

East Tallahatchie School District



Alternative School Handbook 2023-2024

411 East Chestnut Street

Charleston, MS 38921

662-647-5524

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Ms. Pamela Wesley.....Administrative Assistant

Mrs. Jeanette Hentz..... Teacher

Alternative School Program

HOURS OF OPERATION

Monday – Friday (7:30-3:00)

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Purpose

The purpose of alternative education is to accommodate behavioral and academic needs of children and adolescents that cannot be adequately addressed in a traditional school environment. In addition, alternative education provides direct social, emotional, and behavior management instruction to students (MDE Alternative School Manual, 2019). The school board of this district shall establish, maintain, and operate, in connection with the regular programs of said school district, an alternative school program. The alternative school program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of federal and state law (MS Code of 1972 Section 37-13-91, et al) and the guidelines of the State Department of Education.

Mission

The mission of an alternative education program is to promote academic success, modify behavior, and facilitate employability and functional skills attainment, as well as to support career and character education development in an environment that differs from the traditional school setting and offers a more conducive setting for learning. Through ongoing direct instruction, guidance, and monitoring, students will be provided support with the goal of returning the student to a comprehensive school environment with the necessary abilities to function therein (MDE Alternative School Manual, 2019).

Definition

The alternative school program is defined through written board-approved policies and procedures designed to provide appropriate educational opportunities for the categories of students to be served. Further, the program must meet the requirements of Mississippi Code 1972 Annotated §37-13-92,1 which delineates the components of alternative education. An alternative education program involves temporary authorized departure from the traditional school setting. It is designed to provide educational and social development for students whose behavior places them at risk of not succeeding in the traditional school structure and/or in adult life without positive interventions (MDE Alternative School Manual, 2019).

ELIGIBILITY

- Based on Mississippi Code 1972 Annotated §37-13-92, school districts shall establish, maintain and operate, in connection with the regular programs of the school district, an

alternative school Program or behavior modification program for, but not limited to, the following categories of compulsory school aged students:

- Any compulsory school age child who has been suspended for more than ten (10) days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct;
- Any compulsory school age child referred to such alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian or custodian of such child due to disciplinary problems.
- Any compulsory school age child referred to such alternative school program by the dispositive order of a chancellor or youth court judge, with the consent of the superintendent of the child's school district.
- Any compulsory school age child whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

ORIENTATION/ENROLLMENT PROCEDURES

Before any student can be enrolled at the East Tallahatchie Alternative School, they must be accompanied by a parent/guardian to attend the orientation and enrollment session. Orientation sessions will be scheduled by the Director. Students and parents/guardians should be prepared to stay at least 30 minutes to 1 hour. During this session, information will be provided on the East Tallahatchie Alternative School and any necessary forms will be completed. A course of study plan will continue from the home school to meet the individual needs of each student. This plan will be developed with input from the administration and behavior specialist/counselor of the referring school, and the alternative school director. This meeting will be held at an agreed upon time by both parties before the meeting.

ENROLLMENT POLICY

Each school will follow the procedures for student referral in order for a student to be accepted into the East Tallahatchie Alternative School. Each enrolled student will have an Individualized Educational Plan (IEP) or an Individualized Instruction Plan (IIP) stating the objectives to be mastered for each course with additional objectives intended to assist the student to achieve successful learning experiences and modified social behavior that will entitle him/her to return to and re-enter his/her home school in order to graduate. Students will be enrolled for the amount of time assigned by the Discipline Review Committee approved by ETSD Superintendent, unless they are granted early completion, as per the Early Completion Guidelines.

Goss vs. Lopez due process affords the student the right to an informal notice of charges, explanation of the evidence, and an opportunity to present his or her version of the story.

Placement Criteria according to MDE Manual, 2019

The principal shall require verification from the appropriate home school guidance counselor that a student referred is suitable for placement. Before a student is removed and placed into the program, the superintendent must determine that the disciplinary policy of the local district is being followed. The removal of a student requires a committee of teachers and other appropriate

professional personnel to develop the IIP (or IEP, for students receiving special education services) to ensure continued education for the removed student. The IIP should include the duration of placement. The IIP and IEP must be completed prior to placement. Student placement into an alternative education program is based on a required referral process. This referral process will need to be included in the district's handbook.

Disciplinary Committee

The Disciplinary Committee may be composed of a minimum of three members (i.e., principal, teacher, counselor) and a special education teacher, when applicable. The parents or guardian of the student should be present during the Committee's hearing. If a parent or guardian cannot be present for the hearing, then they must be notified in writing no more than 3 days after the meeting of the results and recommendation. A student's placement or assignment may be extended due to academic, behavior, or attendance deficiencies. Student placement may be extended based on a committee review determination.

Individualized Instruction Plan (IIP) and/or individualized education program (IEP)

An IIP and/or IEP must be completed for each student as a result of alternative education program placement. Students assigned to the alternative program are expected to pass their academic courses, as regular classroom teachers are responsible for providing class assignments and assessment in a timely manner to ensure student academic success. Students must attend school daily with a full academic day of 330 minutes in courses required for graduation and minimal noninstructional time. Students assigned to the alternative education program must exhibit appropriate behavior and adhere to the alternative school's rules and regulations. In the case of a recommendation for alternative education placement, the superintendent (or his or her designee) must conduct a review of the recommendation. The review shall consider the following factors:


- Suspended for more than 10 days or expelled.
- The nature and seriousness of the violation
- The degree of danger to the school community
- The student's disciplinary history, including the seriousness and number of previous infractions.
- The appropriateness of an alternative education placement or program
- The student's age and grade level
- The results of any mental health, substance abuse, or special education assessments
- The student's attendance and academic records
- A customized intervention program with support services to meet the needs of individual students assigned to the program.
- A comprehensive transition plan for each student returning to the traditional school setting that outlines support services that are to be provided upon the student's return to the home school

BEHAVIOR OFF CAMPUS

Students may be disciplined for acts or crimes off campus. The responsibility for a student's conduct rests with the parents/legal guardian. The Director has the authority to administer any

disciplinary action approved by the ETSD School Board necessary to ensure the safety and well-being of all students. The administration will take necessary steps to enforce the policies of the ETSD Mississippi State Code 37-11-29 which states, the principal, teacher or other school employee who has knowledge of any unlawful activity which occurred on educational property or during a school related activity or which may have occurred shall report such activity to the Superintendent of the school district or his designee who shall notify the appropriate law enforcement officials. As student knowingly in possession of a weapon as defined by MS code 97-37-17 and/or any imitation weapon, will be recommended for expulsion, the weapon will be seized, and the matter will be referred to the appropriate law enforcement authority.

Note: Consequences are subject to change at the discretion of alternative school director, superintendent, and/or case by case.

 Please complete and sign form, clip and return to the school.

BUS RULES

Please complete this form if your child is eligible to ride the bus. **RULES FOR STUDENTS**

RIDING BUS

1. Do not distract the driver's attention unless necessary.
2. Talk to friends in a normal/low tone; do not shout.
3. Keep head, hands, and other articles inside the bus.
4. Do not bring unauthorized articles on the bus (examples: pets, combustibles, large articles, weapons).
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver.
8. Do not eat or drink on the bus.
9. Students should sit in seats assigned by the driver.
10. Bus suspension policy for general misconduct:

1st Incident -----	Student Conference with Parent Notification
2nd Incident -----	Parent Conference/1 Day Bus Suspension
3rd Incident -----	3 Day Suspension from Riding the Bus
4th Incident -----	5 Days Suspension from Riding the Bus
5th Incident -----	Suspension from Riding the Bus for the Remainder of the quarter. Student may be suspended from riding the bus and school for misconduct outlined elsewhere in the student handbook.

Students may be suspended from riding the bus and school for misconduct outlined elsewhere in the student handbook.

I understand that riding the bus is a privilege granted my child only as long as he/she abides by the rules.

STUDENT'S NAME _____ **BUS NUMBER** _____
(Please Print)

STUDENT'S SIGNATURE _____

SCHOOL _____ **GRADE** _____

ADDRESS _____
Street Address City

PARENT'S/LEGAL GUARDIAN'S SIGNATURE _____

DATE _____

Dear Student, Parents/Legal Guardians:

The Alternative Program Handbook is designed to serve as a tool for familiarizing students, parents and guardians with the Alternative School's established policies, rules, and regulations. The rules and regulations that address the unique needs of alternative program students must be developed and disseminated to parents and students. School boards should assure parents that alternative education schools are not prisons and that teachers are educated professionals (MDE Alternative School Manual, 2019). The alternative school operates under the umbrella and in conjunction with all ETSD School academic guidelines. Students will be taught the same content as their peers in our academic program. Alternative students will attend classes through Google classroom. It is the intent that we give our alternative students a quality education while making their safety our top concern.

It is virtually impossible to write rules and regulations to adequately cover every detail on every subject. By using the official handbook, the Alternative School is attempting to eliminate as much confusion as possible, so the students and Alternative School staff can focus on student performance.

If there are any questions or concerns, please feel free to call the Alternative School for clarification or discussion of the regulations or rules. The Alternative School's number is 662-647-5524.

Sincerely,
Dr. Cunningham
Alternative School Director

Parents/Legal Guardians:

This form certifies that I have had the opportunity to read the rules, regulations, and policies as set forth by East Tallahatchie School District in the 2023-2024 Alternative Program Student Handbook.

These rules, regulations, and policies are based on the recommendations of parents, students, teachers, administrators, and board members.

I have had the opportunity to read the absentee rules stated in the handbook as well as the resident requirements. I am also aware that additional rules, regulation, and policies may be adopted if deemed necessary.

Riding the school bus is a privilege. This privilege can be taken away for improper conduct and violation of school and bus rules. I have had the opportunity to read the disciplinary policy for violation of bus rules.

Student Name _____ Grade _____

Address _____

City _____ Zip _____ Phone _____

Please sign and return this form. Failure to return this form could result in your child not being able to continue in this school.

Student Signature

Parent/Legal Guardian Signature

Date: _____, 20 _____

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Dear Parent/Guardian & Student:

East Tallahatchie School District is pleased to offer students access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. East Tallahatchie School District is CIPA (Child Internet Protection Act) and COPPA (Children's On-line Privacy Protection Act) compliant. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, East Tallahatchie School District is expected to engage in a "good faith effort" to abide by the requirements of CIPA/FERPA. CIPA/FERPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA/FERPA.

Because of the fragile nature of the equipment being used and the nature of much of the material available over the Internet, this form must be signed by you and your child before use of the equipment will be allowed. The use of the Internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. The administrator of the school and/or the school technology committee will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

As a East Tallahatchie School District parent, I understand that my child is enrolled in the East Tallahatchie School District and will need to be able to use the computers/equipment at school. I understand, as well, that my child may be involved in research projects and class activities involving the Internet. As parent or guardian, I also understand that I will be responsible for my child concerning the following items:

Students will not use the Internet provided at school for illegal purposes of any kind.

Students will not use the Internet provided at school to transmit, receive, or view material that is pornographic in nature.

Students will not use the Internet provided at school to transmit, receive, or view material that is threatening or harassing in nature.

Students will not use the Internet provided at school to gain access or "hack" into computer systems that they have no permission to use.

Students will not use the Internet provided at school to access any student records existing on the schools' networks.

Students will not use the Internet provided at school to propagate computer viruses.

Students will not use the Internet provided at school for the purpose of lobbying or distributing political information.

Students will not use the Internet provided at school for commercial ventures of purchasing, selling, taking orders or placing orders. East Tallahatchie School District schools are not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at school.

9. Students will not damage, abuse or misuse the equipment provided for their use at school.
10. Students will not make changes to the screen or appearance of the desktop on computers provided at school.
11. Students will not load games or other software brought from home or downloaded from the Internet onto the computers provided for their use.
12. Students will not attempt to bypass school internet filters by way of internet proxy sites.
13. Students will not use the Internet provided at their school to access social networking websites such as “MySpace”, “Facebook”, etc.
14. Students will not use the Internet and/or computer to violate any state or federal law (i.e. Copyright law).

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by East Tallahatchie School District is for research and educational purposes only.

CHILDREN’S INTERNET PROTECTION ACT (CIPA)

School district policy allows for the continuous implementation of technology protection measures to block or filter Internet access to protect against access by adults and minors to visual depictions that are obscene, pornographic or –with respect to use of computers with Internet access by minors – harmful to minors. Additionally, the school district will implement measures to monitor the online activities of users.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

For Students and Parents/Guardians

Please read the Student Technology Acceptable Use Policy for Internet, Electronic Mail, and Equipment responsibility. Signing below indicates the parent's/guardian's permission for the student to access the Internet and the student's agreement to follow district policy regarding computer usage and Internet usage. Inappropriate use will result in a cancellation of such privileges and/or disciplinary action. If a signed parental permission is not on file, the student will not be allowed to use on-line services.

Student's Name/Grade

Teacher's Name

Parent/Guardian Signature

Date

INSTRUCTIONAL IMPLEMENTATION

Teachers from assigned schools will create an Individual Instruction Plan (IIP). Individual Education Plans (IEP)s will be followed as outlined in the current document which will be submitted by the Special Education Director. Teachers from assigned schools will monitor students daily or as needed to assure students are on task and successful. If a student is assigned for a complete grading period, grades will be recorded from home school and issued a report card. Students taking a vocational class at Charleston High School will receive their work from those instructors.

ACTIVITIES/CLASS SCHEDULE

Parents/guardians will sign students in when late. The persons signing the students in must be at least 21 years of age and can supply documentation of age if requested. These documents can be driver's licenses, state identification, birth certificate, and name(s) must be on the student's contact log. Students will not be allowed to talk with other students during their assignments to Alternative School. Class will begin, Monday – Friday from 7:45-3:00. Lunch and breakfast will be provided in the room or cafeteria when no other students are present. Students will be responsible for keeping the room neat and clean when lunch and breakfast are provided in the room. Constant supervision of students is required at the Alternative School. Students are expected to remain on task and follow all rules.

TRANSPORTATION

Parents/guardians will bring students to the alternative school daily. Transportation will be provided by the district, as needed. No personal vehicles will be driven by a student under any circumstances. Violation of this will carry a warning for the first offense. The second offense will result in ten (10) additional days added to the suspension of the student.

EXTRA-CURRICULAR ACTIVITIES

Students assigned to the Alternative School will not be allowed to participate in or attend any extra-curricular activities in the East Tallahatchie School District during their assignment. This includes all ball games home, proms, beauty reviews, etc. Students may not participate in any sports or practices. Violations of this rule will result in an additional five (5) days for each infraction. After student completes his/her assignment, he/she may resume these activities.

ATTENDANCE

It is mandatory that all Seniors assigned to the alternative school attend daily from 7:30-3:00. Punctual attendance is expected of all students in the East Tallahatchie School District. Every instance of absenteeism or tardiness to school may be detrimental to the student and to the teaching/learning process. In grades K-8, a student who has more than twenty unexcused absences may not be promoted. In grades 9-12, a student who has more than twenty unexcused absences in a yearly course (or more than ten unexcused absences in a semester course) may not receive credit for the course. A student who fails a course because of attendance only may receive a "60" as the final course grade on the permanent record. This grade may change if the student attends and successfully completes the district's extended school year program in its entirety. Failure to complete the ESY program may cause the student to be retained. Students may be required to pay designated ESY program fees. If a student cannot make up all unexcused days absent in the ESY program, she/he may be retained and may not receive credit for each course failed due to absences. It is the parent's responsibility to contact the principal in the event a student cannot, for an extended length of time, attend school due to illness, injury, or other reasons of incapacitation. Dates and proof of absence are the responsibility of the student/parent. Extenuating circumstances may be considered on a case-by-case basis.

Students between the ages of six and seventeen are under the Compulsory School Attendance Law. Any student not under the Compulsory School Attendance Law who has accumulated more than twenty unexcused absences in a school year may be dropped from the rolls. If there are extenuating circumstances, reinstatement can occur only if there is a reasonable chance the student can successfully complete all coursework by the end of the year and has not missed more than twenty days of school. The reinstatement is subject to the principal's recommendation and superintendent's approval. Denial of reinstatement may be appealed to a school attendance committee and/or the Board of Trustees. Parents may be periodically notified, in writing, of students' absences and be required to come to the school for a conference.

A student will be reported to the Compulsory School Attendance Office, after a child has missed 5, 10 & 12 consecutive days from school. A penalty will be applied according to the local attendance officer, Youth Court judge and/or the Department of Human Services.

ABSENCES FROM SCHOOL

Absence from school is classified as excused or unexcused. Excused absences will be granted for those absences that meet one or more of the following conditions:

1. Illness of the student,
2. Death in the pupil's immediate family (mother, father, sister, brother, grandparent, guardian, child),
3. Absences necessitated by the student's participation in school-related activities, and/or
4. Any other absences sanctioned by state and federal law or board policy.

Extended illness beyond three consecutive days and/or more than a total of five absences per nine-week period requires a doctor's excuse, which must be presented and accepted only upon the child's return to school. Barring extenuating circumstances, notices submitted late [three or more days after the student's return to school] will not be accepted to justify excused absences.

A student who has been absent must present an excuse written by his/her parent/guardian. (Bogus excuses will not be accepted.) This written explanation must be given to the principal or appointed designee upon returning to school. Requests may be made to validate excuses with questionable signatures. The following items should be included in the excuse:

1. Date of excuse, date(s) of absence,
2. Full name of student,
3. Reason/documentation for absence (which may be investigated), and
4. Signature of parent/guardian (subject to validation if questionable).

Bringing a written explanation does not mean the student will automatically receive an excused absence. Excused absences will only be granted for bona fide absences that meet one or more of the conditions outlined earlier in this section. Appointments must be reported to the school prior to the absence and followed with an excuse from the parent/guardian.

Any student reporting to school without a written explanation from the parent/guardian will be given an unexcused absence until a written explanation is received from the parent/guardian and will be allowed to remain at school for the remainder of the day. In order to be readmitted the next day, a student may be required to have his/her parent or guardian accompany him/her to school to validate the absence and gain admittance. A written request for an excused absence submitted five or more days after the student's return to school may not be accepted, barring extenuating circumstances.

Any student who is persistently absent from school, or any part of a school activity without the knowledge and consent of his/her parent/guardian, shall be suspended, placed in the alternative program, and/or go before a disciplinary committee for additional disciplinary sanctions.

The East Tallahatchie School District does not recognize student "skip day." Any absences resulting from such activity will be unexcused. A parental conference will be required before a student linked to "skip day" activities is re-admitted to school.

SENATE BILL 2394 – provides that the Compulsory School Attendance Law shall apply to five-year-old who have enrolled in full day public school kindergarten programs. A parent shall be

allowed to disenroll a child from the program once without the child being deemed a compulsory school student until the child reaches the age of six. Effective Date: July 1, 2003.

TARDINESS

Tardiness to school will be unexcused, barring critical extenuating circumstances. If a student arrives at school after 8:15 a.m. a parent and a valid written excuse by the parent/guardian must be completed in the office and sign the student in for the day. If the student comes to school without a parent/guardian, the parent/guardian will be contacted to verify the reason for tardiness.

Students who are consistently tardy to school during a grading period (five or more times during a grading period or three times in a week) will be reported to the attendance officer, Youth Court judge and/or the Department of Human Services.

Chronic tardiness may result in a student being sent back home for the remainder of the day, assigned to the alternative program or after school detention program to make up time, or being given any other appropriately assigned consequence.

STUDENT CHECK-OUT PROCEDURES

The following check-out guidelines have been adopted in order to protect the welfare of each student.

When a student becomes sick, or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the principal's office (or staff in the office is notified of the illness). Before the student can be released from school, a parent, legal guardian, or person authorized by a parent/guardian must come to the school office and sign the student out. The person signing the student out must be listed on the student's contact log or is an individual designated by the parent/guardian prior to the dismissal request.

A student will be released for a doctor's appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized by the parent/guardian comes to the school and signs the student out, or the school receives a legitimate request from the parent to release the child.

Once a student reports to class/school, he/she may not leave the school premises/activities without permission from the principal (or principal's designee), persons on contact log. The principal or any person so designated retains the right to conduct an in-depth investigation of all dismissal requests.

MEDICATIONS

Office personnel and school staff will not hand out any medication until the parent completes the appropriate medication form. Every attempt will be made to notify parents when a pupil becomes sick. Students under the care of a doctor may bring prescription medicines to school. This medication is to be brought to the office in its original bottle. Failure to report possession of prescribed medications to the office may result in serious discipline consequences. For students in

grades kindergarten through six, office staff or a person so designated by the principal may administer the medication, with parental consent.

It is the parent's responsibility to inform the school of any life-threatening condition that a child may have, throughout the school term.

HOUSE BILL 1072 – permits public and nonpublic school students to self-administer asthma medication with written consent from the parent and a statement from the health care provider outlining the proper process to administer the medication. Effective Date: July 1, 2003

Children who use inhalers should give the principal of the school the inhaler labeled with the child's name. This inhaler should be kept in the principal's office for the child's use. Parents are encouraged to leave an extra inhaler with the school office, because students sometime forget to bring them to school.

Students with severe asthmatic symptoms will be allowed to carry inhalers with them at all times, once documented by a school nurse or administrator. Parents of students with severe problems must inform the school immediately upon enrollment.

The district does not condone the sharing of over-the-counter medications. If this occurs, parents will be contacted. If it appears that a child has overdosed, the school will call for medical assistance. All medical expenses are the parent's responsibility.

Certain physical symptoms may indicate that a pupil could have a contagious disease such as pink eye, chicken pox, measles, ringworm, or other illnesses. The principal will notify parents of these symptoms. In some cases, the principal may request a doctor's note before readmitting pupils to class.

HOUSE BILL 154 - HEAD LICE - If a student has head lice on three (3) consecutive occasions during one school year, the principal or administrator will notify the county health department. The health department shall charge the child's parent a fee to recover its costs. The child will not be allowed to attend school until proof of treatment has been obtained.

DISABILITIES/REQUIRED DOCUMENTATION

It is very important that we know of any serious medical condition, such as asthma, that a child may have. This will help us in making assignments or allowing students to participate in certain activities. If a child has a disability or illness, parents should not only sign and return medical information forms every year, but also verbally inform appropriate school staff of the medical condition upon enrollment of the child in school. All illnesses must be officially documented by a physician.

It is the parent/guardian's responsibility to inform the school of any and all illnesses and diseases that are impacting a student attending school in the district.

ACCIDENTS/SUDDEN ILLNESS

The school attempts to provide an environment where children will be safe from accidents. If a minor accident occurs, first aid will be administered.

No care beyond first aid, defined as the immediate and temporary care given in case of accidents or sudden illness, will be given.

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgments as to the procedures for handling the emergency. If available, instructions on the emergency medical authorization form completed by the parent and district procedural guidelines will be followed in every case, in so far as possible, by staff members. Should there be a need to obtain emergency medical care, the parent will be liable for medical charges. Although not required, parents/guardians are still encouraged to purchase school insurance.

It is the parents and guardians' responsibility to provide the school with updated information as to how they can be contacted at all times. If addresses and telephone numbers change, the changes should be reported immediately to the school. The same process applies to individuals to contact in the absence of the parent/guardian.

EXTREME WEATHER CONDITIONS

If extreme weather conditions warrant the possibility of the closing of school, please do not call the school officials or teachers. Listen for announcements on local radio and television stations or a call from Aim Notification System (School Automatic Notification System).

DISCIPLINE PROGRAM

At the alternative school it is zero tolerance, based on a case-by-case situation. District policies prescribe how disciplinary measures are to be implemented in the school district. However, each school may adopt/implement a set of specific school rules, which have been approved by the superintendent (and based on district policy). Each teacher may also implement class rules which have been approved by the principal and superintendent. Rules implemented by teachers should be sent to parents and placed on display in their classrooms. Each violation of these rules may result in various consequences adopted by the teacher and approved by the principal and superintendent.

UNIFORM POLICY

Effective immediately, all school bags (including, bookbags, backpacks, satchel, etc.) are subject to search/inspection whenever on school property or at a school related activity. This policy is part of the district's overall effort to prevent school violence and to provide safe schools for our students, staff, and community. (Policy: JCDBB School Bookbags) All backpacks must be clear or mesh.

DRESS AND CONDUCT

Students are expected to dress so as not to disrupt the educational process. It is impossible to identify all dress which does disrupt the educational process, but the following illustrations are prohibited, because based upon past experiences of the district, such dress has been determined to disrupt the educational process:

1. Wearing hats or headdresses inside the school building;
2. NO pullover hoodies (must be a zip up jacket)
3. Any shorts with legs shorter than 6”;
4. Any sort of garment with holes, tears, and/or shreds;
5. Hair rollers and hair bonnets;
6. Any shirts which are not properly buttoned and properly tucked into pants;
7. All pants must have belt loops with belt worn
8. NO tank tops or muscle shirts;
9. Any pants, slacks, or walking shorts not properly secured up the waist line;
10. Any clothing with slogans or other writings/pictures/drawings, any description depicting alcohol, drugs, or any other writing/message which any reasonable person would expect would, or is likely to induce controversy or which is susceptible suggestive or has obscene similar numbered writings or such;
11. Any other clothing or ornamentation, including jewelry not listed above which, because of the item, or the manner worn, is dangerous for the student or others, or which disrupts the educational process may not be worn.
12. NO transparent/see through clothing.
13. NO sunglasses or glass frame without lens
14. NO doo rags, caps, sweater hats, skull caps, bandanas
15. NO SLIDES, FLIP FLOPS, house shoes, shower shoes, etc.
16. NO Spandex garments

East Tallahatchie School District School Wide Uniform Policy

Please Note: Students are not considered in uniform unless all the following are present:

Shirts:

- Solid Black
- Solid Gold
- Solid White
- Solid Black, Gold, or White Polo with OFFICIAL Charleston logo
- Three-button pull-over type with a collar
- All shirts must be tucked in

Pants, shirts, shorts:

Khaki color, Navy Blue, or Black (Must have a hem)

Pants and shorts must have belt loops

Skirts and shorts can be no shorter than one inch above the knee

Lowriders and cargo pants are not allowed

No pockets down the legs, No strings or zippers on legs

Pants, skirts, and shorts must not sag

Corduroy pants or jeans are not allowed

Belts:

Black or Brown color with a dress style buckle

Belts must be visible in front and back at all times

Shoes:

Shoes must be worn at all times

House shoes and thong-like shoes (flip-flops) are not allowed

Shoes with laces must be laced and tied. Shoes with Velcro must be fastened.

Shoes must be secured to the foot with a strap around the heel if not enclosed.

Socks must be solid navy, black, white, or khaki.

Jackets:

Jackets must be the type that zip, snap, or button. Jackets should be worn open while entering or inside a building that is on campus.

Pullover jackets or sweatshirts are not allowed.

Short sleeved jackets are not allowed.

Special
Events:

ALTERNATIVE SCHOOL DOES NOT PARTICIPATE

Maternity:

Students who have a doctor's excuse stating that they are pregnant must wear approved maternity tops in solid gold, black, or white.

ASBESTOS SURVEILLANCE OF ALL SCHOOL BUILDINGS

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools.

In order to provide continuing management of the asbestos in our school(s), all asbestos containing material (ACM) is inspected every six months by an engineering firm from Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

The three-year re-inspection has been filed with the State Department of Education.

A copy of the surveillance and re-inspection reports along with a copy of the management plan is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the LEA Asbestos Designee's office located at Charleston High School. Additionally, it should be noted that all of the state-owned driver training simulator units

have been inspected for the presence of asbestos materials and tested negatively. A copy of the management plan documenting this is located in each unit.

Any interested party should feel free to go to any of these locations to review these reports.

STUDENT PLACEMENT

Only the following categories of students may be assigned to the Alternative Program for Discipline:

1. Students who have documented history of repeated discipline problems;
2. Students who commit acts which endanger the life, health or welfare of students and/or staff;
3. Students who commit acts which substantially disrupt the educational process;
4. Students identified in MS code 37-13-92;
5. Students who violate relevant sections of Disciplinary Code.

Referrals to the Alternative School must be based upon a documented need for placement by the school, parent, legal guardian or custodian.

The principal, after consultation with the student's parents or legal guardian, teachers and guidance counselor, may recommend to the Superintendent that a student be assigned to the Alternative Program for Discipline. This recommendation shall include the following:

1. The student's class schedule and grades;
2. Documentation of the student's discipline history;
3. Documentation of discipline measures used for the student in the past;
4. Documentation that the student and the student's parent or legal guardian has been notified of the recommendation and have been afforded the due process rights required by Goss vs Lopez.

REQUIREMENTS OF GOSS v. LOPEZ

1. Oral or written notice of the charges.
2. An explanation of the evidence supporting the charge.
3. An Opportunity for the student to present his/her version.
4. If the student's presence endangers persons or property or threatens to disrupt the educational process, the students may be removed immediately, but items 1, 2,3 should be observed as soon as practicable.

If the Superintendent agrees with the principal's recommendation, the Superintendent will temporarily assign and shall recommend the East Tallahatchie School District School Board at its next regularly scheduled meeting that the student be assigned to the Alternative School. If a majority of the school board members present and voting, vote to accept the Superintendent's recommendation, the student shall be assigned to the Alternative School. An assignment period will be for the length of eleven (11) to forty-five (45) days and can be recommended up to a calendar year. A calendar year is defined as 364 days after the first day attended in the Alternative School for Discipline Program.

If a student commits an act, which endangers persons or property or threatens to substantially disrupt the education process, the principal, with the concurrence of the Superintendent, may immediately assign the student to the Alternative School, his/her parent/legal guardian shall be notified by the principal as soon as possible.

The parent or legal guardian of the student who has been recommended to be assigned to the Alternative school, shall be notified as such recommendation by the principal. The parent or legal guardian of the student who has been recommended to be assigned or has been assigned under the provision of paragraph three may request to appear before the school board to request that the student not be assigned to Alternative School. Once an assignment is made, a conference will be scheduled if requested by the parents/guardians.

After a student is placed in the Alternative School, the student will participate in both group and individual counseling sessions. The student shall receive counseling in regard to proper school behavior unless objected to in writing by the parent or legal guardian.

ACTS OF VIOLENCE

Any student who starts or participates in a disturbance, or seriously threatens the physical safety of others at any time during the course of the school year may be suspended from school immediately and, depending on the severity of the disturbance, be subjected to a disciplinary hearing. In case this occurs during the last days of school, the student will be subject to a disciplinary hearing. Any resulting suspensions may lead to placement in the alternative program or expulsion for the next school year, depending upon the severity of the disturbance, the degree of participation, etc. Each and every student who attends the facilities of the East Tallahatchie School District shall honor and respect the human dignity, physical welfare and ordinarily recognizable human and civil rights of each and every other individual.

The principal shall immediately notify the Superintendent or his designee of any aggravated assault or assault on a school employee. The Superintendent of the school district or his designee shall notify the appropriate law enforcement officials. In the event of an emergency or if the Superintendent or his designee is unavailable, the principal shall make the report to the law enforcement agency.

The local school board has the authority to expel an unruly pupil or to change his or her placement to an alternative school or a home-bound program for misconduct:

- o in the school
- o on the road to and from school
- o at any school related activity or event, or on property other than school property or other than at a school related event.

Authority exists when the Superintendent or principal determines that such misconduct renders the pupil's presence in the classroom a disruption to the educational environment or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. (House Bill 776, Effective July 1, 2000)

Any serious acts of school violence, as defined by board policy or by state/federal law, shall be reported to the Youth Court.

STUDENT ARRESTS BY LOCAL LAW ENFORCEMENT AUTHORITIES

Law enforcement agents will be permitted to arrest and carry from the premises students for whom they have valid arrest warrants.

SUSPENSIONS, EXPULSIONS, OR ALTERNATIVE PLACEMENTS

All core courses will be offered on a daily basis, to the students in the Alternative Program.

Special Education Students:

Referenced: Mississippi Department of Education, Office of Special Education

Procedures for State Board Policy 7219, Volume IV: Discipline

School personnel may remove a child to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child's disability if there is a violation of the school's code of student conduct under the following special circumstances. This removal of a child with a disability would relate to solely drugs, weapons and infliction of serious or bodily harm offenses. The removal authority applies to a child with a disability:

- Who carries a weapon to or possesses a weapon at school, on school premises or at a school function;
- Who knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, at school-on-school premises, or at a school function; or
- Who inflicts serious bodily injury upon another person while at school, on school premises or at a school function under the jurisdiction of the local educational agency?

An illegal drug means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority.

Serious bodily injury means injury that involves an extreme physical pain; substantial risk of death; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2.5 inches in length.

If these circumstances occur while at school, on school premises or at a school function under the jurisdiction of the public agency, the child may be removed to an IAES for forty-five (45) days or less. The public agency must notify the parents of the decision and provide to the parent, the PWN and Procedural Safeguards. The child's IEP Committee, of which the parent(s) is a member, determines the IAES and the appropriate services. Although the manifestation determination need not occur prior to the removal under these circumstances, and the removal can continue for not more than 45 school days, regardless of whether the behavior is later determined to be a manifestation of the child's disability, the public agency should take prompt action to complete the manifestation determination.

The child may remain in the ETSDP for up to forty-five days (45), unless the IEP Committee reconvenes before the term expires and determines that the IAES is the child's appropriate placement for another forty-five (45) days.

The school district must report crimes that occur on school grounds to the appropriate authorities. Nothing prevents the State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability. The public agency must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the public agency reports the crime. This transmission must comply with the Family Rights and Privacy Act. The transmission of personal identifiable data must be for the purpose of the juvenile justice system's ability to effectively serve the child whose records are released.

Policy JCD - ALTERNATIVE SCHOOL PROGRAM

Alternative School Program Monday – Friday

The school board of this district shall establish, maintain and operate, in connection with the regular programs of said school district, an alternative school program. The alternative school program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of federal and state law (MS Code of 1972 Section 37-13-91, et al) and the guidelines of the State Department of Education

1. The alternative school program shall serve compulsory-school-age children:
 - a. Who have been suspended for more than ten (10) days or expelled from school, except that such placement may be denied when the expulsion was for possession of a weapon or other felonious conduct;

- b. Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems;
 - c. Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal; and
 - d. Whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.
2. Before placement in the alternative school program, the principal or program administrator of the alternative school program shall obtain verification of the child's suitability for the program from the appropriate guidance counselor. Before a student can be removed to an alternative school education program, the superintendent shall determine that the written and distributed disciplinary policy of this district is being followed and that the policy includes standards for:
 - a. The removal of a student to an alternative education program that will include a process of educational review to develop the student's individual instruction plan and the evaluation at regular intervals of the student's educational progress; the process shall include classroom teachers and/or other appropriate professional personnel, as defined by district policy, to ensure a continuing program for the removed student;
 - b. The duration of the alternative placement; and
 - c. The notification of parents or guardians, and their appropriate inclusion in the removal and evaluation process, as defined in the district policy.
3. The superintendent shall provide for the continuing education of a student who has been removed to an alternative school program. Students placed in the alternative school program are subject to the policies and rules of conduct and discipline as well as any other rules of conduct and discipline deemed appropriate by the superintendent and/or principal.
4. This district shall ensure the following components are included in the alternative school program:
 - a. Clear guidelines and procedures for placement of students into alternative education programs which at a minimum shall prescribe due process procedures for disciplinary and general educational development (GED) placement;
 - b. Clear and consistent goals for students and parents;
 - c. Curricula addressing cultural and learning style differences;
 - d. Direct supervision of all activities on a closed campus;
 - e. Attendance requirements that allow for education and workforce development opportunities
 - f. Selection of program from options provided by the local school district, Division of Youth Services or the youth court, including transfer to a community-based alternative school;

- g. Continual monitoring and evaluation and formalized passage from one step or program to another;
 - h. A motivated and culturally diverse staff;
 - i. Counseling for parents and students;
 - j. Administrative and community support for the program; and
 - k. Clear procedures for annual alternative school program review and evaluation.
5. Any student who becomes involved in any criminal or violent behavior shall be removed from the alternative school program and, if probable cause exists, a case shall be referred to the youth court. The removal of a student from the alternative school program on these grounds shall be reported in accordance with the applicable school board policies.
6. This school district shall submit a report by July 31 of each calendar year to the State Department of Education describing the results of its annual alternative school program review and evaluation undertaken pursuant to MS Code of 1972 Section 37-13-92. The report shall include a detailed account of any actions taken by the school district during the previous year to comply with substantive guidelines promulgated by the State Board of Education under MS Code of 1972 Section 37-13-92.

Certain offenses will result in immediate suspension, a disciplinary hearing, and further disciplinary action, with the first offense. They include:

1. Extortion: attempt to get something by force or threat of force
2. Use or possession of intoxicating beverages, edibles or narcotics
3. Possession of a knife or any other weapon
4. Sexual misconduct
5. Any other unlawful or violent act listed on the School Violence Criminal Act Report, Mississippi Code, or board policy, or as deemed appropriate by school staff

Certain offenses may carry suspension and possibly a disciplinary hearing with the first offense. They include:

1. Bullying (continuous)
2. Threatening: statement or motion that makes someone else afraid
3. Intimidation: influence by fear
4. Teasing in a derogatory manner
5. Instigating, provoking or encouraging conflict; starting or passing rumors

6. Sexual harassment: inappropriate sexual comments or gestures
7. Profanity (directed), derogatory or disrespectful remarks, etc.
8. Stealing
9. Fighting or class disturbances (serious), fighting on bus
10. Gambling
11. Insubordination, refusal to obey reasonable requests
12. Destruction of school property
13. Firecrackers and other explosives
14. Visiting other school campuses or attending school activities that have been declared off limits, without permission
15. Forgery of signatures

SPECIAL EDUCATION STUDENTS

Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

STUDENT CONDUCT AND GRADES

Criteria used in the evaluation process to determine a student's grade must be supported by rationale. The criteria must be in writing and must include the following:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. Methods of evaluation of grades will reflect some combination of the areas listed below:
 - a. Class work
 - b. Homework
 - c. Test scores
 - d. Participation
 - e. Skill application
 - f. Preparation for class
3. The effect of absence on grades
4. Procedures for making up assigned work and tests
5. Other criteria as may be approved by the superintendent and school board

This school district, in its discretion, may provide a program of general educational development (GED) preparatory instruction in the alternative program.

The Mississippi Public School Accountability Standard for this policy is standard 22

Policy JCAA – DUE PROCESS

DUE PROCESS

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and the opportunity to be heard in such matters.

STEP ONE: INITIAL INFORMAL HEARING

Applies to: Suspensions of 10 days or less

Suspensions of 11 days or more

Recommendations of Expulsions

Denials of admission

1. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
 1. Advise the student of the charges against him or reasons for non-admission;
 2. Afford the student a full opportunity to respond; and
 3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.
2. After the informal hearing, the principal may take the following actions:
 1. **SUSPENSION OF 10 DAYS OR LESS:**
The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.
 2. **IMMEDIATE REMOVAL:**
The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.
 3. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:**
The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
 4. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:**

The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

5. DENIAL OF ADMISSION:

The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

STEP TWO: APPEAL

Applies to: Suspensions of 11 days or more

Expulsions

Denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non-admission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the [School Appeals Committee OR insert appropriate body or designee] shall automatically be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the [School Appeals Committee or insert appropriate body or designee]:
 1. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the [School Appeals Committee OR insert appropriate body or designee] may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
 2. The student may be allowed to remain in school if the principal or, in the case of non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the [School Appeals Committee OR insert appropriate body or

designee] may be held at any appropriate time without application of the 10-day limitation.

3. The hearing will be before the [School Appeals Committee OR insert appropriate body or designee:]
 1. [The Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
 2. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.]
4. The [Committee OR insert appropriate body or designee] shall hear and consider all cases presented and is authorized to:
 1. To concur or not concur in the suspension, expulsion or non-admission recommendation;
 2. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 3. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.
 4. The [Committee OR insert appropriate body or designee] shall prepare a written summary of each case.
5. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
6. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his child may request review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

[OPTIONAL] STEP THREE: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsions

Denials of admission

The superintendent shall review all recommendations by the [School Appeals Committee OR insert appropriate body or designee] for expulsions or denials of admission:

1. If the superintendent concurs in the decision of the [Committee OR insert appropriate body or designee], he shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the [Committee OR insert appropriate body or designee], he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.]

STEP FOUR: REVIEW BY THE BOARD

Applies to: Suspensions (only upon request by parents)

Expulsions

Denials of admission

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process.

(Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

Suspension or expulsion of a student may be used as a disciplinary action for violation of school/district codes of conduct and will be in accordance with the "rules and regulations governing suspension or expulsion of students" and the laws of the State of Mississippi.

Certain offenses will result in immediate suspension, a disciplinary hearing, and further disciplinary action, with the first offense. They include:

1. Extortion: attempt to get something by force or threat of force
2. Use or possession of intoxicating beverages or narcotics
3. Possession of a knife or any other weapon
4. Sexual misconduct
5. Any other unlawful or violent act listed on the School Violence Criminal Act Report, Mississippi Code, or board policy, or as deemed appropriate by school staff

Certain offenses may carry suspension and possibly a disciplinary hearing with the first offense. They include:

1. Bullying (continuous) (See Policies JDDA;JDDA-P)
2. Threatening: statement or motion that makes someone else afraid
3. Intimidation: influence by fear
4. Teasing in a derogatory manner
5. Instigating, provoking or encouraging conflict; starting or passing rumors
6. Sexual harassment: inappropriate sexual comments or gestures

7. Profanity (directed), derogatory or disrespectful remarks, etc.
8. Stealing
9. Fighting or class disturbances (serious)
10. Gambling
11. Insubordination, refusal to obey reasonable requests
12. Destruction of school property
13. Firecrackers and other explosives
14. Visiting other school campuses or attending school activities that have been declared off limits, without permission
15. Forgery of signatures

In addition to a suspension and/or a disciplinary hearing, the student will be required to clean up damaged property at the parent's/guardian's expense.

This list does not limit the offenses for which a student may be suspended. It only serves as an example of items for which a student may be penalized.

Constant demonstration of the negative behaviors listed above will result in a disciplinary hearing.

The Disciplinary Hearing Committee will make recommendations to the Superintendent/Board of Trustees as to expulsion, length of suspension or alternate placement of a student sent before a Disciplinary Hearing Committee for a disciplinary infraction. The Superintendent/Board of Trustees will either approve or override the recommendations of the Disciplinary Hearing Committee. Following a hearing, the Disciplinary Hearing Committee may take up to three days to consider evidence and make disciplinary recommendations to the Superintendent/Board of Trustees. Students may appeal all recommendations of the Disciplinary Committee and decisions of the superintendent to the Board of Trustees.

Video cameras may be used in the classrooms, hallways, and other gathering places to monitor/record student behavior, as deemed appropriate and/or necessary.

Suspended students who return to campus during the suspension period may have trespassing charges filed. This includes any event taking place on the campus, whether school sponsored or not.

No student will be allowed to participate in extra-curricular activities, whenever district and/or school rules are violated, or when charged with a felony act.

Graduating seniors may not be allowed to participate in graduation exercises whenever district and/or school rules are violated, or when charged with a felony act.

Students charged with a felony may be placed in an alternative setting until such time the district deems it appropriate to allow a student to enter into the regular education program.

The principal or his/her designee has the authority to use any and all disciplinary measures to ensure the safety and welfare of staff and students.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

The East Tallahatchie School District will enforce the Mississippi School Safety Act of 2001. This law provides for the suspension or automatic expulsion of certain school-age children on the occurrence of the third act of disruptive behavior during a school year. The specifics of the law are addressed in school board policy; copies may be obtained from the principal's office.

REASSIGNMENT FROM THE ALTERNATIVE SCHOOL TO THE REGULAR CLASSROOM PROGRAM

During the last week of a student's assignment to the ALTERNATIVE SCHOOL, a committee will meet to evaluate the student's progress. This committee will consist of the Alternative School instructor, the Director of the Alternative School, the Principal, the Discipline Principal, and Counselor. An evaluation report will be submitted to the Superintendent of Education to determine whether the student will be returned to his/her home school or retained in the Alternative Program for Discipline. The recommendation shall include the following information:

1. Reason for the student's assignment to the ALTERNATIVE SCHOOL;
2. Documentation of the student's discipline history while assigned to the Alternative School'
3. The record of counseling sessions about proper school behavior;
4. Student narrative detailing why the student should be considered for reassignment to the regular education program and plans to ensure that behavior will be acceptable in the regular education program;
5. Instructor narrative detailing why the student should be reassigned to regular education program;
6. Recommendations will be signed by each member of discipline committee and forwarded to the Superintendent of Education.
7. Documentation that the parent/legal guardian has been notified of the recommendation.

If the Superintendent agrees with the recommendation for reassignment to the regular education program, the Superintendent shall give his approval until such time as the school board meets in regular session. If a majority of the school board members present and voting, vote to accept the Superintendent's recommendation, the student shall be reassigned to the regular education program. The parent or legal guardian shall be notified in writing if the school board votes not to allow the student to return to the regular education program.

RULES AND REGULATIONS GOVERNING SUSPENSION OR EXPULSION OF STUDENTS

The following rules and regulations have been adopted by the Board of Trustees as a procedure to be followed in the event of a disciplinary action leading to suspension or expulsion of a student.

1. The Superintendent shall name a disciplinary committee of administrative, guidance, supervisory support, and school psychologist personnel which shall include a pool of not less than eight members.
2. Principals or building administrators shall make a written report of each suspension to the Superintendent to include:
 - a. Name of student, address; name of parent/guardian and
 - b. Statement of the reasons for the suspension including the date and time.
3. Where punishment for infraction of the rules shall result in a suspension of nine days or less, the principal involved shall schedule an informal conference with the student. At the request of the pupil, his/her parents shall be present. He/she will be advised of the nature of the offense in writing and the number of days of suspension. If the pupil and/or his/her parents disagree with the proposed suspension, before imposition and on written request, the matter shall be referred to a Disciplinary Hearing Committee. The Disciplinary Hearing Committee shall be formed according to policy, and the procedure outlined in steps seven and below shall be initiated.
4. Where punishment for an infraction of the rules will result in a disciplinary hearing, a Disciplinary Hearing Committee shall be constituted, and the student and his/her parent will be notified in writing of the charges made, they to be stated in specific terms. This notice will set a time and place for a hearing on the charges and will either be delivered personally or mailed to the parent at the last known mailing address.
5. The designee of the superintendent shall name a disciplinary hearing committee from the disciplinary committee pool. For each hearing Within five days a notice shall be given of the time and place of the hearing, the notice period to begin with delivery or mailing of the written notice. With the approval of the Superintendent, the principal may in his/her discretion, temporarily suspend the student until such time as the charges may be heard, but not to exceed nine days.
6. Within five days a notice shall be given of the time and place of the hearing, the notice period to begin with delivery or mailing of the written notice. With the approval of the Superintendent, the principal may in his/her discretion, temporarily suspend the student until such time as the charges may be heard, but not to exceed nine days.
7. The Disciplinary Hearing Committee so constituted shall conduct a full evidentiary hearing, shall examine witnesses on both sides, and shall make such rules of procedure as may be

desirable to maintain an orderly process. The student and his/her parents shall have the right to cross-examine adverse witnesses and present relevant proof desired. The student and his/her parents may be represented by counsel at such hearing, at their expense, if they desire. They shall have the right, if they so desire, to make a record of evidence given, at their expense. Should the student and/or his/her parents not appear at the time and place set for the hearing, the hearing will be held in their absence.

8. The Disciplinary Hearing Committee will make recommendations to the Superintendent/Board of Trustees as to expulsion, length of suspension, or alternate placement of a student sent before a Disciplinary Hearing Committee for a disciplinary infraction. The Superintendent/Board of Trustees will either approve or override the recommendations of the Disciplinary Committee. Following a hearing, the Disciplinary Hearing Committee may take up to three working days to consider evidence and make disciplinary recommendations to the superintendent/Board of Trustees. Students may appeal all recommendations of the Disciplinary Committee and decisions of the Superintendent to the Board of Trustees.
9. Within three working days following the hearing, the Disciplinary Hearing Committee shall make to the superintendent a written report which shall contain specific findings of fact as to what, upon all evidence, they find actually transpired, specific findings as to the student's guilt or innocence upon each charge, and their recommendations as to punishment, if any, deemed appropriate under the circumstance. The superintendent can accept or override the recommendations of the Disciplinary Hearing Committee. In addition, all cases involving "attempts by physical menace to put another," as identified in Mississippi Code 97-3-7 (Superintendent, Principal, Teacher, other instructional personnel, School Attendance Officer, or Bus Driver acting within the scope of his/her duty, office, or employment), "in fear of imminent serious bodily harm..." will automatically be placed on the agenda for the next meeting of the Board of Trustees which shall approve or disapprove the findings and decision of the superintendent.
10. The student and his/her parent may be present and may be represented by counsel at the board review, but no additional evidence may be presented. The review will be based solely upon the findings and recommendations of the Disciplinary Hearing Committee, and the recommendations of the Superintendent. The Board may also review the record of the original hearing, if any is made.

STUDENT COMPLAINTS AND GRIEVANCES

In a democratic society it is important that students learn:

1. To practice effective means of resolving differences that may arise among students and between students, teachers, and administrators;
2. To reduce potential areas of complaints and grievances; and
3. To establish and maintain channels of communication between other students, staff, administration, and Board.

When a disagreement develops in which an individual student, group of students, or a student organization believes that an injustice has been done because of lack of policy, because of a policy

that in unfair, or because of deviation from or misapplication/interpretation of a policy, the following procedures and timelines shall be followed:

A. Step One

1. A student with a grievance shall present it in writing to his/her principal, who shall discuss it with him as soon as possible and attempt to work out a satisfactory solution within the policies and regulations of the district.
2. If such hearing is not held within five (5) days, or if a decision is not given within five (5) days of the hearing, the aggrieved student may proceed to step two.

B. Step Two

1. If the grievance is not resolved to the satisfaction of the student in step one, or if a condition mentioned in A-2 above exists, the student may file in writing the grievance with the Superintendent.
2. If the grievance is not filed with the Superintendent within ten (10) days of the hearing at level one, the grievance shall be considered resolved.
3. Within ten (10) days after receipt of the grievance, the Superintendent shall meet with the student in an effort to resolve the grievance. He/she shall give his decision within ten (10) days of the hearing.
4. If such a hearing is not held within ten (10) days, or if a decision is not given within ten (10) days of the hearing, the aggrieved student may proceed to step three.

C. Step Three

1. If the grievance is not resolved to the satisfaction of the student at step two, or if a condition mentioned in B-4 exists, the student may file in writing the grievance with the secretary of the Board.
2. If the grievance is not filed with the secretary of the Board within ten (10) days of the hearing at level two, the grievance shall be considered resolved.
3. Within ten (10) days after receipt of the grievance, the Board secretary and the Superintendent shall schedule a hearing before the Board on the grievance.
4. The Board shall render its decision within fifteen (15) days of the hearing.