



# **Student Handbook**

**2008 – 2009**

*“Committed to Excellence and Student  
Development”*

## **QUITMAN COUNTY BOARD OF EDUCATION**

**Mr. Mack Riley, Chairperson**

**Ms. Rosie Anderson**

**Ms. Mary Shegog**

**Mrs. Mary Towner**

**Ms. Lillie V. Davis**

*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**

**Valmadge Towner**

*Superintendent*

**Paul Scarbrough**

*Federal Programs*

**Dr. Robert Maniece**

*Facilities, Bus Discipline,*

*Curriculum and Instruction- Middle School*

**Josephine Jackson**

*Director of Special Education*

**Pamela Easterling**

*Director of Food Services*

**Carl Palmer, Jr.**

*Director of Curriculum and Instruction*

**James Figgs**

*Director of Transportation*

**Mary Brown**

*School Board Attorney*

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

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## **Quitman County Elementary School**

**662-326-7186**

**Ms. Lela Westbrooks, Principal**

**Mr. Charles Gates, Asst, Principal**

**Ms. April Mason, Counselor**

**Ms. Bonnie Jackson, Secretary**

**Ms. Lucille Orange, Clerk**

**Ms. Delois Hunter, Parent Coordinator**

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## **Quitman County Middle School**

**662-326-6871**

**Mr. Roosevelt Ramsey, Principal**

**Ms. Pearline Humphrey, Secretary**

**Ms. Mary Nickens, Asst. Secretary**

**Ms. Maudy Wright, Parent Coordinator**

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## **Madison S. Palmer High School**

**662-326-5191**

**Mr. Edgar Holman, Jr., Principal**

**Mr. Henry Clay, Asst. Principal**

**Ms. Andrea Shegog, Counselor**

**Ms. Sharan Farmer, Secretary**

**Mrs. Sharon Strickland, Asst. Secretary**

**Ms. Marilyn McKay, Parent Coordinator**

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## **Quitman County Vocational School**

**662-326-8427**

**Mr. Robert Skipper, Director**

**Mrs. Gwendolyn McClinton, Counselor**

**Ms. Venissa Saddler, Secretary**

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# Quitman County School District

## Student Handbook

2008 – 2009

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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 each of the 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.

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## **Accreditation**

The Mississippi Accrediting Commission and the Southern Association of Colleges and Schools accredit the schools in the Quitman County School District.

## **Quitman County School District Strategic Plan**

Committees of parents, teachers, other staff members, administrators, and community members meet together each year to review and revise the Strategic Plan for the Quitman County School District. Each school's School Improvement Planning Team develops a School Improvement Plan annually to chart the course for an ever-improving instructional program at each site. This plan for the district is on file in the Office of the Superintendent, and the school plans are on file in each school office. We welcome any 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 Core Values**

#### ***We Believe That:***

- All people have intrinsic value.
- Honesty is essential for building trust.
- All people are lifelong learners.
- Growth requires change.
- All people need love.

### **QCSD Mission Statement**

The Mission of the Quitman County School District is to offer students a variety of programs and experiences; to provide appropriate instructional processes that foster student success; and to assist students in developing skills and behaviors needed to make sound choices in their personal, social, academic, and vocational lives.

### **QCSD Strategic Objectives**

#### **By the Year 2007:**

- All schools in the Quitman County School District will be rated at a performance level of 3 or above.
- All parents will be actively involved in their children's educational process and will be involved with the schools their children attend.
- All students will continually establish personal goals, develop plans to achieve the goals and assess the results.



## School Registration

### 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. The 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 interests of the child.

The 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 (2) of the items numbered (1) through (10) below as verification of their address. 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) 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, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement.

**Certification of Compliance**

Parents must secure a Certificate of Compliance for each child. This certificate verifies that the child has received all required vaccinations 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 from classes of students 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 for any child to attend school, he/she must first be vaccinated against the following diseases:

- Pertussis Measles
- Tetanus Rubella
- Diphtheria Polio

**Birth Certificate**

Each student is required to present a certified Birth Certificate upon registering to attend Quitman County Elementary School. Students entering Kindergarten must be five (5) years of age before the first day of September of the year the student is entering school. Students entering First Grade must be six (6) years of age before the end of September of the year the student is entering school. Students who attend Kindergarten at Quitman County Elementary School will have a certified Birth Certificate on file and will not be required to present the document again.

**Social Security Card**

Presentation of a student's Social Security Card for documentation of the Social Security Number is at the discretion of the parent or guardian and is not required for school registration.

**Registration/Transfer/Withdrawal**

Parents must accompany the student when registering or withdrawing.

**To this school:**

To register, a student should bring from the previous school: the latest report card, withdrawal slip, and book card to the office. School records will be requested from the student's previous school by the school the student is entering.

**From this school:**

If it becomes necessary for a student to leave this school 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. Library books and textbooks must be returned before leaving.

The parent will complete a Request for Records Transfer Form, giving Quitman County School District permission to send the student's records upon request from the new school. The parent will receive a Withdrawal Slip with current grades recorded, the student's report card, and book card for use when registering at the new school.

**Change of Student Information**

State law requires the school to have the correct address and telephone number of students at all times. Students are requested to submit to the office any change of address or telephone number. The student's Cumulative Folder, Permanent Record, and Student Registration Card 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 children attend must have accurate contact information for you and your Emergency Contacts. Work numbers are critical for maintaining contact between you and the school should your child need you during the school day. Please keep these numbers up-to-date on your child's Student Registration Form.

**Registration for School Year 2008 – 2009**

Pre-registration will be held during April of 2009 for school year 2009 – 2010. Dates and times for the pre-registration of each class at each school will be publicized through the local media, and information will be sent home with your child. It is important that all parents bring their child to the pre-registration for the child's grade level. The times will be expanded beyond the regular school day so that parents may attend after their workday.

**Student Health and Safety**

**Health Services**

School personnel refer health needs of the students to the office. The teacher, principal, assistant principal, or office staff administers immediate first aid, and parents are then notified. **Current telephone numbers are crucial for proper notification.**

Parents of a student with special health needs/problems should notify the child's teacher(s) and the principal 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.

## **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
- For over-the-counter medicine, a written consent form signed by the parent or legal guardian and the child's physician.
- The parent or legal guardian must bring medications to school. The student may not bring them.
- 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 or his designee.**

Schools in the Quitman County School District will refuse to administer prescribed medications or over-the-counter 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 a student at Madison Palmer High School only. The student's parent or legal guardian each year 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
- Chicken Pox – 7 days minimum from appearance of blisters
- Ringworm – evidence of medication required and continuous treatment

#### ***Head Lice***

Upon the third incidence of head lice or the third contact from the school has with an infected student's parents within any school year, the student will not be allowed to attend school until proof of treatment is obtained from the county health department. The principal, assistance principal, or guidance counselor will notify the county health department of the recurring problem of head lice with the student.

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 – 2 for fire, 2 for tornado, and 2 for bus.

## Student Attendance

### Mississippi Compulsory School Attendance Law

The Mississippi Compulsory School Attendance Law was implemented during the 1983 – 1984 school year. A child who has attained age six (6) but not eight (8) on or before September 1, 1983, was required to attend school. Each year after 1983 – 1984, one year was added to the age of pupils so that by 1989 – 1990, every child ages six (6) through fourteen (14) was required to 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 unlawful absences of the child at school.

### Wednesday Dismissal

Students will be dismissed at 1:30 on the 2<sup>nd</sup> Wednesday afternoon of each month so that teachers may participate in professional developmental activities.

### 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, no tardiness, and no dismissals** from school. Exceptions shall be school bus tardiness, or school-sponsored field trips.

### Absence From School

Good school attendance and promptness to classes are extremely important matters. Time on task is essential if students are to succeed in their educational efforts. Absences are categorized as follows:

#### Official

An official absence is when the student is representing the school in some capacity such as field trips, athletic events, or club or organization trips. This absence shall not be counted against the student. However, all work missed must be made up. No more than 5 days can be missed due to school related activities.

#### Excused

- Sickness and/or appointment verified by a doctor or dentist's statement.
- Sickness verified by parent's or 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. The pupil must present this excuse to the school office within 2 days after he/she returns to school. If no excuse is presented, the absence shall be considered unexcused.

### **Unexcused**

If a student does not get 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.

A student will not be eligible and cannot receive credit for any class taken if he/she has missed over twenty (20) days in any particular course during the year (over twenty (20) days in any particular course during the year (over ten [10] for a one semester course at the Middle School or High School). These twenty (20) or ten (10) absences include both excused and unexcused absences. 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. Roll checks are to be made and recorded in a grade book by every teacher for each class every day. Students are expected to be present and on time for classes. Absences will be verified on a timely basis.

### **Compulsory Attendance Officer**

When a student is absent more than five (5) days, he or she is reported to the Compulsory Attendance Officer

### **Make-Up Opportunities**

Any student who has an absence (excused, unexcused, or suspension) shall make up any work missed. 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 the *day of returning 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 taken from school during test weeks. Make-up tests for missed school tests will be given only for excused absences. Missed Mississippi Curriculum Tests given in May **must be made up in the prescribed time frame.**

### **Tardiness**

Students are expected to be at school by 7:50 am. 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 responsible for having the child to school on time.

For school-specific information regarding tardiness, see each school's section at the end of this handbook.

### **Dismissal From School**

Once a child arrives in the morning, he/she will not be allowed to leave campus without permission from the office. 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 in the school office may take a child from school.
- (2) The person who comes to check the child out of school must identify himself/herself.
- (3) Office personnel will check the Student Registration Card to determine if the person is listed on the card.
- (4) If the office personnel do not know the person personally, he/she will ask for photographic identification.
- (5) If the person's name is not on the card, school personnel will use the phone number on the card to verify that the person is to pick the student up from school. *This will be done even if a note is sent.*
- (6) A list will be maintained by the checkout in a folder noting those students that have a court order on file. If there is a question about which parent is to pick up the child, school personnel will notify the other parent and ask that the parents come to a solution.
- (7) Each teacher will keep a file of those students who are "flagged" when there are potential problems. The teacher or assistant teacher will escort those children to the office if the students are to be dismissed early.
- (8) 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.
- (9) 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 Dr. Robert Maniece, the Attendance and Discipline Director. 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 molest or bother other pupils in any way – either at the bus stops or according to the instructions by the driver.
7. No student will be allowed to take names for the driver.
8. Students will board the bus and leave the bus and bus stop according to the instructions of the driver.
9. Students may not leave the bus on its way to or from the school or leave school after arriving.
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 enter.
15. Students are not to play on or in the road while waiting for the bus.
16. All students that 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 major 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. Students are not to ride outside the bus.
21. Drugs and alcohol are prohibited.
22. Students are not to commit any other act of improper conduct.
23. Vulgar language (obscene and profane signs) is not permitted on the bus.
24. Students will be held financially responsible for damage to the interiors of the bus, including the seats.

### **Corrective Actions**

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

1 <sup>st</sup> offense	Warning (See "Parent Discipline Form" below.)
2 <sup>nd</sup> offense	Suspended from the bus until parents contact Attendance and Discipline Director for an office or phone conference
3 <sup>rd</sup> offense	Suspended from the bus for 3 days
4 <sup>th</sup> offense	Suspended from the bus for 5 days
5 <sup>th</sup> offense	Suspended from the bus for 15 days
6 <sup>th</sup> offense	Expulsion from the bus for the remainder of the school year
<i>NOTE:</i>	<i>The Attendance and Discipline Director may elect to administer alternative punishment when unusual circumstances are found.</i>

A student's failure to follow regulations 17- 24 are considered major discipline violations and will result in the Attendance and Discipline Director's applying the Quitman County School District's Student Code of Conduct in addition to or instead of the above. Please see the Code of Conduct for information concerning specific violations.

Be aware that the **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."

**Parent Bus Discipline Form**

**First Offense Notice**

**Parents Bus Discipline Form**

**1<sup>st</sup> warning for breaking bus rules, except conduct codes (Rules 17-24).**

**HELP!!**

**Student:** \_\_\_\_\_

**Bus Driver:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Violation Number from Handbook:** \_\_\_\_\_

**Dear Mr./Mrs.** \_\_\_\_\_,

**Please talk to** \_\_\_\_\_ **about his/her behavior on the bus.**

**He/She is:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.

Adult meals:        \$2.75 – Lunch  
                             \$1.50 – Breakfast

**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.
- 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, within the guidelines of each school's dress code. For specifics concerning the dress code at individual schools, see each school section at the end of this handbook. Information concerning disciplinary action for failing to comply with the dress code can be found in the *Quitman County School District Student Code of Conduct*.

### **Personal Possessions**

Items such as radios, tape recorders, musical instruments, electronic games, toys and items 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., "beepers," cellular phones, are not permitted on the school campus or the school bus.

### **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 principal.

### **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 principal's office. Students will not be allowed to bring a visitor to school. Parents are always welcome to visit our schools for conferences or other school business, but should always report to the principal's office first. Anyone who does not follow procedures will be **asked to leave the campus and may be subject to trespassing charges.**

## **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.

### **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, to help students assess and evaluate their performance and their progress.

Parent conferences are strongly encouraged. Parents may secure an appointment for a conference with teachers by calling the school's counselor. Conferences with the principal may be made with the secretary or the office manager.

### **Parent Center**

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

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

Call or visit the school office for the location of each Parent Center. 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**

- 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 them after completion to ensure they have done the work and are on track.
- Encourage your child to do their best work on all class assignments.
- Emphasize with your child the importance of an education and your support of their success not only at Quitman County Elementary School, but also all the way through high school and beyond.
- Support the school's discipline policy and expect your child to be on their best behavior at school.
- Do not hesitate to contact the school to schedule a conference or a return phone call from your child's teacher if you have any questions about instructional activities or your child's progress in the class.
- Do not hesitate to contact the school to request a conference with the principal or guidance counselor if you feel you need additional assistance in ensuring your child's success in the classroom.

### **Remediation**

Students who do not demonstrate mastery of state mandated objectives are afforded remediation through re-teaching as well as individualized learning paths in the computer labs. In addition, the after-school-program is available for your child – with transportation provided. This program is designed to help your child to “catch up” to grade levels in any skills they may need additional help to master.

### **Drug Education**

A comprehensive drug education program is incorporated into the curriculum. Community resources personnel and organizations may be utilized.

### **Homework**

Homework is for reinforcement, review, and practice, rather than new learning. Homework usually will not be assigned during exams, achievement tests, over the weekend, or during holidays. However, make-up work after an extended absence, incomplete class work, etc., may need to be done during these times.

In general, teachers will keep the amount of homework required of students within the guidelines research suggests for various ages of children. The time it requires a student to complete homework will be consistent with the following:

- First Grade – 10 minutes per night
- Second Grade – 20 minutes per night
- Third Grade – 30 minutes per night

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.

### **Field Trips**

Field trips are an integral part of the instructional program. It is important for students to have experiences beyond their normal surroundings. Field trips 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 a field trip. All field trips are chaperoned, and transportation is provided by the school district. Parents will be expected to pick up their child from the school campus from any field trip 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 a book card 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. End-of-year report cards will not be issued to any student with an unpaid fine.

### **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, then 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.
- Non-reference materials may be checked out for a two-week period and may be rechecked at the end of the two weeks. A fine of \$.05 per day will be charged for materials that are not checked in on time.

- Reference and reserved materials may, under special circumstances, be checked out overnight. A fine of \$.10 per hour will be charged for materials not returned by the beginning of school the next day.
- Current periodicals are to be read only in the library. Mutilated copies will be paid for on the basis of damage done.
- Unreturned and lost materials are the responsibility of the person who checked them out of the library. The full price of the materials plus \$2.00 processing fee will be charged for lost materials.
- Copies may be made of many printed materials at \$.15 per copy.
- Monies owed to the libraries are an outstanding debt to the school. End-of-year report cards will not be issued until any debt is cleared.
- 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 disabled children. 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 (20) 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 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 and Students***

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, that 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 REVIDEW 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 IEP. 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

The 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 (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 a 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 IEDP, 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) day time 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 the 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 IIEP 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.

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.

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 parent(s) 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, Josephine Jackson, 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 the work of every student K-12 are on file in the principal or counselor's office. This record is a very important part of schoolwork, as it becomes 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.

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 fourteen (14) 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 principal.

### **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 correct 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 who are failing in any subject for that grading period based on Quitman County School District Board Policy. Teachers will also prepare progress reports for all other students who do not have any failing grades. Please see the school calendar for dates when students will be given progress reports.

Parents will be expected to sign and return the progress report to the child's teacher to ensure knowledge of the child's status.

### **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. Parents/guardians will be expected to visit the school to pick up their child's card from the teacher.

### **Grading Scale**

The following grading scale will be used in all grades:

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: Below 60

**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 is 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    One B, Remainder A's
- Honor Roll    All A's and B's



## Student Conduct Goals

In the Quitman County School District, we have four goals that our students strive to achieve. These goals apply to all areas of school life and their attainment will ensure a safe and positive experience for all students at Quitman County Schools.

**The goals are:**

- (1) Be prompt.**
- (2) Be prepared.**
- (3) Be polite.**
- (4) Be productive.**

When all Quitman County School District students reach their four goals, there will be no need for a Student Code of Conduct.

## Student Code of Conduct

A Student Code of Conduct has been established that 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)

Complete information concerning behavior guidelines, infractions, and corrective actions may be found in the *Quitman County School District Student Code of Conduct*. Each student will be provided a copy of this document, and parents are expected to read the document and sign an affidavit indicating their understanding of the policies outlined. Any questions or concerns regarding the Code should be expressed at this time to the building administrator.

### **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.

### **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, tend to their own business, and not impede school personnel who are attempting to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, and refusal to leave a scene when asked to do so 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.* In summary, 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)**

The possession or use of alcohol, illegal drugs, narcotics, or controlled substances as defined by state or federal laws by any student while on school property, to and from school, at any school function or school sponsored activity, or while under the supervision and direction of any school personnel acting in an official capacity, is prohibited.

Any student acting or being under the influence of alcohol, illegal drugs, narcotics or controlled substance shall be deemed guilty and in violation of state and/or federal laws, including the school district's policies and procedures. In addition to such disciplinary action as may be determined by the school district, law enforcement agency(ies) shall be notified of such offense.

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.

### **Weapons Possession:**

The parent, guardian, or custodian of the student shares responsibility of providing a safe and orderly school climate for all students. While a **student may be expelled** for bringing a weapon 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 as described in Level I – IV.

### **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.

### **Corporal Punishment**

An administrator in the presence of a witness may administer corporal punishment. All corporal punishment measures are reported in writing on disciplinary referral forms. These reports are on file for future reference, and a copy of the report is sent home. If a parent prefers that his/her child not receive corporal punishment, the principal must have the request noted on the registration card at the beginning of the school year. If the parent chooses during the school year for the child not to receive corporal punishment, the request must be presented in writing to change the status on the registration card.

If corporal punishment is not allowed, the child's parent(s) will be called. The child may be suspended for the number of days deemed appropriate to the offense.

### **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.

### **Desks**

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

When a principal determines that a student should be expelled, the case shall be referred to the District Discipline Committee. This committee, as the designee of the School Board for the school district, will act on the principal's recommendation for expulsion. The superintendent will determine the membership of the District Discipline Committee. 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. 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.

The following section applies to all students attending

## **Quitman County Elementary School**

### **School Day**

The school day for Quitman County Elementary School is from 7:30 am to 3:30 pm. School personnel cannot take responsibility for children before or after these times.

Walkers are dismissed at 2:45 pm and are expected to go directly home in the afternoon. Buses load and leave between 3:00 pm and 3:15 pm.

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 7:30, and all must be picked up no later than 3:15 or 1:30 on Wednesday.

### **Tardiness**

If a student must be late, a parent must bring the child to the office. Upon arrival, the parent and student must report to the office for the parent to sign the student in for the day and to receive a permission slip to go to class.

### **Dress Code**

The Quitman County School Board made school uniforms mandatory for students at Quitman County Elementary School beginning August 11, 2003. Strict enforcement of this rule began in January 2004. School uniforms will consist of the types of clothing listed below.

#### **School Uniform Regulations**

- Khaki pants/navy oxford shirt/red oxford shirt
- Navy blue pants/white oxford shirt/red oxford shirt
- Black or white tennis shoes
- Black or brown shoes
- Skirts may be substituted for pants

### **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.

### **Student Work**

Your child's teacher will send home samples of work each Friday. The purpose is to keep you informed of how your child is doing in class on a continuous basis. We ask that you sign and return this work on Monday of each week. This way we will know that you are aware of your child's progress. Please do not hesitate to ask any questions you may have concerning your child and his or her progress. If you feel you need to talk to the teacher personally, do not hesitate to call the school office to set up a conference or to request a return phone call. Your child is the reason Quitman County Elementary School exists. Help us provide the best education possible for his/her future success.

### **Promotion/Retention**

The student must receive an average grade of 70 (D) or higher in reading, math, language arts, and either social studies or science.

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

Students must be on grade level in math, reading and language arts in order to be promoted.

### **Mississippi Curriculum Tests**

To comply with the federal law, *No Child Left Behind*, 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 Elementary School its "Performance Level" each year. As indicated earlier in the Student Attendance section, missed Mississippi Curriculum Tests given in May **must be made up in the prescribed time frame**.

Based on State Board Policy, students in the third grade must pass the Mississippi Curriculum Test for third grade. Any student failing the third grade test but receiving passing grades during the school year to meet the Quitman County School District Promotion/Retention Policy may move on to the fourth grade.

However, the student will be provided with remediation and given opportunities throughout the fourth grade year to retake the test. Before the student may move to fifth grade (even if passing grades are received during the school year to meet the Quitman County School District Promotion/Retention Policy) the student must achieve a passing score on the third grade Mississippi Curriculum Test.

Should a student fail to pass the third grade test during the fourth grade year but be eligible for promotion in all other areas, the parent may appeal to the Academic Review Committee through the office of Deputy Superintendent Paul Scarbrough for consideration of promotion.

**Note:** There must be sufficient evidence of the student's achievement level through work samples for the Academic Review Committee to consider promotion. Attainment of passing grades alone will not be sufficient to by-pass this requirement.

### **Extended School Year**

The purpose of the Extended School Year Program is for remediation and enrichment for students. It is not intended for promotion of those students who failed a subject during the regular school term.

Attendance to Quitman County Schools Extended School Year program is based on scores made on the district's MCT Post Test given in March of each school term. The School Board has mandated that if your child scores 39 or less on the Post MCT Test on either Reading, Language Arts, and/or math, he/she must attend Extended School Year. This is not Summer School. The Extended Year program is for Remediation and Enrichment. 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 recognition of students in the following ways:

#### **Quitman County Elementary School BUGS (Bringing Up Grades by Students)**

Students who have improved their grades in one or more subjects from one grading period to another will be recognized in the local media along with the Honor Roll. (Note: a student may be on the Honor Roll and a member of the QCES BUGS.)

#### **Atta Girl or Atta Boy**

Quitman County Elementary School recognizes the importance of good citizenship for the benefit or not only our school, but also our community. One girl and one boy from each grade level will be recognized in the local media along with the Honor Roll at the end of each grading period. Nomination forms for those students who have exhibited outstanding citizenship or concern for their fellow students are available in the school office.

The following section applies to all students attending

## **Quitman County Middle School**

### **School Day**

The school day for Quitman County Middle School is from 7:15 am to 4:00 pm. School personnel cannot take responsibility for children before or after these times.

Walkers are dismissed at 3:00 pm and are expected to go directly home in the afternoon. Buses load and leave between 3:10 pm and 3:30 pm.

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 7:30, and all must be picked up no later than 3:15 or 1:30 on Wednesday.

### **Tardiness**

If a student must be late, a parent must bring the child to the office. Upon arrival, the parent and student must report to the office for the parent to sign the student in for the day and to receive a permission slip to go to class.

### **Dress Code**

The Quitman County School Board made school uniforms mandatory for students at Quitman County Middle School beginning August 6, 2003. Strict enforcement of this rule began in January 2004. School uniforms will consist of the types of clothing listed below.

#### **School Uniform Regulations**

- Khaki pants/navy oxford shirt /red oxford shirt
- Navy blue pants/white oxford shirt /red oxford shirt
- Black or white tennis shoes
- Black or brown shoes
- Skirts may be substituted for pants
- All pants must be worn at the waistline with no undergarments or skin showing.
- Caps and hats may be worn during rain and/or cold weather. No caps or hats may be worn inside the school buildings. Bandanas, wave caps, and headbands are strictly prohibited. **Any cap/hat worn in a school building will be confiscated and kept until the end of the school year.**

### **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 70 (D) or higher in reading, math, language arts, and either social studies or 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 Curriculum Tests**

To comply with the federal law, *No Child Left Behind*, 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 Curriculum Tests given in May **must be made up in the prescribed time frame**.

Based on State Board Policy, students in the seventh grade must pass the Mississippi Curriculum Test for seventh grade. Any student failing the seventh grade test but receiving passing grades during the school year to meet the Quitman County School District Promotion/Retention Policy may move on to the eighth grade.

However, the student will be provided with remediation and given opportunities throughout the eighth grade year to retake the test. Before the student may move to ninth grade (even if passing grades are received during the school year to meet the Quitman County School District Promotion/Retention Policy) the student must achieve a passing score on the seventh grade Mississippi Curriculum Test.

Should a student fail to pass the seventh grade test during the eighth grade year but be eligible for promotion in all other areas, the parent may appeal to the Academic Review Committee through the office of Deputy Superintendent Paul Scarbrough for consideration of promotion. **Note:** There must be sufficient evidence of the student's achievement level through work samples for the Academic Review Committee to consider promotion. *Attainment of passing grades alone will not be sufficient to by-pass this requirement.*

### **Extended School**

Attendance to Quitman County Middle School Extended School Year is based on scores made on the district's MCT Post Test given in March of each school term. The Quitman County School Board has mandated that if your child scores 24 or less on the Post MCT Test on either Reading, Language Arts, and math he/she must attend Extended School Year. This is not Summer School. The Extended Year program is for Remediation and Enrichment. Failure to attend this Extended Year program could result in your child having difficulty in their area of deficiency. Extended School CANNOT be used for PROMOTION.

### **Summer School**

Summer School students who have a grade between 65-69 in grades 4-8 will be allowed to attend summer school for promotions. Students can fail either Science or Social Studies and still be promoted.

### **Student Recognition**

In addition to the Honor Roll, Quitman County Middle School will provide special recognition of students in the following ways:

**Behavior Management Plan**

We are looking forward to an exciting and rewarding school year. Therefore, in order to provide our students with a safe, orderly, appropriate learning environment, the following Behavior Management Plan has been developed by the middle school:

**CLASSROOM RULES OF CONDUCT**

Follow all directions and have all materials when you come to class.

If you wish to speak, raise your hand and wait to be called on.

Stay in your seat unless you have permission to get up.

Keep hands, feet, and other objects to yourself.

No candy, gum, or food is to be eaten in class.

Other:

REWARDS (following Classroom Rules):

Students who behave appropriately will be positively rewarded with free time, special programs, special activities, etc., as determined by the teacher and approved by the administration.

CONSEQUENCES (for students who do not follow classroom rules):

1<sup>st</sup> Time Name on board; warning

2<sup>nd</sup> Time stay in at recess/detention; contact parents

3<sup>rd</sup> Time stay in at recess/ detention; parent/teacher conference

4<sup>th</sup> Time All of the above; sent to the principal

Severe Clause Immediate referral to the principal

It is in you child's best interest that we-parents and school personnel-work together with respect to the total educational process. We are committed to the belief that all students have a right to learn and all teachers have the responsibility to teach. We will keep you informed about your child's progress in class.

We have discussed the **Behavior Management Plan** with your child, but would appreciate your reviewing it with your child.

Pease cut along this line and return the bottom portion to the school.

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**BEHAVIOR MANAGEMENT PLAN**

I have read the Behavior Management Plan and discussed it with my child.

Student: \_\_\_\_\_Grade/Home room:\_\_\_\_\_Q.C. Middle School

Parent/Guardian/Custodian:\_\_\_\_\_Date:\_\_\_\_\_



The following section applies to all students attending

## **Madison S. Palmer High 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 7:30, and all must be picked up no later than 3:15 or 1:30 on Wednesday.

### **Automobiles**

No student may bring an automobile on any campus without permission from the principal of that school. Permission 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. **Students must 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 autos 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 driving his/her own auto to school shall be required to submit a consent form, signed by both the parent or legal guardian and the student, affording school officials the authority to search, if necessary, the said auto at any time that it is on the school campus. Any student refusing to sign the required consent form shall be refused the privilege of bringing his/her auto to the school campus. The consent form may be obtained from the school principal.

**Any student who exceeds 3 tardies in a year will lose the privilege to bring an automobile on campus.**

### **Tardiness**

Any student who is either late for school or a class must come by the office of the principal and receive a tardy slip before entering class. A total of three (3) tardies per nine-week period will equal one absence. If a student has been to the doctor or dentist, an excuse from his/her office is required for the tardy to be excused.

### **Dress Code**

The Quitman County School Board made school uniforms mandatory for students at Madison S. Palmer High School beginning August 6, 2008. School uniforms will consist of the types of clothing listed below.

#### **School Uniform Regulations**

- Khaki pants/navy oxford shirt /red oxford shirt/gold oxford shirt
- Navy blue pants/white oxford shirt /red oxford shirt
- Black or white tennis shoes
- Black or brown shoes

- Skirts may be substituted for pants
- All pants must be worn at the waistline with no undergarments or skin showing.
- Caps and hats may be worn during rain and/or cold weather. No caps or hats may be worn inside the school buildings. Bandanas, wave caps, and headbands are strictly prohibited. **Any cap/hat worn in a school building will be confiscated and kept until the end of the school year.**

### **Student Classification**

For the 2008 – 2009 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
- Junior                            12.0 – 16.5 units of credit
- Senior                            17.0 – or more units of credit

### **Requirements For Graduation**

Twenty-five credits shall be required of students graduating in 2009. Sixteen (16.5) of the credits must be earned in the following courses:

Note: Starting with the 2006-2007 school year, entering freshmen will be required to have 4 units of math.

- English                            4 units
- Mathematics                    4 units                    (Algebra & Geometry is required.)
- Science                            3 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
- Electives                            7½ units

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 and Computer Discovery may be taken in the eighth grade for Carnegie Unit Credit.

**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 and Computer Discovery may be taken in the eighth grade for Carnegie Unit Credit.

**Note:** Starting with the 2006-2007 school year, entering freshmen will be 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) 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 regular education high school diploma, Occupational 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 **regular education 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 **occupational diploma** track by the IEP committee must have the 20 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**

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. He/She 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.

### **AP COURSES**

The Quitman County School Board mandates all AP courses be weighted for grading purposes in the following manner:

- A      5 quality points
- B      4 quality points
- C      3 quality points
- D      2 quality points

### **SUMMER SCHOOL**

Students in secondary schools are permitted to attend summer school to make up one course failed during the regular school year. (Mississippi School Accountability Model; Policy 19.6) New courses that are required for graduation may not be taken during the summer session except for a senior who does not need more than one (1) unit to graduate.

Students may earn only four (4) credits during four (4) years in high school. Seniors who must attend summer school will not be allowed to participate in graduation exercises with their class, but will receive a diploma at the end of summer school when all records have been finalized, and the student meets all the requirements for graduation. **State regulations allow no exceptions to this policy.**

## **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.

### **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.

### **Physical Education Uniforms**

As of July 11, 2006, all students enrolled in physical education are required to wear uniforms as a requirement for course credit. Uniforms will be available at the lowest cost possible and it is the responsibility of the parent(s) to purchase uniforms.

The following section applies to all students attending

## **Quitman County Vocational School**

### **Rules & Regulations**

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

### **Enrollment**

Any student enrolled at Madison Palmer High School who is tenth grade or higher may enroll in any occupational program at Quitman County Vocational School. 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 vocational school. 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 vocational school 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. Personnel from the high school office will contact the vocational school office.

### **Live Work Policy**

Students requesting live work shall be directly related to the module upcoming or presently in progress unless prior approval is obtained from both the Instructor and the Vocational Director. This work must be scheduled far enough in advance for the Instructor to incorporate the project into the lesson plan.

### **State Testing**

Students who complete the two-year program will be required to take the MS-CPAS exam. This exam will evaluate the student's suitability for the workforce in that area.

**Quitman County School District**  
**Office of Federal Programs – Paul Scarbrough, Director**

191 Ash Street, Marks, MS 38646  
662-326-8178

July 30, 2008

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.

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## Parent Acknowledgement

I have reviewed the information in the Quitman County School District Student Handbook that applies to my child(ren). I understand all of the provided information and will support the policies and procedures of the Quitman County School District and assist school personnel in ensuring my child(ren) abide by these policies and procedures.

I have no questions or concerns regarding the following: (check all that apply)

- Registration requirements
- Medications and communicable diseases
- MS Compulsory School Attendance
- Absences and make up work
- Individual school dress codes
- Possession of electronic devices
- Promotion/retention and/or graduation requirements
- Internet use policy
- Responsibility for textbooks and library materials
- Responsibility for school property

Signed: \_\_\_\_\_

Please Print Your Child's Name: \_\_\_\_\_

Please Print Your Relationship to the Child: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

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