

# SCOTT COUNTY SCHOOL DISTRICT

## K-4 STUDENT HANDBOOK

2016-2017



**SCOTT COUNTY SCHOOL DISTRICT  
2016-2017  
CALENDAR**

July 27-28	Registration (All Schools- Administrators & Counselors)
July 29	New Teacher Induction
August 1	Professional Development (Open House – 12:00 p.m. - 3:00 p.m.)
August 2	Professional Development
August 3	First Student Day
September 5	Labor Day Holiday
September 8	Progress Reports Issued
October 5-7	First Nine Weeks Exams
October 12-14	Fall Break
October 20	Report Cards Issued (Open House 3:00 p.m. – 6:00 p.m.)
November 10	Progress Reports
November 21-25	Thanksgiving Holidays
December 19-23	First Semester Exams
December 23	60% Day for Students
December 24	Christmas Holiday Break Begins
January 9	Second Semester Begins
January 12	Report Cards Issued
January 16	Holiday
February 2	Progress Reports Issued
February 20	Holiday (Weather make-up day)
March 13-17	Spring Break
March 23	Report Cards Issued
April 13	Progress Reports Issued
April 14	Good Friday Holiday
April 17	(Weather make-up)
May 17-19	Second Semester Exams
May 16	Scott Central Graduation (6:00 p.m.) Sebastopol Graduation (8:00 p.m.)
May 18	Morton Graduation (6:00 p.m.) Lake Graduation (8:00 p.m.)
May 19	60% Day for Students
May 22-26	Teacher Work Week (Professional Development)
May 29	Memorial Day Holiday

**No activities shall be scheduled after school on report card pickup day October 20, 2016.**

**No activities shall be scheduled on the night before exams or state tests.**

	July	Aug	Sept	Oct	Nov	Dec	1 <sup>st</sup> Sem	Jan	Feb	Mar	April	May	2 <sup>nd</sup> Sem	Year
Student	0	21	21	18	17	17	94	16	19	18	18	15	86	180
Teacher	0	23	21	18	17	17	96	16	19	18	18	20	91	187

Approved March 8, 2016

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SCSD Board Approved: June 14, 2016

## PREFACE

The administration of the Scott County School District operates on the premise that students are young ladies and gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every pupil is expected at all times to keep in mind that his/her conduct should not interfere with others but serve as an example to others. The primary emphasis of this school system is to provide the best quality education for the students of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of its operation is based upon the policies and resulting rules. **Therefore, it is imperative that policies and resulting rules be understood and followed without exception.**

This handbook is not intended to be all-inclusive. Situations not specifically addressed in this handbook will occur. School administrators/personnel have the authority to make decisions regarding discipline or other actions to address such situations. Decisions will be based upon guidance provided by local and state school board policies.

**The Scott County School District Board Policies may be accessed at**  
[www.scott.k12.ms.us](http://www.scott.k12.ms.us)

Where applicable, codes are cited throughout the handbook giving the particular reference to the policy of the Scott County School District governing the respective major sections of the handbook.

## FREE APPROPRIATE PUBLIC EDUCATION

The Scott County School District provides free appropriate public educational programming for disabled students ages three to twenty-one. **IDDF**

## NONDISCRIMINATION

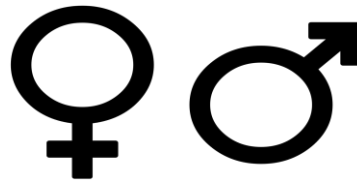
The Scott County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits. The superintendent has been designated to handle all inquiries or complaints regarding the Scott County School District Nondiscrimination.

**JAA**

## EDUCATIONAL RESOURCES

The district provides diagnostic/prescriptive tests for children with educational areas of concern. Also, each school has educational tapes, books, etc., which parents may use to support their child's educational program.

**ICA**



## SEXUAL HARASSMENT AND DISCRIMINATION/TITLE IX

Title IX prohibits sex discrimination, including sexual harassment, against students. It is the intent of the Scott County School Board to maintain an environment free from sexual discrimination and harassment of any kind.

### Complaints

Complaints may be made to the appropriate administrator or directly to the Title IX Coordinator without fear of reprisal and with assurance of confidentiality. If a complaint is substantiated, the offending employee/student shall be subject to disciplinary action.

To make a complaint, a complaint must be made within 5 days after the occurrence of the alleged sexual harassment by contacting your principal or the Federal Programs Director, at Scott County School District, 100 East First Street, 39074 or by phone 601-469-3861.

## SECTION 504 of THE REHABILITATION ACT OF 1973

The Scott County School District follows a strict non-discriminatory policy in all educational activities, programs, and employment in accordance with section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against handicapped individuals. The district will adhere to the Three Tier Instructional Model and Teacher Support Team to assist students with special needs so that they may be successful in the regular education program.

The SCSD will utilize the Three Tier Instructional Model and Teacher Support Team to comply with IDEA eligibility requirements for learning disabilities and other health impairments (ADD/ADHD). For further information or to register a grievance, please contact: **Annette Varner (601) 469-3861.**

**IDDF, IDDH, IDDHA, IDHDB**

## McKinney-Vento Homeless Assistance Act of 2001

Scott County School District is in compliance with provisions of the McKinney-Vento Homeless Assistance Act of 2001 which provides homeless students access to the same academic services as all other students. You may contact Scott County's homeless liaison, at the Scott County School District, 100 East First Street, Forest, MS 39074 or by phone 601-469-7991.

**JQN**



## **ENTRANCE REQUIREMENTS**

### **1. BIRTH CERTIFICATE**

All students will be required to have a certified birth certificate. First grade students must reach their sixth birthday on or before September 1 before they can register to attend school.

Kindergarten students must reach their fifth birthday on or before September 1 before they can register for school.

### **2. RESIDENCY VERIFICATION**

All schools in the Scott County School District will require students seeking to enroll or continuing to enroll in the District to register at the school they are assigned to attend. Only the parent or legal guardian will enroll or withdraw a student. To meet the criteria of legal guardian one must provide court issued guardianship papers at the time of enrollment. **Also, the parent or legal guardian must provide the school at least two official items to document residency.** All students will be required to verify his or her 911-residence address as herein provided yearly.

### **3. IMMUNIZATION**

It shall be unlawful for any child to attend any school in the Scott County School District unless he/she shall first have been vaccinated against those diseases specified by the State Health Department. Certificates of immunization shall be issued by local health officials or physicians on forms specified by the Mississippi State Board of Health. These forms shall be the only acceptable means of showing compliance with these immunization requirements, and the responsible school officials shall file this form with the student's record.

The Mississippi State Health Department is requiring the Tdap (tetanus, diphtheria, and pertussis vaccination for all students entering 7th grade.) The required Tdap vaccination and other recommended vaccinations are available at health department clinics throughout the state and through all Vaccine for Children providers.

### **4. SOCIAL SECURITY CARD (if applicable)**

**JBB/JBC**

## **OUT OF DISTRICT STUDENTS**

The student must have an immunization certificate, birth certificate, residency verification, Social Security Number, and information showing proper withdrawal from the former school, along with the current, up-to-date grades, and disciplinary report from that school. The school does not accept students from schools or programs (including correspondence, tutorial or home study) that are not accredited by a state or national agency without administering standardized achievement test(s) by the school psychometrist and/or teacher-made special subject test(s) to determine:

1. The grade level or subject to which the transfer student should be assigned or
2. The number and validity of the Carnegie units the secondary transfer student has earned (Standards 12-14 of MS Public School Accountability Standards).

**JBAB**



## **VISITORS TO THE SCHOOLS**

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons 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 grounds. Such persons will be prosecuted to the full extent of the law. **KM**

## **SCHOOL ANNOUNCEMENT SCHEDULE**



School announcements may be made over the school intercom at the beginning of first period each day or at the end of the school day and during the rest of the school day only when an emergency arises.



### **ATTENDANCE POLICY**

Regular attendance on the part of all students is necessary for successful achievement and progress in school. THEREFORE, IT IS IMPORTANT THAT THE STUDENT BE PRESENT EVERY DAY THAT SCHOOL IS IN SESSION.

### **ATTENDANCE INCENTIVE**

The administration and faculty strongly encourage students to practice good attendance since regular school attendance is so vital to a student's learning. Any student having perfect attendance in a class for the entire semester will not be required to take the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks test. A student must be present 75% of class period (75% of day for self-contained students) to be considered present for the class/day. **Any student with an OSS will lose exemption privileges. If student does not have a "C" 70 as an average, the student will not be able to be exempt. Kindergarten students must have an 80 to be able to be exempt.**

### **Absence from School**

**All excuses must be presented within 3 days of school attendance.**

Absences from school shall be classified EXCUSED or UNEXCUSED as stated in the Mississippi Code 37-13-91.

1. Doctor's Excuse
2. Parental Excuse (maximum of 6 per semester, 2 of the 6 may be parental enrichment)
  - a. Personal or Serious illness or injury
  - b. Death family
  - c. Directly involved in court
  - d. Parental enrichment
3. Pre-arranged in advance with the principal
  - a. Religious event
  - b. Other: when determined to be absolutely necessary by the principal

**A student must be present 75% of a class period to be considered present for the class period.**

### **Unexcused Absence:**

5 unexcused absences – student report to the SRO who will issue a warning letter to the parents

10 unexcused absences, a conference will be held with the parent, student, SRO, principal, and counselor

12 unexcused absences, the SRO will file a warrant for the student in youth court and/or a warrant for the parent in justice court.

**JBD**

### **Tardies**

A maximum of 3 tardies /late arrivals per nine weeks will be accepted. **After the 3rd tardy/late arrival a parent conference is required.** Students

who continue to have excessive tardies/late arrivals may be suspended from school and a parent conference required. **JBD**

### **MAKE UP WORK FOR ABSENCES AND SUSPENSIONS**

**When a student is absent, it is the responsibility of the student to request all make-up work from the teacher upon returning to each class. When make-up work is not requested or completed on time, the student will receive a grade of zero.**

All make up work must be completed in 3 days of the student return to class with the exception of tests. If the student returns with unexcused absence, all work must be made up that day. If the student fails to make up the work, the student will be assigned a grade of a zero. Test must be taken the day the student returns to school. Any student who is absent is responsible for making arrangements with the teacher to make up test.

**JBD**

### **Checking Out of School**

Students will not be allowed to leave school unless they are properly checked out in the office by a parent or guardian with a photo ID. In the event of a tornado warning or school lockdown, once the students are placed in the hallways, NO student may be checked out by parents or guardians until the warning or lockdown is lifted. Checking students out in the last 15 minutes of the school day is discouraged.

**JBD**



### **Sickness**

If a student becomes sick during the day, the student should report to the main office or school nurse. The student's guardian/parent will be notified if necessary. **JBD**



### **HEAD LICE**

This condition is brought about by the infestation of the hair and scalp with the head louse.

If head lice are present the student may be sent home at the discretion of the school nurse or school administration. The child may not return to school without proof of treatment and is free of head lice. For any student who has had head lice on three (3) consecutive occasions during one (1) school year while attending school, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. (Mississippi State Department of Health).





## TESTS, GRADES, AND EXEMPTIONS

Students will have four (4) nine-week grading periods with independent tests and grades for each period. Any student having an A (90 or above) average for the semester will not be required to take the second and fourth nine weeks test. **Any student with an OSS will lose exemption privileges for the year.**

## STANDARDS FOR PROMOTION

A student's progress toward mastery of grade-level content standards will be measured by curriculum-embedded assessments. The student will be promoted if the established grade-level criteria are met or exceeded, as evidence by the student receiving a passing grade in core subjects (ELA/Mathematics).

## PARENT NOTIFICATION

Parents will be notified of the student's lack of progress and the decision not to promote their child. Parents will be advised during each nine week term of their child's performance in core content area.

## GRADE SCHEDULING

No student, parent, or guardian request for schedule change may be made after the first two weeks of school.

## PROGRESS REPORTS

Progress Reports shall be sent to all parents at the end of the 4th week of each reporting term. The report sent after the third term should inform parents in clear language that the student, unless there is a change so that the child can be promoted, would be retained at the end of the year. Progress reports for grades K-4 must be signed by parents and returned.

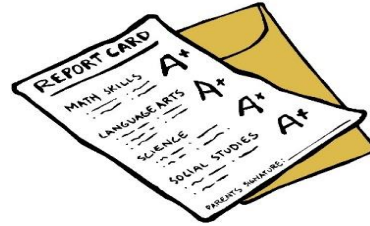
## SPECIAL EDUCATION STUDENTS'

Special Education students who are cognitively disabled will follow the following grade scale:

**E = Excellent**                      **S = Satisfactory**  
**U = Unsatisfactory**                **I = Improving**  
**N = Needs Improving**

## SCSD Proposed Grading Scale

90-100 A = Excellent/Outstanding  
80-89 B = Above Average  
75-79 C = Average  
70-74 D = Poor/Below Average  
0-69 F = Failing



## ACADEMIC DISHONESTY

When it is determined that students are or have been cheating, the following action shall be taken:

1. All cases of cheating must be reported to the principal.
2. For all instances of cheating, the student(s) involved will be given a zero for the assignment on which the student(s) is/are working.
3. For the first offense, parents will be notified.
4. For the second offense, the student will be given a zero for the assignment, suspended from school for a period deemed appropriate by the principal, and must be accompanied by a parent upon his/her return to school.
5. For the third offense, the student may receive a long-term suspension of 11 days or more and a school board review before being allowed to return to school. **JCA**

## Kindergarten through Grade Four

Kindergarten students are expected to satisfactorily master the readiness skills in math and in reading to be promoted to grade one. A student in grades 1- 6 may not fail reading, language, or math and be promoted. To be promoted in grades 7-8 a student may fail only one subject. Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

**A student may not be promoted if the same subject is failed two years in a row.**

## Literacy-Based Promotion Act

Miss. Code Ann. § 37-177-1 (2013)  
**§ 37-177-1. Literacy-based Promotion Act established; purpose; determination of a reading deficiency in students in grades K through 3.** Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.



## **PROMOTION REQUIREMENTS**

**KINDERGARTEN: To be promoted to grade 1, student must meet the following requirements:**

- Demonstrate mastery of 80% of CCSS ELA (English/Language Arts) skills by the end of the year to be promoted to the next grade
- Demonstrate mastery of 80% of CCSS mathematics standards (skills) by the end of the year to be promoted to the next grade

**Grade 1: To be promoted to grade 2, a student must meet the following requirements:**

- Receive a passing grade of 70 in ELA (English/Language Arts)
- Receive a passing grade of 70 in mathematics
- Receive a passing grade in one other subject area content

**Grade 2: To be promoted to grade 3, a student must meet the following requirements:**

- Receive a passing grade of 70 in ELA (English/Language Arts)
- Receive a passing grade of 70 in mathematics
- Receive a passing grade in one other subject area content

**Grade 3: To be promoted to grade 4, a student must meet the following requirements:**

- Receive a passing grade of 70 in ELA (English/Language Arts)
- Receive a passing grade of 70 in mathematics
- Receive a passing grade in one other subject area content

**Grade 4: To be promoted to grade 5, a student must meet the following requirements:**

- Receive a passing grade of 70 in ELA (English/Language Arts)
- Receive a passing grade of 70 in mathematics
- Receive a passing grade in one other subject area content

## **IHA**

**Irregular Promotion Grades K through 8**

A student in kindergarten through grade eight whose work for the school year merits an unsatisfactory average may be transferred at the discretion of the principal and teacher(s) to the next grade if:

1. The student is older than his/her classmates and works to his/her maximum capacity but is unable to achieve at grade level.
2. He/she is incapable of achieving grade standards and his/her parents refuse special class placement.
3. The student is older than his/her classmates, is physically much larger than his/her classmates, and becomes socially or emotionally maladjusted. If a student is transferred to the next grade on any of the above basis, proper notation must be made on the student's cumulative record citing the reason for the assignment. The word "transferred to" should be used in lieu of "promoted to" on the cumulative record.



## **HONOR ROLL**

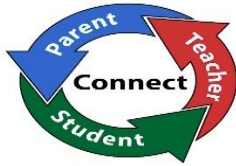
A list of students achieving Honor Roll status will be published at the end of each grading period. Students showing an incomplete or NC in a course due to work that has not been completed will not be eligible for Honor Roll listing.



## **AWARDS DAY**

Awards Day is a day each school sets aside to recognize scholastic achievement, attendance, and other awards.





## **Parent/Teacher/Student Compact**

We, the Scott County School District community, establish this compact in order to foster the core values of honesty, integrity, respect, trust and responsibility and to support the success of Scott County School students.

### **As a parent/caregiver I pledge to:**

- Maintain and foster high standards of academic achievement and positive behavior.
- Find out how my child is doing by attending parent-teacher conferences, looking at my child's school work, verify homework completion, and calling the school.
- Spend time each day with my child reading, writing, listening, just talking, and participate in positive use of extracurricular time.
- Respect, love, and encourage my child's growth and ideas.
- Help my child to resolve conflicts in positive, non-violent ways.
- Insure that my child arrives to school each day on time and remains at school throughout the school day.

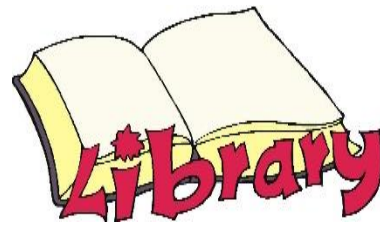
### **As a Scott County School District staff member I pledge to:**

- Maintain and foster high standards of academic achievement and positive behavior.
- Respectfully, accurately, and frequently inform parents of their child's progress, and participate in parent-teacher conferences each semester.
- Have high expectations for students, other staff, and myself.
- Respect the cultural differences of students, their families, and other staff.
- Help children to resolve conflicts in positive, nonviolent ways.
- Provide reasonable access to myself, opportunities for parents to volunteer and participate in their child's class, and observe classroom activities.

### **As a Student I pledge to:**

- Work hard to do my best in class and complete my homework.
- Discuss with my parents what I am learning in school.
- Have a positive attitude towards self, others, school, and learning.
- Respect the cultural differences of other students, their families, and staff.
- Work to resolve conflicts in positive, nonviolent ways.
- Use technology that is available appropriately and for educational enrichment purposes.

Approved 7/14/2016



## **General Library Rules**

The school library provides you with a place to study undisturbed among a great variety of books and magazines. A librarian who can give you help and suggestions, which will make your schoolwork more effective, is available. The following guidelines apply to the library.

1. Use of the library is a privilege, which can be denied to any student whose misconduct or infraction of the rules warrants it.
2. When using the library, students should call on the librarian when help is needed, but not until every possible self-help device has been used.
3. When using the library, students should always return books and magazines to their proper places.
4. Appropriate behavior in the library is essential. Excessive noise and/or movement will not be permitted.
5. When using the library, students should return all library materials on time.
6. When using the library, students should not disfigure books and magazines and should discourage other students from the same.
7. Students should use the library as a place for study, not social activities.
8. A pass from a classroom teacher is necessary when one wishes to use the library.
9. No student is allowed to check out materials for another student.
10. Students with overdue books/materials will not be allowed to check out additional books or materials and grade reports will be held.

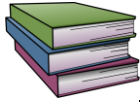
**JE, JCA, JCB**

## **General Classroom Rules**

1. Be on time, seated and ready to work when the tardy bell rings.
2. Bring all materials needed to class (books, pencil, and paper).
3. Talk only when recognized by the teacher.
4. Do not use profanity, cheat, steal or lie.
5. Do not chew gum or eat in class.
6. Keep hands, feet, and objects to oneself.
7. Respect school property.
8. Be respectful to teachers.
9. Each teacher may apply additional classroom rules and develop a plan for assertive discipline approved by local administrator.

## CORRIDOR PASSES

No student is to be permitted in the corridor without a corridor pass except at period changes and breaks. The student should present the pass to any teacher he/she meets. Students who violate this rule will be punished at the discretion of the principal in accordance with the discipline plan. **JCA**

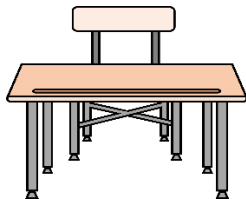


## CARE OF BOOKS

The student should keep his/her books neat and clean. No writing of any kind is permitted in the books. Fines are assessed to those who misuse their books.

Fines will be assessed as follows:

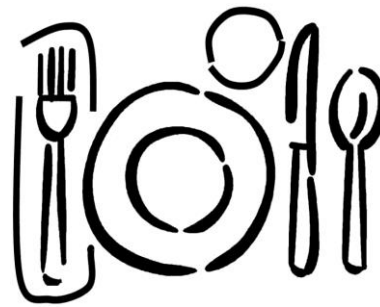
- 1<sup>st</sup> year – full purchase price of book
  - 2<sup>nd</sup> year – 4/5<sup>ths</sup> of original price of book
  - 3<sup>rd</sup> year – 3/5<sup>ths</sup> of original price of book
  - 4<sup>th</sup> year – 2/5<sup>ths</sup> of original price of book
  - 5<sup>th</sup> year – 1/5<sup>th</sup> of original price of book
  - 6<sup>th</sup> year – a base price set by principal
1. Labels must be complete in all textbooks.
  2. Library books belong to Scott County School District. If they are willfully marred or defaced, damages will be charged.
  3. All book fines must be paid before the student can receive books the following year or receive his/her grades. **EBCA, ECBA**



## CARE OF SCHOOL PROPERTY

Chewing gum at school will not be permitted. Placing chewed or used gum on tables, desks, or chairs mars them. If a student is found doing this, he will be punished in accordance with the discipline policies. If any student willfully destroys, cuts, defaces, damages, or injures any school building, equipment or other school property, he/she shall be liable to suspension or expulsion and

his parents or guardians shall be liable for all damages. **EBCA, JCBD**



## CAFETERIA / MEAL POLICY

A balanced breakfast and lunch is served in the cafeteria daily. There will be no charge for student breakfast and lunch meals for school year 2016-2017. The district is implementing Provision II Program this school year. A lunch application will not be required for the 2016-2016 school year. Food or drink brought to school must be in an unmarked container, which means no name brand logos or markings. We do not allow parents or business to bring any take-out orders or home cooked lunches to school. While in the cafeteria, students are subject to all school rules and discipline by cafeteria staff, as well as the teaching and administrative staff. Staff lunches are \$3.25 and breakfast \$2.25. No adult may charge meals. No student will be allowed to charge extra sale items. Parents are requested not to bring students their lunch. The office does not have the personnel to be responsible and to see that students receive their lunch at the time they are scheduled to go to cafeteria.

The Scott County School District Wellness Policy may be accessed at [www.scott.k12.ms.us](http://www.scott.k12.ms.us).

## FOOD AND DRINKS

Students may bring drinks and food to school for break so long as it is contained in their book bag until break time. Open containers of drink or food will not be allowed in the buildings, halls, or classrooms during school hours. When special events are approved, students are not to leave that classroom with food or drink. Students who have open containers of food or drinks in the building or classrooms **without permission** will be disciplined.

**JGHR**

## SELLING PROJECTS

The selling of any product at school must be school-related and must represent school-related clubs/activities. All must be approved by the principal and comply with board policy.

**JK, JKB**



## **STUDENT CONDUCT**

Students are expected to conduct themselves during all school-related activities in a manner that will promote rather than inhibit development. Hence, the absence of any specifically defined rule or regulation, procedure or policy should not be viewed as an indication of acceptable behavior.

*Scott County Schools will follow guidelines of Senate Bill 2239, which establishes the MS School Safety Act of 2001*

### **General rules of conduct and discipline**

1. Students may be disciplined for violations of these general rules as well as the more specific rules that are contained in this handbook, which are punishable in accordance with school board policy.
2. Any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The principal and/or counselor will review the matter to try to resolve the problem. The parent or guardian will be notified of the incident.
3. Any student who continues to be referred to the office may be administered corporal punishment or placed in in-school suspension in accordance with school board policy. The parent or guardian will be notified.
4. A student who has been sent from class repeatedly or causes a disturbance will be suspended from school, in accordance with board policy and the parent or the guardian will be notified.
5. A student, upon his/her second suspension for a disciplinary reason, will be notified that his/her third such suspension may result in expulsion or placement in alternative school. The parent or guardian will also be notified.
6. Parents will be notified of serious or recurring problems.
7. Students suspended from school are suspended from all school-related activities.
8. Students on school-sponsored activities may be punished or suspended for misconduct on or away from school.
9. Radios and/or other sound reproducers shall be forbidden on campus and school

buses unless specifically requested by the teacher in charge.

10. Students walk in an orderly manner on the right side of the corridor.
11. Student behavior that bullies, harasses or threatens other students or school personnel will not be tolerated. Any student who feels he or she is a victim of bullying should complete a complaint form available in the principal's office.
12. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses may result in suspension or expulsion.
13. "Cell phones" shall include paging devices and all other types of telecommunications and/or electronic devices and accessories. Therefore, cell phones are not to be seen or heard, and cell phone usage is prohibited inside school buildings or on campus during school hours.

### **CORPORAL PUNISHMENT**

Corporal punishment shall be administered only by certified personnel in the presence of another certified staff member outside the presence of other students, and only to the student's buttocks in such a way that there will be no permanent damage. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and condition of the student, the type of instrument used, the amount of force to be used, and the part of the body to be struck shall be considered before administering any corporal punishment. Only a school principal, assistant principal, or teacher may administer corporal punishment. In administering any corporal punishment, all personnel will adhere to the following standards:

1. Paddling may result from the violations of written rules and regulations of the school. Documentation of the corporal punishment is required to be filed in the principal's office.
2. Parents/Legal guardians who do not wish for their children to be paddled must meet with the principal at the beginning of each year on the school campus, sign a form refusing permission, and agree to remove their children immediately from the campus when called. Refusal by a student to receive corporal punishment may result in suspension.
3. The teacher shall notify the principal before the beginning of the next period that corporal punishment was administered and the circumstances surrounding the punishment.

**JDB**



## **SCHOOL BUS CONDUCT**

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus. Students shall ride the appropriate bus unless prior written request is approval by the principal.

The school bus driver is authorized and responsible to the school district to maintain student order and to insure safety at all times. Therefore, he/she is authorized to instruct and otherwise control students while they are on the bus.

The principal will be responsible for disciplining students reported to him/her by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor. Suspended or expelled students will not be allowed to ride the bus.

## **RULES OF CONDUCT**

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus, for misconduct on the bus.

### **Loading and Unloading**

- Be at your assigned loading zone on time.
- Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- Do not play on or near the road while waiting for the bus to arrive.
- Look in both directions before crossing any roadway.
- Wait until the bus comes to a complete stop before trying to load and unload.
- Use the hand rail while getting on and off the bus.
- Students must be seated in an upright position so the driver can monitor behavior.
- When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

## **Riding the Bus**

- Do not distract the driver's attention other than when necessary.
- Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
- Keep head, hands, and articles inside the bus.
- Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
- Do not use profane language or make obscene gestures.
- Do not fight or scuffle.
- Be courteous to and follow the instructions of your bus driver and safety patrol.
- Do not strike or threaten the bus driver.
- Do not make excessive noise.
- Do not throw objects inside or outside the bus.
- Do not have in possession tobacco, alcohol or drugs.
- Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
- No food or drinks shall be allowed on bus.
- Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," '97-32-35 thru 97-32-29.
- Do not mar or deface the bus.

**Note: The bus driver is empowered to enforce the regulations by reporting all violations to the principal. If any student persists in disobeying any of the regulations and rules of good conduct, school officials may suspend or expel the offending student.**

### **Bus Discipline Plan**

- \* First Incident: Warning Letter Issued
- \* Second Incident: Paddling, In School Suspension and/or parent conference required
- \* Third Incident: Three Days off the Bus
- \* Fourth Incident: Five Days off the Bus
- \* Fifth Incident: Ten Days off the Bus
- \* Sixth Incident: Additional Days off the Bus or a Permanent Removal from the Bus

**Note: Fighting or other major disturbances will result in immediate removal from the school bus and/or school suspension.**

JCDAD



**SCOTT COUNTY SCHOOL  
DISTRICT'S ELECTRONIC  
DISCIPLINE PLAN**

\*First Incident: Device is confiscated and placed in the school vault for 30 calendar days. Parent/Guardian must come to school and pick up the device after the 30 day period.

\*Second Incident: Device is confiscated and placed in the school vault for 30 calendar days **and the student will receive a three day suspension.** Parent/Guardian must come to school and pick up the device after the 30 day period.

\*Third Incident: Device is confiscated and placed in the school vault **for the remainder of the school year and the student will receive a three day suspension.**

**A student who violates the Electronic Device policy and who fails to give up the device will be considered insubordinate and suspended from school.**

**Any student who uses an electronic device to film an act of misconduct at school will be suspended.**

**At the discretion of the principal, students may be allowed to turn their cell phones into the office at the beginning of the school day and pick them up at the end of the school day without any disciplinary consequences.** JE

**TOBACCO**

All schools in the district are tobacco-free zones. Tobacco is prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught using tobacco products will be suspended. JCA –JCDAC - EBAB

**WEAPONS**

Weapons are strictly prohibited on school property and at school-related activities. Students who have in their possession any handgun, knife, other firearm, or any other instrument considered being dangerous and capable of causing bodily harm shall be subject to automatic expulsion for a calendar year in accordance with school board policy and state and federal law. Furthermore, staff members shall report students who violate the weapon policy to the Superintendent or his designee in accordance with state law. Students who violate this weapon policy may be subject to criminal penalties. A copy of the criminal possession statute shall be posted at each school. MISSISSIPPI CODE 37-11-18.

JCDAE



**ALCOHOL/DRUG POLICY**

The provisions of this policy shall apply to all students while at school, on any school property, going to, during or from school as well as any school-related activity. The use, possession, or sale of any narcotic drugs, drug paraphernalia, or alcohol is strictly prohibited. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Law shall be subject to automatic expulsion for a calendar year according to school board policy. A narcotic drug is any drug identified by state law as a controlled substance.

The use of any prescription drug or over-the-counter drug is permitted only when the drug is prescribed for medical purposes, only to the person taking the medication, and only with the written permission of the legal guardian. All student medication must be turned in to the school office for storing and dispensing of medication(s). The Scott County School District's Nurse's Protocol shall be followed in the dispensing of medications to and by students.

JCA, JCDAC

**SCHOOL VIOLENCE**

Pursuant to state law, school employees must report to the superintendent or his designee any unlawful or violent acts that occur on school property or during a school-related activity. Students shall be suspended and/or expelled for the commission of unlawful or violent acts as provided by state law and school board policy. An "unlawful" activity includes, but is not limited to, possession or use of a deadly weapon; possession, sale or use of a controlled substance; rape or any sexual offense; or murder. A "violent" act is any act, which causes serious physical injury. Any student who commits a violent act on any school property, as defined in Mississippi Code 37-11-18, shall be subject to automatic expulsion for a calendar year according to school board policy. Any student who commits an act of violence outside the school day and is charged in a court of law will be suspended from school until the superintendent or school board can act.

JCBE- JCBF

**FIGHTING AT SCHOOL**

Fighting at school is considered an act of school violence and will not be tolerated. Any student who participates in a fight, encourages a fight, or uses an electronic device to film a fight will be suspended from school. Any electronic device used will be confiscated as stated in the Electronic Device Discipline Plan.

JCBE



## STUDENT DRESS CODE

A student who is not attired appropriately or exhibits grooming which is detrimental and/or causes a disruption to the educational environment will:

1. **First Infraction** - receive a warning for inappropriate attire or grooming. The student will be asked to conform to proper dress code standards at that time. If that is not possible, the parents of the student will be notified, and the student will be placed in ISS (In School Suspension) until he or she can become compliant with the dress code
2. **Second Infraction** - be placed in ISS for 1 day.
3. **Third Infraction** - be placed in ISS for 2 days.

### General

- This is a general guide regarding dress code procedures outlined by SCSD Board Policy JCDB (Dress Code). It is impossible to create a set of procedures pertaining to dress code that is all encompassing. These dress code procedures may be amended as needed over time.
- No student's appearance will cause a distraction to such an extent that it will hinder another student's right to a conducive educational environment.
- Local principals or their designee have the power and discretion to make all dress code decisions on their campus. Sound judgment and consistency should be used when making dress code determinations.
- Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom. No combs, picks, rollers, or extreme coloring or hair styles (example – Mohawks and graphic designs) will be allowed.
- Students will practice proper hygiene.
- Excessive nail length is not permitted.
- No article of clothing (including jewelry) or personal markings of any kind that pertains to or depicts the following will be acceptable:
  - Substances or activities illegal by law for minors such as alcohol, drugs, tobacco, and gambling

- Affiliation with gangs, sororities, fraternities, or secret organizations **D**
  - Profane, suggestive, or violent language
  - Derogatory symbols or remarks directed to any ethnic group or individual
- Clothing can have no pictures of individuals or groups (screen printed items).
  - No celebrity names (screen printed items) or jerseys of any kind may be worn. Local school jerseys may be worn for school spirit purposes only.
  - K-4 students will be allowed to wear clothing with manufactured graphics (example – Super Heroes, Video Characters, Sports Characters, Hello Kitty, Barbie, Disney Characters, etc.)
  - All clothes should be properly hemmed.
  - No clothing endorsing a political candidate, party, or position may be worn.
  - All clothing must be worn as it was designed to be worn. Belts, suspender straps, shoe laces, etc. must be fastened and all pants must be worn at the correct waist level (no sagging).
  - Warm up pants, wind suit pants, overalls, and pajama pants are not allowed.
  - Extremely baggy or sagging pants are not allowed.
  - Extremely long pants are not allowed.
  - Extremely tight clothing (spandex clothing, leotards, etc.) is not allowed.
  - Extremely loose fitting clothing is not allowed (clothing that is several sizes too big).
  - Clothing and other apparel may not be altered in any way.
  - Clothing cannot contain holes or have a distressed look. Clothing should be in a state of good repair.
  - Belts of appropriate length are to be worn if pants or other types of clothing have belt loops (K-4 students are exempt from this rule).
  - Proper under clothing must be worn.
  - Underclothing must not be visible.
  - No item of clothing can be revealing.
  - Transparent clothing without proper tops/shirts is prohibited.
  - Tattoos are discouraged. However, if they are present, they must be deemed appropriate. Inappropriate tattoos must be covered.
  - Gloves should only be worn when weather conditions dictate such. However, gloves



should not be worn inside school buildings.

- Sweat bands of any kind are prohibited.
- Spiked accessories, chains - including those attached to wallets or belt loops - jewelry, or other similar accessories/items are prohibited (safety issues).
- Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.

### **Tops/Shirts**

- Shirts must be properly closed, zipped, or buttoned.
- Blouses, shirts, t-shirts, and other tops do not have to be tucked in. However, they should be at least 3 inches below the waistline and no more than 5 inches below the waistline if they are not tucked in. Only a tunic style top or sweater can exceed the maximum length of 5 inches below the waistline.
- Sleeveless vests are permitted if appropriate tops/shirts are worn underneath.
- Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, excessive part of the back, are excessively tight, or are distracting are not permitted.
- K-4 Students may wear sleeveless tops as long as they are not revealing.
- Tight fitting undershirts (example – Under Armor) may be worn as long as they are covered by an appropriate top/shirt. This is the only exception regarding tops/shirts being too tight.

### **Pants/Bottoms**

- All pants (jeans, khakis, dress pants or slacks), shorts, dresses, capris, skirts, and skorts should be properly hemmed.
- Males may wear jeans, khakis, dress pants (slacks), and shorts.
- Shorts, dresses, capris, skirts, and skorts must be no shorter than 3 inches above the mid knee. In certain situations a person's build may dictate that the principal allow a particular student to deviate from the 3 inch above the mid knee rule. Certainly, this is the exception and not the rule.
- Only Bermuda style shorts and walking style shorts are permitted for students in grades 5-12.

- Cargo pants of any kind are not permitted (pants may have small – non baggy – pockets on the side).
- K-4 students may wear shorts other than Bermuda style shorts and walking style shorts as long as they are deemed appropriate. They cannot wear athletic shorts.
- K-4 students may wear shorts, dresses, capris, skirts, and skorts shorter than 3 inches above the mid knee as long as they are not revealing.
- No writing or designs on the seat of pants, shorts, dresses, capris, skirts, or skorts is allowed.
- Leggings, jeggings, or footless tights may be worn as long as they are accompanied by a tunic type top or sweater that is not shorter than 3 inches above the mid knee. This is the only exception regarding pants/bottoms being too tight.

### **Shoes/Boots/Sandals**

Shoes, boots, and sandals should not have an extreme heel. Heels should be no higher or taller than 2 inches.

- Pumps, wedges, and similar footwear are permissible. However, the footwear cannot have a significant incline. The maximum allowable incline is 2 inches.
- High heeled shoes are not allowed.
- Footwear must be tied or fastened at all times.
- All footwear must have a back that is attached (can be a strap).
- Footwear may be of the open toed variety.
- Footwear (shoes, boots, sandals, pumps, wedges, etc.) must be worn at all times.
- Pants legs must not be tucked into boots. However, boots may be worn over leggings, jeggings, or footless tights assuming all rules dealing with these particular items of clothing are followed.
- Foot wear with lights, taps, wheels, cleats, or other similar objects is prohibited.
- Flip-flops, slides, slippers, house shoes, and shower shoes are prohibited.
- It is highly recommended that students involved with P.E. wear athletic shoes of some type.

### **Head Accessories**

- Hats, caps, headscarves, bandanas, “Do Rags”, rollovers, or other headgear are not appropriate and should not be brought to school.
- Head ware will only be permitted in the case of a documented medical situation.

- Toboggans may be worn during periods of cold weather. However, toboggans are not to be worn inside school buildings.
- Sun glasses, other than those prescribed, may not be worn inside the school building.

### **Jewelry**

- No body piercing by female or male students will be allowed other than in the ear.
- Male students will be allowed to wear stud type earrings only.

### **Coats/Jackets/Pullovers**

- Trench coats, duster coats, and other similar items are not allowed.
- Coats should be no longer than mid-thigh.
- Hooded coats and pullovers may be worn. However, hoods themselves may only be worn when weather conditions (cold or wet) dictate such. However, hoods are not to be worn inside school buildings. JCDB



### **TORNADO/DISASTER DRILLS**

An orderly procedure will be followed when severe weather warnings are issued. The tornado season occurs during the spring months. The entire staff and student body should be well oriented before this season arrives. The following steps should be taken:

1. Signal for the tornado drill will be announced over the intercom system.
2. When the announcement is made, the teacher will be responsible for initiating the correct response to the drill.
3. Students are to sit facing the walls of either their classrooms or the hall adjacent to their rooms (to be designated by the principal). They are to sit with their heads on their knees. They should stay as far from doors or windows as possible in order to avoid flying glass.
4. The principal will check all buildings before anyone is allowed to move from his/her designated places of safety back into the building.
5. The signal for the end of the drill will be announced over the intercom system.
6. Tornado drills should be conducted in October and February.

As previously stated, once the students are placed in the hallways for a tornado warning or put in lock down, NO student may be checked out by parents or guardians until the warning is lifted.

If, while in route, severe weather threatens imminent danger, the bus driver should go to the nearest approved safety site, which is usually the school. **EBBC**

### **FIRE DRILLS**

Fire drills are of great importance in training students to conduct themselves safely during an emergency. In order to comply with all safety and fire precaution rules, it is necessary that definite signals and rules of conduct be set up and understood by all students and faculty members. The following rules will apply to fire drills:

1. The signal for a fire drill will be announced over the intercom system.
2. When the fire drill announcement is made, the teacher will be responsible for initiating the correct response to the drill.
3. Students will leave the classrooms in an orderly fashion under the supervision of the teacher. To be sure that this is done properly and without delay, the teacher upon hearing the signal will remind students of the door to exit.
4. Upon leaving the room, the teacher will supervise the group and maintain order.
5. There should be no talking except by the teacher.
6. Fire drills should be conducted periodically.

**EBBC**



### **EMERGENCY BUS EVACUATION DRILL**

Emergency bus evacuation drills will be conducted at least twice annually. The first drill will be during the month of September and the second



### **DUE PROCESS**

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the students or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

#### **STEP ONE: INITIAL INFORMAL HEARING**

**Applies to: Suspensions of 10 days or less, Suspensions of 11 days or more**

##### **Recommendations of Expulsions**

##### **Denials of admission**

- a. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
  1. Advise the student of the charges against him or reasons for nonadmission;
  2. Afford the student a full opportunity to respond; and
  3. If the student denies the charges or contests the reasons for nonadmission, he/she shall explain the evidence in support thereof.
  4. After the informal hearing, the principal may take the following actions:

#### **SUSPENSION OF 10 DAYS OR LESS:**

The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.

#### **IMMEDIATE REMOVAL:**

The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or

others and/or to resume normal school functions, but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.

### **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:**

The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

### **IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:**

The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

#### **DENIAL OF ADMISSION:**

The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

#### **STEP TWO: APPEAL**

**Applies to: Suspensions of 11 days or more Expulsions**

##### **Denials of admission**

If after the initial hearing the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Nonadmission and Statement of Rights" in a form provided by the superintendent for such purposes.

2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him/her and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.

3. A hearing before the School Appeals Committee shall automatically be scheduled no later than the tenth school day following the date of notice.

4. Pending the outcome of the hearing the School Appeals Committee:

a. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the School Appeals Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.

b. The student may be allowed to remain in school if the principal or, in the case of nonadmission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the School Appeals Committee may be held at any appropriate time without application of the 10-day limitation.

c. The hearing will be before the School Appeals Committee.

- i. The Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
- ii. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.

d. The Committee shall hear and consider all cases presented and is authorized to:

To concur or not concur in the suspension, expulsion or non-admission recommendation;

i. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and

ii. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.

iii. The Committee shall prepare a written summary of each case.

e. All expulsion and nonadmission recommendations shall be subject to review by the superintendent and by the board.

f. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his child may request review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

### **STEP THREE: REVIEW BY THE SUPERINTENDENT**

**Applies to: Expulsions  
Denials of admission**

The superintendent shall review all recommendations by the School Appeals Committee for expulsions or denials of admission:

1. If the superintendent concurs in the decision of the Committee, he shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the Committee, he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.

3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

#### **STEP FOUR: REVIEW BY THE BOARD**

**Applies to: Suspensions (only upon request by parents)**

**Expulsions  
Denials of admission**

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

According to a 1998 Attorney General's Opinion, automatic fail provision of an absences' policy may not apply against legal, excused absences. Such absences' policies may not be applied against absences resulting from disciplinary suspensions if absences' policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817).

#### **Lockers/Search**

School officials may search student property when they have reason to suspect that a student has violated a school rule or law. Students' lockers, backpacks, purses and other such items are subject to search without warning based upon individualized reasonable suspicion. Desks may be searched randomly without warning. Vehicles brought onto campus by or for the benefit of students may be searched at random and the contents searched if there is reasonable suspicion, both without warning. Students may be subject to reasonable pat-downs and required to empty pockets or purses based on individualized reasonable suspicion when circumstances warrant such a search. In cases of emergency, students may be subjected to strip searches in accordance with procedures approved by school board policy and law. In the event that a search reveals the possession of items that may be prohibited by law, school officials shall notify local law enforcement officials.

#### **ALTERNATIVE SCHOOL PROGRAM**

The alternative school program shall serve compulsory-school-age children, but not limited to compulsory-school age children:

1. Who have been suspended for more than ten (10) days or expelled from school, except that such placement may be denied when the expulsion was for possession of a weapon or other felonious conduct;
2. Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems;
3. Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal; and
4. Whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

Before a regular education student will be removed from a school to the alternative school, the committee will make the recommendation based on the student's discipline records.

1. A student who has repeatedly been referred to the office for disruptive behavior and who has failed to follow the individualized improvement plan developed by the principal, counselor, parent and student will be considered for alternative school placement. In addition, a student who has repeatedly been referred to the office for disruptive behavior, excessive absences, tardiness to school, or failure to do school work and who has failed to follow the individualized improvement plan developed by the principal, counselor, parent and student will be considered for alternative placement.
2. The student and parent will have the opportunity to appear before the District's alternative school committee.
3. The alternative school committee will review the student discipline record and determine if the alternative school is the proper placement.
4. The alternative school committee will make a recommendation to the superintendent if the committee

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recommends placement at the alternative school.

5. The student and parent will be notified and informed of due process procedures, duration of placement, timelines, and transportation to and from the alternative school.
6. A regular student will be placed in the alternative school for a period of 90 days, provided the student meets his/her instructional improvement plan. The principal at the alternative school will evaluate the student's progress and at his/her discretion may extend the length of placement when it has been determined that the student failed to fulfill his/her obligation during the placement period.
7. Any student referred to the school board for expulsion due to extreme disruptive behavior, possession of a controlled substance, in possession of a weapon, or involved in any other unlawful activity as stated in School County School Board Policy JCBE may be considered for placement in the alternative school for a designated period in lieu of expulsion by the school board on a case by case basis

Alternative school students are not permitted to attend any extracurricular activities.

### **IDEA STUDENTS (DISCIPLINE/ALTERNATIVE SCHOOL**

Students with disabilities may be subject to the same disciplinary measure or removal from school as non-disabled students as a result of misconduct, or when a student's behavior is deemed dangerous. However, if the removal constitutes a change of placement or exceeds 10 school days in one school year (consecutive or cumulative), a manifestation determination must be conducted. If the behavior is deemed to be a manifestation of the student's disability, an intervention plan will be implemented, or if already in place, will be reviewed/revised. If the behavior subject to disciplinary action is found not to be a manifestation of the student's disability, suspension or alternate placement may be ordered (the Director of Special Education must be notified by the school principal prior to the manifestation determination).

Removals of 10 Days or Less: A removal of 10 days or less requires no educational services (unless separate removals exceed 10 days in one year).

Removal of 11 Days or More: After a student has been removed from his or her current placement for 11 days in a school year (cumulative or consecutive), and during any subsequent removals, educational services must be provided.

### **Special Circumstances (IDEA)**

An IDEA student may be removed to an alternative setting (change in placement) for a period of 45 days regardless of manifestation of a disability if:

- The student is in possession of a weapon at school or school function or while under the jurisdiction of the Scott County School District; or
- The student is in possession of any illegal drug or substance (prescription or otherwise); solicits the sale of, or uses illegal drugs under the legal definition of the Mississippi Code of 1972 as amended or annotated, while under the jurisdiction of the Scott County School District; or
- Inflicts or attempts to inflict or threaten serious bodily injury of another student or adult while under the jurisdiction of the Scott County School District, to include school and school functions or activities. This will include any off campus activity that may pose an assumption of behavior (violence) that results in the threat of danger to the well-being or safety of others.

The IEP committee will conduct a manifestation determination review. If the behavior subject to disciplinary action is a manifestation of the disability, a FBA (Functional Behavioral Assessment) will be conducted and a BIP (Behavior Intervention Plan) will be implemented (or reviewed and/or revised). However, the district may remove the student for up to 10 consecutive days while convening the IEP meeting to determine the alternate interim placement. At the end of the 45 day alternative placement, the IEP committee will reconvene to review and recommend appropriate placement.

Reference: IDEA and Mississippi Code of 1972 as annotated or amended. **JCD**

**A student must be present a minimum of 75% of the school day in order to participate in any extracurricular practices or activities on that day.**

**SCOTT COUNTY SCHOOL DISTRICT**  
**TITLE I PARENT INVOLVEMENT**  
**POLICY**  
**2016-2017**

It is the belief of the Scott County Schools that cooperation and mutual understanding between teachers, parents, and the child is needed to promote success in education. Therefore, the Scott County School District's Title I program will:

- A. Involve parents in the joint development of the Title I instructional plan and process of school improvement by including parents from each of the participating schools as team members to give input to the development and review of the instructional plan and the school improvement plan when necessary.
- B. Provide coordination, technical assistance, and other support necessary to assist participating schools in the parent involvement process through the utilization of available resources such as parent involvement handbooks, workbooks, etc. as guides in formulating the written policies and planning a home-school parental involvement program.
- C. Provide in-service programs and/or written information focusing upon the National Education Goals, state content and Title I requirements. Information will be offered in an effort to assist parents in understanding how these performance/assessment standards impact upon their children's education. This information will be offered through practical suggestions and activities for use in the home. Additionally, individual conferences regarding these areas will be offered to parents who request more information. To the extent practicable, information/activities will be shared in a language the parents can understand.

Additional activities to promote improved student achievement can be:

- Utilize the site-based Parent Centers.
- Encourage parents to attend parent education meetings.
- Assist parents in interpreting assessment results.

Offer participation of parent involvement programs/activities with Mississippi Action for Progress. Encourage program participation for preschool youngsters and public preschool

programs. Involvement with preschool agencies will be ongoing.

Coordinate and integrate parent involvement programs/activities with Head Start, Home Instruction Program for Preschool Youngsters, and public preschool programs. District personnel will contact leaders to better coordinate and integrate the district parent involvement program with the program efforts of these agencies. Involvement with these agencies will be ongoing.

Encourage businesses and community organizations to form partnerships with schools. The involvement of these organizations and businesses could take the form of:

- making telephone calls to local businesses to donate prizes for parent meeting to encourage parents to attend meetings.
- providing prizes, awards, certificates etc. for both students and parents in recognition of accomplishments.
- having community leaders speak at parent meeting and workshops.
- volunteering to tutor or read to children.

Provide in-service programs and/or various written materials to help parents become full partners in the education of their children. These programs and materials will assist parents in understanding the physical, intellectual, and emotional needs of their child, beginning at birth. Various agencies and resources in the community as well as the school nurses will be utilized to assist in this effort.

Make available relevant curriculum materials to parents for use at home with their children. Each school will be responsible for disseminating materials and implementing home-based help for reinforcing classroom instruction.

Use school personnel, business leaders, etc. to provide information to parents whose primary language is not English.

Provide other reasonable support as parents request to include, but not limited to, the following:

- surveys, telephone contacts, & one-to-one

- D. Periodically, hold a meeting to determine the effectiveness of the parental involvement program and policy. Planning for the future revision of the program and policy will be

determined from information collected at this meeting. In addition to this meeting, other forms of information gathering may be utilized such as a parent survey.



E. Parents have the right to request information about the qualifications of their children's teachers and of any paraprofessionals who instruct them. Parents are entitled to know:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under a provisional status through which State qualification or licensing criteria have been waived;
- 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
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

F. If a parent or guardian has a comment or concern regarding a school site's school wide plan, he/she may submit those comments or concerns to the superintendent's office addressed to the attention of the Federal Programs Director.

G. Utilize the results of the annual evaluation to make revisions in the program and/or policy.

**SCSD BOARD APPROVED – 7/14/2016**

### **Internet Acceptable Use Policy (AUP)**

Scott County School District (SCSD) is pleased to offer Internet access to its students, faculty, and staff, in accordance with the terms and conditions of this policy. The Internet is a worldwide system of computer networks, connecting millions of users to its vast library of resources. This technology will help propel our schools through the electronic age by allowing students and staff to access and use these resources, communicate and collaborate with others, and significantly expand their available information base.

### **CIPA Overview**

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict Guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. This Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms (b) Cyber bullying awareness and response, (c) access by minors to inappropriate matter on the Internet and World Wide Web, (d) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (e) unauthorized access, including "hacking", and other unlawful activities by minors online, (f) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (g) measures designed to restrict minors' access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a “good faith effort” to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA. These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal usage of network resources. If a user violates any of these provisions, his/her account will be terminated & future access may be denied.

## **Internet Access Terms & Conditions of Use**

### **Personal Safety**

1. User will not disclose, use, disseminate or divulge personal or private information about himself/herself, minors or any others including personal identification such as, but not limited to, credit card data, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to SCSD authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.
3. SCSD technology personnel will fully cooperate with local, state or federal authorities in any investigation related to illegal activities conducted through the user’s Internet account.

### **Illegal/Unacceptable Use**

1. User agrees not to access, transmit or retransmit any materials(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or SCSD laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is deemed inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

*Any problems are the liability or responsibility of the account holder or user.*

### **System Resource Limits**

1. User shall only use the SCSD system for educational and career development activities and limited, high quality self-discovery activities as approved by SCSD faculty for a limited amount of time per week.
2. User agrees not to email chain letters or engage in “spamming” (that is, sending an annoying and unnecessary message to multiple recipients).
3. User agrees to immediately notify his/her teacher or other school administrator if inappropriate information is accessed. This will assist protecting user against a claim of intentional violation of this policy.

### **User Rights**

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore SCSD may restrict user’s right to free speech for valid educational reasons. SCSD will not restrict user’s right to free speech on the basis of differing opinions.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.
3. User should not expect files stored on school-based computers to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users have the right to inspect the contents of user’s files.
4. User has no expectation of privacy with regards to electronic communication, such as email, instant messaging. Per Federal Electronic Discovery rules, all email communication is to be archived for a period of time to be set in the district’s retention policy.

Individual schools within the district 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 students served at the school.

### **Consequences for Failure to Follow Terms and Conditions of AUP**

There will be consequences for any user who fails to follow SCSD and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, dismissal or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of SCSD, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

### **AUP in Plain English**

The school district has written this document to help explain the meaning of some of the things in our district AUP, so that you will better understand when you sign the Internet AUP Contract. This document spells out some of the things you should and should not do.

Remember, the main reason we have an AUP is for the safety of our students. This policy includes rules to protect the school district and to help keep our network working as fast as possible. Also, the AUP points out, in plain terms, that the police will get involved in your punishment if you break any laws while you are using the Internet at school. The police are very serious about this, too, and you need to know that they might be watching.

What kinds of things will get you into trouble? Here is a list of some rules to make sure you are using the Internet (and all electronic resources) the right way. Notice, these are the same things you are not supposed to do at school anyway. As you read them, keep in mind that the Internet is in school to help you learn, not to help you play.

- **Internet access is for educational purposes only.** This means that playing games, watching videos, listening to music and exploring your hobbies are not good reasons to use the Internet at school.
- Use of the Internet at school is a privilege, not a right. You can lose that privilege.
- Downloading, copying or sharing of copyrighted materials, software, video, and audio files (using file-sharing or peer-to-peer programs) is absolutely prohibited.
- Chat and instant messenger (IM) programs are not allowed.

- Email and other computer use are not private. Any data transmitted across the school's computer network is school property, and will be monitored for appropriate use.
- Cursing, or using bad words, is not allowed. This includes any inappropriate language used in email, searching the web, or pictures/images.
- Abusive messages or bullying of other students is not allowed.
- Do not ever reveal your full name, phone number, home address, or those of others when using the Internet. If you see another student doing this, report it to a teacher.
- Do not use another person's user account or share your account or password.
- Do not try to break security on any computer or network resource, such as trying to figure a password. This is considered hacking.
- No one is allowed to advertise or sell materials using the SCSD network. (You can't use the school's Internet access to sell something on eBay.)
- Do not view or cause others to view any material which is inappropriate at school. This includes sending or receiving things like copyrighted materials (music, video), threats or harassing messages, pornographic images, obscene or profane materials, illegal or controlled substances, defamatory or discriminatory material.
- Do not install any software programs to an SCSD computer. District technology staff must verify software licensing, compatibility and that all programs are virus-free.
- Do not intentionally damage a computer or technology equipment. Students found guilty of vandalism will face punishment at school and possibly criminal prosecution.
- Student and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. Copyright law. Only public domain files and resources in which the author has given expressed written consent for on-line distribution may be used.
- *Remember: Internet activity is automatically logged every day.*

**Consequences for violations of above terms and conditions include but are not limited to suspension and/or termination of network and/or Internet privileges, disciplinary action as outlined in the SCSD Student Handbook, and/or referral to law enforcement authorities for criminal or civil prosecution.**

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

All students have basic rights and responsibilities as afforded by the U.S. Constitution, the Constitution of the State of Mississippi, and Mississippi law.

### **I. STUDENTS' RIGHTS**

1. **Right to Learn:** Students have a right to a public education and to a non-disruptive educational environment in which to learn.
2. **Equal Opportunity:** Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extra-curricular activities is a privilege, which may be lost by misconduct, academic standing or other reasons provided by policy and/or law.
3. **Freedom of Expression:** Students have the right to express their opinions verbally or in writing as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.
4. **Privacy:** Students' academic and other personal school records are confidential as provided by law.
5. **Due Process:** Students have the right to due process as outlined by board policy and provided by law.

6. **Search and Seizure:** Students have the right to be free from unreasonable searches and/or seizures, but anything on school property or at school-related events is subject to search if a reasonable suspicion exists or otherwise as provided by law and policy.

### **II. STUDENTS' RESPONSIBILITIES**

A student attends school so that his/her individual capacities can be developed to the fullest. Student conduct is expected to reflect respect and consideration of the personal property rights of others as well as an understanding of the need for cooperation with all members of the school community. Students are expected to fulfill certain responsibilities including, but not limited to:

1. Respect for authority, including obedience to school rules and regulations and to the law.
2. Respect for the rights of other persons and for school and community property.
3. Regular attendance and meeting of school obligations.
4. Develop standards of personal conduct which are reflected in socially approved behavior.
5. Accept responsibility for his/her own work and behavior.

**JAA**