

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, 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.

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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VISION

N_{ew} **A**_l**b**_a**n**_y ... **P**_{r**e****p****a****r****i****n****g** **R**_{e**s****p****o****n****s****i****b****l****e** **I****n****d****i****v****i****d****u****a****l****s** **D**_{e**d****i****c****a****t****e****d** **t****o** **E**_x**c****e****l****l****e****n****c****e**}}}

MISSION

NAPRIDE is providing a high quality education in a safe, healthy environment and developing life-long learners who become productive members of a global society.

GOALS

GOAL 1. The New Albany School District will provide a safe, orderly, and clean environment.

Objectives

- a. Emphasize character education and personal responsibility throughout the curriculum
- b. Maintain a SRO at each school and at appropriate activities
- c. Provide custodians with appropriate training
- d. Explore the contracting of janitorial supplies and services
- e. Collaborate and maintain partnerships with local authorities
- f. Maintain a consistent and fair discipline policy and regularly assess its application
- g. Maintain and upgrade safety equipment

GOAL 2. The New Albany School District will provide effective shared leadership.

Objectives

- a. Ensure input from stakeholders at each level of decision making
- b. Seek teacher input on staff development topics and scheduling
- c. Implement a school and district annual "Plan for Improvement"
- d. Strive to achieve and maintain district reputation of the highest quality

GOAL 3. The New Albany School District will increase student achievement throughout the system.

Objectives

- a. Achieve and maintain the highest level of accountability
- b. Provide an instructional environment conducive to high expectations
- c. Monitor student progress and time on task
- d. Improve vertical curriculum alignment and expectations
- e. Obtain the highest quality instructional materials including textbooks as are necessary in grades 6-12

GOAL 4. The New Albany School District will attract, develop and retain the most highly qualified personnel.

Objectives

- a. Continue to actively recruit highly qualified minorities
- b. Strengthen induction and mentoring programs to ensure new teachers and leaders are trained and supported for success

- c. Strive to increase local supplements and incentives on a more frequent basis to better compete with surrounding districts

GOAL 5. The New Albany School District will plan for facility needs and sound financial stability.

Objectives

- a. Prioritize major fiscal needs and requirements
- b. Develop both a short and long-term facility plan with timelines for implementation
- c. Assess and prioritize facility needs including climate control issues

GOAL 6. The New Albany School District will provide effective technology/internet services.

Objectives

- a. Develop a three year priority plan for the upgrading of technology
- b. Obtain input from appropriate school personnel to prioritize needs
- c. Adopt consistent delivery platforms district wide (i.e. canvas, blackboard, google, etc.)
- d. Employ additional quality technology support personnel

GOAL 7. The New Albany School District will foster improved communications and parental involvement.

Objectives

- a. More effectively seek to communicate school/district programs and services to all stakeholders
- b. Strive to provide multiple opportunities for community input

GOAL 8. The New Albany School District will develop skills which produce responsible and productive citizens in a global society.

Objectives

- a. Emphasize honesty, dependability, loyalty, and integrity across the curriculum
- b. Strengthen strategic partnerships with community, civic, business and faith-based organizations that have demonstrated positive impacts on student outcomes

SUPERINTENDENT'S MESSAGE

Dear Students,

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

It is with excitement that we embark upon another school year. Our principals and teachers have eagerly awaited your arrival and have great expectations for an outstanding year. I challenge you to do the very best that you can to represent the City of New Albany, your school, your family, and yourself with pride and distinction. Your success is a source of pride for the entire community. Have a great year!

Sincerely,

Jackie Ford
Superintendent

CENTRAL OFFICE STAFF

Jackie Ford.....Superintendent
 Lecia Stubblefield.....Director of Professional and Support Services
 Suzanne CoffeyDirector of Accounting Services
 Troy Trout.....Director of Special Services
 Kristen Richey.....Assistant Director of Special Services
 Les SumnerNetwork Administrator
 Margaret FloydDirector of Child Nutrition
 Terry Stidham.....Director of Maintenance
 Melanie Anderson.....Administrative Assistant to Superintendent
 Pam Conlee.....Secretary - Special Services/Child Nutrition
 Connie McMillin.....Receptionist
 Larry Pannell.....Assistant Transportation Supervisor
 Cindy Ashmore.....MSIS Coordinator/Assistant Bookkeeper
 Melanie Shannon.....Public Relations/Grant Writer/District Test Coordinator

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

New Albany School District Central Office
 301 Highway 15 North
 New Albany, MS 38652
 Mr. Jackie Ford, Superintendent
 Ms. Lecia Stubblefield, Director of Professional and Support Services
 Phone (662) 534-1800
 Fax (662) 534-3608
jford@newalbany.k12.ms.us
lstubblefield@newalbany.k12.ms.us
scoffey@newalbany.k12.ms.us
mshannon@newalbany.k12.ms.us

Special Services
 203 Highway 15 North
 New Albany, MS 38652
 Ms. Margaret Floyd, Director of Child Nutrition
 Mr. Troy Trout, Director of Special Services
 Ms. Kristen Richey, Assistant Director of Special Services
 Phone (662) 534-1810
 Fax (662) 534-1811
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ttrout@newalbany.k12.ms.us
krichey@newalbany.k12.ms.us

New Albany Elementary School
 874 Sam T. Barkley Drive
 New Albany, MS 38652
 Mr. Jamey Wright, Principal
 Mr. Kenneth Roberts, Assistant Principal

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Ms. Emily Speck, Assistant Principal
Phone (662) 534-1840
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especk@newalbany.k12.ms.us

New Albany Middle School
400 Apple Street
New Albany, MS 38652
Dr. Damon Ladner, Principal
Ms. Jane Hubbard, Assistant Principal
Phone (662) 534-1820
Fax (662) 534-1819
dladner@newalbany.k12.ms.us
jhubbard@newalbany.k12.ms.us

New Albany High School
201 Highway 15 North
New Albany, MS 38652
Mr. Lance Evans, Principal
Mr. Robert Garrett, Assistant Principal
Phone (662) 534-1805
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rgarrett@newalbany.k12.ms.us

School of Career & Technical
203 Highway 15 North
New Albany, MS 38652
Mr. John Ferrell, Director
Phone (662) 534-1810
Fax (662) 534-1811
jferrell@newalbany.k12.ms.us

(NASTUC) New Albany, South Tippah, Union County Behavioral Management Center
915 Denmill Road
New Albany, MS 38652
Ms. Minerva Graham, Director
Phone (662) 538-4100
Fax (662) 538-4102
mgraham@newalbany.k12.ms.us

SCHOOL HOURS FOR STUDENTS

NASTUC 7:55-2:45

New Albany High School 7:45-3:00

New Albany Middle School 7:45-3:00

New Albany Elementary School 7:55-3:00

BOARD OF TRUSTEES

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

Jill Shannon Shaw	President
Matthew Y. Harris	Vice President
Jerry Tate.....	Secretary
Brad Clayton.....	Member
Penelope Blissett	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 2016- 2017

August 1-3	Professional Development
August 4	First Day of School
September 2	Progress Reports
September 5	Labor Day Holiday
October 7	End 1 st Nine Weeks Tests
October 10	Columbus Day/Fall Break
October 14	Report Cards
November 11	Progress Reports
November 21-26	Thanksgiving Holidays
December 16	End 2 nd Nine Weeks (60%Day)
December 19-January 2	Christmas Holidays
January 2	Professional Development
January 3	Students Return
January 6	Report Cards
January 16	Martin Luther King Holiday (No School)
February 3	Progress Reports
February 20	Presidents’ Day (No School)
March 10	End 3 rd Nine Weeks
March 13-17	Spring Break
March 24	Report Cards
April 14	Good Friday (No School)
April 21	Progress Reports
May 18	Last Day for Students/ (60% Day)
May 19	Professional Development/Graduation
May 22-23	Professional Development

180 Student Days 187 Staff Days

Makeup days will be February 20, and after Graduation

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

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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.

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.

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 7th 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 6th 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 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 Assessment Program (MAP), and/or other standardized tests. 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 "C" average, 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 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 pink receipt slip is then brought back to the school office and the admission process is continued. The refund policy of the district is:

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

No refund will be made if the patron moves into the district after 10 days of enrolling as an out-of-district student. District students who move out of district must either withdraw or apply for out-of-district status.

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.

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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 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.

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 program or activity offered by the New Albany School District.

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 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.
2. Each school will permit suspended students to make up work for partial credit of up to 60% of the original, potential grade in grades 2-12 and 70% in grades K-1st within specified deadlines. Work that is not made up within the specified time period will result in a grade of "0".

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

Excused Absences: Work missed as a result of an excused 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 approved by the principal.

Unexcused absences: Work missed as a result of an unexcused absence, even with the knowledge and consent of the parent, cannot be made up for full credit. A grade of zero will be recorded if a test or class assignment grade is given on the day of the unexcused absence. Teachers will offer an assignment that could result in recovery of up to 60 percent of the original, potential grade in grades 2-12 and 70 percent in grades K-1st. Timeline will be the same as for excused absences.

ARRIVAL AND DEPARTURE

Students should avoid arriving more than 30 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.

2nd - 12th GRADING SCALE

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

K - 1st GRADING SCALE

A 93-100 B 85-92 C 75-84 D 70-74 F Below 70

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.

MID-TERM/FINAL EXAMINATIONS FOR GRADES 3-12

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 2, November 11, February 3, and April 21**. Report cards will be issued at the end of each nine weeks on the following dates: **October 14, January 6, March 24, 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.

The tests in the spring are as follows:

Kindergarten	MKAS2
Grade 3	MKAS2
Grades 3-8	MAP
Graded 5 and 8	MST2 Science Assessment
High School	MAP
Career & Technical	CPAS
Career & Technical	PBA
Career & Technical	National Certification Test

DISTRICT PROMOTION/RETENTION POLICY

Students in grades 1-5 must receive a passing grade in reading, math, and language (English) to be promoted. Students in grades 6, 7, and 8 are required to pass math, science, English, and social studies 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 must have passed English I; juniors, a minimum of eleven (11) credits; and seniors, a minimum of eighteen (18) credits.

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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
- 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

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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 3" to 5" 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. Students in K-5 may wear sweat suits.
3. Leggings are permitted to be worn with dresses, skirts or shorts as long as the outer garment meets the length requirement of the dress code.
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 tied and strapped properly. Sunglasses cannot be worn in the building. No sleeping attire is to be worn e.g. Pajama pants, house shoes.
6. Any item of clothing or accessory that, according to police authorities, identifies with a gang is prohibited.
7. Only female students will be allowed to wear earrings. No student will be allowed to wear body rings.
8. 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.
9. Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom.
10. 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.

- **SLC – Silent Learning Center** – 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.

For determining placement time at alternative school for evaluation of students who have been in an alternate educational setting, 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 Tardiness
- 1-2 Running and/or making excessive noise
- 1-3 Initiating or participating in any unacceptable/inappropriate physical displays of affection
- 1-4 In unauthorized area without pass
- 1-5 Dress code violation
- 1-6 Loitering in the halls, common areas, etc.
- 1-7 Disruptive behavior
- 1-8 Failure to do homework.

Disciplinary Action

First Violation

Minimum: teacher and student conference, verbal reprimand, detention
Maximum: teacher-student-parent conference, home suspension, SLC, detention, corporal punishment

Repeated or Flagrant Violation

Minimum: teacher-student- administrator conference, home suspension, SLC
Maximum: corporal punishment, detention, SLC, Saturday school, community service, or school suspension

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 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.

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- 2-9 Behavior that disrupts instruction
- 2-10 Dishonesty, lying

Disciplinary Action

First Violation

- Minimum: corporal punishment, home suspension, detention, community service, SLC, Saturday School
- Maximum: school suspension (1-2 days)

Repeated or Flagrant Violation

- Minimum: school suspension up to 3 days, SLC, corporal punishment, Saturday school
- Maximum: school suspension up to 4 days, and/or SLC for up to 10 days, 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 phone will result in the following disciplinary actions:

Unauthorized Use of a Cell Phone

- First offense.....phone confiscated, one day SLC or paddling, phone returned to parents.
- Second offense....phone confiscated, three days SLC or paddling, phone returned to parents
- Third offense.....phone confiscated, four days SLC, School holds phone and returns phone to parents.
- Fourth offense.....phone confiscated, five days SLC, 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 p.22)
- 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 Academic dishonesty
- 3-7 *Vandalism of personal and/or school property (above \$500.00 will be considered flagrant)
- 3-8 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and possession of obscene materials
- 3-9 Sexual Harassment/misconduct
- 3-10 Forgery of documents e.g. report cards, progress reports, teacher communications, money
- 3-11 Violation of state testing security
- 3-12 Physical, written, or verbal threat on a student

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Disciplinary Action

First Violation

Minimum: SLC, corporal punishment, school suspension up to 3 days,
Grade of "0" when academic dishonesty occurs on tests/exams,
***Restitution shall be made**

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

Repeated or Flagrant Violations

Minimum: school suspension (3 days), SLC (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 Assault on a student
- 4-4 Transmitting/Sharing/Posting inappropriate/obscene images or videos

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

Students in grades K-5 will have a minimum of SLC

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

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*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.

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

Central Office personnel conduct disciplinary hearings. 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.

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

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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 or policy of the local school district." The principal must follow normal due process rules.

BULLYING POLICY

The New Albany School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures, written, electronic, verbal communications, cyber, any physical act, any threatening communication, any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits

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

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

The New Albany School District has implemented a Bullying Message Line. The Bullying Message line can be used by parents or students to report bullying incidents that occur at school. The phone line and email are equipped to take messages, which will be checked daily. All messages will be kept in strict confidentiality. When reporting an incident, please include the following information: name of person being bullied, when the bullying is happening, and where the bullying is happening.

The New Albany School District Bullying Message Line number is **662-316-7073** and email is **bullyhelp@newalbany.k12.ms.us**

STUDENT COMPLAINTS OR BULLYING OR HARASSING BEHAVIOR

I. Definitions

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

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

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

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but 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 principal, 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 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.

RESTRAINT POLICY

CITE: Section 37-9-69; Section 37-11-57 of the Mississippi State Code of 1972, annotated
In accordance with the above referenced legislation, it is recognized that instructional and other staff may be called upon to intercede in situations wherein students may be displaying physically violent behavior or non-compliant behavior. The New Albany School District prohibits the use of excessive force, or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques to control and restrain a student when there is a reasonable belief that a serious situation exists like, but not limited to, one of the following listed circumstances.

1. The student is a danger to himself.

2. The student is a danger to others.
3. To prevent the destruction of property.
4. If the student refuses to move from one location to another after being so ordered or asked.
Any use of restraint will be preceded by the following verbal intervention:
 1. Ask the student to comply.
 2. Order the student to desist in the behavior.
 3. Advise the student they will be restrained if behavior does not cease.
 4. Restrain the student.
 5. Ask for assistance from other staff.

This continuum is not meant to prevent immediate restraint if so warranted. Under all circumstances, without exception, if possible the student is to be restrained at the location the behavior occurs. Restraint is to be applied only until the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint techniques be used as punishment.

If the student is non compliant with verbal intervention, the staff member, if physically possible, may need to apply restraint. Staff is cautioned to use common sense and sound judgment in responding to student altercations. It is understood that some staff may not be physically able to restrain some students.

Site supervisors will ensure that restraint reports are completed and immediately forwarded to the superintendent and include the following information:

1. Previous history of disciplinary action.
2. Events precipitating (who, what, how, when, where, why) the use of restraint.
3. Level of resistance displayed by student during restraint to include language and behavior.
4. Subsequent action after control was achieved.

**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 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.

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

1. The use of tobacco, electronic cigarettes, and nicotine products is 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: One-day school suspension, parent conference, and attend all sessions of Tobacco/Nicotine Education Group (nurses).

Second offense: Three-day school suspension, parent conference, and attend all sessions of Tobacco/Nicotine Education Group (nurses).

Third offense: Three-day suspension and disciplinary hearing.

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

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 medication, prescription and over-the-counter, should be brought to the school nurse's office or left in the main office upon a student's arrival at school. These medications may only be given with parent/guardian permission and the respective form completed and signed by the parent/guardian. Required information includes name of medication, instructions for dispensing, parent/guardian name and contact information. Students should not carry medications with them at school. The school nurse is 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. Persons having questions or issues regarding this law should contact Mr. Troy Trout, Special Services Coordinator at **534-1810**.

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 Mr. Troy Trout, District 504 Coordinator at **534-1810**.

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

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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 Mr. Troy Trout, Director of Special Education at **534-1810**.

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) Mississippi Occupational 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 occupational diploma. As a local education agency, the New Albany School District shall offer this diploma to students with disabilities as defined by the Individuals with Disabilities Act (Public Law 105-17). Students who wish to complete with an occupational diploma will be graded on their mastery of objectives required for the completion of course work, attendance, job-related internships, and documented work experience.

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 Occupational 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.

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 Mr. Troy Trout, Gifted Program Director at **534-1810**.

ENGLISH LANGUAGE LEARNER (ELL)

New Albany School District adheres strictly to the Guidelines for English Language Learner (ELL) Services set forth by the Mississippi Department of Education, in alignment with federal mandates and No Child Left Behind. 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 Language Learner program. Services include, but are not limited to, development of an ELL Plan, ELL classes, content-intervention, or support, and grade monitoring. Progress is determined by annual administration of the ELPT. Questions concerning the ELL 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 Lunch	\$3.25

Individual Food Prices

Entrée	\$1.50
Fruit/Vegetable	\$.75
Bread	\$.25
Chips	\$.50
Ice Cream	\$.50/.75/1.00
Water	\$.50
Breakfast entrée	\$1.00
Student Second Complete Meal	\$3.25

Additional Information About Our School Nutrition Program

A free/reduced lunch application will be available to all students at any time during the school year. These forms should be returned promptly to the school office or cafeteria manager. It is very important that these forms are completed in full. Payments for lunch, and/or breakfast should not be combined with other school expenses.

In addition, we now offer 'MySchoolBucks'. It is the simple way to pay for school meals with credit/debit card or electronic checks. Go to the district website newalbanyschools.us. Click on the tab 'For Parents' and look for 'Cafeteria Online Pay.'

With the exception of milk products, a student may purchase individual components of the meal, or any a' la Carte item, only if the full meal unit has been purchased.

"Offer" as opposed to "Serve" has been established for grades PreK-12. Students must take at least three (3) of the five (5) meal components. A double serving of an item does not count as two (2) food items.

Students may eat lunch in approved areas only. Due to the congestion created in the office and hallways, lunches from local restaurants may not be delivered to the school. Menus will appear weekly in the local paper and on the district web site.

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 Ms. Margaret Floyd, Director of Child Nutrition at **534-1810**, if this type service is needed.

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

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 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 Mr. Larry Pannell, Assistant 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. (Students may receive corporal punishment or serve days in SLC in lieu of the five days). |
| Second offense: | Suspension from riding the bus for five days; school will notify the parents. (K-8 students may receive corporal punishment or serve days in SLC 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.
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--such as food, drinks, et cetera
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 to be a part of such a great school, district, and community. I look forward to this school year and the challenges and successes it will bring.

Our goal at NAES is to meet the individual needs of each student. We intend to provide a safe environment in which students are supported and nurtured so that they can reach their highest potential in all aspects of their lives.

I assure that our entire staff will work tirelessly to ensure that your child receives a high quality education and feels safe and respected at all times. We have very high expectations for all students and staff both academically and behaviorally. It is our belief that a well-disciplined school is essential to our success.

Finally, it is my belief that it takes everyone involved in a child's life to provide them a great education. Together we can ensure the success of all students and make our great school even better.

If I can help you in any way please contact me.

Jamey Wright
Principal NAES

SCHOOL ADMINISTRATION

Jamey Wright.....	Principal
Kenneth Roberts	Assistant Principal
Emily Speck.....	Assistant Principal
April Hobson	Counselor
Tammie Reeder	Nurse
Penny Creekmore.....	Nurse
Lea Taylor.....	Secretary/Bookkeeper
Karen Willard.....	Secretary
Belinda Chism	Receptionist

PROCEDURES FOR CHANGE OF STUDENT CLASSROOM ASSIGNMENT

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

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 - 5th grade Activity Fee \$25.00

3rd- 5th grade Technology 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 director or teacher, please contact the school office at **534-1840**. **Note: We urge both parents, if possible, to attend these conferences.**

Pre-K Tuition Fee: A tuition fee of \$225.00 per month is due by the 5th of each month, (August –May). The fee for the month of December is only \$125.00. These monthly fees include snacks for each day but do not include lunches. Bank draft is available.

Pre-K Snacks: Daily snacks are provided for students through tuition. 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 7:30 a.m., students should not come to school prior to this time. **Children who arrive before 7:30 a.m. must go to the cafeteria.** Students should not be dropped off at the end of the halls until 7:30 a.m. **INSTRUCTION BEGINS AT 7:55 a.m.**

After a brief adjustment period of two or three 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 3:00 p.m. 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.**

TEACHER/PARENT CONFERENCES FOR KINDERGARTEN AND FIRST GRADE

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

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 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 achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th 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.

TOYS

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.

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

Delivery of flowers/gifts to students 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 7:55 a.m. must report to the office accompanied by a parent/guardian. Tardiness will be reported on the report card each grading period.

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 3:00 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 2:35 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 3:00 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 way:

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

First Grade – 93 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 – 85 average or above in all subjects

Second through Fifth Grades – 80 average or above in all subjects

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

Top Dawg – At the end of each school year this award is presented to a boy and girl in each class who exhibits exemplary character

Accelerated Reader – At the end of each school year this award is presented to a student in each class who has the most points

VISITORS/PARENTS

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

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 anytime 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.

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 the Director of Federal Programs at **662-534-1800**.

NEW ALBANY MIDDLE SCHOOL

Principal's Message

Dear Students and Parents,

"What am I doing to make our school the best middle school in Mississippi?"

These words will greet you in every hall at New Albany Middle School. Our passion and goal is to have every student live out these words in their daily school experience. The NAMS experience is based upon three fundamental principles: discipline, character, and education.

A disciplined school environment is composed of students who respect teachers, other students, and themselves. Additionally, a disciplined environment is one where learning is the top priority and is not interrupted by inappropriate behaviors. NAMS will continually nurture, mentor, and guide students as they develop to become more self-disciplined young adults.

Character begins with each student taking pride in his/her school, work, and accomplishments. Every student who attends NAMS has a special role to play in the success of the school. The success of all of us is always greater than the success of one of us. Good character is the stepping stone to success. Lastly, the educational background a student receives at NAMS is the foundation for unlocking the future. We want to ensure that we provide a highly rigorous educational program for students. On a daily basis, we must challenge all students to increase their level and capacity for learning.

How do you, the student, help us become the best middle school in Mississippi? The first step is to come to school ready to learn with a positive, focused mindset. The second is to act in a respectful, disciplined manner. The third is to develop that famous "New Albany Bulldog Pride." Finally, please know that while you will be challenged, the most professional, courteous, and caring staff in Mississippi will support you. Always let us know how we may be of service to you as we all work toward our goal of making NAMS the best middle school in Mississippi.

Sincerely,

Damon Ladner, Ph.D.
Principal

SCHOOL ADMINISTRATION

Damon Ladner, Ph.D.....	Principal
Jane Hubbard	Assistant Principal
Julie Newton.....	Counselor
Lisa Gaines	Secretary/Bookkeeper
Charlotte Nowlin.....	Receptionist
Anne Christ.....	Nurse

REGULAR BELL SCHEDULE

7:25	Leave Cafeteria
7:40	Leave Gym
7:45 - 8:37	1 st Period
8:40 - 9:32	2 nd Period
9:32 - 9:38	Break
9:41 - 10:33	3 rd Period
10:36 - 11:28	4 th Period
11:31 - 12:50	5 th Period
12:01 - 12:24	1 st Lunch
12:27 - 12:50	2 nd Lunch
12:53 - 1:45	6 th Period
1:48 - 3:00	7 th Period
1:48 - 2:05	Health/AR/Activity

ARRIVAL AT SCHOOL

Breakfast will be served from 7:15 a.m. until 7:35 a.m. Students' not eating breakfast in the cafeteria should arrive at school after 7:15 a.m. but in time for the beginning of school. All students will report to the gym each morning for assembly. Students will sit with their grade in the gym. Car riders must be dropped off at the corner of Apple and Glade, not in front of the school building. **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:

- 1st Tardy – Warning
- 2nd Tardy – Student Conference
- 3rd Tardy - Detention
- 4th Tardy – 1 day of In School Suspension (ISS) or corporal punishment
- 5th Tardy – 2 days of ISS
- 6th Tardy – Parent Conference with Administration and Student 3 days of ISS
- 7th, 8th, 9th - Tardy – 3 days of ISS
- 10th Tardy – Home Suspension
- Subsequent tardiness – 3 days of ISS

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

DETENTION POLICY

In addition to the district policies, teachers will use various methods of classroom management to deal with classroom disruptions. The teacher may assign detention to deal with minor discipline problems that do not require an office referral. A student may receive 3 detentions per semester. Once a student has received 3 detentions in a semester, all other discipline referrals will be handled through the office.

Detention is held in room 116 from 7:15 a.m. to 7:40 a.m. every morning, and from 3:10 p.m. to 3:40 p.m., on Tuesday and Thursday afternoons. Students will not be allowed to enter detention after the designated start time. A student has 5 days to serve a detention and may choose any morning or afternoon within those 5 days to serve a detention and may choose any morning or afternoon within those 5 days to serve. Failure to serve detention will result in placement in ISS for a full day.

IN SCHOOL SUSPENSION (ISS)

Students placed in ISS will be housed in a self contained classroom for their required length of time.

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

Students will receive their course work for the day and must complete all assignments. Any assignments received in ISS must be completed before exiting ISS. Students will go to lunch with the ISS class. All work received and completed in ISS will be counted for full credit. Students are counted as present at school in ISS.

Teacher may refer a student to ISS for a maximum of three (3) periods per class per semester for misbehavior without an office referral. Teachers will notify a parent or guardian.

HOMEWORK

Students are expected to complete all homework assignments. No passes will be given for homework assignments. If a student fails to do homework, the teacher will assign him/her a grade of "0". Parent will be contacted via the ICU program if a student fails to complete and turn-in homework.

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:

- 1st Offense-3 Days ISS
- 2nd Offense-1 Day Suspension
- 3rd Offense-3 Day Suspension and hearing

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 with a 95 or higher average in a course AND no more than four absences AND no more than four tardies for the year, may be exempt for the final exam in that course.

Students with an 85 or higher average in a course AND perfect attendance AND no tardies for the year, may be exempt for the final exam in **ONE** course in which they meet these requirements.

****School related 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.**

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.

COURSE OFFERINGS

GRADE 6	GRADE 7	GRADE 8
Accelerated Math	Academic Tutoring	Academic Tutoring
Band	Accelerated English	Accelerated English
Boys Basketball	Band	Agriscience*
Creative Writing	Chorus	Band
English	Compacted Math*	Chorus
Gifted Art	English	Compacted Math*
Gifted Education	Gifted Education	English
Girls Basketball	Gifted Art	Gifted Education
Math	Girls/Boys Athletics	Gifted Art
Physical Education	Information and Communication Technology I (ICTI)	Girls/Boys Athletics
Reading	Math	Information and Communication Technology II (ICTII)
Science	Physical Education	Math*
Social Studies	Science	Physical Education
	Social Studies	Science
	Tennis	Social Studies
		Tennis

*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.

INSTRUCTIONAL FEES

STUDENT FEES	GRADE	AMOUNT
Activity Fee	6, 7, & 8	\$25.00
Technology Fee	6, 7, & 8	\$25.00
Science Lab Fee	6, 7, & 8	\$10.00
Artistically Gifted*	7 & 8	\$25.00
Intellectually Gifted*	6, 7, & 8	\$25.00
Choral Music*	7 & 8	\$25.00
Band Fee*	6, 7, & 8	\$50.00

***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 56 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 a minimum passing score.

STUDENT RECOGNITION

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

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

“A” Honor Roll-To be eligible for “A” honor roll, a student must maintain a grade of 90 or above in all courses.

“A, B” Honor Roll-To be eligible for “A, B” honor roll, a student must maintain a grade of 80 or above in all courses.

Subject Awards-These awards are based on highest academic achievement in a particular subject.

Attendance Certificate-Award is based on perfect attendance.

Administrator’s Award-This is awarded to students for exemplary school citizenship.

Duke TIP Award – Presented to students scoring high on the state test in 5th and 6th grades, and have been invited by Duke University to take the ACT as a 7th grade student.

Lott Leadership Award – Up to 5 students in the 8th grade may be selected. Students must have 3.3 GPA for 6th, 7th, 8th 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.

GPA Award –a student must maintain a cumulative grade point average of 3.5 or higher for the school year.

Explore Test 20+ Club – Students who score 20 or above in any area or as a composite score on the ACT Prep Explorer test will be recognized.

Who’s Who-Winners are selected by students of New Albany Middle School. Eligible students must have a good disciplinary record.

Newspaper Awards-Weekly reports of school activities and individual accomplishments are featured.

Displays of Student Work - Teacher bulletin boards/wall displays exhibit samples of student work.

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

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.

Students who are in ISS for one-half or more of the day on the day of a performance will not be

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allowed to dress or participate in the event. He/she may participate in practice after school. A coach may use some form of punishment for the student's placement in ISS prior to the student's participation in practice. Grades of special education students will also be reviewed during each report period. A student who is dismissed from NASTUC will not participate in a game or performance until the eleventh 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

Pupils 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 five periods on the day of the event. Request for exceptions must be made to the principal.

Students who are in ISS for one-half or more of the day on the day of a performance will not be allowed to dress or participate in the event. He/she may participate in practice after school. A coach may use some form of punishment for the student's placement in ISS prior to the student's participation in practice. Grades of special education students will also be reviewed during each report period. A student who is dismissed from NASTUC will not participate in a game or performance until the eleventh 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.

THE CONSTITUTION OF THE STUDENT COUNCIL OF NEW ALBANY MIDDLE SCHOOL

ARTICLE I

Name

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

ARTICLE II

Purpose

The purpose of the New Albany Middle School Student Council 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 Council shall consist of two representatives from each homeroom, grades six through eight. In the event that both representatives are unable to fill his/her responsibilities, a new representative will be elected. Five officers shall lead the Student Council: president, vice president, secretary, treasurer, and reporter.

ARTICLE IV

Officers and Members

Any student running for an office or officer of the New Albany Middle School Student Council or serving in an office shall have an overall 3.0 grade point average and no significant discipline record for the

previous year. Any student running for representative or serving in an office shall have an overall grade point average of 2.5 and also have no significant discipline record for the previous year. Significant discipline standard--3 referrals for level 2 (or above), 2 referrals for level 3, 1 referral for level 4 or 5.

Sec. 1. Officers

- A. The officers of the New Albany Middle School Student Council shall be president, vice president, secretary, treasurer, and reporter.
- B. The Student Council president shall be an 8th grade student. The vice president shall be a 7th grade student. The secretary, treasurer, and reporter shall be from the 7th or 8th grade.

Sec. 2. Election of Officers

- A. Each student desiring to run for an office on the New Albany Middle 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 Middle School and three signatures of teachers or administrators of New Albany Middle School who wish the student to run for student council sponsor by the designated deadline. The Student Council sponsor shall then verify each petition to insure that it meets the approved guidelines.
- B. On the day set by the Student Council sponsor or middle school principal, candidates for Student Council officers shall be introduced in an assembly and present their speeches, each limited to two minutes. 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 approval. **If the intent and purpose of the speech is violated, votes received for that particular candidate will not be counted.** The order of officer 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 6-8** 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 ballots shall be conducted by the Student Council sponsor and/or the middle 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 middle school vault until such time as the middle school principal certifies a winner. **If there is no question about the voting procedures, the middle 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. The sponsor and/or administration reserves 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 middle school principal or his designee.
 4. be present in the gym each morning by 7:30 to 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 president in the absence of the president.

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2. 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 middle school business personnel in the handling of all Student Council funds.
- E. It shall be the duty of the reporter to:
 1. provide the school principal and sponsor with minutes of all meetings.
 2. work with the school reporter to put all Student Council projects and upcoming events in the newspaper.

Sec. 4. Duties of Representatives/Officers

- A. Members shall attend every regular meeting and special meeting.
- B. 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 middle school principal in order to call any special meeting of the Student Council.

**ARTICLE VI
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 next nine weeks.
- Sec. 3.** Any officer placed on academic probation will not be allowed to be involved in Student Council events during the probationary period.
- Sec. 4.** Any officer who fails to remove the academic probation will not be allowed to fulfill their duties for the remainder of the 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 nine weeks will be placed on academic probation for the nine weeks.
- Sec. 7.** A representative on academic probation will not be allowed to be involved in Student Council events for the nine weeks.

- Sec. 8.** A representative who fails to remove the academic probation will not be allowed to fulfill their duties for the remainder of the year.
- Sec. 9.** If the conduct or behavior of an officer or representative, whether on campus or off campus, should be called into question, the Student Council advisory board and middle school principal may place the student member on a probationary status or may remove the student member from office and/or council.

ARTICLE VII
Faculty Advisors

- Sec. 1.** The middle 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 middle school principal reserves the right to remove the Student Council sponsor when it is deemed in the best interest of the Student Council.

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

Dear Students and Parents,

I would like to take this time to welcome you to New Albany High School. As your principal, I am honored to work with a faculty that is continually seeking to raise the bar of academic excellence for all students. It is my promise to you that I will work tirelessly to ensure every student at New Albany High School receives the highest quality education to aid them in achieving their educational and personal goals.

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 extend an open invitation to all students, parents, and community members to feel free to come and discuss any issues they might have in relation to our students or school. In order for our school to continue to grow and build on previous success, it will take the efforts of all students, parents, and community members. With this continued support and the high expectations of all involved, we will continue to grow as a school and family. In closing, please remember my door will always be open and your comments and suggestions will be valued.

Sincerely,

Lance Evans
Principal

SCHOOL ADMINISTRATION

Lance Evans Principal
John Ferrell..... Vocational Director
Robert Garrett..... Assistant Principal
Shane Sanderson Athletic Director
Kalee Beth Stanton Counselor
Curt Langley..... Counselor
Hope Bradley Secretary/Bookkeeper
..... Receptionist
Lori Hodges Attendance Clerk
Dorothy Criddle Receptionist/Career Center Technician
Jill Robbins Nurse

BELL SCHEDULE

7:45 - 8:35	1 st Period
8:40 - 9:30	2 nd Period
9:35 - 10:25	3 rd Period
10:30 - 11:20	4 th Period
11:25 - 1:05	5 th Period/Lunch
1:10 - 2:00	6 th Period
2:05 - 3:00	7 th Period

LUNCH SCHEDULES

11:25 - 11:55	1 st Lunch
12:00 - 12:30	2 nd Lunch
12:35 - 1:05	3 rd Lunch

ARRIVAL AT SCHOOL

Students should not enter the classroom prior to the 7:40 a.m. bell. Students should not arrive at school before 7:15 a.m.

DEPARTURE FROM SCHOOL

Students who wish to remain after school should make arrangements 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.

BACKPACKS AND BOOKBAGS

Due to problems associated with students carrying backpacks and book-bags in the halls and into classes, students will not be allowed to carry backpacks and book-bags into the classroom. Students are required to place backpacks and book-bags in their lockers before the start of school, and they are to remain in the locker until school is dismissed.

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 Fee-----	\$25.00

*Not eligible for Fee waiver

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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 must have passed English I, 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 two 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

A senior who is passing all course work and is on track for graduation may be eligible for early dismissal after the sixth period with parental and administrative permission if class scheduling permits. 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 six (6) classes. Seniors taking a college level course off campus may use that course as one of their six (6) 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

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

The student will be able to participate in all other 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

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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 Graduation Requirements

	Credits
English	4
Mathematics 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.)	4
Science Required-Biology I One lab-based physical science	4
Social Studies Required 1 World History, 1 US History, ½ World Geography, ½ US Government, ½ Economics and ½ MS Studies	4
Business & Technology Computer Discovery; ICT I or ICT II; BCT I or BCT II; or Micro Computer Applications, STEM	1
Health ½ Comprehensive Health or ½ Family & Individual Health or ½ Contemporary Health	½
Fine Art	1
Physical Education Physical Education, JROTC, Band, credit bearing athletics	½
Elective Courses	6 (any electives)
TOTAL	25

Honors Diploma Requirements

	Credits
English (Accelerated or above where available) Includes Dual Credit English Comp, SREB College Ready Eng/Lit	4
Mathematics (Algebra I or above) (Algebra I successfully completed in the eighth grade counts as one of the four required math credits.) SREB College Ready Math	4
Science (Biology I and three courses above, one of which must be Chemistry I)	4
Social Studies Required 1 World History, 1 US History, ½ World Geography, ½ US Government, ½ Economics and ½ MS Studies	4
Business & Technology Computer Discovery; ICT I or ICT II; BCT I or BCT II; or Micro Computer Applications, STEM	1
Health ½ Comprehensive Health or ½ Family & Individual Health or ½ Contemporary Health	½
Fine Art	1
Speech/Communication Oral Communication or Oral & Electronic Communication	1
Foreign Language	1
Physical Education Physical Education, JROTC, Band, credit bearing athletics	½
Elective Courses	4
TOTAL	25

All vocational courses may count as an elective.

An Honors Graduate must have a cumulative core 3.5 grade point average at the end of the 3rd nine weeks of their senior year.

New Albany High School-CAREER AND TECHNICAL DIPLOMA

	Credits
English Required-English I & II	4
Mathematics Required -Algebra I (1 above Algebra I)	3
Science Required—Biology I	3
Social Studies Required -½ MS Studies, ½ U S Government, and 1 U S History	3
Business & Technology (ICT I or ICT II, Computer Discovery or BCT I or Micro Computer Applications, STEM)	1
½ Health ½ Comprehensive Health or ½ Family & Individual Health or ½ Contemporary Health ½ Physical Education ½ Physical Education, JROTC, Band, credit bearing athletics	½
Career and Technical Courses- Must complete one vocational program earning a total of 4 credits in the same concentration	4
Elective Courses	2 ½ (any electives)
TOTAL	21

* Students are required to successfully pass ALL subject area tests for Career and Technical Diploma.

**PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL)
REQUIREMENTS FOR ADMISSION--STANDARD 32-(For students graduating 2013-2016)**

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4*
MATHEMATICS	Algebra 1** Geometry Algebra II or any higher mathematics course	3
SCIENCE	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	3 (2 lab-based)
SOCIAL STUDIES	U.S. History World History U.S. Government (1/2) Economics (1/2) or Geography (1/2)	3
COMPUTER EDUCATION	Computer Applications ***	$\frac{1}{2}$
ADVANCED ELECTIVES	SELECT 2 UNITS ****FROM THE FOLLOWING LIST: Foreign Language ** World Geography 4 th year lab-based Science 4 th year Mathematics	2
TOTAL UNITS REQUIRED		15 ½ ****

**PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL)
RECOMMENDED FOR ADMISSION—Class of 2013-2016**

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4*
MATHEMATICS	Algebra 1** Geometry Algebra II Anyone Carnegie Unit of comparable content	4
SCIENCE	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	4
SOCIAL STUDIES	U.S. History World History U.S. Government (1/2) Economics (1/2) Introduction to World Geography (1/2) Mississippi Studies (1/2)	4
ARTS	Any one Carnegie Unit of visual and performing arts courses(s) meeting the graduation requirement	1
COMPUTER EDUCATION	Computer Applications***	$\frac{1}{2}$
ADVANCED ELECTIVES	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	2
TOTAL UNITS REQUIRED		19 ½ *****

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*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.

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.

ACT Test Date

September 10, 2016

October 22, 2016

December 10, 2016

February 11, 2017

April 8, 2017

June 10, 2017

Registration Deadline

August 5, 2016

September 6, 2016

November 4, 2016

January 13, 2017

March 3, 2017

May 5, 2017

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 schedule. 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 LOAD

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

Students will not be allowed to take two courses in the same subject area in a school year, 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 11th and 12th grade English to graduate, he/she may enroll in them concurrently with permission of the parent and principal.

FINAL EXAMINATION EXEMPTIONS

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

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

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

All students who take MAP 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 state test (CPAS, National Certification, or PBA) 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.

****Only Seniors are eligible for final examination exemption in semester courses.**

****School related 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.

- 1st Tardy – Warning from attendance clerk
- 2nd Tardy – Conference with Athletic Director & letter to parents.
- 3rd Tardy – 30 minutes of after school detention or corporal punishment
- 4th Tardy – 1 day in Silent Learning Center
- 5th Tardy – 2 days in Silent Learning Center
- 6th Tardy – 3 days in Silent Learning Center
- 7th Tardy – 4 days in Silent Learning Center
- 8th Tardy – 5 days in Silent Learning Center & 1 day of Saturday School

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:

1st Offense-2 Days SLC

2nd Offense-1 Day Suspension

3rd Offense-3 Day Suspension and hearing

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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).

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, MISSISSIPPI VIRTUAL SCHOOL

Credit recovery and some Carnegie unit courses are available to students through the Mississippi Virtual School. Participation is dependent upon prior approval of the principal and/or his designee.

SUMMER SCHOOL

With the exception of Driver's Education, Summer School is for credit recovery only. English 10, Algebra I, U.S. History, and Biology I will not be offered in Summer School. A student must have permission of the principal to attend Summer School. Students who complete credit recovery summer school will be awarded the lowest 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 maintain a grade of 90 or above in academic courses.

"A, B" Honor Roll

To be eligible for "A, B" honor roll, a student must maintain a grade of 80 or above in academic courses.

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 demonstrate outstanding achievement.

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 than a B. Eligible students are asked to complete a student activity information form. A faculty council

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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. Dual Enrollment/Dual Credit (College Level), On-Line (Virtual School) and courses taken prior to enrollment in the ninth grade do not count in the student's numeric GPA. The following courses are not considered "core" and are not considered when determining numeric grade point average: athletics, physical education, band, driver's education, journalism, yearbook, and chorus. All AP, Gifted/Pre AP, and Calculus courses will be weighted 1.05 for each nine weeks.

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. **Honors, salutatorian, and valedictorian** will be determined using the cumulative numeric grade point average from the courses taken in the ninth grade through the third nine weeks of the senior 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 7th 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 3rd 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 3rd 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

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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 3rd 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 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 is 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

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	Yearbook Editor Newspaper Editor
	DAR Award
	Outstanding Student of the Year from Each Grade
	Bulldog Award
	John Phillip Sousa Band Award
3 points	Honor Graduate
	National Honor Society, National Science Honor Society, Mu Alpha Theta
	Subject Area Award
	Drum Major
	Perfect Score on State Subject Area Test
2 points	Band Captain, Captain of Band sections
	Cheerleader Captain or Co. Captain
	Student Council Member
	Officer of any School Club
	Youth Congress
	State/District Competition Winner 1 st place (Athletics, Band, Speech & Debate, Choral, Academic)
	ROTC Group Commander
1 point	Member of any recognized school club not mentioned above
	Activities-any member of band, chorus, sports, ROTC
	School Musical
	"A" Honor Roll
	Cheerleader, Band, Chorus, or Athletic Awards--must be school sponsored

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

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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.
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

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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 9th 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.
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 misses a ½ day of school on the day of the contest will not be allowed to participate unless approved by the principal.
 - b. Students who are in ISS at the High School **may participate** in extracurricular activities that night. Students will remain in ISS during 7th period if scheduled. At the coach's discretion, students may be held out of events.
 - c. It is required that all participants in extra curricular activities maintain adequate insurance coverage.
 - d. All athletes are subject to the district drug testing program.
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.

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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.
 - 1st Violation-Warning
 - 2nd Violation-Loss of driving privilege for 5 days
 - 3rd Violation-Loss of driving privilege for 10- days
 - 4th 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
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- 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 insure 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 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

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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
- 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.

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- 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, 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.

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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 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.
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.

The superintendent and/or designee shall develop procedures to support this policy.

NASTUC
New Albany~South Tippah~Union County
Behavioral Management Center

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 behavior difficulties. While academic and social skills are the primary focus at NASTUC, the facility also offers counseling through Region III 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.

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.

Sincerely,

Minerva Graham
Director

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 at 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.

ALTERNATIVE SCHOOL (NASTUC)

The alternative school program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of the law and guidelines of the State Department of Education. There are rules specific to NASTUC that go beyond those that apply to students in the regular program. Students placed in the alternative school program are subject to the policies and rules of conduct and discipline as well as any other rules of conduct and discipline deemed appropriate by the superintendent and/or director. **During the placement time, students are not allowed on any school campus or at any school function. (Possible exception: district school bus transportation.)**

DURATION OF PLACEMENT

Placement at NASTUC will be a minimum of three (3) weeks for students in grades K-8 and a minimum

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of six (6) weeks for students in grades 9-12.

ARRIVAL

1. The parent/guardian will meet with the director prior to a student's acceptance to NASTUC.
2. School supplies, including all textbooks, must be brought upon arrival (paper, pencils).
3. Upon entering school each day, students will be searched.
4. **No coats will be allowed in the classrooms.**
5. The criteria for release will include the following:
 - a. Successful attendance of all assigned days
 - b. Completion of work
 - c. Positive behavioral reports from the classroom teacher
6. Students will be required to take the procedures test and demonstrate proficiency. The school day begins at **7:55 a.m.** (doors open at 7:15 a.m.) **Students arriving after 8:15 a.m. will not receive credit for that day.** **Students who arrive late must either be accompanied by a parent or have a note from the parent.** **Students will enter the building through a metal detector each day.** The school day ends at **2:45 p.m.** for New Albany School District students.

TRANSPORTATION

Students should understand their privilege to ride the bus is based upon good behavior. **Any student who misbehaves on the bus will be suspended from riding the bus.** When a student is suspended from riding the bus, it is the parent/guardian's responsibility to provide transportation for the student. If a student is not at school when suspended from riding the bus, the truancy officer and youth court will be notified.

****STUDENTS SHOULD NEVER (UNDER ANY CIRCUMSTANCE) RETURN TO CAMPUS OR ENTER THE CAMPUS OF ANOTHER SCHOOL. ****

PROGRAM CONTENT

The home school of the student will provide books and class work for the student when necessary. Our goal is to prepare the student for a successful return to the home school classroom. Students should earn the privilege to return to their home school.

GENERAL STUDENT INFORMATION

EXPECTED BEHAVIOR

1. Follow all directions
2. Speak and act appropriately
3. Complete all class work from home school and NASTUC
4. Be respectful and courteous
5. **NO SLEEPING ALLOWED**
6. Stay in assigned areas
7. Eat and keep assigned area clean

DAILY ABSENCES

When a student is absent, the parent/guardian must call the school by 8:30 A.M. to report the absence and give a valid reason. All absences not called in and/or unexcused will be reported to the truancy officer and the youth court judge. It is the parent's responsibility to notify the school. However, the school has the right to contact the parent at home or at work to find the location of the student. The only excused absences are the following:

1. Medical or dental appointment with written verification
2. Extended illness with written doctor's excuse
3. Funeral in the immediate family
4. Court appearance

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Absences will not be counted in the completion of your assigned time at NASTUC.

EMERGENCIES

This school operates on a closed campus policy. No student is allowed to leave early unless there is an emergency. **THE PARENT/GUARDIAN MUST FIRST CALL THE SCHOOL IN ORDER TO EXPLAIN THE EMERGENCY. THE STUDENT WILL ONLY BE ALLOWED TO LEAVE CAMPUS IF THE PARENT/GUARDIAN OR APPROVED RELATIVE SIGNS THE STUDENT OUT. THERE WILL BE NO EXCEPTIONS TO THE RULE.** A sick student will be released only into the custody of the parent/guardian or approved relative.

MEDICATIONS

Medications must be brought to the school in the original container by the parent/guardian and left in the office. Medications will be dispensed by the NASTUC staff according to the directions.

TELEPHONE

Students will not be allowed to use the telephone except for unusual circumstances or an emergency.

MISCELLANEOUS RULES

1. The following will not be tolerated at NASTUC and violators will be turned over to law enforcement agents immediately and punished according to school policy:
 - a. Fighting
 - b. Possession of any type of weapon
 - c. Buying, selling, or possessing drugs or alcohol
 - d. Any student who threatens, harasses, or tries to intimidate a staff member
2. Colors, graffiti, symbols, or advertisements identified by police authorities, as indicators of gang attire, are not allowed. This is to include but not limited to shoelaces, jewelry, bandannas, or other apparel that is indicative of gang activity.
3. Students are not to bring radios, headphones, jam boxes, tape players, beepers, telephones, lighters, matches, cigarettes, gum, candy, purses, tote bags, back packs, etc. to school.
4. NASTUC students are not to bring food or drinks to school.
5. Students are not to wear jewelry or bring jewelry to school.
6. Students are not allowed to be on any school property in the New Albany, South Tippah, or Union County School Districts while assigned to the Behavior Management Center. This includes sports activities or any other events sponsored by the school districts. Anyone in violation of these rules is subject to arrest for trespassing and additional school discipline.
7. A student placed in the Alternative School, who is scheduled for graduation or has a relative scheduled for graduation, in some circumstances under special conditions with certain restrictions may be allowed to attend graduation.
8. 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.**

DRESS CODE

The New Albany, South Tippah, Union County Behavioral Management Center desires a learning atmosphere that is free of distractions. If the staff determines that a student's dress is inappropriate, it must be changed.

HAIR

Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom. Hair must be above eyebrows at all times. No unusual styles will be allowed.

SHIRTS

Plain white tee, sport, or dress style that is properly closed

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No plain white undershirts or shirts with holes may be worn.
All shirts and tops are to be tucked inside pants with a belt.
Belt must be showing. (Shirts should not be pulled out to drape over the waist of pants.)

PANTS

Khaki pants or skirts (below knees) are to be worn daily, no cargos
Pants with holes are not to be worn. Patches are to be in good taste.
No baggy clothes (wide legged pants, baggy pants, big shirts, oversized clothes, etc.)
Pants are to be worn at the waist.

SHOES

Shoes with strings must be tied.
No beach shoes, flip flops, crocs, sandals, etc.

UNACCEPTABLE ATTIRE

Warm-ups, wind suits, jogging suits, overalls, pajamas, shorts
Tank tops or tops that expose midriff or cleavage
Coats or hats or sunglasses in classrooms
No camouflage, frayed, or cut hems are permitted

STUDENTS WITH CARS

No other students are allowed in car
No other students are allowed to solicit rides
No smoking or other illegal activities are allowed anywhere; this includes the parking lot
NASTUC maintains the right to perform searches of vehicles with probably cause suspected of violating policy.
Frequent tardies, absences, and slow progress in the program could result in the loss of driving privileges

CHEERLEADER HANDBOOK RULES and REGULATIONS

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

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 plain white shirt and maroon shorts. Only one (1) white bow 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 tally score sheets. Members shall initial the score sheets 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 as soon as possible. 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 home pom routine at camp. Costs for camp are the responsibility of the parents.

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 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.

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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 fundraising activities, all cheerleaders will be expected to participate. All expenses must have the approval of the principal and cheerleader coach.

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

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one squad selected. The cheerleaders selected will be in grades 9-12 during the year they serve. Squad membership will consist of 16-24 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 16-24 girls receiving a score of 350 or greater will be named cheerleader. If less than 16 girls score 350 or greater then the remaining cheerleaders will be selected based on the highest score until all 16 positions are filled. In the event of a tie or ties of the possible 24th 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 games, district, county, and basketball 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 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 9th, 10th, and 11th 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. Cheerleaders will pay a rental fee of \$150.00 per year for the use of the uniform. Shoes, pom poms, megaphones, briefs, body suits, socks, and jackets will be the financial responsibility of each cheerleader. General upkeep (cleaning and any

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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.

CAMP ALL STARS

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

Typically 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.

ADMINISTRATIVE RESPONSIBILITY

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

COMPETITIVE CHEERLEADING TEAM

The New Albany Schools competitive cheerleading team will consist of students in grades 7-12. In the event there are more than 14 cheerleaders expressing interest in competitive cheerleading who meet all minimum benchmarks for competitive cheerleading, another tryout will take place to determine members of the competitive cheerleading team. In the event of injury to a member of the competitive cheerleading team, it will be at the coach's discretion to select an alternate based on team need. The alternate must meet all minimum competitive cheerleading benchmarks. Participation in any cheerleading event not sanctioned by MHSAA must be approved in advance by school administration. The competitive cheerleading team will consist of cheerleaders who have been selected by the coaching staff and have met all progression level requirements in safety, tumbling, and stunting; and have made competitive cheerleading their top priority above other sports and/or activities they participate in during the same competitive season. The competitive team will represent New Albany Schools in UCA/NCA cheerleading competitions, MHSAA Varsity Cheerleading Regional/State Competition, UCA/NCA National Competition, and in any other competition approved by coaching staff and administration. The administration and coaching staff will determine in which MHSAA division the team will compete on a year-to-year basis. Cheerleaders who make this team should understand that competitive cheer takes precedent over any other sport in which they participate during the competitive cheer season (October 10 –December 20). An exception to this rule would be cross country if they are still in the playoffs as well as state band competition. Competitive team members may have additional travel and uniform expenses if necessary.

All competitive team members are expected to participate in those competitions approved by the coach and administration. Competition placement and line-ups in competition routines will be based on skill level and proper technique, not by seniority. Competition placement and lineups are not secure and will be changed if deemed necessary by the coaching staff. Cheerleaders can be removed from this team and replacements moved up if deemed necessary by the coaching staff. The head cheer coach and staff will make these decisions much in the same way head coaches do on other teams.

NEW ALBANY MIDDLE SCHOOL

Middle School 7th & 8th 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 20th position, we will follow high school guidelines for a tiebreaker.

Tryouts and Clinic

Tryout Clinics are held the week following Spring Break from 3:00 – 4:30 p.m. 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.

The clinic will consist of

1st day-Cheer and Dance Instruction (may be videoed) 3:15 - 5:00

2nd day-Jumps/Tumbling/Cheer and Dance Review 3:15 - 5:00

3rd day-Review of Cheer/Dance/Tumbling/Jumps 3:15 - 5:00

4th day-Mock tryouts 3:15 - until

5th day-Tryouts 4:00 - until

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 (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 administrators' discretion.

CHEERLEADER APPLICATION & PERMISSION FORM

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

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

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

For real time calendar of all activities visit us at our web site at www.newalbanyschools.us

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.

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 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. 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 asked 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 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. 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 physical, behavioral or performance indicators of probable anabolic steroid use. Reasonable suspicion will not arise when indicators are not observed as provided in Article X of this policy.

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

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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.

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 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 Athletic Department 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 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 as provided in the policy.

*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)].

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.

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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;
 - 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. Les Sumner, Computer Network Administrator at **534-1800**.

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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

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.

_____ Student Signature	_____ Parent Signature
_____ Date	_____ Date
_____ Student Driver License #	_____ Auto Make & Model
_____ Auto Year & Color	_____ Auto License & State
_____ Permit #	_____ Insurance Carrier
(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