



BALDWIN ELEMENTARY SCHOOL

2017 – 2018 HANDBOOK

<http://www.baldwynschools.com>

BALDWYN ELEMENTARY

AN ACCELERATED SCHOOL WITH A VISION FOR THE FUTURE

MOTTO:

ENCOURAGE, ENRICH AND EMPOWER!!!

MISSION STATEMENT: THE MISSION OF THE BALDWYN SCHOOL DISTRICT IS TO EDUCATE ALL CHILDREN TO BE RESPONSIBLE CITIZENS OF A DEMOCRATIC SOCIETY IN A PRODUCTIVE ENVIRONMENT THAT IS CONDUCTIVE TO LEARNING.

THE BALDWYN ELEMENTARY HANDBOOK WILL SUPPORT THE FOLLOWING DISTRICT GOALS:

- **SCHOOL CLIMATE:** To provide a safe, appropriate environment for student learning
- **STUDENT ACHIEVEMENT:** To improve student achievement in reading, math and language arts
- **EFFECTIVE LEADERSHIP:** To provide facilitative leaders for all schools
- **HIGH EXPECTATIONS:** All staff will teach all students as though they are gifted
- **COMMUNITY INVOLVEMENT:** To increase positive community involvement
- **PROFESSIONAL DEVELOPMENT:** To produce powerful teaching techniques to enhance student achievement

PARENTS AND FRIENDS OF BES ARE ALWAYS WELCOME TO VISIT AND TO BE AN ACTIVE PART OF THE SCHOOL FAMILY. THE CHILDREN OF THIS COMMUNITY ARE OUR MOST VALUABLE RESOURCE. LET US ALL WORK TOGETHER TO EDUCATE EVERY CHILD.

SPECIAL SERVICES

The purpose of SPECIAL SERVICES is to help each student reach his potential physically, mentally, emotionally, and socially. This is done by providing:

- An assessment program designed to help the parents and teachers learn as much as possible about the students' capabilities and performances.
- A guidance program that assists students individually, in small groups, or in large groups.
- Individual conferences whenever a parent or teacher deems it necessary, as approved by principal.
- A family resource center that supports and promotes healthy families.
- A school nurse to help evaluate physical needs.

INTERVENTION PROGRAMS

- Behavior Therapists are provided by **LIFECORE Health Group** to assist students with behavioral needs and some basic skills, along with serving as another home-school link.
- Speech Language services include diagnosis and individual therapy to students with special needs in the areas of articulation, language, voice or fluency.

BALDWIN ELEMENTARY SCHOOL HANDBOOK

GENERAL INFORMATION

Introduction

This handbook is presented to each student with the intention that reference to the handbook by the students, the parents, and the faculty will be of benefit in making this school year a pleasant and profitable time for all concerned. Each student is expected to be familiar with all of the regulations in the handbook. The handbook will be reviewed extensively by the teachers at the beginning of the school year.

Discrimination Policy

The Baldwin School District does not discriminate on the basis of race, color, national origin, or gender in any services or activity programs of the school district in accordance with Title VI of the Civil Rights Act of 1964, Title IX of Educational Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973 and the ADA of 1990 (PL 101-363). The Baldwin School District is also in compliance with the Family Education Rights and Privacy Act of 1974. Mr. Raymond Craven serves as the Title VI and 504 contact person: Rhonda Crump serves as the Title IX contact. They may be reached at 107 West Main Street, Baldwin, MS 38824.

School Announcements

Announcements will be made each day over the intercom. The Baldwin School District will be using an automated phone messenger. It will be integrated with SAM and will give each school the ability to send notification to parents.

Guidance Services

The aim of Baldwin School District is to help each pupil profit as much as possible from the school experience and to assist in plans for employment or further educational study after completing the school program. Your principal, teachers, and counselors are available to discuss with you and/or your parents many problems or questions arising relative to your educational program. Parents may phone the school office for conferences with teachers. Teacher conferences will be scheduled during planning times on Tuesday, Wednesday, or Thursday or after school if prior arrangements have been made. The school officials invite each parent to contact the school when problems arise and help may be desired. Support Therapists through LIFECORE Health Group are also available at 365-1014.

Insurance

The school is willing to handle the necessary clerical work but desires to make it understood that it is not in the insurance business. The settlement of a claim is a private transaction between the parents and the insurance company. All student accident forms must be returned to the superintendent's office within 60 days of injury.

Medication

The school will not provide medication. School personnel or the school nurse will administer prescription and non-prescription medication only with the parent/guardian's written permission and instructions.

Student Enrollment

Any student wishing to enroll in Baldwyn Elementary School must be at least five (5) years old by September 1 and must provide the following at the time of enrollment: Birth Certificate, Social Security Card, Certificate of Immunization Compliance (Form 121) and two (2) approved proofs of residency.

Student Records

In compliance with Public Law 93-579, the Baldwyn School District will not, except for "directory information," disclose personally identifiable information from the education records of a student without the prior written consent from the parent of the student or the eligible student. Prior consent of the parent or eligible student is not required when the school releases such information to the following:

- Other school officials including teachers

- Officials of another school in a school system in which the student seeks to enroll

- Other state, federal, and educational agencies as enumerated in Public Law 93-579.

Parents, both custodial and non-custodial, and eligible students have the right to inspect all personal data which is collected and to appeal the accuracy of such information. A custodial/non-custodial parent or an eligible student may not contest the assignment of a grade; however, they may question whether or not the assigned grade was recorded accurately.

Records requested for review will be available at the school of attendance at the earliest convenient time but not more than 20 days after receipt of the request. The school will provide explanations or interpretations of the educational data.

Appeals to the decisions of the school principals regarding educational records may be made to the Superintendent of Schools, Baldwyn School District, Baldwyn, MS 38824.

The schools of the Baldwyn Public School District will, from time to time, use personally identifiable directory information including honor rolls, annuals, athletic roster, class rolls, and school-sponsored club and activity roster. If you do not wish such personally identifiable information to include your child's identify, you must advise, in writing, the principal of the school which your child attends no later than seven (7) days after his/her enrollment in the school year.

Telephones

Only in emergency situations will phone messages be delivered to students. Any emergency calls by students will be directed to the secretary who will make the calls. Students are not allowed to use school telephones without permission from office staff.

Asbestos Hazard Emergency Response Act (AHERA) Annual Notification 1998-99 The Baldwyn School District continues to fulfill all the requirements given by AHERA. Included in our efforts have been the following:

- Initial inspection of all facilities (Summer, 1988)
- Management Plan (April, 1989)
- Six month re-inspections
- Asbestos abatement project (March, 1990)
- Three-year re-inspections

No major problems associated with the planned renovations/maintenance of our school buildings have been found. The management plan for our school district is available during normal business hours at the Superintendent's Office located at 107 West Main Street. The management plan for each school is located in the principal's office.

Textbooks

Textbooks for pupils are furnished by the state. These are issued at the beginning of the school year on a loan basis. Parents assume full responsibility for the books and their proper care until they have been returned to the school. Pupils should see that their books are not abused, as a fine will be charged for any state-owned book that shows unnecessary wear. In case of a lost book, the list price of the book must be paid before another book will be issued. Students are encouraged to keep covers on books.

Emergency Dismissal

Information on weather changes that occur before school hours or during the regular school day that warrants dismissal or an early dismissal will be broadcast from the media on WBVV (Booneville), WTVA (Tupelo), and WCBI (Columbus). If Delayed Start is announced, that time will always be 9:45 a.m. A notification will also be sent out using the automated phone messenger service.

GRADES AND GRADING

Promotion and retention shall be based upon the mastery of objectives in the Mississippi State Curriculum Frameworks, MS College and Career Readiness State Standards and other local teacher objectives deemed necessary.

GRADES PROCEDURES

Unit tests, chapter tests, weekly tests, projects, portfolios, presentations and other assignments will count 80% of the nine weeks grade. Daily grades, class work and homework will count 20% of the nine weeks grade. Final Exam will count 20% of semester grades. Averaging the first two semester grades will determine the final average in each subject.

Individual Requirements for Promotion

1. Grades K-1: Must pass math, reading, and language arts each year.
2. Grades 2-4: Must pass all core subjects (language arts, reading, math, science and social studies) each year.
3. Special needs students must meet the minimum requirements of their IEPs.

Retention Policy

1. Students in grades K-4 may be retained in each grade level.

2. Students who earn advancement from one grade to the next will receive a "promoted" status on report cards and permanent records: students who are placed at the next grade level as a result of retention will receive a "placed" status on report cards and permanent records. Number grades in both instances will reflect the student's actual achievement.
3. 3rd grade Literacy-Based Promotion Act - 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.

Grading System

In order for the student to pass a course/grade, he/she must maintain a passing average in the course for the year/semester.

The semester average will be comprised of the two nine weeks' averages. Averaging the two semester grades will derive the final averages for year-long courses.

Grade Reports

Grade reports will be sent home to parents at the end of each nine-week grading period. The dates of issuance of report cards and progress reports are indicated on the school calendar. Numerical grades will be printed on report cards. Parents may track progress through the School District's Active Parent.

Grade reports will be issued following the end of each nine weeks. Report cards should be taken home, signed and returned. Discuss your grades with your parents. The grading system is as follows:

GRADES K-4

A (Superior)	90 - 100
B (High Average)	80 - 89
C (Average)	70 - 79
D (Low Average)	68 - 69
F (Unsatisfactory)	Below 68
INC (Incomplete)	(See Removal of Incomplete Grades)
I (No credit)	Excessive absences)
NM	No mark
XPE	Exempt from assignment

Removal of Incomplete Grades

Students who are absent from school in excess of five (5) days because of prolonged illness or hospitalization are required to keep up with their regular school assignments. These students will be allowed the maximum of one week after returning to school to make up all missed work. It is the responsibility of the student to request make-up work from the teacher.

For short term absences (four days or less), the student will be allowed two days to complete make-up work. After this time period, a no-credit grade (a grade of zero) for each assignment will be averaged with the student's grades.

Parents should make arrangements to pick up make-up work/assignments no earlier than 3:00 P.M. The office must be given a **3-hour prior notice** to gather assignments.

Examinations and Exemptions

1. Exemption from second semester examinations (two-semester courses) is available for all students and will be determined by cumulative averages. Exam will count 20% of second semester grade.
2. Any student in grades K-4 who has an A average in an academic subject, has no more than three (3) disciplinary referrals in the office (for the year), and has no more than fourteen (14) absences is eligible for exemption from the second semester examination in that subject.
3. Any student in grades K-4 who has a B average in an academic subject, has no more than three (3) disciplinary referrals in the office (for the year), and has no more than seven (7) absences is eligible for exemption from the second semester examination in that subject.
4. Any student in grades K-4 who has a C average in an academic subject, has not been absent from that class, and has no disciplinary referrals in the office will be eligible for exemption from the second semester examination in that subject.
5. Absences required by participation in school activities do not count when determining exemptions.
6. No Exemptions for any ISS/OSS for any class or reason.

Honors

Student achievement of academic excellence is posted through the use of two lists: the Principal's List and the Honor Roll.

Principal's List – To qualify, a student must earn an A (90-100) in each major subject taken for the term under consideration.

Honor Roll – To qualify, a student must earn a B (80-89) in all major subjects taken for the term under consideration.

Major subjects for grades K - 4 are Reading, Language Arts, Math, Science, and Social Studies.

To be eligible to receive a plaque at the Academic Awards Program (grades K - 4) in the spring, students must meet the following criteria:

1. Students are expected to take a full class load.
2. Students must have an A average in each subject at the end of three and one-half nine weeks.
Grades are determined by averaging the third nine-weeks' grades together with grades from the first half of the fourth quarter for a second semester grade. This grade will be added to the first semester average and divided by two (2) for a yearly average.

Fourth Grade Valedictorian, Salutatorian, and Historian Honors

The fourth graders with the top three overall highest averages will be awarded the title of Valedictorian, Salutatorian, and Historian. To be eligible to receive these honors at the Academic Awards Program in the spring, students must meet the following criteria:

1. Students are expected to take a full class load.

2. Grades will be determined by averaging the final average from third grade with the average of three and one-half nine weeks of fourth grade. The subjects averaged will be ELA, Math, Science, and Social Studies.
3. The student with the highest overall average will be awarded Valedictorian. The student with the second highest overall average will be awarded Salutatorian. The student with the third highest overall average will be awarded Historian.
4. In the case of a tie, both students will receive said title.

GENERAL RULES OF CONDUCT

Attendance

Regular attendance is extremely important to one's success in school. The Baldwin School District's Attendance policy is as follows:

School hours are from 7:40 a.m. until 3:00 p.m. Car riders cannot be dropped off before 7:10 a.m.

1. Absences required by participation in school activities do not count against the 20-day limit. Absences due to a prolonged illness or unusual circumstance will be examined on an individual basis. Two parent days will be provided for students for activities such as church functions, competitions, etc. **These days must be requested in writing in advance of the date.**
2. When you are absent from school, you must bring a completed Parent Note (back of Handbook) or doctor's excuse upon your return to school. For doctor's excuses to be given consideration as valid excuses, they must be received by school officials within three (3) business days of the last date of the student's absence. If there is no Parent Note or doctor's excuse, you will not be issued an excused absence. Only five (5) Parent Notes will be allowed per year. Each Parent Note is for one day. The superintendent of the district or his designee will determine if an excuse is acceptable. **More than ten (10) unexcused tardies or ten (10) unexcused absences will result in you not being eligible for participation in Field Day.**
3. Students who are picked up before 2:45 p.m. will be considered leaving school early and may be required to make up work. All elementary students will be checked out of school through the office. Any student who leaves school and misses classes continually is subject to a parent conference with the principal.
4. 2013 Legislation - House Bill 1530: Provides that a compulsory-school-age child who is absent more than 37% of the instructional day must be considered absent the entire day. (School Board Policy)

Tardiness to School

All students who report to school after 7:45 a.m. must report to the office as soon as he/she arrives. Bus transportation is available for all students living one (1) mile or more from school. Therefore, personal transportation problems will not be cause for an excused tardy.

Truancy

Compulsory School Law (K-4) – once a student has accumulated five (5) unlawful or unexcused days, the superintendent or his/her designee is required by law to report the student to the School Attendance Officer who will then contact the parent, etc.

1. Students are considered truant if they are absent from any class, leave campus without proper authorization, or are absent from an assigned detention.
2. Truancy will result in unexcused absences and students will not be allowed to make up missed work.
3. Students who are truant will be referred to the principal for the following reasons:
 - a. On the first offense, the student will receive corporal punishment or 1 day In-school/Out-of-school suspension (principal's discretion).
 - b. On the second offense, the student will be subject to two days' suspension. On returning to school, the parent must accompany the student for a conference.
 - c. The third offense will result in three days' suspension with the subsequent parent conference.

Rules

- I. Building Rules
 - a. Obey and respect all school staff anywhere on campus or while being transported to and from school.
 - b. Respect property.
 - c. Walk quietly one behind the other - no horseplay.
 - d. Leave items and people alone in the hallway.
- II. Cafeteria Rules
 - a. Always use good manners.
 - b. Eat immediately and use quiet voices.
 - c. Clean up your own eating area.
 - d. Do not forcibly take food from others.
- III. Playground Rules
 - a. Treat others like you want to be treated.
 - b. Control yourself.
 - c. No "rough" playing that can be interpreted as fighting.
 - d. No throwing rocks, sticks, etc.
 - e. Use equipment safely and properly.
 - f. Stay *out of* the mud and stay away from ditches and woods.
 - g. Clean up after yourself.
 - h. Line up and come into the building orderly.
 - i. Wipe shoes before entering the building.
 - j. No name-calling.
 - k. No footballs or basketballs are allowed from home.
 - l. Any student caught abusing basketball goals (hanging on goals, etc.) will be suspended from use of basketball court for remainder of year.

Ladder of Consequences

Depending on the severity of the offense, the discipline ladder may be entered at any point. Cards are pulled daily.

Step 1 - Pull Green Card / Student is on Yellow Card - Warning - Minor infractions of the rules. No consequences.

Step 2 - Pull Yellow Card / Student is on Orange Card - Loss of classroom privilege - Teacher discretion as to what child would miss most.

Step 3 - Pull Orange Card / Student is on Red Card - Recess detention - Student must write a letter to parent explaining why detention is being served. Parents who have questions are asked to contact the teacher. Failure to return the letter by the child will result in another detention. Kindergarten student will serve recess detention and note will be sent home by teacher to be signed and returned to school the following day.

Step 4 - Pull Red Card / Student is on Black Card - Corporal punishment by classroom teacher. Disciplinary Referral sent home to parent. After three (3) corporal punishments, a parent conference will be required. If the behavior continues, ISS will be assigned as deemed appropriate by an administrator.

Step 5 - Pull Black Card - Students will be referred to the principal's office for referral to ISS, OSS, corporal punishment or other disciplinary action deemed appropriate by principal. Parents will be notified.

Step 6 - ISS - In School Suspension - three (3) recess detentions will result in corporal punishment or break detention. Six (6) detentions will result in corporal punishment by principal and nine (9) detentions will result in ISS, **per nine (9) weeks**. After one ISS, a Functional Behavioral Assessment may be in order. After 2 weeks of a Behavioral Modification Plan and behavior is NOT improved, OUT OF SCHOOL SUSPENSION results. Any student who receives ISS will not be allowed to participate in Field Day. Students with FBA will be dealt with on an individual basis.

Step 7 - OSS - Out of School Suspension - This consequence is used when a child is so disruptive that instruction is interrupted and others cannot learn or when the behavior violates district policy. Any student who receives OSS will not be able to participate in Field Day.

Detention - The detention system is implemented with the intent of placing responsibility for acceptable behavior on the student. Students who are assigned to detention must report to the designated place with books and remain busy. No student will be allowed to remain idle or read undesirable material. The proctor will not tolerate talking or misconduct. Misconduct during detention will result in administrative action.

Consequences - Any child who receives more than three (3) disciplinary referrals from the Office will not be allowed to participate in Field Day. (This does not include bus disciplinary referrals.)

School Bus Regulations

Students who ride buses are responsible to the driver while they are on the bus. Should a student misbehave, he/she will be reported to the principal for disciplinary action. Riding the bus is a privilege, which can be lost because of misbehavior. In addition to other school rules, these general instructions are to be followed by students who ride buses.

1. Exercise extreme caution getting on and off the bus.
2. Follow the driver's instructions and do not distract the driver.
3. Do not make unnecessary noise.
4. Keep hands, feet and all articles inside the bus.
5. Do not bring unauthorized articles on the bus (pets, meds, combustibles, weapons, cans, bottles, **balloons**, tobacco products, etc.).
6. Do not eat or drink on the bus.

When the building principal receives a misconduct report from a bus driver, disciplinary actions will be taken. There are two separate categories of violations.

These behaviors include (but are not limited to) the following:

1. Discourteous, rude, mischief, eating or drinking on the bus, littering, use of profanity, or violation of safety rules.
2. Fighting, violent actions, damaging property.

Consequences for bus misconduct may be but not limited to:

1. Three (3) days suspension from riding the bus.
2. Ten (10) days suspension from riding the bus
3. Suspension from the bus for the rest of the school year.
4. Other disciplinary actions deemed appropriate by principal.

CAFETERIA REGULATIONS

Students who eat in the cafeteria must keep in mind that misconduct of any nature is infringing upon the rights of others.

1. Students must pay for their meals each day. Charges are not allowed. Advance payments are on Monday and Tuesday only. Checks must be for the amount of school food purchase only.
2. Students must report to the cafeteria during their assigned lunch period.
3. Food Service regulations do not permit any student to bring a soft drink in its original container to the cafeteria. Students may bring juice or beverages in an unmarked container. Any commercial food must be in a "brown sack" or lunch box.
4. All lunches brought from home **MUST** be pre-cooked. Microwaves will not be used to cook food. Microwaves will only be used to warm lunches. Kindergarten students will not be allowed to bring microwaveable foods. **NO POPCORN** will be allowed to be cooked.

Offer vs. Serve Requirements: "The Baldwin School District subscribes to Public Law 94-105..."Offer vs. Serve". This law requires all students to be offered five (5) food items for a school lunch and four (4) food items for a school breakfast. Complying with Federal regulations requires the following:

The school lunch must be planned and offered to all students. It must consist of the following five (5) components: (a) meat or meat alternate: (b) vegetable or fruit #1: (c) vegetable or fruit #2: (d) bread or bread alternate: and (e) one-half pint of milk.

Students are required to take at least three (3) of the five (5) components for a school lunch and three (3) of the four (4) components for a school breakfast. Pre-plating is allowed for elementary students in grades K-4 for both breakfast and lunch. In counting the number of food items taken, a double serving of an item taken does not count as two food items. Thus, if a student is given two servings of French fries, that is only one-food component and student pays for a second serving. Substitutes are not provided. For example, the cafeteria is not required to provide another drink if the student does not take milk.

The student pays the established lunch price determined by his/her eligibility. The following list provides meal cost for the 2017-2018 school year:

1. Breakfast
 - a. Student - Regular price - \$1.00
 - b. Student - Reduced price - \$.30
 - c. Adult - \$2.00
2. Lunch
 - a. Student - Regular price - \$2.75
 - b. Student - Reduced price - \$.40
 - c. Adult - \$3.50

Diet: Regulations governing the Federal lunch and breakfast program permit food substitutions for individual children with medical or other special dietary needs. This regulation allows substitutes only with medical authority, which includes recommended alternate foods. Since most allergies are continuous, it is not necessary for a new statement to be secured each year. The same regulation applies to milk allergies. Please contact the local Food Service Director if this type of service is needed.

Competitive food rule: No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either service periods. Any food may be sold after breakfast and until one hour before lunch.

SEVERE STUDENT DISCIPLINE (see new Board Policy)

DISCIPLINE POLICIES AND PROCEDURES:

Infractions for which students are subject to recommendation for expulsion to the Board of Trustees, Baldwin School District: (Expulsion shall be for up to one calendar year).

1. Possession, use of, or attempt to use weapons or any item as a weapon.
2. Possession, use of, or selling/buying of illegal drugs, paraphernalia, or alcohol.
3. Overt insubordination, aggressive action, chronic disobedience, or threats toward any Baldwin School employee.
4. Fighting or harmful and aggressive action toward another student.
5. Accumulated out-of-school suspensions over 15 days in a given school year.
6. Excessive infractions of those listed for suspensions during the school year.
7. Committing any unlawful or violent act as described in Board Policy.
8. Dismissal from Alternative School.

Infractions for which students are subject to discipline include, but are not limited to the following:

1. Fighting -- Elementary students will be referred to the principal for appropriate action; corporal punishment, In School Suspension or Out of School Suspension.
2. Possession of weapons -- 10 days out-of-school suspension, recommendation for expulsion. For definition of weapons see Board Policy.

3. Possession with intent to distribute or use of drugs or alcoholic beverages -- immediate referral to police, 10 days out-of-school suspension and recommendation for expulsion.
4. Possession or use of fireworks -- 5 - 10 days out-of-school suspension.
5. Direct harassment, intimidation or threat to any school personnel or damage to personal property of any school personnel at any time - - 10 days out-of-school suspension, recommendation for expulsion.
6. Participation in unauthorized club or gang -- 1-10 days in school or out of school suspension, alternative school, and/or recommendation for expulsion.
This activity may include, but is not limited to:
 - The display or possession of gang symbols or hand signals;
 - Soliciting others for membership;
 - Requesting payment of dues, insurance, or any other form of protection from any individual or group;
 - Wearing or otherwise displaying colors, items of dress, manner of dress, jewelry, etc;
 - Intimidating or threatening any individual, inciting others to participate in any form of physical violence involving persons or property;
7. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Board Policy.
A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion.
8. Student behavior that harasses or threatens other students or school personnel will not be tolerated. Baldwyn School District will treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution. School consequences may include in-school suspension, out of school suspension, alternative school, and/or recommendation for expulsion.
9. Graffiti (writing on desks, walls, etc) -- 3 - 10 days in-school suspension, plus restitution. Vandalism (damaging or defacing school property) -- 3 - 10 days suspension in-school or out-of-school as deemed appropriate by the principal, plus restitution (paying for the damage) and/or recommendation for expulsion

10. Refusal to accept directed punitive measures and/or counseling -- 2 - 5 days suspension in-school or out-of-school as deemed appropriate by the principal
11. Direct disrespect or open defiance to personnel in the school district -- 1 - 5 days in-school suspension, out-of-school suspension, or corporal punishment as deemed appropriate by the principal
12. Disrupting the orderly operation and procedures of the normal school program -- 1 - 10 days suspension in-school or out-of-school as deemed appropriate by the principal
13. Leaving class or school without permission, truancy is subject to the following: Students are considered truant if they are absent from any class, leave campus without proper authorization, or are absent from an assigned detention. Truancy will result in unexcused absences and students will not be allowed to make up missed work. Students who are truant will be referred to the principal for the following actions:
 - A. On the first offense, the student will be subject to 2 days suspension in-school or out-of-school, as deemed appropriate by the principal.
 - B. On the second offense, the student will be subject to 2 days suspension in-school or out-of-school as deemed appropriate by the principal. On returning to school, the parent must accompany the student for a conference.
 - C. The third offense will result in 3 days suspension in-school or out-of school, as deemed appropriate by the principal, with the subsequent parent conference.

See also Board Policy

14. Chronic disobedience to school or teacher rules or regulations -- 1-10 days in-school or out-of-school suspension, alternative school, and/or recommendation for expulsion
15. Use of profanity -- corporal punishment or in-school or out-of-school suspension as deemed appropriate by the principal
16. Use of profanity directed toward school personnel-- 5 - 10 days out-of-school suspension

Additional conduct students will be accountable for at all times are as follows:

1. Possession and/or use of any type of tobacco (smoking, chewing, snuff) or any smoking paraphernalia (including matches and lighters) – 5 days in-school suspension for 1st offense - 10 days in-school suspension for 2nd and subsequent offenses.
2. Unbecoming and improper displays of affection – 1 - 5 days in-school suspension or corporal punishment as deemed appropriate by the principal.
3. Cheating of any nature by any means will result in punishment deemed appropriate by principal and an alternate assessment.
4. Display of pornographic materials, including Internet sites -- loss of Internet privileges, 5 - 10 days in-school suspension, out-of-school suspension, alternative school and/or recommendation for expulsion as deemed appropriate by principal
5. Indecent exposure – 3 -10 days in-school suspension, out-of-school suspension, corporal punishment, alternative school and/or recommendation for expulsion as deemed appropriate by principal.
6. Refusal to follow acceptable dress code – 1-5 days in-school suspension
7. Possession of radios, tape players, CD players, beepers, cell phones, and any items that disrupt the educational process will result in the item being confiscated by the school officials and turned in to the principal. A parent may claim the item immediately on first offense. After first offense, parent must pay a return fee of \$10 or the item cannot be released for 10 days.
8. Gambling or theft – corporal punishment, in-school or out-of-school suspension, alternative school, and/or recommendation for expulsion as deemed appropriate by the principal.
9. Trespassing, unauthorized entry on school premises, or unauthorized use of school property – corporal punishment, in-school or out-of-school suspension, alternative school, and/or recommendation for expulsion as deemed appropriate by the principal.
10. Misconduct in ISS – corporal punishment, in-school or out-of-school suspension, alternative school, and/or recommendation for expulsion as deemed appropriate by the principal.
11. Biting and inappropriate touching could result in corporal punishment, ISS, or OSS at principal's discretion.

A student may be suspended or recommended for expulsion for conduct that is in violation of school rules even when the act is not related to school or a school function. The suspension or expulsion can occur if the act is deemed to create a disruption to the educational environment or a detriment to the best interest and welfare of the school as a whole.

While serving days in In-School suspension (ISS), students may not attend school activities on or off campus.

Students assigned to Out-of-School suspension may not attend school, and are restricted from attending any school functions on or off campus. All Out-of-School suspensions will require a conference with the parent before the student returns to school.

Adopted: March 6, 1989
Amended: May 14, 2001
Amended: June 8, 2009
Amended: June 3, 2010
Amended: June 13, 2011
Amended: June 7, 2012
Amended: June 17, 2013
Amended: June 9, 2014

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) --
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* --
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use --
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Baldwyn School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Baldwyn School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Baldwyn School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Baldwyn School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-5920

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Baldwyn School District has implemented the following policy concerning the "Family Education Rights and Privacy Acts of 1974 (FERPA)."

Parents have the right to inspect and review the educational records of their children and request correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

- 1) The law allows "Directory information" about students to be made public without specific permission. Parents may, however, request certain information about their child be deleted from publications. During the coming year the schools with the Baldwyn School District will publish or sponsor the publication of yearbooks, student directories, honor rolls, athletic contest programs, district webpage information and graduation programs. The following directory information may be made public through one or more of these publications: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams.
- 2) For a period of fourteen calendar days from the date of the opening of school for the fall session, parents may request the deletion of information relating to their child from specific school publications. Forms for making this request are available from the schools.
- 3) Baldwyn School District will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:
 - a) School officials, including teachers, who have legitimate educational interest.
 - b) An official of other schools after a student has transferred.
 - c) State or Federal officials for audit purposes or for reporting information required by state statute.
 - d) Financial Aid officials in connection with a student's application for Financial Aid.
 - e) Educational agencies for developing, validating and administering predictive tests if such information will not permit identification of individual students.
 - f) Accreditation organizations in order to carry out their function.
 - g) Parents of dependent students who are over the age of seventeen.
 - h) Appropriate persons who need information to protect the health or safety of students.
- 4) Baldwyn School District will maintain a record of individuals having access to the cumulative folders of each student. With the exception of category 3-a above, this record will contain the signature, the date, and the reason for needing access. This record will be available to parents.
- 5) The law states that whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the permission or consent as required and accorded to the parent shall be required and accorded only to the student.

- 6) The right to consent to disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the School has contracted as its agent to serving on an official committee, such as a disciplinary interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 7) The rights to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

In the Baldwin School District, each principal will be the custodian of the student's record. Parents who have legitimate interest are welcome to make inquiries about such records.

Out of courtesy for the operation of the school and the education of all students, a parent/guardian wishing to review a student's record should make an appointment with the school principal or counselor.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-5920

Wide Area Network (WAN) and Internet Appropriate Use Policy

Baldwyn School District Student Agreement

The Baldwyn School District (BSD) is pleased to offer its students' access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a BSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

Internet Terms and Conditions of Use

1. Users will demonstrate legal responsibility by not transmitting or receiving any material in violation of United States, Mississippi, or BSD laws or regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
2. Users have the responsibility to use computer resources for academic purposes only unless supervised by school staff.
3. Web pages sponsored by the BSD shall comply fully with the Children's Online Privacy Protection Act (COPPA) in any collection of data from our students.
4. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
5. Users will not use the network for any illegal activity.
6. Users will not cause damage to any school equipment including hardware and software.
7. Users will not remove, exchange, or tamper with any hardware or software component from any system.
8. Users will not delete, rename, move, copy, or change any file or its properties, other than his/her personally owned files.
9. Users will not attempt to gain access to unauthorized files.
10. Users will not attempt to change passwords.
11. Users will not damage other students' work.
12. Users will not install personal software on BSD technology.
13. Users will not violate copyright laws by unauthorized copying of software.
14. Users will be responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
15. Users will not install, copy, or knowingly infect a computer system with a virus.
16. Users will not use e-mail accounts for SPAM or chain letters.

17. Users will not use language that may be considered offensive, defamatory, or abusive.

Security

1. Users will not access the network using another user's account.
2. Users should consider their login and password private and should not reveal this information.
3. Users will not divulge information, personal or otherwise, about themselves or other users.
4. Users will immediately report to BSD authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.
5. Users should not expect files stored on school-based computer to remain private, Authorized staff will periodically inspect personal folders and logs of network usage will be kept at all times.

Individual schools may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the student served at the school. There will be consequences for any user who fails to follow BSD and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion.

Software Copyright Laws

The BSD has made technology available to all staff and students. Computers, computer networks, the Internet, and computer software have been made available for the purpose of enhancing education **in** the classroom. The BSD is also committed to adhering to all copyright laws. All employees and students of the BSD are to abide by copyright laws as specified by the software's publishers and distributors. The following rules have been put in place to ensure that no employee or student of the BSD violates any federal, state, or local regulation of copyright laws. No software will be installed on any BSD computer without the proper license.

1. The only individual that signs software license agreements for the BSD is the Technology Coordinator.
2. Each department and/or school will establish a central location to store software licenses to be reviewed on demand.
3. Permission must be obtained from the BSD Technology Coordinator to duplicate any software product or distribution media.
4. BSD is only responsible for software that is installed with approval of the Technology Coordinator.
5. The Technology Coordinator approves all software before installation, as such all software must be approved through the Technology Coordinator.
6. Employees must receive permission from their principal before purchasing software for BSD use.
7. Principals shall be responsible for enforcement of this policy at their individual schools.

Individuals who violate the United States Copyright Laws do so at their own risk and assume all liability for their actions. They shall also be subject to disciplinary action for willful infringement of the law or for using BSD equipment for duplication that is prohibited.

Student Account Agreement

Student

I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of these regulations is subject to all laws of the United States of America and may constitute a criminal offence. Should I commit any violation, my Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Baldwyn School District
Acceptable Use Policy
Student/Parent/Community Member/Educational Staff

Introduction

The Baldwin School District has established a computer network and is pleased to offer Internet access to students, parents, educational staff and community use. This will allow all stakeholders to have access to a variety of Internet resources. In order to use available resources, students and their parents or guardians, community members and educational staff must first **read** and understand the following acceptable use policies.

It shall be the responsibility of all members of Baldwin School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the CIPA, the NCIPA 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 Baldwin's technology department. Each school in the district will provide age-appropriate training for students who use the Internet. The training provided will be designed to promote commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- b. Student safety with regard to:
 - i. Safety on the Internet;
 - ii. Appropriate behavior while online, on social networking web sites, and in chat rooms, and
 - iii. Cyber-bullying awareness and response.
- c. Compliance with E-rate requirement of the Children's Internet Protection Act ("CIPA").

Following training, students will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Acceptable Uses

1. The computer network for Baldwin School District has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means.
2. Students will have access to the Internet via [classroom, library, lab, etc.] computers. Student access is limited.
3. Network users must respect resource limits and must remain within an allotted disk space. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space.
4. Student use of the Internet is contingent upon parent/guardian permission in the form of a **signed copy** of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
7. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. [School] expects you to follow your parent's wishes in this matter.

Parent/Guardian Permission

- I have read and understand the above information about appropriate use of the computer network at Baldwyn Schools, and I understand that this form will be kept on file at the school. I give my child permission to access the network as outlined above. **I understand that Baldwyn School District is not responsible for the actions of individual users or the information they may access.** I also understand that with my signature, this is a legal and binding document.
- I understand that any misuse of the above mentioned will result in discipline action taken by the school administration, which may include suspension and/or expulsion.
- **The Children's Internet Protection Act (CIPA)** requires schools and libraries to put into place Internet safety policies when receiving certain federal technology funding, including E-Rate discounts. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to minors" when minors are accessing the computer.
- **For more information on CIPA** you may contact the Baldwyn School District, Rhonda Crump, at 662-365-1004 or visit the website <http://www.mde.k12.ms.us/mis/erate/cipa.html#1>
- **Baldwyn School District is in full compliance with the Children's Internet Protection Act (CIPA) which was approved by Congress in October 1998.**

Parents Right to Know:

In accordance with the No Child Left Behind Act, parents have the right to know:

Annual Report Cards:

The Mississippi Department of Education and the Baldwin School District will disseminate to parents, schools and the public an annual report card with aggregate information, including student achievement (disaggregated by category) and graduation rates.

Teacher and Paraprofessional Qualifications:

Parents of Title I, Part A students 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 about each of your child's classroom teachers:

- a. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b. Whether the teacher is teaching under a provisional status through which State qualification or licensing criteria have been waived;
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To the extent practicable, Parent's Right to Know Notification will be provided in a language that parents can understand.

Student Achievement:

The Baldwin School District will provide individual student assessment reports to parents providing individual information on the level of achievement of the parent's child in each of the state's academic assessments.

Non-Highly Qualified Teachers:

The Baldwin School District will provide to each individual parent timely notice if the parent's child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you would like to receive any of this information, please call Rhonda Crump, Director of Instruction, at 662-365-1004.

Baldwyn School District
SCHOOL-PARENT-STUDENT COMPACT

The Baldwyn School District believes that families and school staff should work in partnership to help each student reach his/her highest potential through activities, services, and program funded by Title I, Part A. This compact outlines how the parents, the entire school staff, the entire school staff, and the students will share the responsibility for improved student academic achievement.

School Responsibilities

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Provide Highly Qualified Teachers
 - Provide the necessary instructional materials and resources
 - Provide a safe and clean environment for learning
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - Open House each year
 - Other parent-teacher conferences as needed
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Progress report will be sent every 4.5 weeks
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Teacher conferences may be held upon request if give prior notice at the school during normal operating hours
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Parents may volunteer, participate and observe classroom activities if requested and cleared by the principal

Parent Responsibilities

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

- Attend school regularly and come prepared.
- Work hard to do my best in class and schoolwork.
- Help to keep my school safe by obeying school and bus rules.
- Ask for help when I need it.
- Respect and cooperate with other students and adults.
- Believe that I can and will learn.

**Baldwyn School District
2017-2018
School Calendar**

July 18, 20, 25, 27	Teachers pick one flex day for Prof. Dev.
August 1 - Tuesday	Teachers report for Professional Development New Teacher Orientation – 1:30
August 2 – Wednesday	Teachers report for Professional Development Student Registration 10:00 – 6:00
August 3 – Thursday	First Day of School
September 4 – Monday	Labor Day Holiday
October 9 & 10– Mon. & Tues.	Fall Break Holidays
November 20-24	Thanksgiving Holidays
December 20-January 2	Christmas Holidays
January 3 – Wednesday	Professional Development Day
January 15- Monday	Martin Luther King Jr. Holiday
February 19 – Monday	President’s Day
March 12-16	Spring Holidays
March 30 & April 2	Easter Holidays

May 18 – Friday

Graduation

May 22 – Tuesday

Last Day for Students

May 23, 24, 25

Teacher Professional Development Days

181 student days, 188 teacher days

Days at the end of the year will be used as makeup days if needed.

PARENT/GUARDIAN WRITTEN EXCUSES

Written excuse from a Parent/Guardian:		Today's Date: _____
Student's full name: _____	Parent's full name: _____	
Teacher's name: _____	Date Absent: _____	
Reason for being absent: _____		
Signature of Parent/Guardian: _____	Date received by office: _____	

Written excuse from a Parent/Guardian:		Today's Date: _____
Student's full name: _____	Parent's full name: _____	
Teacher's name: _____	Date Absent: _____	
Reason for being absent: _____		
Signature of Parent/Guardian: _____	Date received by office: _____	

Written excuse from a Parent/Guardian:		Today's Date: _____
Student's full name: _____	Parent's full name: _____	
Teacher's name: _____	Date Absent: _____	
Reason for being absent: _____		
Signature of Parent/Guardian: _____	Date received by office: _____	

Written excuse from a Parent/Guardian:		Today's Date: _____
Student's full name: _____	Parent's full name: _____	
Teacher's name: _____	Date Absent: _____	
Reason for being absent: _____		
Signature of Parent/Guardian: _____	Date received by office: _____	

Written excuse from a Parent/Guardian:		Today's Date: _____
Student's full name: _____	Parent's full name: _____	
Teacher's name: _____	Date Absent: _____	
Reason for being absent: _____		
Signature of Parent/Guardian: _____	Date received by office: _____	