

# Batesville Intermediate School

Student Handbook 2009-2010

**"Believe In Success"**

200 College Street  
Batesville, Mississippi 38606  
(662) 563-7834  
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Principal  
Assistant Principal

Jeremy Stinson  
Lashunda Hamilton



# Believe In Success

In order for Batesville Intermediate School to achieve and maintain the goal of being a **Star School**, each year our school will:

1. Achieve the following in Accelerated Reader:
  - ✎ 2<sup>nd</sup> Grade 50 pts. minimum
  - ✎ 3<sup>rd</sup> Grade 100 pts. minimum
2. Achieve growth of 1.0 or better on the STAR Test.
3. Maintain 90% on-task behavior during classroom instruction.
4. Increase QDI by 18 points according to Reading and Math MCT2 scores.
5. Improve reading and math fluency rates of all students to at least the following:
  - ✎ 2<sup>nd</sup> Grade Reading - 90 words per minute
  - ✎ 3<sup>rd</sup> Grade Reading - 120 words per minute
  - ✎ 2<sup>nd</sup> Grade Math - 30 correct digits
  - ✎ 3<sup>rd</sup> Grade Math - 40 correct digits



**"Providing Opportunities for Educational Excellence for All Students"**

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## **Educational Philosophy and Mission Statement**

The primary purpose of South Panola School District is to provide the greatest possible development of each individual within the framework of our democratic society.

We believe that the purpose of education is to provide all students with the basic skills, habits, values, and attitudes necessary to exercise their civic responsibilities more effectively in our democratic society; to increase their economic potential in industry, the professions, or other vocational endeavors; and to improve the quality of life available to them.

We strive to provide a variety of teaching methods, so each child might develop a healthy self-concept and be prepared to meet the challenges that lie ahead.

To accomplish the above, the District sets forth these objectives:

1. To provide a safe, orderly environment conducive to teaching and learning.
2. To recognize and serve individual intellectual differences.
3. To guide each child in developing skills and attitudes conducive to self-fulfillment and social responsibility.
4. To cultivate moral and ethical values by teaching courtesy, cooperation, fairness, honesty, and good citizenship.
5. To promote the democratic way of life in its responsibilities at home, school, and community.
6. To emphasize the importance of physical development through personal health, hygiene, and self-discipline.

## **South Panola School District Goals**

I. Provide high quality curriculum and instruction to improve student achievement

\* by meeting the AYP requirements of No Child Left Behind (NCLB) in all sub groups at all schools in the district.

\* by achieving the fourth level or above in the Mississippi School Performance Classification Model at all schools in the district.

II. Increase the graduation rate to 90% or greater.

III. Increase the yearly average attendance to 97% or greater.

## ENROLLMENT AND ATTENDANCE

**Enrollment:** Students enrolling for the 1<sup>st</sup> time in the South Panola District must have:

- 1) Certified Birth Certificate
- 2) Certificate of Compliance, or a valid temporary form
- 3) Declaration of Residency and two proofs of residency
- 4) Social Security Number

**School Attendance:** The Mississippi Compulsory School Attendance Law requires all children age 6 to 16 to attend school. **See Appendix A.**

**James Wright and Charles Blakely are South Panola School Attendance Officers**

**Arrival and Dismissal:** Due to supervision and safety concerns, students not riding buses **are not to report to campus before 7:30 a.m. and must depart at 3:00 p.m. on Monday, Wednesday, Thursday, and Friday (12:55 p.m. on Tuesday)** Bus students will be dismissed beginning about 3:00 p.m. A child who usually rides a bus will not be allowed to ride a different bus or walk home, without **written permission** (phone calls cannot be accepted) from the parent or guardian. The note must have a phone number where the parent can be contacted. **Walkers will be dismissed at 3:00 p.m. (12:55 on Tuesday).**

**Student Drop Off/Pick – up:** Students may be dropped off in the morning at College Street or Atwell Street at 7:30 a. m. and must depart at 3:00 p. m. on College Street. All students will be dismissed from the two-story building to be picked up on College Street. No students will be allowed to exit or enter through the back door of the two-story building, the back door of the third grade building, or the side door of the new wing. All visitors must report to the office in the two-story building. **Cars, other than staff, are not allowed to pull into the District Office parking lot, into the area between the auditorium and the gym, or stop on Boothe Street to let out or pick up students.** Cars should not block the driveway of the two-story building. Parking for visitors will be available adjacent to College Street. Cars may not enter the driveway during the hours of 2:40 p.m. and 3:15 p.m. **All students not riding a bus must be picked up at 3:00 p. m. on Monday, Wednesday, Thursday, and Friday (12:55 p.m. on Tuesday).**

**Student Checkout Information:** A checkout card will be sent home at the beginning of the year and should be returned promptly to the school. This card will be provided for parents to designate any other person(s) who may checkout his/her child. If a person's name is listed on the emergency form, please be sure that the person has a valid telephone number and transportation to pick up your child. If the courts have given one parent custody of the child and the other biological parent has no custodial rights, a copy of the court order denying them the right to the child must be sent to school. The name of a doctor, who practices in Batesville, must be provided and permission granted for your child to be taken to the doctor in case of an emergency.

**Checking Students Out During the School Day:** Please do not ask to check your child out during the day or call them to the office unless there is an emergency or a serious reason. Research shows that **each time a class is interrupted, eight minutes of instructional time is lost.** Checking your child out early is detrimental to the learning process for all of our students. **PLEASE COOPERATE** with us by not checking your child out early or disrupting the class during the day.

**An MSIS ID number will be by the State Department of Education and will be used as the child's identification number by the South Panola School District.**

**Transportation:** The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents or guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to behave properly will result in his/her being subject to disciplinary action by the building principal or assistant principal. If a child is suspended from riding the bus, he/she is not allowed to ride any bus of the South Panola School System.

**Parents/guardians must bring the child to school no earlier than 7:30 a.m. and pick them up no later than 3:00 p.m. Monday, Wednesday, Thursday, Friday (12:55 p.m. Tuesday) (Includes students put off the bus for misbehavior.)**

**Bus rules and regulations are outlined in "Student Behavior on Buses."  
See Appendix C.**

**Mr. Jeremiah Burks, Deputy Superintendent is Director of Pupil Services**

**Residency Requirements:** Students must physically reside at a place of dwelling located within the limits of the South Panola School District. With the exception of students who are lawfully transferred into the district, all students must meet the residency and verification requirements.  
**See Appendix D.**

**Mr. Jeremiah B. Burks, Deputy Superintendent is the Residency Officer.**

**Transfers:** Any student transferring from the South Panola School District should inform the teacher prior to the date of departure. In accordance with the **Privacy Act of 1974 and Section 37 - 15 - 3** the folder shall be furnished to the head of the school to which the pupil transfers, and the said permanent record of the student should be kept permanently by the school district from which the pupil transferred. You, as the parent, have the right to inspect, review, and challenge the contents of the records of your child.

### **Cafeteria**

**Guidelines:** To encourage good nutrition, well-balanced meals are offered daily. To help the lunchroom program run smoothly, please use the following guidelines:

- Pay for one week at a time.
- Send correct change if possible.
- Make separate checks for each child and school.
- Do not include any other payments in this check.
- If your bank returns a check, future payments must be made in cash.
- Do not ask to charge your child's lunch. Law does not allow this.
- Canned drinks cannot be brought into the cafeteria.
- Students with outstanding charges will not be allowed to eat breakfast.

Students are expected to learn their identification number so that they can give it to the cafeteria cashier. The cafeteria is required to keep records of everyone who eats. Students are expected to use proper table manners, enter the cafeteria in an orderly manner, speak in soft voices, and to clean up food and paper dropped on the table or floor.

**Meal Prices:**

Lunch	\$1.75	Breakfast	\$0.75
Reduced Lunch	\$0.40	Reduced Breakfast	\$0.30
Extra Milk	\$0.30		

Free and reduced meals are available only to students with approved meal applications. Meal applications can be obtained from the cafeteria.

**Pat Stewart is manager of our school cafeteria.  
Rhonda Robertson is South Panola School District Director of Food Services.**

**STUDENT APPEARANCE AND HEALTH**

**Dress and Personal Appearance:** Parents are requested to put their child's name in sweaters, coats, jackets, book bags and other such items. Pupils are expected to be appropriately and neatly dressed. Halter tops, midriffs, or any revealing, too short or too tight items are not to be worn. No hats, caps, head covers, baggy pants, or dark glasses will be allowed to be worn in the building. Patches, emblems, and clothes with written slogans in poor taste will not be worn. **No student should wear or have in their possession items that are gang or drug related.**

**Student Health and Medication:** School personnel will not exceed the practice of first aid in dealing with pupil injuries and sickness. Medication shall not be provided or administered by the school or its employees without written consent of parent or legal guardian. A school nurse is available to see students. The school’s guidelines for medicine should be followed. **See Appendix E.**

**CURRICULUM AND INSTRUCTION**

**Grading System:** The following grading system will be used.

- A Excellent Achievement 90 – 100
- B Above Average Achievement 80 - 89
- C Average Achievement 70 - 79
- D. Below Average Achievement 65 - 69
- F Failure Below 65
- U Unsatisfactory
- S Satisfactory

Report cards are sent home each nine weeks. Progress reports are sent midterm if a student is failing. Classroom teachers will inform parents of the procedure to be used to send home your child’s work. See the school calendar for dates. Please refer to A Family Guide for Student Success for student expectations.

**Promotion:** Students must be functioning at an appropriate grade level in math and reading to be promoted. Math and reading will be the emphasis of instruction. Science and Social Studies will be integrated into the reading curriculum.

**Achievements:** Students earning all A’s during a grading period will be on the Superintendent’s List. Students earning a B or above in each subject will be on the Principal’s List. **An unsatisfactory (U) in conduct will disqualify a student for the Superintendent’s List or Principal’s List. At the end of the year an award will be given to the student in each**

**classroom with the highest average in reading, language arts, math, and spelling. Additional awards will be presented in the classrooms.**

**Parent Conferences:** Parents are welcome to visit the classroom and observe, but if the parent wishes to talk with the teacher about their child, a conference should be scheduled. Parents may not conference with teachers while students are present in the classroom. The parent must contact their child's teacher or call the school office, 563-7834.

**Homework:** Parents are asked to monitor student's homework. Please check the School Agenda and Journal for planning, assignments, and correspondence with the teacher.

**Reading:** Parents are encouraged to read to and with his/her child. One cannot learn to read without reading. It is suggested that all students should read 20 to 30 minutes at home daily, so please help to make reading a meaningful part of your child's activities.

**Textbooks:** Free state-owned textbooks are furnished to each student. Mississippi State law requires that teachers collect for damages to a book and for the loss of books.

**Equal Educational Opportunities:** Every pupil of the district will have equal educational opportunities regardless of race, creed, color, sex, handicap, religion, or marital status.

## **CONDUCT AND BEHAVIOR**

**Conduct:** Our school wishes to establish and maintain an orderly environment conducive to learning and social development. Therefore students are expected to behave appropriately and to follow the rules of conduct. Misbehavior should not hinder any student from the right to learn. South Panola School District will adhere in every way possible with the Requirement of Senate Bill 2239, Mississippi School Safety Act of 2001.

### **School Wide Rules for a Safe and Happy School:**

**Use Kind Words and Actions**  
**Keep Hands, Feet, and Objects to Self**  
**Walk at All Times**  
**Use Quiet Voices**  
**Follow Adult Directives**

**Halls:** Students are to walk with no talking in the halls, always keeping close to the wall. Students are not allowed outside the classroom without a hall pass.

**Playground:** Students are to play in an orderly and courteous fashion on the playground. Students should not do flips or any gymnastic movements. Nor should they play tackle football, wrestle, or engage in any contact or aggressive game or sport. Only one child should go down a slide at a time. Students are not allowed to jump out, flip out, or roll swings. Students should not swing sideways or interlock legs.

**South Panola District Code of Conduct:** All schools follow the Student Conduct Code. **See Appendix F.** Parents are urged to carefully read the South Panola School District Student Conduct Code noting that all students and schools must adhere to this policy.

**Discipline:** When students do not adhere to conduct rules, discipline is necessary. Classroom teachers will first try to work with students to correct the inappropriate behavior. Parental conferences may be requested or the school counselor may be involved. It is our hope that parents and teachers will work together for the benefit of our students. If it becomes necessary, a student may be sent to the office. Consequences of misbehavior may be found on the discipline form. **See Appendix G.**

**Corporal Punishment:** Corporal punishment may be administered by certified staff. Corporal punishment consists of three licks to the buttocks in the presence of a witness. If you do not want your child to receive corporal punishment, you must notify your child's teacher and fill out a form making your wishes known. **The parent must pick up this form from the school office.**

## **GENERAL INFORMATION**

**Deliveries to Students:** Students may not receive flowers, balloons, or any type of gifts at school. Balloons are not allowed on buses.

**Telephone:** Students may use the telephone for emergencies only.

**Selling:** Pupils may not **sell, buy, or trade** articles of any kind on school grounds.

**Bikes:** Pupils are not to ride bicycles on the school grounds. Bicycles should be pushed and parked in the designated areas.

**Toys:** Students are not to bring toys, radios, beepers, phones, or play things to school. No dangerous items are allowed. This includes sharp scissors, any type of knife, clippers, toy guns, miniature guns, spears, swords, or anything that looks like or could be used as a weapon. The Student Conduct Code disallows drugs and real weapons, for which there is Zero Tolerance. **See Appendix H.**

**Invitations:** No invitations of any kind should be distributed at school unless the whole class is invited. Birthday parties may be held at school only with prior approval of the classroom teacher. Any other party should be approved by the principal.

**Parties:** Halloween, Christmas, Valentine and Easter parties may be held. Students may bring ice cream, Popsicles, wrapped candy, bought cookies, chips, or dips that have never been opened for these occasions. Standard time for parties is 2:00 p.m.

**Day Care:** If you wish for your child to ride a day-care van, please come by the office and complete the appropriate form. **See Appendix I.**

**In/Town/Off Campus Trips:** Throughout the school year short field trips within walking distance of the school may be taken. Short bus trips may be taken, for example to the public library. If you wish for your child to go on these short trips, please sign the In Town/Off Campus Trips Form. **See Appendix J.**

**Video/Picture/Newspaper/Internet:** Throughout the school year activities with pictures are published in the local newspaper. Videos are sometimes made of activities and events. Students and teachers sometimes surf the net to explore and research. Students are supervised while on the net, and we make every effort to make sure no student is exposed to anything that is in bad taste. If your child can participate in these activities, please sign the Video/Picture/Newspaper/Internet Form. **See Appendix K.**

**School Insurance:** Parents are encouraged to purchase the school accident insurance coverage for their children. This policy has rates for school-time and 24-hour coverage.

**School Property:** No unauthorized use of school property after school hours-such as skateboarding, rollerblading, bike riding, using playground equipment, etc. is allowed.

**Checks:** Checks should be made payable to Batesville Intermediate School. Individual checks must be made for each child in school. Checks will no longer be accepted after a check has been returned for insufficient funds. Future payments must then be made in cash.

**Visitors:** All visitors shall report to the office for clearance and to receive a visitor's pass. Students are not permitted to bring persons other than their parents or guardians to school. Any unauthorized visitors should be reported to the office immediately. Parents may not enter the 3<sup>rd</sup> grade building without a pass from the main office. The end door by the District Office may not be used for entrance or exit by parents or students.

**Directives:** Students are to follow directives of all teachers, administrators, and staff of the South Panola School District.

**Emergency Closing:** An announcement about the emergency closing of school will be broadcast over the radio station WBLE. You are asked not to call the station or the school, but rather to listen to the station for information during very cold or stormy days.

**Technological Disaster:** (overturned tanker, broken fuel line, chemical leak)  
Should it become necessary to evacuate the school, the following procedure will be used. Teachers will check roll being sure all students are present. Teachers will walk students out the west side of the building to Baker Street. Students will walk on both street right-of-ways, staying out of the street. Students will walk right on Panola Avenue to the gym at First Baptist Church. Teachers will immediately take roll. Teachers will keep records of students released to parents or other authorized persons.

**Drills:** Fire and tornado drills will be practiced at regular intervals during the year.

**Tobacco:** South Panola School District is tobacco free.

**South Panola School Resource Officer Program:** This program is an effort between the South Panola School District and the Batesville Police Department to enhance safety and educational opportunities for the students and employees of South Panola School District. School Resource Officers will work cooperatively with school administration to assist with problems of a law enforcement or crime prevention nature. School Resource Officers will follow the handbook of the South Panola School District. The principal of the building will supervise all aspects of the school site; the School Resource Officer will enforce the law.

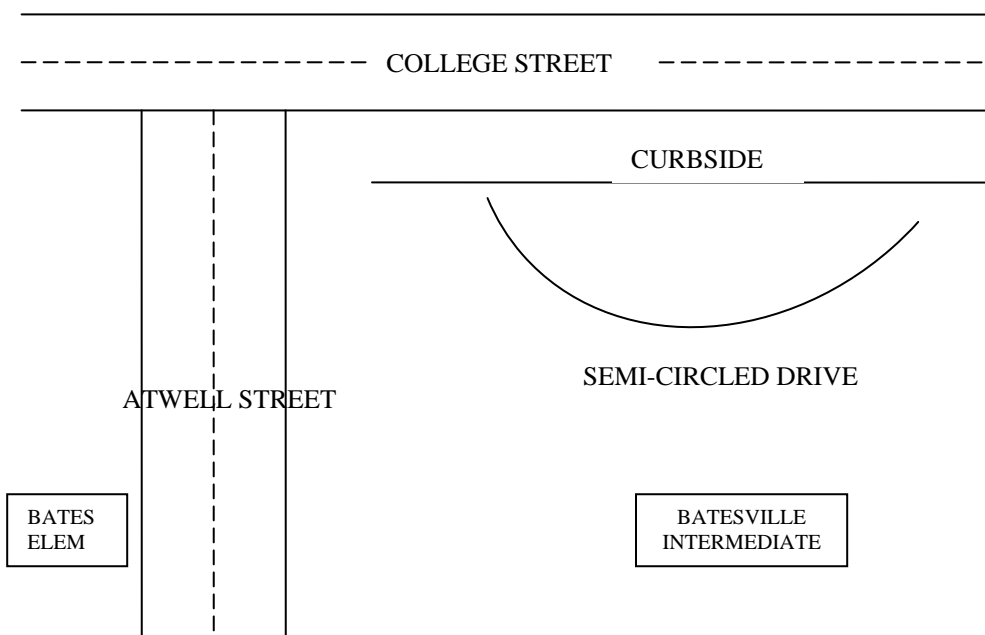
## Appendix A School Attendance

See Section 11 of South Panola Student's Conduct Code

## Appendix B Student Drop Off/Pick Up

### STUDENT DROP OFF

Due to safety concerns, students not riding buses are **not to report to campus before 7:30 a.m.** Please drop off your child at the **SEMI-CIRCLED DRIVE** or the **left lane of ATWELL STREET**.



### STUDENT PICK UP

Due to safety and crowd concerns, students not riding buses must **depart at 3:00 p.m.** Please pick up your child behind the two-story yellow brick building by driving around the circle by the back parking lot. There is no need to get out of your vehicle. There will be **no parking in the semi-circled drive**. ***IF YOU PARK ELSEWHERE, PLEASE USE THE CROSSWALK AT ALL TIMES WHEN CROSSING COLLEGE STREET.*** You will receive a name card to show when you drive through, place the sign on your dash so that it is visible to staff helping to load students in their vehicles. Thanks for helping us keep you and your child safe.

### REMINDERS

- Remember to use the crosswalk at all times if you're crossing the street.
- Please put your cars into park once you pull up to curbside.
- Instead of making a u-turn after picking up your child in the afternoon, please make the block at the next street, which is North Street.

**\*THANKS FOR HELPING TO KEEP THE CHILDREN OF BIS SAFE!\***

## **Appendix C Student Behavior on Buses:**

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

- 1 Students are to obey all orders of the driver and to show proper courtesy and respect to drivers.
- 2 Students must be at assigned stops at loading time specified by each driver.
- 3 Pupils are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination and the bus comes to a full stop.
- 4 Pupils are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies or hands out the windows of the bus.
- 5 Loud talking and other noises are not permitted on the bus. The level of noise will be determined by the driver.
- 6 Pupils are not to molest or bother other pupils in any way – either at the bus stops or on the bus. All student reports will be taken immediately to the principal by the driver.
- 7 No student will be allowed to take names for the driver.
- 8 Students will board the bus and leave the bus and bus stop according to the instructions of the driver.
- 9 Students may not leave the bus on its way to or from the school or leave school after arriving.
- 10 Students are not to throw objects while on the school bus.
- 11 Students must sit in seats assigned by the driver.
- 12 Students are asked to keep the bus clean.
- 13 No beverages, chewing gum, or food may be consumed on the bus.
- 14 Students must wait until the bus comes to a complete stop before trying to enter.
- 15 Students are not to play on or in the road while waiting for the bus.
- 16 All students who plan to ride a bus other than their regular bus must bring a note from his/her parents and be signed by the principal in order for them to ride the bus.
- 17 Students are not allowed to bring items that are not related to the curriculum they are studying (candy, toys, games, etc
- \*18 Students are not to fight or tussle on the bus or at the bus stop.
- \*19 Students cannot carry or possess any form of deadly weapons.
- \*20 Smoking is prohibited on the bus and at bus stops.
- \*21 Students are not to ride outside the bus.
- \*22 Drugs and alcohol are prohibited.
- \*23 Students are not to commit any other act of improper conduct.
- \*24 Vulgar language (obscene and profane signs) is not permitted on the bus.
- \*25 Students will be held financially responsible for damage to the interiors of the bus including seats.

Mississippi Code – Section 37-11-19. If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property he/she shall be liable to suspension or expulsion and his parents, or person, or persons in loco parentis shall be liable for all damages.

Please Note: The principal may apply the South Panola School Conduct Code.

## **Appendix E Medication**

All medications administered to children at school must be prescribed by a licensed physician. In order for medications to be given at school, a form must be completed and on file in the school office. Aspirin or other kinds of pain relievers are not to be administered to children upon their request or their parent's request. Parents may come to the office and administer over the counter medication.

Medication that is prescribed three times daily can be taken before school, after school, and at night. Children who are sick and require medications throughout the day are discouraged from attending school until they are well.

Medications may not be sent home on the bus. Parents should come by the office and pick it up. Teachers and other school employees may administer very simple first aid measures such as peroxide or alcohol cleansing, attach band-aids or small bandages, and administer ice packs.

## **Appendix F SOUTH PANOLA STUDENT CONDUCT CODE**

This policy is adopted for the purpose of setting disciplinary guidelines for conduct of students of the South Panola School System and administrative punishment for the violation of conduct requirements stated.

### **SECTION 1: WEAPONS**

No student will enter the educational property of South Panola School District or will attend any function sponsored by the said school district who shall have on his or her person or in his or her possession any item which could reasonably be expected to be used by a person intending to inflict harm on another. The Board does hereby specifically find that knives of any kind, guns, rifles, pistols, blackjacks, slapjacks, razors, explosive devices (including firecrackers), and all other items which are not normally used in connection with school work and school activity are items which might reasonably be expected to be used to inflict harm on others. Toy guns of any kind are prohibited. Students found with toy guns will be disciplined as appropriate by the administration. Any student found to be in violation of this Section of the Student Code may be expelled for not more than twelve calendar months, and will be subject to disposition according to 97-37-17 and 97-37-4 of the Mississippi Code.

### **SECTION 2: FIGHTING OR PROVOKING A FIGHT**

No student will fight voluntarily or will provoke a fight. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months. Appropriate authorities shall be notified in accordance with state laws.

### **SECTION 3: STEALING**

No student will steal property of another or public property. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months. Authorities shall be notified in appropriate instances.

### **SECTION 4: ALCOHOLIC BEVERAGES AND UNLAWFUL DRUGS**

No student will possess, consume, or in any way use any alcoholic beverage or unlawful drugs. No student will attend any school function or enter on school property while under the influence of any alcoholic beverage or unlawful drug. Any student found to be in violation of this Section of the Student Code may be expelled for up to twelve calendar months and local, state and federal alcohol and drug control agents will be notified. Any materials possessed, consumed, or in any way used that is represented as drugs or suspected to be drugs will be treated in the same way as stated above.

### **SECTION 5: TOBACCO**

No student will use or have in his or her possession tobacco in any form. Any student found to be in violation of this Section of the Student Code will be suspended for one to five school days.

### **SECTION 6: VULGARITY, PROFANITY AND OBSCENITY**

No student will speak or write words which are vulgar, profane, or obscene; no student will act in a vulgar, profane, or obscene manner, and no student will use vulgar or obscene signs, or possess materials which are vulgar. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months.

### **SECTION 7: WILLFUL DEFACING OR DESTRUCTION OF PUBLIC OR PRIVATE PROPERTY**

No student will willfully destroy, cut, deface, damage, or injure any property belonging to another person or to the school district. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months. In the event said property is school property, the parents or guardian shall be liable for all damages.

### **SECTION 8: BREAKING AND ENTERING SCHOOL PROPERTY**

No student will break and enter any school property. Any student found to be in violation of this Section of the Student Code may be expelled for up to twelve calendar months and appropriate authorities will be notified.

### **SECTION 9: DISRUPTION OF THE NORMAL OPERATION OF THE SCHOOL**

No student will by his or her conduct disrupt the normal operation of the school or any activity of the school. No

student will incite others to disrupt the normal operation of the school. Any student found to be in violation of this Section of the Student Code will be suspended for up to five school days and may be expelled for up to twelve calendar months. Any indicated gang activity is considered disruptive.

#### SECTION 10: GAMBLING

No student will conduct or participate in any gambling game or device. Any student found to be in violation of this Section of the Student Code will be suspended for up to five school days and may be expelled for up to twelve calendar months.

#### SECTION 11: SCHOOL ATTENDANCE

If a student misses a school day or any portion of a school day without an excuse for more than 12 days or 12 classes, he/she will not receive credit for the day or portion of the day missed. In cases where the student receives 12 unexcused absences before the completion of the first semester, the student will be allowed to enter a three way written contract including the student, the principal and a parent or legal guardian. The contract will allow the student to complete the school year with no more than three (3) additional unexcused absences. If all other academic standards are fulfilled, the student will be allowed to receive credit for the class and/or the school year. The same policy applies for a half-credit course (one that is one semester in length). The student will be allowed no more than 6 unexcused absences per semester. After five (5) unexcused absences are accumulated, the student will be allowed to enter a three-way written contract including the student, the principal and a parent or legal guardian. The contract will allow the student to complete the semester with no more than one (1) additional unexcused absence.

Regular school attendance is required on a weekly basis. In no case shall a student receive credit for a school year if he/she is continuously absent without excuse. A student who is tardy from class more than three times will receive one unexcused absence. A principal or designee may choose to administer either corporal or suitable punishment for any unexcused tardy. Excused absences- Refer to each school's handbook. Report to school attendance officer any student who misses more than the number of days allowed. Note: The exemption policy refers to grades 6 – 12. There will be no exemptions in grades K-5. Students with an "A" average will be exempt from the final test of the school year. Students with a "B" average will be exempt from the final test of the school year if they have been absent from class three days or less.

#### SECTION 12: CLASS ABSENCE WITHOUT PERMISSION

No student will leave a school/class/activity without permission. Any student found to be in violation of this Section of the Student Code will be suspended for one to five days.

#### SECTION 13: EARLY DISMISSALS

Except for school sanctioned activities, early dismissals will be permitted only when a parent comes to the school office to pick up the pupil. Any student found to be in violation of this Section of the Student Code will be suspended for one to five days.

#### SECTION 14: STUDENT OPERATED VEHICLES

No student will operate a motor vehicle of any type on property owned by the South Panola School District unless said student is duly licensed to operate said vehicle and said vehicle meets all the requirements of the laws of the State of Mississippi. All vehicles operated by students or school employees on property owned by South Panola School District will be properly and lawfully operated and will be insured as required by Mississippi Law. Privately owned vehicles will be parked immediately by the driver upon arrival at the school parking lot. No student will occupy any privately owned vehicle except for transportation to school and from school. Students will not be allowed to remain in parked vehicles on campus. Privately owned vehicles must have a current South Panola permit. Vehicles without a permit will be towed at the owner's expense on second violation. Any student found to be in violation of this Section of the Student Code will be suspended for five school days and will be prohibited from operating a motor vehicle of any type on school property for the remainder of the academic year. Violation of the prohibition from operating a motor vehicle will be punished by suspension for one to five school days and may be punished by expulsion for up to twelve calendar months.

#### SECTION 15: FALSE INFORMATION

No student will give to any school official false information concerning any school related matter. Any student found to be in violation of this Section of the Student Code will be suspended for one to five days and may be expelled for up to twelve calendar months.

#### SECTION 16: STUDENT DRESS

Students will dress in a manner, which will not distract from normal school activities. Any student found to be in violation of this Section of the Student Code will be suspended up to two school days. (Refer to each school's handbook.)

#### SECTION 17: HARASSMENT

No student shall threaten, harass, extort, or intimidate any other student. Any student found to be in violation of this section of the Student Conduct Code will be suspended for not less than one (1) day and may be expelled for up to 12 calendar months.

#### SECTION 18: SEXUAL HARASSMENT

No student shall sexually harass any other student either verbally or physically. Any student found to be in violation of this section of the Student Conduct Code will be suspended for not less than one (1) day and may be expelled for up to 12 calendar months.

#### SECTION 19: SPECIAL RULES AND REGULATIONS

No student will violate any rule, regulation or directive of any principal or teacher of the district. Any student found to be in violation of this Section of the Student Conduct Code will be suspended for one to five school days.

#### SECTION 20: REPETITIVE VIOLATIONS

Any student who is found to be guilty of two or more violations to this code, said violations not arising out of same incidence, will receive additional punishment for repetitive violations. Each violation in excess of one will be punished by three school days' suspension in addition to that set forth by the section violated. A student found to be a chronic violator of the provisions of this Code may be expelled for the remainder of the academic year. Any student found guilty of more than three non-related violations of the Student Code may be expelled for the remainder of the academic year.

#### SECTION 21: EFFECT OF SUSPENSION

Suspensions or expulsions imposed under the provisions of this Code will be considered an unexcused absence. Students will be allowed to make up work in the number of days that correspond to the number of days suspended, beginning on the first day they return to school.

#### Section 22: JURISDICTION

Students will be subject to the provisions of this Code at all times they are on school property or are in any way participating in school related activities sponsored by the South Panola School District or any other public school in the State of Mississippi.

#### SECTION 23: ENFORCEMENT

The duly elected and serving principals and their designated representatives are delegated and charged with the enforcement of the provisions of this Code.

#### SECTION 24: SUMMARY PUNISHMENT

At the principal's discretion, any student who has attained a level of maturity, which enables the student to understand the charges against him and the consequences of possible punishment, may elect not to be punished under the provisions of this Code and elect to be summarily punished.

#### SECTION 25: FAIR HEARING

Any student who is accused of a violation of this Code and who does not elect summary punishment will be disciplined subject to this Code and will be fully informed of the rights afforded the student by the law and by the policies of the South Panola School District.

## Appendix G Batesville Intermediate School's Report of Misconduct

Student: \_\_\_\_\_ Reported by: \_\_\_\_\_

Date: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_ Classroom \_\_\_ Restroom \_\_\_ Hallway \_\_\_ Playroom \_\_\_ Activity

### South Panola School District Conduct Code Offenses

Infraction Code: (Check only one please)

\_\_\_\_\_ Disorderly Conduct

\_\_\_\_\_ Non-Criminal Behavior

\_\_\_\_\_ Fighting/Provoking a Fight

\_\_\_\_\_ Vandalism (Destruction of School Property)

\_\_\_\_\_ Weapon Possession (Weapon With Intent to Harm)

## Appendix H Illegal Drugs and/or Dangerous Weapons

SB 2767, effective 7/1/94, provides that any student in any school who possesses illegal drugs or any dangerous weapons or who commits a violent act on school property shall be subject to automatic expulsion.

## Appendix I Day Care Pick Up Form

My child (children) has permission to be picked up and transported by the below listed day-care at the regular dismissal time of Batesville Intermediate School. I am aware that the day-care is responsible for the safety and care of my (children) once he/she has been picked up at school.

\_\_\_\_\_ Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher

\_\_\_\_\_ Day Care \_\_\_\_\_ Parent's Signature

## Appendix J In Town/Off Campus Trips

Throughout the school year short field trips within walking distance of the school may be taken. Also, short bus trips within the city limits may also be taken (for example, a visit to the public library). Please sign below if you give permission for your child to go and return this form to your child's teacher.

\_\_\_\_\_ Child's Name

I give permission for my child to go on short walking field trips and short bus trips.

\_\_\_\_\_ Parent's Signature

## **Appendix K            Video/Picture/Newspaper/Internet**

Throughout the year school activities are published in the local paper. Often snapshots of our students are included in these articles. Sometimes videos are made of school events. Our school has Internet access and at times pictures of our school, students, and teachers may be placed on our web pages. Students and teachers also may surf the net to explore and learn more about certain things or events. Please sign below to give permission for your child's picture to be published in the local paper, to be in videos of school events, to be pictured on our web pages, and to look up information on the Internet.

\_\_\_\_\_ Child's Name

I give permission for my child to be in videos and pictures of school events which may be published in newspapers or on our school's web pages and to use the Internet.

\_\_\_\_\_ Parent's Signature

## **South Panola School Board**

### **Acceptable Computer, Network Resources and Internet Use Policy**

#### **Revised Fall 2009**

The South Panola School District School Board wishes to make available to all students and staff access to computers, computer networked resources, and Internet Resources. The SPSD Board also desires these computers, networked resources and the Internet be used in ways appropriate for an educational institution. The intent is to make Computers, Network resources and the Internet available to improve the educational process, enhance student achievement and enhance productivity and related responsibilities and tasks where applicable.

Access to the district's computers and network resources entails responsibility. Access is a privilege, not a right. All users are to be held responsible for appropriate behavior while using school computers, network resources and the Internet just as they are during any other school activity. General rules for behavior and communications apply.

Students, Parents, Staff and other network users should be aware that objectionable information may be found on the Internet. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, objectionable, inaccurate, and / or potentially offensive. While SPSD will make reasonable attempts to filter objectionable material, the district will not be held responsible for inappropriate material.

Parents and guardians of students should impress upon their children the need for the appropriate use of media and information sources available via the Internet. Be advised, that some courses require Internet access and students must adhere to this policy. Failure to agree and comply with this policy may require the loss of network privileges, the removal of a student from the course, and / or other disciplinary and legal action.

## **Ownership and Privacy issues for Computers and Network Resources**

South Panola School District affirms ownership of computers and network resources that have been purchased with District funding sources. Network supervision and maintenance may require review and inspection of computers, hard drives, cache engines, routers and other electronic devices. The District reserves the right to record and monitor computer usage, access and review stored files, access and review email, messages and links on Computers and Network Devices within the School District. Courts have ruled that computers, computer hard drives, computer files, email records and other electronic information devices may be subpoenaed, and that appropriate administrators may examine electronic information in order to ascertain compliance with network guidelines for acceptable use.

## **Statements and Disclaimers**

South Panola School District will adhere to the Child Internet Protection Act Legislation, and other state and federal laws with reference to school network resources where applicable.

South Panola Schools may post pictures and names of staff and students on the school's web site that are viewable on the World Wide Web. Exclusions to this policy must be written the School Principal requesting that no photos be published for a particular individual. These efforts are being made to give positive exposure to all individuals and related school activities.

This Acceptable use policy will be posted in student handbooks, staff handbooks and on the South Panola Web Site. Signatures of the student handbook which encompasses this policy are to be kept on file in the principal's area.

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. Use of any information via the Internet is at the risk of the user.

## **General guidelines for using computers, network resources and the Internet**

Individuals will be held responsible for their behavior and communication while accessing network resources and the Internet. Students, Staff and other computer network users are responsible for appropriate behavior on computer networks just as they are in a classroom or a school hallway. Some common issues are discussed below:

Don't use school network resources for illegal purpose. Don't pirate software or violate copyright laws. All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology director or superintendent.

Don't search for, access, display or transmit offensive messages or objectionable materials or inappropriate non educational web sites. Don't access or transmit any material that promotes violence or the destruction of property. Don't share passwords or access another user's account. Don't change files, desktop settings, screensavers, or other system/network settings that do not belong to you. Don't post chain letters or engage in "Spamming". Don't use, disclose, disseminate, or divulge personal and/or private information about yourself, minors or any others. Don't employ or perform network actions disruptive to the normal operations of school.

In general the computer is not to be used as an entertainment box or radio. Technology is not to be used to download music. PBS, educational recordings and speeches for classroom enhancement is encouraged. But, Internet radio for non educational use is discouraged. Programs like kazaa, audiogalaxy, GNutella, napster, Warze, AIM, and Zebra should not be installed. Programs like instant messenger or weather bug that have an always on, constant connection should not be installed. Technology is not to be used to play online games, access chat rooms, dating services, or non instructional bulletin board messaging sites. Technology resources are not provided as a baby sitting device or as a free for all. Just because its lunch or study hall or instruction has finished for the period is not a reason for individuals to play computer games or randomly surf the web.

Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action.

Observed abuse of computers, network resources and / or the Internet should be reported to the Teacher, Supervisor, Principal, Technology Director or Superintendent.

**Signature Information: Student / Parent and staff user agreement**

For anyone to access the district computer network she/he must agree and adhere to this acceptable use policy.

**Students and Parents:**

By signing the student handbook; I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. I understand that my child will be subject to disciplinary action for violations of the Acceptable Use Policy Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action.

**Staff:**

By accepting employment with South Panola Schools: I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action.

Therefore: If you do not agree with this policy and choose not to access South Panola School District computers, networked information resources and the Internet, please notify the school Principal, Technology Director or Superintendent in writing.

Guests or any others are required to sign below before using South Panola Network Resources.

_____	_____
Name & Signature	Date
_____	_____
Parent/Guardian Name & Signature (if needed)	Date

## **Appendix L Title IX and Title VI**

**Title IX** The South Panola School District is in compliance with requirements of Title IX of Educational Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program of activity receiving Federal financial assistance.”

Questions concerning **Title IX** may be directed to Kaye Smythe, 601 Tiger Drive, Batesville, MS 38606. Telephone 662 - 563 – 4756.

**Title VI** The South Panola School District is an Equal Opportunity Employer and does not discriminate on the basis of Race, Color, Religion, National Origin or Sex.

## **Appendix M Section 504 of the Rehabilitation Act of 1973**

The South Panola School District is in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

Questions concerning **Section 504** may be directed to Superintendent of South Panola at the South Panola School District Central Office, 209 Boothe Street, Batesville, MS 38606 Telephone 662 – 563 – 9361

## **Appendix N Asbestos**

South Panola School District                      Central Office                      February 15, 2001                      To:  
Parents, Teachers, Staff                      From: South Panola School Superintendent  
Subject: Asbestos Inspection of All School Buildings

Please be informed by this notice that on July 1, 2008 all of the school buildings of the South Panola School District were re-inspected for asbestos. Management plans were updated and a copy was forwarded to the Mississippi State Department of Education where they met all requirements and are on file. The management Plans will be updated from time to time as the need arises.

A copy of the results of the inspection is contained in a Management Plan Document that is on file in the office of the principal in each school and in the office of the superintendent of schools located on 209 Boothe Street. An interested party should feel free to go by any of these locations to read these reports.

Dr. Keith Shaffer, Superintendent

## Appendix O Documenting Parent Contact

Teacher \_\_\_\_\_ Please keep this posted in your room to record your parent contacts for the school year. The information will be used for your school's parent involvement and consolidated planning documentation. If you sent home newsletters, notices, letters, notes, etc. Please count each individual item as a parent contact. Example: If you have 25 students and you send home 25 newsletters each month, you would count 25 contacts each month under the heading "newsletters."

	Conferences	Parent Workshop Participants	Newsletters	Parent Meetings Open House	Phone Calls	Home Visits	Communications Notes, Letters, Notices
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							

Please record in the spaces provided the number of parents contacts.

## Appendix P Parent/Guardian-Student Contract

Dear Parent or Guardian: It is the intent of the Batesville Intermediate School administration, faculty, and staff to provide all students a relevant, positive, and smooth-flowing educational experience. This handbook was compiled with that in mind. It contains information, guidelines, code of conduct, and discipline rules to insure that our intended purpose is accomplished. Please help us accomplish this by doing the following: Please read and familiarize yourself and your child with its contents. Please allow us to answer any questions you may have about any item contained within. Please acknowledge your receipt and reading of this handbook by completing and returning the lower portion of this page.

**Please detach and return this portion of the page to your child's homeroom teacher.** Date: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ Parent/Guardian's Name: \_\_\_\_\_ My child and I have read the Batesville Intermediate Handbook. I agree to encourage my child to abide by the information, guidelines, code of conduct, and discipline rules contained within.

Parent/Guardian's Name: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

## Appendix Q Student-Parent-Teacher Compact

We believe a cooperate effort can create a quality learning environment in which all children can learn and strive to do their best while being challenged to reach their maximum potential and encouraged to develop into successful and productive citizens. Please join with our staff in working together for the good of our students.

As a Student, I, \_\_\_\_\_, will  
Always try to do my best in my work and in my behavior  
Work cooperatively with my classmates  
Show respect for myself, my school, and other people  
Obey the school and the bus rules  
Take pride in my school  
Come to school prepared with my homework and my supplies  
Believe that I can and will learn

As a Parent/Guardian, I, \_\_\_\_\_, will  
See that my child attends school regularly and on time  
Provide a home environment that encourages my child to learn  
Insist that all homework assignments are completed  
Communicate regularly with my child's teacher  
Support the school in developing positive behaviors  
Talk with my child about his/her school activities every day  
Encourage my child to read at home and to monitor his/her TV viewing  
Volunteer time at my child's school  
Show respect and support for my child, the teacher, and the school

As a Teacher, I, \_\_\_\_\_, will  
Believe that each student can learn  
Show respect for each child and his/her family  
Come to class prepared to teach  
Provide an environment conducive to learning  
Help each child grow to his/her potential  
Enforce school and classroom rules fairly and consistently  
Maintain open lines of communication with student and his/her parents  
Demonstrate professional behavior and a positive attitude.

As an Administrator, I, \_\_\_\_\_, will  
Create an environment conducive to learning  
Provide instructional materials for teachers  
Foster a desire in students and staff to do their best  
Involve parents in student learning and achievement  
Protect instructional time from interruptions  
Provide appropriate instructional materials for the classrooms  
Present timely and pertinent staff development for all faculty  
Act professionally exhibiting a positive and encouraging manner  
Believe and validate that all students can learn  
Help students to behave appropriately and become self-disciplined  
Hand in hand we will work together to carry out the agreement of this contract.

# **School Wide Rules For a Safe and Happy School**

**Use Kind Words and Actions**

**Keep Hands, Feet and Objects to Self**

**Walk at all Times**

**Use Quiet Voices**

**Follow Adult Directives**

All students are expected to follow the school wide rules. Lessons, which will be taught throughout the school year, have been developed on following these rules. The school counselor will work with students on appropriate behavior. Parents are asked to help make their child aware of the importance of appropriate behavior.

Disruptions that interfere with the normal operation of school will not be allowed. Improved instruction and achievement is our top priority, and good behavior is essential to developing an environment conducive to learning. Misbehavior is simply not acceptable. In certain cases the parent may be requested to sit in the classroom with the child or the child may be sent home.

**Batesville Intermediate School follows the  
South Panola School District Code of Conduct**

# Believe In Success

In order for Batesville Intermediate School to achieve and maintain the goal of being a **Star School**, each year our school will:

6. Achieve the following in Accelerated Reader:
  - ✎ 2<sup>nd</sup> Grade 50 pts. minimum
  - ✎ 3<sup>rd</sup> Grade 100 pts. minimum
7. Achieve growth of 1.0 or better on the STAR Test.
8. Maintain 90% on-task behavior during classroom instruction.
9. Increase QDI by 18 points according to Reading and Math MCT2 scores.
10. Improve reading and math fluency rates of all students to at least the following:
  - ✎ 2<sup>nd</sup> Grade Reading - 90 words per minute
  - ✎ 3<sup>rd</sup> Grade Reading - 120 words per minute
  - ✎ 2<sup>nd</sup> Grade Math - 30 correct digits
  - ✎ 3<sup>rd</sup> Grade Math - 40 correct digits



**"Providing Opportunities for Educational Excellence for All Students"**