

Dear Student, Parents/Legal Guardians:

The Alternative Program for Discipline handbook is designed to serve as a tool for familiarizing students, parents and guardians with the Alternative School's established policies, rules, and regulations.

It is virtually impossible to write rules and regulations to adequately cover every detail on every subject. By using the official handbook, the Alternative School is attempting to eliminate as much confusion as possible, so the student's and the Alternative School's attention can be turned to educational pursuits.

If there is any question or problem, please feel free to call the Alternative School for clarification or discussion of the regulations or rules. The Alternative School's number is 489-0700.

Sincerely,

Mr. Jason Varnon  
Dr. Loretta Hartfield  
Alternative School Directors

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## **STAFF**

**Mr. Jason Varnon**  
**Dr. Loretta Hartfield**

**Director**  
**Director**

**Regina Austin**

**SPED Teacher**

**Kim Lilly**

**Math/Science**

**Robin Haygood**

**English/Social Studies**

**Marylyn Roberts**

**Teacher Assistant**

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## **DEFINITION**

Whenever "parent" appears in the handbook it means "parent/legal guardian".

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**DESTRUCTION OR DEFACING OF THIS HANDBOOK IS A VIOLATION OF SCHOOL RULES.**

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### **Alternative Program for Discipline**

8:00 A.M. – 3:00 P.M. Monday – Friday  
(Students leave on bus or private transportation at 2:45 P.M.)  
354 Center Ridge Drive  
Pontotoc, MS 38863  
Phone: 662-489-0700

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## **Pontotoc County Schools**

8:00 A.M. – 5:00 P.M.  
285 Highway 15 Bypass South  
Pontotoc, MS 38863  
Phone 662-489-3932

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## **North Pontotoc Campus**

7:20 A.M. – 4:00 P.M. Monday – Friday  
8324 Highway 15 North  
Ecru, MS 38841  
Phone 662-489-5612

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## **South Pontotoc Campus**

7:20 A.M. – 4:00 P.M. Monday – Friday  
1523 South Pontotoc Road  
Pontotoc, MS 38863  
Phone 662-489-5925

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## **Pontotoc Ridge Career and Technology Center**

7:30 A.M. – 4:00 P.M. Monday – Friday  
354 Center Ridge Drive  
Pontotoc, MS 38863  
Phone 662-489-1826

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Parents/Legal Guardians:

This form certifies that I have had the opportunity to read the rules, regulations, and policies as set forth by the Pontotoc County School Board in the 2018-2019 student handbook.

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

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

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

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

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

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Legal Guardian Signature**

Date \_\_\_\_\_, 20\_\_\_\_

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# STUDENT INTERNET USE CONTRACT

## Grades 4 – 12

(This is a legally binding document)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT CONTRACT AGREEMENT

Carefully read the attached Pontotoc County School District Acceptable Use Policy (IJ). If you have any questions as to what will be expected of you when you are using the district's Internet access or school network or computer equipment, ask a teacher, your librarian or someone in the office to help you with anything you do not understand.

When you feel that you understand the rules, sign the contract below so that you will be able to access the school's network and utilize the available technology.

### CONTRACT

I have read the Pontotoc County School District Acceptable Use Policy (IJ). I understand the rules that I am to follow while using the Internet at school.

I understand that if I break the rules, I will be punished based on the type of rule I break. If I break a rule, the punishment will be determined by Pontotoc County administration or faculty. If I break a law, however, I understand that the courts and law enforcement officials who enforce the law that I break will determine the punishment I receive.

Student's Name (please print):

\_\_\_\_\_

Student's Signature:

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

Parent's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**Pontotoc County School District  
2018-2019  
School Calendar**

<b>JULY</b>
31 Professional Development/Teachers
<b>AUGUST</b>
1 Professional Development/Teachers
2 Professional Development/Teachers & Assistants
3 Professional Development/Teachers & Assistants
6 First Day of School—All Students
<b>SEPTEMBER</b>
3 Labor Day Holiday
10 Progress Reports
<b>OCTOBER</b>
2-3 Nine Weeks/Mid-Term Exam
5-9 Fall Break/Students
5-8 Fall Break/Teachers
9 Professional Development/Teachers 10:00 a.m.-2:00 p.m.
9 Parent/Teacher Conference 3:00 p.m.-7:00 p.m.
9 Grades Due in Office
11 Report Cards Issued
<b>NOVEMBER</b>
12 Progress Reports Issued
19-23 Thanksgiving Holiday
<b>DECEMBER</b>
20-21 Exams
21 End First Semester—60% day
24-31 Christmas Holiday

<b>JANUARY</b>
1-7 Christmas Holiday/Students
1-4 Christmas Holiday/Teachers
7 Professional Development/Teachers
8 Classes Resume - Begin 2 <sup>nd</sup> Semester
8 Grades Due in Office
10 Report Cards Issued
21 Martin Luther King Holiday
<b>FEBRUARY</b>
11 Progress Reports Issued
18 President's Day Holiday
<b>MARCH</b>
4-8 Nine Weeks/Mid-Term Exam
11-15 Spring Break
19 Grades Due in Office
21 Report Cards Issued
<b>APRIL</b>
15 Progress Reports Issued
19 Good Friday Holiday
<b>MAY</b>
15-16 Senior Exams
16 Last Day for Seniors
18 Graduation—South Pontotoc—10:00 a.m.
18 Graduation—North Pontotoc—2:00 p.m.
20-22 Exams
22 End Second Semester—60% day
23 Grades Due in Office
23 Professional Development/Teachers & Assistants
24-27 Memorial Day Holiday

NOTES:

The Pontotoc County School System does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

Contact Dan Bailey at 662-489-4812 for ADA, Title VI, Title VII, and Title IX, if you feel you are being discriminated against. All ADA, Title VI, Title VII, and Title IX grievances, inquires, or complaints should be addressed to the above named person. The district's Section 504 coordinator is Mr. Dan Bailey. Mr. Bailey may be contacted at 662-489-4812.

Every effort has been made to make this handbook all-inclusive; however, if it becomes necessary, additional rules will be announced in the future.

**If there are any problems concerning school-related policies at this school, please, follow these procedures: Contact the teacher first; the administrator second; the Superintendent of Education third; and, finally, the Board of Education. Please remember, however, that the School Board is a policy-making body and should be contacted as a last resort.**

The School Board will not arbitrate on school-related policies unless the proper procedures have been followed.

According to the Safe and Drug-Free Schools federal law, a student survey and evaluation shall be conducted annually. The Pontotoc County School System will conduct the survey(s) and evaluation(s) as required during each school year.

## **PARENTAL RESPONSIBILITIES**

A law passed by the 1990 Mississippi Legislature requires that:

- A. Parents have financial responsibility for the child's destructive acts against school property or persons;
- B. Parents may be requested to appear at school for a conference on the student's destructive acts; and
- C. Parents shall be required to attend scheduled discipline conferences.

Parents or legal guardians who do not perform any of the duties required are subject to a misdemeanor.

## STUDENT COMPLAINTS AND GRIEVANCES

In a democratic society it is important that students learn:

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

When a disagreement develops in which an individual student, group of students, or a student organization believes that an injustice has been done because of lack of policy, because of a policy that is unfair, or because of deviation from or misapplication/ interpretation of a policy, the following procedures and timelines shall be followed:

### A. Step One

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

### B. Step Two

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

### C. Step Three

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

## BOARD OF EDUCATION

Brock Puckett	Pontotoc County Superintendent of Education
Rodney Robbins	1 <sup>st</sup> District – President
Danny Robbins	2 <sup>nd</sup> District
Ann Carter	3 <sup>rd</sup> District
Randy Tutor	4 <sup>th</sup> District
Allen Roye	5 <sup>th</sup> District

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## COUNTY WIDE PERSONNEL

Jason Varnon	489-4812	Instructional Tech./Curr./Alt. School Director
Loretta Hartfield	489-4812	Curriculum Coordinator
Lynnice Carter	489-4812	Federal Programs
Sonya Gilley	489-3902	Special Education Director
Sylvia Massey	489-3942	Food Service Director
Shane Long	489-4855	Transportation
Robin Haygood	489-0700	Alternative Program Teacher
Kim Lilly	489-0700	Alternative Program Teacher
Regina Austin	489-0700	Alternative Program Special Services
Leslie Riddle	489-6892	Pontotoc County Attendance Officer
Dan Bailey	489-4812	Section 504 Coordinator
Heather Corder	489-4812	District Data Coach

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## VISITORS

Parents or guardians are welcome anytime to visit the Alternative School. However, to assure the safety of students, all visitors, including parents or guardians, must report to the Career Center office upon arrival on campus. The Career Center Office is located in the front portion of the Career and Technology Center. **A visitor's pass will be issued to visitors coming to the Alternative School.** If you desire to spend time in the classroom you must coordinate this through the County Superintendent of Education, who will in turn notify the Alternative School. The Alternative School has limited space and it must be determined that such visits would not interfere with the educational process. All visitors must sign in and out, and state the reason for the visit.

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## **PURPOSE**

To provide an educational program for students in grades 5-12 who have demonstrated by their behavior that they cannot function properly in the regular educational program and for students identified in MS Code 37-13-92.

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

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

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

## **STUDENT PLACEMENT**

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

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

### **REQUIREMENTS OF GOSS v. LOPEZ**

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

If the Superintendent agrees with the Principal's recommendation, the Superintendent will temporarily assign and shall recommend to the Pontotoc County School Board at its next regularly scheduled meeting that the student be assigned to the APD. If a majority of the school board members present and voting, vote to accept the Superintendent's recommendation, the student shall be assigned to the APD. **An assignment period will be for the length of nine (9) weeks (45 days).** A student may qualify for a 30-day early release under the following guidelines: While at the Alternative School, the student has not had attendance issues; the student has not had any disciplinary referrals; the student has completed his/her assignments with an overall passing average, AND the principal of the home school, as well as the Superintendent, agrees to the early release.

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

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

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

### **REASSIGNMENT FROM THE ALTERNATIVE PROGRAM TO THE REGULAR CLASSROOM**

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

1. Reason for the student's assignment to the Alternative Program for Discipline(APD);
2. Documentation of the student's discipline history while assigned to the APD;
3. The record of counseling sessions about proper school behavior;
4. Student narrative detailing why the student should be considered for reassignment to the regular education program and plans to insure that behavior will be acceptable in the regular education program;

5. Instructor narrative detailing why the student should be reassigned to the regular education program;
6. Recommendation will be signed by each member of discipline committee and forwarded to the Superintendent of Education.
7. Documentation that the parent/legal guardian has been notified of the recommendation.

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

### **ASSIGNMENT AND DAILY ACTIVITIES**

The guidance counselor shall participate in periodic conferences with the student to ensure the student can remain in the regular education program. Documentation of all conferences shall be kept in the guidance counselor's office or in the Alternative School.

The Alternative instructor will give students placed in the APD an Individual Instruction Plan with assignments each week. All assignments will be checked, graded and recorded, and grades will be sent to regular classroom teachers at the end of assignment period. If a student is assigned for a complete grading period, grades will be sent to the home school and the student's home school will issue a report card. Students taking Career and Technology Center classes will receive their work from those instructors. Dependent upon the student's offense, he/she may be removed from CTE classes if the Alternative and CTE Directors deem it necessary; this will be on a case by case basis. An IEP will be developed for each Special Education student assigned to APD and it will follow mandated guidelines. Special Services will insure that a qualified teacher is scheduled to work with these students.

Students will not be allowed to talk with other students during their assignment to APD. Work will begin at 8:05 a.m. and conclude at 2:45 p.m. each day. Lunch and breakfast will be provided in the room and students will be responsible for keeping the room neat and clean. Constant supervision of students is required at the APD. Students are expected to remain on task.

Jason Varnon will serve as the primary Director of the Alternative Program for Discipline.

### **TRANSPORTATION**

For those APD students eligible for bus transportation, a bus will be provided to the APD from the home school. Any type of discipline problems on the APD bus or on the regular bus route will result in the student losing all bus transportation privileges. *No personal*

*vehicles will be driven by a student to the Alternative School, unless permission has been given by the Superintendent of Education, Dr. Brock Puckett. Violations of this will carry a warning for the first offense, towing at the owner's expense for the second offense and 10 added days to assignment.*

North and South buses will leave campus at 7:50 a.m. and return about 3:00 p.m.

**You are not to visit with your friends.** If, in the mornings, you fail to exit your route bus and go directly to the Career Center bus, you will have 5 days added to your Alternative time for first offense, 10 days for the second and 45 more days for the third offense. If, in the afternoons, you fail to exit the Alternative School return bus and go directly to your route bus, the days will be the same. If you have any discipline problems on the bus, you will be suspended from the bus for 5 days for the first offense, 10 days for the second and the rest of the semester for the third. If you are not permitted to ride a school bus, you will arrive on the Alternative campus no later than 8:00 a.m.

1. Students will go directly from their regular bus in the mornings to the Alternative bus. Students will not go into any of the buildings for any reason unless there is an emergency. For any emergency students should report directly to the principal's office.
2. Discipline problems on the APD bus will be handled in the following manner:
  - a. First Offense – five (5) days suspension from all buses.
  - b. Second Offense – ten (10) days suspension from all buses.
  - c. Third Offense – Suspension from all buses for the remainder of assignment to the APD.
  - d. If a discipline problem endangers the safety of students and staff, the student may be suspended for the remainder of the school year for a first offense.

Upon arrival, students will come directly into the Alternative building. Students are not to be in the Career & Technology Center for any reason. If a student loses his/her privilege to ride the school bus, parents/guardians (not brothers, sisters, or other students) will need to transport student to the Alternative School no earlier than 7:50 a.m. or later than 8:00 a.m. Parents picking up students do not need to be earlier than 2:30 p.m. or later than 3:00 p.m.

### **EXTRA-CURRICULAR ACTIVITIES**

Students assigned to the APD will not be allowed to participate in or attend any extracurricular activities in the Pontotoc County School District during their assignment. This includes all ball games (home or away), club activities, student organizations, beauty reviews, etc. Students may not participate in any sports or practices, or any other extra-curricular activities. Violation of this rule will result in additional five (5) days for each infraction. After student completes his/her assignment, they may resume these activities.

## ATTENDANCE - ABSENCES

- A. An **excused absence** will only be given for a lawful absence as defined by the Mississippi Code. Section 37-13-91, paragraph 4. A lawful absence is defined as:
1. Illness or injury of the student
  2. Death or serious illness in the family
  3. School sponsored activity with prior approval by the principal
  4. Isolation ordered by the county health officer of State Board of Health
  5. Medical or dental appointment with prior approval by the principal, except in the case of an emergency
  6. Subpoena by a court
  7. Event required by student's or parent's religion
  8. Valid educational opportunity approved in advance by the school board
  9. Approved pre-arranged special circumstances or other extenuating circumstances.

In lieu of providing satisfactory documentation that the absence is a lawful absence, a maximum of three (3) days per semester will be accepted as an excused absence with a parent note. All additional absences require satisfactory documentation or satisfactory evidence that the absence is a lawful absence.

The student must present a proper written excuse to the school official on the day the student returns to school, or not later than the following day. The excuse should include a phone number where parent/guardian may be reached during the day.

- B. An **unexcused absence** will be defined as any absence which does not meet the requirements listed in this policy.

## TRUANCY LAWS

The school is warranted to contact the attendance officer after a student has five (5) unexcused absences. The parent will be contacted by the attendance officer and will also receive written notification outlining the consequences for the absences.

After twelve (12) unexcused absences the attendance officer will petition the court for excessive absences.

Any student whose family is receiving assistance (Food Stamps or AFDC), after two (2) unexcused absences a DHS referral is made by the attendance officer and assistance may be cut by 25%.

**When a student must be absent, the parent or guardian should call the Alternative School by 9:00 a.m.** to report the absence and the reason. It is important that we know where every student is when school begins each day. If the parent or guardian does not notify the school, the school will first attempt to contact the parent at home. If the school is unable to contact the parent at home, it will then be necessary for the school to contact the parent at their workplace. The school must know where each student is at all times. **There is an answering machine at the Alternative School and you may call at any time day or night to report absences,** as long as this is done by 9:00 a.m. The Alternative School cannot accept a student calling for him/herself. Parents must call! The school will report absences to the home school, as well as Youth Services if the student is on probation. **Students are allowed three (3) parent excuses per semester. If a student has already used these three excuses at his/her home school, a medical doctor or funeral note must excuse additional absences. Three (3) unexcused tardies will result in Saturday Detention (7-11 a.m.) at the Alternative building. Student assigned Saturday Detention must meet this obligation or be assigned 5 additional days for each refusal. Each excused absence must be made up.** A student will serve 45 days.

## EMERGENCIES

The school operates on a CLOSED CAMPUS POLICY. No student assigned to this Alternative School is allowed the privilege of leaving early unless there is an extreme emergency. The parent or legal guardian first must call the school in order to notify the school of the reason for the student's need for an early dismissal or emergency leaving. The students will be permitted to leave the campus only if the parent or guardian comes to the school to pick up the student. A sick student will be released only into the custody of the parent or guardian. Students are not allowed to bring medicine to school. If a student has medication prescribed by a licensed physician, a parent or guardian must bring the prescription along with a statement from the doctor and directions. Medication will be secured by the instructor and administered according to stated directions. There will be no exceptions to this rule! **The students are not allowed to make or receive phone calls. In cases of emergencies, Alternative personnel will notify parents or guardians.**

## CHECK OUT PROCEDURES

Only a parent or guardian will be allowed to check a student out of class. Notes will not be accepted. Parent/guardian will sign the check out book with the time and reason for checking out. No other person will be allowed to check the student out. Parent or guardian must prearrange all absences by calling **489-0700** and speaking with the instructor. All absences not prearranged will require a statement from a doctor. If student has an appointment with youth services during school hours, a note from youth services will be required. All other absences will be reported to the Attendance Officer and Youth Services. The APD building

is equipped with an answering machine and you may call after hours to report absences. Check outs before 12:30 p.m. will be made up with a whole day. If a student checks out for more than three times between 12:30 and 2:30 p.m., a whole day will be added to their stay. Early checkouts are discouraged. No work permits will be issued or honored while assigned to Alternative School.

**Beginning July 1, 2018, when a student is absent more than 37% of the instructional day, the student must be considered absent the entire day.**

## LUNCH

Lunch and breakfast will be provided by the South/North lunchrooms. Students who qualify for free or reduced lunch will be served and those who pay regular price will be allowed to purchase their lunch and/or breakfast. Parents may send lunch money to the alternative school with a parent note in a sealed envelope. You may charge one lunch but that is all. The current prices of the school district will be paid for each lunch.

## STUDENT CONDUCT

Personnel in the APD will provide direct supervision at all times. Once a student is assigned to the APD, discipline is referred to the Alternative School until such time that the school terminates the student's right to attend school here. Good behavior is expected of every student enrolled at the Alternative School. This school is designed to give students who have been removed from regular program an opportunity to stay in school and continue studies in regular subjects. Therefore, it is a privilege for the student to attend this alternative program. At all times a teaching atmosphere conducive to learning must be maintained. Any student who makes it extremely difficult or impossible for the teacher to devote full attention to the class will be subject to expulsion. **No talking, note writing or sleeping is allowed and failure to abide by this will result in Saturday Detention.**

Good citizenship is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights and privileges of others are not violated. Students are required to respect school authority, to conform to school policies, regulations, and rules.

When students misbehave or violate school regulations, they will be subject to disciplinary action. Fighting will result in an additional ten (10) days assignment. No student will be allowed to harass, or intimidate another student or staff. When a student is expelled for fighting, law enforcement officials and youth services will be notified. Students must not touch or "fist" as they come near each other.

All students must refrain from use of profanity or verbally abusive language while on this campus or bus. Insubordination and/or verbal abuse to teachers or staff will not be tolerated. Students who violate this rule will be subject to having their right to attend this school terminated.

The Bullying Policy of Pontotoc County School District will be strictly adhered to.

Any student who uses, sells, buys, or possesses illegal drugs or alcoholic beverages at school will be turned over to law enforcement and be expelled from school. **THESE PREMISES ARE SUBJECT TO USE OF DRUG DOGS TO ASSURE NO DRUG TRAFFIC IS TAKING PLACE.** Students are not allowed to use or possess tobacco or tobacco products on the school premises or school bus. Any student who is found with these will be subject to further disciplinary actions. Students are not permitted to carry or otherwise have weapons including, but not limited to: guns, knives, box cutters, chains, etc., on a school bus or any school campus. Any student who threatens to use a weapon or any object that could be harmful to another person will be turned over to law enforcement and expelled from school. **The Alternative School will conduct metal detector scans every day upon arrival and video equipment is used to record each day's activities.** Any student found in possession of drugs or weapons will be arrested and subject to additional days in alternative, and/or expulsion.

### **PERSONAL BELONGINGS**

In order to secure students' personal belongings, the Alternative School expects students to abide by the following guidelines since this school has no student lockers:

#### **Students should:**

1. Bring to school the minimum amount of money necessary.
2. Never bring more than \$5.00 in cash or indicate to others the amount of money you have with you.
3. Students are not allowed to bring electronic devices to the Alternative School. If this occurs, the device(s) will be confiscated and returned only to the parent/guardian. The only exception to this will be a cell phone. Upon arrival the phone must be turned off, placed in a ziplock bag and put in a tub to be locked up until the end of the day when the student is dismissed.

## MEDICATION/MEDICINE

School personnel may not exceed the practice of first-aid in dealing with pupil injuries and sickness, and only qualified personnel should attempt to administer first-aid to pupils.

Prescription medication which has been provided by the parent/legal guardian may be administered by school employees or school nurse if the parent/legal guardian signs a written consent form and if the medication is in the original prescription bottle which has been properly labeled by a registered pharmacist as prescribed by law.

Non-prescription medicines can be given at a school only if absolutely necessary. **If a non-prescription medicine is to be given at school for more than a week, a doctor's note or prescription must be brought to the Alternative School.**

Examples of non-prescription medicines include:

1. Over-the-counter medicines
2. Cough medicines
3. Sinus medicines

All other medicine needs will be addressed on an individual basis.

All medicines will be given by nurse or assigned school staff only.

## PERSONAL APPEARANCE REGULATIONS

**Students assigned to the Alternative School are required to dress for success.** A student's attire should be appropriate for the school setting. The attire should be clean and uncluttered, should cover the entire body, and should be free of safety hazards.

A student's clothing and general appearance should not be the type that would cause a disturbance or interfere with the instructional program. Clothing should not be suggestive or indecent.

Students assigned to this school are not allowed to wear hairstyles, clothing, symbols, etc. associated with group/gang/cult membership. The school is a neutral zone, therefore, no group/gang/cult activity (behavior, dress symbols, signs, language, etc.) will be tolerated at this school since the students' attention needs to be turned to educational pursuits. ***Writing or displaying gang signs will carry a warning the first time, second offense will carry 5 added days, 3<sup>rd</sup> offense will be 10 days of out of school suspension and a 4<sup>th</sup> offense will be a recommendation for expulsion from the PCSD.***

All students assigned to this school must observe the following regulations:

- Clothing is not to be suggestive or indecent.
- Clothing and general appearance should not be of the type that would cause a disturbance or interfere with the instructional program.
- No body pierced jewelry is allowed. (This includes tongue rings, nose rings, etc.) Ears are the only part of the body allowed to wear pierced jewelry.
- Tattoos must be covered.
- Clothing and general appearance are to be such as not to constitute a health or safety hazard.
- All outer garments must be worn at knee length. This pertains to the length of walking shorts. GYM SHORTS of any type are not allowed.
- Shoes must be worn at all times.
- Shoelaces, if worn, must not reflect group or gang colors. Shoelaces must be tied at all times.
- Sunglasses are not allowed to be worn inside the building unless a physician's written prescription is on file in the lead teacher's office.
- No hats or caps are allowed. Leave all hats or caps at home. Any hat or cap brought to school will be confiscated and kept until a parent or guardian comes to the school to get it.
- No see through clothing is allowed.
- No clothing top shall be so low as to expose any part of the breast or an excessive part of the back. (Ex: muscle shirts, etc.).
- No tops with spaghetti straps; straps must be at least 3 inches in width.
- Midriffs shall not be exposed.
- Shirts that are designed to be tucked in, must be tucked in.
- Select clothing, hairstyles and other accessories that are not associated with a cult or gang.
- Hair must not obstruct a student's vision and it should be well groomed.
- Students are not allowed to have symbols or letters, etc. cut into their hair.
- Pants of any kind must not be too tightly fitted. **All pants and shorts must be either jean or khaki-style pants.**
- Pants must be worn at proper height around the waist at all times. No sagging.
- **If pants are loose, belts are required and must be buckled properly at all times.**
- Glove(s) are not allowed to be worn once inside the building.
- Bandanas are not allowed to be worn or possessed.
- Students may not wear any clothing which signifies professional sports teams.
- Canes or walking type umbrellas are not allowed at school. Leave them at home.
- Slashed eyebrows are not allowed.
- Curlers in hair are not allowed.
- Backpacks are not allowed at the Alternative School.
- Female students may bring personal hygiene products in a small purse when needed (purses will be searched and stored until needed).

- One last word on the spirit and tone of these regulations. The Director/Principal of the Discipline School will make the FINAL judgment as to whether a student is properly groomed and dressed if there is any doubt left by these regulations. It is virtually impossible to write regulations which will adequately cover every detail on this subject. The school is attempting to eliminate as much confusion as possible, so students' attention can be turned to educational pursuits.

\*The Alternative School Handbook is in addition to their main school Handbook (Rules and Procedures from student's main campus still apply).

### **AHERA COMPLIANCE NOTIFICATION**

In accordance with AHERA regulations, school districts are required to perform several activities with regards to asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACM's.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of this surveillance report, along with a copy of the management plan, and all supplementary information is located in the Local Education Agency (LEA) designee office at each school. In addition, a copy of all management plans for all district schools is maintained in the LEA's office located at 354 Center Ridge Drive, Pontotoc, MS 38863. These documents are available for review at either of these locations.