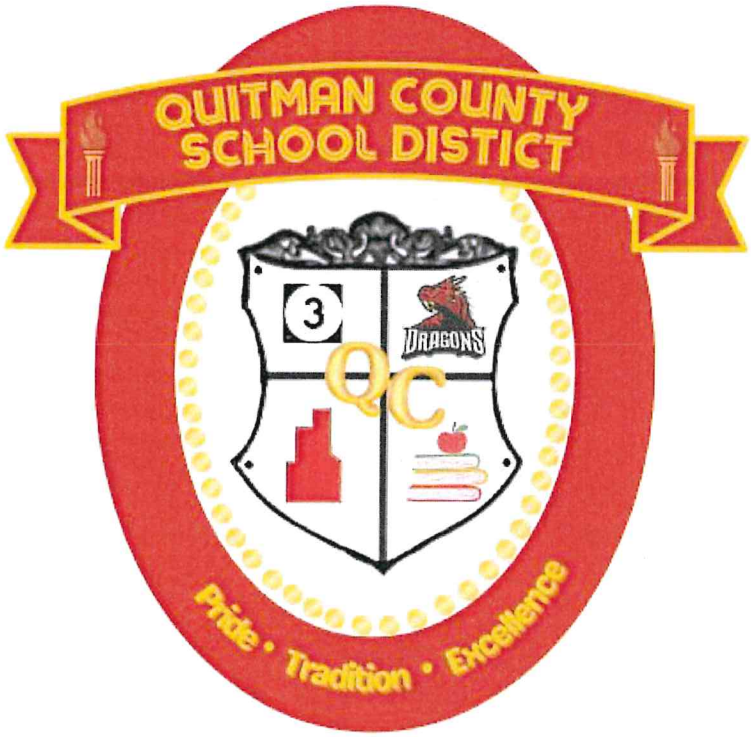
QUITMAN COUNTY SCHOOL DISTRICT



Student Handbook/Code of Conduct
2024-2025

The mission of Quitman County School District is to provide a caring community of excellence committed to successfully preparing students for college and/or the world of work.

***Vision*:** Education is Freedom.

Quitman County School District

Student Handbook

2024-2025

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Asbestos Management

The Quitman County School District and each of the schools in the district, Quitman County Elementary School, Quitman County Middle School, Madison S. Palmer High School, and Quitman County Vocational School, has an asbestos management plan on file in the office of each Principal's office. Parents, teachers, and students can view the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools.

The three year re-inspection has been filled 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.

QUITMAN COUNTY BOARD OF EDUCATION

Mr. Lorenzo Windless, President

Mr. Leroy Matthews, Vice-President

Mrs. Cassandra Autman, Secretary

Mrs. Sandra Jamison, Member

Mrs. Loria Barfield, Member

The Quitman County School Board has adopted a policy of nondiscrimination in *accordance with federal and state law, regulations, guidelines, and court decrees. Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.*

QUITMAN COUNTY SCHOOL DISTRICT ADMINISTRATION

Mr. Walter Atkins, Jr.
Superintendent

Director of Federal Programs
Mr. Kenneth McGaha

Director of Special Education Services
Mrs. Latisha Rudd-Boothe

Director of Transportation
Mr. Marvin Thigpen

Director of Building and Grouds
Mr. Raymond Johnson

Athletic Coordinator
Mr. Richardo Sacks

Business Manager
Mrs. Kenyatta Y. McClain

School Board Attorney
Ms. Mary Brown

PARENTS ARE REQUESTED TO FAMILIARIZE THEMSELVES WITH THE MATERIAL PRINTED IN THE STUDENT HANDBOOK. ADDITIONALLY, TEACHERS WILL REVIEW CONTENTS OF THE HANDBOOK WITH STUDENTS.

Quitman County Elementary School

(Office) 662-326-7186 / (Fax) 662-326-2494

Mrs. Katrena Stuckey-Ford, Principal

TBA , Counselor

Mrs. Trista Jones, Secretary

Ms. Viola Wilborn, Parent Coordinator 662.326.3613

Quitman County Middle School

(Office) 662-326-6871 / (Fax) 662-326-3535

Mr. John Jossell, Principal

Mrs. Tiffany Thomas, Assistant Principal

Mrs. Mary Williams, Counselor

Ms. Deshuna Benson, Secretary

Mrs. Maudy Wright, Parent Coordinator 662.326.2275

Madison S. Palmer High School

(Office) 662-326-5191 / (Fax) 662-326-8918

Ms. Tukiiya Stephens, Principal

Mr. Farrington Hill, Assistant Principal

Dr. Andrea Shegog, Counselor

Mrs. Sharon Strickland, Secretary

Ms. Debra Smith, Parent Coordinator 662.326.6107

Quitman County Vocational School

(Office) 662-326-7070 / (Fax) 662-326-8430

Ms. Jessica Bradford, Director

Baxter Swearengen Special Populations Coordinator

Mrs. Alexandra Woods-Shegog, Secretary

Accreditation

Quitman County School District is accredited by the Mississippi Accrediting Commission Southern Association of Colleges and Schools.

Quitman County School District Strategic Plan

A Committee of parents, teachers, other staff members, administrators, and community members meet together to review and revise the Strategic Plan for the Quitman County School District. Each school's School Improvement Planning Team develops an Organizational Improvement Plan annually to chart the course for an ever-improving instructional program at each site. This Organizational Improvement plan for the district is on file in the Office of the Superintendent, and Organizational Improvement Plans are on file in each school office. We welcome interested parties who would like to review the plans and work with us to move Quitman County School District to the level our community expects, and our children deserve.

QCSD 5-Year Strategic Plan Goals FY 2022 – FY 2027

Goal #1: Increase and sustain academic achievement and accountability across the district – (All schools will reach the State Average in All Assessments by 2025)

Goal #2: Achieve and maintain a sound financial status in the district

Goal #3: Increase Parental Involvement and Community Engagement through improved Customer Service District-Wide.

Goal #4: Increase teacher retention and recruitment to provide the "Highest Qualified Educators" who focus on academic excellence.

School Registration

Registration Process

Quitman County School District uses an on-line registration platform for grades Pre-k thru 12. Registration dates will be publicized on the district's website, letters, and the district's All Call system. Times will be available for parents to come to the schools and get assistance with the online registration process. Students in Pre-k and kindergarten are required to come to the building and bring all required registration documentation. All new and returning students must register for school every year of their attendance in QCSD.

Verification of Residency

Policy

Definition of residency for school attendance purposes: The student physically resides full time, week days, week nights, and weekends – at a place of abode located within the limits of the school district.

Any new student seeking to enroll or enter Quitman County Elementary School or any continuing student whose residence has changed will be required to verify his/her residence

address as part of the registration process. Parents or guardians of continuing students whose residence has not changed shall sign a Declaration of Residency Form.

When a child is determined to be homeless, as defined by the Stewart B. McKinney Act, the school district shall consider and take enrollment action that is in the best interest of the child.

Provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into Quitman County School District.

Procedure

Each student must establish his or her residency in the following manner:

(a) Students Living With Parents or Guardian

The parent or legal guardian of a student seeking to enroll must provide the school district with at least two new document (2) of the items numbered (1) through (10) below as verification of their address each year. Any document with a post office box as an address will not be accepted.

(1) Filed Homestead Exemption Application Form;

(2) Mortgage documents or property deed;

(3) Apartment or home lease;

(4) Utility bills;

(5) A valid driver's license;

(6) Voter precinct identification;

(7) Automobile registration;

(8) Affidavit and/or personal visit by a designated school district official;

(9) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district;

(10) Certified copy of filed petition of guardianship if pending and final decree when granted.

(b) Students Living With Adults Other Than Parent or Legal Guardian

(1) The non-parent claiming district residency must meet the same criteria of subparagraph (a) (1) through (10) above, as required by a parent or legal guardian.

(2) The district resident must provide the school with an affidavit stating his or her relationship to the student. The affidavit should also note that the student will be living at his/her abode full time as well as provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement.

Certification of Compliance (121 Form from State Health Department)

Parents must secure a Certificate of Compliance for each child. This certificate verifies that the child has received all required vaccinations that can be obtained from a private physician or the Quitman County Health Department. All students must present the Certificate of Compliance when registering. Enforcement of this law will require the removal of students from classes who do not have this certificate. If the child's certificate is on file and all required immunizations are current and complete, it will not be necessary to present a new certificate.

Immunizations

Mississippi law requires that all children entering a Mississippi school (any grade) for the first time will be required to have the below listed immunizations. This includes Pre-K (4 year olds) – 12th Grade.

• Diphtheria, Tetanus, Pertussis (DTaP)	5 doses
• Polio (IPV)	4 doses
• Hepatitis B	3 doses
• Measles, Mumps, Rubella (MMR)	2 doses
• Varicella (chickenpox)	2 doses

All students entering, advancing or transferring in 7th Grade will need proof of an adolescent whooping cough (pertussis) booster, DTap immunization, before entry in school in the fall. DTap vaccine given on or after the 7th birthday meets the new school requirement.

Birth Certificate

Each student is required to present a certified Birth Certificate upon registering to attend any Quitman County School. Students entering Pre-Kindergarten must be at least four (4) years of age on or before September 1 of the year the student is entering school. Students entering kindergarten must be 5 years of age on or before September 1 of the year the student is entering school.

Social Security Card

Presentation of a student's Social Security Card for documentation is no longer required for school registration.

Registration/Transfer/Withdrawal

On line registration is required for grades Pre-k-12. Parents must come to the school to provide the required registration documentation for incoming Pre-k and kindergarten students. Parents must accompany the student when withdrawing from school year.

To register to come to Quitman County School District:

To register, a parent/guardian should bring from the previous school: the aforementioned items for verification of residency listed under school registration, withdrawal slip, and/or current report card to the office. School records will be requested from the student's previous school by the school that the student is entering. Students transferring from an alternative setting or with an excessive discipline record may have to appear before the district's disciplinary committee.

To transfer from Quitman County School District:

If it becomes necessary for a student to leave the district during the school year, the parent should notify the teacher and the principal at least one week in advance, if possible, so the school may help make the transfer efficient. All school property (books, computers, etc.) must be returned before leaving. The parent will receive a Withdrawal Slip with current grades recorded for use when registering at the new school.

Change of Student Information

State law requires that schools have the correct addresses and telephone numbers of students at all times. **Parents are requested to submit any change of address or telephone number**

to the school office as soon as possible. With any address changes, a change in buses may be required. The student's Cumulative Folder, Permanent Record, and Student Registration file will be updated with this information.

In order for Quitman County School District to provide for your child's health and safety, each school that your child (ren) attends must have accurate contact information for you this includes Emergency Contact information. Work numbers are critical for maintaining contact between you and the school should your child need you during the school day. **Please keep all phone numbers up-dated for communication purposes.**

Student Health and Safety

Health Services

School personnel refer health needs of students to the principal's office. The teacher, principal, assistant principal, or office staff administers immediate first aid, and parents are then notified. In some instances the onsite health clinic located at the Central Office will be notified. Students can only receive medical treatment if a consent form is on file.

Parents of a student with special health needs/problems should notify the office at the beginning of each school year, upon registration, or at such time as there may be a change in the child's health. Documentation of special concerns will be made on the Student Emergency Card and filed in the office and placed in the student's cumulative file.

Medications

The medication policy has been revised in accordance with the guidelines established by the Mississippi Department of Education and the Mississippi Department of Health. For any student requiring medication during school hours, the following regulations apply:

- A completed Administration of Prescribed Medication form must be completed by the parent or legal guardian and be on file in the school office. The form includes the following information:
  - A copy of the prescription and recommended dosage
  - The physician's requirements specifying frequency and method of administration
  - The physician's description of anticipated reactions of the student to the prescribed medication
  - Parental permission and signature approving the administration of the prescribed medication
  - The physician's signature
- The parent or legal guardian must bring medications to school and pick them up. The student may not transport medication at any time.
- The medication must be brought to school in the original prescription bottle, properly labeled by the pharmacist as prescribed by law. If the doctor changes the dosage, the parent or legal guardian is required to provide a new bottle with the corrected dosage on the label.
- The parent or legal guardian must notify the school immediately if the medication is no longer required.
- **The medication will be kept and dispensed from the school office by the principal, school nurse, or designee. Dispense log must be kept and signed.**

Schools in the Quitman County School District will refuse to administer prescribed medications to any student whose parent/guardian has not fully completed the approved Administration of Prescribed Medication form (available at the school office).

It is encouraged that medication, whenever possible, be given at home before and after school.

Asthma Medications

Quitman County School District permits the self-administration of asthma medications by students. At the beginning of the school year parent or legal guardian must;

- Provide written authorization for the self-administration to the school and
- Provide a written statement from the student health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement, which shall be kept on file in the office of the school administrator shall also include a) name and purpose of medications; b) prescribed dosage; and c) time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and d) the length of time for which the medications are prescribed.

The parent or legal guardian each year shall sign a statement acknowledging that the school shall incur no liability. (House Bill 1072)

Communicable Disease

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

Minimum Time before Return to School

- Conjunctivitis (Pink Eye) – 24 hours after treatment has begun
- Measles – 7 days minimum from appearance of rash
- Meningitis – 24 hours after start of chemotherapy
- Mumps – 9 days after onset of swelling or until swelling of salivary glands has subsided
- Streptococcal Infection – 24 hours after beginning a prescribed treatment
- Scabies (itch) – 24 hours after beginning a prescribed treatment
- Pediculosis (lice) – after treatment with an approved pediculicidal (louse-killing) product for removal of nits (eggs) from the hair. Student must bring an empty treatment box before he or she can return to school as well as the purchase receipt of said treatment.
- Chicken Pox – 7 days minimum from appearance of blisters
- Ringworm – evidence of medication required and continuous treatment

Head Lice

Head Lice infections can be contagious. Upon the third school identified incidence of head lice, the student will not be allowed to attend school until proof of treatment is obtained from the county health department. The designee will notify the county health department of the recurring problem of head lice with the any student (s).

Legislation mandates that the county health department shall instruct the child's parent or guardian how to treat lice, eliminate head lice from household items, and prevent the recurrence of head lice. The county health department shall have authority to charge the child's parent or guardian a fee to recover its costs of providing treatment and counseling for head lice.

Disaster Evacuation Policy

A disaster plan for the evacuation of school buildings in the event of fire, tornado, or other unforeseen disturbance can be found in the individual classrooms of all schools. Each student will be made aware of this plan and taught the proper procedures in the event of an emergency. The proper number of safety drills will be conducted each year – 10-fire drills, 2 tornado drills, 2 bus drills and 1 earthquake drill.

Student Attendance

Mississippi Compulsory School Attendance Law

Mississippi Compulsory School Attendance Law states that a child who has attained age six (6) on or before September 1st must attend school. **Currently, the compulsory age of school attendance is six (6) to seventeen (17).** A parent, guardian, or custodian in noncompliance is guilty of **child neglect** and, if convicted, shall be punished by a fine not to exceed one thousand dollars ($1,000.00), or by imprisonment not to exceed one (1) year in jail, or by both such fine and imprisonment. Noncompliance is evidenced by failure to enroll the child within eighteen (18) days of the first day of the school year or twelve (12) accumulated unexcused absences of the child from school.

Absence from School

Pursuant to Mississippi Code 37-13-91, a pupil must be present for at least sixty-three percent (63%) of his/her instructional day to be considered in full-day attendance. **Please remember that a student is considered absent when he or she misses more than 37% (3 hours) of the regular school day.**

Absences are categorized as follows:

Official Absence

An official absence is when the student is representing the school in some capacity such as field trips, athletic events, or club/organization trips. This absence shall not be counted against the student. However, all missed assignments must be made up.

Excused Absence

- Sickness and/or appointment verified by a doctor or dentist's statement
- Sickness verified by parent's/guardian's signed written statement with phone # to verify
- Death or serious illness in the immediate family
- Observance of religious holidays of the student's own faith
- Special circumstances such as weather extremes, court appearance as a party or under subpoena, educational experiences, or family emergencies which require immediate action and which school principal deems acceptable

In order for ANY ABSENCE, with the exception of school field trips, to be excused, pupils must submit a note signed by a parent/legal guardian stating the reason for that absence. **Students will not be permitted to submit more than 3 handwritten notes per semester.** The pupil must present this excuse to the school office within the calendar month of the absence. If no excuse is presented, the absence shall be considered unexcused.

Unexcused Absence

If a student does not obtain an absence excused through a note, or if the absence does not meet the criteria for an excused absence, then that absence will be classified as unexcused. If a student is given an unexcused absence, he/ she will be required to make up the work missed on the day of absence. **Any absence from school due to a suspension shall be considered an unexcused absence. In the instance a student is absent due to a suspension, a parent conference will be required before the student begins the make-up work.**

However, the Quitman County School Board may grant a student an extension of days for a serious or extended illness or extreme emergency upon special approval.

Compulsory Attendance Officer

When a student has accumulated five (5), ten (10), and twelve (12) unexcused absences during the school year, the principal shall report such absences to the Compulsory School Attendance Officer within two (2) school days or five (5) calendar days, whichever is less.

Make-Up Opportunities

Any student who has an absence (excused, unexcused, or suspension) is required to complete all missed assignments. In instances where the student was present when work was assigned or tests scheduled, the student is expected to submit the work or take the test upon their return to school.

Students who have been absent on successive days should contact the school office regarding their make-up work. Upon return, the student will have 3 school days to complete assignments or make up tests. If the work is not made up by this time, a zero will be recorded for that assignment or test. It is the responsibility of the teacher to make the work available. It is the student's responsibility to ask for assignments and to be sure to complete all make-up work. Teachers will be expected to assist students in this effort.

Students should not be absent or checked out of school during test weeks unless it is an emergency. Make-up tests for missed school tests will be given only for excused absences. Missed state/national tests **must be made up in the designated time frame.**

Tardiness

Students are required to be at school at time designated by the school. The school district provides transportation. A parent who chooses to bring his/her child to school, allow the child to walk to school, or, where appropriate, allow the child to drive to school is still responsible for the child being on time.

For school-specific information regarding tardiness, see each school's section in this handbook.

Dismissal from School

Once a child arrives at school in the morning, he/she will not be allowed to leave campus without permission from the parent and principal. Students are expected to be in attendance the entire instructional day. **Students are not to be picked up early unless it is an emergency.** If the parent/guardian knows ahead of time that the child will be picked up early, a note should be written so that all teachers can be notified. Work missed must be made up.

The following rules must be followed in picking up a child early;

(1) Only those persons listed on the Student Registration Card can check out a child out of school. **Phone calls will not be accepted for check-out. No exceptions will be made.**

(2) Photo identification will be required to check-out a student.

(3) A written note from parents changing the way a child will go home must be on file. The number contacted for verification will be the number on the Student Registration Card.

(4) When a child is checked out before the end of the school day, the person checking the child out must sign the Check Out List in the office, giving the time and reason.

Emergency Dismissal

In the event of an emergency dismissal during the school day, parents should have already discussed with their child a plan for what he/she is to do. All efforts will be made to inform parents by all local media available. Parents must provide the school with emergency contact names and phone numbers in the event they are unavailable for assistance. This information will be documented on the Student Registration Card.

Transportation

Bus Regulations

Quitman County School District provides free public transportation for all students who live in the district. Students riding buses are responsible to the driver, who is responsible for their safety and protection. Students are expected to treat the driver with respect and courtesy, and will be held accountable for their actions. *Bus transportation is a **privilege and not a right**.*

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents or guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to conform will result in his/her being subject to disciplinary action by the child's principal and/or the principal's designee. Therefore, students are expected to cooperate with the following regulations:

1. Students are to obey all orders of the driver and to show proper courtesy and respect to drivers.
2. Students must be at assigned stops at loading time specified by each driver.
3. Pupils are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination and the bus comes to a full stop.
4. Pupils are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
5. Loud talking and other noises are not permitted on the bus. The driver will determine the level of noise.
6. Pupils are not to harass or bully other students in any way.

7. No student will be allowed to take names for the driver.
8. Students at the bus stop will board the bus and leave the bus according to the instructions of the driver.
9. Students cannot get off the bus on its way to or from school
10. Students are not to throw objects while on the school bus.
11. Students must sit in seats assigned by the driver.
12. Students are asked to assist in keeping the bus clean.
13. No beverages, chewing gum, or food may be consumed on the bus.
14. Students must wait until the bus comes to a complete stop before trying to exit or enter.
15. Students are not to play on or in the road while waiting for the bus.
16. All students who plan to ride a bus other than their regular bus must bring a note from his/her parents and signed by the principal in order for them to ride the bus.

The following are <u>major</u> bus offenses.

17. Students are not to fight or tussle on the bus or at the bus stop.
18. Students cannot carry or possess any form of deadly weapon.
19. Smoking is prohibited on the bus and at bus stops.
20. Drugs and alcohol are not permitted.
21. Students are not to commit any other act of improper conduct.
22. Vulgar language (obscene and profane signs) is not permitted on the bus.
23. Students will be held financially responsible for damage to the interior of the bus, including the seats.

Corrective Actions

A student's failure to follow regulations 1-16 will result in the following:

1st offense	Warning
2nd offense	Suspended from the bus until parents contact school administration
3rd offense	Suspended from the bus for 3 days
4th offense	Suspended from the bus for 5 days
5th offense	Suspended from the bus for 15 days
6th offense	Expulsion from the bus for the remainder of the school year
NOTE:	*The school administration may elect to administer alternative punishment when unusual circumstances are found.*

A student's failure to follow regulations 17- 23 are considered <u>major discipline violations</u> and could result in additional consequences located in the Quitman County School District's Student Code of Conduct. Please see the Code of Conduct for information concerning specific violations.

Mississippi Code – Section 37-11-19 states: "If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he/she shall be

liable to suspension or expulsion and his/her parents or person or persons in loco parentis shall be liable for all damages."

A final note, student disciplinary problems are reported by bus drivers and consequences are assigned by the student's assistant principal or school principal. The superintendent and school board have vested school administration with this responsibility. Parents who have concern with consequences should contact their child's school.

Child Nutrition

Cost of Meals

Breakfast and lunch are served each day in the cafeteria. All student meals are provided at no cost to the student. All parents must complete a meal application. The application must returned within 30 days of the start date of school.

Adult meals: $5.00 – Lunch

$5.00 – Salad

$2.50 – Breakfast

Special Dietary Needs

All special dietary needs (medical or religious) should be submitted to the Director of Food Service office in the first thirty (30) days of school. Students with current medical documentation on file should update with the food service office. Please contact the food service office at 662.326.2716. A student who is diagnosed with a special dietary need during the school year must provide documentation to the front office and the cafeteria immediately.

Conduct in the Cafeteria

Students shall be courteous and practice good table manners in the cafeteria. At the scheduled time, the teacher will walk with his/her students to the cafeteria. Teachers will supervise their students through the serving line and during the meal.

The following rules will be strictly enforced:

- Walk (do not run) when going to or coming from the cafeteria.
- Cell phones are only to be used for educational purposes with the consent of the teacher
- Do not carry any food out of the cafeteria.
- Do not break ahead of other students in line.
- Refrain from talking loudly, moving from seat to seat, and playing in the cafeteria.
- Leave the table and floor clean.
- Place all trash in the container and return trays to the window.

General Information

Dress and Grooming

All students are expected to dress and groom themselves appropriately and within the guidelines of Quitman County School Dress code regulations.

The Quitman County School District follows the Uniform Policy adopted by the Quitman County School District Board of Education. School uniforms will consist of the types of clothing listed below:

School Uniform Regulations

- Khaki/navy pants/skirts
- Red/gold/white oxford shirt or polo shirt
- Shoes must be closed heels/closed toes (No clogs or crocs allowed)
- All pants must be worn at the waistline with no undergarments or skin showing.
- Caps and hats may be worn to school during rain and/or cold weather. No caps or hats may be worn inside the school buildings. Bandanas, wave caps, sweat headbands, and hair bonnets are prohibited. All hoodies worn on the head are strictly prohibited.
- Earrings are not permitted **larger than the size of a quarter for safety purposes.**

Personal Possessions and Cell Phones

Personal items such as radios, IPods, tablets, electronic games, toys and items are not considered part of the instructional program and are not allowed at school. Selling, borrowing, or trading of personal property is not allowed at school. The school does not assume any responsibility for loss or damage to such items. Communication devices, i.e." cellular phones, tablets, and smartwatches can be used on the school campus only during authorized instructional times. Cell phones or other electronic devices used during unauthorized times will be confiscated with all parts. Detailed consequences are listed in the Quitman County School District Discipline Plan.

Lost and Found

In order to minimize losses, it is suggested that each child's name be put on all belongings, including eyeglasses. A "Lost and Found" box is kept at the school and may be checked throughout the year for lost items. Ask in the office to check the Lost and Found.

Telephone

No student will be allowed to use the school phone without the permission of the administrators or office staff.

Insurance

Quitman County School District is not promoting or sponsoring an insurance program of any kind. Accident insurance will be available to all students who wish to be covered. Soon after school begins parents will be given information and decide which coverage, if any, they wish for their child. Quitman County School District is not held liable for incidents that occur through no one's fault or negligence.

Clubs

Each school will provide an opportunity for students to be a part of district-approved clubs and/or interest groups. Only those clubs that have been approved by the Quitman County School Board may assemble in any way during the school day or on school property without special permission from the superintendent.

Visitors

All visitors must first report to the main office. Students will not be allowed to bring visitors to school. Parents are welcome to visit our schools for school business but should always report to the main office first. All visitors must provide a photo ID. Only persons listed on a student's registration form will be permitted to visit a student's class. Anyone who does not follow procedures will be **asked to leave the campus and may be subject to trespassing charges.**

**** Volunteers should follow policy or procedure and must have a background check before working with students. Also, a time length should be established.**

Parent Communication

PTO/PTA

Parents are encouraged to join the parent-teacher group, attend the meetings, and be an active member of each school's PTO/PTA. It is through these organizations that parents and teachers become better acquainted and work cooperatively for the welfare of the students.

Parent Observations

The Quitman County School District welcomes the opportunity for parents to observe their child's classes. Parents must adhere to the building procedures regarding visitors. The principal and his/her designee reserve the right to allow or deny parent visitors.

Conferences

The Quitman County School District endorses a productive working relationship between parents, teachers, and students. Teachers and the principal will conduct student conferences as needed in an effort to help students assess and evaluate progress in their academic, behavior, and attendance performance.

Parent conferences are strongly encouraged to be held during the teacher's planning period. However, all parents must secure an appointment for a conference with teachers by calling the school's office. Conferences with the principal may be made with the secretary or the office manager during his/her office hours.

Parent Liaison Office

Each school in the Quitman County School District maintains a Parent Liaison Office that offers many services including:

- Educational materials for home use
- Assistance in obtaining health related services
- Parenting skills training, and
- Techniques for motivating students

Call or visit the school office for the location of each Parent Liaison Office. The Parent Coordinator for each school is listed in the front of this handbook.

Academic Program

Instruction

The most important part of Quitman County School District is instructional time, and this time for your child will be protected. Interruptions during instructional time will be kept to a minimum with such activities as conferences, team meetings, etc. being scheduled during times of the day that will not interfere with the instruction of core subjects.

Quitman County School District offers Regular Education, Remedial, and Special Education programs designed to meet the individual needs of students.

We not only welcome, but also actively solicit, your participation in your child's educational process. We ask that you inform yourself through communications from your child's teacher about activities that are being conducted in your child's classroom.

How Parents Can Help

- Student instructional time is precious. Please refrain from checking your child out of school unless it is an emergency.
- Reading is imperative for your child's success. Encourage your child to read at least thirty (30) minutes daily.
- Have your child keep a homework notebook and show you each day what work they have to complete. Go over your child's homework with him or her after completion to ensure he or she has done the work and is on track.
- Encourage your child to do his or her best work on all class assignments.
- Emphasize with your child the importance of an education and your support of his or her success throughout the stages of their educational journey.
- Support the school's discipline policy and expect your child to be on his or her best behavior at school.
- Do not hesitate to contact the school to schedule a conference with your child's teacher, guidance counselor, or principal if you have any questions about instructional activities or your child's progress in the class.

Homework

Homework is for reinforcement, review, and practice, rather than new learning. Homework usually will not be assigned during exams and state tests. However, make-up work after an extended absence, incomplete class work, etc. may need to be done during these times. Homework can be used for grades.

We ask parents/guardians to assist us in emphasizing the importance of students completing the independent practice homework provides for mastering required skills. Please monitor your child's homework practices on a daily basis.

Educational Field Experiences

Educational field experiences are an integral part of the instructional program. It is important for students to have experiences beyond their normal surroundings. Educational field

experiences are a part of a regular school day, and the students are expected to be on their best behavior. Parental permission must be provided before a student can participate in an educational field experience. All educational field experiences are chaperoned by Quitman County School District staff members, and transportation is provided by the school district. Parents will be expected to pick up their child from the school campus from any educational field experiences that returns to school after the scheduled buses have left the campus for their routes.

Textbooks

Textbooks are furnished to Quitman County School District by the State of Mississippi and are paid for by taxpayer's money. The district loans textbooks to the school for use by the students. It is the **responsibility of the student** to take proper care of these textbooks. Parents will sign the parent acknowledgement form located at the back of the handbook at the beginning of the school year accepting responsibility for those textbooks issued to the child. Students should see that books are not abused. **The student will be held responsible for the loss or damage of the textbooks issued to them. If a book is lost or damaged, that book must be paid for before another book is issued.** Since each school is limited to the number of textbooks available to them, it is important that each student exercise care and caution to prevent damage or loss of books provided for them. A fine will be assessed for any book that is lost or damaged due to abuse or improper care.

Library and Media Center

The library exists to provide students with academic, personal, and recreational materials. To ensure the maximum library service, the following regulations apply:

- Each student is responsible for all materials checked out in his/her name.
- Upon leaving the library, the librarian, or designee, may check all books and bags.
- Students will not visit non-approved Internet sites while using computers in the library. For further information concerning Internet usage, refer to the Quitman County School District Student Code of Conduct and the Internet Use Policy.
- Non-reference materials may be checked out for a two-week period and may be rechecked at the end of the two weeks. Reference and reserved materials may, under special circumstances, be checked out overnight.
- Unreturned and lost materials are the responsibility of the person who checked them out of the library. The full price of the materials will be charged for lost materials or its replacement in good condition.
- The cost to photocopy or print from library computers is $.10 per copy.
- It is important that students help keep the library facilities pleasant and useful by not damaging or destroying materials and by following proper procedures before taking out any materials.

Special Education

The Quitman County School District is committed to serving children with disabilities. *The district's goal is to provide full educational opportunities to all disabled children under the age of 21.* The opportunities are provided in accordance with applicable state and federal laws and court decisions.

Title IX, Americans with Disabilities, and Section 504

Title IX: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance. This act includes protection from sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment.

Section 5041 ADA: No student shall be discriminated against on the basis of disability in admission or access to, or treatment or employment in, its program and activities to the extent provided by law.

Free Appropriate Public Education

The Quitman County School District will provide free and appropriate public educational programming for disabled children ages five (5) through twenty (21) inclusive.

Child Find

Each year the Quitman County School District will have an awareness campaign aimed at finding unserved disabled children. When a child who is suspected of being disabled is referred, he/she will be evaluated. If found to be eligible, the student will be placed in the appropriate class(es) to ensure provision of free and appropriate education in accordance with applicable state and federal laws and court decisions.

Confidentiality of Information

Information which could identify an individual child, will be maintained by the school district and will be provided to other agencies only in accordance with the Family rights and privacy Act. A parent is guaranteed the right to inspect any such information about his/her child and to challenge its accuracy. Access to this information is forbidden to any unauthorized personnel without the informed consent of the parent/guardian.

Services for Special Education Students

If a parent/guardian has any question regarding the collection and maintenance of data about his/her child, the Special Education Office can be contacted by calling 662-326-7131, or writing to the following address: Special Education, P.O. Drawer E, Marks, Mississippi 38646.

Physical Condition

Any student who has not been successful in the regular education program may be screened for vision, hearing, and general physical condition as a means of determining whether the problems from hearing, vision, and/or general physical condition are the cause of the child's lack of success in the regular program.

Discipline Procedures

Procedural Safeguards for Parents of Children with Disabilities

It is the policy of the Mississippi Department of Education that each public agency that provides education to children with disabilities will establish, maintain and implement procedural safeguards regarding disciplinary procedures for these children and their parent(s). Therefore, the Quitman County School District adopted AUTHORITY: 34 CFR 300.220.300.500 AND 300.519-529 RIGHTS and the procedures necessary to implement the requirements under this section.

Removal (Suspension) of Ten (10) Days or Less per Incident

Removals (Suspensions)

The Quitman County School District personnel may order the removal of a child for not more than ten (10) consecutive school days, including a partial day, when children are in attendance at school for instructional purposes. This term has the same meaning for all children in school, including children with and without disabilities to the extent that such removals would be applied to children without a disability for the same offense or when the child's behavior is deemed to be a dangerous behavior that poses a threat of imminent, serious physical injury to the student or others, or behavior that results in serious physical injury to the student or others.

Additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct may be ordered as long as those removals do not constitute a change in placement. A change in placement occurs when a series of removals is made that constitute a pattern due to the child being removed for more than ten (10) school days in a school year, and because of factors such as length of each removal, the total amount of time the child is removed and the proximity of the removals to one another.

Whether a pattern of removals constitutes a change in placement will be determined on a case-by-case basis by the Quitman County School District and is subject to review through due process. The Quitman County School District personnel will not use their ability to suspend a child for ten (10) days or less at a time on multiple occasions in a school year as a means of avoiding the IEP requirements for appropriately considering and addressing a child's behavior.

Services.

Services must be provided during such removals as follows:

A. If during the first ten (10) day period of removal, a child is removed for more than ten (10) consecutive school days for a violation of school rules, services must be provided following day ten (10) of the removal. When removals during the first ten (10) day period are less than ten (10) cumulative days, services are not required.

B. After a child has been removed from his or her current placement for more than ten (10) cumulative school days in the same school year, during any subsequent days of removal Quitman County School District must provide services.

C. In any case where a child is removed for a violation of school rules for more than ten (10) consecutive school days or has been removed from his or her change of placement for more than ten (10) cumulative school days, services must be provided. However, after the child has been suspended for a total of twenty (20) days for school rule violations, the school will provide services within the school, unless the child represents a danger to himself or others; and

D. Services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP. Quitman County School District personnel, in consultation with the child's special education teacher, will determine the extent of services necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP. The Quitman County School District must provide all services that can be reasonably provided outside of the school setting.

Behavioral Assessment/Intervention

When a child with a disability has been removed for more than ten (10) school days in a school year, the Quitman County School District must implement the procedures addressed in the BEHAVIORAL ASSESSMENT AND INTERVENTION PLAN section below.

More than Ten (10) Consecutive Days or Constitute a Pattern

Removal

When a change in placement occurs due to the removal of a child for more than ten (10) consecutive days in a school year for a violation of school rules or a series of removals occurs that constitutes a pattern because they cumulate to more than ten (10) school days in a school year, and IEP committee will meet.

Behavioral Assessment/Intervention

An IEP committee will address the functional behavioral assessment and positive behavioral intervention requirements as indicated in the BEHAVIORAL ASSESSMENT AND INTERVENTION PLAN section.

Manifestation Review and Services

An IEP committee will conduct a manifestation determination review in accordance with the procedures outlined in the MANIFESTATION DETERMINATION REVIEW section below.

If the IEP committee determines the child's behavior is not a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied in the same manner to a child with a disability, except that services must be provided. The IEP committee will determine the extent of services necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP.

If the IEP committee determines the behavior is a manifestation of the child's disability, the committee will review the child's services and placement and revise, as necessary. The revisions to the child's IEP must be implemented without unnecessary delays. A change in placement that is appropriate and consistent with the child's needs may be implemented subject to the parent's procedural safeguards, including parental notice and the right to due process.

Interim Alternative Placement Due to Weapon or Drug Violation

Removal

Quitman County School District personnel may order the removal of a child that results in a change in placement to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 days if:

A. The child carries a weapon to school or to a school function or acquires a weapon at school or at a school function under the jurisdiction of the State or Quitman County School District, or

B. The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the State or Quitman County School District.

The Quitman County School District may first remove the child for up to ten (10) consecutive school days (providing, as necessary, services addressed in the REMOVAL FOR TEN (10) DAYS or LESS PER INCIDENT (See Services section above) while convening the IEP committee to determine the child's interim alternative setting. At the end of that ten (10) day

period, or earlier, if feasible, the child will be placed into the interim alternative setting for no longer than a total of forty-five (45) days.

The forty-five (45) day interim alternative educational setting is not mandatory. When this type of change in placement occurs, the procedures in the REMOVAL FOR MORE THAN TEN (10) DAYS or REMOVALS THAT CONSTITUTE A PATTERN section must be implemented.

Further, the Quitman County School District will not require that a child be placed in an interim alternative setting in order for the IEP committee to determine that there is a need for a change of placement.

Services

An IEP committee will meet and determine the interim alternative setting for placement of a child with a disability. Any interim alternative educational setting in which the child with a disability is placed will:

A. Be selected so as to enable the child to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP, that will enable the child to meet the goals set out in the IEP; and

B. Include services and modifications designed to prevent the behavior from recurring.

Behavioral Assessment/Intervention

An IEP committee will also address the functional behavioral assessment and positive behavioral intervention requirements as indicated in the BEHAVIORAL ASSESSMENT AND INTERVENTION PLAN section below.

Manifestation Review

An IEP committee will conduct a manifestation determination review in accordance with the procedures outlined in the MANIFESTATION DETERMINATION REVIEW section below. Placement into an interim alternative setting for no more than forty-five (45) days due to a weapon or drug offense may occur even when the behavior is a manifestation of the child's disability.

Placement Following Interim Setting

Quitman County School District personnel are not prohibited from initially placing a child with a disability in an alternative placement for up to forty-five (45) days and subsequently changing the child's placement based on the district's relevant disciplinary procedures applicable to children without disabilities. In no case shall the child's placement in the interim alternative setting extend beyond the forty-five (45) daytime period per school year for weapons or drug violations without the order of a hearing officer as indicated in INTERIM ALTERNATIVE PLACEMENT BY a HEARING OFFICER. Such disciplinary procedures must be applied in the same manner for a child with a disability as the Quitman County School District would apply to no disabled children, except that services and the procedures indicated in MORE THAN TEN (10) CONSECUTIVE DAYS or CONSTITUTE A PATTERN and INTERIM ALTERNATIVE PLACEMENT BY A HEARING OFFICER section must be implemented.

Interim Alternative Placement by a Hearing Officer

Authority of a Hearing Officer

An impartial State level due process hearing officer may order, in an expedited hearing, a change in the placement of a child with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) days if the hearing officer:

A. Determines that the Quitman County School District has demonstrated beyond a preponderance of evidence that maintaining the current placement of a child is substantially likely to result in injury to the child or to others.

B. Considers the appropriateness of the child's current placement.

C. Considers whether the Quitman County School District has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and

D. Determines that the interim alternative educational setting that is proposed by Quitman County School District personnel who have consulted with the child's special education teacher meets the requirements for services as indicated above.

The hearing officer will determine whether the interim alternative educational setting of the child meets the statutory requirements or, as necessary, may revise or modify the placement of the child.

If at the end of an interim alternative educational placement of up to forty-five (45) days, Quitman County School District officials believe that it would be dangerous to return the child to the regular placement because the child would be substantially likely to injure self or others in that placement, they can ask an impartial hearing officer to order that the child remain in an interim alternative educational setting for an additional forty-five (45) days. If necessary, the Quitman County School District officials can also request subsequent extensions of this interim alternative educational settings for up to 45 days at a time if the Quitman County School District officials continue to believe that the child would be substantially likely to injure self or others if returned to his or her regular placement.

In order for the child to remain in the interim alternative educational setting for any additional 45-day placements, the Quitman County School District must demonstrate to the hearing officer that services and modifications designed to address the dangerous behavior were attempted.

Additionally, at any time, the Quitman County School District officials may seek to obtain a court order to remove a child with a disability from school or to change a child's current educational placement if they believe that maintaining the child in the current educational placement is substantially likely to result in injury to the child or others.

The Quitman County School District may request an expedited State level due process hearing for change in placement to an interim alternative setting if school officials believe that a child is substantially likely to injure himself or herself or others in the current placement.

Services

The Quitman County School District may first remove the child for up to ten (10) consecutive school days (providing services as necessary in the REMOVAL FOR TEN (10) DAYS or LESS PER INCIDENT (Services) section. At the end of that ten (10) day period, or earlier, if feasible, the child will be placed into the interim alternative setting. The school personnel, in consultation with the child's special education teacher, will initially select and propose the interim alternative setting. The setting must:

A. Be selected so as to enable the child to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP, that will enable the child to meet the goals set out in that IEP; and

B. Include services and modifications designed to prevent the behavior from recurring.

Behavioral Assessment/Intervention

An IEP committee will address the functional behavioral assessment and positive behavioral intervention requirements as indicated in the BEHAVIORAL ASSESSMENT AND INTERVENTION PLAN section below.

Manifestation Review

An IEP committee will conduct a manifestation determination review in accordance with the procedures outlined in the MANIFESTATION DETERMINATION REVIEW section below. Placement into an interim alternative setting for no more than forty-five (45) days due to a child with a disability substantially likely to injure himself or herself, or others may occur even when the behavior is a manifestation of the child's disability.

NOTICE: Not later than the date on which the decision is made by the Quitman County School District authorities to take disciplinary action regarding a change in placement, the parent(s) will be notified of the action and provided a copy of the Procedural Safeguards notice. Notification to the parent(s) of the action to be taken may be made orally or in writing. The method of notification and date of notification as well as the person who completed the notification must be documented. The parent's receipt of the Procedural Safeguards notice must be verified and documented. Documentation must be maintained on file.

Behavioral Assessment and Intervention Plan

The following procedures will be implemented when a child has been removed for more than ten (10) school days in a school year or when a change in placement occurs:

A. An IEP committee must meet either before or no later than ten (10) school days after either first removing the child for more than ten (10) school days in a school year or commencing a removal that constitutes a change in placement.

B. If the Quitman County School District did not conduct a functional behavioral assessment and implement a behavioral intervention plan for the child before the behavior that resulted in the removal, the IEP committee must meet and develop an assessment plan. The plan must be documented on the child's IEP. Written parental consent for conducting an assessment may be necessary in situations as addressed in PARENTAL CONSENT, Section VII of Mississippi Department of Education Policies and Procedures Handbook.

If the child already has a behavioral intervention plan addressed on his/her IEP, the committee must meet to review the plan and its implementation, and, modify the plan and its implementation, as necessary, to address the behavior.

C. As soon as practicable after developing the plan and completing the assessments required by the plan, the IEP committee will meet again to develop appropriate behavioral interventions to address that behavior. The interventions addressed on the IEP will be implemented with unnecessary delay.

D. If subsequently a child with a disability who has a behavioral intervention plan and who has been removed from the child's current educational placement for more than ten (10) school days in a school year is subject to removal that does not constitute a change in placement, the IEP committee members will review the behavioral intervention plan and its implementation to determine if modifications are necessary. If one or more of the committee members believe that modifications are needed, the committee shall meet to modify the plan and its implementation to the extent the committee determines necessary.

Manifestation Determination Review

When a disciplinary action is contemplated to change a child's placement to an interim alternative setting due to a drug or weapon violation or due to a hearing officer's decision, or if a disciplinary action involving a change in placement is contemplated for other behavior that violated any rule or code of conduct of the Quitman County School District that applies to all children, the following must occur:

1. Immediately, if possible, but in no case later than ten (10) school days after the date on which the decision to take that action is made, a review shall be conducted of the relationship between the child's disability and the behavior subject to the disciplinary action.

2. A review as described above will be conducted by the IEP committee and other qualified personnel. This review may occur when the committee meets to discuss the child's behavioral intervention plan. The IEP committee and other qualified personnel will determine that the behavior of the child was not manifestation of the child's disability only after consideration of the following:

    1. Evaluation and diagnostic results, including such results or other relevant information supplied by the parent(s) of the child;

    2. Observations of the child; and

    3. The child's IEP and placement.

Based on the consideration of the information, the IEP committee and other qualified personnel will then determine if the following standards were met:

A. In relationship to the behavior subject to disciplinary action, the child's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavioral intervention strategies were provided consistent with the child's IEP and placement;

B. The child's disability did not impair the ability of the child to understand the impact and consequences of the behavior subject to disciplinary action; and

C. The child's disability did not impair the ability of the child to control the behavior subject to disciplinary action.

If the standards were met, the IEP committee will determine the behavior to not be a manifestation of the child's disability. The relevant disciplinary procedures applicable to children without disabilities may be implemented in the same manner, except services must be provided as outlined in the MORE THAN TEN (10) CONSECUTIVE DAYS or CONSTITUTE A PATTERN section.

If any of the standards were not met, the IEP committee will determine the behavior is a manifestation of the child's disability. When the Quitman County School District personnel identifies deficiencies in the child's IEP, including placement or the implementation of the IEP, the committee will review the child's services and/or Placement and revise, as necessary, the IEP. The agency will take immediate steps to remedy the deficiencies noted and/or will implement the revisions to the child's IEP without unnecessary delays. A change in placement that is appropriate and consistent with the child's needs may be implemented subject to the parent's procedural safeguards rights.

Placements into an interim alternative setting due to weapon or drug offenses, as well as due to the order of a hearing officer, apply whether the behavior is or is not a manifestation of the child's disability.

If the Quitman County School District initiates disciplinary procedures applicable to all children, the district will ensure that the person or persons making the final determination regarding the disciplinary action transmit the special education and disciplinary records of the child with a disability for consideration.

Parent Appeal of Decision

The parent(s) may request a due process hearing when there is disagreement regarding:

A. The determination that the child's behavior was not a manifestation of the child's disability; or

B. Any decision regarding a child's placement due to a disciplinary action.

The Mississippi Department of Education will arrange for an expedited hearing when such a request for a hearing is made by the parent(s).

Expedited Due Process Hearings

When an expedited due process hearing is requested by the parents due to the issues listed in the PARENT APPEAL OF DECISION section above or the Quitman County School District requests a hearing when a child is substantially likely to injure himself or herself or others in the current placement, the hearing will be conducted by a qualified State-level hearing officer as addressed in QUALIFICATIONS OF AN IMPARTIAL DUE PROCESS HEARING OFFICER in Section VII. The hearing officer and all parties with the exception of the following will follow the procedures for due process hearings outlined in Section VII of the MDE Policies and Procedures Handbook:

A. At least three (3) business days prior to the hearing, each party shall disclose to all other parties all evaluations completed by that date and recommendations based on the offering party's evaluations that the party intends to use at the hearing.

B. Either party may prohibit the introduction of any evidence at the hearing that has not been disclosed to that party at least three (3) business days before the hearing; and

C. A written decision from the hearing officer will be mailed to the parties within forty-five (45) days of the public agency's receipt of the request for the hearing, without exceptions or extensions.

In reviewing a decision with respect to the manifestation determination, the hearing officer shall determine whether the Quitman County School District has demonstrated that the child's behavior was not a manifestation of the child's disability consistent with the requirements noted in the MANIFESTATION DETERMINATION REVIEW section. The placements into an interim alternative setting due to weapon or drug offenses as well as due to the order of a hearing officer apply whether the behavior is or is not a manifestation of the child's disability.

In reviewing a decision to place the child in an interim alternative educational setting due to a violation of the Quitman County School District Student Code of Conduct in relation to a weapon or drugs, the hearing officer shall apply the standards set out in the INTERIM ALTERNATIVE PLACEMENT BY A HEARING OFFICER (Authority of a Hearing Officer) section above.

The decision made by the hearing officer shall be final, except that any party aggrieved by the findings and decision of the hearing officer shall have the right to bring civil action with respect to the issues of the due process hearing (refer to CIVIL ACTION in Section VII of MDE Policies and Procedures Handbook).

Placement during Appeals

During a due process hearing or subsequent court action, the procedures in the CHILD'S STATUS DURING PENDENCY in Section VII will apply when a hearing is requested, except in the situations listed below:

A. When parents request a due process hearing or an appeal regarding their child's placement in an interim alternative placement or regarding the manifestation determination made while a child is in an interim alternative placement, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day placement, whichever occurs first, unless the parent and the Quitman County School District otherwise agree.

B. If a child's placement is in an interim alternative educational placement due to a violation of the Quitman County School District Student Code of Conduct regarding weapons or drugs or a hearing officer's decision, and school personnel propose to change the child's placement after the expiration of the forty-five (45) day interim alternative placement, during any proceedings to challenge the proposed change in placement the child must remain in the current placement (the child's placement prior to the interim alternative educational setting).

C. If Quitman County School District personnel maintain that it is dangerous for the child to be in the current placement during the tendency of the due process proceedings, the Quitman County School District may request an expedited due process hearing. In determining whether the child may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the standards in the INTERIM ALTERNATIVE PLACEMENT BY A HEARING OFFICER (Authority of Hearing Officer) section above. A hearing officer may not order a placement in an interim alternative setting for more than forty-five (45) days. The district may repeat its request for an expedited hearing, as necessary.

The Quitman County School District will not be prohibited from seeking judicial relief, through measures such as a temporary restraining order, when necessary.

Referral to and Action by Law Enforcement and Judicial Authorities

IDEA, Part B does not prohibit the Quitman County School District from reporting a crime committed by a child with a disability to appropriate authorities or prevent 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 Quitman County School District reporting a crime committed by a child with a disability will ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom it reports the crime in accordance with the Family Educational Rights and Privacy Act of 1974.

Knowledge of Disability

When the following actions occur, district personnel must implement follow up procedures as indicated in Sections III and IV of the MDE Policies and Procedures Handbook:

A. The parent of the child has expressed concern in writing (or orally if the parent(s) does not know how to write or has a disability that prevents a written statement) to agency personnel that the child is in need of special education and related services.

B. The behavior or performance of the child demonstrates the need for special education and related services and a disability as defined under IDEA, including the definitions and eligibility criteria in Attachment A in the MDE Policies and Procedures Handbook.

C. The parent of the child has requested an evaluation of their child to determine if the child has a disability and is in need of special education and related services pursuant to the procedures in Sections III and IV; or

D. The teacher of the child or other personnel of the Quitman County School District have expressed concern about the behavior or performance of the child to the Director of Special Education or to other district personnel in accordance with the district's established Child Find procedures.

Protections for Children Not Yet Eligible

A parent may assert any of the protections provided in this section (Section VIII of MDE Policies and Procedures Handbook), even though their child has not been determined to be eligible for special education and related services under IDEA, if:

A. The child engaged in behavior that violated any rule or the Student Code of Conduct of the Quitman County School District, including any behavior described in this section, and

B. Before the behavior that precipitated the disciplinary measures occurred, school personnel had knowledge that the child may have a disability as indicated in A-D above and, as a result, the district did not:

1. Determine that an evaluation was not necessary in accordance with the procedures in Section III of MDE Policies and Procedures Handbook; or
2. Conduct an evaluation in accordance with the procedures in Section IV of the MDE Policies and Procedures Handbook and determine that the child was not a child with a disability under IDEA; and
3. Provide written prior notice to the child's parent(s) of its determination in accordance with the procedures in Section VII of the MDE Policies and Procedures Handbook. Receipt of the notice must be verified and documented.

No Basis of Knowledge

If the Quitman County School District personnel does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child (based on the requirements in the KNOWLEDGE OF A DISABILITY section above), the child may be subject to the same disciplinary measures applied to children without disabilities who engaged in comparable behaviors.

If a request is made for an evaluation by the parent(s) to determine whether their child may have a disability under IDEA and may be in need of special education and related services during the time period in which the child is subject to disciplinary measures as described previously in this section, the evaluation must be conducted in an expedited manner. The Quitman County School District will follow the procedures in Sections III and IV of the MDE Policies and Procedures Handbook in completing the evaluation, beginning with the Child Study requirements. Until the evaluation is completed, the child will remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined not to have a disability and be in need of special education and related services, the parent(s) will be given written prior notice of the determination in accordance with the requirements in Section VII of the MDE Policies and Procedures Handbook. Receipt of the notice will be verified and documented.

If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the Quitman County School District and information provided

by the parent(s), the Quitman County School District will provide special education and related services in accordance with the provisions of Section V of the Policies and Procedures Handbook and the disciplinary procedures for removal addressed in this section.

Student Records

Permanent records of every student Pre-K-12 are on file in a secure location in the counselor's office. These records are a very important part of schoolwork, as they become a permanent record of the student's academic and extracurricular achievements. It is important that each student keep this in mind regarding attendance, grades, test scores, behavior, or school activities.

Student records are kept in compliance with requirement of the Family Educational Rights and Privacy Act of 1974 (see below), which guarantees to parents and students the right of access to educational records and imposes limits upon the release of educational records to others. Records can be obtained at the designated times at each school location.

Directory information relating to students may be released through publication of school directories, yearbooks, honor roll lists, athletic programs, and other school related activities.

In the event a parent desires to have any or all directory information deleted from the various school publications, a request for such deletion must be made within a period of ten (10) calendar days from the date of receipt of this handbook. Appropriate forms for making this request will be made available through the office of the counselor.

Family Educational Rights and Privacy Act Of 1974

1. Parent(s) or eligible students may request, in writing to the principal, an appointment to inspect and review contents of the student's educational records. Appointment must be granted within forty-five (45) days of request.
2. Parent(s) or eligible students may request, in writing to the principal that a school corrects records believed to be inaccurate or misleading. If the school refuses to change the records, the parent(s) or eligible student may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parent(s) or eligible student has the right to put a note in the record explaining his or her concern.
3. Parent(s) or eligible student may review the student's record on request. Copies of a student's permanent record may be obtained for a fee of $2.00. All other material in the student's cumulative folder may be copied for 50 cents per page.
4. Educational records may not be released to a third party without the written consent of parent(s) or the eligible student. The following exceptions are legal:
    a. School employees
    b. Other schools to which a student is transferring
    c. State or federal officials for audit purposes or for reporting information required by state statutes.
    d. Financial aid officials in connection with a student's application for aid.
    e. Educational agencies for developing, validating, and administering predictive tests or studies if such information will not permit identification of individual students.
    f. Appropriate persons who need information to protect health and safety of students
    g. Parents of a student over eighteen (18) who is still dependent

5. A record of individuals requesting access to the educational records of each student will be maintained in each school building. The record will contain the signature, the date, and the reasons for needing access and will be available for parents review upon request.
6. Parent(s) or eligible student may request, in writing within thirty (30) days of the first official day of the school year of the year, the identifiable information regarding the student be deleted from school publications.
7. The school will release directory information concerning students, unless the principal is requested in writing not to do so. Requests from colleges, military organizations, prospective employees, and other legitimate groups may be honored.

Grading and Reporting

Progress Reports

Midterm progress reports will be required for all students in any subject for that grading period based on Quitman County School District Board Policy. Please see the school calendar for tentative dates for report cards.

Report Cards

Reports cards will be issued every nine weeks. Please see the school calendar for dates and times for the distribution of report cards.

Grading Scale

The following grading scale will be used in all grades:

A: 100 – 90

B: 89 – 80

C: 79 – 70

D: 69 – 65

F: 64 and below

50% (classwork/homework)

25% (weekly assessments/performance task)

25% (nine weeks assessment)

Special Education Grading and Report of Progress Policy

Based on the IDEA '97 amendments and the Federal IDEA regulations (§300.347 (a) (7)); the IEP Committee must address the method of measuring a student's progress and informing the parent(s) of their child's progress. Federal regulations require the IEP Committee to determine the following:

- The method of measuring the student's progress toward the annual goals; and
- The method of regularly informing (through such means as periodic report cards) the student's parent(s) of their child's progress toward the annual goals as well as the extent to which that progress if sufficient to enable the student to achieve the goals by the end of the year.

Federal regulations also require that the parent(s) be informed "at least as often as parents are informed of their nondisabled children's progress."

State policies and procedures require the IEP Committee to address student progress on the student's IEP as follows:

"A statement of how the child's progress toward the measurable annual goals, including benchmarks or objectives, will be measured and how the parents will be regularly informed of

- Their child's progress toward the yearly annual goals; and
- The extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year.

Notification to the parents must occur at least as often as parents are informed of their nondisabled children's progress by the public agency. Methods such as periodic report cards that reflect the agency's grading policies in meeting academic classroom requirements and/ or performance results from curriculum-based assessments may be utilized. The IEP Committee must record the method(s) that will be utilized to inform the parent(s) of the child's progress in meeting the yearly goals."

The policy below allows a district to forward a progress report to the parents at the mid-term point of a grading period, if such reports are provided for regular education students. It also provides for a report card to be sent to the parent(s) informing them of their child's progress at the end of each grading period. The Special Education Service Goal Sheet(s) of a student's IEP is forwarded to the parents at the end of each semester. This method of informing parents of their child's progress towards meeting annual goals and objectives/benchmarks addressed on the IEP meets the requirements and the intent of State and federal regulations.

Student Recognition

Honor Roll

At the end of each nine week period, an honor roll will be compiled by officials at each school and publicized in the local media in the following manner:

- Superintendent's List — All A's
- Principal's List — A's and B's
- Honor Roll — All B's

Perfect Attendance

Quitman County School District commends those students who make an effort to attend school on a regular basis. Each student who has perfect attendance each year will be awarded a certificate at the end-of-the-year award ceremonies. Perfect attendance shall be defined and observed as no absences. Please remember that students must be present 63% of the instructional day to be counted present (Please refer to Mississippi Compulsory School Attendance Policy on page 6 in this handbook). Exceptions shall be school bus tardiness or school-sponsored educational field experiences.

Student Behavior Expectations

Students have a responsibility to know and to respect the rules and regulations of the school. Students are responsible for conducting themselves in an appropriate manner at all times. To

assist students, parents, and staff in maintaining such an environment, this Student Code of Conduct has been established and applies to all students enrolled in Quitman County School District. It is expected that this code will be followed and enforced in the same spirit and manner throughout the district. Teachers and school administrators may consider any mitigating circumstances prior to disciplinary action and shall assure due process (see below) for each student, including but not limited to, the following factors:

(1) Age, health, maturity, and academic placement of the student

(2) Prior conduct of the student

(3) Attitude of the student

(4) Cooperation of parents, guardian or custodian of the student

(5) Willingness of the student and/or parent, guardian or custodian to make restitution

(6) Severity of the infraction

(7) Compliance with the state law(s)

The Code of Conduct addresses a plan for disciplinary action. While it covers many offenses, it is recognized that the plan is not all-inclusive. After careful review of the facts and other pertinent information in each case, the principal will take appropriate action.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Unauthorized Clubs or Groups

Fraternities, sororities, gangs or secret societies may not be organized. Students who remain or shall be members are subject to **suspension** or **expulsion** by the Quitman County School Board. Fraternities and sororities and the recruitment of members is illegal and against State Board Policy.

Gang activity which initiates, promotes, or advocates activities that threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of apparel, jewelry, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with such a group, presents a clear and present danger and is to be discouraged by school officials.

Students displaying interest, involvement, or affiliation with a gang shall be subject to disciplinary action will be encouraged to seek involvement in authorized school organizations to enhance self-esteem and promote activity that can have a positive impact on the student.

Care of School Property

Students are expected to do their individual part in caring for the buildings, school buses, and school grounds. The care given to school property is a reflection of the type of student enrolled in the school. School spirit and pride are evidenced by the proper use of furniture and instructional equipment. **It will be the policy of the school system to require the parent to pay for damage to buildings, equipment or buses when it is determined that any such damage was caused by his/her child's carelessness, neglect, or vandalism.** We need the cooperation of each student to do his/her part to help maintain clean, attractive campuses.

Participating In or Causing a Disturbance

In the event of a fight, students are advised to move away from the area of disturbance and not impede school personnel who are attempting to deal with the situation. Running to the fight, cell phone recording, hindering school officials and refusal to leave a scene when asked are all violations of the disturbance/fighting policy. ***These actions by a student may result in disciplinary action.*** In more severe cases, prosecution through appropriate legal avenues may be an alternative.

Students who instigate a disturbance but are not actively involved, i.e., students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently become involved in an altercation, *submit themselves to disciplinary actions deemed appropriate by the school administrator.* A disturbance of any nature will not be tolerated on school grounds, transportation system, or at a school sanctioned event.

Use of a Controlled Substance (Alcohol and/or Drugs)

Any student who is under the care of a licensed medical caregiver and is taking prescribed medicine at the direction of such medical caregiver must have all such medicine in the numbered and labeled containers provided by the pharmacy or drug store. Possession or use of any such medicine must be pursuant to a current prescription for the particular student and for no other person or family member.

Students are absolutely prohibited from carrying, possessing in any manner, using or selling tobacco products, alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. With regard to prescription medications, Policy JGCD applies.

The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others. School officials may test a student for drugs or alcohol, with or without parental consent, if they have a **"reasonable suspicion"** that a student is under the influence of drugs or alcohol, at school or during a school-sponsored event.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in JCAA Policy. In the event of violation of this policy, all reporting requirements of Policy JCBF shall be applicable. This policy is for the discipline and protection of the students of this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statue of the State of Mississippi. TOBACCO USE PROHIBITED: This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000."

Weapons Possession

The parent, guardian, or custodian of the student shares responsibility of providing a safe and orderly school climate for all students. Students possessing a firearm or other weapon will be referred to the district disciplinary committee for expulsion. While a **student may be expelled** for bringing a weapon (any object used to cause bodily harm) of any type to school, the **parent, guardian or custodian may be guilty of a misdemeanor and fined up to $1,000 and/or 6 months in county jail** for knowingly allowing a child to have, own, or carry a concealed weapon. (MS Code -Section 97-37-13)

Student Conduct outside the Classroom

The student conduct required in the classroom is expected of students outside the classroom in hallways, cafeteria, library, on campus, parking lot, etc. Students are required to respect the authority of any and all school personnel whether or not under the supervision of that adult. Failure to recognize adult authority, even though the adult is not the student's teacher, shall result in the disciplinary action. Sexual molestation and/or harassment can result in expulsion from school.

After School Hours Events and Activities

Students traveling in private vehicles to after school activities will be the responsibility of their parents. However, once the students are in attendance at the event sponsored or sanctioned by the school, the students shall be under the jurisdiction of the school and all conduct will be subject to the rules and regulations of the school district. Students traveling under the school district's supervision regardless of the means of transportation are subject to all the school district's rules and regulations. Students should be aware that they and/or their personal property are subject to search before, during and/or after any school sponsored event/trip.

The Mississippi High School Activities Association stipulates that the superintendent principal, coach, sponsor, or other school representative shall be responsible for the conduct of all individual students and adults connected with their school, both at home and events conducted at other locations.

Note: Misbehavior on educational field experiences can range in a consequence of suspension to expulsion.

Harassment / Discrimination

Harassment / Discrimination is intimidation by threats of or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual for any reason. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and / or physical behavior of a sexual nature.

Harassment / Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that offenders receive appropriate consequences.

Bullying / Hazing

According to Mississippi Law SB 2015; and Miss. Code Ann. 37-7-301(e), the Quitman County School District does not condone such behaviors as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or making threats. This policy extends to any and all student language or behavior including, but not limited to, the use of electronic or online methods (otherwise known as cyberbullying). Such behavior is disruptive to the educational

process and interferes with the ability of other students to take advantage of the educational opportunities offered.

The Quitman County School District does not condone and will not tolerate bullying or harassing behavior. 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 alleged 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.

The Quitman County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Quitman County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Corporal Punishment

Quitman County School District will not participate in corporal punishment.

Questioning and/or Searching

All questioning and searching of students will be carried out in accordance with state and federal laws, statutes, and School Board policies.

Property

Desks are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in properties issued to them by the school or obtained by students. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual property may

occur when there is a reasonable basis to do so and, in those cases, the student or a third party shall be present.

Students

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, a school official of the same sex will conduct it in private with an adult witness of the same sex present.

Due Process

Students who violate the Student Code of Conduct shall receive oral and written notice of the alleged violation(s) and the consequence(s) by the principal or designee. If students deny the allegations, the principal will give an explanation of the evidence against them and afford the students an opportunity to rebut the allegations.

When deciding the consequences for code violations, the principal considers the student's explanation and may consult with others before making a final determination. Whenever possible, parents, guardians, or custodians of student violators are notified immediately of the Code violation and consequences either in person, by telephone, or by written notice. In all cases of suspension, the parent, guardian, or custodian appointed by the Chancery Court, shall be notified in writing within 24 hours of the violation of such suspension, giving the reason(s) thereof.

Suspension in excess of ten (10) days may be administered only by action of the School Board and then only after such student has been afforded notice, opportunity of a hearing, and other procedural rights consistent with state and federal due process requirements.

Students on suspension must return to school accompanied by a parent or guardian before the student will be readmitted to school.

District Discipline Committee

The District Discipline Committee is made up of school and district-level administrators. A meeting of the District Discipline Committee will be called following any violation of the above student code of conduct, repeated and chronic infractions or disruptions, and / or any violation of local, state, or federal laws.

Repeated and chronic infractions will be measured as five (5) or more office referrals.

The student, parents/guardians/custodian, and/or their representative are entitled to be present at the hearing before the District Discipline Committee.

Based on the evidence presented at the hearing, the committee will accept, reject, or modify the recommendations of the principal which can be found in The Quitman County School District Code of Conduct Appendix. The superintendent will be notified of the committee's decision and written notice of the action of the committee will be mailed to the student or parent/guardian/custodian.

The superintendent will take the committee's recommendation to the School Board for consideration for action.

Quitman County Elementary School Pre-k thru 4

School Day

The school day for Quitman County Elementary School is from 7:15 am to 3:05 pm. Class begins at 8:00 a.m. School personnel cannot take responsibility for children before 7:15 am or after 3:30 pm.

Walkers are dismissed at 3:05 pm and are expected to go directly home in the afternoon. Buses load and leave between 3:10pm and 3:15 pm.

Students are not allowed to go home with other students unless the school has written permission from a parent or guardian.

Students will not be permitted to wander around outside or inside the building before or after school.

Commuting Students

Students who are transported to and from school by parents must come to designated areas to ensure proper safety. No student should be delivered to school before 7:15am, and all must be picked up no later than 3:10.

Tardiness

Students are tardy after 8:00am. When students are tardy, a parent or guardian must sign them in at the office before he/she can go to class.

Parent Communication

Teachers will conduct a conference with each child's parent or guardian during each grading period. It is during these meetings that a collaborative plan can be formed to ensure the child's best behavior and academic performance. It is expected that the student also attend this conference.

Additionally, the school hosts monthly parent meetings which provides school updates. There is also a Quitman County School District Facebook page that provides announcements and school updates.

Promotion/Retention

The student must receive an average grade of 65 (D) or higher in reading/social studies, math, language arts, and science.

Parents are asked to sign the form included in this handbook indicating they understand the promotion/retention policy and return it to school.

Beginning in the 2018-2019 school year, a student scoring at theree lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th

grade unless the student meets the good cause exemptions for promotion regardless of his/her grades on their report card.

MAAP

To comply with the federal law, ESSA, the Mississippi State Board of Education mandated grade level tests in the spring of each school year for students. Scores on these tests are used in assigning Quitman County Elementary School its "Performance Level" each year. As indicated earlier in the Student Attendance section, the missed Mississippi Academic Assessments **must be made up during the scheduled time frame.**

The school will conduct 3-4 practice tests annually to gauge students' readiness for the May exam.

Summer School

The purpose of the Extended School Year Program or Summer School is remediation and enrichment for students.

Attendance to Quitman County Schools Extended School Year program is based on scores made on the school's end of the year test and final grades. Failure to attend this Extended School Year program could result in your child having difficulty in their area of deficiencies.

Student Recognition

In addition to the Honor Roll, Quitman County Elementary School will provide special student recognition in other areas.

Quitman County Middle School

School Day

The school day for Quitman County Middle School is from 8:00 am to 3:30 pm. School personnel cannot take responsibility for children before 7:15 am or after 3:30 pm.

Walkers are dismissed at 3:25pm and are expected to go directly home in the afternoon. Buses load and leave between 3:30 and 3:45.

Students are not allowed to go home with other students unless the school has written permission from both sets of parents.

Students will not be permitted to wander around outside or inside the building before or after school.

Commuting Students

Students who are transported to and/ or from school by parents must come to designated areas to ensure proper safety. No student should be delivered to school before 7:15, and all students must be picked up no later than 3:30pm.

Tardiness

After 8:00, if a student is tardy a parent must bring the child to the office and sign him/her in before they can go to class.

Parent Communication

Teachers will conduct a conference with each child's parent or guardian during each semester. It is during these meetings that a collaborative plan can be formed to ensure the child's best behavior and academic performance.

Promotion/Retention

The student must receive an average grade of 65 (D) or higher in, math, ELA, social studies and science.

Parents are asked to sign the form included with this handbook indicating they understand the promotion/retention policy and return it to the school.

Mississippi Academic Assessment Program

To comply with the federal law, the Mississippi State Board of Education mandated grade level tests in the spring of each school year for all students. Scores on these tests are used in assigning Quitman County Middle School its "Performance Level" each year. As indicated earlier in the Student Attendance section, missed Mississippi Academic Assessment must be made up in during the scheduled time frame.

Summer School

Students who have a final average of 55%-63% in a major subject area class may be allowed to attend summer school for promotion if it is offered. Students can only fail one major subject area to be eligible for summer school. A major subject area is classified as: Mathematics, Language Art/Reading, Science, and Social Studies.

Summer school may also be offered to students for enrichment. In order to successfully promote to the next grade, your child must meet **BOTH** of the following conditions:

1. Attend **90% or more of the summer school** instructional days. This means they must be present for 18 or more of the 20 instructional days.

2. Score at least a **65% or better** on the end of summer assessment.

Failure to meet **BOTH** of these summer goals will result in your child's retention in his/her current grade. Your child's 4th Nine Weeks report card will reflect that he/she has failed the grade, and the promotion decision will be made after the conclusion of summer school.

Student Recognition

In addition to the Honor Roll, Quitman County Middle School will provide special recognition of students.

Madison S. Palmer High School

School Day

The school day for Quitman County Middle School is from 7:55 am to 3:10 pm. School personnel cannot take responsibility for children before 7:15 am or after 3:30 pm.

Walkers are dismissed at 3:10pm and are expected to go directly home in the afternoon. Buses load and leave between 3:15pm and 3:30pm.

Students are not allowed to go home with other students unless the school has written permission from both sets of parents.

Students will not be permitted to wander around outside or inside the building before or after school.

Commuting Students

Students who are transported to and/ or from school by parents must come to designated areas to ensure proper safety. No student should be delivered to school before 7:15am and must be picked up no later than 3:30pm. Classes start at 7:55am.

Automobiles

Permission to drive an automobile on campus will be granted to students in grades 10 -12 with proof of insurance, a copy of the driver's license, and an approved application form filed with the school office. This application form gives school officials the authority to search the vehicle if necessary. Refusal to sign this form fortifies the student's privilege to drive their vehicle. Students must purchase a decal for each vehicle driven by the student. **After driving to school, students are expected to exit the vehicle and enter the building immediately.**

Students who bring their automobiles to school will park only in student designated parking areas. **All students entering or leaving campus in their autos are required to travel in a slow, safe manner *at all times.*** Once on campus, students should lock their vehicles and not return to them until leaving campus for the day. Driving privileges will be suspended or revoked if students abuse school policies.

Any student who exceeds 3 incidents of tardiness in a year will lose the privilege to bring an automobile on campus.

Tardiness

Any student who is late for school must be signed in by a parent or guardian. If a student has been to the doctor or dentist, an excuse from his/her office is required for the tardy to be excused. Students who are tardy between the changes of class will be disciplined according to the code of conduct.

Student Classification

Beginning the 2019 – 2020 school year, a high school student is classified according to Carnegie Units earned in grades 9-12 as follows:

- Freshman 0.0 – 5.5 units of credit

- Sophomore 6.0 – 11.5 units of credit including English I
- Junior 12.0 – 16.5 units of credit including English II
- Senior 17.0 – or more units of credit including English III

Grade Point Average (GPA)/Quality Point Average (QPA)/Class Rank

GPA Calculation: Sum (grade*weight) / (# of grades)
QPA Calculation: QPA based on GPA lookup table
Class Rank: Include all students in the Chrono Grade = 12. Does not include secondary self-contained or GED students. SPED students are included if receiving a traditional diploma. SPED students are grouped in with regular students. Students must have a 3.5 or higher - (90-100) to graduate with Special Distinction (high honors). To graduate with honors, students must have a 3.0 – 3.4 (80-89) and must have taken at least one AP or Dual Enrollment Course.

GPA Weights

All regular courses GPA weight is = 1.
All Honors, Advance Placement, and Dual Enrollment courses GPA weight is = 1.1.

Requirements for Graduation

Twenty-six and 1/2 credits shall be required of students graduating in 2019 & 2020. Nineteen (19) of the credits must be earned in the following courses:

• English	4 units	
• Mathematics	4 units	(Algebra I & Geometry is required.)
• Science	4 units	(Biology I is required.)
• Social Studies	4 units	(To include: U.S. History from 1877, World History, Mississippi Studies, U.S. Government, Geography, and Economics)
• Computer Education	1 unit	
• The Arts	1 unit	
• Health	½ unit	
• P. E.	½ unit	
• Electives	7½ units	

Mississippi Diploma Options

Beginning with the incoming freshmen of 2018-2019 Mississippi will have two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The 3 other endorsements include: Career and Technical, Academic, and Distinguished. The Alternate Diploma is an option for students with a Significant Cognitive

Disability (SCD). For 2018-2019 freshmen of Madison Shannon Palmer High School the graduation options will change as listed below.

The remaining eight (7.5) credits may be selected from a list of Elective Courses offered at Madison Palmer High School or at the Quitman County Vocational School.

Note: Electives units in band, physical education, and choral music are limited to a total of three (3) units applied toward meeting the minimum graduation requirements. In addition, no more than 2 of the 3 units in band, physical education, and choral music may be in the same area.

Pre-Algebra, Algebra I, STEM, MS Studies/World Geography may be taken in the eighth grade for Carnegie Unit Credit.

• English	4 units	
• Mathematics	4 units	(Algebra I & Geometry is required.)
• Science	4 units	(Biology I is required.)
• Social Studies	4 units	(To include: U.S. History from 1877, World History, Mississippi Studies, U.S. Government, Geography, and Economics)
• Technology/Computer Science	1 unit	
• The Arts	1 unit	
• Health	½ unit	
• P. E.	½ unit	
• College & Career Readiness	1 unit	
• Electives	6½ units	

State Board Policy

Descriptor Term: Additional Assessments Options for Meeting End-of-Course Subject Area Test

Graduation Requirements

Code: 3804
Adoption Date: July 15, 1988
Revision: September 15, 2000, July 18, 2003, February 20, 2004, May 18, 2012, January, 2014

State Board Policy 3803, *Assessments Required for Graduation*, outlines the end-of-course subject area test graduation requirements. State Board Policy 3804 provides approved options for students to meet these high school end-of-course subject area test graduation requirements through approved alternate measures. State Board Policy 3804 applies to past, current, and future Mississippi students.

While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test **two times.** Specifically, students may meet the graduation requirement outlined in State Board Policy 3803 by attaining any one of the measures outlined below for each of the subject area tests listed.

Graduation Options Quick Reference Chart for the Subject Area Testing Program Requirements

Assessment Options	Algebra I	Biology I	English II	U.S. History
ACT	17 (ACT Math Sub Score)	17 (ACT Science Sub Score)	17 (ACT English Sub Score)	17 (ACT Reading Sub Score)
Dual Credit/ Dual Enrollment	C or higher in MAT credit-bearing course	C or higher in BIO credit-bearing course	C or higher in ENG credit-bearing course	C or higher in HIS credit-bearing course

Source: MS Code 37-17-6 and 37-16-7 (Adopted 01/2014)

The Graduation Options listed below are applicable to any Subject Area Testing Program assessment.

ASVAB + MS-CPAS or Industry	Must have an ASVAB AFQT score of 36 plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (60 combined year 1 and year 2 scores) OR

Certification	2. Industry certification attainment based on industry standards
ACT Work Keys + MS-CPAS2 or Industry Certification	Work Keys Silver Level plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (60 combined year 1 and year 2 scores) OR 2. Industry certification attainment based on industry standards

University Bound Students

Students enrolled in a university bound program must take a minimum of the following:

• English	4 units	
• Mathematics	4 units	(Upper level courses)
• Science	3 units	(Upper level courses)
• Social Studies	4 units	(To include: U.S. History from 1877, World History, Mississippi Studies, U.S. Government, Geography, and Economics)
• Computer Education	1 unit	
• The Arts	1 unit	
• Health	½ unit	
• Required Electives	2 units	Chosen from: Foreign Language or an advanced math or lab-based science course or World Geography

The remaining six (6) credits may be selected from a list of Elective Courses offered at Madison Palmer High School or at the Quitman County Vocational School.

Note: Electives units in band, physical education, and choral music are limited to a total of three (3) units applied toward meeting the minimum graduation requirements. In addition, no more than 2 of the 3 units in band, physical education, and choral music may be in the same area.

Pre-Algebra, Algebra I, Mississippi Studies/Geography, MSCCR Math, and Computer Discovery may be taken in the eighth grade for Carnegie Unit Credit.

Note: Graduates are required to have 4 units of math.

Subject Area Tests

The Mississippi State Board of Education mandated academic end-of-course tests to replace the Functional Literacy Exam (FLE) as a requirement for graduation. Phasing in of these tests as graduation requirements began during the 2001 – 2002 school year.

Students who began 9th grade in 2001-2002 (anticipated graduation in 2005 and later) are required to pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History from 1877, English II (with a writing component), and Biology I.

Students who began 9th grade in 2002-2003 or later (anticipated graduation in 2006 or later) must pass the Subject Area Tests in U.S. History from 1877, English II (with a writing

component), Biology I, and Algebra I. This group of students must pass all four Subject Area Tests even if they take the course(s) prior to their 9th grade year.

Graduation Policy for Students with Disabilities under the Individuals with Disabilities Education Act

Students with disabilities will be issued a traditional education high school diploma, **alternate diploma, or a certificate of life skills completion.***

By age fourteen (14) or prior to a student entering the ninth grade, an Individualized Education Program (IEP) Committee will consider the exiting options from high school. The parent(s) and, if appropriate, the student will be informed of the requirements for each option and the various alternatives in post-school activities based on each exiting option. An IEP Committee will determine and document the option appropriate for each student.

Students pursuing a **traditional high school diploma** must meet the requirements set forth Quitman County School District. Special education and related services will be provided to assist a student to reach this goal based on the student's IEP.

Students placed on the **alternate diploma** option by the IEP committee must have the 24 course credits, career/technical requirements and an approved portfolio containing a collection of evidence of the student's knowledge, skills and abilities related to the occupational core curriculum. The portfolio will include:

- Introduction;
- Community experiences;
- Employment and training;
- Post-school adult living; and
- Functional vocational evaluation and daily living skills, when appropriate.

For those students pursuing a **certificate of life skills** completion, a comprehensive curriculum of basic life skills will be utilized for instructional purposes. Transition services, including a functional vocational evaluation (if appropriate), will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for post-secondary activities specific to the student. As determined appropriate by the IEP Committee, transition services may include:

- Instruction in functional academics;
- Community experiences;
- Adult living;
- Employment skills;
- Related services; and
- Daily living skills.

An IEP Committee will review the previous exiting option decision for each student at least annually. The committee, along with the parent(s) and, if appropriate, the student, may change the original or previous decision regarding the student's exiting option.

Every student who completes an approved course of study by or before age 21 will receive a regular education high school diploma, occupational diploma, or certificate of life skills completion and will be permitted to participate in graduation activities.

CORRESPONDENCE COURSES/ Credit Recovery

A maximum of one (1) Carnegie unit may be earned toward graduation by completing correspondence courses. (Mississippi School Accountability Model; Standard 20)

A student must be classified as a junior or senior to be approved to take a correspondence course. The student must be passing all subjects and have an acceptable attendance record at the time of request.

The school counselor will take requests from students for correspondence courses. She or he will review the student's records and make a recommendation to the principal. The principal will recommend approval to the superintendent who will make the final determination.

Upon approval the student and parent will sign a contract. The contract will include an agreed upon completion date. The counselor will monitor each student enrolled in a correspondence course. Credit Recovery is an additional option offered to students.

ATHLETICS AND SCHOOL ACTIVITIES

Regulating Body

All participants in activities sanctioned by the Mississippi High School Activities Association (MHSAA) must comply with standards as stated in the MHSAA handbook. This includes athletics, cheerleading, chorus, debate team, and band.

Conduct

Student Athletes represent the school on and off their respective playing fields. Students displaying un-sportsmanlike conduct during an athletic contest may be subject to disciplinary action, which may include removal from team or suspension from participation for a designated period of time. Student Athletes with excessive school-related discipline referrals will be subject to suspension from participation in that sports.

Transportation

Students who are players, participants, or performers in school sponsored activities shall be transported to all such activities in school district owned vehicles, and shall travel to and from school sponsored activities as a group. Parents who wish to transport their child or children to or from a school sponsored activity shall be required to sign a waiver releasing the district from any liability prior to transporting their child or children.

Scholarship Eligibility

Be aware that the NCAA, the regulating body for all secondary college athletics, has specific mandated guidelines for students to be eligible to receive scholarships to four-year colleges directly out of high school. To ensure eligibility, athletes will need to follow the graduation requirements for the "University Bound" student as outlined above. Each athletic coach will inform the student athletes under his/her direction of the Grade Point Average (GPA) required by the NCAA along with the required score on the American College Test (ACT). It is recommended that student athletes who aspire to receive a college scholarship take the ACT

as early as the sophomore year, not leaving this critical requirement to the last possible chance. The athletic coach and guidance counselor can assist the student in registering for and taking the ACT.

Prom and Other School Activities

Teacher committees, taking student input into consideration, will determine policies for activities such as proms, homecomings, cheerleaders, etc. The school administration will review and submit the recommended policies to the superintendent who will present them to the School Board for approval.

Quitman County Career and Technical Center

Rules & Regulations

All rules and regulations adopted by Madison Palmer High School are in effect while in attendance at Quitman County Career and Technical Center.

Enrollment

Any student enrolled at Madison Palmer High School who is tenth grade or higher may enroll in any two-year career program offered at Quitman County Career and Technical Center if all prerequisites are met. First year students must make an appointment, complete a recruitment application, or meet with the career-technical counselor, high school counselor, or student service coordinator for admission during the spring recruitment for one of the courses offered at the Career and Technical Center. Only students who have sufficiently completed year one programs will be allowed to enroll in the year two course of that same program.

Students participating in any CTE Course which requires year 1 and year 2 participation to earn 2 credit hours per academic year must complete both courses consecutively in order to meet Perkins Funding requirements as completers.

Students cannot be removed from a CTE course or take CTE courses no-consecutively without written documentation which stated the reason for the changes followed by signatur4es of the student, guardian, and CTE Director, once a stude4nt has been approved and placed in CTE courses. In cases of extreme emergencies, the CTE Director and Superintendent will make executive decisions to permit course changes for CTE students.

The counselors and student service personnel will assist the students in the selection process. Students are admitted into the program until teacher capacity is reached. Students are not discriminated against on the basis of race, sex, creed, religion, or handicapping condition.

Commuting

All students are required to ride the bus from the high school to the Career and Technical Center. Students must also ride the bus back to the high school.

Student Check-In and Check-Out Policy

All students must check in and out at the high school. The Career and Technical Center will only accept students coming from the high school and dismiss students to the high school. Parents wishing to check students out from the vocational school must report to the high school office first. Personnel from the high school office will then contact the Career and Technical

Center office to acknowledge that the student has been properly checked out. Failure to check in and out properly will result in an office referral for skipping.

Students are discouraged from missing their QCCTC class due to check-ins and check-outs. Students should make every effort to attend QCCTC during the times they are scheduled and are encouraged to schedule all appointments after school.

Live Work Policy

Live work shall be directly related to skills learned or being learned with approval from the instructor and the center's director. The work must be scheduled in advance for the instructor to incorporate the project into the lesson plans. A fee will be assessed for all work. Fees are to be receipted in the student club activity account in the office of the director. All price lists are posted in the shops or classrooms.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career/technical teacher is responsible for invoicing the person or organization for which the work is performed and the collection of all fees associated with the live work projects performed by students. Live work projects are not to be performed in competition with private enterprise. The career/technical education programs assume no responsibility for the results of the work being performed by students.

The Live Work Order Request and agreement Form must be filled out before any work is done. The following persons are eligible to have work performed at the Career and Technical Center in priority order: currently enrolled career and technical center students, non-profit agencies, Board of education employees, city, county, and state employees, and all others.

State Testing

All Career and Technical Education students in year 1 and 2 will be required to take a program benchmark assessment in the fall of the year and the Mississippi Career Program Assessment System Second Edition (MS-CPAS 2 exam) at the spring of the year. This exam will evaluate the student's preparedness for the workforce/post-secondary education in that field.

MS-CPAS2 – The Mississippi Career Planning and Assessment System (second edition) is the state career and technical testing program. The purpose of the MS-CPAS2 is to assess local program performance in producing students with workforce readiness skills and to create a meaningful measure of accountability of the level of instruction and resulting student performance in occupational program areas. It covers all material learned during the school year.

The MS-CPAS2 will count as the second semester exam grade for all students. Therefore, exemptions will not be given for the second semester exam.

Discipline

Students may be sent to the office for disciplinary actions. QCCTC follows the disciplinary procedures in the District/high school handbook. Any student who receives more than two office referrals during the school year will not be eligible to participate in student organization activities.

Safety

All students must pass a safety test before being allowed to use equipment. Students must wear appropriate clothing, shoes, and safety equipment where required. Students may be asked to trim hair and nails in order to maintain safety. Students should avoid engaging in any activity that endangers the safety of other students. Horseplay is not tolerated in any QCCTC class at any time.

Student Organizations

FBLA (Future Business Leaders of America)
FFA (Future Farmers of America)
Skills USA
TSA (Technology Students Association)
FCCLA (Family, Career and Community Leaders of America)

Student Recognition

- Student of the Month awards are given at the end of each month.
- Certificates of Completion are awarded to students who complete the second year of their program in consecutive years.
- Student of the Year awards are given to student at the conclusion of the school year.
- An Awards Day Program will be held for students in May.
- Students can be inducted into the Hall of Fame by receiving an advanced MS-CPAS2 score.
- Students will become Star students by passing the MS-CPAS2 exam will a score of 60% or better.

Visitors

All visitors, including students who visit the building, must sign in at the QCCTC office. A State issued photo ID must be presented and left with the QCCTC office when visiting a classroom. It will be returned upon the conclusion of the visit.

Quitman County School District
Office of Federal Programs
191 Ash Street, Marks, MS 38646
662-326-8178

July 1, 2023

TO: All Parents

FROM: Quitman County School District

As a parent of a student in Quitman County School District, you have the right to know the professional qualifications of the classroom teachers who instructs your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Mississippi Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Mississippi Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call at 662-326-8178.

Student Expectations

EACH STUDENT in the Quitman County School District, being limited only by individual differences, will be given the opportunity to develop and achieve. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students. Educational programs, services, vocational opportunities, and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability. The Quitman County School District will transport or cause to be transported disabled students to accessible school sites. Students, faculty, and the public will be notified of this policy and grievance procedures annually. The locations of services, activities, and facilities accessible by disabled persons include Quitman County Elementary School, Quitman County Middle School, Madison Palmer High School and Quitman County Career and Technical Center. Any individual with complaints or concerns regarding this policy may initiate due process by contacting the Director of Special Education at 662-326-7131.

Student Discipline:

All students of the Quitman County School District will have the knowledge, skills, abilities, and attitudes to become productive citizens and lifelong learners in a changing global society.

The Quitman County Board of Education expects every student to:

- Comply with district policies and school regulations.
- Respect and obey all persons in authority.
- Be prompt and regular in attendance, equipped with the necessary books, paper and other school supplies.
- Meet classroom standards of behavior and performance.
- Cooperate with bus drivers and posted bus rules.
- Maintain appropriate habits of communication, dress, and personal cleanliness.
- Cooperate with students who have been given special responsibilities.
- Respect the dignity, rights, and property of others and avoid any activity that may endanger the health and safety of others.
- Assume responsibility for the care of school property.
- Accept the consequences of his or her own actions.

The Board of Education believes that education can only progress when discipline is fairly and consistently exercised.

What to Expect While Attending Quitman County Schools:

The Quitman County School District has as one of its purposes the development of positive character traits in our students. These are traits that we all agree are necessary to develop individuals who will make positive contributions to society. These traits are self-esteem, responsibility, respect, honesty, cooperation, and humanity. Students, parents, and guardians need to know the standards of conduct that students are expected to observe in the schools and the consequences of their failure to obey these standards. A copy of this code and any local school rules will be sent annually to all parents and guardians. Students and staff will also receive a copy, and meetings will be held to discuss these codes

prior to or shortly after the school year begins. At the time of registration, new students and their parents or guardians will be provided with a copy of this code and any local school rules.

Public Complaints

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent, and finally the Board.

The following procedures are to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher or appropriate staff member.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the appropriate area director, then, if necessary, to the superintendent.
4. If the superintendent cannot settle the matter satisfactorily, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Mississippi Department of Education and from there on to the United States Secretary of Education.

The Board considers it the responsibility of the professional and support staff of the district to field the questions of parents/guardians or the public and shall refer individuals with complaints to the proper staff member as outlined above.

IT IS IMPORTANT THAT ALL GROUPS – students, parents, and school personnel – fulfill their responsibilities for the Quitman County Schools to provide optimum educational opportunities for our children.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY
Attendance/ Tardiness	Come to school each day and be in the class when the bell rings.	Help children get up in the morning and arrive at school on time, or notify the school.	Keep records of students' attendance/ tardiness.
Unexcused Absences	Realize the importance of being in school each day.	Instill in your child the responsibility necessary to avoid the temptation to skip school.	Keep an accurate check on student attendance. Contact home if not notified of reason for absence – each child, each day.
Disorderly Conduct, Aggressive Behavior, Fighting, and Bullying	Be well mannered during all school functions. Use proper language; walk in the halls; bring only items that belong in school; show respect for other students; etc. Seek alternative ways to resolve conflicts.	Impress upon children that school is a place to learn. Help children to develop alternative methods of resolving conflict and to seek assistance from staff when necessary.	Plan structured activities and model appropriate behavior that creates an orderly learning environment. Establish an atmosphere of open communication with students. Discuss intervention steps for behavior modification. Administer proper disciplinary action when needed.
Field Trip and Bus Misconduct	Understand that field trips and other bus rides are an extension of school, and proper behavior is required.	Stress the safety aspects of proper conduct in automobiles and buses. Explain how distractions can cause the driver to have an accident.	Make clear the rules and procedures. Exclude students from future trips if improper conduct is shown.
Student Dress/ Grooming	Come to school dressed and groomed appropriately. (See the *Student Handbook.*)	Monitor and support the dress code.	Monitor and adjust as needed.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY
Vandalism	Realize that this is your school and treat it with respect.	Teach your children proper respect and manners. Help them understand that vandalism is criminal conduct and will not be tolerated.	Provide proper supervision and clear guidelines for correct behavior.
Theft	Keep all personal items in proper places, and use adults' or other students' items only with their permission.	Support the idea that taking what doesn't belong to the child is wrong.	Keep classrooms neat and orderly, limiting the temptation for the students to take things that don't belong to them.
Tobacco, Alcohol, Drugs, and Weapons	Tobacco, alcohol, drugs, or weapons (in any form) are not allowed in school.	Teach and discuss good health habits with your child concerning the use of tobacco, alcohol and drugs.	Encourage students to participate in a program of good health and physical fitness, and discourage the use of these products.
Technology Misuse	Access to the Internet is part of the curriculum and not a public forum for general use. Prohibited areas include: 1. Unauthorized databases. 2. Illegal activities such as "crashing" databases. 3. Inappropriate use of the Internet or e-mail such as "spamming", sexual messages, libelous messages, etc. 4. Copyright violations	Instill in your child the responsibility to avoid the temptation to misuse technology.	The school owns the system and may monitor its usage and contents. There is no expectation of privacy.

Quitman County School District

CORRECTIVE ACTIONS

The actual disciplinary action taken in a particular instance of prohibited behavior can contain a range of disciplinary actions and will be based on **the facts of each particular case**; consideration shall be given to the seriousness of the offense, the age of the student, the degree of cooperation of the student in resolving the matter, and other aggravating or mitigating circumstances.

1. TEACHER-STUDENT CONFERENCE

One-on-one conversation with student regarding student's inappropriate behavior.

2. AFTER SCHOOL – DETENTION

A school official will require the student to report to his or her room after school, with parent acknowledgment. Parents will be responsible for the transportation of students in after school detention.

3. CONFERENCE

A formal conference is held between the student, teacher, principal or counselor to further discuss the student's behavior. A record of this meeting will be kept.

4. PARENT INVOLVEMENT

The parent, or legal guardian, is notified by telephone or letter. A conference is held between school official and the parent. A record of this meeting will be kept. Parents may be held financially responsible for damage or loss to school or personal property. As appropriate, intervention steps for behavior modification will be discussed. Parents may also be required to sit in the classroom with their child during the instructional day.

5. BEHAVIOR INTERVENTION PLAN (BIP)

A behavior intervention plan (BIP) is a written improvement plan created for a student based on the outcome of the functional behavior assessment (FBA). The FBA should identify what is maintaining or causing a challenging behavior, and the BIP specifies the actions to take to improve or replace the behavior.

6. PROBATION

A student is placed on probation in one or more classes for a stated length of time. Any further referrals or violations will result in further disciplinary action.

7. IN-SCHOOL SUSPENSION

The student is removed from classes and kept in a supervised area to do assigned work. Parents are notified as soon as possible.

8. ALTERNATIVE PLACEMENT

The student is removed from classes and assigned to the school's Alternative Placement Program for a specified length of time. Parents are notified and a conference is held.

9. REDUCED SCHOOL DAY

The student's school time is appropriately reduced. Parents are notified.

10. SUSPENSION

The student is excluded from school and related activities for a period of time, not to exceed ten (10) consecutive school days. Parents, administrators and board members are notified of the action taken.

11. EXPULSION

Removal of the student from school and related activities for an extended period of time. Board action is required for expulsion. Parents are notified.

12. LAW ENFORCEMENT INVOLVEMENT

Local law enforcement authorities are notified whenever deemed necessary by school administration.

13. CORPORAL PUNISHMENT

Principal may use corporal punishment for any violation at his/her discretion according to current Board Policy.

14. BUS SUSPENSION

Any student suspended from the bus on the last day of school will be assessed at the beginning of the next school term.

If a student is suspended from the bus, he is suspended from the bus for **all** school related activities.

THE STUDENT CODE OF CONDUCT is in force:

- On school property prior to, during and following regular school hours when school is in session, when school activities are in operation, or any function held on school property.
- While students are on the school bus for any reason.
- From the time a student arrives at the bus stop or on campus, if walking, in the morning until the student leaves the bus stop or campus, if walking, in the afternoon.
- At all school sponsored events and other activities where school administrators have jurisdiction over students.
- The Student Code of Conduct also applies to out-of-school conduct by a student if the district believes the nature of such conduct indicates the student presents a threat to the health, safety or welfare of other students or staff.
- The portion of the Code which protects school buildings and grounds is always in force.

ANY STUDENT who hinders an investigation or any student who aids, is involved with the planning, or helps another student in any way in an act which violates the Student Code of Conduct may be subject to the same disciplinary action as the individual who committed the violation.

THE STUDENT CODE OF CONDUCT is not all-inclusive, and a student committing an act of misconduct not listed will still be subject to the authority of the principal or designee

Quitman County School District

Parent/Guardian Signature Page

Section 1- Receipt of Handbook

I am the parent of_____who attends_____School. My signature indicates that I have received a copy of the 2024-2025 Quitman County School District Student Handbook which explains the policies and procedures for the district. I understand that my child is to abide by the policies and procedures of the district.

_____

Parent/Guardian Signature Date

Section 2 – Permission to Allow Corporal Punishment (Paddling).

It is my choice that my
child,_____.

_____receives corporal punishment (paddling) for disciplinary infractions when such option is available.

_____not be given corporal punishment (paddling).

_____

Parent/Guardian Signature Date

Section 3- Permission to be photographed

As parent of_____who attends_____School, I grant permission for my child to appear in the Quitman County School District Informer, the local newspaper, and any other such publication that may be used in the school/district during the 2022-2023 school year. My signature indicates my understanding and approval.

_____

Parent/Guardian Signature Date

Section 4 – Permission for Field Trips

I grant permission for my child to participate in school sponsored field trips. I realize that there are some trips that may require a fee to cover transportation, registration, meals, and entrance fees. If these fees are not received by the designated date, I understand that my child will not be able to participate. My signature indicates my understanding and approval.

_____

Parent/Guardian Signature Date

Revised School Discipline Plan