student must meet one of the guidelines listed in the following table:

Average	Days Absent 1 credit course	Days Absent ½ credit course
65-79	0	0
80-89	2	1
90-100	No Unexcused Absences	No Unexcused Absences

Tardiness

Student drivers who are tardy to school more than three times in a nine-week period, may have their driving/parking privileges revoked at the discretion of the building administrator.

Tardiness to school caused by the following reasons shall be excused and not be recorded against a student:

1. School transportation or other school related actions.
2. Medical or dental appointments only if accompanied by a note from the physician, dentist, or other medical staff on their office letterhead.
3. Illness of the student if accompanied by a valid statement or note from the parent, legal guardian, or custodian.
4. Special circumstances such as natural disasters, weather, traffic accidents, or other causes acceptable to the building administrator. Legal Ref: Miss. Code Ann. 37-13-91 (1995)

In order to promote the concepts of timeliness and responsibility in students, the following policy shall be followed in regard to tardiness:

1. Students are expected to be in classes promptly. Students are not allowed to be out of class without the permission of the principal/assistant principal.
2. Students are allowed sufficient time to pass from one class to the next and should not be tardy except in cases of emergency. In the event the student needs more than the specified time, the student should report to their class first and obtain the permission of the teacher.
3. Tardiness will result in detention.
4. A student is tardy to school if the student arrives any time after the tardy bell for first period or after the student's first class begins.
5. Tardiness due to personal illness, illness in the family, death in the family, or other emergencies may be approved if a written note from the student's parent/guardian or the person responsible for bringing the student to school is presented at the time of arrival. This will count against your 6

parent notes per year.

6. Oversleeping, clock failure, missed rides, etc. will not excuse tardiness. In all cases, the principal in charge of issuing the admittance slip may, in his/her absolute discretion, verify any such note.
7. Unexcused tardiness of more than five minutes will be considered as cutting.
8. Students in attendance for less than 30 minutes in a class period will be counted absent for that period.
9. School principals are authorized to determine appropriate management and disciplinary techniques to be used when students are tardy for school or classes.

Checking out of school

1. Students who must be checked out during the school day shall be checked out by a parent or the parent's designee.
2. A parent or designee must come to the school to check the student out. Phone calls will not be allowed.
3. Instructional time continues until 3:00 p.m. each day. Therefore, when a student is checked out early, he/ she misses valuable classroom instruction.
4. Please do not check your child out during school unless they have an appointment. If you check your child out early, you should show proof of an appointment.
5. After 2:15 p.m. each day students shall not check out of school without proof of a doctor/dentist appointment.
6. If there is a change in the way the student is leaving school in the afternoon, **THE OFFICE MUST BE NOTIFIED BY 2:00 PM.**
7. Student drivers can check out with an appointment card from a doctor's office.
8. Employees of the NTSD may only check-out their own children.
9. Students waiting to be checked out will remain in their regular classroom until they are called to the office to be checked out.
10. Students may not wait outside or in the hallways for their transportation.
11. The school reserves the right to verify the identity of the parent or guardian.
12. The student will be released when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out.
13. Initiative must be taken by the student to consult the teacher(s) as to work missed, and he/she must complete make-up work.
14. The student must complete make-up work within the same number of days plus one that he/she was absent. (If a student misses two days, then make-up work must be completed within three days after return). The student then has the day he/she returned, plus two more days to complete work.

Mississippi Compulsory School Attendance Law

A child that has reached the age of six but has not yet reached the age of seventeen on or before September 1st is required by law to enroll and attend school. If a parent chooses to enroll a child at the age of 5 into a public kindergarten program, that child is considered to be under the Compulsory Attendance law. State law requires students to attend school 63% of the day to be counted present. The Mississippi State Department of Education has interpreted that the intent amended section 37-13-91 is to calculate 63% of the individual student's instructional day, not 63% of a school's instructional day. Each individual student's instructional day will vary based on a local school board's policy for early release of high school students, IEPs, dual credit/dual enrollment, participation in extracurricular activities, etc, LEGAL REF: *Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.*

As a parent or guardian, you have the responsibility of enrolling and sending your child to school

on a regular basis. If your child has to miss a day of school, the parent is required to call the school and send a handwritten note or doctor's statement upon return to school. If a parent or guardian fails to enroll a compulsory school age child or if the child has excessive unexcused absences, the school will notify the school attendance officer. The School Attendance Officer will work with the family to determine the reasons for the absences. If there is no justifiable reason for the unexcused absences, then the School Attendance Officer shall file a petition in a court of competent jurisdiction. If the efforts of the officer fail and the parent does not comply with the law, a petition will be filed in Chancery Court. If convicted, a parent could lose custody of a child, be fined up to \$1,000.00, and/or be sentenced to up to one year in jail.

Excessive Absences / Reporting of Absences

The North Tippah School District has procedures in place to monitor and report student absences. Students are expected to be in attendance ALL school days (number of days which is open for students) for academic growth and success are based upon regular attendance. If a compulsory school aged child who was expected by a school principal or his/her designee to enroll has NOT enrolled within fifteen (15) calendar days after the first day of the school year, or when a compulsory school age child has accumulated five (5) unlawful/ unexcused absences during the school year in which he/she is enrolled, the principal or his/her designee shall immediately report such absence to the school attendance officer within two (2) school days or five (5) calendar days, whichever is less.

Drop-out Prevention

We are striving to implement a positive program of maintaining student participation in the educational process. The goals of this program are to keep children in school voluntarily and to prevent drop-outs, provide counseling opportunities for these students, provide academic assistance to students who are not achieving their potential, and solicit the community's support for the school system. These activities will be accomplished through the assistance of a Drop-Out Prevention Committee and a counselor who ensures proper implementation of the program and coordinates efforts district-wide.

Conferences

Conferences between teachers and parents are encouraged and may be arranged with teachers every day except days of staff meetings. Parents desiring conferences should contact the teacher to arrange conferences. Conferences should be scheduled during a time when it will not interfere with a teacher's supervising or instructing students.

ACADEMICS

NTSD Grading Scale	
A	90-100
B	80-89
C	70-79
D	65-69
E	Below 65

Report Cards

- Report cards will be issued at the end of each 9 weeks.
- Progress reports will be issued at the midpoint of each 9 week period.
- Grade range on the report card shall be a minimum 50 and maximum 100 with exception of dual credit courses. This does not apply to Tippah Career and Technology Center courses.

North Tippah uses a 4.0 Grading Scale for GPA.

Grade Point Average/Reporting:

North Tippah School District uses two scales for reporting grades. The numerical grading scale is described in Board Policy IKC. All adjustments made to a student's numerical grade as a result of participation in Advanced Placement and dual credit are reflected on the report card. Valedictorian and salutatorian decisions are made based on the numeric scale. The actual grade received in an Advanced Placement, dual credit, or accelerated course shall be reported through MSIS to MDE without weighting.

Honor Roll

Grades 1-12 will be recognized each nine-weeks. Superintendent's Honor Roll will be students receiving all A's. The Principal's Honor Roll will be students receiving all A's and B's.

Class Ranking

Class rankings for candidates for graduation will be determined by averaging the final grades in Carnegie unit-bearing courses attempted through the end of the third 9-weeks during the second semester of the senior year. Rank will be computed to the hundredth of a percent except when necessary to break a tie, in which case thousandths of a percent will be used. Averages will be obtained by adding numerical grades using the following scale:

- Advanced Placement courses = 1.10 x grade
- Dual Credit Courses = 1.10 x college grade (College grade must be a C or higher to qualify for the weight)
- All other Carnegie credit courses = 1.0 x grade

Class rankings are to be utilized when naming the valedictorian and salutatorian. After a course has been passed, no future grade earned in the same course is to be used in determining class rank.

Promotion and Retention of Students

Primary Grades (K-3)

In order for a K-3 grade student to be promoted to the next grade, he/she must pass both reading and math.

Third Grade Gateway

According to the Literacy Based Promotion Act, a third grade student must score Performance Level 3 or higher in order to be promoted to the 4th grade.

Grades (4-7)

In order for a student in grades 4-7 to be promoted to the next grade, he or she must pass reading, math, and science.

Grade 8

In order for an 8th grade student to be promoted he/she must pass 3 of the 4 core subjects. (math, science, English, social studies)

High School (9-12)

Freshman must have passed 8th grade.

Sophomores must have obtained 8 credits.

Juniors must have obtained 16 credits

Seniors must have obtained 20 credits

**Given credit increase this classification will begin the 24/25 school year.

Scheduling

In order to make a schedule change, a student must first request a change in writing. Since prior planning was done to develop the schedule, changes in schedules will not always be granted. Schedules will not be changed after the first five days. Schedule changes will be made for the following reasons:

1. Repeating a class that has already been passed (unless repeating to raise the grade).
2. Another course is needed for graduation.
3. Student has been placed into an inappropriate level class or does not meet the prerequisite.

**Students should seriously consider the courses they select. Consult with counselors and teachers; talk with your parents. Changes after course selection cards are turned in will be made only for extenuating circumstances.

Each student may earn no more than 1 unit through completion of an approved correspondence course.

Permission to enroll in a correspondence course must be granted by the principal.

Juniors and Seniors may return from early release for extra-curricular activities. The students can check in with the coaches at the sports field or gym. Students will need to sign in with time of check in.

Any student receiving early release or late arrival shall have a signed permission from parent on file in the office. Also, if a student is not on pace to graduate, or is not meeting academic requirements, the principal may deny a student these privileges.

**Freshman and sophomores must attend all four blocks.

Early Work Release

Only 11th and 12th grade students are permitted to obtain a permanent Early Release. To obtain an Early Release, the student must complete an Early Release Application. The Application will contain a set of rules to obtain and maintain the Early Release.

- The student will provide the name and contact information for their employer or a statement by the parent that the student needs to come home.
- Students must sign out even if they have a permanent release.
- Students must leave campus at the time specified everyday. Only athletes can come back on campus for practice.
- Students who are failing in one of the subject areas tested by the state or a course that is needed for a senior to graduate shall not be granted early release.
- Arrangements must be made for transportation before coming to school. Students who do not have transportation for an Early Release will remain in the study hall until the end of school.

Graduation Requirements

Students must meet the graduation requirements of the Mississippi Department of Education. Counselors will provide this information to students and parents at the beginning of each year.

Any senior who accumulates 10 unexcused days throughout the school year will forfeit his/her right to participate in the graduation commencement ceremony. Based on the compulsory school attendance law any student who is absent more than **37% of instructional time** in any school day, will be considered **absent for that full day**. *LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.*

Graduating with Honors

Graduates who have maintained a 90-94.99 academic average and credible citizenship records through the high school grades (9-12) will be honor graduates. Graduates who have maintained a 95-100 academic average will be special honor graduates. No student will be considered an honor graduate if he/she fails any subject in grades 9-12.

Special Awards

Valedictorian: Student completing the IHL core curriculum, maintaining the highest four -year average in scholarship, and attending that school in eleventh and twelfth grade.

Neither correspondence nor summer school courses will be calculated into this average.

Salutatorian: Student completing the IHL core curriculum, maintaining the second highest four -year average in scholarship, and attending that school in eleventh and twelfth grade. Neither correspondence nor summer school courses will be calculated into this average.

Dual Credit and Advanced Placement courses shall be weighted at 110% (1.1). Students in Advanced Placement will be required to take the AP exam.

Valedictorian and Salutatorian shall be determined by grades of completed courses at the end of the 3rd nine weeks of the student's Senior Year.

NOTE: Each college and university re-calculates the GPA when making determination for scholarships based on the standards set by that institution.

Diploma Options for Entering Ninth Graders

The North Tippah School district provides graduation options in order to accommodate every student's goals for a successful life after graduation. The North Tippah School District has authorized these options according to the MS Code 37-16-7. Every student and parent has access to a full explanation of these options in the high school office. All students must choose one of the three endorsement options before entering high school. They may change their endorsement option as they move through high school.

Mississippi High School Diploma and Endorsement Options Requirements

Traditional Diploma

- Earn 24 credits (Carnegie Units) in a selection of required classes including English, Math, Science, Social Studies, Technology or Computer Science, College and Career Readiness, Health, Art, Physical Education, and electives
- Local school districts may add graduation requirements to the state requirements

Traditional Diploma + Career and Technical Education (CTE) Endorsement

- Earn 26 Credits
- Earn an overall GPA of 2.5
- Earn silver level on ACT WorkKeys
- Must successfully complete one (1) of the following:
 - One (1) dual credit
 - Work based Learning
 - Earn a State Board of Education approved national credential
 - One (1) Advance Placement (AP), Diploma Program-International Baccalaureate (IB), or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam.

Traditional Diploma + Academic Endorsement

- Earn 26 credits
- Earn an overall GPA of 2.5
- Two (2) elective courses must meet MS IHL college preparatory curriculum (CPC) requirements
- Must successfully complete one (1) of the following:
 - ACT sub scores of 17 in English and 19 in Math
 - Essentials of College Math or Essentials of College Literacy (in senior year)
 - SAT equivalency subscore
- Must successfully complete one (1) of the following:
 - One (1) AP course with a C or higher and take the appropriate Advance Placement (AP) exam
 - One (1) Diploma Program-International Baccalaureate (IB) or Cambridge (AICE) course with a C or higher and take the appropriate exam
 - One (1) dual credit course earning a C or higher in the course.

Traditional Diploma + Distinguished Academic Endorsement

- Earn 28 credits
- Earn an overall GPA of 3.0
- Two (2) elective courses must meet MS IHL CPC recommended requirements
- Must successfully complete one (1) of the following:
 - ACT sub scores of 18 in English and 22 in Math
 - SAT equivalency subscore
- Must successfully complete one (1) of the following:
 - One (1) Advanced Placement (AP) course with a B or higher and take the appropriate AP exam
 - One (1) Diploma Program- International Baccalaureate (IB) or Cambridge (AICE) course with a B or higher and take the appropriate exam
 - One (1) dual credit course earning a B or higher in the course

Alternate Diploma

- Students who have met the criteria of having a Significant Cognitive Disabilities (SCD) may participate in a program of study to earn the Alternate Diploma.
- Earn 24 Carnegie Units in a selection of required classes including English, Mathematics, Science, Social Studies, Physical Education, Health, Career Readiness, Life Skills Development, the Arts, and Electives
- Required to participate in the Mississippi Academic Assessment Program-Alternate (MAAP-A) **and** achieve a level of Passing or Proficient
- The state defined Alternate Diploma is included in graduation rates in the same manner as a traditional diploma.
- Students with an Alternate Diploma must contact the postsecondary institution to determine eligibility for Ability to Benefit (ATB)

Guidance Services

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, and help with home, school, and personal problems. Students wishing to see a counselor should schedule an appointment in the guidance office before school, after school, break, or during lunch.

Dress Code

It should be a matter of personal pride for a student of the North Tippah School district to maintain high standards of neatness and appropriateness of dress and appearance and is the purpose of the dress code to aid in growing students to be quality citizens ready for their future path. The dress code of the North Tippah School district is not all inclusive - it is virtually impossible to write a dress and grooming code which will properly address every detail and aspect of appropriate dress and grooming. A student who is not, at the discretion of the principal or designee, attired appropriately or exhibits grooming which is detrimental and/or distracting to the school environment shall be asked to refrain from wearing the inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. If arrangements for more suitable clothing requires the student to be absent from class, the absence shall be designated as unexcused. The following guidelines shall be observed:

1. The length of shorts will not be shorter than fingertips length. Jeans that expose skin above the fingertip length or undergarments are prohibited.
2. Athletic shorts must meet length requirements for shorts and provide proper coverage.
3. The length of dresses and skirts will not exceed four inches above the top of the knee and will also be appropriate for bending, stooping, sitting, and working overhead while at school.
4. Transparent clothing without proper underclothing (t-shirt, tank top, or camisole) is inappropriate.
5. Muscle shirts, stringy tops, halter tops, tank tops, tube tops, and fishnet tops are prohibited.
6. All tops/blouses/shirts shall provide proper coverage.
7. The midriff shall not be exposed while walking, standing, and/or sitting.
8. Any article of clothing or body art which contains or depicts the following is prohibited: (a) Profane, suggestive, and/or violent language, (b) Derogatory symbols or remarks directed to any ethnic group.
9. Clothing accessories such as bandannas or any manner of grooming which, by nature of its color, arrangement, trademark, symbol, or another attribute which indicates or implies membership or affiliation with gangs, gang activity, or association is prohibited.
10. Basketball jerseys shall not be worn without appropriate underclothing such as a t-shirt.
11. Shoes and/ or sandals shall be worn. Shoes designed to be laced shall be laced. House shoes or shoes with cleats are inappropriate.

12. Loose and/or sagging pants, slacks, pajama pants, and shorts falling below the waist are prohibited.
13. Leggings, jeggings, or form fitting pants may only be worn with clothing that provides proper coverage. Shirts should come to fingertip length when standing.
14. Sunglasses will not be worn in the school building.
15. Hats, caps, and hoods shall not be worn in the school building.
16. Neither male nor female students shall be permitted to wear rings and/or studs in their tongues or other exposed body parts other than the ears due to safety issues. Nose rings should be of very minimal size so as not to cause distraction.
17. Doo-rags, bandannas, sweat headbands, and washcloths are prohibited.
18. All fasteners and buckles designed for use with an article of clothing shall be used appropriately at all times.
19. Any jewelry or ornamentation which depicts a weapon of violence or substance illegal to minors are prohibited.
20. Baseball/softball bats, tennis rackets, and archery bows should be dropped off at a designated location each morning before school starts and should not be carried around with students during the school day unless they are being transported to and from practice immediately before and after practice.
21. Blankets of any type are not allowed.

Behavior Expectations and Discipline

Respect Yourself, Respect Others, Respect Property

How do you respect yourself?

1. Be prepared for school! Bring all necessary books, supplies, and materials for class.
2. Come to school healthy and rested. Do your best to complete schoolwork, including homework.
3. Follow all school and classroom rules, including the DRESS CODE! Attend school every day!
4. Be on time to class.
5. Treat others the way that you wish to be treated: THE GOLDEN RULE!

How do you show respect for others and property?

1. Respect the rights, feelings, and property of others, including your peers!
2. Show respect for the authority of all adults!
3. Follow our expectations for behavior in the classroom, around school, and in your community.
4. Use appropriate, courteous language at all times. (No swearing, harassing, or obscene language or gestures!)
5. Stay on our campus all day. All North Tippah Schools are CLOSED CAMPUSES.

Positive Behavior Instructional Support System

Students are encouraged to:

Be Safe:

- Walk quietly in the building.
- Keep hands, feet and objects to yourself.
- Walk to and from the classroom and the restrooms.

Be Respectful:

- Please be quiet when adults or teachers are talking.
- Please obey the adults or teachers on duty.
- Please share and take turns with others.
- Please respect all school property and property of others

Be Responsible:

- Listen and follow the directions given.
- Do your best to complete all schoolwork on time.
- Do not fight. Tell an adult.
- Keep the classroom and the restroom clean.
- Stand in lines orderly and quietly.

Positive Rewards for all Rules:

- Students will receive small rewards for good behavior.
- Students that display good behavior with no warnings will be given a reward at the end of each nine weeks

School Wide Rules - At all times,

- Listen, follow directions, and do your best to complete all schoolwork.
- Be quiet when a teacher is talking.
- Walk quietly in the halls.
- Keep hands, feet, and objects to yourself.
- Respect all school property and the property of others.
- Be on time.
- Be prepared and ready to work.
- Be aware of emergency procedures.

Break Area Rules - When on the playground/ break area,

- Walk to break.
- Obey teachers on duty.
- Share and take turns.
- Line up quietly and quickly.
- Listen and follow the teacher's directions.

Cafeteria Rules:

- Talk with an inside voice.
- Clean your area before leaving.
- Line up quietly.
- Stand in line in an orderly manner.
- Be courteous to cafeteria workers.

Restroom Rules:

- Refrain from loud talking.
- Keep feet on the floor.
- Flush the toilet and wash hands.
- Display courtesy to others.
- Keep the restroom clean.
- Keep walls free of graffiti.

K-6 Discipline Ladder

Abbreviation: PN- Parent Notification AP- Alternative Placement ISS- In school Detention OSS- Out of School Suspension FBA- Functional Behavioral Assessment BIP Behavioral Intervention Plan.

Rule Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Inappropriate Dress (must change clothes)	PN	1 day ISS	1 day ISS	1 day ISS	1 day ISS
Possession of electronic device/toy/spinner without prescription (item confiscated)	PN	1 day ISS	2 day ISS	3 day ISS	3 day ISS
Insubordination/Disrespectful/Lying/Forgery/ Profanity Obscene Gesture/Inappropriate material/Disruptive	1 day ISS	2 days ISS	3 days ISS	AP or OSS	AP or OSS

Arguing, threatening, or provoking a fight Bullying/Harassment	1 day ISS	2 days ISS	3 days ISS	AP or OSS	AP or OSS
Stealing from or defacing peer, school, bus, or staff property (pay for damages, possible legal action, possible police notification)	3 days ISS	3 days ISS	AP or OSS	AP or OSS	AP or OSS
Threat, profanity, obscenity toward a staff member	3 days ISS	5 days ISS	AP or OSS	AP or OSS	AP or OSS
Public display of affection	PN	1 day ISS	2 day ISS	3 day ISS	AP or OSS
Fighting/Assault	3 days ISS	5 days ISS	AP or OSS	AP or OSS	AP or OSS
Possession/Use of Tobacco	3-5 days ISS	5 days ISS	AP or OSS	AP or OSS	AP or OSS
Possession/Use of or vaping in any form	3-5 days ISS	5 days ISS	AP or OSS	AP or OSS	AP or OSS
Sexual Harassment/Indecent Exposure	3 days ISS	5 days ISS	AP or OSS	AP or OSS	AP or OSS
Computer misuse	1 days ISS	2 days ISS	3 Days ISS	AP or OSS	AP or OSS
Hitting/Biting of another person Horseplay/Spitting/Throwing Objects	1 day ISS	2 days ISS	3 days ISS	AP or OSS	AP or OSS
Misconduct on school trip or other school activity (Possible suspension from all future trips)	1 day ISS	2 days ISS	3 days ISS	AP or OSS	AP or OSS
Possession of prescription or over the counter medication (failure to turn into office) with the exception of EpiPen/Inhaler (confiscated; parent must pick up)	1 day ISS	2 days ISS	3 days ISS	AP or OSS	AP or OSS
Giving medication to another student	Suspension with possible expulsion				
Use of cell phone without permission	1 day ISS	2 days ISS	3 days ISS	4 days ISS	30 days AP
Possession of weapon or controlled substance	Suspension with possible expulsion				
Attempt to use weapon or any article (pencil, scissors) as a weapon	Suspension with possible expulsion				
Assault of school employee	Suspension with possible expulsion				

- Discipline slips will be sent home for parent signature. Corporal punishment administered by a teacher or principal may be substituted for ISS at the discretion of Principal.
- OSS may be used instead of ISS on any given infraction at Principal's discretion.
- A specific threat may result in up to 10 days OSS and a possible disciplinary hearing.
- Any student assigned ISS for the 6th time may be referred for Alternative Placement.
- If a student is suspended, it is his/her responsibility to request and make up the work. The work must be completed and turned in upon the child's return to school to be counted for a grade.
- If a student, parent, or guardian refuses to have their child report to ISS, the student shall not return to school until ISS time has been served.
- While a student is suspended (OSS), he/she will not be allowed to participate/attend extracurricular activities, included but not limited to athletic events.
- A student who has more than 5 discipline referrals in a nine-week term should be considered for Tier II behavior intervention; After 8 total referrals a student should be considered for a FBA and a BIP.

- North Tippah Disciplinary committee may at their discretion assign disciplinary consequences other than those listed in Handbook.

7th through 12th Code of Conduct

Violation Classifications

In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to provide direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of conditions of the moment. All offenses listed apply to student behavior

on buses, during school hours, and during school-related activities and events. Offenses that occur on the bus may result in consequences that include a combination of out-of-school suspension, alternative education placement, and suspension from riding the bus.

A Step 1 Offense is any offense that disrupts the school environment. These offenses can take place inside or outside and include, but are not limited to: dress code violations, running, littering, horseplay, wrestling, throwing objects, violating established procedures, being present in unauthorized areas, unauthorized eating, drinking, or gum chewing, excessive noise, misrepresentation, or loitering.

1. Skipping class or school, leaving without permission, being in an unauthorized area- Step 1, 2, 3, or 4
2. Excessive tardiness (4)- Step 1, 2, or 3
3. Profanity, cursing, or making obscene gestures- verbal or written- Step 1, 2, 3, or 4
4. Public display of affection- Step 1 or 2
5. Use of racial slurs, verbal abuse, name calling- Step 1, 2, 3, or 4
6. Disrespectful behavior toward other students- Step 1, 2, or 3
7. Failure to follow instructions/classroom rules- insubordination- Step 1, 2, or 3
8. Extortion- obtaining by force or threat from another- Step 4, 5, or 6
9. Creating or participating in a disturbance- Step 2 or 3
10. Harassment- Step 1, 2, or 3
11. Possession of unauthorized items- Step 1, 2, or 3
12. Fighting or instigating/provoking a fight- Step 4, 5, or 6
13. Possession, transfer, or use of tobacco or tobacco-like products, paraphernalia, matches, lighters, etc.- Step 3,4, or 5
14. Vaping possession, transfer, or use of electronic cigarettes or paraphernalia, VAPING, etc.- 3 Days ISS on 1st offense and 15 Days Alternative School on 2nd Offense
15. Indecent exposure- Step 3, 4, or 5
16. Stealing- Step 2, 3, 4, or 5
17. Hindering the educational process- Step 1, 2, or 3
18. Disrespectful behavior toward an adult- Step 3, 4, or 5
19. Destruction of property/vandalism- Step 4, 5, 6, or 7
20. Bullying/Cyberbullying/Hazing- Step 4, 5, or 6
21. Flagrant disrespectfulness- Step 5, 6, or 7
22. Possession, use, and/or transfer of alcohol- Step 5, 6, or 7
23. Any type of gang, cult, or group-related activities- Step 5, 6, or 7
24. Sexual offenses/sexual harassment- Step 5, 6, or 7
25. Vandalism, arson, false alarm/bomb threats- Step 5, 6, or 7
26. Assault- Step 6 or 7
27. Possession, transfer, and/or use of a weapon or firearm- Step 7
28. Possession of dangerous instruments/objects/imitation firearm- Step 4, 5, 6, or 7
29. Possession, use, and/or transfer of controlled substance and/or paraphernalia - Step 4,5,6, or 7

30. Possession, use, and/or transfer of THC products - Step 7
31. Possession, use, and/or transfer of counterfeit substance- Step 6 or 7
32. Significant disruptive behavior- Step 5, 6, or 7
33. Violation of the acceptable use policy for technology- Step 2, 3, 4, or 5

It is not possible to list every offense in our Code of Conduct. The school administration reserves the right to add any other offense that may reasonably fall into one of the above categories. A set of rules does not replace the administrator's judgment in the review of discipline incidents.

When a student who is already on the discipline ladder commits another code of conduct infraction, he/she may automatically move to the next step on the discipline ladder. The purpose of the progression along the ladder is to encourage students to discontinue a pattern of misbehavior. Alternative School is currently served at the Alcorn County Alternative School.

CODE OF CONDUCT CONSEQUENCES 7-12

STEP 1	<ol style="list-style-type: none"> 1. Contact Parent/Guardian 2. Warning/loss of privileges 3. Removal from discipline ladder after 45 school days without an administrative referral
STEP 2	<ol style="list-style-type: none"> 1. Contact Parent/Guardian 2. Assigned a minimum of 1 day In-School Detention (ISD) OR Administration of Corporal Punishment (CP) 3. Possible loss of privileges 4. Removal from discipline ladder after 45 school days without an administrative referral
STEP 3	<ol style="list-style-type: none"> 1. Contact Parent/Guardian 2. Assigned 3-5 days ISD or 1 day Out of School Suspension (OSS) 3. Possible loss of privileges 4. Removal from Discipline Ladder after 45 school days without an administrative referral
STEP 4	<ol style="list-style-type: none"> 1. Contact Parent/Guardian 2. Contact proper authorities, if necessary, and may require restitution 3. Possible loss of privileges 4. Assigned a minimum of 3 days OSS
STEP 5	<ol style="list-style-type: none"> 1. Contact Parent/Guardian 2. Contact proper authorities, if necessary, and may require restitution 3. Possible loss of privileges 4. Assigned a minimum of 5 days OSS 5. Possible Alternative School placement
STEP 6	<ol style="list-style-type: none"> 1. Contact Parent/Guardian 2. Contact proper authorities, if necessary, and may require restitution 3. Possible loss of privileges 4. Assigned 10 day of OSS 5. Possible Alternative School placement 6. Possible recommendation for expulsion for 1 year
STEP 7	<ol style="list-style-type: none"> 1. Contact Parent/Guardian 2. Contact proper authorities, if necessary, and may require restitution 3. Possible loss of privileges 4. Assigned 10 days of OSS and recommendation for expulsion for 1 year

Severe offenses may result in immediate placement on Step 4, 5, 6, or 7. ISD is the equivalent of ISS.

Major Discipline Incidents

Alcohol	Extortion	Mayhem	Stalking
Assault	Fighting	Poisoning	Theft
Bomb Threat	Firearm Possession	Rape	Trespassing
Bullying	Gang Related	Robbery	Vandalism
Disorderly Conduct	Staff Assault	Drugs	Weapon Possession
Kidnapping	Sexual Battery		

Consequences: Minimum of Out of School Suspension and/or Alternative Placement and/or Expulsion and/or Prosecution and/or Restitution. Bold items require 72-hour upload.

Law enforcement is an important influence in our school. All unlawful acts are reported to the School Resource Officer and referrals are made to Youth Court. It is always our desire to keep students in school but in the event that a student has to be suspended out of school, placed at the Alternative School, or expelled, that student cannot participate in or attend any extracurricular or school-sponsored activities. An out-of-school suspended or expelled student cannot come onto a school campus.

Students who receive an out-of-school suspension may make up work missed if their parent requests their work. The work must be completed and turned in upon the student's return to school in order to be counted for a grade.

Due Process

Due process requires that students be forewarned of conduct that may result in disciplinary sanctions. Written codes of student conduct posted in the school and distributed annually to students is the usual way of placing students on notice about prescribed behaviors. Oral notice of a regulation may satisfy the requirement if school officials can show that the oral notice did in fact warn the students about the expected behavior. However, written regulations are preferred and will be used whenever possible.

Due process is not a fixed set of procedures: the requirements, which always seek to achieve fundamental fairness, vary according to the disciplinary sanction to be imposed. The US Supreme Court recognized in *Goss v Lopez* that there is no suggestion that a student has a protected interest in extracurricular aspects of school—athletics, clubs, bands, chorus, social events, etc.—that comprise the educational process.

Courts have consistently ruled that the minor punishments so traditionally a part of school discipline—counseling, admonition, reprimand, detention, additional assignment—do not require due process.

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 contribute to achieving fundamental fairness.

Transportation

Bus Conduct

Students must ride the correct bus and refrain from any unsafe or disruptive behavior. Violations may result in loss of riding privileges.

1. Student shall follow directions of the driver the first time given.
2. Student shall arrive at the bus stop before the bus arrives.
3. Student shall wait in a safe place, clear of traffic, and away from where the bus stops.
4. Student shall walk in an orderly line and avoid horseplay.
5. Student shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
6. Student shall go directly to an available or assigned seat when entering the bus.
7. Student shall remain seated and keep aisles and exits clear.
8. Student shall exhibit classroom conduct at all times.
9. Student shall refrain from throwing or passing objects on, from, or into buses.
10. Student is permitted to carry only objects that can be held on his/her lap.
11. Student shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the bus.

12. Student shall refrain from eating and drinking on the bus.
13. Student shall not carry hazardous materials, nuisance items, and animals on to the bus.
14. Student shall respect the rights and safety of others.
15. Student shall refrain from leaving or boarding the bus at locations other than the assigned stops at home of school.
16. Student shall refrain from extending head, arms, or objects out of the bus windows.
17. Student shall refrain from hitching rides via the bumper or other parts of the bus.

1 st Offense:	3-day bus suspension, corporal punishment
2 nd Offense:	5-day bus suspension
3 rd Offense:	10-day bus suspension
4 th Offense:	20-day bus suspension
5 th Offense:	Suspension for remainder of school year

Fighting on the bus will result in OSS as well as bus suspension.

Automobiles on Campus

- All cars are to be parked in an assigned area and not moved during the school hours without permission from a school official.
- No student will be permitted to sit in or on parked cars at any time on campus. The speed limit in the school zone and on campus is 10 miles per hour.
- A valid driver's license and liability insurance is required for students driving automobiles to school.
- Students will be allowed to drive to the Career and Technical Center with written permission from the principal, parent, and C&TC director.
- Students must purchase a parking permit.
- The school shall not be responsible for accidents, thefts, or damage involving any auto on campus.

Violation of Automobile Rules

1st Offense: Driving privileges revoked for 5 days.

2nd Offense: 5 Days ISS and driving privileges revoked for 45 school days.

Walking Students

These students should walk to and from school and should observe the same disciplinary standards as when on the school grounds

Cafeteria

The school cafeteria, under the direction of trained personnel, furnishes nutritionally balanced lunches for students at nominal prices. Applications for free and reduced meals will be completed online through the district website northtippah.org. A form can be sent home at parent request.

Parents of the North Tippah School District will have available a secure online prepayment service to deposit money into their child's school meal account. This system is called *MySchoolBucks*. The service will provide parents the ability to view their child's account balance, along with an eating history report. Directions for signing up for this meal banking system can be obtained on the district website northtippah.org or in the school office. Parents will be contacted if a student does not have lunch money. Please remember to pay for your child's lunch in advance (by the week or month) this will be much easier for everyone. In an effort to teach good manners and proper etiquette, we encourage all students to follow lunchroom rules. They should be polite, avoid loud talking, and leave their area clean for the next student. Noted Prices are current as of 6.30.23

Student Breakfast		Reduced \$0.30	Full - \$1.00
Student Lunch		Reduced \$0.40	Full - \$2.50
Adult Breakfast	\$2.00	Lunch	\$3.25

Rule on Sale of Competitive Foods

No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. A student may purchase individual meal components or milk products as extra food sales. With the exception of milk or ice cream a student may purchase individual components of the meal only if the full meal unit is being purchased.

Students may bring lunch to school. The contents may be consumed in the cafeteria during the student's assigned lunch period. Students who bring lunch from home may purchase milk or milk products such as ice cream. The school will not refrigerate, heat, microwave, or be responsible for storage of any part of the lunch. Exceptions may be made for special dietary needs that could not be met through regular cafeteria programs if documented by a physician.

Phones

Cell Phone

It is recommended that students do NOT bring cellphones to school. If an extenuating circumstance exists that requires a child to bring a phone to school, the phone should be put away and turned off throughout the school day. The school is NOT responsible for lost, stolen, or damaged phones.

Students will NOT be allowed to use cellphones during the school day, unless they are being utilized for instructional purposes at the discretion of the classroom teacher with **PRIOR APPROVAL BY PRINCIPAL**. Students must keep earbuds and headphones in their backpacks or put them away. Students may only use earbuds and headphones in the classroom when granted permission by the teacher with prior approval by the principal.

All other times, phones should be turned off during the school day.

1. First offense- phone taken up and returned to student at the end of the day and 1 day ISS assigned
2. Second offense- phone taken up and returned to student at the end of the day and 2 day ISS
3. Third offense- phone taken up with a fee of \$25.00 charged before parent can pick up the phone
4. Fourth offense- phone taken up with a fee of \$50.00 charged before parent can pick up the phone
5. Any further incidents will be a \$50.00 fee or the school will keep the phone until the end of the school year.

Office Telephone

Students may not use the phone. School personnel will call for the student in emergency situations. Students should request members of their families and friends not to call them at school unless it is absolutely essential. Students will not be called from class to the phone, but emergency messages will be delivered by school personnel.

Medical Issues

Communicable Diseases

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

Infectious Diseases Policy

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute, short-term self-limiting illness) such as, but not limited to, hepatitis B, herpes simplex, AIDS/ARC, or cytomegalovirus. A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.

Infectious diseases are caused by viruses, bacteria, fungi, or parasites and can spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child's classroom. Please encourage good hygiene and regular hand washing at home.

Parents may be asked to pick up their child from school under the following circumstances:

- The child has a temperature of 100.4 degrees or more. The student should stay at home for 24 hours after the temperature returns to normal without fever-reducing medicine.
- The child is vomiting and/or has diarrhea.
- The child has a rash that may be disease related.
- The child does not feel well enough to return to the classroom.
- The child is bleeding and/or shows signs of infection that needs to be evaluated by a physician.

Parents should not send their child to school if she/he:

- Has a temperature of 100.4 degrees or more. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication.
- Has vomited or has diarrhea. The student should stay at home until 24 hours after the last episode.
- Has a rash that may be disease-related or from an unknown cause.

First Aid Procedure

Accidents such as minor cuts and bruises should be reported to the teacher in charge to be treated. Only temporary and necessary first aid shall be administered; cases requiring further attention should be handled by contacting parents. In case of serious accidents that need to be treated by a medical doctor, every effort will be made to reach the parents; however, if efforts to reach them fail, the principal will use his/her own discretion.

Head Lice

If a student has head lice, the parent or guardian should consult a pharmacist or the child's physician for treatment. As soon as the student has been treated with an approved delouse product and the nits (eggs) have been removed, he/she may return to school to have his/her hair checked for nits. An adult must accompany the student for this check. He/she will only be allowed to stay at school when ALL of the nits are removed. Students are allowed up to one day as an excused absence. Beyond that, absences for head lice are unexcused. Recurring cases will be reported to the county nurse and/or the Mississippi Department of Health. *41-79-21 (1999)*

Medication

If your child requires a prescription medication, it is best to ask the doctor to schedule administration times outside of school hours so children can take medication at home. If your child must take medication at school, it is to be kept with designated staff (preferably in the school office) and must be given to the student as prescribed. Medication shall be administered to a student by school personnel **only** with a doctor's order and written request and consent of the student's parent/custodian/legal guardian. Parents/guardians and students' doctors will complete a form provided by the school nurse or principal for the administration of medication at school. The request must be approved by the principal and school nurse.

- ❖ Medication brought to school for administration must be in its original container from the pharmacist or physician. (You may need to ask the pharmacist to provide you with a separate bottle labeled to be given at school.)
- ❖ Parent/Guardian is required to bring medication to school and pick the bottle up if medication is still in the bottle. They will not be given to students to take home. Medications that are not picked up by parents at the end of the school year or prescribed date, after being notified by staff, will be properly discarded.

Exceptions to this are prescription asthma medications.

****Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.**

Students who have an action plan on file are allowed to carry and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

1. The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider;
3. A parent of the student provides to the school written authorization for self-administration to the principal or school nurse.
4. A written statement acknowledging that the school district shall incur no liability and that the parent or guardian shall indemnify and hold harmless the school district and its employees against any claims relating to the self-administration of asthma medication.
5. A written statement from the student's physician that the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication. The statement should contain the following information:
 - The name and purpose of the medication;
 - The prescribed dosage for the medication;
 - The times at which or circumstances under which the medication may be administered;
 and
 - The period for which the medication is prescribed.
4. If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action. The disciplinary action shall not limit or restrict the student's immediate access to the medication.
5. The school nurse or trained school employee will administer auto-injectable epinephrine to any student, in good faith, the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

Over the Counter Medications

The North Tippah School District does not provide nonprescription medication and will not be responsible for the storage or administration of such medications.

****Students who share, sell, or distribute medications to other students will be subject to serious disciplinary measures. Also, students are not allowed to have prescription or non-prescription**

medication.

SPECIAL SERVICES FEDERAL PROGRAMS SERVICES

All schools in North Tippah will utilize Federal funds in a school wide program. A school wide program uses federal funds from Title I, Title II, Title IV, and Title VI to upgrade the entire educational program of the school in order to raise academic achievement for all students. More information about each of these programs is available at northtippah.org.

SERVICES FOR STUDENTS WITH DISABILITIES

Full Service Goal Policy

North Tippah Consolidated School District is committed to serving students with disabilities. The School Board has adopted a full-service goal policy which proposes to provide full education opportunities to all students with disabilities through the age of twenty-one. The opportunities will be provided in accordance with applicable State and Federal laws and court decisions.

Child Find Information

North Tippah Consolidated School District is presently engaged in an effort to locate, evaluate, and identify children age birth through twenty-one who are physically, mentally, and/or emotionally disabled, and who are not presently attending school. Early identification of children in need of special education services is crucial. If you know of a student with disabilities who is not in school, please call 837-8450 or write to North Tippah School District 20821 Hwy 15; Falkner, MS 38629.

Letters to Parents Concerning In-School Child Find:

Students who fail (2) two or more subjects during a semester will be referred to the school's Local Survey Committee (LSC) for review. If the LSC determines that an instructional intervention be done, it will be done by one of the student's regular teachers. If the student doesn't master the objectives set forth in the Instructional Intervention satisfactorily, he will then be referred for a child study at which time the parent will be notified in writing. A conference will be scheduled and a thorough explanation of the process will be given at this time.

Letters to Parents Concerning Confidentiality of Information

Information which could identify an individual child will be maintained by this school district and will be provided to other agencies only in accordance with the Family Rights and Privacy Act. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without your informed consent.

If you have any questions regarding the collection and maintenance of data about your child, please contact the Special Education Office by calling 837-8450 or write to the following address: North Tippah School District, 20821 Hwy. 15, Falkner, MS 38629.

Athletics / Sports / Cheerleading

Athletic Code

Athletics are completely voluntary programs. No student is obligated to take part in any athletic activity. Participation is not required for graduation, nor must the student have extra class credits for post high school training or educational programs. Because athletics are voluntary and because those participating represent the student bodies of the North Tippah Schools, it is important that to participate, the standards must be of the highest. The dignity of the school program is reflected through athletics, and the selection of candidates must be based upon school performance, attitude, conduct, cooperation, and an earnest and sincere desire to represent the student body in a manner which

complements the school and community. Therefore, to enhance esprit de corps, prevent adverse public reaction, prevent dissension on teams, and for the general welfare of teams and participants, the following regulations governing dress, grooming, conduct and scholastics for students participating in and traveling to or from athletic activities are in effect:

1. Conduct: Classroom teachers may be requested periodically to verify that the participant is demonstrating acceptable citizenship. As representatives of the North Tippah School District, athletes are expected to conduct themselves as responsible citizens at all times at other schools, on buses, and in restaurants, etc.
2. ANY ATHLETE WHO IS SUSPENDED FROM SCHOOL MAY NOT ATTEND PRACTICE AND/OR PARTICIPATE IN ANY CONTEST DURING THE SUSPENSION. ANY STUDENT REASSIGNED FOR DISCIPLINARY REASONS TO AN ALTERNATIVE SCHOOL IS NOT ELIGIBLE TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES UNTIL THE REASSIGNMENT ENDS.
3. Sportsmanship: NTSD adheres to policies and regulations of the MHSAA and will promote sportsmanship in all activities and events. Good sportsmanship is defined by the National Federation of High School Athletic Association as a concrete measure of the understanding and commitment to fair play. Students are reminded that participation in an athletic event is a privilege to compete in a contest against an opposing team, not a license to verbally assault game officials, the opposing team, or its fans.
4. Grooming: Essentially, the student should be neat and clean in appearance.
5. Drug and alcohol use and possession : It is the position of the NTSD that the unlawful possession or use of controlled substances or alcohol by students is harmful and wrong. Students who possess or use alcoholic beverages or controlled substances on or off school grounds will be subject to appropriate disciplinary action listed in the handbook.
6. Dress: Clothing should be neat and clean. Only the official school uniform may be worn during a contest. The uniform may not be altered in any way. Refer back to the dress code for guidelines for appropriate attire.
7. Training: Participants are to demonstrate acceptable standards of conduct and training at all times both in and out of season.
8. Dismissal: The head coach is responsible for the following actions within three days following a participant's suspension from that coach's sport.
 - A conference with the suspended participant to inform him/her of his/her standing.
 - Notification of parent or guardian informing them of the participant's status.

It is the responsibility of each head coach to give every candidate of his/her team a copy of the Athletic Code and review it at a squad meeting.

Athletic Review Committee

The Athletic Review Committee is made up of the athletic director, the principal, a counselor, and the head coach of the sport in which the athlete participates. Its purpose is to evaluate the athlete's attitude, conduct, and cooperation during a second or third violation of the Athletic Code. The Athletic Review Committee will also convene at the request of the principal to review special situations involving athletes, to discuss procedures, and to ensure a quality athletic program in the North Tippah Schools.

Eligibility for Athletics

The Mississippi High School Activities Association sets the eligibility requirements for athletes and publishes these requirements in their handbook.

Bus Riders for Athletics

If a parent wants to have their child ride home with them after a game, they will need to sign the child out at the end of the game. The coach will provide a sign out sheet for the parent to sign and date. No student will be allowed to ride back from a game with a fellow student. The district will have no liability if

the student rides home with the parents.

Attendance of Students Participating in a School Activity

Any student participating in an activity is expected to be in school the ENTIRE DAY of the activity. This includes practice. Any exceptions to this rule will be made at the discretion of the principal. Students are also expected to be in attendance THE DAY AFTER school activities.

Coach and Sponsor Expectations

The student must comply with any additional rules and regulations set by the coach or advisor for that activity. Before the activity begins, the coach or advisor will inform the participants in that activity of all basic rules and additional expectations. However, it is still the student's responsibility to acquaint him/herself with all applicable eligibility rules.

Concerns-Procedure

When a parent or athlete has a concern regarding the Athletic Department, the parent or athlete should follow the following CHAIN OF COMMAND:

- Speak with the Coach
- If not satisfied, speak with the Athletic Director
- If not satisfied, speak with the Principal
- If not satisfied, speak with the Superintendent
- If a student quits a sport, they are not allowed to participate in practices or games of another sport until the season of the sport they quit is finished.

Requirements for the Selection of Cheerleaders

The purpose of cheerleading is to give support to competitive teams and to provide a means for general school spirit and enthusiasm. The cheerleading squad will consist of no more than sixteen members. Students who wish to try out for cheerleader must sign up in the office before the announced deadline. Parents must sign permission and support form, and the student must agree to follow procedures and carry out the duties and responsibilities listed as follows:

Procedures for Electing Cheerleaders and Mascot: (Closed)

Each cheerleader candidate must meet all academic requirements of MHSAA eligibility. An eligibility list must be turned in for all cheerleaders. Each cheerleader will be under the Catastrophic Insurance Plan. All National Federation regulations will need to be followed. Students who wish to try out for cheerleading must have a "C" average in 6 academic classes at the end of the first semester. All cheer candidates must have a parent/guardian attend a mandatory meeting prior to trying out. If they are unable to attend the meeting, it is their responsibility to arrange a meeting with the cheer coach prior to the tryout clinic.

Cheerleaders will try out before a screening committee consisting of 3 judges who are current or previous University or Community College cheerleaders, the cheer coach, and two additional high school representatives selected by the principal. The University or Community College cheerleaders shall score each candidate in the areas of tumbling, jumps, communication skills, motion technique, dance technique, and stunting with all areas having equal weight in the overall score, except for tumbling, which will count 50% less. Cheer candidates will also be evaluated in the areas of dependability, leadership skills, attitude, cooperation, courtesy, and character by their current teachers. Teacher evaluation scores will count around twenty-five percent of the overall tryout score. The two school representatives assigned by the principal (excluding cheer coach and judges) will average scores.

This same procedure shall be followed for selection of Junior High cheerleaders.

Cheerleaders Rules and Responsibilities:

- Must attend all football games.
- Must be enrolled in the North Tippah School where they are participating.
- Not miss practice without filing a valid excuse with the sponsor
- Must work and make money for expenses
- Be courteous at all times
- Be physically able to perform duties of cheerleader
- Required attendance at a cheerleading camp in the summer.

Parent Responsibility for Cheerleader:

The responsibility of the parent is to see that their child participates actively and abides by the guidelines set forth for the success of this organization. Parents will be called upon to supervise trips and programs scheduled for their children.

Student Complaints of Bullying or Harassing Behavior (JDDA)

Students, employees, and volunteers in the North Tippah School District are protected from bullying or harassing behavior by other students or employees. The North Tippah School District will make every reasonable effort to ensure that no person is subjected to bullying or harassing behavior by other students or other school employees. This complaint procedure provides a process for filing, processing, and resolving complaints of such contact. Adherence to these procedures is mandatory. The failure of any person to follow these procedures may constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

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

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

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

II. Procedures for Processing a Complaint (JDDA-P)

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

- will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.
- D. If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.
 - E. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.
 - F. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying."
 - G. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities education Act (20 USCS Section 1400 et seq.)

GENERAL INFORMATION and PROCEDURES

Family Education Rights and Privacy Act (FERPA)

The school district will comply with the Family Educational Rights and Privacy Act (FERPA) under the NO Child Left Behind ACT of 2001 (MCLB). Legal Ref,: Statute 20 U.S.C., 1232 g., Regulations CFR Part 99. The North Tippah School District routinely makes public certain directory information regarding students. This directory information includes the student name, address, telephone number, picture, height and weight of athletes, extracurricular activities, awards, honor rolls, electronic listings, internet web pages, and other information which is typically found in school yearbooks, programs, bulletins, and student newspapers. In addition, the district discloses names, addresses, and telephone numbers to military recruiters upon request. Parents and eligible students shall have from July 15 until September 1 to review this notice and request in writing to the school principal that all or any part of the directory information not be disclosed without prior written consent.

Opt out

As a parent of a student in the North Tippah School District, you have the right to request information regarding any state or LEA policy on student participation in required assessments, including parental rights to opt-out when applicable. Please see North Tippah School District Policy IIAAA (Instructional Program Section I) and the Miss. Code Ann. 37-16-1; 37-16-3(2); and 37-16-5.

Equal Education Opportunities

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status. No student shall be excluded on such bases from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities. LEGAL REF: Mississippi Code 37-15-35 and 1972 Educational Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84. School board policies follow federal laws related to non-discriminatory practices in the operation of the schools, as pursuant to Mississippi Public Schools Accountability Standards, 2008.

Education for Homeless Children and Youth - Title X

The North Tippah School District complies with Steward B. McKinney Homeless Assistance Act of 1990, as amended. Homeless Liaison is Emily Eaton and she can be contacted at 662.837.8450. More information can be found at northtippah.org

Emergency Drills

Emergency drills will be conducted at regular intervals as scheduled by the school administration in accordance with board policy and accreditation standards. Due to emergencies, catastrophic incidents, or weather related emergencies, the Superintendent has the authority, given by the school board, to cancel school, dismiss early, or begin later in the school day. The Superintendent shall make the final decision after consulting the weather and transportation authorities.

Inclement Weather

In the event of inclement weather, parents will be notified of any school closures. Depending on the severity of the situation, the school may close for the day, have a two hour delay of start, or be dismissed early. If a two hour delay is implemented, buses will run that morning two hours later than normal, and the start of the school day will be two hours later than the normally scheduled start time, as well.

Parent / Student Communication

North Tippah schools use *Parent Square* to connect and communicate with students and parents. *Parent Square* is a parent engagement tool that helps teachers and staff easily communicate and collaborate with parents. Parents can choose to download the Parent Square app to receive messages and alerts or they will be sent to the phone number on file via text message. If your phone number changes throughout the year we encourage you to let the school know so that you will continue to receive alerts and messages.

Fees

The School Board of any school district shall be authorized to charge reasonable fees, but not more than the actual cost, for the following:

- Supplemental instructional materials and supplies, excluding textbooks;
- Any other fees designated by the Local School Board as fees related to a valid curriculum educational objective, including transportation; and
- Extracurricular activities and any other educational activities of the school district which are not designated by the Local School Board as valid curriculum educational objectives, such as band trips and athletic events.

Financial Obligations

Students may incur financial obligations such as lost or damaged textbooks, workbooks, lab fees, and activity fees. It is their responsibility to pay all financial obligations by the end of each semester.

Any lost or damaged electronic devices assigned to the student will be the responsibility of the parent/guardian to replace or repair as noted in the At-Home Agreement signed by parent/guardian at time of issuance: Fees are as follows:

- First Repair - \$25 (iPad only, not including case)
- Second Repair - \$50 (iPad only, not including case)
- Third Repair - Full price for device replacement (\$442)
- Lost device - Full price for device replacement (\$442)
- Chargers - Full cost of replacement (Brick - \$20; Cord - \$20)
- Case/Keyboard/Trackpad - Full cost of replacement - Case Only (\$139)

Students who owe money at the end of a semester will not receive their report cards until they meet their obligations. Students unable to pay because of financial hardship should talk to the secretary to set up a plan to help them meet their obligations. Report cards, diplomas, and/or transcripts will be

held until all financial obligations are met.

Advertising in Schools

No advertising of commercial products, services, or religious beliefs shall be permitted in school buildings or on school grounds or properties. This policy does not prevent advertising in student publications, which are published by student organizations, subject to administrative control, nor the use of commercially sponsored free teaching aids if the content is approved by the administration. Solicitation of sales or use of the name of the school system to promote any product or religious belief shall not be permitted.

Such practices as allowing advertising and posters should be avoided as often as possible. Under no conditions may public advertisements with profit motives be condoned without explicit permission from the Superintendent of Schools. Any public advertisement may be announced or posted in the school only after permission from the school principal. Student advertisements, posters, and handouts before released, revealed, or given to students must be cleared through the Principal's office.

Class Officers/Favorites

All North Tippah School District Locations shall hold elections for class officers and class favorites "All Grades"

Earbuds, Headphones, Etc.

Students must keep earbuds and headphones in their backpacks or put away at all times. Students may only use them in the classroom when granted permission by the teacher with prior approval by the principal.

Appearances, Films, and Performances

Neither the faculty, the staff, nor the children of the schools shall be employed in any manner for advertising or otherwise promoting the interest of any commercial, political, or other non-school agency, individual or organization, except that:

The schools may cooperate in furthering the work of any non-profit community wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools. The schools may use films or other educational materials bearing only simple mention of producing film and provided such materials can be justified on the basis of their actual educational values.

The superintendent may, at his discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit. The schools may, upon approval of the superintendent, cooperate with any agency in promoting activities in the general public interest which are non-partisan and non-commercial, and which promote the education or other best interests of the Student

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the EPA, all school districts are required to provide an annual notification to all parents, teachers, and employees regarding our asbestos management program. This annual notification informs all persons of their option to review the Asbestos Management Plan for our school district. To provide continuing management of the asbestos in our schools, all Asbestos-Containing Materials (ACM) are inspected every six months by an accredited asbestos inspector. Any changes to these materials are recorded in a surveillance report as part of the management plan. Additionally, an accredited Asbestos Management Planner conducts a comprehensive inspection of all ACM's every 3 years. The 3-year re-inspection has been performed as required and a copy has been filed with the Mississippi Department of Education. A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of the Asbestos Management Plan for the district are maintained in the Superintendent's office located at 20821 Hwy 15; Falkner, MS 38629. If you are interested in reviewing this information, please contact the Central office at 662.837.8450 to schedule an appointment.

Programs, Parties, Field Trips

All programs, parties, and field trips (education trips) must be scheduled in advance through the principal's office.

Public Complaints and Grievances

Complaints for which specific resolution procedures are provided shall be directed to those channels. This includes complaints about personnel, instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the school board. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

The board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made;
2. The principal of the school involved;
3. The superintendent;
4. The complainant.

If the board decides to hear the complaint, the board shall make a decision which shall be sent to all parties. The board's decision is final.

Contests

The decision of administrators as to whether students will be encouraged to enter national or state contests or competitions shall be guided by the recommendations of state and national associations of principals. Following careful investigation of the purpose and merits of competition, a school may participate in a proposed local contest with the approval of the school principal and the superintendent. The administration must be assured of the value of the contest to students and shall refuse to consider contests designed largely for promotional purposes. All proposed rules and regulations shall be checked carefully. When an event is found suitable, announcements shall be posted to give everyone who qualified as an entrant an opportunity to participate. However, no student may be required to take part in a contest sponsored by an outside organization as part of his course.

Social Events

Providing students with social activities is beneficial to their overall development. These events may be on a school-wide basis or limited to a portion of the students in a school. All events shall be under the authorization and supervision of the principal and staff. Proper chaperoning shall be provided under the direction of the principal

Student Volunteers

The Board encourages the use of student volunteers in the educational program and in useful community services. However, student volunteers should be able to carry the additional load without interfering with their academic achievement. Teachers and members of the community shall check with the guidance counselor and the principal before students are sought for volunteer help to make sure that the students can afford academically to undertake the additional responsibility.

Substitute Teachers

Courtesy to a substitute teacher is one of the most vital ways to build good school-community relations. A student who demonstrates an unwillingness to cooperate with a substitute teacher and disturbs a substitute teacher's classroom will be subject to disciplinary action.

Tobacco Products

The use or possession of any tobacco product at a NTSD campus is prohibited. Violators will be prosecuted pursuant to local and state law in addition to the consequences stated in the NTSD handbook.

Transcripts

A fee of \$5.00 is assessed for transcripts requested after the student has been out of school one year.

Visitors

Parents are encouraged to visit the schools. Parents and other persons who wish to visit a school must report upon arrival at the school to the principal's office and sign in for clearance. The principal has the right to deny visitation to any individual if, in the judgment of the principal, the visit might negatively affect school climate. The presence of visitors in the classroom creates a distraction: therefore, visitors are NOT allowed in the classroom. Anyone wishing to see a student for a specific reason may seek permission to do so from the principal's office. There shall be no solicitation of teachers or students on personal matters on the school premises by salesmen or agents.

All visitors to schools shall report immediately to the school office. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

Non-students are not allowed to visit the classroom during school hours. The schools, because of space factors in the classroom, will not be able to allow school students to have student visitors accompany them as visiting guests in the school. All visitors are required to stop by the school office and sign in when they first arrive on campus.

NORTH TIPPAAH SCHOOL DISTRICT ACCEPTABLE USE POLICY

North Tippah School District (NTSD) recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools. To this end, the NTSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. NTSD encourages the responsible use of computers, computer networks, including the Internet, E-mail, and other electronic resources in support of the mission and goals of the NTSD and its schools.

In order to access district services such as the Intranet and Internet via the District Network, each user must sign an Acceptable Use Policy (AUP) Agreement form stating that they are aware of and acknowledge agreement with all the sections below.

Additional regulations and policies pertaining to schools/technology are E-Rate, Children's Internet Protection Act ("CIPA") and Family Educational Rights & Privacy Act ("FERPA").

FILTERING

NTSD uses an aggressive Content Filter and SPAM filter. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, North Tippah School District provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, NTSD will not be held liable.

MONITORING OF NETWORK USE

All data transferred and /or transmitted over the NTSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to Email, text documents, digital photographs, music and other digital or electronic files.

SCHOOL DISTRICT OWNERSHIP

All data transferred over the district network or stored on any district owned equipment/media is the property of NTSD.

Use of the District Network is contingent upon their signing a copy of this Acceptable Use Policy; Material created and/or stored on the District Network is not guaranteed to be private. Students and staff should expect that files created/stored on the school computer equipment may be viewed by a Network Administrator. District technology staff may examine or monitor any computer equipment at any time to ensure that the computer and/or network is being used properly. District Technology Staff may access any computer equipment at any time for diagnostic purposes or installation of software;

CONSEQUENCES OF POLICY VIOLATION(S)

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or district staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and/or punitive actions will be taken.

All users of the North Tippah School district network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but are not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, and/or contact of law enforcement agencies.

DISCLAIMER OF LIABILITY

North Tippah School District disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use.

Because the Internet and E-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, North Tippah School District shall not be responsible for:

- Any damages a student or staff member may suffer, including, but not limited to, loss of data or interruption of services
- For the accuracy or quality of information obtained from or stored on any of its network or client systems
- Financial obligations arising through the unauthorized use of the systems
- Theft, loss, or damage to personal electronic devices
- Any actions or obligations of a student or staff member while accessing the Internet outside the public school system for any purpose

While NTSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affecting users, to safeguard users, no system is completely perfect. Those risks must be recognized and accepted by users who sign the Acceptable Use Policy.

NTSD makes no guarantee that the functions or services provided by or through the NTSD Network will be error-free or without defect. The District will in no way be responsible for any damages suffered, including but not limited to loss of data or interruptions of service. The District is in no way responsible for the accuracy or quality of the information obtained through the network. The School District is not responsible for credit card fraud/theft or other damage whether monetary or otherwise incurred as a result of Internet access provided to the North Tippah School District.

EMAIL AND ELECTRONIC DOCUMENT RETENTION

All emails and electronic documents created and shared with others inside or outside the district in conducting district business should be saved in user designated folders on the user's computer.

All district employee emails will be archived for a minimum of one year.

All district employees and students in Grades 3-12 will be issued a district email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district's email system. This includes, but is not limited to teachers who guide extracurricular activities such as clubs, choirs, bands, athletics, etc.

District staff who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

Use of "internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" internet service providers is not allowed at this time, as previously stated all communication pertaining to school should be performed on the North Tippah Email accounts.

PROHIBITED ACTIONS

- The following actions on the District Network are specifically prohibited, but are not limited to:
- Installing software, software application, utility, plug-In's or other such operations without the approval of the Technology Coordinator;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Unauthorized access, including so-called 'hacking,' and other unlawful activities
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- No cyber bullying behavior shall be all, report all instances;
- Giving out personal information about another person, including home address or phone number
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the NTSD. Software, files, and/or licenses owned by NTSD cannot be transferred to staff or student personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the NTSD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value;
- Violating this or other procedures and guidelines established and set forth by NTSD Technology Coordinator.
- Attempt to bypass network controls and filters;
- Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours;
- Do not use personal electronic devices (ex. laptops, ipods, iphones, blackberries, etc.) on the district's network without permission from the NTSD Network Administrator;
- Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network;
- School district employees should not use personal email accounts or messenger services or online social networking sites to communicate with students, regardless of the nature or intent of the message;

*****The above list is not all inclusive and will be amended from time to time.**

School Issued Technology Policy

Here are some guidelines relating to school issued devices.

- Students are responsible for the general care of the technology device they are using and devices that are broken, or fail to work properly, must be reported to staff immediately;
- No food or drink is allowed next to your device while it is in use;
- Cords, cables, and removable storage devices must be inserted carefully into the issued school device;
- Never transport your device with the power cord and/or headphones or earbuds plugged in. Never store your device in your carry case or backpack while plugged in;
- Students should never carry their device while the screen is open;
- School devices must remain free of any writing, drawing, or stickers UNLESS the device is protected with removable skin. An identification label with the student's name is acceptable on the device;
- Vents CANNOT be covered. Devices must have a North Tippah School District tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result;
- Devices should never be left in a car or any unsupervised area;
- Do not lean or put pressure on the top of the device when it is closed;
- Do not store the device with the screen in the open position;
- Do not place anything near the device that could put pressure on the screen;
- Do not place anything in a carrying case or backpack that will press against the cover;
- Do not poke the screen with anything that will mark or scratch the screen surface;
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks);
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth,
- Be cautious when using any cleaning solvents; Some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent;
- Students are required to use their North Tippah domain user ID and password to protect their accounts and are required to keep that password confidential;

GUIDELINES

All users are responsible for appropriate behavior on the school's computer network and equipment just as they are in a classroom or on a school playground. Use of a computer resource is a privilege, not a right, and may be revoked if abused. Action can, and will be taken for violation of this Appropriate Use Policy. Consequences can include:

1. Restricted use
2. Loss of network access
3. In-school disciplinary action, or legal action, including possible criminal prosecution depending on the type of violation. Before legal action is taken, the district shall have proof of such violation.

Each school year users will sign a form stating:

1. I have read the North Tippah School District's Acceptable Use Policy.
2. I understand and will abide by this policy.
3. Should I commit any violation I could suffer the consequences (not all inclusive above).

Student Handbook Agreement 2023-2024 School Year

I have received a North Tippah School District Handbook (Virtually or Print) for the 2023/24 school year. As a parent/guardian of a North Tippah School District student, I will read this handbook with my child and together we will follow the rules and regulations of the North Tippah School District.

Student Signature

Print Name

Parent/Guadian Signature

Print Name

Date

