

CHARLESTON MIDDLE SCHOOL

HOME OF THE CHARLESTON TIGERS



2018-2019

CAMPUS HANDBOOK

Grades: 5-8

Mr. Milton Hardrict, Principal
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Contact Information
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Thanks for a being a member of the TIGER FAMILY!

We have arrived at the beginning of a new school year here at Charleston Middle School. In 2018-19, our goal is to move forward with progressive changing while simultaneously continuing the legacies. We have set high expectations for students. We will provide you a cultured experience led through Positive Behavior Intervention Strategies.

The Charleston Middle School handbook is a resource that equips you with the necessary information needed to understand the order and operation of the school. The handbook will be available for your reference on the school's website as well located at www.etsd.k12.ms.us

We encourage you to participate in academics, athletics, arts, clubs, organizations and extra-curricular activities. The middle school is a great time to begin to define your character and chase your dreams. We are elated to have you as a student and promise to work toward making you a better Tiger than ever.

We are a prideful family at CMS and look forward to you exemplifying that same motivation. You are the source of creation, the outlet of inspiration and the dreams of aspiration. You are excellent!

Your Tiger Leader,

Milton Hardrict

Milton Hardrict
Charleston Middle School Principal



VISION STATEMENT

All students at CMS will be challenged by a professional and highly motivated staff, in partnership with parents and the community, to encourage each child to become a lifelong learner, reaches his/her full potential, and strive to positively contribute to society.



DISTRICT'S MISSION

The mission of the East Tallahatchie School District is to provide all students with the opportunity to develop academically, physically, socially and emotionally to their greatest potential in order to become self-sufficient, productive members of society.



NON-SPECIFIED MATTERS

The Board of Trustees in adopting policies endeavors to develop specific policies, to the extend possible and practical, however, it is not possible to foresee all issues which may arise in all areas of those things relating to the mission of educating the children of the district. As to students, to the extend that issues may arise not expressly provided for other wise in our policies the Board does herewith adopt the following policy: Any and all issues not expressly addressed in the detailed policies shall be resolved in a manner consistent with the intend of the express policies, and most probable to result in orderly operation of the schools of this district; and as relates to discipline the administration of discipline harmonious with discipline for specified infractions.

GENERAL INFORMATION



SCHOOL HOURS OF OPERATION

Walkers and non-bus riders should not arrive on campus before 7:00 a.m. The first morning bell rings at 7:30 A.M. Any student arriving after 7:30 A.M. will be considered tardy and must report to the office. Dismissal time for all students is 3:12 P.M.

~ATTENDANCE~

The administration recognizes school attendance as one of the most important responsibilities of the students, parents/guardians and staff. Students who attend school regularly have fewer discipline problems and a better opportunity to achieve. Students who maintain perfect attendance during the school year will be recognized and rewarded. Students who do not comply with the attendance policy will be subject to disciplinary action. Minimum attendance standards established by the District and the Mississippi Attendance Law states:

- House Bill 1530: a child who misses more than 37 percent of any school day must be considered absent for the entire day
- Students may not incur more than 20 unexcused absences for an academic class during a school year.
- A student must consult with the teacher/teachers on the day he/she returns to class following an absence to make arrangements to make up work missed.
- No absence will be excused when it is due to suspension, expulsion or other disciplinary action.

**Students are required to bring a written parent or doctor's excuse when returning to school from an absence. Students are only allowed THREE parent notes per semester. Each absence will be unexcused after the third note.

Tardy Policy

A student is considered tardy for school or class if he/she arrives in the classroom after the tardy bell rings. Students are given a reasonable period of time to pass from class to class. Teachers are responsible for documenting students who are tardy. A record of tardiness will be maintained in the Principal's office.

Tardy to school shall be excused if:

- A school bus is late
- The student is in an accident (with verification)
- Any other emergency or circumstance approved by the school's administration or school board, such as natural disasters, bad weather, etc.

A MAXIMUM total of five (5) unexcused tardies, whether accumulated on one or more days will be allowed each semester. (NOTE: five (5) unexcused tardies will equal 1 unexcused absence (in any one school year).

A student will be assigned the following penalties for violation of the tardy rules:

- On the 3rd tardy and thereafter, in results of arriving to school late, one (1) day of In-School Suspension (ISS) will be assigned and contact, by phone or written note, will be made to parent/guardian.
- On the 6th tardy and thereafter, one (1) day of In-School Suspension (ISS) will be assigned and contact, by phone or written note, will be made to parent/guardian

Check-In and Out Policy

- School hours are from 7:30 A.M. to 3:12 P.M. Any student arriving after 7:30 A.M. is considered tardy and must report to the office **accompanied by an adult. Please do not send your child in late ALONE.**
- Students may not be checked out by phone. **Students who check in after 9:15 A.M. or check out before 1:15 P.M. will be counted absent for the day.**
- No student should be checked out between 7:30 A.M. and 8:30 A.M. or between 2:50 P.M. and 3:12 P.M.



~Bus Change Policy~

- Bus changes will not be accepted over the phone unless it is an **EMERGENCY. Parents will only be allowed 5 emergency bus changes for the year.** Changes must be made by 2:00 P.M.

Often parents find it necessary to change a student's placement from one bus to another. The following is the process:

- **Parents must send a written note with the student's name, date, parent contact information and student's destination. (Bus number if possible)**
- The note must be given to the student's homeroom teacher **in the morning.**
- The office will log the change on a bus form. The students will receive a yellow bus change form to present to the driver.

**Students will not be allowed to use the office phone to call home unless in the case of emergency. Please make sure your child knows about any changes before they come to school.



~TELEPHONE~

School Phone Policy

School phones are for school business only. They are to be used by students ONLY in case of illness or an emergency with permission of administration. All incoming calls for students will be made through the secretary.

Students will not be allowed to leave class to make a phone call. A message may be sent to the office and the secretary will call the student's home. In case of an emergency, a message will be sent to the child's class for them to come to the office.

Students are expected to make necessary transportation and materials arrangements before they come to school. Forgotten books, assignments, and/or notes are not considered to be emergencies. Students should also make arrangements for after school activities before coming to school.

**STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS TO MAKE A PHONE CALL EXCEPT IN THE CASE OF AN EMERGENCY (ILLNESS, DISCIPLINE, ACCIDENT, ETC.), AND ONLY WITH A SCHOOL OFFICIAL'S ASSISTANCE.

Cell Phone/Electronic Devices Policy

TEACHERS AND OTHER STAFF MEMBERS: Cell phone should not be used when on duty by staff members unless:

- An emergency situation arises when one reasonably believes the situation creates a danger to persons or property; however, a teacher may make other use of cell phone when not on duty.
- An administrator may make reasonable school business use of a cell phone when on duty.

STUDENTS: Usage of pagers, beepers, laser lights, cell phones or other electronic devices by students at school or on school property during regular school hours is prohibited.

- Students are not to bring cell phones on campus unless needed for extracurricular activities.
- Phones brought onto campus must be off and not visible by any staff member or student.
- Such items visible on their person, visible in any property at the school, or audible during school hours are in violation of this policy and subject to confiscation.

Charleston Middle School is not responsible for any device lost, stolen or damaged on school property or at any school activity.

Violations to the Cell Phone/Electronic Device Policy will result in a disciplinary referral with the following consequences:

1st Offense: Device is held for 5 school days; parent signature required for pick up

2nd Offense: Device is held for the remainder of the semester (December or May); parent signature required for pick up: parent will be required to pay a Phone/ Electronic Device fee of \$20.00.

3rd Offense: Device is held until the end of the school year; parent signature required for pick up: parent will be required to pay a Phone/ Electronic Device fee of \$20.00.

**All fees collected will go in the Charleston Middle School Activity Fund.

All devices confiscated by the school will be stored in a secure location at the school. The confiscation period begins on the day following the confiscation. A parent may request the device from school administration at the end of the confiscation period. Parents may retrieve devices after 3:30 P.M. daily. The school is not responsible for devices not retrieved within 5 days of the confiscation period ending.



~CONFERENCES and VISITATIONS~

Conferences are an essential part of the educational process. Parents have a right to know how their child is performing and they should be given the opportunity to assist in improving their child's academic achievement and/or behavior. Conferences will be scheduled during teacher's preparation periods and the teacher shall be given a day's notice in order to prepare for the conference.

Visitors are expected to respect instructional time for all students, teachers and staff. Therefore, no individual conference will be held in the classroom while students are present. Profanity and vulgar language of any kind will not be tolerated. This type of behavior will conclude the conference. Visitors are expected to only visit class (es) as given permission by the office.

PLEASE REMEMBER: The purpose of the conference is to solve problems and/or express concerns and to assist the student, not to create problems and hostilities. Parents are encouraged to contact the school at any time to arrange a conference as many

misunderstandings can be avoided by simple direct communication. Parents who willfully fail or refuse to attend a noticed disciplinary conference may be subject to criminal penalties according to law.

Visitors to the School

Upon approval, all visitors should report directly to the principal's office to sign-in and receive a visitor's badge. Visitors must leave their driver's license or keys in the office in exchange for a visitor's badge. This visitor's badge should be worn at all times while on campus. All visitors must sign out prior to leaving the building at which time the visitor's badge will be exchanged for the driver's license.

Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event etc. Unauthorized persons shall not be permitted in school buildings or on school grounds.

School principal are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. SUCH PERSONS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

Procedures for School Visitation

Any person desiring to visit the school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the school should be routed to the school office, be greeted by the principal and guide services. All visitors are to be made to feel welcome. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents. Out of town visitors who have made arrangements through the superintendent's office will have a member of the superintendent's staff or a principal as host for the visitor or delegation.

Classroom Visitation

As part of the district's safety and security program, only school or district personnel, law enforcement officials or educational professionals designing an individual educational program shall be allowed to visit classrooms during instructional times unless escorted by an administrator.



~GRADING SYSTEM~

Grading Scale

The following grading scale is used when assigning grades to students:

Super Work:	A = 90-100
Excellent Work:	B = 80-89
Average Work:	C = 70-79
Below Average (but passing)	D = 65-69

Failing Work: F = 64 and below

- Daily work, including homework, daily tests, recitations, reports, etc. counts 35% of the total 9 weeks grade.
- Weekly tests or chapter tests will count 65% of the 9 weeks average.
- Semester exams will count 1/5 of the semester average.

Honor Roll

Superintendent's List: 90 – 100 average in each class

Principal's List: 80 – 89 average in each class

Exemption Policy

Students may be exempted from the final exam in any course in which the student maintains the following for each nine weeks:

- Students who have an (A) and no more than two (2) unexcused absences may be exempted; students who have a (B) and no more than one (1) unexcused absence may be exempted; students who have a (C) with no unexcused absences may be exempted).
- Exemptions only apply to final exams and/or one semester courses.

Promotion/Retention Policy

In order to be promoted, a student must meet the following requirements:

- All regular education students in grades 7-12 must pass Reading, English/Language Arts, Mathematics, Science and Social Studies.
- Students in grades 1-8 must receive an average grade of 65 (D) or higher in all subject areas.
- You must pass ICT I and ICT II to receive 1 credit and Pre-Algebra to receive 1 credit.
- Meet the school district's daily attendance requirements.

Grade Calculation

The following is clarity to the district's grading system listed on page 9. All staff members are expected to use the district's grading system for assigning and calculating grades for students.

FIRST AND THIRD NINE WEEKS

The First and Third Nine weeks' average should be calculated as follows:

- 35% of grade should be for daily work, including homework, daily tests, recitations, reports, etc.
- 65% of grade should be for weekly and/or chapter tests. (The average of these tests should go down twice when calculating nine week average)

SECOND AND FOURTH NINE WEEKS

The Second and Fourth Nine week's average should be calculated as follows:

- 35% of grade should be for daily work, including homework, daily test, recitations, reports, etc.
- 65% of grade should be for weekly and/or chapter tests. (The average of these tests should go down twice when calculating nine week average)

FIRST AND SECOND SEMESTER AVERAGE

The first semester average shall be calculated by adding:

- The first nine week average twice (2/5)
- The second nine week average twice (2/5)
- The first semester exam grade once (1/5)
- These five grades should be added and divided by five. This will be the semester average for the first semester.

YEARLY AVERAGE CALCULATION

The yearly average shall be calculated by adding:

- The first semester average (1/2)
- The second semester average (1/2)
- Divided by 2. This is the yearly average that should be assigned to the student.



~EXTRA-CURRICULAR ACTIVITIES~

1. Students must maintain a "C" average in all courses taken.
2. Students must exhibit good citizenship qualities.

Extra-curricular Events

Students must be in attendance at least 63% of the day to be eligible for participation in any school related extra-curricular activity (example: PTO programs, club meetings, etc.). The principal may modify the policy for extenuating circumstances.

Permission to attend after school events and transportation arrangements should be secured by the student prior to coming to school on the day of the event. Students will not be allowed to make telephone calls to obtain this information.



~SELLING ITEMS ON CAMPUS~

The sale or trade of anything, including candy, toys, jewelry and other personal belongings, on school property is prohibited without special permission from the principal.

~LOST AND FOUND~

The school assumes no responsibility for lost or stolen items. Items of special value, such as jewelry and large sums of money, should not be brought to school. If an item is lost, stolen, or found, report it to the office as soon as possible.

~SCHOOL BOOK BAGS~

All school book bags must be constructed of a clear plastic or mesh (fishnet) material so that their contents are clearly visible. Only school bags meeting this standard will be allowed in school buildings and on school grounds unless approval is given by the administration.

~ADMINISTRATION OF PRESCRIPTION MEDICINE~

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to do so. All medicine must be in a proper container with a label from the pharmacy that contains the pertinent information. Any prescription medicine which is allowed to be administered should be delivered to the school's nurse by whom such shall be maintained and administered upon receipt of proper documentation. **NO MEDICATION MAY BE BROUGHT TO SCHOOL BY A STUDENT.**



~BUS CONDUCT~

Riding a school bus is a privilege. Student cooperation is imperative. Students who do not conduct themselves properly as set forth in the rules and regulations will not be allowed to ride the bus. Severe student misbehavior on the bus can also result in suspension or other disciplinary action. The school bus driver is responsible to the school district to maintain student order and to ensure maximum safety at all times. Therefore he/she is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus.

The school administration will be responsible for disciplining students reported to him/her by the driver. Questions and inquiries regarding discipline should be directed to the Transportation Supervisor.

A student's failure to conform to acceptable standards of behavior and courtesy while on a school bus will result in his/her being subject to disciplinary action. Should a student choose to break a rule, the following actions will be taken:

1st offense: Warning issued to the student from the principal; parent contacted.

2nd offense: Three (3) day bus suspension; parent/student contact required with the principal before student may ride the bus again.

3rd offense: Five (5) day bus suspension; parent/student contact required with the principal before the student may ride again.

4th offense: Ten (10) day bus suspension; parent/student conference required with the principal before the student may again ride again.

5th offense: Loss of bus privileges for the remainder of the school year.

A student may be placed at a higher level or lower level of the discipline ladder as deemed appropriate by the principal due to the student's behavior.

****For any serious, severe, or extremely severe offense, the principal will abide by the discipline outlined on p. 12-16 of the student handbook.**

~STUDENT CONDUCT~

It is the goal of Charleston Middle School to establish an educational climate in which student behavior is exemplary at all times and in which the important processes of education can best be carried out. To accomplish this goal, an atmosphere of harmonious and cooperative relationships built on mutual respect and understanding between students, parents and teachers is necessary.

Significant interruptions of the educational process resulting from overt disrespect shown by students toward faculty members, raucous student behavior and vulgar or otherwise discourteous actions are not permitted.

To provide a safe and orderly learning environment, it is necessary for students to obey any and all instructions of the faculty and administrators. If a student refuses to comply with these instructions, disciplinary procedures will be carried out.

The basic objectives of discipline within the school setting are three-fold:

- To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
- To establish and maintain study conditions which are safe and conducive to learning.
- To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.

We will continue to implement a Positive Behavioral Interventions and Supports (PBIS) approach to discipline. PBIS is a **positive way of dealing with students in order to reduce discipline issues** and provide a link in the Response to Intervention process which is mandated in all schools. By addressing behavior early, we hope to increase the classroom instructional time and student time on task.

We encourage all students to behave in socially acceptable ways. We do have in place classroom and school-wide incentives to reward our students for good behavior and good citizenship. However, students who break classroom and/or school rules could be subject to In School Suspension (ISS). Students who fail to follow classroom rules may receive Classroom Referrals from the teacher. These referrals must be signed by the parent and returned to the teacher. Six (6) classroom referrals will result in a Disciplinary Committee Referral, which carries with it a higher level consequence.

In School Suspension (ISS)

We encourage all students to behave in socially acceptable ways and have in place classroom and school-wide incentives to reward our students for good behavior and good citizenship. However, students who break classroom and/or school rules could be subject to isolation in the in school suspension room. Students assigned to ISS complete assignments given by their teachers.

Suspension (OSS)

Out of school (OSS) suspension is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. In all cases, parents must have a conference with the designated school administrator before the student is allowed to return to classes. A telephone call is not acceptable. Students are not permitted on campus or at any school activity during their suspension period.

Any student suspended from school shall be allowed to make up work. It is the responsibility of the student to turn in make-up work within 3 days of their expected return.

~DISCIPLINARY PROCEDURES~

Misbehavior of students is divided into the following four categories: (1) minor offenses; (2) serious offenses; (3) severe offenses; and (4) extremely severe offenses. Each has a defined consequences and procedure that is designed to bring about behavior modification.



MINOR OFFENSES:

1. Intentionally giving false information.
2. General minor disruptions and/or excessive distractions of other students.
3. Continually failing to turn in homework and/or complete class work assignments.(repeatedly)
4. Inappropriate public displays of affection.
5. Violation of hallway rules, classroom rules, or other rules of teachers and administrators.
6. Disobedient to teachers or other school officials

7. Being at or visiting any school or district location unless permission is given from the office or the student is assigned there.
8. Violating directives in bulletins, memoranda and other official school notices, unless includes an act included in more serious violations listed below.
9. Being in the halls during class periods without a hall pass from an authorized staff member or are accompanied by a teacher.
10. Inappropriate use of the internet and such will, or may, result in cancellation of those privileges.
11. Engaging in unruly behavior at designated school bus loading/unloading locations.
12. While on a bus, distracting the driver's attention except when necessary.
13. Talking above normal tone while on a bus.
14. Use of school telephone unless authorized by administrator or faculty.
15. Going to cars without a pass during the school day.
16. Running or playing in hallways.
17. Being tardy for class (corporal punishment).
18. Any other act not described above deemed to be disruptive in a minor way to the school environment.

Penalties for Minor Offenses:

1st office referral: Corporal punishment or One (1) day of ISS with a parent/administrator conference before the student is allowed to return to their regular class setting.

2nd office referral: Corporal punishment or Three (3) days of ISS with a parent/administrator conference before the student is allowed to return to their regular class setting.

3rd office referral: Corporal punishment or Five (5) days of ISS with a parent/administrator conference before the student is allowed to return to their regular class setting.

4th office referral: Three (3) days OSS with a parent/administrator conference before the student is allowed to return to school.

5th office referral: Five (5) days OSS or placement in alternative school for at least 45 days.

6th office referral: Ten (10) days OSS and referral to the Disciplinary Committee with a recommendation for no less than 45 days.

**** (Committee action may include up to expulsion for a calendar year.)**



SERIOUS OFFENSES:

1. Skipping class or leaving class without permission.
2. Rude and disrespectful to teachers and/or staff.
3. Possession of pornographic materials.
4. Gang insignia or paraphernalia (material will be confiscated).
5. Inappropriate behavior on field trips.
6. Serious arguments or disagreements that cause a disruption in the classrooms and/or other areas of the school campus.
7. Refusing punishment.
8. Use and/or possession of tobacco.
9. Physical and/or verbal abuse, threats, or extortion.
10. Possessing or shooting fireworks.
11. Using vulgar, profane or obscene language, spoken, written, or electronically stored or transmitted.
12. Disruption of or conspiring to disrupt the normal operation of the school, as class, a school bus, a school activity.

13. Trespassing.
14. Transmission on the internet or otherwise of any material in violation of any United States or state regulation, or school policy.
15. Use of internet for product advertisement, commercial activities, illegal action, or political lobbying.
16. Revealing your personal address or phone number or the address or phone number of students or colleagues on the internet.
17. Extending our head, hands and articles outside a bus.
18. Bringing unauthorized articles on a bus (pets, combustibles, large items, etc.).
19. Possession of a comb with a sharp pick on the end or a metal nail file
20. Possession of a rubber band (silly bands, etc.) or spitball
21. Any act not described above deemed a serious impact on the school environment.

Penalties for Serious Offenses:

1st office referral: Two (2) days of in-school suspension or One (1) day suspension with a parent/administrator conference before the student is released from in-school, etc.

2nd office referral: Three (3) days of in-school suspension or Two (2) day suspension with a parent/administrator conference before the student is released from in-school, etc.

3rd office referral: Placement in the alternative school for at least 45 days or Three (3) day suspension with a parent/administrator conference before the student is released from in-school, etc.

4th office referral: Placement in the alternative school for remainder of year, or referral to the Board of Education for action.

**** (Board of Education action may include up to expulsion for a calendar year).**



SEVERE OFFENSES:

1. Extreme rudeness through the use of profane, obscene, or other inappropriate language and/or disrespect to teacher and/or staff.
2. Fighting or provoking a fight. (Students involved in a fight may be retained by the Sheriff's office and released to the parents or guardians)(Principal's discretion).
3. Physically assaulting another student.
4. Leaving campus without permission.
5. Attempting to engage in sexual activity.
6. Making a written or verbal proposition to engage in sexual activity.
7. Trespassing – entering or remaining on the school campus without permission or while on suspension.
8. Theft or vandalism (In addition to the punishment, monetary restitution will be required before the student is allowed to return to school).
9. Threatening and/or directing profane language toward a teacher.
10. Possession of mace, pepper gas, or related items.
11. Actions adverse to the school environment.
12. Leaving school without permission.
13. Gambling.
14. Display of group disobedience
15. Vandalism (defacing, damaging or destroying property)
16. Violation of any law that would constitute a misdemeanor punishable by jail time if an adult.
17. Any conduct not described above deemed severely adverse to the school environment.

PENALTIES FOR SEVERE OFFENSES:

1st office referral: Placement in alternative school for at least 45 days, or Three (3) days suspension with a parent/administrator conference before the student is allowed to return to school.

2nd office referral: Placement in alternative school for at least 45 days, or Ten (10) days suspension with a parent/administrator conference before the student is allowed to return to school.

3rd office referral: Placement in alternative school for remainder of school year or referral to the Board of Education for action.

**** (Board of Education action may include up to expulsion for a calendar year).**



EXTREMELY SEVERE OFFENSES:

1. Willful indecent exposure.
2. Engaging in sexual activity.
3. Striking a teacher or any other member of the staff.
4. Engaging in a gang fight involving more than two students.
5. Severely assaulting another student.
6. Participating in a riot or other display of group disobedience.
7. Possession or use of alcohol or other mood altering drugs not prescribed by a doctor.
8. Threats to commit an act of terrorism.
9. Any criminal act as defined by the criminal justice system engaged on school property or during the school day.
10. Burglarizing and/or unlawful possession of school property.
11. Making a bomb threat or other telephonic or written message requiring evacuation of the school building.
12. Fighting (3rd Offense) within one year.
13. Possessing or using firearms or other weapons.
14. Assault and/or battery of any type.
15. Burglary, robbery or theft of any type.
16. Extortion (demanding or threatening another for money or property).
17. Possession of or being under the influence of alcohol or drugs.
18. Lying at school hearings and/or obstruction of school investigations.
19. Any act committed at or outside of school that would indicate continued enrollment would, or probably would, adversely affect the school's educational environment.
20. The use, possession or sale of any narcotic drug, except as provided for use and possession for medical illness as defined elsewhere in the school policy.
21. Violation of any law which would constitute a felony if the student was an adult.
22. Actions adverse to the school environment.

PENALTIES FOR EXTREMELY SEVERE OFFENSES:

1ST office referral: Referral to the Board of Education for action.

**** (Board of Education action may include up to expulsion for a calendar year).**

****When a student is referred to the Tallahatchie County Board of Education for action, the student will be suspended until the next regularly scheduled meeting of the school board, but shall be furnished all homework assignments for completion by the student if the student/parent/guardian so desires, until the final decision of the Board.**

EXCEPTION TO ABOVE PENALTIES: If, within the discretion of the principal and superintendent, the administration is of the opinion that greater punishment should be imposed than those specified above, then the administration may request that the student and parent accept a greater punishment, and if accepted the variance from standard penalties, together with specific exceptional reasons therefore shall be documented in the discipline database, and the Board fully advised at the next regular meeting. If the student and parent object to the elevated punishment then the matter will be presented to the Board at its next regular meeting with the student and parent being invited to attend the issue of proper punishment and be heard upon.



~TEXTBOOKS~

This school district provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

Textbook fines and damage replacement schedule:

DAMAGE	FINE
Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of book
Pages missing, not usable	Cost of book
Obscene writing or drawing on or in the book	Cost of book
Non-returned book	Cost of book



~INCLEMENT WEATHER~

In case of inclement weather, school closings will be announced on the radio. Days missed due to the weather will be rescheduled. School is in session 180 days.

Tornado Drill

Warning will be one long bell. Teachers are to take students out the nearest door according to evacuation floor plan. Teachers are to carry their class roll with them and keep their class in a group. After teachers have checked their roll, they will report any missing student to the principal/administration. Students will remain in class groups until dismissed by the teacher.

Fire Drill

The warning will be four short bells. Teachers are to take students out the nearest door according to evacuation floor plan. Teachers are to carry their class roll with them and keep their class in a group. After teachers have checked their roll, they will report any missing student to the principal/administration. Students will remain in class groups until dismissed by the teacher.

SCHOOL TO HOME COMMUNICATION

**How to sign up for Charleston Middle 's Grade 6-8
notifications**

Text @cms2115 to (662) 625-6593 or Email cms2115@mail.remind101.com



To:

Subject:

Remind101 Inc., a safe way for teachers to communicate with students and parents.

To opt-out, text 'unsubscribe @cms2115' to (662) 625-6593. Standard text message rates apply. Visit remind101.com to learn more.

EAST TALLAHATCHIE SCHOOL DISTRICT WEBSITE



<http://www.etsd.k12.ms.us/>

CHARLESTON MIDDLE SCHOOL WEBSITES



<http://www.etsd.k12.ms.us/cms.html>

http://www.etsd.k12.ms.us/cms_staff.html

ACTIVE PARENT

Parent will need to receive a log in and password from the office



<http://ms6811.activeparent.net/>

HOMEWORK VIEWER



Charleston Middle

<https://www.k12els.com/parent/parentpage.php?eid=549&hkey=549238B197>



**CHARLESTON MIDDLE SCHOOL CAMPUS
GRADES 5-8
BELL SCHEDULE**

7:30-8:30

First Period

8:33-9:26

Second Period

9:29-9:59

Gold

9:59-10:49

Third Period

10:52-12:15

Fourth Period

(Lunch)

12:18-1:09

Fifth Period

1:09-1:19

Break

1:22-2:13

Sixth Period

2:16-3:15

Seventh Period

~DRESS CODE~

The East Tallahatchie School Board instituted the following School Wide Uniform Policy beginning with the 2006-2007 School Year. The Policy is for Grades K-12. All students will be expected to follow the uniform policy. For comments or questions please contact 662-647-5524.

Shirts

- Solid Black Color
- Solid Gold Color
- Solid White Color
- A 3-Button Pull-Over Polo Type Shirt with a collar
- Undershirts need to be the same color as uniform shirt with no writing or advertisements
- All shirts must be tucked in

Pants, Skirts, Shorts:

- Khaki Color, Black, or Navy (Must have a hem)
- **NO TIGHTS OR SKINNY LEGS (JEGGINGS)**
Pants and shorts must have belt loops
Skirts and shorts can be no shorter than one inch above the knee
- Low riders and cargo pants are not allowed
Pants, skirts, and shorts must not sag
Corduroy Pants or jeans are not allowed
Multi-colored socks are not allowed
- Socks should be solid colors

Belts:

- Black or Brown color with a dress style buckle
Belts must be visible in front and back at all times

Shoes:

- Shoes must be worn at all times
- House shoes, thong like shoes (flip flops) and sliders are not allowed
- Shoes with laces must be laced and tied. Shoes with Velcro must be fastened

Jackets:

- Jackets should not be zipped, snapped, or buttoned in the building
- Pullover jackets, sweat shirts or hoodies are not allowed

**Administration will determine when jackets are allowed in the building.

Special Day Events:

- Spirit shirts may be worn only on announced days

Consequences:

- 1st Referral:** Corporal Punishment
- 2nd Referral:** One (1) day home suspension
- 3rd Referral:** Three (3) days suspension and meet with a District Discipline Committee
- 4th Referral:** Alternative School or recommendation of District Discipline Committee

OTHER DRESS CODE CONSIDERATIONS

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair and general appearance shall not disrupt the school environment, shall not be unusually provocative or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents and shall apply to all students at Charleston Middle School. Student dress and grooming shall be neat, clean and follow the general guidelines below:

- Shirts are required to be worn tucked into pants, skirts, slacks, shorts or skorts.
- Students are prohibited from wearing additional "patches", pins, tattoos, earrings, jewelry or any other item that may be considered lewd, profane, obscene, suggestive, vulgar or distracting which may harass, threaten, intimidate or demean other groups; or which display illegal merchandise or contraband; or any item which may distract from the educational process.
- Any heavy type chains used to attach wallets or as decorative use are prohibited. Visible body piercing is not allowed, including but not limited to tongue piercing.
- Head coverings, including but not limited to caps, hats, bandannas and "doo" rags. Wearing hair curlers, sunglasses or picks is prohibited.

**Exceptions to any head covering may include a hair net or cap required where long hair poses a health or safety or where required by a physician.

- Oversized clothing is prohibited. The waistband of shorts, slacks, skirts and similar garments shall not be worn below the waist. If belts, suspenders or straps are worn, they shall be worn in place and fastened. "Sagging" and/or "low-riding" is prohibited.
- Designer/theatrical contact lens may not be worn; sunglasses or shades may not be worn.
- Gang-identifiable tattoos cannot be visible; they must be covered.
- Earrings in ears are permissible for girls. No sticks in ears are allowed.
- Any articles of clothing or jewelry that may cause injury to oneself or other students are not allowed.
- No visible key chains. No jewelry with drug, alcohol, or violence-related information, or any deemed inappropriate by administration.

Charleston Middle School TITLE I PARENT INVOLVEMENT POLICY

The Charleston Middle School shall be in full compliance with the U.S. Department of Education under correct Title I regulations relating to parent involvement and participation.

The Charleston Middle School shall provide every opportunity for parents of children being served for participation in the writing of the school's Title I Schoolwide Program. The Encouragement of parent participation and involvement shall also include, but not be limited to, the provision of timely information about program plans and evaluation, the solicitation of suggestions for operation of the program, consultation with parents, informing parents of their meeting for parents and school personnel. The school will make every attempt to be flexible when planning meeting in order to allow parents the opportunity to attend.

Developed jointly with parents of participating students served by the Middle School, the parent involvement policy includes the following:

<>The involvement of parents in the development of the Schoolwide Title I Program as stipulated in the Title I laws and regulations as well as involvement in the process of school review and improvement as required under state and federal rules.

<>Parents will be asked to attend individual parent-teacher conferences for his/her children when academic and/or other issues arrive concerning individual child.

<>Parents will have opportunity to pick up student report card during the 2nd, 3rd and 4th nine weeks of the school year.

<>Parents will be given the opportunity to attend Open House at the beginning of each school to meet with his/her child's teachers.

<>Parents will be given opportunity to become an active part of the school's PTO that meets monthly.

<>Parents will be given reasonable access to staff for volunteer activities and observation of their children's classroom. School-parent information will be kept at each site.

<>Parents of children receiving services shall be involved in the decisions as to how funds reserved shall be utilized for parent involvement activities.

<>Parents will be given opportunity each year to evaluate the effective of the Title I Program and to offer additional idea by means of Need Assessment Surveys.

<>Other requirements of the Title I Parent Involvement Policy outlined in federal guidelines shall be met by the school.

<>This written policy shall be distributed to parents of participating students and the school's staff.

BOARD APPROVED 06/10/10

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the E.T.S.D. School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

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

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

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

II. Procedures for Processing a Complaint

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

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the

superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

East Tallahatchie School District

BOARD APPROVED 06.10.10

STUDENT BULLYING

The E.T.S.D. School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

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

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

Ref: SB 2015; Miss. Code Ann. § 37-

The East Tallahatchie School District has a zero tolerance policy towards the possession and/or use of firearms on any school property or at any school function throughout the district. Any student found to be in violation of this policy will be expelled immediately. *NO EXCEPTIONS.*

EAST TALLAHATCHIE SCHOOL DISTRICT SUSPICION-BASED DRUG AND ALCOHOL POLICY

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, or the distribution of any illegal drugs or alcoholic beverages by another student or students.

Any student who violates the provisions of the policy will be immediately suspended for ten days and recommended to the Board of Education for Alternative School and/or expulsion for one calendar year.

PROVISIONS

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician unless the student is illegally selling or distributing medications. With regard to prescription medications, refer to the East Tallahatchie School District medication policy.

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the East Tallahatchie School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

REASONABLE SUSPICION TESTING

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test at the expense of the student's parent/guardian if there is a reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probably drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of punishment under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

- a. Direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession;
- b. Abnormal or erratic behavior indicating intoxication;
- c. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- d. First-hand information provided by reliable and credible sources of use, possession, or intoxication;
- e. The presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or

- f. Possession of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia.

Intoxication means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to a member of the administrative staff. The administrative staff member must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrative staff member is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion.

Once an administrator finds reasonable suspicion, an administrator shall contact the student's parent/guardian. If the District decides to require submissions to such a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hours period of time.

If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

DRUG AND ALCOHOL TESTING

Any student required to be tested under this policy will be accompanied by a District employee and a parent/guardian to a professional testing laboratory or to such other place qualified for drug/alcohol testing at the parent's/guardian's sole expense. If District personnel cannot accompany the student for testing, the District may still require the student's parent/guardian to have the testing completed. All breath, urine, and blood specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed by the testing laboratory, which will request information regarding prescription and non-prescription drugs and any other information that could lead to a false positive test.

A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense.

A student or parent/guardian may request a retest, but the results will only be considered if scientifically meaningful, timely performed, and in compliance with the professional testing laboratory's guidelines. All positive confirmed test results will be made part of a student's record, but they shall be kept confidential and separated in a secured location with restricted access. All positive initial test results for which the confirmation test is negative or which are determined to be false positive shall not become any part of the student's record or discipline record.

The District shall keep the following records for the periods specified as a part of its drug and alcohol policy:

1. Records of drug and/or alcohol test results that show a student failed both an initial and a confirmation drug/alcohol test (a positive drug test) and the reasonable suspicious findings for the tests must be kept for five (5) years.

2. Records of drug and/or alcohol results that show the student passed an initial or confirmation test (a negative drug test) must be kept for at least one year but shall be part of the student's record.
3. The District may retain such records for statistical analysis and policy evaluations, as it deems appropriate, consistent with confidentiality.

FINDING OF DRUG AND/OR ALCOHOL USE/POSSESSION CONSEQUENCES

If the initial test for drugs and/or alcohol indicates a positive result, the testing laboratory must immediately conduct a confirmation test. If the confirmation test also indicates a positive result, the testing laboratory must report the positive test results to the school principal and the Superintendent or his designee. The school principal will notify the student and parent/guardian in writing of such positive test results and of the consequences of such a report. If the initial test is negative, no further tests will occur unless there is a good reason to suspect the quality of the sample. If the confirmed results are negative, the student will be reinstated.

CONFIDENTIALITY

The results of the student's drug test shall not be released to anyone other than the testing laboratory, the Superintendent and his designee, principal, and other employees or agents of the District who have a need to know such information. Any discipline resulting from the drug test results shall be recorded in the student's discipline record in accordance with the discipline policies and other policies of the District. In order to maintain confidentiality, written records of drug testing will be stored in a secure location with restricted access.

The District will cooperate with law enforcement, but the test results will not be released to law enforcement agencies without a court order or subpoena unless law requires disclosure. Nothing in this policy will prohibit or restrict District officials from making any report required by law to law enforcement agencies or other agencies.

DRUG EDUCATION AND COUNSELING

Before the implementation of this policy, at least annually thereafter, the District shall give training to principals and administrators in drug and alcohol use/abuse recognition and in the implementation of this Policy. Principals and administrators will give professional development to employees of all schools in recognition of drug and alcohol use and abuse, handling procedures, and policy implementation familiarization.

If there is reasonable suspicion that a student has or is using prohibited drugs and/or alcohol, the District may recommend counseling and drug/alcohol education at the student's expense.

NOTICE

Before implementation of this policy, reasonable notice of the policy will be made to all students and parents and/or guardians of students.

This policy is for the discipline and protection of the students of the District and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

This policy shall supersede and take precedence over any other policy or practice that is inconsistent herewith.

EAST TALLAHATCHIE SCHOOL DISTRICT RANDOM DRUG TESTING POLICY

In an effort to protect the health and safety of students involved in extracurricular activities from illegal and/or performance-enhancing drug use and abuse and to curtail the use of such drugs, the Board of Education (the "Board") of the East Tallahatchie School District (the "District") adopts the following policy for random drug testing of all students who participate in extracurricular activities.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, faculty, and staff desire that no student use or possess illegal or performance-enhancing drugs; we realize that our power to restrict the possession or use of such drugs is limited. Therefore, this policy governs only the use and possession of performance-enhancing and illegal drugs by students participating in certain extracurricular activities. This policy supplements and complements all other policies, rules, and regulations of the District regarding possession or use of illegal drugs, including, but not limited to, all policies and rules concerning reasonable suspicion of the use or possession of such illegal drugs. The policy also supplements and complements all laws and policies with respect to special education students.

Participation in school-sponsored extracurricular activities in the District is a privilege. Students respect those students who participate in these activities and see them as examples. Participating students represent the District and their community. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their school, their families, and their community to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal and performance-enhancing drugs.

The purposes of this policy are six-fold:

1. To educate students about the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being.
3. To offer students the privilege of competition and participation in extracurricular activities as an incentive to stop using such substances.
4. To ensure that students adhere to a training program or health regimen that prohibits illegal and performance-enhancing drugs.
5. To prevent injury, illness, and harm to students that may arise as a result of illegal and performance-enhancing drug use.
6. To offer students school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and with the positive image these students project to other students and to the community on behalf of the District. To protect the safety, health and well being of all students involved in extracurricular activities, the District adopts this policy for all participants in specified extracurricular activities in grades 7 through 12.

The administration shall adopt regulations to implement this policy.

I. Definitions

"Activity Student" means a member of any middle school or high school sponsored extracurricular organization. This definition includes any student who represents District schools in any extracurricular activity including competition of any kind, such as academic team, band, vocal, choral, cheerleader, and athletics. (See the attached list of activities.)

"Drug test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs, or the metabolites thereof, performed by an independent testing laboratory.

"Random selection basis" means a mechanism for selecting Activity Students for drug testing that:

- A. results in an equal probability that any Activity Student from a group of Activity Students subject to the selection mechanism will be selected.
- B. does not give the District discretion to waive the selection of any Activity Student selected under the mechanism, and
- C. is administered by a professional drug testing laboratory employed by the District.

"Illegal drugs" means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or Mississippi law. *"Illegal drugs"* includes, but is not limited to, all scheduled drugs as defined by Miss. Code Ann. Sections 421-29-113, 41-29-115, 41-29-117, 41-29-119, and 41-29-121, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased over-the-counter.

"Positive" when referring to a drug test administered under this policy means a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug, or the metabolites thereof, using the standards customarily established by the testing laboratory administering the drug test.

II. Procedures

Each Activity Student shall be given a copy of this policy and of the Student Drug Testing Consent. Both the student and the student's parent or custodial guardian must read, sign, and date the Student Drug Testing Consent. No student shall be allowed to practice or participate in any extracurricular activity to which the policy applies unless the student has returned the fully executed Student Drug Testing Consent. The District reserves the right to supplement and modify the extracurricular activities to which the policy applies.

Each semester, principals and a representative of the independent testing laboratory will present an informational session to students to educate them about the sample collection process, privacy arrangements, drug testing procedures, the consequences of positive drug tests, and related procedures and practices. The purpose of the session is to reassure the Activity Student, to avoid embarrassment or uncomfortable feelings about the drug testing process, and to give notice of the consequences of drug use.

Activity Students will be chosen on a random selection basis from a list of all Activity Students, no matter if the activities are off-season or in-season. The District will determine the number of names to be drawn at random for drug testing. An independent testing laboratory

will select the names of the Activity Students at random and will perform the drug testing. Any Activity Student selected at random must give a urine specimen for testing.

A professional testing laboratory chosen by the District will administer the drug testing. The testing laboratory must use scientifically validated toxicological testing methods, have detailed, written specifications to assure chain of custody of the specimens, and use proper laboratory control and scientific testing. A medical review officer of the testing laboratory shall review all positive test results.

The testing laboratory shall conduct all aspects of the drug-testing program, including the taking of urine specimens, so as to safeguard the student's personal and privacy rights to the maximum degree practicable. The test specimen shall be obtained in a manner designed to minimize intrusiveness to the student. If at any time during the sampling procedure the testing laboratory employee has reason to believe or suspect that a student is tampering with the specimen, the testing laboratory employee may stop the procedure to determine if a new sample should be obtained.

The testing laboratory employee must give each student a form on which the student may list any legally prescribed medications that the student has taken in the preceding thirty days. The student's parent or legal guardian shall be able to confirm the medication list submitted by the student during the twenty-four-hour period following any drug test. The medication list shall be submitted to the laboratory in a sealed and confidential envelope so that District employees shall not see the confidential medication list. If test results are positive for use of prescription drugs that the student did not list, the testing laboratory will contact directly the student's parents or guardian to obtain a list of all prescription medications that the student is taking or has taken for the preceding thirty days and to require the parent or guardian to product verification of prescriptions for the student's prescription medications within 24 hours. If the parents or guardian do not respond to the testing laboratory's calls within 48 hours of its first attempt to contact, the testing laboratory shall have no further duty to attempt to contact the parents or guardian.

If the testing laboratory reports a positive test result for prescription medications to a student's parent or guardian, an Activity Student or his/her parent or guardian may submit additional information to the testing laboratory within 24 hours of notification of the student of the positive test results. The Activity Student will remain eligible for participation in extracurricular activities until the testing laboratory has completed its review of the additional information and made a report of positive test results to the principal and Superintendent.

The professional testing laboratory shall confirm an initial positive test result by a second test of the same specimen by another independent laboratory before a report is made to the District. The laboratory will inform the principal of the school and the Superintendent or his designee of the positive test results. After a report of positive test results is made to the District, the principal will schedule a conference with the student and parent or guardian about he positive drug test results. The principal shall encourage, but not require, the student and his/her parent or guardian to seek drug counseling for the student at the expense of the parent or guardian.

Any student who receives a positive test that is reported to the District must be re-tested within twenty-eight (28) days.

III. Confidentiality

The testing laboratory will notify the principal of the school that the Activity Student attends and will also notify the Superintendent or his designee of any positive test results. To keep positive test results confidential, the principal will notify only the student, the student's

parent or guardian, and the coach/sponsor of the activity or activities in which the student participates of the test results. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences:

- A. Immediate removal from activities for twenty-eight (28) calendar days. During this 28-day period, the student must submit at least once, or more often as required, to mandatory drug testing at times determined by the testing laboratory. During the 28-day period, each student is required to be re-tested at least once by the testing laboratory.
- B. If at the end of the 28-calendar-day removal period the testing laboratory determines that the student does not test positive for drugs, the student shall be reinstated in the extracurricular activities.
- C. If the student tests positive at any time during the 28-day removal period, the student shall be recommended for immediate placement in the Alternative School for one calendar year.
- D. If the student is re-instated, but at a later date in another random selection during the same school year tests positive, the student shall be recommended for immediate placement in the Alternative School for one calendar year.
- E. If the student is re-instated, but at a later date in another school year in another random selection tests positive, the student will be removed from the extracurricular activities for a calendar year.

V. Refusal to Submit to Drug Use Test

If an Activity Student refuses to submit to a drug test, the Activity Student shall be considered in violation of his/her consent agreement and shall be barred from the specified extracurricular activities for one calendar year. If, however, the Activity Student reconsiders his/her refusal and submits to a drug test, consisting of a sample of his/her hair, within 24 hours of the initial refusal, the Activity Student may remain eligible for participation in extracurricular activities. In this event, the Activity Student and his/her parents or guardian will bear responsibility for contacting the testing laboratory used by the District and arranging for the laboratory to test the Activity Student's hair sample within the 24-hour period from the time the student initially refused to submit to the initial test. If the testing laboratory has reason or suspicion to believe that the sample taken from such Activity Student has been adulterated or has been tampered with so as to affect test results, the testing laboratory shall deem it a refusal to submit to a drug test.

VI. Appeal

The District will rely solely on the opinion of the independent testing laboratory to determine whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. There shall be no appeal of the test results of the professional testing laboratory to a principal, the Superintendent, or the Board of Education

If, however, the Activity Student has tested positive for a second time so that the student will be transferred to the Alternative School, the student may appeal his/her transfer to alternative school to the Superintendent. The Superintendent shall make a determination, which the student may appeal to the Board of Education of the District. The decision of the Board of Education shall be final.

*****East Tallahatchie School District is committed cooperating with parents/guardians in an effort to help students avoid illegal drug use. The East Tallahatchie School District believes accountability is a powerful tool to help students avoid using drugs and that early detection and intervention can save lives.**

East Tallahatchie School District Student Drug Testing Consent Form

Statement of Purpose and Intent

Participation in school-sponsored extracurricular activities in the schools of the East Tallahatchie School District is a privilege. Activity Students have a responsibility to themselves, their fellow students, their schools, their families, and their community to set the highest possible examples of conduct by avoiding the use or possession of illegal or performance-enhancing drugs.

Drug use of any kind is incompatible with participation in extracurricular activities in the East Tallahatchie School District. For the safety, health, and well being of all students, the East Tallahatchie School District has adopted a policy of using an independent testing laboratory to conduct random drug testing of all students at Charleston Middle School and Charleston High School who participate in certain extracurricular activities, whether or not the activity is in off season or in season. (an "Activity Student").

Participation in Extra-Curricular Activities

Each Activity Student shall be given a copy of the Activity Student Random Drug Testing Policy and Student Drug Testing Consent. Both the student and the student's parent or legal guardian must read, sign, and date the Student Drug Testing consent before the student shall be eligible to practice or participate in the listed extracurricular activity. To be eligible to participate in or practice with certain extracurricular activities, the consent shall be (a) to give a urine sample; (b) if chosen on a random selection basis; or (c) at any time requested based on reasonable suspicion of the use or possession of illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any activity governed by this policy unless the student has returned the properly signed Student Drug Testing Consent.

Copy of Consent Form:

Student's Last Name

First Name

Middle Name

I have read the "Student Activity Drug Testing Policy" and "student Drug Testing Consent", and I understand that, out of care for my safety and health and the health and safety of others, the East Tallahatchie School District enforces the rules applying to the use or possession of illegal and performance-enhancing drugs. As a member of my school's extracurricular activity, I realize that the personal decision that I make daily about the use or possession of illegal or performance-enhancing drugs may adversely affect my health and well being, possibly endanger those around me, and reflects poorly upon any organization with which I am associated. If I choose to violate this policy regarding the use or possession of illegal or performance-enhancing drugs at any time, whether during in-season or off-season, I understand upon determination of that violation I will be subject to the restrictions on my participation and practice as outlined in the Policy.

Signature of Student

Date

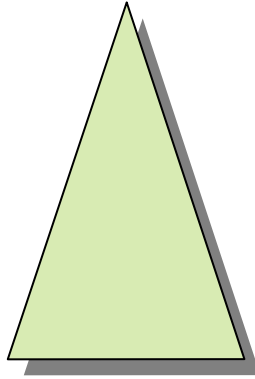
We have read and understand the East Tallahatchie School District "Activity Student Random Drug Testing Policy" and "Student Drug Testing Consent". We desire that the student named above participate in the extracurricular activities of the East Tallahatchie School District, and we hereby voluntarily agree that our child or ward and us are subject to terms of the Activity Student Random Drug Testing Policy. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the policy. We further agree and consent to the disclosure of the sampling, testing and results as provided in the policy and any regulation adopted by the administration of the District.

Signature of Parent or Custodial Guardian

Date ¹

RESPONSE TO INTERVENTION

RtI is a comprehensive, problem-solving, and multi-tiered intervention strategy to enable early identification and intervention for ALL students who may be at academic or behavior risk. It is a school-wide process that requires universal screening of all students, the provision of effective instruction in a core curriculum, and the provision of immediate interventions based on student needs. RtI is mandated by State Board Policy 4300. The Mississippi Department of Education shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.



Tier 1: Quality instruction in general education of the Mississippi Curriculum by highly qualified teachers that includes the following:

- Universal screeners of fluency, comprehension, vocabulary, computation, and universal screening for high school students who will be taking the state subject area tests
- Universal screener of behavior
- Instructional delivery supported by scientifically based research
- Differentiated instruction
- Curricula and instructional materials aligned to state standards
- Classroom and behavior management
- A system of behavioral support (school and district level)
- System of instructional leadership
- System of instructional support
- System of classroom observations to determine integrity of implementation; follow up procedures for staff who have not met
- minimal instructional criteria
- Parental/family and community involvement

Students who are successful at Tier 1 are making expected progress in the general education curriculum and are demonstrating social competence.

Tier 2: Strategic/Target Intervention and/or Supplemental Instruction designed for students who are not progressing or responding to Tier 1 efforts. The elements for Tier 2 include:

- Progress monitoring of the target area(s)
- Documentation of progress in target area(s)
- Appropriate decision-making
- Strategic/targeted intervention and supplemental instruction in academics or behavioral/emotional areas
- Documentation of intervention implementation with integrity
- System of instructional support

- System of behavioral support (school and district level)
- Instructional leadership
- Parental/family and community involvement

Tier 3: Intensive interventions that are the academic and behavior strategies and practices designed for students who are having significant difficulties with grade-level objectives in the general education curriculum or who demonstrate significant difficulties with behavioral and social competence. The elements of Tier 3 include:

- Progress monitoring of the target area(s)
- Documentation of progress in target area(s) through graphical display
- Appropriate decision-making
- Strategic/target intervention and supplemental instruction in academic or behavioral/emotional areas
- Documentation of intervention implementation with integrity
- System of instructional support
- System of behavioral support (school and district level)
- Instructional leadership
- Parental/family and community involvement
- Teacher Support Team Process
- Teacher Support Team Outcomes

Tier 3 provides the more intensive interventions needed by some students to make progress academically or to demonstrate social competence in the general education setting. Tier 3 also represents the stage in the RtI process where educators begin to make decisions that may lead to further evaluation and identification for specialized services through Special Education.

In addition to those students who fail to make adequate progress following Tiers 1 and 2, the following students will be referred to the Teacher Support Team for interventions as specified by the following guidelines:

- A student has failed one (1) grade in Grades 1-3
- A student has failed two (2) grades in Grades 4-12
- A student has failed either of the preceding two grades and has been suspended or expelled for more than 20 days in the current school year
- A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test 2



Charleston Middle School
Faculty & Staff

<i>Faculty/Staff</i>	<i>Position</i>
Mr. Milton Hardrict	Principal
Ms. Jessica Bradford	Assistant Principal
Mr. Dannis Jackson	Counselor
Mrs. Nanette Coffey	Secretary
Mrs. Sandra Franklin	Nurse
Mrs. Sherry Johnson-Turner	Librarian
Mrs. Louise Hill	Librarian Assistant
Mrs. Latambra Booker	Supervisor for In-School Suspension-ISS
Mrs. Lori Criswell	Psychometrist
Mrs. Wanda Clark	Exceptional Children Teacher
Mrs. Dora Reed	Exceptional Children Assistant Teacher
Mrs. Elizabeth Wortham	5 th Grade Mathematics Teacher
Mrs. Sherry Davis	5 th Grade Science Teacher
Mr. Jamal Brock	5 th Grade Language Arts and Reading Teacher
Mr. Ken Hanks	5 th Grade Social Studies Teacher
Mrs. Wanda Chatmon	5 th Grade Computer Lab Teacher
Dr. Cora Cunningham	5 th Grade Exceptional Children Teacher
Mr. Lex Murphey	5 th & 6 th Grade PE Teacher
Mr. Eric Denmark	6 th Grade Mathematics Teacher
Mr. Tyler Crouch	6 th Grade Science Teacher
Mrs. Ericka Goad	6 th Grade Language Arts and Reading Teacher
Ms. Chasity Buckley	6 th Grade Social Studies Teacher
Ms. Peggy Smith	6 th Grade Computer Lab Teacher
Mrs. Sandra Parham	6 th Grade Exceptional Children Teacher
Mr. Cameron Myers	7 th Grade Mathematics Teacher
Mrs. Megan Cox	7 th Grade Science Teacher
Mrs. Stacey Shaw	7 th Grade Language Arts and Reading Teacher
Mrs. Malorie Sewell	7 th Grade Social Studies Teacher
Ms. Victoria Edgorf	7 th Grade ICT I Teacher
	7 th Grade Exceptional Children Teacher
Mr. Wayne Mayhan	7 th & 8 th Grade PE Teacher
Mr. Tandy Whitten	8 th Grade Mathematics Teacher
Mrs. Mary Williams	8 th Grade Science Teacher
Mr. Vincent Rotkiewicz	8 th Grade Language and Reading Teacher
Mrs. Lacey Moore	8 th Grade Social Studies Teacher
Mr. Curtis Westbrooks Jr.	8 th Grade ICT II Teacher
Mrs. Ashley Murphey	8 th Grade Exceptional Children Teacher
Ms. Francina Batteast	PE Assistant Teacher & Parent Liaison

Ms. Trilisa Christian	Assistant Teacher
Mrs. Jennifer Tellis	Cafeteria Manager
Mrs. Catherine Houston	Cafeteria
Ms. Benny Jean Roberson	Cafeteria
Mr. Robert Jennings	Cafeteria
Mrs. Patricia Carpenter	Cafeteria
Mr. Damion Jones	Campus Building Engineers
Mr. Myron Griffin	Campus Building Engineers
Mrs. Vicie Wrenn	Campus Building Engineers
Mrs. Odessa Andrews	Campus Building Engineers