

2023-2024

*Student Handbook*

**New Albany  
School District**

## **ALMA MATER**

**Old New Albany, Fair New Albany**

**All our loyalty is thine.**

**Ours are hearts that fondly love thee.**

**May thy light forever shine.**

**Proud art thou in classic beauty**

**Of thy rich and noble past.**

**With thy watch words honor, duty,**

**Thy high fame shall ever last.**

**May thy fame throughout the nation**

**Thru thy sons and daughters grow.**

**May thy name forever waken in our**

**Hearts a tender glow.**

**May thy counsel and thy spirit**

**Ever keep us one today.**

**That our own shall be thine honor,**

**Now and ever dear N.A.**

## **EQUAL OPPORTUNITY STATEMENT**

**The New Albany School District does not discriminate on the basis of race, sex, color, gender, national origin, disability, religion, or age in the provision of educational programs and services, or employment opportunities and benefits. Mrs. Lecia Stubblefield has been designated to handle inquiries and complaints regarding non-discrimination policies of the District. Title IX Coordinator, Lecia Stubblefield, [lstubblefield@nasd.ms](mailto:lstubblefield@nasd.ms). Section 504 Coordinator, Kristen Richey, [krichey@nasd.ms](mailto:krichey@nasd.ms).**

**All statements in this publication are announcements of present policies only and are subject to change at any time by proper authority without prior notice.**

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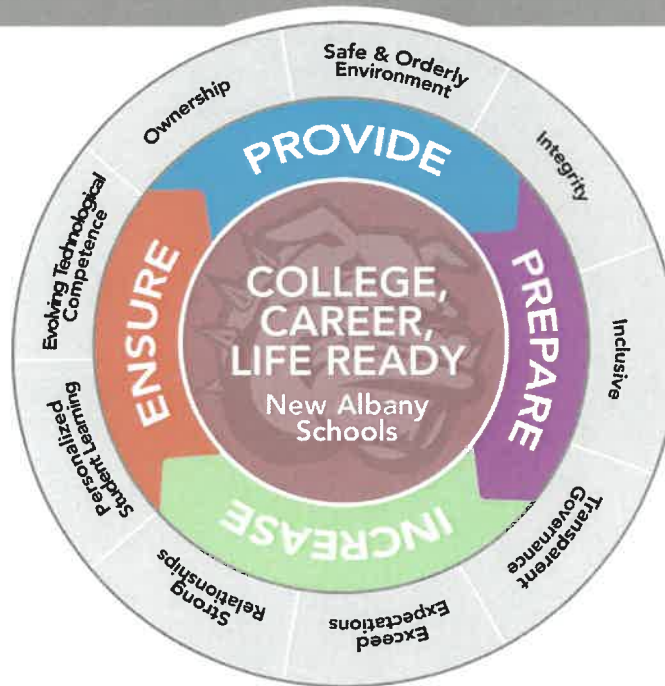
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For real time calendar of all activities visit us at our web site at [www.newalbanyschools.us](http://www.newalbanyschools.us)

New Albany Schools

# 2018-2023 STRATEGIC PLAN

VISION: PREPARING ALL FOR SUCCESS



[www.NewAlbanySchools.us](http://www.NewAlbanySchools.us)

Lance Evans, Superintendent

## **VISION**

Preparing all for success

## **MISSION**

Our mission is to prepare all to be successful, knowledgeable, creative and compassionate individuals who are ready to excel in college, careers and in life.

## **CORE VALUES**

- **Safe & Orderly Environment**
  1. Ensure successful and safe school environments which include
  2. Enhance the safety of the school environment through school-wide programs student education.
  3. Establish a clear definition and understanding of expectations and guidelines for maintaining a safe and orderly environment.
- **Integrity**
  1. Maintain the highest standards of behavior, ethics, fairness and honesty with others and ourselves.
  2. Commit to doing the right things for the right reasons.
  3. Demonstrate fairness and consistency in our judgments and actions.
- **Inclusive**
  1. All students have equal access to educational opportunities.
  2. Honor the values, rights, and beliefs of each individual student.
  3. Ensure that students who are culturally and/or linguistically different, students with disabilities, and students from different family or socioeconomic situations have equal opportunities
- **Transparent Governance**
  1. Ensure that all school district decisions are based on data and accurate information.
  2. Provide financial and business practices to ensure educational and extra-curricular goals are met.
  3. Effectively communicate the allocation and spending of school district funds to all stakeholders.
- **Exceed Expectations**
  1. Always seek opportunities for continuous improvement.
  2. Ensure student excellence is a balance of rigorous academic, social, extra-curricular, and college/career readiness skills.
- **Strong Relationships**
  1. Seek out and make connections with families and community.
  2. Educate and share information with all members of the community.
  3. Proactive approach to the formation of partnerships within the community, state, and governmental agencies.
- **Personalized Student Learning**
  1. Reinvent the classroom learning environment to ensure all students have the opportunity to reach their full potential.
  2. Create unique learning paths and college and career experiences for all students.
  3. Develop a deep understanding of each student's interests and needs.
- **Evolving Technological Competence**

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1. Integrate technology into classroom instructional processes.
  2. Create technological learning environments and experiences for students in prekindergarten – 12<sup>th</sup> grade.
  3. Improve authentic assessment of student learning through the use of technological resources.
- Ownership
    1. Form internal and external partnerships by aligning efforts for the common purpose of each student's success.
    2. Taking ownership of our behaviors.
    3. Fulfilling commitments and promises through fact-based decision making and problem solving.

## **GOALS**

1. Increase student achievement
  - Minimum one-year growth per year of instruction
  - Students reading on grade level by second grade
  - Graduation rate increase
2. Ensure continuous instructional improvements
  - Rigorous curriculum
  - Engaging instruction
  - Focused assessment
  - Technological advancements
3. Provide equity in educational excellence
  - Decrease achievement gaps
  - Increase participation in accelerated courses
  - Recruit, hire, develop, and retain a diverse and premier workforce
4. Prepare all students to be college and career ready
  - Conduct a college/career readiness assessment
  - Establish school performance targets to track academic achievement gap
  - Partner with local, state and regional colleges to backward plan curricula
  - Create bridge and summer programs for Juniors and Seniors

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## SUPERINTENDENT'S MESSAGE

Welcome to the New Albany School District. New Albany School District is consistently ranked as one of the top school districts in Mississippi. We have with a strong track record of academic success and growth. We are proud to share with you our accomplishments and the value we bring to the New Albany Community.

New Albany School District embraces the idea that a great educational system is the cornerstone of a thriving community. This is one of the primary reasons families live in and businesses locate in the city of New Albany. It is paramount that our community, businesses, industry, and school work collaboratively to ensure that students have access to high quality programs. This will ensure our students are prepared for what the future holds for each and every stakeholder.

The New Albany Community and the New Albany School District understands that academic achievement begins with a high-quality teacher in the classroom. Over half of our teachers have at a minimum a master's degree and many hold national board certifications.

We believe that success in schools goes beyond test scores, which is why we work closely with our staff and parents to provide an environment that is centered on the individual needs of every student. Strong schools and strong community go hand in hand. In New Albany, we all share a common goal of a high-quality education, efficient operations, and a strong community. We look forward to this journey together as we continually seek to prepare our students to be the successful leaders of tomorrow.

Sincerely,  
Lance Evans, Ed.D.

## CENTRAL OFFICE STAFF

Dr. Lance Evans.....	Superintendent
John Ferrell.....	Assistant Superintendent
Lecia Stubblefield.....	Director of Professional and Support Services/Title IX
Jake Miller .....	Director of Technology
Suzanne Coffey .....	Director of Accounting Services
Summer Tyer.....	Instructional Technology Specialist
Kristen Richey.....	Director of Special Services/Section 504 Coordinator
Sabrina Hall.....	Case Manager
Mike Robertson.....	Director of Child Nutrition
Terry Stidham.....	Director of Maintenance
Melanie Anderson.....	Administrative Assistant to Superintendent
Pam Conlee .....	Secretary - Special Services/Child Nutrition
Larry Pannell.....	Assistant Transportation Supervisor
Melanie Shannon.....	Public Relations/Special Projects Coordinator
Lea Taylor.....	MSIS Coordinator/Assistant Business Manager
Courtney May .....	Assistant Business Manager
Jessica Stacks .....	Receptionist

## DIRECTORY OF ADDRESSES, PHONE NUMBERS, AND E-MAIL ADDRESSES

New Albany School District Central Office  
1112 Wesson Tate Dr  
New Albany, MS 38652  
Dr. Lance Evans, Superintendent  
Mr. John Ferrell, Assistant Superintendent  
Ms. Lecia Stubblefield, Director of Professional and Support Services  
Homeless Liaison, Foster Care Point of Contact  
Phone (662) 534-1800  
Fax (662) 534-3608  
[levans@nasd.ms](mailto:levans@nasd.ms)  
[ferrell@nasd.ms](mailto:ferrell@nasd.ms)  
[lstubblefield@nasd.ms](mailto:lstubblefield@nasd.ms)

CENTRAL OFFICE HOURS  
7:30 am - 4:30 pm

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Special Services  
1112 Wesson Tate Dr  
New Albany, MS 38652  
Mr. Mike Robertson, Director of Child Nutrition  
Ms. Kristen Richey, Director of Special Services/Section 504 Coordinator  
Ms. Sabrina Hall, Case Manager  
Phone (662) 534-1800  
Fax (662) 534-3608  
[mrobertson@nasd.ms](mailto:mrobertson@nasd.ms)  
[krichey@nasd.ms](mailto:krichey@nasd.ms)  
[shall@nasd.ms](mailto:shall@nasd.ms)

New Albany Elementary School  
874 Sam T. Barkley Drive  
New Albany, MS 38652  
Ms. Gwyn Russell, Principal  
Nathan Young, Assistant Principal  
Phone (662) 534-1840  
Fax (662) 534-1843  
[grussell@nasd.ms](mailto:grussell@nasd.ms)  
[nyoung@nasd.ms](mailto:nyoung@nasd.ms)

SCHOOL OFFICE HOURS  
7:15-4:00  
SCHOOL HOURS FOR STUDENTS  
7:40-3:06

New Albany Middle School  
400 Apple Street  
New Albany, MS 38652  
Mr. Paul Henry, Principal  
  
Phone (662) 534-1820  
Fax (662) 534-1819  
[phenry@nasd.ms](mailto:phenry@nasd.ms)

SCHOOL OFFICE HOURS  
7:15-4:00  
SCHOOL HOURS FOR STUDENTS  
7:40-3:06

New Albany High School  
201 Highway 15 North  
New Albany, MS 38652  
Dr. Matt Buchanan, Principal  
Mr. Luke Tentoni, Assistant Principal  
Mr. Cody Stubblefield, Athletic Director  
Phone (662) 534-1805  
Fax (662) 534-1817  
[mbuchanan@nasd.ms](mailto:mbuchanan@nasd.ms)  
[ltentoni@nasd.ms](mailto:ltentoni@nasd.ms)  
[cstubblefield@nasd.ms](mailto:cstubblefield@nasd.ms)

SCHOOL OFFICE HOURS  
7:15-4:00  
SCHOOL HOURS FOR STUDENTS  
7:40-3:06

School of Career & Technical  
203 Highway 15 North  
New Albany, MS 38652  
Mrs. April Hobson, Director  
Phone (662) 534-1810  
Fax (662) 534-1811  
[ahobson@nasd.ms](mailto:ahobson@nasd.ms)

SCHOOL OFFICE HOURS  
7:15-4:00  
SCHOOL HOURS FOR STUDENTS  
7:40-3:06

(NASTUC) New Albany, South Tippah, Union County Behavioral Management Center  
915 Denmill Road  
New Albany, MS 38652  
Dr. Avence Pittman, Jr., Director  
Phone (662) 538-4100  
Fax (662) 538-4102  
[apittman@nasd.ms](mailto:apittman@nasd.ms)

SCHOOL HOURS FOR STUDENTS  
7:55-2:45

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## BOARD OF TRUSTEES

Mark Garrett .....	President
Ren Nelson .....	Vice President
Barbara Washington .....	Secretary
Lauren Bailey .....	Member
David Rainey .....	Member

The Board of Trustees (School Board) is the governing body for the New Albany School District. Duties of the Board include making and interpreting policy, purchasing and approving of the district's budget, and serving as needed in due process issues. Persons desiring to meet with the Board should present a request in writing to the Office of the Superintendent at least three (3) working days prior to the next regularly scheduled Board meeting.

## SCHOOL CALENDAR 2023-2024

August 3-4,7.....	Professional Development
August 8.....	First Day for Students
September 4.....	Labor Day (No School)
September 8.....	Progress Reports Issued
October 6.....	End of the 9 Weeks
October 9.....	Columbus Day (No School)
October 13.....	Report Cards Issued
November 10.....	Progress Reports Issued
November 20-24.....	Thanksgiving Break
December 20.....	End of the 9 Weeks
December 20.....	60% Day for Students
December 21-January 3.....	Christmas Break
January 4-5,8.....	Professional Development
January 9.....	Students Return
January 12.....	Report Cards Issued
January 15.....	Martin Luther King Holiday (No School)
February 2.....	Progress Reports Issued
February 19.....	Presidents' Day (No School)
March 8.....	End of the 9 Weeks
March 11-15.....	Spring Break
March 22.....	Report Cards Issued
March 29.....	Good Friday (No School)
April 12.....	Progress Reports Issued
May 17.....	Graduation
May 23.....	60% Day for Students
May 24.....	Professional Development

180 Student Days

187 Staff Days

For real time calendar of all activities visit us at our web site at [www.newalbanyschools.us](http://www.newalbanyschools.us)

## **RESIDENCY REQUIREMENTS**

The New Albany School District complies with state law and State Board of Education policy on residency requirements. Students residing in the New Albany School District must provide two acceptable proofs of residency before enrolling. Students residing outside the New Albany School District must meet the requirements for out-of-district enrollment and document approval from the site administrator prior to registration and attendance.

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

Residency may be determined in the following manner: **STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)** The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district one document from each Group (Group 1 and Group 2). If applicable, provide one proof from Group 3. Documents with post office box as an address will not be accepted.

**\*\*Please note: A driver's license, automobile registration and voter precinct identification are no longer acceptable proofs\*\***

Acceptable Proof of Residency includes:

### **Group 1**

- Mortgage Statement (**dated within the last 45 days from the time of registration**)
- Property Tax Display Form (**dated within the last 45 days from the time of registration**)
- Filed Homestead Exemption Application Form
- Filed Property or Warranty Deed
- Current Apartment or Home Lease/Agreement

### **Group 2**

- Utility Bill (**dated within last 45 days from time of registration**)
- Electric Bill
- Gas
- Water
- Cable/Internet

### **Group 3**

If utilities are included in the Apartment or Home Lease/Agreement, please use one of the following documents for the second proof of residency (**dated within the last 45 days**):

- Doctor, dentist or hospital bill (mailed)
- Credit card statement
- Insurance policy (Health)
- State or federal benefit check
- Government mailing (Social Security or Medicaid Determination letter, IRS, etc...)
- Any documentation that will objectively and unequivocally establish that the parent or guardian resides with the school district

## **ENTRANCE REQUIREMENTS**

The New Albany School District requires all students enrolling in kindergarten or first grade to present a certified birth certificate and valid immunization certificate. The district will enroll five (5) year old children in kindergarten and six (6) year old children in the first-grade program if the child reaches the designated age on or before September 1 of said school year. Students enrolling for the first time should report with their parent or guardian to the school office for enrollment information. Proof of residency is required prior to enrollment.

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## **IMMUNIZATIONS, BIRTH CERTIFICATE, SOCIAL SECURITY NUMBER**

Mississippi State Law requires all students to be immunized prior to enrolling in school in Mississippi. The local Health Department or a student's physician may provide the proper certificate to be placed in his/her record. All students entering the 7<sup>th</sup> grade will be required to have a new Immunization Form 121 to verify this compliance. It is recommended that this form be obtained and given to the school at the end of the 6<sup>th</sup> grade year to avoid delayed enrollment in the fall. Seventh grade students cannot begin classes without this form. No child can attend without proof of immunization. The school should have a copy of a child's Certified Birth Certificate from the State Department of Health, Bureau of Vital Statistics. If you need to obtain a certified birth certificate, forms are available in the school office. Your child's Social Security Number is necessary for school attendance reports to the Mississippi State Department of Education.

## **ADMISSION FROM NON-ACCREDITED SCHOOLS**

Students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency must undergo standardized achievement tests and/or teacher-made special tests to determine; (1) the grade level to which the elementary/middle school transfer student should be assigned or (2) the number and validity of the Carnegie units the secondary transfer student has earned.

## **OUT-OF-DISTRICT STUDENTS**

The Board adheres to provisions as set forth in state law 37-15-31 concerning nonresident students. Site administrators, in consultation with the superintendent, may refuse or delay the enrollment of tuition students to maintain appropriate student/teacher ratios. Approval for an out-of-district student to attend the New Albany Schools is done annually for each student.

Admission for out-of-district students will include an analysis of grades, behavior, absences, and any additional costs to the district. The student must have and maintain an academic core average of a "C", and be making satisfactory progress toward promotion or graduation, or completion. The school principal and/or a designee will review the merits of a student's application prior to acceptance in our district as a tuition student.

It is expected that out-of-district students will be testing at or about grade level on Mississippi Academic Assessment Program (MAAP), and/or other standardized tests. Students with an IEP must be making adequate progress toward IEP goals that are based upon assessment of the student's highest possible achievement level. Once admitted, grades, behavior, and absenteeism will be monitored. To remain eligible to attend NASD, students are expected to maintain appropriate behavior. Flagrant or serious discipline issues or repeated disciplinary issues will not be tolerated, and eligibility for enrollment will be terminated. Further, to remain eligible for enrollment at NASD, out-of-district students are expected to attend school on a regular basis. Excessive absenteeism may result in the student's enrollment being terminated. Out-of-district students are expected to maintain a core average of a "C", make satisfactory progress toward promotion, completion, or graduation, and maintain grade level achievement on standardized tests. Any out-of-district student who fails to meet these criteria may be subject to enrollment termination.

The New Albany School District will not accept out-of-district students who:

- Cause the district an additional outlay of funds beyond that which is typical for all tuition students.
- Require services or programs that the NASD does not have.
- Cause the expansion of a program that would require additional expenditures.
- Cause the district an additional financial or administrative burden.

In the event the sending district does not have an appropriate program for a student, but the NASD has an appropriate program with space available, the sending school district shall pay any additional cost

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associated with educating the child. If the sending district is willing to release the student and contractually agree to pay the additional cost associated with the education of the child, regardless of when those costs are fully understood, that student may be accepted by NASD.

Due to an increase in the kindergarten enrollment and an inability to track a history of attendance, discipline, and academic achievement, the elementary administration will have wide latitude in its consideration of acceptance for kindergarten tuition students.

All students residing outside the New Albany School District who are approved to attend the New Albany Schools are required to pay tuition. Tuition for out-of-district students is \$500.00 per year for the first child in a family, and \$250.00 for each additional child. Tuition must be paid in total prior to a student enrolling in the New Albany School District.

To register a student who lives outside the district, a parent should report to the principal's office to gain permission to enroll. After approval for admission by the principal, the parent should go to the Central Office to pay the out-of-district tuition and receive a receipt. The refund policy of the district is:

Withdrawal days 2-9	50% of tuition refunded
Withdrawal day 10 or after	No refund

District students who move out of district must either withdraw or apply for out-of-district status. A patron who moves into the district after payment of tuition will be eligible for a prorated refund. Requests for refunds must be made in written correspondence or email and submitted to the Superintendent.

### **PreK**

Only those students who fully intend to enroll in the New Albany School District Kindergarten program will be considered for admission. PreK students will abide by this out-of-district policy and be required to pay tuition in addition to the required monthly fees.

### **FOREIGN EXCHANGE STUDENTS**

(<http://www.csiet.org/publications-resources/publications/listed-programs.html>)

It is the intent of the New Albany School District to participate in the foreign exchange program whereby students from foreign countries are allowed temporary enrollment in this school district to enhance cultural exchange. In order to facilitate placement of foreign exchange students in the school district, the following criteria will be considered by the building principal upon receipt of any such application.

1. The number of foreign exchange students at New Albany High School shall not exceed five (5) in any one school year.
2. For consideration, a foreign exchange student, host family or company representative must secure tentative approval by July 20.
3. A formal application for enrollment must be approved by the building principal prior to August 1 of the school year in which the student plans to attend and the application must be for the entire school year.
4. Foreign exchange students must register by August 15 and no foreign exchange student can enroll at the beginning of the second semester. The individual applications will be considered for selection in the order corresponding to the dates of the applications with the earliest application considered first.
5. Those companies that do not adhere to this policy will not be considered. Only placement agencies appearing on the National Association of Secondary School Principals list will be eligible to submit applications.
6. Each student application form shall clearly indicate the English language proficiency of the student and state the number of years (hours per week and number of weeks per year) devoted to the study of the English language. In cases when the student is enrolled and is unable to understand

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the English language as used in the classrooms, the school district reserves the right to rescind the enrollment.

7. Since the intent of the foreign exchange student program is the cultural exchange between students of the United States and students of other nations, foreign exchange students should not enroll in New Albany High School expecting to receive a graduation diploma from this district or participate in a graduation ceremony. Foreign exchange students may earn Carnegie units\* for the courses taken while they are enrolled in the schools of this district if they receive a passing grade in the courses.
8. All applicants and/or agencies applying for enrollment and admission will be responsible to ensure that all requirements of the Immigration and Naturalization Service are met.
9. All applications shall have attached a resume of the host family with whom the student will be living during the school year. The resume shall contain the names of all adult members of the host family and their addresses and telephone numbers where they may be reached during and after school hours. The names and ages of all children in the home should also be included in the resume.
10. It is the responsibility for the foreign exchange agency to secure, transfer and have validated all records that are required by the foreign exchange student's home country. The school counselor will provide only a record of credits earned at New Albany High School.

\*CARNEGIE UNIT: A standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding of one Carnegie unit indicates that a minimum of 140 hours of instruction has been provided in regular and laboratory classes over a school year; awarding of ½ Carnegie unit indicates that a minimum of 70 hours has been provided. (Mississippi Public Schools Accountability Standards, 2007)

### **DIRECTORY INFORMATION**

Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or the consent of the student if 18 years of age or older. The school district will not be responsible for the posting of any student information on any internet webpage not authorized by the New Albany School Board of Education. Student information shall never be distributed for the purpose of financial gain.

### **ASBESTOS MANAGEMENT PLAN**

This is to inform parents, students, and teachers that there is an Asbestos Management Plan on file in each site administrator's office. This is available for review during regular office hours.

### **VISITORS**

All visitors must report directly to the school office and sign in. The principal has the right to deny visitation to any individual if, in the judgment of the principal, the visit might negatively affect school climate. The principal also has the right to contact the proper authorities if a problem with a visitor should arise.

Unauthorized personnel shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons may be prosecuted. No solicitation of teachers or pupils on the school premises by salesmen or agents is allowed.

### **PUPIL VISITATION**

Students are not allowed to have visitors accompany them as visiting guests in the schools.

### **STUDENT PARTICIPATION**

Students must be enrolled as full-time students to participate in any academic, extra-curricular or other

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program or activity offered by the New Albany School District.

### **TARDY POLICY**

Elementary/Middle School Tardy Policy: Any student who is not in the classroom when the tardy bell rings is considered tardy. The consequences for tardiness will be as follows:

- 1<sup>st</sup> Tardy Tardy is recorded
- 2<sup>nd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 3<sup>rd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 4<sup>th</sup> Tardy Tardy is recorded, loss of privilege, will continue to do so for every tardy there after
- 5<sup>th</sup> Tardy Student is no longer eligible for perfect attendance

High School Tardy Policy:

- 1<sup>st</sup> Tardy Tardy is recorded
- 2<sup>nd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 3<sup>rd</sup> Tardy Tardy is recorded, student warned, & parent notified, 30 min after school detention
- 4<sup>th</sup> Tardy Tardy is recorded, loss of privilege, 1 hour after school detention
- 5<sup>th</sup> Tardy Student is no longer eligible for perfect attendance & will receive 1 hour after school detention

### **ATTENDANCE**

Students should strive for perfect attendance. The district will implement procedures that will monitor and report student absences and will also implement programs designed to keep students in school and to lower the student dropout rate. When possible, medical, dental, or other personal appointments should be scheduled after school hours. Parents are asked to notify the school of appointments, which are scheduled during school hours, prior to an absence.

When an absence occurs, a parent or guardian should call the school on the day of the absence. Written documentation should be presented to the principal or his/her designees within 5 days of the absence. This documentation must come from parent/guardian, appropriate medical personnel, court personnel, or funeral home personnel. Medical excuses for absences should be brought to school before the end of each corresponding month with exact dates listed. If school officials do not receive a call on the first day of an absence, the absence will be unexcused until a parent or guardian contacts the school by phone within 5 days of the absence. Parent note must include student's first and last name, date of absence, reason for missing, parent signature and phone number.

#### **Excused Absences include:**

1. Sickness/medical appointments with proper documentation.
2. Death in the immediate family as outlined by Mississippi law, with acceptable documentation.
3. Absences approved in advance by the principal.
4. Mandated appearances in court, with proper documentation.

\*Students participating in school activities are considered present.

#### **Unexcused absences:**

1. No absence will be excused when it is due to suspension, expulsion, or other disciplinary actions. Any combination of parent/guardian notes or phone calls for absences shall excuse no more than four (4) school days per school year. Any additional absences beyond the four (4) school days, parent/guardian notes or phone calls shall be deemed unexcused and are subject to truancy enforcement.

The procedure for obtaining an excused absence is:

1. Parent or guardian notify the school office by phone that the child is absent
2. Send appropriate written documentation for excused absence

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### **PERFECT ATTENDANCE AWARDS**

Perfect attendance awards shall be presented to elementary students who are present for a minimum of 75% of every school day. Middle school and high school students must be present for all classes, every day for at least 35 minutes per class. Students who attend state competitions, serve as pages, or who participate in 4H/FFA activities will be counted present if appropriate documentation is submitted to the superintendent.

### **DISTRICT POLICY FOR MAKE-UP WORK FOR ABSENCES**

Work missed as a result of an absence may be made up. The student is responsible for contacting the teacher and making arrangements for all make-up work. Immediately following each absence, the teacher will work with the student as needed until work is completed. Make-up work must be completed within the time specified by the teacher. Typically, students have a day for each day absent to complete make-up work. Teachers may allow students to make up work prior to a planned absence if approved by the principal. Absences for academic advantage as deemed by the teacher/administrator will be subject to disciplinary action.

### **ARRIVAL AND DEPARTURE**

Students should avoid arriving more than 25 minutes before school starts. Students who wish to remain after school should make arrangements with the appropriate personnel. Otherwise, students should leave in a timely fashion.

### **DEPARTURE DURING SCHOOL HOURS**

Students should never leave campus without following proper procedures that always include signing out in the Office. All campuses have a closed lunch policy. Students may not leave campus during lunch.

### **1<sup>st</sup> - 12<sup>th</sup> GRADING SCALE**

**A** 90-100    **B** 80-89    **C** 70-79    **D** 66-69    **F** Below 66    **I** Incomplete

Core Numerical Average will be used for selection of valedictorian, salutatorian, and class rank. Student averages for the 9 weeks, semester, and year may exceed 100 in weighted courses when the average is due solely to the weighting of the advanced course. Extra credit will not cause a grade to exceed 100. **In kindergarten, students will receive a detailed skills mastery report.**

### **MID-TERM/FINAL EXAMINATIONS FOR GRADES 6-12**

Mid-term examinations count 20% of the first semester grade. Final examinations count 20% of the second semester grade. A nine weeks test counts 15% of the nine weeks grade.

### **PROGRESS REPORTS/REPORT CARDS**

Each student will receive a progress report on Friday of the fifth week of each nine-week grading period. Progress reports reflect the most current grades. Any work not completed should have a zero for that grade. The dates for issuing progress reports are: **September 8, November 10, February 2, and April 12.** Report cards will be issued at the end of each nine weeks on the following dates: **October 13, January 12, March 22, and as determined by each school for the last report card.**

### **STATE TESTING PROGRAM**

The State of Mississippi requires all school districts to participate in several testing endeavors for the purpose of instructional improvement. The Mississippi Curriculum Content Assessment System is designed to measure what students are actually learning in Mississippi classrooms.

Students in grades 3-8 will take tests that are tailored to Mississippi's curriculum framework. Fifth and eighth grade students will complete a science assessment. Parents may request information regarding

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any state or local policy regarding student participation in any mandatory assessment. Mississippi law mandates that “basic skills shall be completed by each student” and “in the event of excused or unexcused absences, make-up test be given [Mississippi Code Section 37-16-3(2)]. Whereas state law requires every school district within the state to periodically assess student performance and achievement in each school” [Mississippi Code Section 37-16-5], student assessment therefore is not an option in the New Albany School District, but rather a requirement. The tests are as follows:

PreK	Brigance Screener III
Kindergarten	Kindergarten Readiness Assessment
Grade 3	MAAP ELA Assessment (Reading Gate)
Grades 3-8	Mississippi Academic Assessment Program (MAAP)
Grades 5 and 8	Mississippi Science Test (MAAP)
High School	Mississippi Academic Assessment Program (MAAP)
Career & Technical	National Certification Tests
High School	WorkKeys Assessment

### **DISTRICT PROMOTION/RETENTION POLICY**

Students in grades 1-5 must receive a passing grade in English language arts and math to be promoted. Third grade students must pass the 3<sup>rd</sup> grade reading gate or be eligible for a good cause exemption in order to be promoted to the 4<sup>th</sup> grade. Students in grades 6, 7, and 8 are required to pass math, science, and English to be promoted. Students who satisfactorily complete extended school year or summer school in grades 5-12 may be promoted. Upon satisfactory completion the student will earn a score of 66.

Students in grades 9 through 12 are promoted based on the total number of Carnegie units earned. Sophomores must have a minimum of five (5) credits; and juniors, a minimum of eleven (11) credits; and seniors, a minimum of eighteen (18) credits.

A student who passes the course, Algebra I, English II, Biology I, or U. S. History 1877 to Present, but fails the state exam will receive the Carnegie Unit, but will not be allowed to graduate until he/she meets state required exit assessments. A student who fails the course, but passes the state required exit assessment will be required to retake and pass the course prior to the awarding of a Carnegie Unit. Additional graduation options may be available for your student. Please see the High School Counselor for information.

### **GRADED ASSIGNMENTS/TESTS**

Teachers will furnish the students a grade on all graded assignments, essays, papers, and tests in a timely fashion. Students and parents may go online to obtain or review the student's grades.

### **HOMEWORK**

A reasonable amount of homework is expected at all grade levels. Teachers should assign homework that is purposeful. In order for homework to be meaningful, some form of teacher evaluation is mandatory. Homework grades will not affect a nine-week grade more than two-letter grades.

### **TEXTBOOKS**

Teachers will issue textbooks to students. Each student is responsible for loss or damage to textbooks issued to him/her. The teacher of each course will determine the extent of damage and assess an appropriate fine. All fines should be paid before students take final examinations. Students should cover all textbooks. Fines for lost books will be issued on a prorated basis.

#### **LOST BOOK FINES:**

New Books – 100% of value

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2 years old – 75% of value  
3 years old – 50% of value  
4 years old – 25% of value  
older than 4 years – 10% of value

### **TELEPHONES**

The office, library, and guidance telephones are for business use only. They are not to be used by students except with the permission of the appropriate staff person. No student may leave class to receive a phone call unless he has been so directed by the principal's office. Students are not to leave class to make telephone calls unless there is an emergency and then, only with the permission of the teacher.

### **MESSAGES FOR STUDENTS**

Parents often find it necessary to send messages or deliver supplies to their students during the school day. The office staff will make every effort to accommodate these requests. Please notify the school office of any changes in student transportation by 2:00 p.m. The office will accept messages from parents/guardians only. Bring lunch money, homework, and books to the office.

### **GIFTS TO STUDENTS**

Delivery of flowers/gifts to students or faculty/staff will be accepted for Homecoming and Valentines Day at New Albany High School and New Albany Middle School. Delivery of gifts to students at New Albany Elementary School will be accepted only on Valentines Day. Balloons and glass containers will not be accepted at any time at any school. Staff may receive gifts and flowers for other occasions.

### **DISASTER DRILLS**

Each school has a current School Safety Plan (fire, bomb, emergency, evacuation, tornado, earthquake, etc.) on file that has been approved by the local School Board and Superintendent. Regular safety drills (fire, tornado, and evacuation) will be conducted throughout the school year. Each school will keep a documentation log of drills held.

### **STUDENT DRESS CODE**

There is a definite correlation between proper grooming, dress, and good conduct. Clothing and general appearance are to be appropriate for school. Cleanliness and good grooming are essential for appropriate appearance. Clothing and jewelry that could cause a disturbance or interfere with the instructional program will not be allowed. In addition, clothing or jewelry that could cause a safety or health hazard will not be allowed. School Officials will determine the appropriateness or inappropriateness of clothing and cleanliness. Each student's dress should be in keeping with the following principles:

1. Clothing worn is not to be revealing, suggestive, or indecent and must fit properly. Undergarments must not be visible. All clothing must be worn and fastened appropriately. Skirt and shorts' length is set at no shorter than 5 inches above the knee (front, back and side) while standing.
2. The following articles of clothing are NOT appropriate for school: see-through clothing, bare midriff blouses, halter tops, low-cut garments (no visible cleavage) , vests or muscle T-shirts, tank tops, biking shorts, sweatpants (bound at bottom with no pockets), or clothing with holes or tears more than 5" above the knee. Students in K-5 may wear sweat suits.
3. Leggings, jeggings, or tight-fitting pants are only permitted to be worn as long as the outer garment comes within 5 inches of the knee.
4. Clothing with slogans or advertisements for drugs, alcohol, tobacco, wrestling, etc., or indecent or inappropriate slogans or pictures are not allowed.
5. Caps, hats, scarves, and other head coverings may not be worn inside buildings. Picks, combs, pencils, etc. are not to be worn in the hair. Cleats are not to be worn. Shoes must be affixed properly. Sunglasses cannot be worn in the building. No sleeping attire is to be worn e.g., Pajama

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pants, house shoes.

6. Any item of clothing or accessory that, according to police authorities, identifies with a gang is prohibited.
7. Tattoos with slogans or advertisements for drugs, alcohol, tobacco, wrestling, gang or secret fraternity identification, violence, or any other inappropriate words or designs are not allowed. The administration reserves the right to determine the inappropriateness of any tattoo.
8. Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom.
9. Roller shoes are not allowed.

Students who violate the above rules will be required to change before entering class. Classes missed for any of the above reasons are unexcused absences. Parents will be contacted.

### **CODE OF DISCIPLINE - GRADES K-12**

The Uniform Code of Discipline was developed to help establish a system that would facilitate an environment of good discipline in a fair and consistent manner. This code follows the guidelines established by the State of Mississippi.

#### **Definitions:**

- **Community Service** – Student works on or off school property
- **Corporal Punishment** – Student receives a paddling of not more than three licks.
- **Detention** – Student loses free time – before, during, or after school hours
- **Home Suspension** – Student is not to return to school until a parent and/or guardian meets with the principal or a member of the school administration. If a parent meets with a school official prior to the next day, a student would not lose instructional time.
- **Saturday School** – Student is instructed to attend school on Saturday for a designated period of time.
- **School Suspension** – Student is out of school for a designated period of time. Students who are suspended are restricted from all school property and may not attend a school function on or off the property.
- **PBS – Positive Behavior Support** – Student is assigned to an area away from the regular classroom. In some cases, extra-curricular activities may be restricted or limited.
- **Disciplinary Hearing** - Refer to the end of the Code of Discipline for a complete description of a Disciplinary Hearing.
- **Expulsion** – Students' rights and privileges of attending school are suspended for a specified time period. Expelled students may not go onto school property at any time. If they do, they will be arrested and charged with trespassing.
- **Restorative Discipline** – relational approach to build school climate and address student behavior

Students who re-enter New Albany School District (NASD) from an alternate educational setting will re-enter through New Albany/South Tippah/Union County (NASTUC). A meeting will be conducted on an individual basis to determine the amount of transition time. See section 37-13-92 of the Mississippi Code of 1972.

#### **Student Conduct:**

#### **Acts of Misconduct**

These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on the school grounds including, but not limited to, the following:

#### **Level I**

- 1-1 Running and/or making excessive noise
- 1-2 Initiating or participating in any unacceptable/inappropriate physical displays of affection
- 1-3 In unauthorized area without pass
- 1-4 Dress code violation

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- 1-5 Loitering in the halls, common areas, etc.  
 1-6 Disruptive behavior (outside classroom, misuse of technology acceptable use policy....)

### **Disciplinary Action**

#### **First Violation**

Minimum: teacher and student conference, verbal reprimand, detention  
 Maximum: teacher-student-parent conference, restorative discipline, PBS, detention, corporal punishment

#### **Repeated or Flagrant Violation**

Minimum: teacher-student- administrator conference, restorative discipline, PBS  
 Maximum: corporal punishment, detention, PBS, Saturday school, community service, or school suspension, restorative discipline

#### **Level II**

- 2-1 Leaving school grounds without permission
- 2-2 Skipping class or school
- 2-3 Defiance, insubordination (refusal to comply to rules/instruction), disrespect or rudeness to staff or students, failure to serve detention.
- 2-4 Gambling
- 2-5 Exhibition of any hostile actions whether physical, verbal, or written
- 2-6 Violation of cell phone policy (See below)
- 2-7 Possession of any electronic equipment/devices, without prior approval of the administration (Cell phones are excluded.)
- 2-8 Images, clothing, apparel, or accessories that signify membership or affiliation with any gang or social club associated with criminal activity, as identified by law enforcement agencies are prohibited from being worn on school property or at school sponsored events.
- 2-9 Behavior that disrupts instruction
- 2-10 Dishonesty, lying
- 2-11 Vehicle Violation (NAHS)
  - 1<sup>st</sup> Violation-Warning
  - 2<sup>nd</sup> Violation-Loss of driving privilege for 5 days
  - 3<sup>rd</sup> Violation-Loss of driving privilege for 10- days
  - 4<sup>th</sup> Violation-Loss of driving privilege for remainder of year

### **Disciplinary Action**

#### **First Violation**

Minimum: corporal punishment, restorative discipline, detention, community service, PBS, Saturday School  
 Maximum: school suspension (1-2 days), restorative discipline

#### **Repeated or Flagrant Violation**

Minimum: school suspension up to 3 days, PBS, corporal punishment, Saturday school, restorative discipline  
 Maximum: school suspension up to 4 days, and/or PBS for up to 10 days, restorative discipline, Disciplinary hearing.

All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

#### **SPECIFIC DISCIPLINE FOR CELL PHONE VIOLATIONS**

Cell phones may be used at school under the direction of school personnel. Unauthorized use of the cell

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phone will result in the following disciplinary actions:

### **Unauthorized Use of a Cell Phone**

First offense.....phone confiscated, one day PBS or paddling, phone returned to parents.

Second offense....phone confiscated, three days PBS or paddling, phone returned to parents.

Third offense.....phone confiscated, four days PBS, School holds phone and returns phone to parents.

Fourth offense.....phone confiscated, five days PBS, School holds phone and returns phone to parents.

Fifth Offense.....phone confiscated, 1 day OSS, School holds phone and returns phone to parents.

Sixth Offense.....phone confiscated, 3 days OSS, School holds phone and returns phone to parents.

Disciplinary hearing will be called.

### **Level III**

3-1 Fighting

3-2 Possession or use of tobacco/nicotine products including smokeless tobacco/electronic cigarettes (see discipline ladder)

3-3 \*Theft of personal or school property

3-4 Acts which threaten the safety and/or well being of students and/or staff

3-5 Use of intimidation, coercion, force, or extortion

3-6 \*Vandalism of personal and/or school property (above \$500.00 will be considered flagrant)

3-7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and possession of obscene materials

3-8 Sexual Harassment/misconduct

3-9 Forgery of documents e.g., report cards, progress reports, teacher communications, money

3-10 Violation of state testing security

3-11 Written, or verbal threat on a student

3-12 Possession or use of electronic cigarette or similar battery- powered device (any device that produces a vap

### **SPECIFIC DISCIPLINE FOR VAPING VIOLATIONS**

#### Grades 6-12th

First Offense.....Five (5) days placement at NASTUC (Alternative School)

Second Offense.....Ten (10) days placement at NASTUC (Alternative School)

Third Offense.....Disciplinary Hearing

#### Grades K-5th

First Offense.....up to Five (5) days placement at NASTUC (Alternative School)

Second Offense.....up to Ten (10) days placement at NASTUC (Alternative School)

Third Offense.....Disciplinary Hearing

### **Disciplinary Action**

#### **First Violation**

Minimum: PBS, corporal punishment, school suspension up to 3 days, restorative discipline  
**\*Restitution shall be made**

Maximum: school suspension up to 5 days. Possible report to the police authorities, Disciplinary hearing. Hearing officer may recommend expulsion.

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### **Repeated or Flagrant Violations**

Minimum: school suspension (3 days), PBS (up to 10 days)

Maximum: school suspension (up to 5 days) and disciplinary hearing, summon police

**\*Restitution shall be made**

Students in grades six through twelve who fight will be suspended for no less than three days out of school. In the elementary school, alternatives short of a three-day suspension as the minimum may be considered.

All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

### **Level IV**

- 4-1 Possession, use or under the influence of alcohol, illegal/synthetic drugs, narcotics, controlled substance(s), or paraphernalia
- 4-2 Sale or distribution or conspiring to sell illegal/synthetic drugs, alcohol, controlled substance
- 4-3 Transmitting/Sharing/Posting inappropriate/obscene images or videos
- 4-4 Assault on a student

### **Disciplinary Action**

Minimum: school suspension, (alcohol-3 days, drugs-5 days), disciplinary hearing, and summon police

Maximum: school suspension, (up to 5 days), disciplinary hearing, and summon police,

For any Level IV offense, a hearing committee/officer may recommend expulsion.

All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

The New Albany School District may require any student to submit to a drug test at a facility designated by the district if there is a reasonable suspicion that the student has possession of or is under the influence of alcohol, illegal/synthetic drugs, narcotics, or controlled substances. Refusal by the student to a drug test will be deemed as a positive result by the New Albany School District.

### **Level V**

- 5-1 Weapon(s) possession and/or use
- 5-2 Physical, written, or verbal threat or assault on an employee
- 5-3 Sexual Assault/Battery

### **Disciplinary Action**

#### **Weapon other than a firearm**

Minimum: school suspension of 3 days, disciplinary hearing, notify and/or summon police

Maximum: school suspension up to 5 days, disciplinary hearing, and summon police.

**\*A student may be expelled for up to a calendar year with re-entry through NASTUC.**

### **Disciplinary Action**

#### **Firearm**

Minimum: school suspension of 3 days, disciplinary hearing, summon police. The student will be assigned a minimum of thirty (30) school days in NASTUC Behavioral Management Center (alternative school). Students in grades K-5 have a minimum of a suspension and discipline hearing.

Maximum: school suspension of up to 5 days, disciplinary hearing, summon police

**\*A student may be expelled for up to a calendar year with re-entry through NASTUC.**

For a Level V offense, a hearing committee/officer may recommend expulsion.

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All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

### **DISCIPLINARY HEARINGS**

Disciplinary hearings will be conducted by the New Albany School District hearing officer. The decision of a Hearing Officer is binding upon both the student and the school. The decision may be appealed by either the student or school to another Hearing Officer and ultimately to the New Albany School Board of Trustees.

Decisions will be based upon the offense, the circumstances surrounding the offense, and appropriate precedent decisions. There will be an effort to maintain consistency during each school year. A Hearing Officer may assign penalties ranging from probation through expulsion.

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Further, offenses that include violence, weapons, or drugs and/or alcohol will be reported to the police.

The New Albany School Board of Trustees permits individual schools to adopt additional regulations governing actions not covered by the Code of Discipline. However, such additional regulations may neither substitute for nor negate any of the provisions or spirit or intent of the Code of Discipline.

Students who are suspended, expelled or placed at NASTUC Behavioral Management Center may not go onto any New Albany School District property or attend any New Albany School function. If they do, they will be considered insubordinate and trespassing. They may be referred to the New Albany Police Department or the Union County Sheriff's Department and disciplined according to the New Albany Code of Discipline.

#### **Please note:**

By law, a parent or guardian of a compulsory-school-age child enrolled in the New Albany School District may be required to appear at school by an appropriate school official for a discipline conference regarding the acts of the child. A parent or guardian of a compulsory-school-age child enrolled in the New Albany School District shall be responsible financially for his or her minor child's destructive acts against school property or persons. The New Albany School District complies with the Mississippi Policies and Procedures for Individuals with Disabilities. Discipline issues will be addressed on individual basis and will follow federal, state, and local policies. Manifestation determination review shall be conducted prior to discipline hearings when required.

### **STUDENT DISCIPLINE**

As per 37-9-71 of the Mississippi Code, ..."the principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity, or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board under state or federal law or any rule, regulation of policy of the local school district." The principal must follow normal due process rules.

### **ACADEMIC DISHONESTY**

- 1<sup>st</sup> Offense – grade of zero (0), contact parent
- 2<sup>nd</sup> Offense – grade of zero (0), parent in person meeting

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- 3<sup>rd</sup> Offense - considered defiance and becomes a 2.3 on discipline code

### **BULLYING POLICY**

The New Albany School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The New Albany School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees. Bullying or harassing behavior is any **pattern** of gestures, written, electronic, or verbal communications or any physical act, or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to educational performance opportunities, or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. The above constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of school. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The New Albany School District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

The New Albany School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidence menacing or threatening behavior through bullying or harassing. "Reasonable action" includes, but not limited to, promptly reporting the bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

New Albany School District has implemented the STOPit App for parents and students to report bullying incidents that occur at school. STOPit is a technology platform which will help to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors. Our aim with STOPit is to keep our students safe and cultivate a kind and respectful school climate, online and off.

STOPit is a tool that works by empowering students to protect themselves and stand up for their peers online. Students will have access to the STOPit mobile app, which has two features:

**Report** can be used to anonymously report incidents to school contacts.

**Messenger** can be used to engage in anonymous two-way communication with school contacts.

Our designated administration will have access to STOPit's backend incident management system, DOCUMENTit.

### **STUDENT COMPLAINTS OR BULLYING OR HARASSING BEHAVIOR**

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## **I. Procedures for Processing a Complaint**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but not later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal who shall institute an immediate investigation. The complaint shall be investigated promptly.

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

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

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

If, after an investigation, a student is found to be victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying.

If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act.

## **RESTRAINT POLICY**

The New Albany School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

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Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5th and 14th amendments to the Constitution of the United States, or the Constitution of Mississippi, nor negate the obligation of the district to provide a safe work environment.

In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

#### Restraint

Physical restraint is considered to be an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. When using physical restraint for students who are a danger to themselves or others, staff should take precautions necessary to ensure the safety of the student and the staff members engaged in restraining the student.

1. Physical restraints that restrict the flow of air are prohibited in all situations.
2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints is prohibited.

#### Seclusion (New Albany School District does not utilize seclusion)

The use of seclusion occurs in a specially designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of his or her behavior.

#### Administrative Procedures

This policy and the supporting procedures are designed to ensure the safety of all students, school personnel, and visitors. The following provisions shall be adhered to:

- a. Staff and faculty shall be trained at least annually on the use of physical restraint and seclusion. Teachers and other district personnel shall be trained on how to collect and analyze student data to determine the effectiveness of these procedures in increasing appropriate behavior.
- b. Administrators shall document incidents of the use of physical restraint or seclusion by staff or faculty participating in or supervising the restraint or seclusion event.
- c. A review of the use of a restraint and seclusion process shall be conducted by the school to determine if revisions of behavioral strategies are in place to address dangerous behavior or if positive behavioral strategies were not in place at the time of the restraint or seclusion.
- d. The school board shall review this policy and incidents of seclusion and restraint data at a minimum, annually. At a minimum, the Superintendent shall make quarterly reports of incidents of restraint and/or seclusion to the school board. The school district shall report the incidents to Mississippi Department of Education annually.
- e. This policy and supporting procedures shall be reviewed with all staff on an annual basis.

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f. The superintendent or designee shall develop procedures for reporting the use of restraint or seclusion to the local board of education and to the Mississippi Department of Education.

g. After reviewing the district reports of incidents in which restraint and seclusion were used, if necessary, the superintendent shall make recommendations to the board for possible revisions to this policy. The review and/or revisions to this policy shall be documented on the school board meeting agenda and the subsequent minutes of the school board meeting. The school district or school shall maintain records of its review of and any resulting decisions or actions regarding the use of seclusion and restraint.

#### Parental Notification

a. All parents shall receive, at least annually, written information about the policies and procedures for restraint and seclusion issued by this school district. The written policies shall be included in the code of conduct, student handbook, school board policy manual, and any other appropriate school publication.

b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.

c. The superintendent or designee shall develop procedures by which a parent may submit a complaint regarding the physical restraint or seclusion of their child; the procedures shall be printed in the Student Handbook.

### **DISTRICT DRUG AND ALCOHOL POLICY— SCHOOL RULES APPLY TO ALL SCHOOL ACTIVITIES**

A. If the principal or his/her designee determines a student has used, consumed or possessed alcohol on school property, prior to or on the way to a school function or at a school function, the following steps will be taken, but not necessarily in this order:

- a. The police will be summoned.
- b. The parents will be notified.
- c. The student will be suspended for three days.
- d. A disciplinary hearing will be convened in approximately three days.

For a student's first alcohol related offense other than distribution, the minimum penalty is three weeks at NASTUC for students in grades K-8 and six weeks for high school students. For a second offense other than distribution or for a first distribution offense, the penalty includes the possibility of expulsion.

B. If the principal or his/her designee determines a student has used, consumed, or possessed an illegal, or controlled substance (drug), on school property, prior to or on the way to a school function or at a school function, the following steps will be taken, but not necessarily in this order:

- a. The police will be summoned.
- b. The parents will be notified.
- c. The student will be suspended for five days.
- d. A disciplinary hearing will be convened in approximately five days.

For a student's first drug related offense other than distribution, the minimum penalty is six weeks at NASTUC for students in grades K-8 and nine weeks for high school students. For a second offense other than distribution or for a first distribution offense, the penalty includes the possibility of expulsion.

**Note:** Distribution of drugs is considered a felony and as such may result in expulsion for up to a calendar year. In addition, the student may be required to successfully complete a drug or alcohol treatment or counseling program prior to readmission to school.

C. Any student who by reasonable suspicion is believed to be under the influence or has possession of

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drugs/alcohol shall be subject to being tested. NASD will be responsible for cost of this screening. Reasonable suspicion may include, but not limited to specific observations which are articulated concerning the appearance, behavior, speech or body odors of the student. For drug testing, resulting from reasonable suspicion and athletic rescreening, a NASD nurse or designee will accompany parent and student to BMH-Union County for specimen collection.

**Refusal:** If a refusal occurs, it will be considered a positive test result.

### **USE OF TOBACCO, ELECTRONIC CIGARETTES, AND/OR NICOTINE PRODUCTS PROHIBITED**

1. Possession or use of tobacco, electronic cigarettes, vaporizing apparatus and nicotine products are prohibited in all meetings held in District facilities or on District property.
2. The use of tobacco, electronic cigarettes, and nicotine products is prohibited in District vehicles and in private vehicles in District parking areas.
3. At a school or work location, all areas shall be designated tobacco/nicotine/electronic cigarettes product free.

### **Discipline Ladder for Tobacco Use by Students**

These procedures are established to enhance the behavior of students in an effort to be fair, firm, and consistent while providing a tobacco free environment.

**First offense:** Two-day positive behavior support, parent conference, and attend all sessions of Tobacco/Nicotine Education Group (nurses).

**Second offense:** Three-days positive behavior support, parent conference, and attend all sessions of Tobacco/Nicotine Education Group (nurses).

**Third offense:** One-day suspension

**Subsequent offenses:** Three-day suspension and disciplinary hearing.

### **SEARCH AND SEIZURE**

Searches of a student's person or possessions may be conducted if a district/school employee has reasonable suspicion that a student has violated or is violating a district policy, school rule, or the law. Searches of desks and other school property, such as lockers, may be conducted at any time with or without reasonable suspicion of a violation. Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized, reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal. Reasonable suspicion is grounds to search vehicles.

### **SEXUAL HARASSMENT POLICY**

It is the intent of the New Albany Schools to maintain an environment free from sexual harassment of any kind. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of violation of this policy may be made to the appropriate school administrator or teacher without fear of reprisal. Should violations prove to be legitimate, the offending student or employee shall be subject to disciplinary action.

### **GRIEVANCE PROCEDURES**

Issues of complaint are resolved at the level of the complaint – classroom, building, and district. If an issue is not resolved at the complaint level, it is referred to the next administrative level. The Board of Trustees is the final authority for resolving issues of complaint that are not resolved at the district level.

### **ACCIDENTS – ILLNESS**

Each principal in collaboration with the school nurse has established a planned written program for handling emergencies resulting from an accident or sudden sickness of students. The program of first aid

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for emergencies provides directions for administering immediate care; notifying parent, guardian, or custodian; summoning emergency personnel; transporting a student; and directing the parent, where necessary, to possible sources of treatment. The program of first aid incorporates the following requirements:

1. The school nurse or a staff member may administer first aid.
2. In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or emergency service (911) immediately.
3. The school is responsible for each student until he/she is released to an appropriate person.
4. In extreme emergencies, the principal with the school nurse may make arrangements for immediate hospitalization of injured or ill students while contacting the parent or guardian.
5. At the time an accident occurs, the responsible staff member shall write a report providing details about the accident and submit it to the principal.
6. Accidents to students and staff shall be reported as soon possible to the Central Office.
7. The school is not liable or responsible for injuries or accidents. Parents/Guardians may purchase school accident insurance

Principals and the school nurse maintain a supply of first aid supplies. School nurses, or a designee, are responsible for administering medication with the written instruction and permission from the parent or guardian.

\*For the protection of an ill student, as well as others, students who have had fever must be fever-free for 24 hours without the use of fever-reducing medications before returning to school.

### **MEDICINES**

ALL medicines, prescription and over-the-counter, must be brought to the school nurse's office by an adult. ANY medicine may only be given to students with signed parent/guardian permission as well as the licensed health care provider's instructions and signature on file. Students should not carry medications with them at school. Parents may request medication permission forms by contacting one of the school nurses who are also available to assist parents and students with this medication safety procedure.

### **HEAD LICE**

If a student has head lice, the parent or guardian should consult a pharmacist or the child's physician for treatment. As soon as the student has been treated with an approved delouse product and the nits (eggs) have been removed, he/she may return to school to have his/her hair checked for nits. An adult must accompany the student for this check. He/she will only be allowed to stay at school when **ALL** of the nits are removed. Students are allowed up to one day as an excused absence. Beyond that, absences for head lice are unexcused.

### **SPECIAL SERVICES**

#### **AMERICANS WITH DISABILITIES ACT (ADA)**

The ADA is divided into five sections, which cover employment, public service, public accommodations, telecommunications, and miscellaneous provisions. This law supports efforts in non-discrimination against the disabled in employment and accessibility accommodations. If the District has reason to believe that a student may have a disability and may be in the need of special education and/or related services in order to participate in the school's programs, the district must first follow its procedures for a comprehensive evaluation for IDEA, including the consideration of the Three-Tier Intervention Process. If the student is found ineligible for IDEA, then the student shall be considered for eligibility under 504. Consideration does not automatically guarantee eligibility.

The above process also applies to a student who transfers to the District with a current 504 eligibility from either out-of-state or from another district within the State. The District has a right to conduct its own evaluation and will take steps in a timely manner to determine if the student is a student with a disability

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who requires the provision of reasonable accommodations that cannot be accomplished with a 504 Plan. A meeting will be held with the parents and District personnel to determine what accommodations are needed during the pendency of the evaluation process. Persons having questions or issues regarding this law should contact Ms. Kristen Richey, Special Services Coordinator at **534-1800**.

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 provides a legal basis for evaluation and services for students with certain disabilities. A referral for services process has been developed and is implemented locally for students who meet specific criteria. Persons having questions may contact Ms. Kristen Richey, District 504 Coordinator at **534-1800**.

### **SPECIAL EDUCATION**

The Individuals with Disabilities Education Act (IDEA) provides a legal basis for the administration of special education. Federal, state, and local policies have been developed to create a referral to placement process that reflects the intent of this law. Disabilities served through this law include: developmentally delayed, intellectually disabled, emotional disability, specific learning disability, language/speech, hearing impaired, visually impaired, deaf/blind, other health impaired, orthopedically impaired, multiple disability, autism, and traumatic brain injury. The identification of these disabilities is based on Response to Instructional Intervention (RTI), information gathered in the evaluation process, as well as standardized assessment. Eligibility for a disability category cannot be made upon the basis of one single criterion. Disabilities must have a negative impact on education in order to be considered for special education support. Special education assessment cannot be conducted without parental knowledge provided and explained to parents upon referral to special education. Students who may be eligible for services under this law should be referred to Ms. Kristen Richey, Director of Special Education at **534-1800**.

### **SPECIAL EDUCATION COMPLETION OPTIONS**

Special education students have the option of three choices of study at the high school level: 1) Mississippi High School Diploma, 2) Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma. 3) Certificate of attendance. Graduation options should be discussed with the parents and student prior to the age of 14 for the purpose of transitional planning.

Special education students who intend to graduate with a regular diploma will complete all requirements for graduation as determined by the Board of Trustees of the New Albany Schools and the State of Mississippi. Accommodations which are identified on the individualized education program (IEP) may be used to aid in achieving this goal; however, modification of required material is not allowed.

The second choice is an alternate diploma. As a local education agency, the New Albany School District shall offer this diploma to students with significant cognitive disabilities as defined by the Individuals with Disabilities Act (Public Law 105-17). Students who wish to complete with an alternate diploma will be graded on their mastery of objectives required for the completion of course work, and to participate in the Mississippi Academic Assessment Program.

Students seeking a Certificate of Attendance are instructed and graded using objectives identified in their Individualized Education Plan (IEP). Student grades are generated by mastery of objectives written in the IEP for each course and school attendance. Grading options are the decision of the IEP team which includes but is not limited to teachers, special educators, parents of the child and administrators. Accommodations and modifications are to be determined by the team for the benefit of each individual child based on his or her ability and graduation options.

An Alternate Diploma or Certificate of Attendance is not equitable to the GED or a high school diploma. It does not meet the requirement of entry into community college or 4-year colleges or universities.

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## **STANDARDIZED TESTING OF SPECIAL EDUCATION STUDENTS**

Special education students will take standardized tests through the state's testing program. If appropriate, special education students may take an alternate assessment. Special accommodations and modifications, as outlined by the Mississippi Department of Education for students with disabilities in standardized testing situations, may be permitted. Decisions regarding this issue will be made through the IEP process.

## **GIFTED EDUCATION PROGRAM**

Students in the New Albany School District may qualify for participation in the EXCEL (Educational eXcellence Challenging Exceptional Learners) program. Gifted programs are designed for those who qualify under the Mississippi Department of Education guidelines based on criteria set forth by the Mississippi Department of Education as well as the New Albany School District. Gifted programs are for students who are identified through assessment as intellectually gifted, academically gifted, musically gifted, artistically, and/or creatively gifted. Referrals to this program may be made by a teacher, administrator, counselor, parent, the student, or anyone having knowledge of a child's potential ability. For additional information please contact Ms. Kristen Richey, Gifted Program Director at **534-1800**.

## **ENGLISH LEARNER (EL)**

New Albany School District adheres strictly to the Guidelines for English Learner (EL) Services set forth by the Mississippi Department of Education, in alignment with federal mandates Every Student Succeed Act (ESSA). Students whose registration materials indicate a primary language or dominant home language other than English are assessed with the state-mandated English Language Proficiency Test (ELPT) and are determined to either qualify or not qualify for services provided by the New Albany School District's English Learner program. Services include, but are not limited to, development of an EL Plan, EL classes, content-intervention, or support, and grade monitoring. Progress is determined by annual administration of the ELPT. Questions concerning the EL program should be directed to Lecia Stubblefield at 534-1800.

## **TITLE IX**

The New Albany School District supports Title IX in its endeavor to strive for gender equity. You may contact the Title IX Coordinator, Lecia Stubblefield at 534-1800.

## **CHILD NUTRITION**

### **New Albany Schools Prices**

Student Breakfast	\$1.00
Student Lunch	\$2.25
Adult Breakfast	\$2.00
Adult Lunch	\$3.25

Our child nutrition program strives to provide healthy choices for our students. This includes servings of protein, grain, vegetables, fruits and milk every day. We have experienced staff to prepare meals to taste good following USDA guidelines. Please feel free to check in at the office and eat a meal with your child.

### **Additional Information About Our School Nutrition Program**

1. Please consider prepaying for your student's meals. Student meal charges are discouraged. There should be no adult meal charges per Board Approved per Child Nutrition Charge Policy.
2. Checks accepted for meals ONLY. Payments for lunch and/or breakfast should not be combined with other school expenses. "MySchoolBucks" is the simple way to pay for school meals with credit/debit card or electronic checks. Go to the district website **[newalbanyschools.us](http://newalbanyschools.us)**. Click on the tab "Quick Links", click on "Parents/Students", click on "Parents Help Desk", scroll down and click on "Cafeteria Online Pay". You will then be connected to the "MySchoolBucks" website.

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3. Any requests for refunds shall be in writing addressed to the Child Nutrition Director. Money not utilized during the school year will be carried forward to the next school year.
4. No foods and/or drinks are to be sold on the school campus one hour prior to and during breakfast and lunch schedules at each school
5. "Offer" as opposed to "Serve" has been established for grades Pre-K – 12. This allows students to choose what they want. They must take at least three (3) of the five (5) meal components which **must include a fruit or vegetable**. This cuts down on food waste.
6. Students who bring lunch from home can only purchase milk or milk products and water.
7. Students may eat lunch in approved areas only. Due to the congestion created in the school office and hallways, lunches from local restaurants may not be delivered to the school.
8. Menus will appear monthly in the local newspaper and on the district web site.
9. If you qualify according to the chart on the **"Free or Reduced Prices Meal Application"**, please fill it out and turn the application in as soon as possible. (Yellow Form). Not only could your child eat free or at a reduced price, it qualified the school district for more funding. A new form has to be completed each school year starting in July.

### **CHILD NUTRITION CHARGE POLICY**

In accordance with the recommendation of the charging of meals by the Mississippi State Department of Education, the New Albany School District shall comply with the regulation as follows:

- A. Adults are not allowed to charge meals
- B. Students may charge meals as follows
  - Charging a reimbursable meal will result in a negative balance on the student's account until funds have been added to the student's account
  - Students with a zero or negative balance will not be allowed to purchase a second meal or a la carte items until the student's account is in good standing
  - When a student brings money, that will be applied to the purchase of a reimbursable meal; any remainder money will then be applied to negative balances on the student's account
- C. Negative account balances will be carried out as follows:
  - Weekly charge notes will be sent home with students who have a negative account balance from the cafeteria manager
  - Calls, letters or emails will be sent to the parent(s)/guardian(s) at least monthly whose child has a negative account balance from the Child Nutrition Department
- D. Failure to bring the account into good standing within thirty (30) days will result in:
  - Further investigation by school counselors and/or principals
  - Notification to appropriate state agencies
  - At the end of each school year negative balances will be added to individual student fees for payment

### **ALLERGIES AMONG STUDENTS**

Regulations governing the federal lunch and breakfast program permit food substitutions for individual children with medical or other special dietary needs. The regulation allows substitutions "only when supported by statement from a recognized medical authority which includes recommended alternate foods". In case of milk allergy, juice may be substituted when the verification is received. Please contact , Mr. Mike Robertson, Director of Child Nutrition at **534-1800**, if you have questions.

### **TRANSPORTATION SERVICES**

School bus transportation is provided to and from school each day for students who live more than one (1) mile from the school they attend. In providing transportation, the number one priority is the safety of our students. Passengers transported in school buses must conduct themselves in an orderly manner by following school bus rules and regulations. Transportation for students who live less than one (1) mile

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from campus must be provided by the parents. Any student needing to be dropped at another location other than their permanent stop must have bus pass. Further, any student whose right to ride a bus has been suspended must provide his/her own transportation. Additional information regarding transportation routes and schedules may be obtained from Mrs. Lecia Stubblefield, Transportation Director at 534-1800.

**BUS CONDUCT**

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the student(s) until they board the bus in the morning and after the students leave the bus at the end of the school day. Students have the responsibility to obey all rules of conduct while waiting for, riding, and leaving the bus. The school bus driver is authorized to maintain order to insure safety at all times. The principal will be responsible for disciplining students reported to him/her by the driver. Questions regarding discipline should be directed to the school principal. Questions regarding stops, routes, and student eligibility must be directed to the transportation director. Emergency bus evacuation drills are conducted at least two times each year.

**SCHOOL BUS RULES AND CONSEQUENCES**

Bus drivers are responsible for supervising and maintaining appropriate conduct of students on school buses. The bus driver is authorized to assign seats. For the safety of all students, students are expected to be on their best behavior. When misbehavior occurs, the bus driver may issue a School Bus Conduct Report. Copies are provided to the principal, parents, and transportation office.

**\*Note:** There may be discipline issues that require both bus discipline and school discipline. Those will be handled according to the Code of Conduct. Students must behave on the bus. An administrator or hearing officer may suspend a student’s bus privileges for an indefinite period of time. When a student is suspended from riding the bus, parents must make arrangements for their child to leave campus in a timely manner.

The following is a general progression of every day discipline that is not seen to be flagrant.

- First offense:** Suspension from riding the bus for up to five days; school will notify the parents. (At the discretion of the administrator, students may receive corporal punishment or serve days in PBS in lieu of the five days).
- Second offense:** Suspension from riding the bus for five days; school will notify the parents. (At the discretion of the administrator, K-8 students may receive corporal punishment or serve days in PBS in lieu of the five days).
- Third offense:** Suspension from riding the bus for fifteen days; school will notify the parents.
- Fourth offense:** Suspension from riding the bus for the remainder of the school year; school will notify the parents.

**IT IS UNLAWFUL FOR A PARENT TO BOARD A SCHOOL BUS  
WITHOUT THE DRIVER’S PERMISSION.**

**While loading and unloading the bus:**

1. Be at the assigned loading zone on time.
2. Exercise extreme caution in getting to and from the assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic.
9. Wait until the bus comes to a complete stop before trying to load and unload.
10. Use the handrail while getting on and off the bus.

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11. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
12. When you must cross the road to enter the bus, or after leaving the bus, always follow the hand signals from the bus driver before entering the roadway, cross in front of the bus, and walk approximately 10 feet ahead of the bumper.

**While riding the bus, students should follow these rules:**

1. Do not distract the driver's attention.
2. Talk in a normal tone and do not shout. Be quiet at intersections and railroad crossings.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus.
5. Do not use profane language or make obscene gestures.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver.
8. Do not threaten the bus driver.
9. Do not make excessive noise.
10. Do not throw objects inside or outside the bus.
11. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
12. Student-to-student sexual harassment will not be tolerated.
13. Smoking is prohibited on the school bus and on all educational property.

**Students loading buses must move in a quick and orderly fashion.**

**DUE PROCESS REGARDING SCHOOL BUS DISCIPLINE**

If a student commits a fourth offense and becomes ineligible to ride the bus, parents may request an appeal before the transportation director. A meeting will be called with the student involved, the parents or guardian, and other necessary persons. The parents have the right to appeal the decision to the superintendent, and ultimately the Board of Trustees. For concerns related to a bus driver, a parent should contact Lecia Stubblefield with the transportation department at **534-1800**.

# **New Albany Elementary School**

## **Principal's Message**

Dear Students and Parents,

I want to welcome you to New Albany Elementary School. I am excited about the learning opportunities before us this year, and I am looking forward to a year of learning and growing together.

At NAES, we will work hard to meet the individual needs of each student. We desire to provide a safe, nurturing environment that supports students in reaching their highest potential of achievement.

Together, we will work to ensure each child receives a high-quality education. We want all students to feel respected and valued in our learning environment. We will continue to have very high expectations for all students and staff both academically and behaviorally.

We recognize the importance of parent and community involvement in our students' education and want to continue to work alongside you. I want to thank you in advance for your participation and support. If you have questions or concerns, please do not hesitate to contact me.

Gwyn Russell  
Principal NAES

### **SCHOOL ADMINISTRATION**

Gwyn Russell .....	Principal
Nathan Young .....	Assistant Principal
Kalee Stanton .....	Counselor
Mayela Peters .....	Secretary/Bookkeeper
Ariel Pannell .....	Secretary/Attendance Clerk
Tammie Reeder .....	Nurse
Amber Peters .....	Nurse
Joe Keaton .....	School Resource Officer

OFFICE HOURS  
7:15 – 4:00

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## **PROCEDURES FOR CHANGE OF STUDENT CLASSROOM ASSIGNMENT**

It is our goal to ensure your child receives the best education possible to ensure success in their future endeavors. On some occasions it might become necessary to change a student's teacher to aid them in achieving their maximum potential. It is of great importance to the teachers and administration at NAES that all classes are as balanced as possible. In doing this we use a matrix which considers gender, race, discipline history, test scores, and grades. If it becomes necessary to consider a change of placement for your child, we would first work to change their current environment to serve them better. The following procedures will be followed in the changing of a student's placement:

1. During the first two weeks of school all students will remain in their assigned setting.
2. If after the first two weeks of school your child's situation has not improved, a meeting will be conducted with the parents, teacher, and administration to develop a plan to meet your child's needs. The classroom teacher will take two weeks to implement the needed changes.
3. If the revised plan does not meet your child's needs, the student will be reassigned to a different classroom.

### **FEES**

**PreK - 5<sup>th</sup> grade Activity Fee \$25.00**

**PreK- 5<sup>th</sup> grade Technology Supply Fee \$25.00**

### **PRE-K**

#### **TEACHER/PARENT CONFERENCES**

Two conferences will be scheduled, one at the beginning of the school year, and one at the close of the year. Additional conferences will be scheduled as necessary. To arrange a conference with the teacher, please contact the school office at 534-1840. Note: We urge both parents, if possible, to attend these conferences.

**Pre-K Fee:** A fee of \$225.00 per month is due by the 5th of each month, (August –May). These monthly fees include snacks for each day but do not include lunches. Bank draft is required.

**Pre-K Snacks:** Daily snacks are provided for students through fees. However, parents may send a package of cookies, crackers, etc. to be shared with the entire class at any time. No soft drinks are allowed with snacks or lunch. Lunches may be purchased through the cafeteria at the normal school rate. Free and reduced lunch forms are available upon request.

### **ARRIVAL AT SCHOOL**

Since teachers/assistants will not be on duty until 7:20 a.m., students should not come to school prior to this time. Students should not be dropped off at the end of the halls until 7:30 a.m. WIN (Whatever I Need) time begins at 7:40am. Instruction time begins at 7:50 a.m.

After a brief adjustment period of 1-2 days, students should walk into the building unaccompanied. A school staff member will welcome your child in the building each day. If there is a need to park, you may do so in the visitor's parking lot. Please do not park in the drop-off lane or directly in front of the school.

### **DEPARTURE FROM SCHOOL**

Dismissal will be at 2:50 p.m. for car riders and 3:06 p.m. for the first phase of bus riders. Students will NOT be dismissed until the bell rings. If your child is picked up by car, you may enter from Sam T. Barkley Drive and drive to your child's appropriate hallway. If you have a second-grade child, you may pick up your second grader as well as other siblings at the second-grade end. Students will exit according to grade level. Parents should not leave cars unattended to come to classrooms for students. All visitors to the school must check in at the office.

For real time calendar of all activities visit us at our web site at [www.newalbanyschools.us](http://www.newalbanyschools.us)

### **TEACHER/PARENT CONFERENCES FOR KINDERGARTEN AND FIRST GRADE**

At least one twenty-minute conference will be scheduled at the end of the first nine weeks. Additional conferences will be scheduled as necessary. To arrange a conference with a teacher and/or principal, parents are urged to contact the school office at **534-1840**. Report cards as well as mid-term progress reports will be sent home each nine weeks. Note: All parents/guardians are urged to attend conferences.

### **TEACHER/PARENT CONFERENCES FOR GRADES 2-5**

Parents of students in grades 2-5 may schedule a conference at any time. To arrange a conference with a teacher and/or principal, parents are urged to contact the school office at **534-1840**.

### **LITERACY BASED PROMOTION ACT**

The Literacy Based Promotion Act passed by the Mississippi Legislature in 2013 requires that beginning in the 2014-2015 school year, a student scoring at the lowest two achievement levels in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

### **EMERGENCY NUMBERS**

Parents should provide at least two (2) LOCAL emergency numbers for persons other than themselves. These local numbers must be for persons willing to assist with your child in case of illness. This assures a contact person in the event a parent cannot be reached during an emergency.

The school staff should be notified of any changes in address, employment, or phone numbers of parents or guardians during the school year. It is very important for this information to be accurate and current for the school to have effective communication with the parents concerning students.

### **LABELING OF SUPPLIES AND CLOTHING**

A child's name should be on every item he/she brings to school. This includes all jackets, coats, backpacks, sharing items, lunch boxes, books, etc.

### **NOTES FROM SCHOOL AND EXAMPLES OF STUDENT'S WORK**

Students should bring a backpack or school bag every day for completed work and personal belongings. Parents should take time each day to check the backpack for notes or information sent from school. Students are encouraged to help with this responsibility, but parents should regularly check a student's backpack and agenda for any information that may have been sent home from school.

### **SENDING MONEY OR NOTES FROM HOME**

Money sent to school with a child should be sealed in an envelope and marked with the student's name, teacher's name, and the purpose for which it is to be used. Envelopes should be placed in the student's backpack. Please do not send large amounts of cash.

### **TOYS**

To avoid conflict and loss of personal belongings, students should not bring toys or any item that resembles a weapon.

### **BIRTHDAY PARTIES**

Children's birthdays may be celebrated at school. Due to the increased number of food allergies among our students, any food brought to school for students must be store bought and sealed with ingredient labels available. Food prepared at home will not be allowed. Invitations for private birthday parties may not be delivered at school unless each child in the class receives one. No balloons will be allowed.

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### **CLASS PARTIES**

Parties are held each year on Halloween, Christmas, and Valentine's Day. Due to the increased number of food allergies among our students any food brought to school for students must be store bought and sealed with labels available. Food prepared at home will not be allowed. Candy that is distributed to students must be individually wrapped. No food, drinks, or candy may be brought on the school bus.

### **GIFTS TO STUDENTS/STAFF**

Delivery of flowers/gifts to students and/or faculty/staff will be accepted for Homecoming and Valentine's Day at New Albany High School and New Albany Middle School. Delivery of gifts to students at New Albany Elementary School will be accepted only on Valentine's Day. Delivery to students may not be made on other occasions. Balloons and glass containers will not be accepted at any time at any school. Staff may receive gifts and flowers for other occasions.

### **LATE ARRIVAL/TARDINESS**

All students will be expected to report to school on time. Any student arriving on campus after 7:50 a.m. must report to the office accompanied by a parent/guardian. Tardiness will be reported on the report card each grading period. Any student who is not in the classroom when the tardy bell rings is considered tardy. The consequences for tardiness will be as follows:

- 1<sup>st</sup> Tardy Tardy is recorded
- 2<sup>nd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 3<sup>rd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 4<sup>th</sup> Tardy Tardy is recorded, loss of privilege, will continue to do so for every tardy there after
- 5<sup>th</sup> Tardy Student is no longer eligible for perfect attendance

### **LEAVING SCHOOL DURING SCHOOL HOURS**

Parents or others coming to the campus to pick up a student must come to the office to check out the student. Students should not be checked out before 3:06 p.m. Unless it is an emergency or medical appointment. Students will be allowed to leave campus with authorized adults only. Students must never leave campus without checking out in the office. A student who signs out must sign back in if he/she returns the same day. Any transportation changes should be made by 2:00 p.m. each day. Students should not be checked out after 2:30 p.m. unless there is an emergency.

### **MAKE-UP WORK**

Parents may call the school office to make requests for homework missed during an absence. Books and assignments may be picked up in the school office between 3:06 and 3:30 p.m. When possible, these requests should be made prior to 12:00 p.m.

### **OFF CAMPUS ACTIVITIES**

Parents will be notified prior to any off-campus activities for students. Parent permission slips will be required for your student to attend.

### **STUDENT RECOGNITION**

Students are recognized for exemplary performance at New Albany Elementary School in the following ways:

**High Honor Roll** – To be eligible for high honor students must maintain the following

First Grade – 90 average or above in all subjects

Second through Fifth Grades – 90 or above average in all subjects

**Regular Honor Roll** – To be eligible for regular honor roll students must maintain the following:

First Grade – Fifth Grades – 80 average or above in all subjects

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**Perfect Attendance** – To be eligible for perfect attendance, a student must be present for a minimum of 75% of every school day

**Top Dawg** – This award is presented to a boy and girl in each class who exhibits exemplary character

**Accelerated Reader** – This award is presented to the two students in each class with the highest number of AR points who also meet percentage correct requirements.

### **VISITORS/PARENTS**

All visitors and parents must report to the school office upon arrival to campus. No visitor or parent is allowed in the school's hallways or classrooms without checking in with the school office and having a visible visitor's identification tag.

### **FUNDRAISING**

It is the policy of New Albany Elementary School that any time fundraising takes place that our students only sell to their family members or people they know. Students at New Albany Elementary School should never go door to door to sell to strangers.

### **GUIDANCE/COUNSELING**

Guidance services are available for students, parents, and staff. Additionally, the counselor can make referrals to outside sources for additional support to students, parents, and staff. Appointments may be made by calling the school office, 534-1840. The guidance department maintains school records.

### **PARENTS RIGHT TO KNOW**

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

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

If you would like to receive any of this information, please call Lecia Stubblefield, Director of Federal Programs at 662-534-1800.

For real time calendar of all activities visit us at our web site at [www.newalbanyschools.us](http://www.newalbanyschools.us)

# NEW ALBANY MIDDLE SCHOOL

## Principal's Message

Dear Students and Parents,

I would like to take this opportunity to welcome you to another year at New Albany Middle School. I am very excited about the upcoming school year. The school year brings an excitement to the City of New Albany and the New Albany School District as all of our students strive to continue the great tradition of excellence.

We ask for your cooperation and support for our students and faculty as they work diligently throughout this school year to be the best they can be. It is our mission to ensure our students reach their full potential. We want our students to be engaged in learning and also provide as many opportunities as possible for our students at NAMS!

Thank you again for supporting New Albany Middle School and the New Albany School District. We are going to have a GREAT year!

Go Bulldogs,

Paul Henry  
Principal

## SCHOOL ADMINISTRATION

Paul Henry .....	Principal
.....	Assistant Principal
Julie Newton .....	Counselor
Leslie Williams .....	Secretary/Bookkeeper
Rose Peak .....	Receptionist
Anne Erby .....	Nurse
Ryan Summers .....	Co-Athletic Director
Anna Creekmore .....	Co-Athletic Director
Gabriel Wilson .....	School Resource Officer

OFFICE HOURS  
7:15 – 4:00

For real time calendar of all activities visit us at our web site at [www.newalbanyschools.us](http://www.newalbanyschools.us)

## **REGULAR BELL SCHEDULE**

7:25	Bell rings to go to 1 <sup>st</sup> Period
7:40 - 8:28	1 <sup>st</sup> Period
8:32 - 9:20	2 <sup>nd</sup> Period
9:20 - 9:30	Break
9:34 - 10:22	3 <sup>rd</sup> Period
10:26 - 11:14	4 <sup>th</sup> Period
11:18 - 12:30	5 <sup>th</sup> Period
11:19 - 11:42	1 <sup>st</sup> Lunch
11:43 - 12:06	2 <sup>nd</sup> Lunch
12:07 - 12:30	3 <sup>rd</sup> Lunch
12:34 - 1:22	6 <sup>th</sup> Period
1:26 - 2:14	7 <sup>th</sup> Period
2:18 - 3:06	8 <sup>th</sup> Period

### **ARRIVAL AT SCHOOL**

Breakfast will be served from 7:15 a.m. until 7:30 a.m. All students will report to the cafeteria each morning before the 7:40 bell. **Car riders must be dropped off in front of the school building.** It is important that parents follow these drop-off procedures. Students should avoid arriving on campus before 7:15 a.m.

### **TARDIES**

Any student who is not in the classroom when the tardy bell rings is considered tardy. The consequences for tardiness will be as follows:

- 1<sup>st</sup> Tardy Tardy is recorded
- 2<sup>nd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 3<sup>rd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 4<sup>th</sup> Tardy Tardy is recorded, loss of privilege, will continue to do so for every tardy there after
- 5<sup>th</sup> Tardy Student is no longer eligible for perfect attendance

All tardy consequences are per class period, and will start over at the beginning of each nine weeks.

### **POSITIVE BEHAVIOR SUPPORT (PBS)**

Students placed in PBS will be housed in a self-contained classroom for their required length of time. Students will receive their course work for the day and must complete all assignments. Any assignments received in PBS must be completed before exiting PBS. Students will go to lunch with the PBS class. All work received and completed in PBS will be counted for full credit. Students are counted as present at school in PBS. Teachers may refer a student to PBS for a maximum of three (3) periods per class per semester for misbehavior without an office referral. The parent or guardian will be notified.

### **HOMEWORK**

Students are expected to complete all homework assignments.

### **ACADEMIC DISHONESTY**

Academic Dishonesty is defined as anyone giving or receiving non-permitted help on an assignment. Academic Dishonesty will not be tolerated in New Albany Middle School.

Cheating on a MAJOR TEST OR MAJOR ASSIGNMENT shall result in a grade of zero for any student involved. In addition to the grade of zero, the student(s) involved shall be subject to the following consequences:

- 1<sup>st</sup> Offense – grade of zero (0), contact parent
- 2<sup>nd</sup> Offense – grade of zero (0), parent in person meeting

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- 3<sup>rd</sup> Offense - considered defiance and becomes a 2.3 on discipline code

**Plagiarism** is a form of Academic Dishonesty.

Students who cheat on HOMEWORK or a **DAILY ASSIGNMENT** will receive a grade of zero and will be assigned to detention. If student is not eligible for detention, they will serve 1 day in ISS.

### **FINAL EXAM EXEMPTIONS**

Students who have an **A** average with no more than six absences per class per year are exempted from the exam. Students may not have more than three tardies per nine weeks.

Students who have a **B** average with no more than three absences per class per year are exempted from the exam. Students may not have more than three tardies per nine weeks.

Students who have a **C** average with ZERO absences per class per year are exempted from their exam. Students may not have more than four tardies per nine weeks.

Reminder: Parent notes count as absences for exemptions.

**\*\*School related absences, medical excuses and administrative absences do not affect exam exemptions.**

**\*\*Exempt students may choose to take an exam for which they are exempt. In that circumstance, the exam grade will count only if it raises a student's average.**

**\*\*All students who take their MAAP/DRC exams on their scheduled dates and times will be exempt from final exams in their corresponding classes (With at least an "A" or "B" average).**

### **GUIDANCE/COUNSELING**

Guidance services are available for students, parents, and staff. Additionally, the counselor can make referrals to outside sources for additional support to students, parents, and staff. Appointments may be made by calling the school office, 534-1820. The guidance department maintains school records.

### **PARENT/TEACHER CONFERENCES**

To arrange a conference with your child's teacher or building administrator, please contact the school counselor at **534-1820**. Parent/teacher conferences may be scheduled before school, during the teachers' conference period, or after school. Conferences scheduled during school hours will be limited to the amount of time teachers have during their conference period. Parents must call in advance to schedule conferences.

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## COURSE OFFERINGS

6th Grade Courses	7th Grade Courses	HS Credit	Grade Courses	HS Credit
ENGLISH	ENGLISH		ENGLISH	
MATH	MATH		MATH	
SCIENCE	SCIENCE		SCIENCE	
SOCIAL STUDIES	SOCIAL STUDIES		MISSISSIPPI STUDIES	.5 History
INTELLECTUAL GIFTED	INTELLECTUAL GIFTED		INTELLECTUAL GIFTED	
GIFTED ART	GIFTED ART	1 Fine Arts	GIFTED ART	1 Fine Arts
ACCELERATED MATH	ACCELERATED MATH		ALGEBRA I	1 Math
ACCELERATED ENGLISH	ACCELERATED ENGLISH		ACCELERATED ENGLISH	
ADVANCED COMMUNICATION	ALGEBRA I	1 Math	HEALTH	.5 Health
PHYSICAL EDUCATION	PHYSICAL EDUCATION	1 PE	PHYSICAL EDUCATION	1 PE
BAND	CONCERT CHORUS	1 PE	CONCERT CHORUS	1 PE
SEMINAR	COMPETITION CHORUS	1 PE	COMPETITION CHORUS	1 PE
INTRO TO BROADCAST JOURNALISM	BAND	1 PE	BAND	1 PE
INTRO TO ROBOTICS	THEATRE I	1 Fine Arts	COMPUTER SCIENCE	1 Computer
INTRO TO PERFORMING ARTS	CYBER FOUNDATION I	1 Computer	ART I	1 Fine Arts
	FOOTBALL	1 PE	FOOTBALL	1 PE
	BOYS BASKETBALL	1 PE	BOYS BASKETBALL	1 PE
	GIRLS BASKETBALL	1 PE	BASEBALL	1 PE
	BASEBALL	1 PE	GIRLS BASKETBALL	1 PE
	STUDY HALL		THEATRE II	1 Fine Arts
	BROADCAST JOURNALISM I	1 Elective	STUDY HALL	
	CREATIVE WRITING	1 Elective	BROADCAST JOURNALISM II	1 Elective
	ROBOTICS	1 Elective	HS SOCCER	1 PE
	ART	1 Fine Arts	HS SOFTBALL	1 PE
	THEATRE I	1 Fine Arts	HS TENNIS	1 PE
	LEADERSHIP DEVELOPMENT	1 Elective	CREATIVE WRITING	1
			GEOMETRY	1 Math
			ROBOTICS	1 Elective
			HS GOLF	1 PE
			LEADERSHIP DEVELOPMENT	1 Elective
			THEATRE I	1 Fine Arts

\*Successful completion of this course earns one Carnegie Unit.

Band will substitute for physical education for grade 6.

Band, athletics, cheerleading or chorus will substitute for physical education for grades 7-8.

A doctor's statement must be on file in the office if a child is unable to participate in physical education.

\*\*Credit bearing courses taken at the Middle School will count toward the student's core and cumulative GPA.

### INSTRUCTIONAL FEES

STUDENT FEES	GRADE	AMOUNT
Activity Fee	6, 7 & 8	\$25.00
Technology Supply Fee	6, 7 & 8	\$25.00
Cyber Foundations I/Computer Science	7,& 8	\$25.00

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Science Lab Fee	6, 7 & 8	\$10.00
Artistically Gifted*	6, 7 & 8	\$25.00
Intellectually Gifted*	6, 7 & 8	\$25.00
Regular Art	6,7, & 8	\$10.00
Choral Music*	6, 7 & 8	\$25.00
Band Fee*	6, 7 & 8	\$50.00
Theater*	6, 7 & 8	\$10.00

**\*Not eligible for Fee waiver**

### **EXTENDED SCHOOL YEAR**

An Extended School Year program will be available upon sufficient demand for students in grades 5-8 who have not mastered course objectives but end the year with a 50 or higher. A student may take two (2) classes during the extended school term. The Extended School Year program is designed for remediation. Extended School is offered at the student's expense. Upon satisfactory completion the student will earn a score that is a minimum passing score. Credit recovery may be available on a case-by-case basis.

### **NAMS ATHLETICS ELIGIBILITY**

Students must be enrolled as full-time students to participate in any academic, extra-curricular or other program or activity offered by the New Albany School District. Grades of all students who are participating in NAMS MHSAA sanctioned events will be reviewed at the end of each 9 weeks report card. Any student failing to achieve a 2.0 on a 4.0 scale overall will be ineligible for participation in sanctioned events until they obtain a 2.0 on the next report card.

To be eligible for extracurricular activities students are expected to be in attendance for five periods on the day of the event. Request for exceptions must be made to the principal.

A coach may use some form of discipline for the student's placement in PBS prior to the student's participation in practice. A student who is dismissed from NASTUC will not participate in a game or performance until the sixth school day attended after dismissal from NASTUC. The student may practice.

If a student quits or is dismissed from a sports team after having been a team member for at least one game, he/she will not be allowed to practice or play in another sport until the season concludes.

During times that performance is restricted by this policy, a student may not have his activities grade negatively affected by non-participation.

All athletes except band and choral must complete the online STAR sportsmanship course. Coaches must meet this requirement as well.

### **NAHS ATHLETICS ELIGIBILITY**

Students in the seventh and eighth grades participating at the high school level for fall eligibility must: be promoted and have an overall cumulative grade point average of 2.0 or higher. For spring semester eligibility, the student must have a cumulative grade point average of a 2.0 or higher. Summer school or extended school year grades will change the end of the year grade for a failed course.

To be eligible for extracurricular activities students are expected to be in attendance for ½ day of school on the day of the event. Request for exceptions must be made to the principal.

A coach may use some form of discipline for the student's placement in PBS prior to the student's participation in practice. A student who is dismissed from NASTUC will not participate in a game or performance until the sixth school day attended after dismissal from NASTUC. The student may practice.

If a student quits or is dismissed from a sports team after having been a team member for at least one game, he/she will not be allowed to practice or play in another sport until the season concludes.

During times that performance is restricted by this policy, a student may not have his activities grade negatively affected by non-participation.

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## STUDENT RECOGNITION

Students are recognized for exemplary performance at New Albany Middle School in the following ways:

**A Honor Roll**-To be eligible for "A" honor roll, a student must have an overall average of 90 or above in all courses at the end of the 3<sup>rd</sup> nine weeks.

**A, B Honor Roll**-To be eligible for "A, B" honor roll, a student must have an overall average of 80 or above in all courses at the end of the 3<sup>rd</sup> nine weeks.

**Subject Awards**-These awards are based on highest average in a particular subject.

**Attendance Certificate**-Award is based on perfect attendance.

**PSAT/National Merit Pathway** – Any student interested in being a National Merit Semi-finalist or finalist is encouraged to follow the district's recommended plan. (Please see school counselor if interested.)

**Lott Leadership Award** – Up to 5 students in the 8<sup>th</sup> grade may be selected. Students must have 3.3 GPA for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade years with standardized achievement scores at or above grade level. Students must exhibit leadership ability in the school and show interest in public policy.

**Who's Who**-Winners are selected by students of New Albany Middle School. Eligible students must have no disciplinary record for the previous year. Significant discipline standard—2 referrals for level 2 (or above) or 1 referral for level 3.

**National Junior Honor Society**- Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a student. The National Junior Honor Society strives to recognize the total student. To be scholastically eligible for consideration for membership in the society, a student in the seventh or eighth grade must have maintained an A average for two consecutive semesters with no grade lower than a B in core subjects (English, Math, Social Studies, and Science). Eligible students are asked to complete a student activity information form. A faculty council selects students who demonstrate outstanding performance in scholarship, leadership, service, citizenship and character for membership in the National Junior Honor Society. Members are inducted in a ceremony in the spring semester.

**NAMS Student Government** -Grade representatives and officers are elected by students. Members participate in school service projects each year. See policy for student council by-laws.

## The Constitution of the Student Government of New Albany Middle School

**NAMS Student Government** – Grade level representatives and officers are elected by students. The faculty sponsor for NAMS Student Government, in consultation with the principal, designates qualified students to aid in student government, as the needs of the student population change (See ARTICLE V). Members shall participate in school service projects each year. See policy for student government by-laws.

### ARTICLE I

#### *Name*

This organization shall be the New Albany Middle School Student Government.

### ARTICLE II

For real time calendar of all activities visit us at our web site at [www.newalbanyschools.us](http://www.newalbanyschools.us)

### *Purpose*

The purpose of the New Albany Middle School Student Government shall be to provide an opportunity for participation in school affairs, linking the student body, staff and administration in promoting the general welfare of the school.

## **ARTICLE III**

### *Membership*

Membership in the New Albany Middle School Student Government shall consist of two representatives, one male and one female, from each grade level, grades six through eight. In the event that one or both representatives are unable to fulfill his/her responsibility, a new representative will be elected. Six officers shall lead the Student Government: President, Vice President, Secretary, Treasurer, Reporter and Parliamentarian. Alterations to membership are permitted. (See ARTICLE V).

## **ARTICLE IV**

### *Officers and Members*

Any student running for an officer or representative of the New Albany Middle School Student Government, shall have an overall GPA of 3.0 and no significant disciplinary record for the previous school year. Significant discipline standard: Two referrals level 2, One referral level 3

### Section 1: Officers

- A. The officers of the New Albany Middle School Student Government shall be President, Vice President, Secretary, Treasurer, Reporter and Parliamentarian.
- B. The Student Government President shall be an 8<sup>th</sup> Grade student. The Vice President shall be a 7<sup>th</sup> Grade student. Secretary, Treasurer, Reporter and Parliamentarian shall be from the 7<sup>th</sup> or 8<sup>th</sup> grade. Students are allowed to run for a maximum of 2 offices. One office MUST be class representative with the additional office corresponding to the grade level offices available to students.

### Section 2: Election of Officers

- A. Each student desiring to run for an office on the New Albany Middle School Student Government shall obtain a qualification form, TWO teacher reference forms and the printed copy of the rules and guidelines for New Albany Middle School Student Government from the Student Government Faculty Sponsor. In order to seek office and be placed on the ballot, students must return all completed qualification documents (qualification form, TWO teacher reference forms and a copy of the rules and guidelines for New Albany Middle School Student Government which shall be signed by the student seeking office and their parent(s)/guardian) by the prescribed deadline. Exceptions will be made on a case-by-case basis and only in consultation with the Student Government Sponsor and the Principal. If a candidate fails to submit all required documents by the prescribed deadline and no alternate arrangements have been made, the candidate will forfeit their opportunity to run for office. Once all required documentation is submitted and candidates have been vetted according to academic and discipline criteria set forth in ARTICLE IV will the candidate be placed on the official ballot.
- B. On the day set forth by the Student Government Sponsor or New Albany Middle School Principal, students that have fully qualified to run for office will submit a candidate video up to 90 seconds in length. This video will be shown to the entirety of the student

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body via their respective 1st period classes or accessed through the class LMS page (i.e., Canvas). The video should be in good taste and uphold the discipline standards of New Albany Middle School. In the event of technical issues that prevent display or presentations of videos, alternate arrangements will be made by the Student Government Sponsor with the approval of the New Albany Middle School Principal.

- C. The election of Student Government Officers shall take place at the beginning of 1<sup>st</sup> Period on the date designated by the Student Government Sponsor and approved by the New Albany Middle School Principal. All fully qualified candidates will appear on the ballot. The names of candidates shall appear in alphabetical order. No write-in or absentee ballots will be permitted. Ballots will be provided through Google Form or similar secure program. In the event of technical difficulties, a paper ballot will be provided in the school office. ONLY 7<sup>th</sup> and 8<sup>th</sup> Grade fully qualified candidates will be allowed to seek up to 2 offices. The candidate(s) will be allowed to run for class representative and an upper-level office if they desire. The President shall be 8<sup>th</sup> grade ONLY. Vice President shall be 7<sup>th</sup> grade ONLY.
- D. The counting of ballots shall be conducted by the New Albany Middle School Student Government Sponsor and the New Albany Middle School Principal or Assistant Principal. An independent faculty member may also be appointed for vote verification. Voting results will be in digital form unless prescribed prior to the election.
- E. A candidate must have a majority of all votes cast in order to win the election. General election voting will be held during 1st Period on the prescribed date. If a candidate achieves a vote of 50% plus one vote, they will avoid a runoff and be declared the winner of the respective office. If no outright majority is achieved, a run-off will be held during 5<sup>th</sup> period on election day for the two candidates that receive the highest number of votes in the general election.
- F. All election results will be saved in digital form and written form housed in the middle school vault for candidate and parent reference. If there is no question on voting procedure or results, the Student Government Sponsor or Middle School Principal may dispose of the files at the end of the school year. If questions arise regarding voting and/or procedures, students that sought office and/or their parents may schedule an in-person meeting with the Student Government Sponsor and Middle School Principal to discuss the results.
- G. In the event that a dispute or disagreement pertaining to voting results or voting procedure should arise, parties seeking a resolution to the dispute or disagreement must present compelling evidence to support their claim. Hearsay or rumor mongering will not be tolerated. Any dispute presented will be based on tangible fact supported by substantial evidence. Failure to provide evidence supporting a claim disputing the voting results or voting procedure will be deemed fictitious and shall be dismissed.
- H. All candidates will be limited to 4 posters or signs. These must be in good taste and in keeping with the standards of conduct for New Albany Middle School. All posters and signs must be approved by the Student Government Sponsor. The Student Government

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Sponsor reserves the right to reject any campaign signage or campaign promotion that is deemed in poor taste.

### Section 3: Duties of Officers

A. It shall be the duty of the **President** to:

1. Call all regular meetings or special meetings
2. Preside over all meetings
3. Preside at assembly meetings when asked to by the Student Government Sponsor or Middle School Principal
  1. Be willing to help coordinate all school announcements and lead in the Pledge of Allegiance.

B. It shall be the duty of the **Vice President** to:

1. To perform the duties of the President if the President is absent
2. To perform all delegated duties by the President

C. It shall be the duty of the **Secretary** to:

1. Keep the minutes of all meetings of the Student Government
2. Conduct all correspondence on behalf of the Student Government
3. Preserve all student government records
4. To perform all delegated duties by the President

D. It shall be the duty of the **Treasurer** to:

1. Receive all money from various sources
2. Keep an accurate record of funds received
3. Be prepared to give an accounting to Student Government fund to the group
4. Work closely with the New Albany Middle School Office Manager in the handling of Student Government funds
  2. To perform all delegated duties by the President

E. It shall be the duty of the **Reporter** to:

1. Provide the school Principal and Student Government Sponsor with minutes of all meetings
2. Work with the Student Council on promotion of projects and events, as well as, social media and print media promotion
3. To perform all delegated duties by the President

F. It shall be the duty of the **Parliamentarian** to:

1. Provide interpretation for Student Government proceedings when needed according to Roberts Rules of Order; this shall be performed in conjunction with the President and Student Government Sponsor.
2. Coordinate with the Reporter, Secretary and Treasurer to ensure that all records are kept accurately and stored in the appropriate manner

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3. To perform all delegated duties by the President

#### Section 4: Duties and Responsibilities of Officers and Representatives

- A. Members shall attend every regular and special meeting
- B. Members shall participate in assigned duties
- C. Members who do not consistently attend all meetings and attend to their assigned duties will forfeit their office and a replacement will be appointed by the Student Government Sponsor.
- D. ALL Student Government Officers and Representatives will have voting rights when the Student Government must decide on issues of consequence. Each member may vote Y (Yea), N (Nay) or A (Abstain). In the event of a tie, the Parliamentarian will cast the tie breaking vote.

### **ARTICLE V**

#### *AdHoc Student Government Roles*

- Section 1. From time to time, the Student Government Sponsor and/or school Principal may assign non-elected roles to students from the general student population.
- Section 2. AdHoc roles will be temporary in term and specific in purpose. These roles may be assigned as the needs of the student population change or the need for specific projects may arise.
- Section 3. Any AdHoc roles shall be non-voting roles and will be terminated at any time as the needs of Student Government and Student Body change or the specific duties assigned are complete.
- Section 4. The Student Government Sponsor and/or Principal reserve the right to deem an AdHoc role permanent. In this instance, the role will automatically transition to an elected position for the following school year and subsequent updates will be made to the New Albany Middle School Student Government Constitution and approved by the New Albany School District Board of Education.

### **ARTICLE VI**

#### *Meetings*

- Section 1. The Student Government shall hold a regular meeting monthly with a planned agenda.
- Section 2. Other meetings shall be held as necessary with time and place to be determined by the Student Government Sponsor.
- Section 3. The President shall have the approval of the Student Government Sponsor to call any special meeting.

### **ARTICLE VII**

#### *Removal of Officers or Representatives*

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- Section 1: Any officer or representative elected or appointed shall maintain a 3.0 GPA during each Nine weeks.
- Section 2: Any officer or representative elected or appointed who does not maintain a 3.0 GPA during each Nine weeks will be placed on probation for the next Nine weeks.
- Section 3: Any officer or representative elected or appointed who is placed on academic probation will not be allowed to participate in Student Government events during the probation period.
- Section 4: Any officer or representative elected or appointed who does not remove academic probation will forfeit their office for the remainder of the school year.
- Section 5. Any officer or representative elected or appointed who does not observe good conduct or behavior whether on campus or off campus may be called into question. The Student Government Sponsor and the New Albany Middle School Principal, after appropriate investigation, may place the member on probation. If conduct or behavior is deemed a severe infraction, the member will forfeit their office.

#### **ARTICLE VIII**

##### *Faculty Advisor*

- Section 1. The New Albany Middle School Principal shall appoint the faculty advisor for the New Albany Middle School Student Government.
- Section 2 The New Albany Middle School Principal reserves the right to remove the faculty advisor if it is deemed in the best interest of the Student Government as a whole.

**NEW ALBANY HIGH SCHOOL**  
**Principal's Message**

Dear Students and Parents,

Welcome to New Albany High School, home of the Bulldogs. Our faculty and staff have had a wonderful summer break, and we hope the same for each of you. We are fully committed to the growth of the students, themselves, and the community of New Albany. I will work to ensure our staff has everything needed to provide success for students.

Our commitment at New Albany High School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers, and inspired learners prepared to thrive in the twenty-first century. The atmosphere of New Albany High School will be one of care and support toward all students and stakeholders in our school. This is why your help, and continued support of New Albany High School, will be vital to our future growth and success. It is a must for our students to have care and support from all involved in their educational endeavors.

I would like to invite all students, parents, and community members to come and see me with any concerns, issues, or successes you would like to discuss. My door will always be open for any comments or suggestions. Again, I welcome to the 2023-2024 school year. We will work collaboratively to make this year the best one yet.

Sincerely,

Matt Buchanan, Ed.D.  
Principal

**SCHOOL ADMINISTRATION**

Dr. Matt Buchanan .....	Principal
April Hobson.....	Career & Technical Director
Luke Tentoni .....	Assistant Principal
Cody Stubblefield .....	Athletic Director
Morgan Tatum .....	Counselor
Curt Langley .....	Career & Technical Counselor
Carol Sadler .....	Bookkeeper
Abby Bright.....	Receptionist
Lori Hodges .....	Guidance Clerk
Jill Robbins .....	Nurse
Stephen Nolen.....	School Resource Officer

OFFICE HOURS  
7:15 – 4:00

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### **BELL SCHEDULE**

7:33	First Bell
7:40 - 9:16	1 <sup>st</sup> Block
9:16 - 9:36	Vision
9:41 - 11:20	2 <sup>nd</sup> Block
9:41 - 10:29	2A
10:32 - 11:20	2B
11:25 - 1:25	3 <sup>rd</sup> Block
11:25 - 12:12	3A
12:38 - 1:25	3B
1:30 - 3:06	4 <sup>th</sup> Block

### **LUNCH SCHEDULES**

11:20 - 11:42	1 <sup>st</sup> Lunch
11:46 - 12:06	2 <sup>nd</sup> Lunch
12:15 - 12:35	3 <sup>rd</sup> Lunch

### **ARRIVAL AT SCHOOL**

Students should not arrive at school before 7:15 a.m. unless arrangements are made with a teacher for tutoring purposes. Upon arrival, students should remind in the cafeteria for breakfast or report to their first block class.

### **DEPARTURE FROM SCHOOL**

Students who wish to remain after school should decide with the appropriate personnel. Otherwise, students should leave in a timely fashion. Unless students have after-school detention or have a scheduled event, all students should be out of the building no later than 3:15 p.m.

### **CHECKOUT POLICY**

As a convenience, parents are allowed to checkout their student via phone no more than two times per semester. It is encouraged that these calls only be used in the case of an emergency. After calls have been exhausted and in any otherwise case, students will only be allowed to checkout in-person by the student's parent, legal guardian, or an individual designated by the parent/legal guardian on student file as having permission to do so. The individual checking the student out from school must provide legal identification before the student is released.

### **STUDENT FEES – NEW ALBANY HIGH SCHOOL**

Lab based Sciences -----	\$20.00 Course
Math-----	\$10.00 Course
Driver Education* -----	\$20.00 Course
Band* -----	\$70.00 Course
(\$10 discount per child for family with more than one child in the band.)	
Chorus* -----	\$25.00 Course
Art* -----	\$25.00 Course
Drama* -----	\$10.00 Course
Supply Fee -----	\$15.00
Parking Permit -----	\$ 5.00
JROTC* -----	\$10.00
Family Consumer Science Courses -----	\$10.00 Course
Science, Technology, Engineering, Math (STEM)-----	\$15.00 Course
Agriculture and Natural Resources Courses -----	\$15.00 Course
All Other Vocational Courses -----	\$15.00 Course
Technology Supply Fee-----	\$25.00

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**\*Not eligible for Fee waiver**

**STUDENT GRADE CLASSIFICATION**

Students in grades 9 through 12 are promoted based on the total number of Carnegie units earned. Sophomores must have a minimum of five (5) credits and juniors, a minimum of eleven (11) credits; and seniors, a minimum of eighteen (18) credits.

**LOSS OF CREDIT PROVISIONS**

1. A student who is absent more than ten days in a semester class will receive a failing grade and will lose credit for that class. Absences resulting from a disciplinary suspension do not apply against loss of credit.
2. A student who is absent more than 20 days in a yearlong class will receive a failing grade and lose credit for that class. Absences resulting from a disciplinary suspension do not apply against loss of credit.
3. Absences that are documented by a medical professional, a mandated appearance in court, or death in the immediate family will not count against the loss of credit for any subject. Immediate family is defined as: grandparents, parents, siblings, child(ren), and in-laws.
4. Written documentation must be presented to the principal or his/her designee within five days of the student's return to school. This documentation must come from appropriate medical personnel, court personnel, or funeral home personnel.
5. Students are considered present when they are participating in school activities.

**COURSE ENROLLMENT REQUIREMENTS GRADE 12**

For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following: \*Have a 2.5 GPA \* Passed or met all MAAP assessments requirements for graduation \*On track to meet diploma requirements \*Concurrently enrolled in Essentials for College Math or Essentials for College Literacy or SREB Math Ready or SREB Literacy Read At any time, seniors failing a course may lose early dismissal privilege for the remainder of the school year. Seniors must be enrolled in a minimum of 3 block classes. Seniors taking a college level course off campus may use that course as one of their three (3) block classes.

The New Albany School District shall not deliver a diploma, signed or unsigned, to a student who fails to meet the requirements for graduation. A student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

**EARLY GRADUATION/FOURTH YEAR JUNIORS**

The student must submit the early graduation request to the principal at least one (1) semester in advance of the beginning of the school year in which the student wishes to graduate. With administrative approval, students may petition the counselor's office for early graduation. Students beginning their fourth year of high school and classified as a junior may graduate with his/her senior class. If a student plans to graduate early or is classified as a fourth-year junior they would not be eligible to participate in the following:

- Homecoming Court-Maid or Escort
- Who's Who-Senior specific nominations
- Hall of Fame
- Senior Awards
- Valedictorian and Salutatorian
- Top Five Graduates
- STAR Student or High ACT

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Any student who graduates early is not allowed to participate in any local scholarship.

Any student who graduates early will be allowed to participate in the Graduation Ceremony and traditional senior activities.

### ADVANCED PLACEMENT

Advanced Placement courses are designed for highly motivated students in secondary schools who wish to earn college credit. Exams are offered nationally each May. Scores are returned in July and students who earn a required score receive college credit as determined by each college. The New Albany School District will reimburse students for the advanced placement test.

### STATE REQUIREMENTS FOR GRADUATION

Each graduate will have earned the minimum required Carnegie units and pass state required exit assessments.

- a. All Carnegie units must be preapproved by the principal or his/her designee.
- b. One unit may be earned by completing a correspondence course.
- c. Online credits may be earned by the Mississippi Virtual Schools program. These credits may not be earned in state tested areas. Students may request approval to enroll through the guidance office.
- d. Eligible special education students who have satisfactorily completed an Individualized Education Plan during their high school years will be awarded a high school certificate that states, "This student has successfully completed an Individualized Education Program." Other eligible special education students who have satisfactorily completed the requirements for the Mississippi Occupational Diploma will be awarded a certificate that states the student has successfully completed all course and job requirements for the Mississippi Occupational Diploma. Required units of study are determined on an individual basis by the IEP Committee. The student will participate in graduation exercise without special mention of his/her diploma type.

### New Albany High School Traditional Diploma Option Begins with the incoming freshmen of 2018-2019

	Credits
<b>English</b> Required English I & II	<b>4</b>
<b>Mathematics</b> Required Algebra I	<b>4</b>
<b>Science</b> Required-Biology I	<b>3</b>
<b>Social Studies</b> Required 1 World History, 1 US History, ½ US Government, ½ Economics and ½ MS Studies	<b>3 ½</b>
<b>Physical Education</b>	<b>½</b>
<b>Health</b>	<b>½</b>
<b>Arts</b>	<b>1</b>
<b>College and Career Readiness</b> (Must occur in student's junior or senior year, or in the student completion of a 4-year sequence)	<b>1</b>
<b>Technology or Computer Science</b>	<b>1</b>
<b>Additional Electives</b>	<b>5 ½</b>
<b>TOTAL</b>	<b>24</b>

#### Requirements

\*Student must identify an endorsement area prior to entering 9<sup>th</sup> grade. Endorsement requirements can only be changed with parental permission.

\*For early release, student must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation

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- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy.
- 

### Alternate Diploma Option Begins with incoming freshmen of 2018-2019

	Credits
<b>English</b> (Alternate English Elements I-IV)	<b>4</b>
<b>Mathematics</b> (Alternate Math Elements I-III; Alternate Algebra Elements)	<b>4</b>
<b>Science</b> (Alternate Biology Elements; Alternate Science Elements II)	<b>2</b>
<b>Social Studies</b> (Alternate History Elements Strands: U.S. History and World History; Alternate Social Studies Elements Strands: Economics and U.S. Government)	<b>2</b>
<b>Physical Education</b>	<b>½</b>
<b>Health</b> (Alternate Health Elements)	<b>½</b>
<b>Arts</b>	<b>1</b>
<b>Career Readiness</b> (Career Readiness I-IV Strands: Technology, Systems, Employability, and Social)	<b>4</b>
<b>Life Skills Development</b> (Life Skills Development I-IV Strands: Technology, Systems, Personal Care, and Social)	<b>4</b>
<b>Additional Electives</b>	<b>2</b>
<b>TOTAL</b>	<b>24</b>

#### Requirements

- \*The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- \*All students are required to participate in the MAAP-A with a score TBD (to be determined)
- \*Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

### New Albany High School-Career & Technical Diploma Begins with incoming freshmen of 2018-2019

	Credits
<b>English</b> Required-English I & II	<b>4</b>
<b>Mathematics</b> Required -Algebra I	<b>4</b>
<b>Science</b> Required—Biology I	<b>3</b>
<b>Social Studies</b> Required -1 World History, ½ MS Studies, ½ U S Government, ½ Economics and 1 U S History	<b>3 ½</b>
<b>Physical Education</b> ½ Physical Education, JROTC, Band, credit bearing athletics	<b>½</b>
<b>Health</b> ½ Comprehensive Health or ½ Family & Individual Health or ½ Contemporary Health	<b>½</b>
<b>Arts</b>	<b>1</b>
<b>College and Career Readiness</b> (Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence)	<b>1</b>
<b>Technology or Computer Science</b>	<b>1</b>
<b>Career &amp; Technical Electives (Must complete a four-course sequential program of study)</b>	<b>4</b>
<b>Additional Electives</b>	<b>3 ½</b>
<b>TOTAL</b>	<b>26</b>

#### Additional Requirements

- \*Earn an overall GPA of 2.5; \*Earn Silver Level on ACT WorkKeys; \*Earn two additional Carnegie Units for a total of 26;
- \*Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

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## New Albany High School Academic Endorsement

	Credits
<b>English</b> Required English I & II	<b>4</b>
<b>Mathematics</b> Required Algebra I & two additional math courses above Algebra I	<b>4</b>
<b>Science</b> Required-Biology I & two additional science courses above Biology I	<b>3</b>
<b>Social Studies</b> Required 1 World History, 1 US History, ½ US Government, ½ Economics and ½ MS Studies	<b>3 ½</b>
<b>Physical Education</b>	<b>½</b>
<b>Health</b>	<b>½</b>
<b>Arts</b>	<b>1</b>
<b>College and Career Readiness</b> (Must occur in student's junior or senior year, or in the student completion of a 4-year sequence)	<b>1</b>
<b>Technology or Computer Science</b>	<b>1</b>
<b>Additional Elective Courses</b> – Must meet 2 advanced electives of the CPC requirements for MS IHLs	<b>7 ½</b>
<b>TOTAL</b>	<b>26</b>

### Additional Requirements

\*Earn an overall GPA of 2.5; \*Courses must meet MS IHL college preparatory curriculum (CPC) requirements; \*Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore); \*Earn two additional Carnegie Units for a total of 26;

\*Must successfully complete one of the following:

- One AP course with a C or higher and take the appropriate AP exam
- One Diploma Program-IB course with a C or higher and take the appropriate IB exams
- One academic dual credit course with a C or higher in the course

## New Albany High School Distinguished Academic Endorsement Begins with the incoming freshmen of 2018-2019

	Credits
<b>English</b> Required English I & II	<b>4</b>
<b>Mathematics</b> Required Algebra I & two additional math courses above Algebra I	<b>4</b>
<b>Science</b> Required-Biology I & two additional science courses above Biology I	<b>4</b>
<b>Social Studies</b> Required 1 World History, 1 US History, ½ US Government, ½ Economics and ½ MS Studies	<b>4</b>
<b>Physical Education</b>	<b>½</b>
<b>Health</b>	<b>½</b>
<b>Arts</b>	<b>1</b>
<b>College and Career Readiness</b> (Must occur in student's junior or senior year, or in the student completion of a 4-year sequence)	<b>1</b>
<b>Technology or Computer Science</b>	<b>1</b>
<b>Additional Elective Courses</b> – Must meet 2 advanced electives of the CPC requirements for MS IHLs	<b>8</b>
<b>TOTAL</b>	<b>28</b>

### Additional Requirements

\*Earn an overall GPA of 3.0; \*Courses must meet Mississippi IHL CPC-recommended requirements; \*Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore; \*Earn four additional Carnegie Units for a total of 28;

\*Must successfully complete one of the following:

- One AP course with a B or higher and take the appropriate AP exam
- One Diploma Program-IB course with a B or higher and take the appropriate IB exams
- One academic dual credit course with a B or higher in the course

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## Honors Graduate Requirements

With the Classes of 2022, 2023, 2024 a student may graduate with honors by obtaining the academic endorsement or distinguished academic endorsement with a 3.5 cumulative GPA.

Beginning with the freshmen of the 2021-2022 school year, a student may graduate with honors by obtaining the academic distinguished endorsement with 3.5 cumulative GPA.

### **New Albany High School Graduation Requirements prior to incoming freshmen of 2018-2019**

	Credits
<b>English</b>	<b>4</b>
<b>Mathematics</b> Required Algebra I & minimum of two courses above Algebra I (Pre—Algebra, Transition to Algebra or Algebra I successfully completed in the eighth-grade counts as one of the four required math credits.)	<b>4</b>
<b>Science</b> Required-Biology I One lab-based physical science	<b>4</b>
<b>Social Studies</b> Required 1 World History, 1 US History, ½ World Geography, ½ US Government, ½ Economics and ½ MS Studies	<b>4</b>
<b>Business &amp; Technology</b> Computer Discovery; ICT I or ICT II; BCT I or BCT II; or Micro Computer Applications, STEM	<b>1</b>
<b>Health</b> ½ Comprehensive Health or ½ Family & Individual Health or ½ Contemporary Health	<b>½</b>
	<b>1</b>
<b>Physical Education</b> Physical Education, JROTC, Band, credit bearing athletics	<b>½</b>
<b>Elective Courses</b>	<b>6</b> (any electives)
<b>TOTAL</b>	<b>25</b>

### **PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL) REQUIREMENTS FOR ADMISSION--STANDARD 32**

CURRICULUM AREA	COURSES	UNITS
<b>ENGLISH</b>		<b>4*</b>
<b>MATHEMATICS</b>	Algebra 1** Geometry Algebra II or any higher mathematics course	<b>3</b>
<b>SCIENCE</b>	SELECT 3 UNITS FROM THE FOLLOWING LIST: Physical Science Biology Advanced Biology Chemistry Advanced Chemistry Physics Advanced Physics Or any other science course with comparable content and rigor	<b>3 (2 lab-based)</b>
<b>SOCIAL STUDIES</b>	U.S. History World History U.S. Government (1/2) Economics (1/2) or Geography (1/2)	<b>3</b>
<b>COMPUTER EDUCATION</b>	Computer Applications ***	<b>½</b>
<b>ADVANCED ELECTIVES</b>	SELECT 2 UNITS ****FROM THE FOLLOWING LIST: Foreign Language ** World Geography	<b>2</b>

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	4 <sup>th</sup> year lab-based Science 4 <sup>th</sup> year Mathematics	
<b>TOTAL UNITS REQUIRED</b>		<b>15 ½ ****</b>

**PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL)  
RECOMMENDED FOR ADMISSION**

CURRICULUM AREA	COURSES	UNITS
<b>ENGLISH</b>		<b>4*</b>
<b>MATHEMATICS</b>	Algebra 1** Geometry Algebra II Anyone Carnegie Unit of comparable content	<b>4</b>
<b>SCIENCE</b>	Biology I Chemistry I SELECT 2 CARNEGIE UNITS FROM THE FOLLOWING LIST: Physics Physical Science Biology II AP Biology AP Chemistry Advanced Physics Human Anatomy and Physiology--Or any other science course with comparable content and rigor	<b>4</b>
<b>SOCIAL STUDIES</b>	U.S. History World History U.S. Government (1/2) Economics (1/2) Introduction to World Geography (1/2) Mississippi Studies (1/2)	<b>4</b>
<b>ARTS</b>	Any one Carnegie Unit of visual and performing arts courses(s) meeting the graduation requirement	<b>1</b>
<b>COMPUTER EDUCATION</b>	Computer Applications***	<b>½</b>
<b>ADVANCED ELECTIVES</b>	SELECT 2 CARNEGIE UNITS ****FROM THE FOLLOWING LIST: Foreign Language** Advanced World Geography Additional lab-based Science Additional Mathematics Additional English Of comparable rigor and content to those above	<b>2</b>
<b>TOTAL UNITS REQUIRED</b>		<b>19 ½ *****</b>

\*Compensatory Reading and Compensatory Writing may not be included.

\*\*Algebra I or first year Foreign Language taken prior to high school will be accepted for admission, provided course content is the same as the high school course.

\*\*\*Computer competency requirement may be met through coursework requiring computer as a tool, and keyboarding. Instruction should include the use of application packages, such as word processing and spreadsheets. This course should also include basic computer terminology and hardware operation.

\*\*\*One of the two units must be in Foreign Language or Advanced World Geography.

\*\*\*\*For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

**COLLEGE ENTRANCE  
Community Colleges**

In order to attend a community college, a student must have a high school diploma or its equivalent and an ACT score. **NOTE:** Be sure to check the course requirements of the particular college of your choice. College entrance examinations (ACT, SAT) are required by colleges and universities. Please contact the college admissions counselor at the college of your choice for specific information.

**GUIDANCE/COUNSELING**

Guidance services are available for students, parents, and staff. Additionally, the counselor can make referrals to outside sources for additional support to students, parents, and staff. Appointments may be made by calling the school office, 534-1805. The guidance department maintains school records.

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## ACT ASSESSMENT

The ACT is a curriculum-based achievement test that assesses critical reasoning and higher order thinking skills. The four content areas tested are English, math, reading, and science. Scores reflect acquired skills and measure preparation to undertake course work in college. ACT recommends students take the test in the spring semester of the junior year of high school. The following items are recommended for students to improve ACT scores: college prep core courses, practice ACT tests, review test taking strategies, retake the test, and take ACT test prep courses. All tenth graders will take the PLAN test as a sophomore at the district's expense in preparation for the ACT. Please contact the counselor at 534-1805 for more information. Go online to register at [www.actstudent.org](http://www.actstudent.org).

ACT Test Date	Registration Deadline	Late Deadline
Sept 9, 2023	Aug 4, 2023	Aug 18, 2023
Oct 28, 2023	Sept 22, 2023	Oct 6, 2023
Dec 9, 2023	Nov 3, 2023	Nov 17, 2023
Feb 10, 2024	Jan 5, 2024	Jan 19, 2024
April 13, 2024	Mar 8, 2024	Mar 22, 2024
June 8, 2024	May 3, 2024	May 17, 2024
July 13, 2024	June 7, 2024	June 21, 2024

## CHANGE OF SCHEDULE

Thoughtful planning of your course selection with the help of teachers and guidance counselors should make schedule changes unnecessary. However, should students require a schedule change after they receive their schedules. The following procedure will be followed to make necessary adjustments:

1. Summer Changes-Counseling department schedules specific days for grade specific changes. Students are to meet with their counselor on the assigned day to make any necessary changes. If a student is unable to attend on the assigned day, he/she must call the counselor's office to schedule a date in the summer to make the necessary changes.
2. Beginning-of-School Changes-In isolated instances where adjustments are necessary during the first five days of class; students may request a "Change of Schedule" form from the guidance office to request a schedule change. The form must be signed by the student and the parent. The guidance counselor will meet with the student to discuss the requested change. After classes have met five (5) times, schedule changes will cease.  
Teacher selection is computer generated. Courses are selected, not teachers. Students may not request a change for a teacher or a lunch period. Students should not move from a smaller to a larger class; no class will be overloaded due to a request for a change in schedule.

## COURSE REQUIREMENTS

Incoming Freshmen must have 80 or above in middle school math in order to take Algebra I in year one of high school. All grade levels must maintain an 80 average in previous English Course in order to take Accelerated English classes.

## COURSE LOAD

Students will not be allowed to take two courses in the same subject area in a semester, except with the approval of the counselor and principal. Requests for exceptions due to a student failing a course will be considered by the principal on an individual basis. Should a student reach his/her final year and need to take both 11<sup>th</sup> and 12<sup>th</sup> grade English to graduate, he/she may enroll in them concurrently with permission of the parent and principal.

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## FINAL EXAMINATION EXEMPTIONS

Students who have an **A** average with no more than four absences in any year full semester/full credit course and two absences in a half semester/half credit course are exempted from the exam. Students may not have more than four tardies in any full semester/full credit course and two tardies in a half semester/half credit course.

Students who have a **B** average with no more than two absences in any full semester/full credit course and 1 absence in a half semester/half credit course are exempted from the exam. Students may not have more than four tardies in any full semester/full credit course and two tardies in a half semester/half credit course.

Students who have a **C** must be **75 or above** with no absences in any full semester/full credit course and half semester/half credit course are exempted from the exam. Students may not have more than two tardies in any full semester/full credit course and one tardy in a half semester/half credit course.

All students who take MAAP exams on their scheduled dates and times will be exempt from final exams in their corresponding classes.

Students in Career and Technical classes scheduled for a career and technical National Certification Exam, who are present and test on the original scheduled day of the test and receive a passing score will be exempt from their final exam in their Career and Technical class.

**\*\*School related absences, medical excuses and administrative absences do not affect exam exemptions.**

**\*\*Exempt students may choose to take an exam for which they are exempt. In that circumstance, the exam grade will count only if it raises a student's average.**

### **Tardy Policy – High School Only**

Any student who is not in the classroom when the tardy bell rings is considered tardy. The consequences for the tardy policy will be as follows.

- 1<sup>st</sup> Tardy Tardy is recorded
- 2<sup>nd</sup> Tardy Tardy is recorded, student warned, & parent notified
- 3<sup>rd</sup> Tardy Tardy is recorded, student warned, & parent notified, 30 min after school detention
- 4<sup>th</sup> Tardy Tardy is recorded, loss of privilege, 1 hour after school detention
- 5<sup>th</sup> Tardy Student is no longer eligible for perfect attendance & will receive 1 hour after school detention

## ACADEMIC DISHONESTY

Academic Dishonesty is defined as anyone giving or receiving non-permitted help on an assignment. Academic Dishonesty will not be tolerated in New Albany High School. Cheating on a MAJOR TEST OR MAJOR ASSIGNMENT shall result in a grade of zero for any student involved. In addition to the grade of zero, the student(s) involved shall be subject to the following consequences:

- 1<sup>st</sup> Offense – grade of zero (0), contact parent
- 2<sup>nd</sup> Offense – grade of zero (0), parent in person meeting
- 3<sup>rd</sup> Offense - considered defiance and becomes a 2.3 on discipline code

**Plagiarism** is a form of Academic Dishonesty.

Students who cheat on HOMEWORK or a DAILY ASSIGNMENT will receive a grade of zero and will be assigned to After School Detention. Should the student fail to come to his/her assigned detention, he/she will be reassigned for the missed detention and suspended for one day for defiance (refusal or failure to follow assigned tasks).

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## **TEACHER/PARENT CONFERENCES**

To arrange a conference with your student's teacher or building administrator, please contact the school counselor's office at **534-1805**. Conferences will be held during a teacher's planning period, before, or after school.

## **SECURING/VIEWING STUDENT RECORDS**

All student records are available for parent review upon request. Please contact the school counselor to arrange a conference or to secure copies of student data.

## **CREDIT RECOVERY**

Credit recovery and some Carnegie unit courses are available to students through an approved online course program provided by the New Albany High School. Participation is dependent upon prior approval of the principal and/or his designee. With successful passage, student will receive the minimum passing grade.

## **SUMMER SCHOOL**

Summer School will be offered at New Albany High School for Credit Recovery purposes. Students must have 50 average in the failed course in order to take summer school. With successful passage, student will receive the minimum passing grade.

## **CORRESPONDENCE COURSES**

A maximum of one unit may be earned through completing a correspondence course. The correspondence course must be completed and the grade must be in the office before the beginning of the next school year. See the guidance counselor for more information.

## **STUDENT RECOGNITION**

### **"A" Honor Roll**

To be eligible for "A" honor roll, a student must have an overall average of 90 or above in academic courses at the end of the 3<sup>rd</sup> nine weeks or course.

### **"A, B" Honor Roll**

To be eligible for "A, B" honor roll, a student must have an overall average of 80 or above in academic courses at the end of the 3<sup>rd</sup> nine weeks or course.

### **Exceptional Attendance**

Students with perfect attendance will be recognized at the end of the school year. Students representing the school or who are on a school-sponsored trip are not counted absent from class.

### **Class Awards**

Annual class awards are given to students in each class who have the highest average.

### **District, State, and National Recognition**

Students are encouraged to seek out and participate in school-approved competitions. The school will give special recognition for all students receiving honors.

### **Who's Who**

Students are recognized by student body election. Students placed at NASTUC during the current academic year are not eligible for selection of Who's Who. Students will be limited to the selection of any two categories excluding class favorite and Mr. or Mrs. NAHS.

### **Student Council Representatives**

Students are elected as representatives of their class/homeroom.

### **New Albany Chapter of the National Honor Society**

The New Albany High School Chapter of the National Honor Society was organized in 1972. To be scholastically eligible for consideration for membership in the society, a student in the sophomore, junior, or senior year must have maintained a 90 average for two consecutive semesters with no grade lower

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than a B. Eligible students are asked to complete a student activity information form. A faculty council selects students who demonstrate outstanding performance in scholarship, leadership, service, and character for membership in the National Honor Society. Members are inducted in a formal ceremony in the spring.

### **Core Numeric Grade Point Average**

Core numeric grade point average is determined using final grades. Credit bearing courses taken at the Middle School will count toward the student's core and cumulative GPA. The following courses are not considered "major" and are not considered when determining the Core numeric grade point average: athletics, physical education, band, driver's education, journalism, yearbook, and chorus.

Beginning with the graduating Class of 2023, Dual Credit classes will count towards a student's core and cumulative numeric GPA.

Beginning with the graduating class of 2024, Dual Credit Classes will be weighted 1.05 at the end of the each course. CTE Dual credit courses will not be weighted (the grade students earn in the high school course is the grade the student earns in the CTE Dual Credit course). Dual Credit classes taken Online or outside of New Albany High School will NOT count toward core and cumulative GPA nor receive weight.

Weight for Dual Credit classes (non-CTE classes) only count towards High School GPA, not the college GPA (community colleges and universities will NOT accept a weighted grade).

### **Calculation of Valedictorian and Salutatorian**

AP, Gifted/Pre AP, Dual Credit, and Calculus courses taken during the spring semester of a student's senior year, will not be calculated in valedictorian, salutatorian, or class rank.

**A** 90-100      **B** 80-89      **C** 70-79      **D** 66-69      **F** Below 66

Core Numeric grades will be used to determine the valedictorian, salutatorian, and class rank. **Honor Graduates**, will be determined using the cumulative numeric grade point average from the courses taken which students earn a high school Carnegie unit towards Graduation, through the end of the third nine weeks of the student's graduating year.

End of course numeric averages will be used to determine class rank on an annual basis.

### **Cumulative Alpha Grade Point Average**

Cumulative Alpha grade point average – All subjects which carry a Carnegie unit will be considered in calculating this grade point average using final grades with the scale below

**A** 4 points      **B** 3 points      **C** 2 points      **D** 1 point      **F** 0 points

The four-point Cumulative GPA is computed by adding the total points earned of Carnegie units, and dividing by the number of units earned. Total points/number of units = Grade Point Average.

1. Carnegie Unit courses taken in the 7<sup>th</sup> grade will count in the cumulative GPA
2. All weighted courses will continue to be weighted.
3. All Carnegie Unit credit will count toward the Alpha Grade Point Average except those credits earned in dual enrollment, virtual classroom or online courses, and correspondence classes.

### **Senior Awards**

1. **Valedictorian:** The senior with the highest core numerical grade point average at the end of the

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3<sup>rd</sup> nine weeks of the senior year will be recognized as valedictorian. Only core courses are considered in determining the grade point average. The valedictorian will be based on numerical grades earned through the honors diploma program. The valedictorian must have continuous enrollment at NAHS beginning their sophomore year continuing through graduation of their senior year.

2. **Salutatorian:** The senior with the next highest core numerical grade point average at the end of the 3<sup>rd</sup> nine weeks of the senior year will be recognized as salutatorian. Only core courses are considered in determining the grade point average. The selection of salutatorian will be based on numerical grades earned through the honors diploma route. The salutatorian must have continuous enrollment at NAHS beginning their sophomore year continuing through graduation of their senior year.
  3. The D.A.R. Good Citizenship Award.
  4. Potter Henry Lowery Post #72 Good Citizenship Award.
  5. The Balfour Award.
  6. Seniors who have met all of the requirements of the Honor's Curriculum are awarded Special Distinction.
  7. The Junta Club Award
  8. The Star Student Award is presented to the senior who achieved the highest ACT score in a test that was administered prior to January 1 of his/her senior year and has met the requirements of the M.B. Swayze Educational Foundation. The Star Student must have attended NAHS a minimum of three semesters through their senior year and graduation.
  9. The New Albany Rotary Club Award.
  10. The faculty selects a Class Marshall on the basis of dependability, service, and character.
  11. The James S. Houston Award.
  12. Most Intellectual Girl and Boy Award
  13. School Spirit Award
  14. John Phillip Sousa Band Award
  15. Outstanding Student Awards in all subject areas
  16. New Albany High School Hall of Fame
  17. Seniors with an ACT composite score of 25 or above will be recognized
  18. Hugh "Buzzy" Clayton Award
  19. Ernest Kennedy Memorial Scholarship
  20. New Albany Pilot Club Leadership Award
  21. New Albany Kiwanis Club Scholarship
  22. Bank of New Albany Scholarship
  23. New Albany Rotary Club Scholarship
  24. Danna Hamlet Memorial Scholarship
  25. Taylor Moore Memorial Scholarship
  26. Marshaun Braxton Memorial Scholarship
  27. David Skinner Memorial Scholarship
  28. Troy L. Garrett Memorial Scholarship
  29. The Valedictorian/Salutatorian along with the other three highest ranked students by cumulative core numeric average at the end of the 3<sup>rd</sup> 9 weeks of the senior year will participate in the graduation program. They will speak on the "past", "present", and the "future". Also, one will read a poem and the other will lead the Pledge of Allegiance. The Valedictorian will have first choice and the Salutatorian will have second choice. The other three students will choose according to rank. To be eligible each of the five students must have attended NAHS continuously beginning with their sophomore year through graduation. They must also have completed the honors diploma requirements.
  30. Senior members of the New Albany School Student Council, without a speaking role in the
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graduation ceremony, will have the opportunity to have their name randomly drawn to deliver the opening or closing remarks. The first name of the eligible, volunteering student, randomly drawn, will deliver the opening remarks as outlined per the Mississippi Students Religious Liberties Act of 2013. The second name of the eligible, volunteering student, randomly drawn, will give the closing remarks as outlined per the Mississippi Students Religious Liberties Act of 2013.

**\*\*Scholarships and awards availability are determined by the associated committees and may be discontinued or put on hold at their discretion.**

### **HALL OF FAME**

Students who would like consideration must fill out an application. Five students or 5% of class may be selected. Selection is based on point system and students are to supply their own list of qualification to gain points.

5 points	National Merit Finalist Valedictorian Student Body President Star Student Highest ACT Score if differs from star student
4 points	National Merit Semi-finalist Salutatorian Honor Graduate Outstanding Student of the Year from Each Grade Bulldog Award
3 points	John Phillip Sousa Band Award National Honor Society, Mu Alpha Theta Subject Area Award Obtained National Certification Drum Major
2 points	Perfect Score on State Subject Area Test Band Captain, Captain of Band sections Athletic Team Captains Cheerleader Captain or Co. Captain Student Council Member Officer of any School Club Youth Congress State/District Competition Winner 1 <sup>st</sup> place (Athletics, Band, Speech & Debate, Choral, Academic) ROTC Group Commander Vision Mentor "A" Honor Roll IMPACTO Completer Gold/Platinum on WorkKeys Work Based Learning Completer CTE Ambassador
1 point	Member of any recognized school club not mentioned above Activities-any member of band, chorus, sports, ROTC School Musical "A/B" Honor Roll Journalism Cheerleader, Band, Chorus, or Athletic Awards-must be school sponsored

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Some honors can be received one time-- Example: Star Student, 5 points.

Other honors may be cumulative-- Example: Band can be 1 point X 4 years = 4 points.

Principal will appoint faculty members to count points on applications. Any misrepresentation of facts will disqualify student.

### **THE BULLDOG AWARD**

Criteria and selection for the highest athletic award given to our student athletes:

1. The coaching staff will nominate the student athletes based on the following: at least a two-sport participant their junior and senior year, must have a cumulative 2.5 GPA or better, leadership, and character. Students must be making adequate progress towards graduation.
2. The faculty of New Albany High School will rate the nominees on the following: citizenship and behavior.
3. The coaching staff along with the high school principal will vote by ballot on the award. They will take the faculty rating under consideration when making their final decision.
4. Any Senior committing a Level 4 or 5 offense during their Senior year will not be eligible for the Bulldog Award.

### **MEDIA CENTER**

Books are loaned for 14 days and may be renewed for the same period by presenting the book at the desk. Certain books in frequent demand will be placed on a reserve shelf and may be used in the library only. A fine of five cents for each day will be charged for overdue books. The borrower is responsible for the return of all books. The loss of a book should be reported at once to the Media Center Specialist. If the book is not found after a reasonable time, the borrower will be required to pay the actual price of the book. If books are damaged, a reasonable charge will be made. All overdue books must be returned and fines paid before a student may receive a report card. Overdue charges will be tracked from year to year if not paid. All fees must be paid before receiving a diploma.

### **COLLEGE DAY**

Seniors will be allowed one college day in which to visit a college. To take a college day a senior must get an Advanced Homework Assignment Sheet from the counselor's office, have it filled out by the teachers, return it to the counselor before going on the visit, and be in good academic standing at the time of the request. Upon returning to school, the senior must bring some verification that a visit occurred to the counselor. Failure to follow this procedure could result in an unexcused absence.

### **STUDENT LOCKERS**

Students will be assigned a personal locker. Students will be held responsible for all contents located in their assigned locker. Inspection of lockers will be made as deemed necessary. Combinations will be provided to each student. The sharing of lockers among students is prohibited.

### **HOMEROOM**

Each student enrolled at New Albany High School will be assigned to a homeroom. When homeroom meetings are necessary, the morning (a.m.) activity schedule will be followed to facilitate student council reports, to conduct class business, and to allow school activity discussions. Selected student fees will be collected; school pictures, report cards and progress reports will be distributed through the homeroom. Students plan and conduct various activities such as homecoming and student elections during this period.

### **CLUBS**

The following clubs have been organized at New Albany High School: National Science Honor Society, FCA, FBLA, FFA, HOSA, SADD, FCCLA, Spanish Club, Junior Civitans, Anchor Club, National Honor Society, Skills USA, TSA, Garden Club, National Technical Honors Society, National Art Honors Society and Mu Alpha Theta. The following procedure should be followed in order to charter a club.

1. Secure faculty sponsor.

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2. Obtain a club petition form from the office secretary.
3. Briefly state on the petition form the club's purpose or objective.
4. Obtain at least 10 signatures of students desiring membership.
5. Secure approval of the principal.

### **RULES GOVERNING CLUBS**

1. Any school sponsored club at New Albany High School shall be open to all students meeting the requirements set forth by each individual club.
2. All school sponsored club rules and requirements shall have approval by school administration.
3. Any flyers, posters, or advertisements related to school sponsored clubs shall ONLY contain the organization name and appropriate work along with meeting times, dates, and locations.
4. All clubs and their affiliated members shall adhere to all rules and regulations set forth in the New Albany High School student handbook.
5. Hazing, in any form, will not be tolerated by club sponsors, club leadership, or its associated members.

**\*\*Any student(s) found guilty of violating the rules governing clubs at New Albany High School will be subject to disciplinary action as outlined in the New Albany Code of Discipline and also possible revocation of club membership.**

### **THE STUDENT COUNCIL**

The Student Council of New Albany High School serves as a contact between the students and administration. It also sponsors such activities as homecoming, student organizations, assembly programs, and many other school activities. Regulations concerning officers and/or representatives may be obtained from the faculty advisor or the principal's office.

### **PURCHASING AND ACCOUNTING FOR STUDENT ORGANIZATIONS**

Homeroom and organization treasurers will be required to keep books consistent with the general ledger in the school office. All expenditures will be made by requisitions on forms available in the office approved by the sponsor and the principal. No student organization may purchase supplies without obtaining a Purchase Order from the office.

### **EXTRA CURRICULAR ACTIVITIES**

Students must be enrolled as full-time students to participate in any academic, extra-curricular or other program or activity offered by the New Albany School District. New Albany High School students may participate in football, basketball, tennis, track, cross country, baseball, softball, golf, soccer, power-lifting, volleyball, bowling, band, chorus, drama, debate/speech, and cheerleading. The requirements for participation in interscholastic contests are those set up by the State Accountability Standards and Mississippi High School Activities Association. Some of these requirements are:

1. A student must not be nineteen before August 1.
2. Student participation in athletics is limited to the four consecutive years after entrance to the 9<sup>th</sup> grade.
3. A student must meet the minimum scholastic requirements established by Mississippi Accountability Standards and Mississippi High School Activities Association to be eligible to participate. *A student who is enrolled in any grade higher than Grade 6 must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale.* {MS Code 37-11-65} Grades are checked at the end of each semester to determine eligibility for the next semester. Students must also be on track to graduate, maintaining the required number of credits.
4. A student must have a certified birth certificate on file to be eligible for participation in any sport.

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5. New Albany High School athletes must conduct themselves as good citizens both on and off the playing field at home or away. In addition, the administration and the coaching staff have established the following rules concerning participation:
  - a. A student who is dismissed from NASTUC will not participate in a game or performance until the sixth school day attended after dismissal from NASTUC. The student may practice.
  - b. A student who misses a ½ day of school on the day of the contest will not be allowed to participate unless approved by the principal.
  - c. Students who are in PBS at the High School may participate in extracurricular activities that night. Students will remain in PBS during 4<sup>th</sup> block if scheduled. At the coach's discretion, students may be held out of events.
  - d. It is required that all participants in extra curricular activities maintain adequate insurance coverage.
  - e. All athletes are subject to the district drug testing program.
  - f. If a student quits or is dismissed from a sports team after having been a team member for at least one game, he/she will not be allowed to practice or play in another sport until the season concludes.
6. Students who hope to play sports in college should register in the national clearinghouse. Please see the counselor or athletic director.
7. Students are required to have a physical each school year in order to participate in MHSAA activities.

### **AUTOMOBILE PERMIT**

It is important for each student to both understand and adhere to the rules and regulations regarding the operation of an automobile on campus. It should also be understood that a student who fails to follow the rules will not be allowed to operate and/or park an automobile on the New Albany High School campus for a time period to be determined by the school administration. All automobiles must be registered in the principal's office, and students must purchase a parking permit for a yearly fee of \$5.00.

The rules are intended to protect the safety of all students who attend New Albany High School. They are as follows:

1. Anyone driving an automobile to school must have a driver's license.
  2. The speed limit on the school campus is 10 miles per hour.
  3. Students should not enter the campus until they are ready to park for the day.
    - a) Riding around the campus will not be tolerated.
    - b) Picking up other students and leaving campus is not allowed.
    - c) Students should gauge the departure from home so they arrive at school at about 7:30 a.m. (before 7:20 a.m. is too early)
    - d) Sitting in cars or loitering around cars is not permitted.
  4. Students are not allowed to sit in cars at any time during the school day.
  5. Students are not permitted to leave campus unless they have checked out in the office.
  6. Students will not be allowed to move cars from high school to the Career & Technical wing or vice versa.
  7. Students should not park or drive on the lawns or drive cars on the concrete walks.
  8. Students are prohibited from operating their automobiles in a dangerous manner.
  9. No loud music is to be played when vehicle is on school grounds. Driving privileges will be suspended for violation.
  10. All vehicles must be parked in marked parking spaces only. Illegally parked vehicles are subject to fines and/or loss of driving privileges.
- 1<sup>st</sup> Violation-Warning
- 2<sup>nd</sup> Violation-Loss of driving privilege for 5 days

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- 3<sup>rd</sup> Violation-Loss of driving privilege for 10- days
- 4<sup>th</sup> Violation-Loss of driving privilege for remainder of year

## **THE CONSTITUTION OF THE STUDENT COUNCIL OF NEW ALBANY HIGH SCHOOL**

### **ARTICLE I**

#### **Name**

The name of this organization shall be the New Albany High School Student Council.

### **ARTICLE II**

#### **Purpose**

The purpose of the New Albany High School Student Council shall be to provide maximum opportunity for participation in school affairs, to acquire experience in democratic procedures, to be a link between the student body, staff, and administration, and to promote the general welfare of the school.

### **ARTICLE III**

#### **Membership**

Membership in the New Albany High School Student Council shall consist of six representatives from each grade, grades nine through twelve, inclusively, elected annually, and five officers, president, vice president, secretary, treasurer, and parliamentarian.

### **ARTICLE IV**

#### **Officers and Members**

Any student running for an office of the New Albany High School Student Council shall have an overall 3.0 grade point average and no significant discipline record. Significant discipline is defined as any offense that results in a discipline hearing or waiver of a discipline hearing. Any student running for representative shall have an overall grade point average of 2.5.

#### **Sec. 1. Officers**

- A. The officers of the New Albany High School Student Council shall be president, vice president, secretary, treasurer, and parliamentarian.
- B. The Student Council president shall be a member of the senior class, the vice president a member of the junior class, and the secretary and the treasurer a member of the sophomore class. Candidates for the office of president shall have served on the Student Council at least one year prior to running for the office of president. Candidates for the office of vice president shall have served on the Student Council for at least one year prior to running for the office of vice president.
- C. The parliamentarian shall be nominated by the president, approved by the officers, and come out of the senior class.

#### **Sec. 2. Election of Officers**

- A. Each student desiring to run for an office of the New Albany High School Student Council shall receive a petition from the student council sponsor. The student shall then present this petition consisting of 25 signatures of students of New Albany High School and three signatures of teachers or administrators of New Albany High School who wish the student to run to the Student Council sponsor by the designated deadline. The student council sponsor shall then verify each petition to ensure that it meets the approved guidelines.
- B. On the day set by the student council sponsor or high school principal candidates for student council officers shall be introduced in an assembly and present their speeches, each limited to four minutes. Nominating speeches shall be limited to no more than two

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minutes. Each nominating speech and officer speech shall be presented to the sponsor and/or the high school principal for approval. All speeches should be done with dignity and in good taste. The speeches can in no way deviate from the intent and purpose from the one given to the sponsor without prior approval. If the intent and purpose of speech is violated, votes received for that particular candidate will not be counted. The order of officers' speeches shall be determined by drawing numbers.

- C. The election of student council officers shall take place in homeroom immediately following the speeches. All students in grades 9-11 shall be allowed to vote for the officers. The names of the candidates for office shall appear in alphabetical order on the ballot. No write-in votes or absentee votes are allowed.
- D. The counting of the ballots shall be conducted by the student council sponsor and/or the high school principal. The sponsor or principal may appoint faculty designees to assist with counting of ballots.
- E. A candidate must have a majority of all votes cast in order to win the election. In the event that a run-off is necessary, it shall be held within two days of the previous election. Run-off elections will be held with the two persons who receive the highest number of votes.
- F. All ballots will be saved and placed in the high school vault until such time as the high school principal certifies a winner. If there is no question about the voting procedures, the high school principal may dispose of the ballots at the close of the school year.
- G. All posters and campaign strategies must be done with dignity and in good taste. All posters and campaign strategies should be approved by the student council sponsor. There should not be any mail outs. Budgets for campaigns should not exceed \$50 and an itemized budget must be presented to the sponsor. The sponsor and/or administration reserve the right to remove posters and/or reject campaign strategies that are not appropriate or done in poor taste.

### **Sec. 3. Duties of Officers**

- A. It shall be the duty of the President to:
  - 1. call all regular meetings or special meetings
  - 2. preside at all meetings
  - 3. preside at assembly meetings when asked by the high school principal or his designee
  - 4. be an ex-officio member of all committees
  - 5. appoint chairpersons of all committees
  - 6. with a 2/3 vote of approval from the council members fill a vacancy if an officer resigns or changes schools
  - 7. to nominate a senior for the office of parliamentarian to be approved by remaining officers
- B. It shall be the duty of the Vice President to:
  - 1. to perform the duties of president in the absence of the president
  - 2. coordinate the activities of all committees
  - 3. perform all duties delegated by the president
- C. It shall be the duty of the secretary to:
  - 1. keep the minutes of all meetings of the Student Council
  - 2. conduct all correspondence on behalf of the Student Council
  - 3. preserve all records of the Student Council
- D. It shall be the duty of the treasurer to:
  - 1. receive all money from various sources
  - 2. keep an accurate record of all receipts and expenditures
  - 3. be prepared to give an accounting of Student Council funds
  - 4. to work closely with the high school business personnel in the handling of all Student Council funds

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- E. It shall be the duty of the parliamentarian to:
  - 1. assist the president in keeping peace and order at all Student Council meetings
  - 2. be very knowledgeable of Robert's Rules of Order

**Sec. 4. Duties of Representatives/Officers**

- A. members shall attend every regular meeting and special meeting
- B. members must attend at least 2/3 of all called meetings to receive credit for Student Council officer/representative (picture in yearbook, credential for Hall of Fame, and other awards, to be eligible to run for office following year)
- C. members should participate in assigned duties

**ARTICLE V**  
**Meetings**

- Sec. 1.** The Student Council shall hold a regular meeting once a month with a planned agenda.
- Sec. 2.** Other meetings shall be held as necessary with time and place to be determined by the president and sponsor.
- Sec. 3.** The president shall have the approval of the Student Council sponsor or high school principal in order to call any special meeting of the Student Council.
- Sec. 4.** There shall be no special meeting of the Student Council unless there is business to transact.
- Sec. 5.** All business and elections shall be transacted according to parliamentary procedure.

**ARTICLE VI**  
**Committees**

- Sec. 1.** The president shall appoint all chairpersons for all committees with at least one-half of the membership being made up of Student Council members.
- Sec. 2.** Each committee chairperson shall submit to the Student Council a report of any committee action.
- Sec. 3.** If needed, a Constitutional Interpretation Committee shall be chaired by the vice president and two members of the Student Council elected by the Student Council.

**ARTICLE VII**  
**Removal of Officers/Representatives**

- Sec. 1.** All officers of the Student Council, whether elected or appointed shall maintain a grade point average of 3.0 for each nine weeks while in office.
- Sec. 2.** Any officer who fails to maintain a grade point average of 3.0 for the first nine weeks will be placed on academic probation for the second nine weeks.
- Sec. 3.** Any officer placed on academic probation will be allowed to serve on the Student Council during the probationary period.
- Sec. 4.** Any officer who fails to remove the academic probation at the end of the first semester will not be allowed to run for officer/representative the following school year.
- Sec. 5.** A representative on the Student Council shall maintain a grade point average of 2.5 for each nine weeks while in office.
- Sec. 6.** A representative who does not maintain a grade point average of 2.5 at the end of the first nine weeks will be placed on academic probation for the second nine weeks.
- Sec. 7.** A representative on academic probation will be allowed to serve on the Student Council for the second nine weeks.
- Sec. 8.** A representative who fails to remove the academic probation at the end of the first semester will not be allowed to run for representative/officer the following school year.
- Sec. 9.** If the conduct or behavior of an officer or representative, whether on campus or off campus,

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should be called into question, the Board of Trustees, upon recommendation of the high school principal and superintendent, may place the student member on a probationary status or may remove the student member from office and/or council.

## **ARTICLE VIII Faculty Advisors**

- Sec. 1.** The high school principal reserves the right to appoint one or more faculty members to advise the Student Council. The advisor is expected to attend all meetings of the Student Council.
- Sec. 2.** The high school principal reserves the right to remove the Student Council sponsor when it is deemed in the best interest of the Student Council.

## **ARTICLE IX Amendments**

- Sec. 1.** An amendment in written form shall be presented from any member of the Student Council to the Secretary.
- Sec. 2.** The amendment must be read and approved by a 2/3 vote of the Student Council at two different meetings held at least one week apart.

## **NEW ALBANY HIGH SCHOOL DUAL ENROLLMENT/DUAL CREDIT Student Qualifications for Dual Enrollment in Community College Programs and University Programs**

Eligible students may participate in the dual enrollment program established by this school district in compliance with the Mississippi Code of 1972, Section 37-15-38.

(a) A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

(b) A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

1. Dual credit program allowances. A student may be granted credit delivered through the following means:

- a. Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.
- b. College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.
- c. College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.
- d. Online courses of any public university, community or junior college in Mississippi.
- e. In the event a student drops/withdraws from a dual credit course, the student will be required to reimburse the New Albany School District any fees or tuition paid by the school district.

2. Admission criteria for dual enrollment in community and junior college or university programs. Students may be admitted to enroll in community or junior college courses under the dual

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enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.

3. Tuition and cost responsibility. Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program may be the responsibility of the parents or legal guardians of the student. Payment for tuition and any other costs shall be made directly to the credit-granting institution. If a student drops a course, they will be required to reimburse the district the full cost incurred.
4. Transportation responsibility. Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.
5. School district average daily attendance credit. When dually enrolled, the student shall be counted, for adequate education program funding purposes, in the average daily attendance of the public school district in which the student attends high school.
6. High school student transcript transfer requirements. Grades and college credits earned by a student admitted to a dual credit program shall be recorded on the high school student record and on the college transcript at the university or community or junior college and high school where the student attends classes.
7. Ineligible courses for dual credit programs. Any course that is required for subject area testing as a requirement for graduation from a public school in Mississippi is not eligible for dual credit.
8. Eligible courses for dual credit programs. Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses.
9. High school Carnegie unit equivalency. One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.
10. Maximum dual credits allowed. It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high school student shall be allowed to earn an unlimited number of college or university credits for dual credit.

**NASTUC**  
***New Albany~South Tippah~Union County***  
***Behavioral Management Center***  
***Office Hours 7:15 – 4:00***

**MESSAGE FROM THE DIRECTOR**

Students,

Welcome to the New Albany, South Tippah, Union County Behavioral Management Center (NASTUC). Our goal is to make every student's experience at NASTUC both positive and productive. By working together, we can ensure the success of all students.

The behavioral center is designed to give students a second chance to stay in school and continue receiving credit for their classes. The faculty consists of highly qualified teachers who are dedicated to working with each student. The needs of each individual are different and our staff is committed to meeting these needs. The small classroom size, high standards for behavior and positive atmosphere help many students overcome academic and behavioral difficulties. While academic and social skills are the primary focus at NASTUC, the facility also offers counseling through Life Core services. Our hope is for every student to succeed at NASTUC, transition smoothly back to their home schools and apply the skills learned to their lives. Please give me a call if you have questions or concerns.

Sincerely,

Dr. Avence Pittman, Jr.  
Director

The NASTUC handbook is not able to cover every situation that may arise; however, it serves as a general guide to everyday rules and policies at NASTUC. The administration has the authority to make decisions concerning any situations that are not specifically addressed by this handbook.

**MISSION STATEMENT**

The mission of the alternative education program is to promote academic performance, behavior modification, functional skills, career education, character education, and employability skills in a learning environment that offers high expectations. Through individualized instruction and education plans (IIP/IEP), students, parents, and school faculty collaborate to address these key areas. A commitment is made to provide a safe, structured environment that is conducive to helping students function in today's ever-changing society. The primary goal of NASTUC Behavioral Management Center is for the student to return to his/her home school and become a productive learner and citizen. Our common interest is helping the student.

**INTRODUCTION/PURPOSE**

The purpose of NASTUC is to offer a program for students who have not been able to or cannot function in the regular classroom settings, who will benefit from a small group setting for a period of time, or whose behavior disrupts the learning environment.

**Program GOALS**

The program goals are two-fold:

- To teach students the behaviors necessary to be successful in his/her educational program.

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- To help students transfer these behaviors back to his/her home school or another program.

### **STAFF**

Our teachers are certified by the Mississippi Department of Education to provide instruction to all students. The director is responsible for all facets of the daily operation of the school. All students enrolled at NASTUC have access to counseling.

### **REASON FOR REFERRAL**

1. A student is a repeat offender of minor school rules and all other interventions have failed and academic progress of the student is at risk. These interventions must be documented by the home school principal.
2. A student breaks a major school rule and needs immediate Alternative School referral.

### **ADMISSION PROCEDURES**

1. School completes the enrollment packet and contacts Director to set up intake meeting.
2. Parent and student attend a scheduled intake meeting with the Director. If a New Albany student has an IEP; Special Services personnel must attend the meeting.
3. All regulations and guidelines will be reviewed and the family will be asked to complete the behavior contract.
4. A re-entry plan will be discussed based on the exit criteria established.

### **EDUCATIONAL PLAN**

The Alternative Center will follow an Individualized Instruction Plan (IIP), which is designed and determined by the student's home school. Special Education students must follow their Individualized Educational Plan (IEP).

### **PARENTAL INVOLVEMENT**

The most important decisions are made by the parent and the child. The school program encourages a high level of parental support to guarantee success. We must work together effectively to ensure the success of your child along with the program.

### **TRANSPORTATION**

1. Students may ride the school bus or be transported by parents. All school rules apply while on the bus. Students are not allowed to drive vehicles to the Alternative School.
2. Students will be assigned a designated area at the home school to transfer to the bus.
3. On first offense for violation of bus rules, students may lose their bus-riding privileges for their time remaining at NASTUC.

### **INITIAL AND SUBSEQUENT INTERVIEW**

#### **Re-Entry Process**

- A NASTUC representative will present progress made by the student to the home school, and a conference date will be set for the student to ask permission to return to school.
- The teachers and administrator will work with the student to prepare him/her for the conference.
- The conference should include as many teachers from the home school as possible, as well as the guidance counselor.
- The administrator will do a follow-up to ensure a smooth transition. The receiving school is welcome to call upon us for support.

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- Once accepted back, any home school violations or any offenses may result in a suspension and the possibility of returning to NASTUC during the six-month probationary period.
- Any student who has had an exemplary stay at NASTUC may earn an early release of up to 10% of the original time assigned. Exemplary is defined as no office referrals and all work completed.
- All work is to be completed and accounted for before re-entry.

### **ATTENDANCE**

All students must arrive by 8:00am. Any student arriving after 8:00 a.m. will be considered absent and the day must be made up. Please call by 8:30 a.m. if the student is going to be absent. Medical excuses for absences must be brought to the school within two days of the student's return to the school. Do not arrive at NASTUC any earlier than 7:30 a.m. unless you are transported to school by the bus.

Students are expected to attend daily and to be on time. The only valid excuses are illness and bereavement within the family. Doctor's appointments will be excused for the time of the appointment only. Excuses must be brought to NASTUC within two days of a student's return to school.

If the student is going to be out, the student's parent must contact the school as early as possible to advise the school of this information. A student who is absent due to religious beliefs shall follow these guidelines in order for the absence to be excused:

1. Prior to the absence the student shall contact his/her teacher to find out assignments for the day(s) of absence.
2. All work missed during the absence(s) shall be due the day the student returns to school, to including making up any tests given during the absence.
3. Excused absences do not count toward days completed at NASTUC.

NASTUC teachers and secretary will keep an accurate record of absences and tardies. The office will record student absences each day during the first hour of classes. Tardies and checkouts will be noted on the attendance sheet. The office will call in the absences to the home school during that school day.

The office will report, on the approved form to the youth court attendance officer, excessive student absences (two and above).

1. Record the absences.
2. Call the home school.
3. Call the parent.
4. Notify the attendance officer

### **CHECKOUTS**

Only the parent or guardian who has legal custody of the student or their adult designee may check a student out of school. Any checkout before 12:30 will be considered an absence. Checkouts are for emergencies and should not be abused. When a student is checked out, the parent or parent designee must come inside the building and sign a statement with whom, when, and why the student is being checked out. This procedure protects our students as well as the school.

### **CONFERENCES**

Conferences can be arranged at any time, but are especially encouraged at report card time. Please feel free to call if there is ever a problem.

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### **LEAVING THE BUILDING WITHOUT PERMISSION**

Students who leave the building without permission will be considered truant, and the police and parents will be contacted.

### **SEARCHES AND SAFETY**

Students will be subject to a safety search every day upon entry to the building. This includes persons, desks areas, and any personal item brought into the building or on the bus.

### **CONTRABAND**

Any item not listed as school supplies on page 71 will be considered contraband. Students are not permitted to have banned items on the school bus and these items can be confiscated from the student.

### **EXTRA-CURRICULAR ACTIVITIES**

Students enrolled at NASTUC for behavioral reasons are not to participate in or attend any extra-curricular activities. This includes all school games (football, basketball, etc.), that are held at home or away, of any school within the consortium of NASTUC (New Albany, South Tippah, Union County). Students are not to be on any other school district property, except to transfer to and from the bus. If violated, the student's remaining time will be doubled.

### **CONFIDENTIALITY**

We will respect the student's right to privacy. Anything that is discussed in interviews, meetings, or in school is strictly confidential. Students are not to get names, phone numbers or any other social media contacts of other students or solicit friendships. This is something significant that parents should help us monitor.

### **DRUG POLICY**

NASTUC abides by the New Albany School District (NASD) Drug and Alcohol Testing Policy.

### **ENTERING AND EXITING THE BUILDING**

#### **MORNING PROCEDURE:**

- Students will get off the bus without talking, shouting, or laughing.
- Students will enter the building in a single file & maintain silence.
- Students will retrieve their ID badge and check-in. Badges must be worn at all times. Replacement badges will be \$1.00.
- Pockets must be emptied and items placed in plastic bins.
- Students will pass through a metal detector and personal belongings will be subject to search.
- Students will wait in the designated area until class begins. Students will remain silent during check-in.

#### **AFTERNOON PROCEDURE:**

- Students will be dismissed according to bus arrival or parent pick-up.
- Bus riders will retrieve school mail and give it to the bus driver.
- Students will leave the building without talking or making loud noises.
- Students will hang up ID badge under 1<sup>st</sup> block teacher's name.

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**Restroom use:** Before classes begin each morning, the student will have the opportunity to use the restroom or get water. Once classes begin students will adhere to the bathroom break schedule for each class.

If there is a medical reason why a student needs to use the facilities more often, the parent needs to call the school and inform us of this fact. If this condition is permanent, the student must bring a statement from his/her doctor to that effect.

### **DRESS CODE**

In keeping with the goals of the NASTUC Center, we must ensure the safety of all students and staff. The following code applies to all NASTUC students:

No mode of dress which may be disruptive to the overall pursuits of the Alternative Center program, is permissible. If the Director determines that a student's attire is inappropriate, it must be changed. If out of dress code, the day will not count and the student will receive a Level 1 discipline referral.

**HAIR-** Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption.

**SHIRTS-** Shirts must be A PLAIN WHITE tee, sport, or dress style that will properly close by button or zipper. No white tank tops or shirts with holes may be worn. Clothing should not have any emblems, symbols, or lettering at all. No hooded sweatshirts, will be allowed in the building. Shirts with emblems cannot be reversed. All shirts and tops are to be worn inside pants with a belt (belt or belt loops must be visible) upon entering the building. Shirts worn underneath white shirts for warmth purposes should be solid white, blue, black, or gray long sleeves with absolutely no logos or writing.

**PANTS-** Standard uniform of khaki or slack pants brown or black; this excludes wording, colored pockets, and/or graphics. Pants with holes are absolutely not allowed. Absolutely no baggy clothing (i.e., baggy pants, oversized shirts); Pants are not to be worn below the waist. No clothing with cuts or tears allowed. Cargo style jeans, jeans, or jegging-style pants are not permissible, as well as tight-fitting pants

**JACKETS-** During morning check-in, all jackets will be searched and hung up until the end of the school day in a designated area. If your child is cold natured, he/she will need to wear a solid color long sleeve shirt underneath their white shirt they may include: White, Blue, Black or Gray ONLY(This has been mentioned under heading of SHIRTS).

**SHOES-** Athletic/Tennis shoes (no straps), fully closed dress shoes or boots are permitted. Sandals, backless shoes (crocs), flip flops, bedroom shoes, cowboy boots or slippers are **NOT** permitted. All shoes must be tied upon entering the building each morning, and they may not be loose-tied.

**NO BODY PIERCINGS are allowed. All tattoos must be covered at all times.**

The first offense dress code violation will result in the parent being contacted to correct the dress code violation. All additional dress code offenses will result in the parent being required to pick the student up and the student will lose credit for the day.

\*The Administrator is responsible for the development and publishing of any other rules and/ or regulations regarding dress, conduct, and the operation of the NASTUC Alternative Center. This must be done within the policies of the Board of Education.

## FEEDBACK SHEETS

The staff will maintain an ongoing record of the student's classroom behavior on a daily feedback sheet. This sheet will remain with the student throughout the day in order to provide him/her with a constant reminder of his/her performance. This allows for a self-correction on the part of the student with guidance from the staff. This feedback sheet is most effective when the family system ties into this program. The parents are encouraged to ask questions on how to use this tool effectively. The parent should sign the form daily and return it to NASTUC the next day. If not signed and returned, the consequences will be as follows:

1<sup>st</sup> offense – Written warning sent home to parent

2<sup>nd</sup> offense – One day added to the student's time

3<sup>rd</sup> offense – Student suspension or parent required to come to the school to sign that day

## CRITERIA FOR DAILY POINT SYSTEM

The teacher will rotate student behavior sheets from class to class. The teacher will rate the students on a scale of one to five using the criteria below. A checklist and a comment area are available. This checklist should suffice as a daily note for each student and will be sent home daily to the parent/guardian. The student's last teacher of the day will tally points for the student and tally weekly totals to assist in the Student Level determination for the following week.

### POINT 0:

**Severe disruptions-** Students must be sent to the office for discipline infractions or placed in PBS. Students lose all points for that period for a severe disruption that results in an office referral.

### POINT 1:

**Poor behavior-** Works less than 30% of the class period. Constant minor disruptions, firm redirection or time out of the classroom as instructed by the teacher.

### POINT 2:

**Needs improvement-** Works 40% of the class period with minor disruptions (i.e., talking, playing, out of seat). Firm redirection is needed for student compliance.

### POINT 3:

**Fair behavior-** Works at least 60% of the class period, cooperates with the teacher, and mild disruptions that are redirected easily by teacher.

### POINT 4:

**Good behavior-** Works majority of the class period (about 80%), cooperates with the teacher, mild disruptions that are redirected easily by teacher.

### POINT 5:

**Excellent behavior-** Completes assignments to the best of their ability, cooperates with the teacher and other students in class, and does not disturb other classmates.

## CRITERIA FOR PRIVILEGES FOR LEVEL SYSTEM:

### **LEVEL 1:**

Students entering NASTUC will begin at level one. They will remain on level 1 for at least two weeks. Students should achieve at least 125 points for the two weeks on his or her daily behavior sheet in order to progress to level 2. No privileges at this level.

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**LEVEL 2:**

Students completing their initial two weeks at level 1 and maintaining more than 125 points will advance to level 2. They will remain on level 2 at least one week. Students who drop below 70 points will be demoted back to level 1 until they earn level 2 again. Level 2 students will receive a one-time special item from their homeroom teacher.

**LEVEL 3:**

After two weeks on Level 2, students who earn 200 or more points will be promoted to level 3. Students who drop below 200 points will be demoted back to level 2 until they earn level 3 again. Level 3 students will earn a regular size shake on Friday (one-time prize).

**LEVEL 4:**

After one week on level 3, students who earn 275 or more points will be promoted to level 4. Students who drop below 275 points will be demoted back to level 3 until they earn level 4 again. Level 4 students will be given the privilege to be out of uniform on Fridays. The code is to still be followed as follows: Shirt must be tucked in, jeans (no holes and/or designs), belt, and no sagging.

\*Rules and restrictions will apply for students to obtain privileges for levels 3-5. Students who are behind on school work will not receive any privileges. In addition, teachers will have the discretion to withhold privileges from students who do not exhibit acceptable behavior. If a student is suspended, he or she will be demoted back to level one.

**POLICIES AND PROCEDURES**

- Class begins at 8:00 a.m. The length of your day depends on the school you attend and transportation. The day ends at 2:45 p.m. or upon the arrival of the home school bus.
- NASTUC procedures, rules, and policies will supersede the home school handbook.
- No profanity or inappropriate language.
- No disrespect to staff or peers will be tolerated.
- School-provided meals are the only food or drink allowed in the classroom.
- No personal phone calls or texting from iPads. You are not to be on a phone without a teacher present under any circumstances.
- No personal contact. No touching, no fighting, no PDA, etc.
- No destruction of property. This includes the building, furniture, books and clothing.
- No drawing, doodling, or writing to others unless assigned by staff.
- No alcohol, illegal drugs, or toxic substances.
- Stealing will not be tolerated.
- No grooming products: brushes, combs, picks, lotions, perfumes or breath spray, lip gloss, etc.
- No more than \$5.00 will be allowed who pay for breakfast and/or lunch only.

This program is designed as a therapeutic community committed to providing an education to its students in a safe, healthy, non-threatening environment.

**MEDICATION**

If medication must be administered during school, the policy of the school must be followed. The medicine must be in the original container with the doctor's directions and dosage. The medicine must be left in the office. A daily log will be kept. The parent may come to the school and administer the medication if

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necessary. Students with asthma and diabetes must make the school aware of their emergency medications.

### **SUPPLY LIST**

The following items are required for NASTUC. Please have the items on the first day of attendance:

- Laptops/IPAD from home school
- Paper and pencil
- Pocket folder for each class optional
- No three-ring binder are permissible not backpacks

### **REMINDERS FOR PARENTS**

The following list will assist parents in making sure their student successfully meets and completes program requirements. Please note all items checked during admission process:

- ✓ Sign the feedback sheet every day.
- ✓ Use feedback sheet scores to earn privileges at home.
- ✓ Schedule regular study time.
- ✓ Schedule regular bedtime.
- ✓ Call 662-538-4100 if your child will be tardy or absent. Send an excuse when the child returns to school.
- ✓ Send school supplies.
- ✓ If a child must take medication at school, the parent must schedule a meeting with Mrs. Buggs to complete all required paperwork. The parent must bring the medication to school at no time should the child be allowed to bring the medication.
- ✓ If child does not have free lunch, send money for breakfast and lunch.
- ✓ Breakfast price for full price is \$1.00. Lunch for full price is \$2.25
- ✓ Breakfast for reduced price is \$.30. Full price is \$.40.

### **PROCESS WHEN STUDENTS RETURN TO SCHOOL**

- The student will receive a release letter from NASTUC
- The parent must take the student back to his/her home school to meet with the administrators before the student is allowed to return to their home school
- Students must be up to date on their work assignments in order to return to their home school or their time could be extended at NASTUC.

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## **CHEERLEADER HANDBOOK RULES and REGULATIONS**

### **MISSION**

The mission of the cheerleading program in the New Albany School District is to support the athletic program, to lead the school and community in the development of spirit and pride, to serve as ambassadors for each school and to develop the value of teamwork and continued skill progression through competitive cheerleading. The cheerleaders will strive to develop good sportsmanship between competing schools.

### **COACH**

The cheer coach is to be recommended by the principal. She is to have complete authority with approval of the principal in all matters dealing with cheerleader activities such as participation, practice, uniforms, travel, and conduct. All plans and activities are reviewed and approved by the administration.

### **PHYSICALS**

Cheerleaders must have a physical before attending summer camp or cheering. Cheerleaders, like all other athletes, must provide for their own insurance.

### **TRAVEL**

The cheerleaders must ride together as a group both to and away from out-of-town events in their assigned vehicle, unless a signed note from a parent or guardian has been given to the cheer coach. The cheerleaders will travel to and from competitions as a team. No one will be allowed to ride home with a parent/guardian unless they have special permission from the cheer coach. These are team events and should be treated as such. Cheerleader parents are expected to provide their share of travel to away events unless transportation is provided by the school. Parents should get a substitute to take their place should they be unable to provide transportation on the given date. Note: Cheerleaders will not be allowed to ride in any vehicle other than the one designated without signed permission. Parents are expected to provide transportation for their cheerleader to and from all practices. Please be on time.

### **SELECTION/TRY OUTS**

Cheerleaders must meet the academic and residential requirements published in the MHSAA Handbook. Further, as per the mission statement, they are expected to carry themselves with pride.

Each candidate for cheerleader, along with a parent or guardian, **MUST** read and sign The Rules and Regulations Form, The Permission Form, The Informed Consent Form, and return them to insure that each candidate knows what is expected of her if she is selected. Parents/Guardians and members of the cheerleader squad are required to sign an Emergency Information Card and also an Inherent Risks of Cheerleading form.

Each candidate must have a parent/guardian attend an informational meeting prior to tryouts. If for some reason the parent/guardian cannot attend the meeting he/she should send a designated adult as the cheerleader candidate's representative, or attend a make up conference. Tryouts are closed except for approved school personnel. Universal Cheerleader's Association, National Cheerleader's Association, and/or area college cheerleaders will judge the candidates. The coaches will request both minority and majority judges. The cheer coach or school personnel shall explain the try out process to the judges as a group prior to the judging process.

Candidates should try out in a black tank/shirt and maroon shorts. Only one (1) white ribbon will be allowed to be worn with a pony tail. Clothing items that have the word "cheerleader" or a candidate's names on them will not be allowed at tryouts. No stripes, coloring, or brand names should be on either the shirt or shorts. No candidate shall leave the tryout area until all judging is complete unless authorized by the coach or principal. After trying out, candidates shall go to a designated waiting area.

A committee of school personnel shall electronically tabulate the score sheets. Members shall initial

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the score report to verify the tabulation. After the selection process is complete, all candidates will receive a sealed letter notifying them that they have or have not made the squad. In the event of a tie or ties for the last place the tie will be broken by a complete repeat performance by the candidates involved. The decision of the judges shall be final. Candidates' parents or guardians who wish to view their score sheets may schedule a conference with the principal and cheer coach. The request must be made by Friday of the next school week. Teacher and coach/sponsor evaluations are confidential.

### **PRACTICE**

Cheerleaders **MUST** attend all practices and games unless they have been granted an excused absence by the coach. Sickness, death in the family, and family emergencies are examples of excused absences. The coaches or sponsors of other activities will work with the cheer coaches to facilitate conflicts with those activities. The principal will resolve conflicts. Non-school related activities must come second to cheerleading commitments. This includes all-star competitive teams and gymnastics lessons. Cheerleaders will not be allowed to leave practice early to attend such functions. The only exception will be regularly scheduled Sunday morning, Sunday night, and Wednesday night worship services. Absences should be cleared with a cheer coach before practice begins. Practice schedules will be distributed, but there will be extra practices called from time to time that are not scheduled. Students may not conduct practices unless the cheer coach or her substitute is present.

A summer practice schedule will be made and given to each cheerleader, but there may be extra practices called or changes made from time to time that may not appear on the summer practice schedule. If a cheerleader works, she needs to provide the coach with her work schedule to help avoid conflicts between work and practice schedules.

### **CHEER CAMP**

It is mandatory that all cheerleaders attend summer cheerleading camp. Plans for camp (selection of camp, dates to attend camp, travel, fundraising, etc.) are to be made by the cheer coach, with approval from the principal. Information regarding dates and fees will be forwarded to parents at the meeting prior to tryouts. No cheerleader should miss practice two weeks prior to camp competition. If a cheerleader has any unexcused absences during this two-week period, she will not be able to participate in the evaluations at camp. Costs for camp are the responsibility of the parents.

The entire cheer squad will compete at summer camp in dance and stunting. Summer camp competition placement and dance line-ups in routines will be based on skill level and proper technique, not by seniority. Cheerleaders must pass off choreography and skills before placements are decided. Summer camp competition placement and lineups are not secure and will be changed if deemed necessary by the coach. The head coach's decision will be final. All squad members are expected to participate and must follow rules set forth in above paragraph entitled **CHEER CAMP**

All senior cheerleaders may try-out for camp All Stars. If there are fewer than four seniors who try-out, then cheerleaders with the judge's highest tryout scores will be allowed to try out for the All Stars at cheer camp. The number will depend on how many the cheer camp will allow. If there is a tie of scores between two or more cheerleaders for this All-Star tryout position, a random drawing will occur to determine which cheerleader will participate.

### **CHEERLEADER DUTIES, CONDUCT, AND STANDARDS**

At any official cheer function after the start of school, cheerleaders are expected to wear their official approved cheer uniforms. All cheerleaders are expected to behave in an appropriate manner as representatives of the New Albany School District. The coach will be responsible for enforcing appropriate discipline. The coach, with approval from the principal, will have the authority to suspend or drop permanently any cheerleader for reasons such as the following:

Sloppy appearance and habits, improper attire, undesirable behavior, excessive or unexcused

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absences, failure to perform duties, unsportsmanlike conduct, uncooperative attitude, any act or deed that harms the reputation of the school, vulgarity, insubordination, use of tobacco, drugs, or alcohol while in uniform, if observed by coach or any other school personnel.

**SUSPENSION FROM SCHOOL OR PLACEMENT IN THE ALTERNATIVE SCHOOL WILL RESULT IN AUTOMATIC SUSPENSION OF CHEERLEADING DURING THE TIME OF SCHOOL SUSPENSION OR PLACEMENT AT NASTUC.**

Typically, a combination of some of the following steps would occur prior to dismissal from the squad.

1. A verbal warning to the cheerleader
2. A conference with a parent and cheerleader
3. Suspension from practice
4. Suspension for a game or games.
5. Other punitive measures

In the event of an unexcused absence a cheerleader will be suspended pending a mandatory meeting with the cheerleader involved, parent/guardian, coach, principal, or his/her designee. Cheerleader actions of a severe nature may constitute reason for immediate dismissal from the squad.

### **RESPONSIBILITIES**

Cheerleaders will be responsible for pep rallies, response of the crowd, spirit signs, leading cheers at games, public appearances, competitions, promoting school spirit, and courteous conduct. Good sportsmanship is expected at all times. Never argue with the crowd or officials. Cheerleaders must lead cheers at games unless excused by the coach. Additional duties must be performed when deemed necessary by the coach.

Cheerleaders should attend all practice sessions during the week unless excused by the coach in order to cheer at pep rallies or games. In the event a cheerleader cannot attend a game or a practice, she should contact the coach prior to the practice or game. Cheerleaders must be present ½ of a school day to participate in a cheer function. The coach should make requests for an exception to the principal for final consideration.

Cheerleaders will not stand or hang around any public place while wearing a cheerleader uniform. No one is allowed to wear the cheerleader uniform except the cheerleader.

If for any reason a cheerleader does not finish the season (season is defined as the time from selection at tryouts until another group is selected the next year) she will not be allowed to tryout the following year. Exceptions to this would be if the circumstances were beyond the cheerleader's control. Determination for exceptions will be made by the coach and the principal (or his/her designee) after a meeting with the cheerleader's parent(s)/guardian. A mascot will be held to the same expectations as cheerleaders.

### **ACTIVITIES/PARTICIPATION**

All cheerleader-planned activities must have the approval of the cheerleader coach and the principal. The cheerleader coach will decide participation in cheerleading activities such as parades. First priority will be given to ballgames and school related functions.

Should an unusual circumstance, unforeseen development, or an issue that might involve a conflict of interest arise; a coach may convene all cheer coaches as a committee to consider the matter.

### **FINANCES**

All cheerleader finances and accounting must go through the school Athletic Account. The cheer coach must approve all plans for fundraising, spending, etc. If the cheerleaders engage in any type

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fundraising activities, all cheerleaders will be expected to participate. All expenses must have the approval of the principal and cheerleader coach. Cheerleaders will receive a payment plan for the total cost. A late fee may be added to the total cost for every missed payment.

### **CONFLICT OF INTEREST**

Should an immediate relative of a district employee be a candidate for cheerleader, the same restrictions that apply to all candidates would apply during the time of clinic and tryouts. If an immediate relative of a cheer coach should be a candidate for cheerleader, the coach would conduct the clinic as usual, but would recuse herself on the final day on which the cheerleaders were selected. She would not be a part of the judging process. Neither would she be present during the tallying of the results.

### **ADMINISTRATIVE RESPONSIBILITY**

Issues that may arise that are not specifically addressed in Board policy will be handled at the school administrators' discretion.

## **NEW ALBANY HIGH SCHOOL**

### **Varsity- grades 9-12 of the year they serve**

Tryouts will be held during the spring semester on a date set by the coach and principal. There will be one squad selected. The cheerleaders selected will be in grades 9-12 during the year they serve. Squad membership will consist of 20 girls. Three judges will evaluate each candidate with possible 100 points per judge making each candidate receiving a possible score of 300. Further, each candidate will get evaluations from six teachers, of their tryout year. Teacher evaluations will be averaged together for a total of 40 points total. The cheer coach will assign up to 60 points for each candidate making the overall total points possible 400 points. The 20 girls receiving the highest score will be named cheerleader. In the event of a tie or ties of the possible 20<sup>th</sup> position the tie will be broken from the judges by a complete repeat performance by the candidates involved.

Considering Varsity and or collegiate level recommendation, judges may randomly select additional candidates who have already won positions on the squad to participate in the repeat performance to protect the candidates from knowing who exactly tied.

A candidate's parent or guardian who wishes to view their daughters' try-out score sheets may schedule a conference with the principal and cheer coach. The request must be made by Friday of the next school week following tryouts. All teacher and coach evaluations are confidential.

In order to serve as cheerleader, candidates MUST meet specific requirements in safety, tumbling, and stunting progression levels.

\*All cheerleaders shall cheer at all varsity football games. Using a rotation process, cheerleaders will cheer for all varsity home basketball game, home play-off games. The cheer coach will designate rotation groups. Other traditional cheerleading duties include decorating for pep rallies, preparing signs and favors for football and basketball team members. All Cheerleaders will serve as ambassadors for each school in our district and will be called upon for community and civic events.

### **CHEERLEADER TRYOUT CLINIC SCHEDULE WILL BE ANNOUNCED 2 WEEKS PRIOR TO TRYOUTS.**

**All clinic sessions will be closed. Gym doors will be closed to all candidates until 15 minutes prior to each event. The gym will be closed to all candidates 15 minutes after the conclusion of each event.**

Each candidate is encouraged to attend tryout clinic and mock tryouts. An instructor from outside New Albany and Union County will be retained to teach the cheer and dance. The instructor will not work with cheerleader candidates except during the clinic. Candidates may videotape the clinic instructor on cheer

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and dance. Candidates will not be allowed to videotape the other candidates.

With cheer coach and New Albany High School Principals approval any cheerleader who has served as a cheerleader her 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade at New Albany High School must tryout to obtain scores, but will be automatically offered a spot as a senior cheerleader on the varsity squad.

### **CAPTAIN/CO-CAPTAIN**

#### **Varsity**

Whether or not there is a captain or co-captain is at the discretion of the cheer coach. The captain will be a senior having a minimum of one-year varsity experience and the co-captain will be a junior or senior having a minimum of one-year varsity experience if selected.

### **UNIFORMS**

#### **Varsity**

Uniforms will be owned and provided by New Albany High School. Shoes, pom poms, megaphones, briefs, body suits, socks, and jackets will be the financial responsibility of each cheerleader. General upkeep (cleaning and any minor repairs) of uniforms will be the responsibility of each cheerleader.

The uniforms should be returned at the end of the season and prior to spring try outs cleaned, pressed, and on individual hangers. Lost uniforms must be purchased at replacement cost; damaged uniforms must either be mended to the satisfaction of the coach or purchased at replacement cost.

### **ADMINISTRATIVE RESPONSIBILITY**

Issues that may arise that are not specifically addressed in Board policy will be handled at the school administrators' discretion.

## **NEW ALBANY MIDDLE SCHOOL**

### ***Middle School 7<sup>th</sup> & 8<sup>th</sup> grade of the year they serve***

At New Albany Middle School there will be one cheerleading squad. The girls with the top twenty scores will be chosen as cheerleaders. If selected cheerleader, girls who play on the girls' basketball team will cheer for the boys' games. All girls will cheer at all football games. During the basketball season, the cheerleaders will alternate games in groups of ten. In the event of a tie for the 20<sup>th</sup> position, we will follow high school guidelines for a tiebreaker.

### **Tryouts and Clinic**

Tryout Clinics are held the week following Spring Break from and are closed to all but the candidates for cheerleader and approved personnel. Exception: on one day of the clinic, a time will be designated to allow a parent or guardian to make a video. (Parent must provide his/her own equipment). Each candidate is encouraged to attend tryout clinics and mock tryout.

**CHEERLEADER TRYOUT CLINIC SCHEDULE WILL BE ANNOUNCED 2 WEEKS PRIOR TO TRYOUTS.**

### **CAMP ALL STARS**

#### **Middle School**

Cheerleaders with the highest tryout scores will be eligible to try out for the All Stars at cheer camp. The number will depend on how many the cheer camp will allow. Available spots will be filled beginning with the top score and going in descending order. If there is a tie of scores for an All Star position, a random drawing will occur to determine which cheerleader will participate.

### **UNIFORMS**

#### **Middle School**

The cheerleading coach will select the uniform. Additionally, the cheerleaders will need a body suit, briefs, shoes, socks, pom poms, camp clothes, and hair ribbons. The total up front cost will be \$650.00

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(includes camp cost) of which, \$350.00 is due by June 1 and paid in full by August 1. The New Albany Middle School covers the cost of tryouts, judges, home pom routine, music, and mats. The squad will attend cheer camp in Mississippi.

### **FINANCE/FUNDRAISING**

#### **Middle School**

All cheerleaders will participate in the fundraising projects that will benefit the entire squad. Parents will be expected to help with these fundraising projects. Proceeds will be divided among the cheerleaders to help defray the cost of being a cheerleader.

### **CHEER COMPETITIONS**

#### **Middle School**

The cheerleaders may compete at summer camp and regional competitions. The administration and cheer coach will determine if the squad will participate at the regional competition on a year-to-year basis. All squad members are expected to participate in those competitions approved by the coach and administration. Cheerleaders should expect to compete every year. The decision not/to compete will be made after camp competition.

### **ADMINISTRATIVE RESPONSIBILITY**

Issues that may arise that are not specifically addressed in Board policy will be handled at the school administrator's discretion.

## **CHEERLEADER APPLICATION & PERMISSION FORM**

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

\_\_\_\_\_  
Grade (this year)

My student and I have read and understand the information contained in the New Albany School District cheerleader handbook. If my student is elected cheerleader, I agree to abide by the rules and regulations as stated in the handbook. I also agree to be financially responsible for the items described in the handbook and to pay on time according to the schedule attached.

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

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**DRUG AND ALCOHOL TESTING POLICY**  
**(For students participating in MHSAA activities)**  
**STUDENT DRUG AND ALCOHOL TESTING POLICY**

**I. POLICY**

The New Albany School District (NASD) recognizes that drug and alcohol use by students participating in activities governed by the Mississippi High School Activities Association (MHSAA) present special concerns about the dangerous combination of drugs or alcohol and school activities. While the misuse or abuse of alcohol, illegal drugs, prescription, and even non-prescription drugs is unsafe for any student, the physical demands placed upon students involved in athletics, band, and cheerleading in practice and competition make such misuse or abuse dangerous. The student's use of drugs or alcohol increases the risk of injuries and impairs judgment, coordination, and reaction, leading to injuries on the field to both the student using drugs and other teammates or opponents. Conditioning can be continuous, so the concern for safety does not diminish during the off-season of a sport.

The incidence of drug use by New Albany High School and New Albany Middle School students, and especially students involved in competition and/or practice, is not great, but even though the number of cases is small, the danger to individual students is magnified by physical exertion. Additionally, NASD finds that, since physical conditioning, practice, and competition can often be an almost daily activity, the indication of drug use in the recent past means that (1) the student most probably exercised with the drug (or alcohol) in the student's system and (2) the student may exercise under the influence of drugs or alcohol in the future unless there is reasonable intervention provided in this policy.

In addition to focusing on the serious health risks posed by students drug and alcohol use, NASD has elected to test students involved in activities governed by MHSAA because of their status within the school community. These students generally are prominent members of the student body who are viewed with admiration and respect. This status places these students in a leadership role that gives them the power to influence other students' behavior. Accordingly, drug and alcohol use by students involved in MHSAA activities can have a negative effect on the general health and welfare of all students.

In response to the NASD health risks and other risks posed by these students drug and alcohol use, NASD has implemented a student drug and alcohol testing policy which is designed to provide early detection of drug use and to eradicate or reduce significantly use and influence of prohibited drugs, alcohol and other chemicals by students participating in MHSAA governed programs.

In pursuit of these purposes, NASD declares that the use of prohibited drugs and alcohol, or intoxication and physical influence thereof, by students participating in MHSAA governed activities is inherently unsafe. Such use, intoxication, or influence should be detected and prevented and such student should be counseled, educated, and monitored.

**II. AUTHORITY**

This policy was adopted and is implemented by the New Albany School District Board of Trustees.

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### III. APPLICABILITY

All students enrolled in New Albany High School who are in 9th grade or higher and seventh and eighth graders at New Albany Middle School who participate, or who have expressed an intention to participate, in any New Albany School program governed by MHSAA shall be subject to drug and/or alcohol testing to the extent and manner provided for in this policy.

This policy and the NASD Drug and Alcohol Testing Policy, shall be administered separately and concurrently. Tests occurring under this policy shall not be used for or considered for the purposes of the NASD Drug and Alcohol Testing Policy, but test results under NASD Drug and Alcohol Testing Policy may be considered for the purposes of student eligibility and for testing or monitoring under this policy.

### IV. DEFINITIONS

**"Alcohol" or "alcoholic beverage"** means ethyl alcohol (ethanol). References to use or possession of alcohol include use or possession of any beverage, mixture, or preparation containing ethyl alcohol.

**"Anabolic steroids"** mean a class of synthetic compounds which resemble the natural male hormone testosterone or which promote muscle tissue growth at a rate above that which can be obtained through training and nutrition, leading to increased muscle mass, power and strength.

**"Drug and/or alcohol test"** means a chemical test administered for the purpose of determining the presence or absence of a drug or alcohol in a person's bodily fluids.

**"Illegal drug"** means a prohibited drug as set forth below or a drug listed as illegal under Mississippi law or a drug which is illegal to use under Mississippi law without a prescription.

**"Initial test"** means an initial drug test to determine the presence or absence of drugs or related metabolites or of alcohol and its metabolites in specimens.

**"Medical Review Officer" or "MRO"** means a licensed physician, either a doctor of medicine or doctor of osteopathy, or other medical or scientific expert knowledgeable in drug abuse disorders, employed to help the lab interpret, evaluate, and monitor its drug-testing program.

**"Mississippi High School Activities Association Sanctioned Events"** means activities that require physical exertion such as: athletics, band, and cheerleading.

**"Negative drug test"** means a drug or alcohol test that does not show evidence of alcohol or a prohibited drug in a student's system.

**"Positive drug test"** means a drug or alcohol test that indicates the presence of alcohol or a prohibited drug in a student's system.

**"Prescription or non-prescription medication"** means a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions or a drug that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments or injuries.

**"Prohibited drug"** means any drug which is considered a part of the group of drugs listed in Section V of this Drug Testing Policy.

**"Random testing"** means a neutral selection basis of testing for drugs and/or alcohol which provides a mechanism for selecting students for testing that: (1) results in an equal probability that any student from a pool of students subject to the selection mechanism will be selected, and (2) does not give NASD and school personnel the discretion to waive the selection of any student selected under the mechanism.

**"Reasonable suspicion drug or alcohol testing"** means drug and alcohol testing based on a founded suspicion that a student is in possession of or is using or has used drugs in violation of this policy as indicated in Article X.

**"Refusal"** means donor will only be allowed two (2) attempts to collect a specimen and if unable to

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provide specimen, it will be considered a refusal. A refusal will be deemed a “positive drug test result.”

**“Student”** means all students enrolled in New Albany High School and New Albany Middle School who participate, or who have expressed an intention to participate, in any New Albany School program governed by MHSAA.

**“Specimen”** means a tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

**“NAHS”** shall mean New Albany High School.

**“NAMS”** means New Albany Middle School.

**“NASD”** means the New Albany School District.

**“MHSAA”** shall mean the Mississippi High Schools Activities Association.

## **V. PROHIBITED DRUGS/ALCOHOL**

The Superintendent shall designate those drugs for which tests shall be administered.

## **VI. IMPLEMENTATION**

All students participating in activities governed by the MHSAA and their parents or guardians will be notified of this policy. Both parent/guardian and student must sign before student will be allowed to participate in MHSAA activities including practice and events. The NAHS and NAMS Principal shall be responsible for the fair, impartial, and complete implementation of this policy and for ensuring the no-notice, surprise nature of all testing.

## **VII. CONSENT/REFUSAL TO CONSENT**

All students participating in activities of the MHSAA and the parents/guardians of students shall be required to sign a consent form acknowledging the policy authorizing the test for prohibited drugs and alcohol as provided for in this policy and consenting to the release of the test results to the New Albany School Health Services Coordinator and the parents/guardians of the student. Results may also be released to the Superintendent or his designee, the school nurse, the school principal, and coaches/directors/sponsors on a need-to-know and confidential basis. If a student and/or the student’s parent/guardian decline or fail to sign the consent form, the student will be ineligible to participate in any MHSAA governed program.

## **VIII. RANDOM TESTING**

Students as defined in Section IV of this policy will be tested on a random basis for use of prohibited drugs and/or alcohol. The random testing shall not be announced or revealed prior to the time of commencement and shall be conducted on a no-notice, surprise basis. Athletic Department staff shall not be involved in the collection, storage, labeling, or handling of specimens from random testing. Testing is completed through an outside contracted agency and specimen collection facilitated by the school nurse. The NASD Superintendent shall determine the percentage of students tested in any one (1) random test, not to exceed 20%.

## **IX. REASONABLE SUSPICION (Part 1) TESTING FOR STEROID USE**

NASD may require any student to submit to a drug test if there is reasonable suspicion that the student has or is using anabolic steroids. Reasonable suspicion must be based on observable

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physical, behavioral or performance indicators of probable anabolic steroid use. Reasonable suspicion will not arise when indicators are not observed as provided below:

The following observation indicator constitutes the primary factor for reasonable suspicion testing for anabolic steroids:

1. Rapid, marked increase in body muscle, mass, strength, and performance which cannot be explained alone by training, nutrition, and exercise.
2. In addition to the primary factor listed above, reasonable suspicion may be confirmed by:
  - a) Jaundice due to liver dysfunction,
  - b) Virilization in females (increased body hair, deepening of voice),
  - c) Breast enlargement in males,
  - d) Insomnia, or
  - e) Depression

Any NAHS or NAMS staff member who reasonably suspects that a student is using an anabolic steroid shall report such suspicions to the Principal. The staff member and the Principal must agree that the observable indicators constitute reasonable suspicion of possible steroid use before a student can be tested under these provisions.

#### **IX. (Part 2) REASONABLE SUSPICION FOR ILLEGAL DRUG/ALCOHOL/UNAUTHORIZED PRESCRIPTION MEDICATION POSSESSION OR USE**

Any student who by reasonable suspicion is believed to be under the influence or has possession of drugs/alcohol shall be subject to being tested. Reasonable suspicion may include, but not limited to specific observations which are articulated concerning the appearance, behavior, speech or body odors of the student.

**Refusal:** If a refusal occurs, it will be considered a positive test result.

#### **X. SPECIMEN COLLECTION**

Breath, urine, hair, and saliva specimens may be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Universally accepted standards for testing, labeling, storage, and transportation of specimens will be strictly followed by the testing agent. The MRO will request information before each confirmation test regarding prescription and non-prescription drugs and any other information which could lead to a false positive test. Athletic Department staff members shall not be involved in specimen collection.

#### **XI. TESTING PROCEDURES**

Baptist Hospital, Union County has been designated by NASD to perform all initial drug and alcohol tests. The hospital will be responsible for the handling and safe delivery of all specimens to the testing laboratory and such delivery will be accomplished through proper chain of custody procedures. The NASD nursing staff may assist as needed. For drug testing, resulting from reasonable suspicion and athletic rescreening, a NASD nurse or designee will accompany parent and student to BMH-Union County for specimen collection.

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## **XII. FINDING OF DRUG AND/OR ALCOHOL USE CONSEQUENCES**

If the initial test for drugs or alcohol indicates a negative result, no further test will occur unless there is good reason to suspect the quality of the specimen sample. If the initial test indicates a positive result a confirmation test will be conducted immediately. Should the confirmation test also indicate a positive result, the Principal will notify the student and the student's parent/guardian in writing of such positive test results from the testing laboratory.

### **TESTING CONSEQUENCES**

**Refusal:** If a refusal occurs, it will be considered a positive test result.

**First Positive:** When a positive result is verified and confirmed, the school contact person(s), as defined in subparagraph b of XII and the student's parent(s)/legal guardian(s) will be notified. The following will occur: 1.) The student will **not** be allowed to participate in any extracurricular event sanctioned by the MHSAA for minimum of seven (7) days after notification **and** until he or she tests negative. 2.) The student will not be allowed to participate in **physical practice activity** until he or she tests negative. Example: Student will not be able to run, lift weights, throw, etc. without a negative result. A student would be able to stand and sing in chorus practice or sit and play an instrument in band practice, but would not be allowed to march. 3.) The student's grade may not be negatively impacted due to lack of participation in practice or event. Alternate assignments may be used. 4.) Any student who tests positive will be subject to subsequent testing once a month for the following six (6) months at the parents' expense. A school nurse or school designee will accompany for the follow up testing. Drug counseling is highly recommended by the district.

**Second Positive:** When a second positive test is verified and confirmed, the school contact person(s), as defined in subparagraph b of XII, and the student's parent(s)/legal guardian(s) will be notified. The following will occur: 1.) The student will not be allowed to participate in any extracurricular event sanctioned by the MHSAA for a minimum of thirty (30) days after notification **and** until he or she tests negative. The student will be tested after the 30 days. 2.) The student will **not** be allowed to participate in **physical practice activity** until he or she tests negative. Example: Student will not be able to run, lift weights, throw, etc. without a negative result. A student would be able to stand and sing in chorus practice or sit and play an instrument in band practice, but would not be allowed to march. 3.) The student's grade may not be negatively impacted due to lack of participation in practice or event. Alternate assignments may be used. 4.) Any student who tests positive will be subject to subsequent testing once a month for the following six (6) months at the parents' expense. A school nurse or school designee will accompany for the follow up testing. Drug counseling is highly recommended by the district.

**Third Positive:** When a third positive test is verified and confirmed, the school contact person(s), as defined in subparagraph b of XII, and the student's parent(s)/legal guardian(s) will be notified. The following will occur: 1.) The student will not be allowed to participate in any extracurricular event sanctioned by the MHSAA for ninety (90) days after the notification and until he or she tests negative. The student will be tested after the 90 days. 2.) The student will **not** be allowed to participate in **physical practice activity** until he or she tests negative. Example: Student will not be able to run, lift weights, throw, etc. without a negative result. A student would be able to stand

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and sing in chorus practice or sit and play an instrument in band practice, but would not be allowed to march. 3.) The student's grade may not be negatively impacted due to lack of participation in practice or event. Alternate assignments may be used. 4.) Any student who tests positive will be subject to subsequent testing once a month for the following six (6) months at the parents' expense. A school nurse or school designee will accompany for the follow up testing. Drug counseling is highly recommended by the district.

### **XIII. APPEAL**

A student has the right to appeal a decision of the New Albany School District by following the complaint procedures as outlined in School Board Policy. Participation in MHSAA programs at New Albany High School and New Albany Middle School is a privilege only and the student has no property right or interests in participation.

### **XIV. CONFIDENTIALITY**

The results of a student's drug and/or alcohol test shall not be released to anyone other than the lab, the New Albany School District's Health Services Coordinator, and the student's parents/guardians. Results may also be released to the Superintendent or his designee, the school principal and coaches/directors/sponsors on a need-to-know and confidential basis. No other person may receive the test results of a student without the express authorization and consent of the student and his/her parent/guardian.

### **XV. COST**

NASD will bear the cost of all drug and alcohol tests required by NASD for students. The student or his/her parent/guardian will pay the costs of any retest requested by the school or student's parent/guardian.

### **XVI. DRUG EDUCATION AND COUNSELING**

NASD provides drug and alcohol education at several levels. NASD highly recommends drug education and counseling as a prerequisite to continuing to participate in the athletic program.

### **XVII. USE OF PRESCRIPTION OR LEGAL NON-PRESCRIPTION DRUGS**

NASD recognizes that from time to time its students, for medical reasons, may take certain drugs prescribed by their physician including certain prohibited drugs. NASD also recognizes that students may, from time to time, for various medical reasons take certain non-prescription drugs. Any student who needs to take prescription or non-prescription drugs may (but is not required to) notify the Athletic Director or an athletic department staff member and provide a copy of the prescription, or in the case of non-prescription drugs, a note from the parent/guardian that the student has permission to possess and take the non-prescription drugs after school hours. The prescription or the note should state how long the student will be taking the drugs. Both the prescription and the note should be specific about the type or description of drug to be taken. The Athletic Director and staff member shall keep the information confidential and in a secure location.

Prior to an initial drug and alcohol test, a student may voluntarily disclose the use of any prescription or non-prescription drugs, but will not be required to do so. If the initial test results are positive, the MRO shall request from the student and/or the parent/guardian information regarding

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what, if any, prescription and non-prescription drugs, the student was using at the time of the test.

Information regarding a student's need for and possession and use of prescription and non-prescription drugs is considered confidential, sensitive, and private. The information is necessary and will only be used for the assistance of the student needing the medications, the safety of that student and other students, and, in the event of a positive initial test result, to assist the lab in determining possible causes of a false-positive test.

**A tear out copy of the following form is included in the back of the handbook for students and parents to sign.**

We, the parents or legal guardians along with the student athlete, acknowledge that we have received a copy of the New Albany School District Student Drug and Alcohol Testing Policy for MHSAA. We acknowledge that we have had the opportunity to read and understand the policy and agree to comply with the rules and regulations of this program. We hereby consent to pre-season testing, random testing throughout the year and to testing for steroid use in the circumstances of reasonable suspicion. We authorize the confidential release of the results of the testing to the New Albany Schools Health Services Coordinator, to the parents or guardians and those listed in Article XIV.

\*Signatures required on the copy in the back of the student's handbook.

## **NEW ALBANY PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USAGE POLICY**

### **Internet Safety Policy**

#### **CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY**

It is the belief of the New Albany School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of New Albany School District to:

- a. prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the New Albany School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the New Albany School District staff to educate, supervise and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the district's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the district's Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;

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ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms;

iii. and cyber bullying awareness and response.

c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training and will follow the provisions of the District's acceptable use policies.

Additional information regarding technology issues may be obtained from Mr. Jake Miller, Director of Technology and Innovation at **534-1800**.

### **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

#### **ANNUAL NOTIFICATION**

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

#### **WASTE, FRAUD AND ABUSE OF DISTRICT**

To protect against waste, fraud, and abuse of district and federal funds, please report suspected fraud, waste or abuse to the Superintendent, Business Manager, or Federal Programs Director at 662-534-1800 or by emailing [wastefraudabuse@nasd.ms](mailto:wastefraudabuse@nasd.ms).

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# iPad Handbook and User Agreement

New Albany School District is proud to offer our Students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to New Albany School District Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming in contact with moisture, excessive heat or cold. Between 40 Degrees – 90 Degrees.

This would include protecting the machine from inclement weather.

- The iPad comes with preloaded apps that must not be removed.
- Students are to use the iPad to access only educationally appropriate materials and websites.
- Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.
- Students are to use the iPad in accordance with the New Albany School District Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of New Albany Public Schools and must be returned at the end of the academic year.
- Since the iPads are the property of The New Albany School District, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by New Albany School District, will enhance learning for our students using 21<sup>st</sup> Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

## 1. **Receiving Your iPad & Check-In**

### 1.1 Receiving Your iPad

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iPads will be distributed to students and parents through iPad orientation. iPad orientation is mandatory for students receiving their iPad for the first time. Before receiving an iPad, students and parents must sign and return copies of the following documents:

- Student Pledge for iPad Use (Form 2)
- Acceptable Use Policy (Form 1)
- Verification sheet (Form 3)

## 1.2 iPad Inspection

iPads will be inspected before the end of 1<sup>st</sup> semester and during the final week of school so they can be examined for serviceability. If a student transfers out of the New Albany School District during the school year, their iPad MUST be returned at that time.

## 1.3 Check-In Fines

Individual school iPads and accessories must be inspected at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at New Albany School District for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student and/or legal guardian will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad. Failure to return the iPad will result in a theft report being filed with the New Albany City Police Department. The student will be responsible for any damage to the iPad, consistent with the District's user Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## 2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to an administrator for an evaluation of the equipment.

### 2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of New Albany School District.
- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.

### 2.2 Carrying iPads

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The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be within the protective case.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.

### 2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the iPad against walls, car doors, floors, etc. as it will eventually break the screen.

## 3. Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of New Albany High School; therefore, school staff and administration have the right to check any material stored on a student's iPad at any time.

### 3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home it will be considered defiance and students will be written up.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the office.

### 3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Only charge your iPad with the provided charger.

### 3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.

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- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords may be used, but students must comply with any administrator to view password-protected material.

### 3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps provided by the district must remain on the iPad.

### 3.6 Printing

- Printing will not be available at school.

## 4. Managing Your Files & Saving Your Work

### 4.1 Saving Your Work

Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. We encourage all students to sign up for a virtual cloud storage system on their iPad. (Something similar to Dropbox, iCloud, Google Drive, Etc)

## 5. Software on iPads

### 5.1 Originally Installed Software

The software/apps originally installed by New Albany School District must remain on the iPad. From time to time the school may add software applications for use in a particular course. The licenses for this software are owned by NASD and will be taken back at the completion of each course. Periodic checks of iPads may be made to ensure that students have not removed required apps.

### 5.2 Procedure for Re-loading Software

If technical difficulties occur or illegal/inappropriate software is discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### 5.3 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing.

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## 6.1 Acceptable Use

1. New Albany School District Internet Policies and Procedures will be strictly enforced when accessing the Internet. Students who circumvent the filtering process will be in violation of school board policy. Violation of these policies may result in disciplinary action.
2. According to New Albany School District (NASD) Policies and Procedures and the NASD Official Student Handbook, students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.
3. Swapping, reconfiguring, or tampering with hardware or existing software may result in disciplinary action. This includes, but is not limited to, the following:
  - Altering or removing any software setting(s) or hardware components.
  - Deleting programs or altering setups
  - Installing unauthorized software or downloading unauthorized files, viruses, games, programs or other electronic media – prohibited for student and parent/guardian
  - Adding or changing passwords, or other lockout devices
  - Putting physical marks or deliberately damaging any storage cases or equipment such as removing keys or defacing hardware
4. Any inappropriate use, unattended iPad, or destructive care of an iPad or its case may result in:
  - Parent/guardian notification
  - Disciplinary sanctions as outlined in the Code of Student Conduct.
  - Student and their guardian will be billed for the full replacement cost of the device and/or its accessories.
5. The iPad being issued is an educational tool and should only be used in that capacity. Once the iPad is issued to the student and his/her family, the student is responsible for it at all times. Any inappropriate or destructive use of an iPad or its carrying case should be reported to the teacher or an administrator immediately.
6. Students must submit this required agreement to the school. The form should be signed by both the student and parent/guardian. Parent/guardian information meetings will be held to address the content of this agreement.
7. The iPad should be in the possession of the student to whom it is assigned or locked in a secure location at all times. The iPad should never be left unattended (during lunch, after school, before-during or after extra-curricular activities, etc.). If an iPad is found, it must be turned in immediately to the school office.
8. The student is to use only his or her assigned iPad.
9. The student is responsible for fully charging the iPad each night. iPads should be brought to school every day for use during classes. Failure to bring the iPad to school for classroom use may result in disciplinary action.
10. If the iPad is lost or stolen while signed out to you, a police report must be filed immediately and the school principal must be notified. In addition, the board may require restitution of property and damages where appropriate.
11. The student will return the iPad with all issued accessories to the school at the end of the year and/or when requested by school administration. If the iPad is not returned it will be reported stolen and a police report will be submitted to law enforcement. In addition, the board may require restitution of property and damages where appropriate.
12. The student will return the iPad to the school if he or she withdraws from New Albany School District. If the iPad is not returned it will be reported stolen and a police report will be

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submitted to law enforcement. Student and parent will be billed for the full purchase price of the device.

13. The parent/guardian will supervise student use of the iPad at home.
14. The student/parent/guardian will not attempt to repair the iPad nor attempt to clean it with anything other than a soft dry cloth.
15. The student/parent/guardian will report any problems with the iPad to the teacher or school administrator.
16. The school system assumes no responsibility for any unauthorized charges, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its iPads such as copyright violations.

## **6.2 iPad/Network Rules and Guidelines**

1. New Albany School District (NASD) maintains administrative control so that, at any time, a teacher or NASD employee may access any information on the student iPad including email and Internet history.
2. NASD acceptable use policies and procedures should be followed at all times.
3. A student who violates any NASD policies and procedures will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
4. Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator should be notified immediately.
5. The student/parent/guardian (or any user) is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
6. The student/parent/guardian (or any user) is not permitted to use the iPad in any way that would cause harm to others or damage to their property.
7. If a student is harassed online in any way, a teacher or administrator should be notified immediately and appropriate measures will be taken to address the concern.
8. If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date and time of this incident.
9. Access to any unreported inappropriate sites or involvement in online harassment will result in:
  - Parent/guardian notification
  - Disciplinary sanctions as outlined in the code of Student Conduct
10. Electronic communication should be used only for appropriate, legitimate, and educational purposes.
11. The student/parent/guardian must comply with all copyright laws.
12. Students shall not write, produce, generate, copy, propagate or attempt to introduce any device or software designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such device or software is often called, but not limited to, a bug, virus, worm, or Trojan horse.

## **6.3 iPad Use Agreement**

1. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian agree to abide by the New Albany School District Internet Policies and Procedures and abide by all local, state, and federal laws.

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2. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian agree to comply with New Albany School District Official Student Handbook.
3. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian agree to comply with all copyright laws.
4. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian agree to abide by the New Albany School District Student Harassment Policy.
5. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian acknowledge that both New Albany School District (NASD) Policies and Procedures and the NASD Official Student Handbook state that students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.
6. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian acknowledge that any student who violates NASD policies will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

## 7. Repairing or Replacing Your iPad iPad

Students and their guardian will be responsible for damages to their iPads.

- 7.1 Schedule of payments for damage, lost, or stolen.

Lost/Stolen Charging Block - \$20
Lost/Stolen Charging Cable - \$20
Damaged iPad Fee - \$50
Damaged iPad Case - \$35
Lost/Stolen iPad - \$400

- 7.2 Claims and AppleCare
  - o. In the event of accidental damage, each student will have 2 instances where they can have their device repaired or replaced for \$50 via AppleCare. AppleCare coverage is “bumper to bumper” for damage. Students are only allowed 2 instances of AppleCare each school year. After the 2<sup>nd</sup> instance of AppleCare has been used, students and their guardian will be responsible for the full repair or replacement cost of the device.

**AppleCare does NOT cover a lost or stolen device. AppleCare will not apply to intentional damage.**

- o. All protection plan claims for accidental damage or maintenance must be reported to an administrator. In cases of theft or loss, students or parents must file a police or fire report. A copy of the report must be turned into the media

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specialist within 24 hours of being filed in order for the replacement process to begin.

## 8. Proper Etiquette for online classroom activities

As part of your classes on Canvas, you will be engaging in topic-specific online activity. Remember that facial expressions and voice inflections are completely unreadable in online discussions; therefore, particular care in the crafting of both your postings and your responses is required.

**Participate:** This is a shared learning environment. For the maximum benefit to all, everyone must contribute.

**Report Glitches:** If for any reason you are having difficulty participating, please inform the teacher of the issue immediately. Glitches are not excuses for incomplete assignments!

**Respect Your Classmates:** Remember that though these conversations are virtual, the participants are human beings. They deserve and expect the same respect and courtesy from you as you deserve and expect from them.

**Be Constructive:** Criticism must be constructive. Rants directed at or about any of your classmates are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

**Respect Diversity:** It's a multicultural world in which we live. Use no language that is offensive—or could be construed as such—toward others. Racist and sexist comments are unacceptable, as are derogatory and/or sarcastic jokes directed at religious beliefs, disabilities, and age.

**No YELLING!** Be friendly. Using bold, upper-case letters is bad form, like yelling at somebody.

**Proper Writing Style:** Write as if you were writing a formal paper. Use correct spelling, grammatical construction, and sentence structure.

**Be Brief:** You want to be clear—and to articulate your point—without being preachy or pompous. Be direct.

Stay on topic.

**Cite Your Sources:** Another big must! If your contribution to the assignment includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or print—they must be given proper citation.

**Emoticons and Acronyms:** The rise in social networking and text messaging popularity has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :- ) faces and c u l8r's.

**Proof before you Post:** Language is your only tool in an online environment. The electronic footprint you leave behind is strictly verbal. Review your written posts and responses to ensure that you've conveyed exactly what you intended.

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iPad Forms

**Form 1 - I hereby agree to abide by the terms specified in the New Albany School District  
Computer Use Agreement**

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

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

iPad Asset Number: \_\_\_\_\_

## Form 2 - Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet New Albany School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of New Albany Public School.
- I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by New Albany Public School.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
- I will not deface the serial number iPad sticker on any iPad.
- I will file a police report in case of theft, vandalism, or acts covered by AppleCare as well as turn in a copy of the report to the administration of New Albany Public School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in satisfactory working condition.
- **I will not engage in any form of cyber bullying.**

**I agree to the stipulations set forth in the above documents.**

Student Name (please print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (please print first and last name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Individual school iPads and accessories may be returned to New Albany Public School at the end of each school year. Students that are expelled, withdraw from school, or terminate enrollment at New Albany School District for any reason, must return their individual school iPad immediately.**

For real time calendar of all activities visit us at our web site at [www.newalbanyschools.us](http://www.newalbanyschools.us)

## Parent and Student Policy Signatures

\_\_\_\_\_, \_\_\_\_\_ PLEASE PRINT THE STUDENTS NAME  
(Last) (First)  
\_\_\_\_\_, \_\_\_\_\_ GRADE

**Check the appropriate lines that apply.**  
**Both student and parent/guardian must sign at the bottom.**

\_\_\_\_\_ We have read and understand the student handbook and Code of Conduct and pledge our support in helping to enforce the rules and regulations set forth therein.

According to New Albany School District policy, corporal punishment is a disciplinary option. Please indicate if you prefer that corporal punishment be used in dealing with your child.

\_\_\_\_\_ Please, administer corporal punishment for my child's misconduct.

\_\_\_\_\_ Please do not administer corporal punishment when dealing with my child.

\_\_\_\_\_ We have read the New Albany Technology Acceptable Use Policy (AUP), and as the student, I agree to follow the rules and regulations regarding the use of Internet services at the New Albany Schools. As the parents, we pledge our support in helping to enforce the rules and regulations set forth therein.

\_\_\_\_\_ We agree to allow our student to be photographed and/or video taped during a school activity that may or may not be released in the media. Press Release

\_\_\_\_\_ We, the parents or legal guardians along with the student athlete, acknowledge that we have received a copy of the New Albany School District Student Drug and Alcohol Testing Policy for MHSAA. We acknowledge that we have had the opportunity to read and understand the policy and agree to comply with the rules and regulations of this program. We hereby consent to pre-season testing, random testing throughout the year and to testing for steroid use in the circumstances of reasonable suspicion. We authorize the confidential release of the results of the testing to the Health Services Coordinator, to the parents or guardians and as provided in the policy.

\_\_\_\_\_ We have read and understand the rules and regulations regarding automobile use on campus. I, the student, wish to have the privilege of driving and parking an automobile on school property and agree to observe the stated rules. As the parents we pledge our support in helping to enforce the rules and regulations. Auto Permit

**REMEMBER BOTH SIGNATURES ARE REQUIRED.**

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

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### **AUTOMOBILE PERMIT FORM**

**I have read and understand the rules and regulations regarding automobile use on campus.  
I wish to have the privilege of driving and parking an automobile on school property and  
agree to observe the stated rules. As the parents, we pledge our support in helping to  
enforce the rules and regulations.**

_____ <b>Student Signature</b>	_____ <b>Parent Signature</b>
_____ <b>Date</b>	_____ <b>Date</b>
_____ <b>Student Driver License #</b>	_____ <b>Auto Make &amp; Model</b>
_____ <b>Auto Year &amp; Color</b>	_____ <b>Auto License &amp; State</b>
_____ <b>Permit #</b>	_____ <b>Insurance Carrier</b>

(Assigned by school)

**\*\*\*This form must be completed and returned to the Office \*\*\***

### ATHLETICS/ACTIVITIES PARTICIPATION CLEARANCE

I hereby give consent for my student \_\_\_\_\_, to participate in any and all required activities pertaining to the New Albany School District's athletic program in all sports during the \_\_\_\_\_ school year.

I hereby authorize and give permission for emergency medical treatment to be rendered for, and on behalf of, my child, \_\_\_\_\_, for any injury received while participating in any supervised school related sports activity. This authorization includes, but is not limited to, any treatment deemed necessary by certified personnel, physicians, hospital emergency room physicians, hospitals.

I hereby release the New Albany School District and all school personnel of any and all liability associated with such necessary treatment.

I hereby acknowledge that health and accident insurance coverage is required at my expense for participation in all organized athletic activities and further certifies that my student is covered under the health and accident insurance program listed below. (Please check one and give the policy number.)

\_\_\_\_\_ Personal Insurance \_\_\_\_\_ Policy Number

\_\_\_\_\_ School Insurance \_\_\_\_\_ Policy Number

\_\_\_\_\_ Military-Related \_\_\_\_\_ Policy Number

\_\_\_\_\_ \*Other \_\_\_\_\_ Policy Number

\*List name of Company and Agent: \_\_\_\_\_

In addition, I assume any expenses for liability not covered by the above required insurance policy for injury received by the above names student while participating in sports and accept full responsibility for medical and hospital expenses and any other related expenses and do hereby hold harmless the New Albany School District and the Board of Education of the New Albany School District, their agents or assigns, of responsibility for any such injury or expenses and waive any and all claims which may arise against them. I realize that participating in organized high school athletics involves the potential for injury, which is inherent in all sports, sometimes severe enough to result in total disability, paralysis, or death.

I further understand that a licensed physician must medically screen each student who participates in the secondary athletic program. The school district will offer a medical screening, but I understand that this screening is not a complete medical examination. It is general in nature and limited in its scope and does not indicate or assure me that my student is completely free from impairments, which may be affected by athletic participation.

My signature below attests that I have read, understand, and concur with the information on the form and agree to the terms thereof.

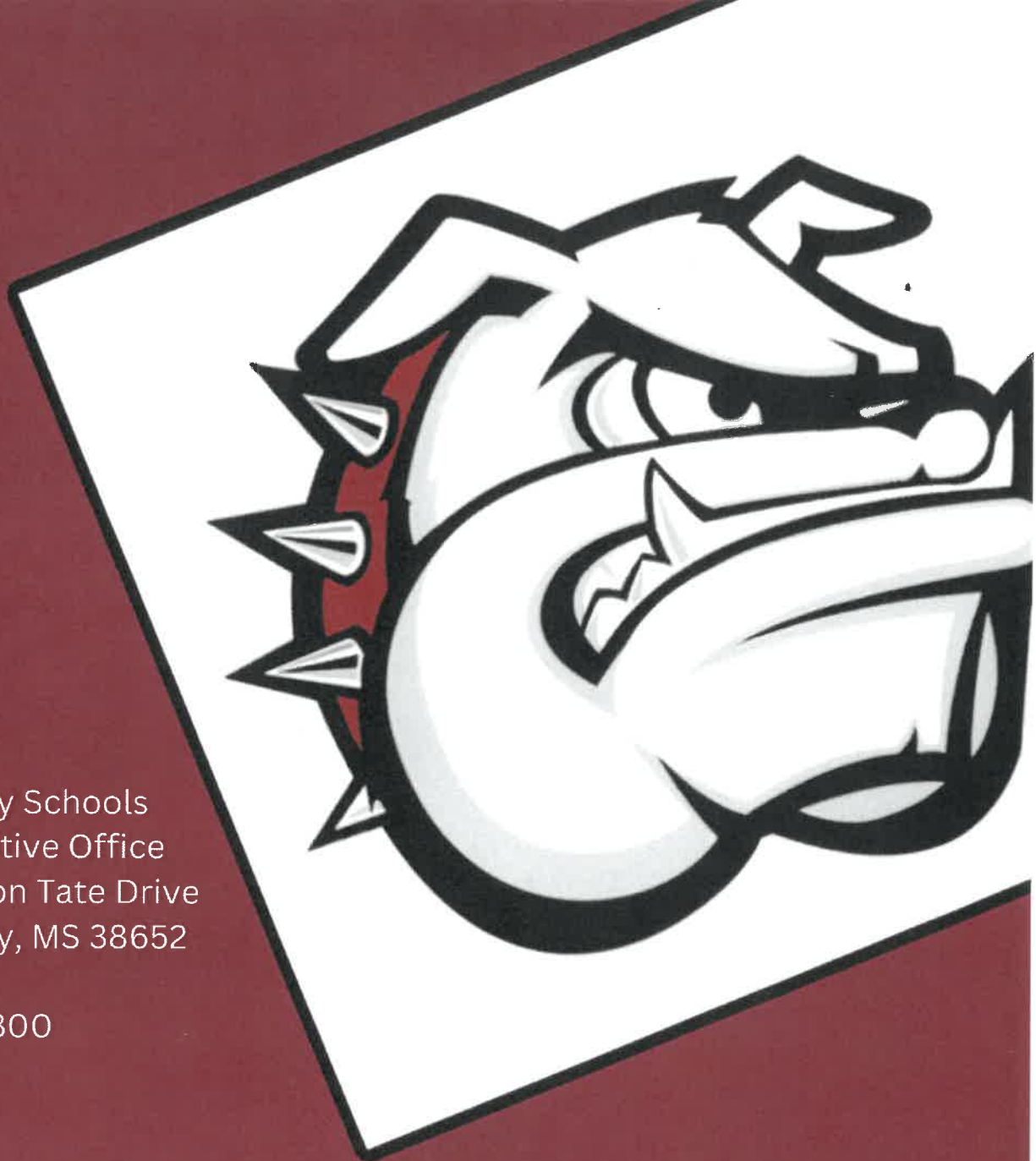
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Student

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New Albany Schools  
Administrative Office  
1112 Wesson Tate Drive  
New Albany, MS 38652

662-534-1800

[www.newalbanyschools.us](http://www.newalbanyschools.us)  
[naelementary.com](http://naelementary.com)  
[namiddleschool.com](http://namiddleschool.com)  
[nahighschool.com](http://nahighschool.com)  
[nabulldogs.com](http://nabulldogs.com)