

**HANDBOOK FOR STUDENTS  
AND PARENTS**

**CALHOUN COUNTY  
SCHOOL DISTRICT**

**2018-2019**

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## PREFACE

This handbook is an attempt to provide a uniform set of rules for students in all schools within Calhoun County School District. The handbook was compiled with input from students, parents, teachers, administrators, and the Board of Education.

The Calhoun 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 designated compliance coordinator to respond to questions or complaints from applicants, employees, students and other interested persons is Kimberly Springer, the district coordinator for Title VI of the Americans With Disabilities Act of 1990, Title IX of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, who may be contacted at the Calhoun County School District Office, phone 662-412-3152 or e-mail [kspringer@calhounk12.com](mailto:kspringer@calhounk12.com)

## PARENTAL RESPONSIBILITY

The Mississippi Code requires that parents be informed of the following regulations dealing with parental responsibility:

- § 97-37-13     **Weapons Possession** A parent may be guilty of a misdemeanor and fined up to \$1000 and or up to 6 months in county jail for knowingly allowing a child (under 18) to have, own, or carry concealed a weapon.
- § 37-11-53     **General Responsibility for Child's Acts** The district's discipline plan must be given to students, and parents **must** sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and penalties for failure to perform such parental duties, i.e. misdemeanor/fine up to \$3500.00.
- § 37-11-59     **Conference Attendance** A parent may be guilty of a misdemeanor and fined up to \$250.00 for failure to attend a noticed conference.

## NOTICE !!!

It is the duty of students and parents to read, understand, and comply with all rules and regulations stated in the handbook. If interpretation of any part of the handbook is needed, please contact your child's teacher or the principal of the school your child attends. Translators are available for students and parents with limited English proficiency.

## **CALHOUN COUNTY BOARD OF EDUCATION**

Mrs. Janice Yates Golliday, District #1, **Vice-President**  
328 S. Pontotoc Road  
Bruce, MS 38915  
Term: January 2017 – December 2022

Mr. Will Fleming, District #2, **President**  
1323 CR 102  
Houston, MS 38851  
Term: January 2017 – December 2022

Mr. Bubba Weeks, District #3  
527 N. Pontotoc Road  
Bruce, MS 38915  
Term: January 2016 – December 2018

Mrs. Precious Thompson, District #4  
116 CR 489  
Calhoun City, MS 38916  
Term: January 2013 – December 2018

Mr. Don Hardin, District #5, **Secretary**  
P.O. Box 1211  
Calhoun City, MS 38916  
Term: January 2017 – December 2022

### **EDUCATIONAL PHILOSOPHY OF CALHOUN COUNTY SCHOOLS**

The Board endorses the concept that the education of the young people is one of the most significant functions and responsibilities of our democratic society. The Board's responsibility is to provide an adequate educational environment in which each pupil, in terms of his individual characteristics, may develop his full potential to become a useful and responsible member of his home, community, and society.

The Board believes that academic freedom is essential to the achievement of the purposes of the school system. It acknowledges the fundamental need to protect teachers from censorship or restraint, which might interfere with their obligation to pursue truth in the performance of their classroom function.

**TO: Parents**  
**FROM: Principal**  
**DATE: July 1, 2018**

Attached is a copy of the Calhoun County School District Handbook for Students and Parents. The handbook contains rules and regulations for student conduct and other important information. Please read the handbook carefully and talk with your child about the importance of it.

**Notice:** Sales of various items such as school day pictures, candy, caps, gowns, invitations, T-shirts, mugs, novelties, annual advertisements, doughnuts, pencils, school store items, vending machine items, Avon, fruit, greenhouse plants, raffles, and tickets for admission to athletic events and other school programs and concerts, as well as admission to field day events sponsored by charitable organizations such as the Mississippi Lung Association are conducted throughout the year as fund raising events. A portion of the sales price will be contributed to the local student activity fund.

Please sign below to indicate that you have read and understood all of the information presented in the Student/Parent Handbook and return this notice to the school.

\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian \_\_\_\_\_

\_\_\_\_\_  
Mailing address \_\_\_\_\_

\_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_

\_\_\_\_\_  
E-Mail address \_\_\_\_\_

### ACCEPTABLE USE POLICY

I have read and understand the information in the Acceptable Use Policy about appropriate use of the computer network in the Calhoun County School District and I understand that this form will be kept on file at the school. I agree to abide by the appropriate use policy set out in this document.

User's Name (print) \_\_\_\_\_

User's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**If the user above is a student, the Parent/Guardian Permission below must be signed.**

#### **Parent/Guardian Permission for Students**

I give my child permission to access the network as outlined above. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server. Personally identifying information would be withheld.

Parent/Guardian's Name (print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

\*Prior to using the Calhoun County School District network or attached equipment, all users must read and sign this agreement. Parents or guardians of students must also sign and give their permission for this use. The requirement includes staff, students, parents, community members, workshop presenters, outside technical assistance people, and all others.

## CALHOUN COUNTY SCHOOL DISTRICT IMAGE PUBLISHING FORM

In order to abide by parent/guardian desires for privacy, we are requiring your consent before publishing student photographs and/or student work on the Calhoun County District web pages, in school newsletters and brochures, or in local newspapers, or on local television stations. If pictures or work is displayed on web pages personally identifying information will be withheld and will include no more than the first name. The child's full name may be used for identification for awards, activities, sports, etc.

- I give my permission for my child's photograph and/or school work to be used on school web pages without personally identifying information and no more than first name used.

Please check one: yes \_\_\_\_\_ No \_\_\_\_\_

- I give my permission for my child's photograph and/or full name to be used for newsletters, newspapers, television, and other communications as described above.

Please check one: yes \_\_\_\_\_ No \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an 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 to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. 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 20202-5901

FERPA also requires that Calhoun County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Calhoun County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Calhoun County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, colleges or companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>1</sup> (Military recruiters would only request information for high school students – probably only juniors and seniors.)

If you do not want Calhoun County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 10, 2018. **(Opt –out form is on the back of the signature page.)** Calhoun County School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Weight and height of members of athletic teams



- Degrees, honors and awards received
- Participation in officially recognized activities and sports
- The most recent educational agency or institution attended.

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<sup>1</sup>These laws are: section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

A list of the guidelines on military recruiters' and colleges' access to information can be found at the following Web site: [www.ed.gov/offices/OM/fpco/hot\\_topics/ht\\_10-09-02.html](http://www.ed.gov/offices/OM/fpco/hot_topics/ht_10-09-02.html). If you have questions, please call the principal at your child's school.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The *Protection of Pupil Rights Amendment* (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. Sexual 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.

Calhoun County School District will develop and adopt 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, and use of personal information for marketing, sales, or other distribution purposes. Calhoun County School District will also directly notify, such as through U.S. Mail or e-mail, 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. Calhoun County 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. Parent 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, D.C. 20202-5901

### **ACCEPTABLE USE POLICY\***

Please read the following carefully before signing. This is a legal and binding document.

#### **Introduction**

Calhoun County School District has established a Local Area Network (LAN) for each school in the district and a Wide Area Network (WAN) that links all schools and makes access to the Internet and e-mail possible. The Internet allows staff, students, and occasionally others in the community, to explore thousands of libraries, databases, museums, and other sources of information; e-mail allows students to collaborate on school projects with students in other classes or schools or to communicate for special projects, with approved adults such as authors, college professors, or legislators. Parents may also communicate with teachers or vice versa about student progress. E-mail may be used as a way to keep up with assignments for students who are absent. The networks, Internet, and e-mail allow teachers to collaborate with each other and to research lesson plans and materials to enrich lessons. The online lesson plans allow administrators to keep in close touch with what is being taught in the classroom. E-mail serves as a way to update staff and communicate on school issues in a timely manner. Teachers or administrators may use the Internet to take online courses for professional development or to earn college credits. Opportunities available increase every day.

Calhoun County School District complies with the Child Internet Protection Act (CIPA) by providing filtering services that block offensive content and also provides close supervision when students are using the Internet; however, the district cannot make an absolute guarantee that a student will view no inappropriate material. The district also complies with The Children's Online Privacy Protection Act (COPPA) which requires parental permission when individually identifiable information about a child is collected online that would allow someone to identify or contact a child. The district will release no such information, and students are prohibited from releasing such information. Students must have parental consent to use the Internet and must use the Internet responsibly.

#### **Acceptable Uses**

1. The computer networks in the Calhoun County School District have 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 e-mail, message boards, and other means. All users are responsible for citing sources and giving credit to authors during the research process. Staff members are allowed access to school equipment outside of class hours for personal use subject to some restrictions (see staff handbook).

2. Students and other users will have access to the Internet via computers in the classrooms, libraries, labs, etc. when assigned or when they have received permission and are supervised.
3. Network users must respect resource limits and must delete old e-mails 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. School officials or technicians may review the system from time to time to ensure that the system is being used properly. For this reason, students or staff members should expect that e-mails, material placed on Web pages, and other work that is created on the network may be viewed by a third party.
6. 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 school.
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 school.
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, downloading music, 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 as another user or access others' 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, school administrator, and/or network administrator.
8. Network users may not engage in "spamming" (sending an e-mail to more than 10 people at the same time) or participate in chain letters. The prohibition against "spamming" does not apply to personal information lists or school workgroups.

#### **Consequences of Inappropriate Use**

Inappropriate use, vandalism or tampering with computer systems or security systems, or any malicious attempt to harm or destroy data of another user of the Calhoun County School District network will result in disciplinary actions to be determined by school administrators and loss of computer and network privileges - temporarily or for the remainder of the school year depending upon the severity of the infraction.

## **Safety Guidelines**

1. Never give out your last name, address, or phone number online.
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 a teacher, aide, or administrator immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Parents of students should instruct them if there is additional material that they think it would be inappropriate for students to access. Calhoun County School District expects students to follow their parent's wishes in this matter.

\*Prior to using the Calhoun County School District network or attached equipment, all users must read and sign this agreement. Parents or guardians of students must also sign and give their permission for this use. The requirement includes staff, students, parents, community members, workshop presenters, outside technical assistance people, and all others.

**Students and parents must sign and return the appropriate use policy agreement on the signatures page of this handbook in order to use computers on the network in the Calhoun County School District.**

*Calhoun County School District*  
**119 WEST MAIN STREET • PITTSBORO, MS 38951**

Dear Parent or Guardian:

The schools in the Calhoun County School District provide parents or guardians of their students with Staff Directories. The Directories have information about the school staff and their qualifications. If you have questions or want to discuss a school employee's qualification with the school, you may make an appointment with the principal of the school.

As described in the *ESSA* Legislation, you are entitled, at a minimum, to the following information:

- 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 emergency or other 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 degrees 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.

You should also receive information from the school on your child/children's level of achievement in each of the state academic assessments in the form of a score report. You may wish to talk with your child's teacher, counselor, or principal to discuss details of the report.

Timely notification will also be sent to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you have questions about any of the provisions addressed in this letter, please call the school or Kimberley Springer, the Director of Federal Programs, in the district office at 412-3152.

Educationally yours,

Kimberley Springer

## CONTACTING SCHOOL PERSONNEL

**Parental questions and concerns should first be addressed to the teacher.** If the matter cannot be resolved with the teacher, the parent may wish to contact the principal. When both the teacher and the principal have been contacted without resolution of the problem, the parent may contact the superintendent. The following is a list of administrators and the numbers at which they can be contacted:

CALHOUN COUNTY SCHOOL DISTRICT  
Dr. Lisa Langford, Superintendent  
Kimberley Springer, Federal Programs, Section 504, Alternative School and Discipline  
Jeff Patton, IDEA  
119 West Main Street, Pittsboro, MS 38951 Ph. 412-3152

BRUCE ELEMENTARY SCHOOL  
Paula Maddox, Principal  
P. O. Box 579, Bruce, MS 38915 Ph. 983-3373

BRUCE UPPER ELEMENTARY SCHOOL  
Julia Aron, Principal  
P. O. Box 1159, Bruce, MS 38915 Ph. 983-3366

BRUCE HIGH SCHOOL  
Dallas Gore, Principal  
P. O. Box 248, Bruce, MS Ph. 983-3350

CALHOUN CITY ELEMENTARY SCHOOL  
Heather Nix, Principal  
P. O. Box H, Calhoun City, MS 38916 Ph. 628-5111

CALHOUN CITY MIDDLE SCHOOL  
Stacia Parker, Principal  
P. O. Box 559 Calhoun City, MS 38916 Ph. 628-1890

CALHOUN CITY HIGH SCHOOL  
Mike Ray, Principal  
P. O. Box 559, Calhoun City, MS 38916 Ph. 628-5112

CALHOUN COUNTY CAREER AND TECHNICAL CENTER  
Kyle Clark, Vocational Director  
302 North Madison St.  
P.O. Box 1573  
Calhoun City, MS 38916 Ph. 628-1143

VARDAMAN ELEMENTARY SCHOOL  
Pamela Lee, Principal  
P. O. Box 267, Vardaman, MS 38878 Ph. 682-7799

VARDAMAN HIGH SCHOOL  
Dr. Tim Cook, Principal  
106 WB Gregg, Vardaman, MS 38878 Ph. 682-7574

**Note: Conferences with teachers and/or administrators may be arranged by calling the office of the principal. Conferences will be scheduled at a time that will not require the teacher to leave a scheduled instructional period and will not interfere with the principal's duty to supervise instruction.**

## CALENDAR FOR THE 2018-2019 SCHOOL YEAR

Aug. 2, 3, & 6 .....	Professional Training Days
Aug. 6.....	Open House 4:00-6:00
Aug. 7 .....	First Day for Students
Sept. 3 .....	Labor Day Holiday
Oct. 8 & 9 .....	Professional Training Days
Nov. 19-23 .....	Thanksgiving Holidays
Dec. 20 .....	60% Day
Dec. 21-Jan. 4 .....	Christmas Holidays
Jan. 7 .....	Professional Day
Jan. 8 .....	Begin Second Semester
Jan. 21 .....	Martin Luther King Holiday
Feb. 18 .....	Professional Training Day
Mar. 11-15.....	Spring Holidays
Apr. 19-Apr. 22 .....	Easter Holidays
May 24 .....	Last Day for Students (60% Day)
May 25 .....	Last Day for Teachers (All Day)
May 25.....	Graduation- CCHS 6:00/BHS 8:00
May 26 .....	Graduation- VHS 6:00
May 28 .....	Memorial Day

**Note:** If days are missed due to inclement weather the make-up days will be Feb. 18<sup>th</sup>, April 22<sup>nd</sup>, and May 28<sup>th</sup>.

### SCHEDULE OF NINE-WEEKS TESTS, EXAMS, AND REPORT CARDS

September 5 .....	Student Progress Reports
September 26 .....	Student Failure Reports
October 3-5 .....	Nine Weeks Tests
October 10 .....	Report Cards Go Out
November 7 .....	Student Progress Reports
November 28 .....	Student Failure Reports

December 18-20 .....	Semester Exams
January 9 .....	Report Cards Go Out
February 6.....	Student Progress Reports
February 20 .....	Student Failure Reports
March 6-8.....	Nine Weeks Tests
March 20.....	Report Cards Go Out
April 10.....	Student Progress Reports
May 1.....	Student Failure Reports
May 22-24.....	Final Exams



## ELIGIBILITY TO ATTEND CALHOUN COUNTY SCHOOLS

### Age for Enrollment:

**Pre-Kindergarten:** A child must have attained his/her fourth birthday on or before **September 1** of the current year.

**Kindergarten:** A child must have attained his/her fifth birthday on or before **September 1** of the current year.

**Grade One:** A child must have attained his/her sixth birthday on or before **September 1** of the current year. Mississippi law requires that all children who have attained the age of 6 years before **September 1** must attend school. Children who have not reached the age of 17 prior to **September 1** must attend school. An attendance officer monitors enrollment and attendance of school age youth.

### Documentation Requirements:

Each student must provide all required documentation for enrollment purposes before the first day of classes for the 2018-2019 school year or risk being withdrawn from school.

1. Each student or his/her parent/legal guardian must provide the student's certified birth certificate or other approved document of proof of age and must also provide the student's Mississippi Certificate of Compliance (121 Form) shot record.

2. According to Mississippi State Health Dept., beginning 2012-2013, all children entering the 7<sup>th</sup> grade, will be required to have the Tdap vaccine. Any 7<sup>th</sup> grader who does not complete this requirement will not be able to begin school until this requirement is met.

3. Each student must be enrolled under his/her legal name by a parent/legal guardian who is a district resident. If a student is enrolled by a legal guardian, legal guardians must provide the school a certified copy of the court decree (or petition if pending) declaring the district resident to be the legal guardian of the student and furthering declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes. No affidavits will be accepted upon the enrollment date of August 1, 2011 for newly enrolled students of Calhoun County School District.

However, students that have provided affidavits of residency prior to August 1, 2011 for enrollment purposes will be approved by completing the proper paperwork yearly in order to meet residency requirements.

4. When a new student transfers from another school, the parent/legal guardian should show a withdrawal form from the school previously attended.

5. A. Each student must provide two proofs upon enrollment in his/her parent/legal guardian's name of a physical address within the district and appropriate local school zone.
    - a. Filed homestead exemption form
    - b. Mortgage documents or property deed
    - c. **Current Notarized** Home Lease, Typed Rental Agreement, or Apartment Rental Agreement
    - d. Current utility bills that show physical or E911 address (water, gas, electricity, garbage, satellite, and land-line phone). "Current" is defined as "officially dated within 90 days of enrollment".
    - e. **E911 form**
    - f. Automobile registration
    - g. Renter's or Home Owner's Insurance
    - h. Valid Driver's License
    - i. Voter Precinct Identification
    - j. Government Documents (food stamps, SSI, IRS, Welfare, Medicaid, Medicare)
  - B. Student is living with legal guardian and a certified copy of the Court Decree, or petition if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.
  - C. Each student who changes residency (moves) during current school year is responsible for notifying the school and providing two updated, current proofs of physical address in his/her parent/legal guardian's name and providing the school with current emergency contact phone numbers. (Because students must attend school in their zone of residency, school placement could change as a result of a move).
6. When there is a change of residency, the student is responsible for providing documentation of the new address. When families move, school placement may change. Students are required to attend the school in their attendance area.
  7. Students who live outside of Calhoun County must apply by July 1 and pay annual tuition before the start of school of \$900 for the first child with each additional child in the family assessed \$50 less on a sliding scale (second child at \$850, third at \$800, and so forth.)
  8. Students who were enrolled last year and whose address has not changed must verify continued residence at the same address. Students that have been requested to provide proofs of residency and have been in failure to comply with requests before the first day of classes for the 2018-2019 school year will risk being withdrawn from their respective school and cannot return until these matters have been completed.

### **ADMISSION OF STUDENTS COMING FROM ALTERNATIVE SCHOOLS**

Students who come from other districts and have been assigned to an Alternative School will automatically be placed in Alternative School when they are admitted to a Calhoun County school.

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

The district does not accept students from schools or programs not accredited by the state or a regional agency without administering standardized or teacher-made test to determine placement. The assessment will be given within 30 days of student registration and the parent or legal guardian will be given a 5 day notice of the test administration date.

### **ADMISSION OF HOMESCHOOLED STUDENTS**

The district does not accept students from schools or programs not accredited by the state or a regional agency without administering standardized or teacher-made test to determine placement. The assessment will be given within 30 days of student registration and the parent or legal guardian will be given a 5 day notice of the test administration date.

### **ADMISSION OF HOMELESS STUDENTS**

When a child is determined to be homeless as defined by the Stewart B. McKinney Act, enrollment action in the best interest of the child shall be taken, pursuant to federal guidelines and Board policy.

### **ADMISSION OF ENGLISH LEARNERS (EL)**

When a child is determined to be an English Language Learner as defined by Public Law 107-110, enrollment action in the best interest of the child shall be taken, pursuant to federal guidelines, under section 1112 (G) and 3302 of the Elementary and Secondary Education Act and Board Policy.

### **ADMISSION OF MIGRANT STUDENTS**

When a child is determined to be migrant as set forth under Title I, Part C, Public Law 103-382 of the Elementary and Secondary Education Act, enrollment action in the best interest of the child shall be taken, pursuant to federal guidelines and Board Policy. The Calhoun County School District is part of a migrant consortium administered by Mississippi State University. Any questions may be directed to the university at (662) 325-1815.

### **WITHDRAWAL OF STUDENT**

A parent or legal guardian must report to their child's school office to officially withdraw a student from school. The parent or legal guardian will receive official withdrawal papers from the school once all dues/fines have been paid; if applicable.

## PLACEMENT, PROMOTION, AND RETENTION

### Pre-Kindergarten

Pre-kindergarten students may be retained at the discretion of the administration, teacher, and parent.

### Kindergarten

#### 1. Placing of six-year-olds in kindergarten.

- a. Six-year-old students eligible to attend first grade may be assigned to kindergarten upon parental request with consent of the elementary principal. Reasons for such placement may include immaturity, developmental delays, and handicapping conditions which in the opinion of the principal would render a kindergarten placement the most appropriate placement for the child. A letter explaining the rationale for the placement will be jointly signed by the parent(s) and the principal and filed in the student's cumulative folder.
- b. Six-year-old students eligible for first grade may be assigned to kindergarten within fifteen school days after enrollment based upon these criteria:
  1. The teacher's assessment of the child's performance and ability being so low within the readiness range that effective instruction and success in the first grade would not be feasible.
  2. Approval of such a transfer from first grade to kindergarten by the elementary principal.

A letter will be sent to the parent(s) as notification of the change in placement. A copy of the letter with other information such as samples of written work, checklists, etc. will be filed in the student's cumulative folder.

#### 2. Retention of kindergarten students.

Kindergarten students may be retained based upon three criteria:

- a. Failure to successfully complete the reading readiness curriculum, demonstrate minimum levels of skill in arithmetic and reading readiness, and pass diagnostic reading and math assessments.
- b. Teacher recommendation for retention.
- c. Approval of the principal.

### First -Fourth Grade Students

In order to be promoted from first to second grade, a student must successfully complete the first grade reading curriculum and receive a minimum grade of 70 in reading and mathematics. In order to be promoted from second grade to third grade, a student must successfully complete the second grade reading curriculum and receive a minimum grade of 70 in reading and mathematics. In order to be promoted from third grade to fourth grade, a student must successfully complete the third grade reading curriculum and receive a minimum of 70 in reading and mathematics. In order to be promoted from fourth grade to fifth grade, a student must successfully complete the fourth grade reading curriculum and receive a minimum of 70 in reading and mathematics.

### Fifth-Eighth Grade Students

In grades 5-8, non-disabled or non-limited English Proficient students who fail in two or more academic subjects (English, mathematics, science, social studies, and reading where offered) will be retained. Students who fail to master the core skills **by failing** only one course will be promoted. Fifth through eighth grade students who fail to meet basic score requirements of the

MAAP test will be considered for promotion/retention by an internal review team and will be referred to the school's teacher support team.

Note: Students who fail the same major subject for two consecutive years may be retained. A limited English proficient student cannot be retained if he or she has tested less than proficient in English.

**Senate Bill 2347 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**

**HONOR ROLL**

**Kindergarten-8th Grade**

93-100	A	Principal	all grades 93 and above
85-92	B	Honor	all grades 85 and above
75-84	C		
70-74	D		

**9th-12th Grade**

90-100	A	Principal	all grades 90 and above
80-89	B	Honor	all grades 85 and above
70-79	C		
65-69	D		
64 and below	F		

\*\*Handwriting, summer school grades, physical education, band and chorus grades will not be considered in determining honor roll status.\*\*

**Classification Of High School Students**

High school students must achieve mastery of all core skills and a minimum grade of 65 in each course to receive credit. Each student will be classified according to the following criteria:

- Ninth grade.....Has completed eighth grade
- Tenth grade.....Has earned a minimum of **6** credits
- Eleventh grade....Has earned a minimum of **12** credits

Twelfth grade.....Has earned a minimum of **16** credits and is registered for the units needed for Graduation

Note: The state of Mississippi requires that students pass subject area tests in the following courses in order to graduate: Algebra I, Biology I, English II, and United States History. Students who pass the course, but fail the subject area test will receive credit for the course. Remediation and retesting will be provided. Carnegie Units are separate from student assessment.

**REQUIREMENTS FOR GRADUATION**

Calhoun County School District is committed to improving the success of all students. See your school counselor for specific courses that satisfy requirements for acceptance into a MS 4 year college or university. Graduation requirements differ depending on what year a student enters 9<sup>th</sup> grade for the first time.

**I. Entering 9<sup>th</sup> graders of 2016-2017 and BEFORE may choose to complete A, B, or C. Entering 9<sup>th</sup> graders of 2017-2018 may choose to complete B or C.**

<b>Career Pathway Option*</b> <b>21 Credits***</b>		<b>Traditional Pathway Option*</b> <b>24 Credits Minimum</b>		<b>District Option***</b> <b>21 Credits Minimum</b>	
<b>A</b>		<b>B</b>		<b>C</b>	
<b>Graduation Requirements</b>	<b>Required Subjects</b>	<b>Graduation Requirements</b>	<b>Required Subjects</b>	<b>Graduation Requirements</b>	<b>Required Subjects</b>
4 Credits of English 3 Credits of Math 3 Credits of Science 3 Credits of Social Studies	CCSS English I, CCSS English II CCSS Algebra I Biology I 1 U.S. History 0.5 U.S. Govt. 0.5 MS Studies	4 Credits of English 4 Credits of Math 4 Credits of Science 4 Credits of Social Studies	CCSS English I, CCSS English II CCSS Algebra I Biology I 1 World History 1 U.S. History 0.5 Geography 0.5 U.S. Govt. 0.5 Economics 0.5 MS Studies	4 Credits of English 4 Credits of Math 3 Credits of Science 3 Credits of Social Studies	CCSS English I, CCSS English II CCSS Algebra I Biology I 1 World History 1 U.S. History 0.5 U.S. Government 0.5 MS Studies
0.5 Credit of Health/Physical Education	0.5 Comp. Health 0.5 Family and Individual Health, or 0.5 Physical Education	0.5 Credit of Health 0.5 Credit of Physical Education	0.5 Comp. Health or 0.5 Family and Individual Health	0.5 Credit of Health 0.5 Credit of Physical Education	0.5 Comprehensive Health or 0.5 Family and Individual Health
1 Credit of Integrated Technology	Computer Discovery, ICT II, 9 <sup>th</sup> STEM, or Computer Applications and Keyboarding	1 Credit of Business & Technology	Computer Discovery, ICT II, 9 <sup>th</sup> STEM, or Computer Applications and Keyboarding	1 Credit of Business & Technology	Computer Discovery, ICT II, 9 <sup>th</sup> STEM, or Computer Applications and Keyboarding
4 Credits of Career and Technical Education Electives 2.5 Credits of Electives	From Student's Program of Study	1 Credit of Art 5 Credits of Electives		1 Credit of Art 4 Credits of Electives	
<b>Subject Area Tests</b> The Subject Area Testing Program (MAAP) consists of four academic, end-of-course tests (CCSS Algebra I, Biology I, CCSS English II, and U.S. History from 1877). A passing score in each of the four subject-area tests are required.					

- \* Career & Traditional Pathway options are State Board required.
- \*\* District Pathway Option is a local decision.
- \*\*\* The Career Pathway Option is available for all students beginning in 2012-2013.

## II. Entering 9<sup>th</sup> Graders of 2018-2019 and after

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

### TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology I</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

#### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

#### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

### ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English Elements I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math Elements I-III</li> <li>Alternate Algebra Elements</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology Elements</li> <li>Alternate Science Elements II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History Elements (Strands: U.S. History and World History)</li> <li>Alternate Social Studies Elements (Strands: Economics and U.S. Government)</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health Elements</li> </ul>
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)</li> </ul>
Additional Electives	2	
<b>Total Units Required</b>	<b>24</b>	

#### Requirements

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

# Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

## CAREER AND TECHNICAL ENDORSEMENT

### Additional Requirements

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

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

## ACADEMIC ENDORSEMENT

### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency sub score).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One academic dual credit course with a C or higher in the course

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	



## DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>• Algebra I + two (2) additional math courses above Algebra I</li> </ul>
Science	4	<ul style="list-style-type: none"> <li>• Biology I + two (2) additional science courses above Biology I</li> </ul>
Social Studies	4	<ul style="list-style-type: none"> <li>• 1 World History</li> <li>• 1 U.S. History</li> <li>• ½ U.S. Government</li> <li>• ½ Economics</li> <li>• ½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	8	<ul style="list-style-type: none"> <li>• Must meet 2 advanced electives of the CPC requirements for MS IHLs</li> </ul>
<b>Total Units Required</b>	<b>28</b>	

### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency sub score.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One academic dual credit course with a B or higher in the course

**The Subject Area Testing Program (SATP) consists of four academic, end-of-course tests (Algebra I, Biology I, English II, and U.S. History from 1877). A passing score in each of the four subject-area tests are required.**

**\*Career & Traditional Pathway options are State Board required.**

**\*\*The Career Pathway Option is available for all students beginning in 2012-2013.**

**Both courses in each module must be completed to obtain Career and Technical credits.**

See your school counselor for specific courses that satisfy requirements.

**Note: Students who don't pass 8th grade math will be considered for promotion/retention by an internal review team.**

**Note:** No more than one credit may be earned through correspondence. No more than one credit towards high school graduation may be earned during a summer school session.

**Note:** CCSD offers a Credit Recovery Program. For further information, contact your school counselor.

**Note:** To meet the requirements of House Bill 999, CCSD has adopted an Abstinence Plus curriculum to be implemented into Science/Health classrooms in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. Parental consent must be given for student participation

## EARLY GRADUATION

Students who elect to participate in CCSD's Early Graduation Option Policy are not eligible for popular elections. A student who graduates before the class he/she entered ninth grade with shall be considered an early graduate.

Beginning with the freshman class of 2016-2017, students who are graduating early will not be considered for Valedictorian or Salutatorian honors. A student who graduates before the class he/she entered ninth grade with shall be considered an early graduate.

Please see school counselor for further information and to receive an Early Graduation Application. Note: all Early Graduation paperwork must meet deadlines of August 15<sup>th</sup> for December graduation and December 15<sup>th</sup> for May graduation.

## CHANGE OF SCHEDULE

It is recommended that a change of schedule not be made unless absolutely necessary. Schedule changes must be approved by the principal, who may delegate authority to the counselor, to make such changes. Students may request schedule changes within five days of the beginning of school. Teachers may request that students' schedules be changed when they determine that a student is inappropriately placed.

## REQUIRED COURSES FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI

<u>Subject</u>	<u>Number of Credits Required:</u>
English	(4) all must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.
Math	(3) Algebra I or its equivalent Math higher than Algebra I (2units)
Science	(3) Biology I or its equivalent Science higher than Biology I (2 units)
Social Studies	(3) World History U.S. History, U.S. Government (1/2) Economics (1/2) or Introduction to World Geography (1/2 unit)
Arts	(1) Includes any one Carnegie unit (or two ½ credits) of visual and performing arts course(s) meeting the requirements for high school graduation
Advanced Electives	See school counselor for courses that satisfy this requirement
Technology	(1/2) a course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

See your school counselor for specific courses that satisfy requirements.

Please visit the following site for further information on MS Graduation requirements: [http://www.mde.k12.ms.us/accred/Final\\_2010\\_11-30-10\\_manual.pdf](http://www.mde.k12.ms.us/accred/Final_2010_11-30-10_manual.pdf) (pg. 40-44). Furthermore, MS IHL Requirements can be reviewed at the following website: <http://www.mississippi.edu/riseupms/getready-credits.php>

## ADVANCED PLACEMENT CLASSES

Students have access to all Advanced Placement (AP) courses offered on the **Mississippi Virtual School** online list, which satisfies the requirement that four AP courses must be offered. **A student must first have approval from school principal and counselor to enroll in a course that is offered through Mississippi Virtual Public School. Upon enrollment of course, the student is responsible for completing assignments and completion of course.** Averages from courses taken through the MS Virtual School will be computed in the student's overall GPA.

**\*\*Note:** Course titles vary from school to school. Some Advanced Placement courses may not be available in all schools.

**\*\*Note:** If a student is enrolled in an Advanced Placement class, it is a requirement that the student participates in the Advanced Placement test.

**A grade received in an Advanced Placement course or in a Dual Credit course will be multiplied by a factor of 1.1.**

## VOCATIONAL GUIDELINES

### Vocational Programs Admission Requirements

#### **Prerequisites for admission into all Year 1 vocational classes:**

Student must be a 9<sup>th</sup>-12<sup>th</sup> grade student

#### **Prerequisites for students to return for Year 2 of a vocational class:**

Student must have at least a final average of 70 in the Year 1 class

Student must have at least a 90% attendance in Year 1 class

Student must have had no more than 3 discipline referrals during Year 1 class

#### **Special Consideration**

Students with an IEP can be placed into a vocational program by their IEP committee if the committee deems the placement sage and appropriate for the student. If a student with an IEP is to be placed in a vocational program, one of the following people must be a member of the committee:

Vocational Director

Program Instructor

Student Services Coordinator

Vocational Counselor

### Class Size Limitations

Year 1 classes have a maximum capacity of 15 students per class

Year 2 classes have a maximum capacity of 12 students per class

Each school will be given a number of spots in each section based on the total enrollment of the school.

Calhoun County School District will not discriminate in its vocational programs on the basis of sex, race, religion, color, national origin, age, or handicap.

## EXEMPTIONS

Students, **5<sup>th</sup> through 12<sup>th</sup> grade**, including seniors, who take exams, will be exempt from the final exams only, if the following criteria are met in each class: an average of 93 or above with no more than 3 absences per semester, an average of 85 – 92 with no more than 2 absences per semester, and 76-84 with no absences per semester. All absences either excused or unexcused will count including doctor's notes. Three tardies or three early dismissals will count as an absence

for this policy. Please note, 9 week courses will not be exempt. Although this policy rewards academic performance, the primary purpose is to improve school attendance by rewarding exemplary attendance.

### **HOMEWORK**

Homework will be given to reinforce school academic studies. Assignments are expected to be turned in on time.

### **EXTRA CREDIT**

Extra credit, if offered will be for all students and will not substitute for work not completed. It must be over and above regular work.

### **REPORT CARDS**

Progress Reports will be issued during the fourth week of each nine-week period, and Failure Notices will be sent during the seventh week of each period. A report card indicating each student's accomplishments will be issued four times during the school year at nine week intervals. Report cards go out on the Wednesday following nine weeks test week. If the report card indicates failing or unnecessarily low grades, it will be advisable for the parent to schedule a conference with the teacher involved in order to attain proper corrective measures. (See "Contacting School Personnel" on page iv.)

Grading procedures for each class will be sent home at the beginning of the year. Grades for PE, Band and Chorus will not be included in GPA. Semester exams will be comprehensive. Exams will be given in grades five through twelve. The exam will be counted as 20% of the semester grade. Grading practices will be fair and consistent within each grade. Points will not be taken off as a form of academic discipline.

## **ATTENDANCE    ABSENCES    EXCUSES**

Regular attendance is the basic pre-requisite to success in school. Both the parent and the student should strive for perfect attendance. Each day missed breaks the learning process and becomes a lost opportunity.

\*\*\*\* According to House Bill No. 1530, each student must be present for 63% of his or her *individual instructional day* as fixed by the local school district for each school in order to be considered in full-day attendance. For further information on this requirement, please see your school principal or school counselor.

1. An absence may be excused under the following circumstances:
  - a. written parental verification of a specific illness;
  - b. medical or dental verification;
  - c. death or serious illness in the immediate family;
  - d. school sponsored events;
  - e. court summons;
  - f. religion- to which the student's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee.
  - g. absences approved in advance by the principal.

2. Parents may exercise parental discretion in taking their children out of school for the above reasons; however, after five absences per semester the school MUST require a doctor's or legal excuse. It is the duty of the principal to determine whether such absences are to be excused or unexcused. The school only accepts 5 parent notes per semester for absences.
3. In order for a parent note to excuse an absence, the following must be listed on the parent note: first and last name of student, first and last name of parent, date(s) the student was absent, the specific reason why the student was absent, and date the excuse was written.
4. In the case of special or unusual circumstances, parents must make arrangements with the principal at least one day before the planned absence. In cases of serious illness or death within the immediate family, absences may be excused if the principal is notified in writing by the parent.
5. The make-up work must be turned in to the teacher within three days after the student returns to school. It is the student's responsibility to see that all make-up work is completed. In the event of an extended absence, the principal may allow additional time for make-up work to be completed. **Students with unexcused absences of any length will receive a grade of zero for school work missed during each unexcused absence and will not be allowed to make up work. A grade of zero cannot be given if no work is missed.**
6. Students must have a medical or court excuse or prior permission from the principal for missing an exam or they will not be allowed to make it up and will receive a zero.
7. Days missed from school due to disciplinary suspension will be "unexcused" days.
8. Seniors may take two (2) days for college visits and will be considered in attendance.
9. The district reserves the right to verify doctor's notes.
10. All notes must be presented within 3 days or the absence will remain unexcused.
11. Three early checkouts in one class have the weight of an unexcused absence in that class. For grades 9<sup>th</sup>-12<sup>th</sup>, missing more than 63% of a class is considered an absence.
12. In grades K-8<sup>th</sup>, three early checkouts have the weight of an unexcused absence. Please read section "Tardies for Students" below for further information.
13. **Any senior who accumulates more than 10 unexcused absences per school year will not be allowed to participate in the "walking" ceremony during graduation exercises. A senior who is absent more than 63% of a school day will be counted absent for the whole school day.**
14. Any senior who does not pay the required senior fees by the end of the 3<sup>rd</sup> 9 weeks will not be allowed to participate in the "walking" ceremony during graduation exercises.

After 10 unexcused days or 10 unexcused absences from the same class, the student may be referred to Alternative School.

State law requires that excessive unexcused days absent be reported to the school attendance officer. No skip days are sanctioned by the Calhoun County School District.

## **TARDIES FOR STUDENTS**

**For grades K-12<sup>th</sup>**, students tardy to class will go by the principal's office and secure an admittance slip. Teachers will not admit students to class if they are tardy unless they have admittance slips. The individual school will determine penalties for tardiness. **If a student misses more than 63% of class, they are considered absent for that specific class. Three tardies and/or early dismissals carry the same penalties as an unexcused day and will count toward exemptions. After five unexcused absences per semester, parents will be reported to the Attendance Officer.**

## **STUDENT CHECKOUT POLICY**

In order to provide for the best welfare of each student and the school, the following checkout policy has been adopted. When a student becomes ill or an emergency arises which may warrant early dismissal, the student must report to the office. Before the student will be allowed to leave school, the student's parent or legal guardian must contact the school by telephone; or the parent, legal guardian, or someone authorized by the parent must come to the school to sign the student out. The school administration will reserve the option to release a student from school if the student's parents cannot be contacted.

A student may be released for a doctor's appointment or other just reason when the parent, legal guardian, or other person authorized by the parent comes to the school and signs the student out or sends a note stating the reason for checkout and time. The parent must follow through with a telephone call to the school. The note should be on file in the office no later than 8 a.m. on the day of checkout. If the note cannot be verified, the school reserves the right to refuse release of the student. Students returning to school from checkout must check back in with the principal's office. The individual school will determine penalties for excessive checkouts. **Three unexcused early dismissals carry the same penalties as an unexcused day and will count toward exemptions. After five unexcused early checkouts per semester, parents will be reported to the Attendance Officer.**

## **USE OF OFFICE PHONE**

Students will not be allowed to use the office phone for personal calls without permission from the principal. Students will not be called out of class for a telephone call unless it is an emergency. In case of illness, students need to come to the office and have the secretary contact their parents.

## **SCHOOL VISITATION POLICY**

Parents, former students, and other citizens of the community are cordially invited to attend school programs and functions at any time during the school year. All visitors during the day must report directly to the principal's office. Parents who wish to talk with an individual teacher must schedule an appointment through the school office. Conferences will be scheduled at a time that will not require the teacher to leave a scheduled instructional period and will not interfere with the principal's duty to supervise instruction.

## **CODE OF CONDUCT FOR VISITORS**

No person shall disrupt the peaceful and orderly conduct of classes, enter school premises without authorization, or refuse to comply with any reasonable order of school district officials. Prohibited behavior includes, but is not limited to, loud and or profane speech, verbal or physical abuse of students or school employees, threats, speaking with students or staff or going to classrooms without getting authorization from the office, exchanging prohibited items with students, or exhibiting other inappropriate conduct. This applies to all visitors, including parents and guardians. Penalties for violations include the withdrawal of authorization to be on school grounds and criminal prosecution for trespassing. Athletic and other school events are included and officiating crews are included. Rules of the MHSAA will apply.

## STUDENT COUNCIL WHO'S WHO HOMECOMING CLASS OFFICERS

In schools that have a student council, a body of duly elected representatives shall operate according to the constitution of the school. Student council officers, Who's Who representatives, Homecoming representatives, and **Class Officers** must have attained an **85 average in all Core Curriculum classes** the year prior to their holding office for Student Council, and/or representing the student body for Who's Who, and/or representing their class as **Class Officer**, and/ or the Homecoming Court. Students must apply and demonstrate that they are in good academic standing and good disciplinary standing with no in-school, and/or out-of-school suspensions, and/or placement in Alternative School during current semester or prior semester, have met grade requirements. Status of students with an IEP will be determined to be in good standing by the IEP Committee. **Students who elect to participate in CCSD's Early Graduation Option Policy are not eligible for popular elections.**

## HALL OF FAME

To be considered for the Hall of Fame, senior students must have a 90 or above academic average through grades 9<sup>th</sup>-12<sup>th</sup> and in any credit bearing courses taken in Middle School. Hall of Fame representatives must apply and demonstrate that they are in good academic standing and good disciplinary standing with no in-school, and/or out-of-school suspensions, and/or placement in Alternative School during current semester or prior semester, have met grade requirements, and have passed all subject area tests (SATP). Status of students with an IEP will be determined to be in good standing by the IEP Committee. Furthermore, each candidate for Hall of Fame must attend respective school for his/her Junior and Senior year. **Students who elect to participate in CCSD's Early Graduation Option Policy are not eligible for popular elections.**

## GRADUATION WITH HONORS

Graduating seniors who have maintained a 95 or higher academic average through grades 9-12 plus credit bearing courses in Middle School will be special honor graduates. Graduating seniors who have maintained a 90 plus academic average through grades 9-12 will be honor graduates. Summer school, physical education, band, chorus, and correspondence or online courses, other than MS Virtual School classes, will not be used in computing this average. Averages from courses taken through the Mississippi Virtual School will be computed in the student's overall GPA. Honors classification will be determined after the 3<sup>rd</sup> 9 weeks grading period.

## SPECIAL AWARDS

In order to be eligible for valedictorian or salutatorian honors, a student must complete the college preparatory curriculum. If no students do so, the students who come closest to meeting the requirement will be chosen. Summer school, physical education, band, chorus, and correspondence or online courses, other than MS Virtual School classes, will not be used in computing these awards. Averages from courses taken through the Mississippi Virtual School will be computed in the student's overall GPA. Valedictorian and Salutatorian honors will be determined after the 3<sup>rd</sup> 9 weeks grading period. **Students who are graduating early will not be considered for Valedictorian or Salutatorian honors. A student who graduates before the class he/she entered ninth grade with shall be considered an early graduate.**

**Valedictorian:** Student maintaining the highest average, completing the required courses and attending the school for the last two consecutive years will be considered as Valedictorian. Valedictorian honors will be determined after the 3<sup>rd</sup> 9 weeks grading period.

Beginning with the freshman class of 2016-2017, Valedictorian will be identified as a student maintaining the highest average, completing the required courses and attending the school for the last two consecutive years. Valedictorian honors will be determined after the 3<sup>rd</sup> 9 weeks grading period. Students graduating early will not be considered for Valedictorian. A student who graduates before the class he/she entered ninth grade with shall be considered an early graduate.

**Salutatorian:** Student maintaining the second highest average, completing the required courses and attending the school for the last two consecutive years will be considered as Salutatorian. Salutatorian honors will be determined after the 3<sup>rd</sup> 9 weeks grading period.

Beginning with the freshman class of 2016-2017, Salutatorian will be identified as a student maintaining the highest average, completing the required courses and attending the school for the last two consecutive years. Salutatorian honors will be determined after the 3<sup>rd</sup> 9 weeks grading period. Students graduating early will not be considered for Salutatorian. A student who graduates before the class he/she entered ninth grade with shall be considered an early graduate.

**Subject Area Awards:** The most outstanding student in the class or subject. These awards will be determined after the 3<sup>rd</sup> 9 weeks grading period.

### **SENIOR PRIVILEGES**

Seniors may not take exams more than three days earlier than other students. The final three days of the 180 required school days may be used by seniors for graduation practice. No skip days for seniors are sanctioned by the Calhoun County School District.

### **DISRUPTION OF GRADUATION OR OTHER PUBLIC SCHOOL SESSIONS OR MEETINGS**

State law requires quiet at graduation. Mississippi Code, Section 37-11-23 is titled "Disturbing public school sessions or meetings." If you "willfully" disturb any session of public school or a public school meeting, you are guilty of a misdemeanor. Upon conviction, you can be fined.

### **GRADUATION SCHEDULE 2019**

<b>CCHS</b>	<b>FRIDAY</b>	<b>6:00</b>
<b>BHS</b>	<b>FRIDAY</b>	<b>8:00</b>
<b>VHS</b>	<b>SATURDAY</b>	<b>6:00</b>

### **WORK PERMITS**

The principal must approve any work dismissal student, and any student getting a work permit must be a senior in good standing and passing all subjects. The principal can make withdrawal of a work permit at any time that seems necessary. Students must attend school during the first three blocks of the day before they can be released on a work permit and the end of the third block will



be the earliest time for dismissal. An exception will be made for students with an IEP for an occupational diploma who must work more hours.

## DUES AND FEES

Certain classes and activities require dues or fees, which must be kept current in order to continue in these courses and activities. Some examples of classes or activities, which might have a fee, are business classes, science lab classes, and clubs. The following is a list of specific fees charged:

Senior Fee	\$130 (not to exceed actual cost and non-refundable)
<b>Club Dues</b>	<b>(As set by organizations)</b>
Science lab fees	\$15 (not to exceed actual cost)
Computer (not vocational/Tech Prep)	\$15 (not to exceed actual cost)
Band	\$65 (\$85 if using school owned instrument) and non-refundable; <b>please refer to BHS or CCHS handbook for band guidelines</b>
Art	\$30 (not to exceed actual cost)
Drivers' Ed.	\$20 (not to exceed actual cost)
<b>Advanced Placement Classes</b>	<b>\$92 (not to exceed actual cost)</b>
Chorus	\$15 (not to exceed actual cost)
Career & Technical Center	\$30 (not to exceed actual cost)
ICT	\$10 (not to exceed actual cost)
ICT II	\$10 (not to exceed actual cost)
STEM	\$10 (not to exceed actual cost)
<b>Nutrition</b>	<b>\$15 (not to exceed actual cost)</b>
<b>Technology Fee</b>	<b>\$5 (not to exceed actual cost)</b>

NOTE: Fees are to be paid by the end of the first nine weeks.

Fees authorized to be charged under this policy shall be charged only upon the condition that a financial hardship waiver may be obtained from the office and granted upon request. Some extracurricular activities and other activities not designated as valid curriculum educational objectives, such as band trips and athletic events are not included. In the event that a student withdraws or cannot continue a class that requires a due or fee, the student will not be reimbursed after the 1<sup>st</sup> 9 weeks of each semester.

**\*\*The Financial Hardship waiver does not apply to Advanced Placement classes, Chorus, Band or Athletics.**

### Transcripts

Graduates may request copies of their transcripts at a cost of \$5.00 each.

## TEXTBOOKS and EQUIPMENT

Calhoun County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. **No refunds will be issued on books that have been found after the lost book fine has been paid. Parents agree to assume the full responsibility for books issued to their children.** Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book. The following is CCSD's Damage and Fine Replacement Chart:

**DAMAGE**

Writing/drawing/scribbling in book  
 Excess wear/damage but still usable  
 Cover of book damaged  
 Spine damaged  
 Water damaged but still usable  
 Water damaged, not usable  
 Pages missing, not usable  
 Obscene writing or drawing on or in book  
 Non-returned book

**FINE**

\$1.00 per page  
 10% of cost of the book  
 25% of cost of the book  
 25% of cost of the book  
 25% of cost of the book  
 Cost of the book  
 Cost of the book  
 Cost of the book  
 Cost of the book

According to CCSD's JCBD policy: If any student shall willfully destroy, cut, deface, damage or injure any school building, equipment or other school property, he/she shall be subject to suspension or expulsion and his parents, legal guardians or custodians shall be liable for all damages.

**EXTRA-CURRICULAR ACTIVITIES**

Students who wish to participate in extra-curricular activities must observe the following conditions:

1. Obey all rules of the Mississippi High School Activities Association;
2. Ride the bus to events held elsewhere;
3. Must attend school all day on the day of a game or activity and also must attend school all day the day after a game or activity in order to participate, except under extenuating circumstances;
4. Cannot participate or attend a game or activity if under suspension (in school or out of school) or if assigned to alternative program;
5. Athletes must take and pass a physical to participate;
6. After 10 days of suspension, a student forfeits the right to all extra-curricular activities during the school year, such as (but not limited to) sports, banquets, field trips, etc.;
7. Students must apply and demonstrate that they are in good academic standing and good disciplinary standing with no in-school or out-of-school suspensions and have met grade requirements.

Note: Please refer to the Calhoun County School District Athletic Parent/Student Handbook for requirements to participate in athletic programs.

**FUND RAISING AND FIELD TRIPS**

Fund raising projects and field trips must be approved by the principal and will be scheduled to avoid conflict with test schedules. After the principal approves a field trip, the request must go to the Superintendent for final approval. Fundraising projects, **including Online Fundraising**, must be approved by the School Board of Education.

## SCHOOL SPONSORED ACTIVITIES

All school-sponsored activities that cause a student to miss classes will be considered excused, but all previously assigned work must be handed in either ahead of time or on the day that the student returns to class.

**In order for a student to participate in any school sponsored activity he/she must be present 63% of their instructional day the day of the event.**

**A student that is placed in In School Suspension, Out of School Suspension and/or Alternative School may not participate in any school sponsored activities during the time of their placement.**

**NOTE: Student/athletes may be officially excused from participation by the principal only when the absence is due to a doctor's verification, or because of significant or unusual circumstances.**

### Junior/Senior Prom

The Junior/Senior Prom at each high school will be led by a Parent Committee. The school will not have any affiliation with the prom.

## INCLEMENT WEATHER POLICY

In the event of bad weather, all schools will follow the delayed bell schedule listed below:

### Delayed Bell Schedule

#### High School

9:45-10:51 1<sup>st</sup> Block (66 min.)

10:51-11:57 2<sup>nd</sup> Block (66 min.)

11:57-1:28 3<sup>rd</sup> Block (91 min.)

Lunch 11:57-1:13

1:28-2:54 4<sup>th</sup> Block (86 min.)

4a 1:28-2:11

4b 2:11-2:54

#### Elementary Schools

9:45-2:54

**\*\*\*\*Buses will not travel on icy roads.\*\*\*\***

#### Jr. High

9:45-10:18 1<sup>st</sup> period (33 min.)

10:18-10:51 2<sup>nd</sup> period (33 min.)

10:51-11:24 3<sup>rd</sup> period (33 min.)

11:24-11:57 4<sup>th</sup> period (33 min.)

11:57-12:55 5<sup>th</sup> period (58 min.)

Lunch 11:57-12:55

12:55-1:28 6<sup>th</sup> period (33 min.)

1:28-2:11 7<sup>th</sup> period (43 min.)

2:11-2:54 8<sup>th</sup> period (43 min.)

## DISASTER DRILLS

Tornado and fire drills will be held periodically.

1. Tornado or severe weather: The warning signal is a CONTINUOUS RINGING OF THE BELL. All pupils are to move into the halls. They are to be seated near the walls with their knees brought up to the sides of the head or with the head down and covered. Pupils should keep away from windows and open doorways.
2. Fire and explosion: The warning signal is a FIRE ALARM OR THREE SHORT RINGS OF THE BELL. Under the supervision of the teacher, students will go immediately to a designated area away from the building. Movement is to be orderly and rapid. No student is to open a locker for any reason.

## Administering Medication to Students

When medication is to be administered at school, the following guidelines must be followed:

- The school nurse should be informed of any student receiving medication at school. The nurse will inform teachers of the correct procedures to follow when administering medication.
- A permission note signed by the parent/guardian should accompany the medication.
- The permission note should list the name of the medication, the amount to be given, and the time to be given.
- Medication is to be labeled with the child's name and in the original container.
- All medications should be taken to the teacher, secretary, or nurse first thing in the morning.
- All medications should be kept in a locked cabinet or container during school hours.
- If the student requires a daily medication, a *Medication Permission Form* must be completed. Also, a medication record shall be kept with the student's name, date, medication administered and initials of person who administered the medication.
- Any prescription medication must be prescribed to the student by a physician.
- Medicine will NOT be given at school if it's not properly labeled by the pharmacist or there's no written parental permission.
- **Students diagnosed with Asthma may keep their inhalers with them if an Asthma Action Plan from the doctor is on file with the School Nurse.**
- The District assumes absolutely no responsibility for any matters resulting from a student's taking or refusing to take the medication.
- No Over the Counter medications will be stocked at any school. If a student needs Over the Counter medication, the following procedures must be followed: a doctor's order for the Over the Counter medication to be given to student presented to school, a signed permission form by parent, and the parent must supply the Over the Counter medication.
- **Students diagnosed with an allergy may keep their Epi Pen with them if an Allergy Action Plan from the doctor is on file with the School Nurse.**

**Students need to be fever free without the use of Tylenol or Motrin for 24 hours before returning to school. Students do not need to attend school if any diarrhea or vomiting has occurred in the past 24 hours. CDC guidelines will be followed for flu season. Mississippi School Nurse Return to School Guidelines from the Office of Healthy Schools/MDE will be followed for other illnesses.**

### HEAD LICE

**Any student with an active infestation of lice will be sent home. Active infestation is actual live, crawling lice. The student may return to school the next day with proof of treatment. Proof of treatment can be a parent note, box top of lice treatment shampoo, or doctor note. If the student has nits only, then he/she may stay at school.**

## **FIRST AID PROCEDURES**

Any accident shall be reported to the supervising teacher. First aid shall be administered when needed. The principal shall be notified if further attention is needed. In an emergency, the student will be taken to the nearest emergency facility, and the parents will be notified.

## **STUDENT INSURANCE**

Student insurance policies will be available through the school, but the school will not be responsible for paying the benefits. Students participating in some extra-curricular activities may be required to purchase insurance.

## **REPORTING SUSPECTED CHILD ABUSE**

**In accordance with Mississippi law, a school employee who suspects child abuse will report this to the Calhoun County Department of Public Welfare.**

## **STUDENT CODE OF CONDUCT**

### **Classroom Behavior**

Classroom instruction is the most important function that the school provides; therefore, when in the classroom, students will be expected to behave in accordance with school discipline policy and rules posted in the classroom.

### **Corporal Punishment**

As a matter of Board policy, reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment, which is conducive to furthering the educational mission of the Board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment, which are consistent with the following requirements.

1. 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 should be considered. The type of instrument to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
2. Corporal punishment may be administered by the principal or a teacher.
3. When corporal punishment is administered, it shall be done in the presence of another certified staff member and shall take place out of the view of other students.
4. Suspensions of up to 3 days will be used in lieu of corporal punishment.
5. It is the parents' responsibility to inform the school in writing if they refuse corporal punishment.

### **Students' Rights And Responsibilities**

The Board of Education shall assure students of their legal rights under the federal and state constitution and statutes. The Board reminds students that rights are accompanied by responsibilities. These rights and responsibilities include:

1. civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. the right to attend free public schools; the responsibility to attend school and to observe school rules and regulations essential for permitting others to learn at school;
3. the right to due process of the law with respect to suspension, expulsion, assignment to alternative program, unreasonable searches and seizures, or administrative decision which the student believes has injured his rights;
4. the right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. the right to privacy with certain limitations.

The superintendent shall make sure that students are made aware of their legal rights, the legal authority of the Board of Education, the delegation of authority to the staff to make rules and regulations regarding the orderly operation of the school.

### **Student Grievance Policy**

The Board realizes that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concern which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly process and at the lowest possible level. However, the Board shall provide channels for eventual hearing should circumstance dictate.

**Complaints and grievances should be approached in the following manner:**

1. The opportunity shall be provided for each student or his/her parents to discuss with the teacher(s) a decision or situation which he/she considers unjust or unfair.
2. If the matter remains unresolved, the student, his/her parents, or the teacher(s) may bring the matter to the principal's attention for his/her consideration and action within ten (10) days of the act or omission complained of, and the principal and the grievant will attempt to resolve the matter informally. The principal will reserve the right to require the parent(s) to meet with the teacher(s) before interceding in the complaint.
3. If the matter is still unresolved, the student or his/her parents may present a detailed statement in writing to the superintendent for his/her consideration, within ten (10) days after the meeting with the principal. The superintendent will meet with the grievant and render a decision within five (5) days. The superintendent will reserve the right to require the parent(s) to meet with the principal before interceding in the complaint.
4. The decision of the superintendent shall be deemed to be accepted by the grievant unless the grievant notifies the superintendent in writing and requests a hearing before the School Board within five (5) days of the date of the superintendent's written decision. Additional procedural safeguards may exist for students protected by IDEA.

### **HEARING PROCEDURE**

At his discretion, the principal may issue to the student or legal guardian notice of suspension for improper conduct for up to ten (10) consecutive school days. All suspensions must be reported to the superintendent in writing to include the reason and subsequently by the superintendent to the Board at the next regular meeting. Any student whose presence poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process may be immediately removed from school and instructed to return to school with his legal guardian the following day. The suspension is effective immediately and no further due process is required. In all

circumstances where there is a suspension, the parents shall be notified in writing immediately and informed of the length of the suspension and when the student may return to school.

Students facing suspension of eleven (11) or more consecutive school days or expulsion shall be immediately suspended for ten (10) days or less and a suspension of eleven (11) days or more or expulsion, recommended as appropriate under the circumstances. Any student whose presence poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process may be immediately removed from school. (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 a case, the ten (10) day limit does not apply. The district may not offer alternative placement when the offense is based on gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent acts.) A hearing must be held before the District Disciplinary Committee within ten (10) days. The student must be given oral or written notice of the charges against them, and if they deny the charges, they must be given an explanation of the evidence the authorities have and opportunity to present their side of the issue. Legal counsel may be present to represent the student. In the event that the student and his/her parents or legal guardian do not appear at the time and place set for the hearing, the hearing shall be conducted in their absence. The District Disciplinary Committee will render a decision following the hearing.

If the parent, legal guardian, or custodian of the student is aggrieved by the decision of the Disciplinary Committee, he/she may request a review of the decision by the School Board. A request for review must be submitted to the board in writing within two (2) days after receiving a decision.

In all instances where the student faces expulsion, the student must be given an opportunity in writing to have a formal hearing before the Board.

#### **GUIDES FOR CONDUCT/DISCIPLINE**

Students will recognize that every teacher and aide is responsible for the conduct and discipline of all students as stated in the policies and regulations of the school district. Students will be courteous and respectful to all staff members at all times. Failure on the part of the student to recognize and respect the authority of all faculty and staff members will be dealt with severely by the administration.

Good discipline is basic to the learning environment. The following list of misconducts may be brought to the attention of the principal and parents. If a student is guilty of one of them for the first time, he/she may be allowed to come back to class only after accepting appropriate discipline. Students may be punished in a variety of ways. Examples of approved disciplinary methods include detention at recess, and/or denial of privileges, and/or assignment of additional work, and/or corporal punishment, and/or in-school suspension, and/or contact of parents, and/or detention outside of regular school hours, and/or assignment to alternative program, and/or suspension, and/or or expulsion. Students with repeated offenses may receive more serious disciplinary methods.

Offenses include:

1. Truancy
2. Stealing
3. Profanity
4. Insolence
5. Fighting

6. Disrupting class
7. Display of gang signs, dress, or symbols
8. Intimidation, harassment, extortion, or threats\*
9. Non-compliance with dress code
10. Gambling
11. Use or possession of alcohol, drugs, paraphernalia, or tobacco in any form; **this also includes the banning of vaping substances and associated devices such as electronic cigarettes and/or vaporizers from all school grounds.**
12. Bullying
13. Hazing

Students are encouraged to report any instance of intimidation, harassment, threats, or attempted extortion to teachers, guidance counselors, or principals.

Citizenship in a democracy requires respect for the rights of others. The students of the district shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constituted authority, conform to school rules and regulations, and provisions of law which apply to the conduct of juveniles or minors.

### **Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or achievement;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or extracurricular decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse
2. Exposure to sexual pictures, notes, messages, or graffiti
3. Pressure for sexual activity
4. Repeated remarks, jokes, or gestures to a person, with sexual or demeaning implications
5. Unwelcome touching
6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, status, etc.

Any person who alleges sexual harassment by any staff member or student in the school may use the procedure detailed in the Grievance Policy or may complain directly to his or her teacher, principal, immediate supervisor, or other person designated. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments. A substantiated charge against a student in the school shall subject that student to student disciplinary action (**please refer to p.20 under Guides for Conduct/Discipline**).



### **Staff/Student Relationships**

No employee of the Calhoun County School District may date or have a romantic and/or sexual relationship with a student in the school district. All allegations or suspect actions will be investigated. This means interviewing students, the accused staff member, other staff members, looking at phone records, emails, text messages, etc. If there is no evidence that any wrongdoing has occurred, then the investigation can be closed, but will be properly documented regarding what the investigation entailed and that there was no evidence to support the charges. If the investigation leads to suspicious conduct, then the investigation must continue until the allegation is dismissed as unfounded or that there are sufficient facts to lend credibility to the charges.

While an investigation may not prove absolutely that sexual behavior has occurred between a staff member and a student, other inappropriate conduct such as telephone calls, emails and text messages of an inappropriate personal nature between the staff member and a student are grounds for dismissal. **This does not include occasional school-related calls, emails, or text messages for which there is a legitimate reason.** If an investigation reveals information giving the principal or superintendent a reasonable basis to believe that sexual involvement occurred between any employee and a student under the age of 18, the principal or superintendent must report it to the district attorney and dismissal of the employee will take place. **This requirement is mandatory.**

**Note: False allegations of improper conduct will have serious consequences.**

### **Confidentiality**

In dealing with members of both the student body and staff, the right of confidentiality for both the complainant and the accused will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Other Student Rules and Regulations**

- 1. All electronic devices, including cell phones, can be used for instructional purposes as designated by teacher and/or principal. Failure to abide by school policy can result in loss of privileges and/or a \$25 fine and confiscation of the device. Unclaimed phones or other devices will be kept until June 1 and disposed of by the principal.**
- 2. The school will not be responsible for electronic devices, including cell phones, which are brought to schools. Students will be given a receipt for items that are confiscated and must present it to reclaim their property.**
- Neither vulgar language nor vulgar gestures will be tolerated.
- Intimate contact will not be permitted.
- Rough play of any nature is forbidden and will be considered as fighting.
- Pornographic materials, written or pictorial, are prohibited at school.
- Students are not to arrive on campus before 7:30 a.m.
- Students may not sell, trade, or barter items with other students except for school sponsored activities.

9. If students are offered the privilege of using lockers, they remain the property of the school. For the safety, health and security of students and staff, they may be inspected at any time. Students are expected to take care of the lockers they are issued and may not exchange lockers with other students.
10. Students will be expected to keep to the right of the hall when changing classes. Noise will be kept to a minimum, and no running will be allowed.
11. During breaks students will stay outside when weather permits. Students are to remain in designated areas at all times.
12. All food and drinks must be cleared by the principal's office before being brought into buildings or classrooms.
13. All school parties will be cleared through the school office.
14. Students are responsible for helping to keep school buildings and campuses clean. Each person is responsible for putting litter in trashcans.
15. If a student is to leave school by any way other than his usual way or ride the bus to an alternate location, he/she must bring a note signed by a parent specifying how he/she is to leave school and with the E911 address of the alternate location. Text messages sent to the school to inform of a transportation change will not be accepted.
16. No Over the Counter medications will be stocked at any school. If a student needs Over the Counter medication, the following procedures must be followed: a doctor's order for the Over the Counter medication to be given to student presented to school, a signed permission form by parent, and the parent must supply the Over the Counter medication.
17. No balloons may be sent to any student at school.
18. Bullying of students will not be tolerated and discipline will be carried out according to Calhoun County School District's Bullying Policy and/or the Guidelines for Conduct/Discipline.

## **SUSPENSION, ALTERNATIVE SCHOOL AND/OR EXPULSION**

The principal may suspend, **and/or** recommend Alternative School placement, **and/or** recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds or while involved in a school activity:

1. causes or attempts to cause damage to school property or steals or attempts to steal school property of value;
2. causes or attempts to cause damage to private property or steals or attempts to steal private property;
3. causes or attempts to cause physical injury to another person;
4. possesses or transmits any firearms, knives, explosives, **pepper spray or mace**, or other dangerous objects or "look-alike" weapons;
5. possesses, uses, transmits, or is under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, alcoholic beverage, or intoxicant of any kind;

6. continued disobedience or persistent defiance of proper authority;
7. behavior which is detrimental to the education, welfare, safety, or morals of other pupils;
8. failure to attend disciplinary assignments may lead to suspension.

**NOTES:** Students have as many days to turn in work when they return to school as they have been suspended.

In-school suspension may be used at the discretion of the principal.

After 10 days of out of school suspension, a student forfeits the right to all extra-curricular activities for the remainder of the school year, such as (but not limited to) sports, banquets, field trips, etc.

## **TOBACCO, ALCOHOL, DRUGS AND LOOK-A-LIKE**

The Calhoun County School District will participate in the Drug-Free Schools and Communities Act of 1986. The district has made a commitment to provide a drug-free environment for students and faculty. Tough, clear, anti-drug policies have been adopted and are consistently enforced. The use and/or possession of tobacco products, **including electronic cigarettes**, are prohibited in Calhoun County Schools and on school property. Any student, who intentionally sells, gives, possesses, uses or is under the influence of narcotics or has drug paraphernalia on school property, including buses, shall be (1) suspended, and/or placed in alternative school, and/or expelled from school and (2) reported to the appropriate law enforcement for possible legal action. Refer to section Suspension, Expulsion, and/or Alternative School for disciplinary actions.

## **QUESTIONING AND SEARCHES BY SCHOOL OFFICIALS**

### **Searches**

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board of Education must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search (including canine searches) students' personal belongings when it is in the interest of the overall welfare of the other students or is necessary to preserve the good order and discipline of the school. Lockers shall be opened or other searches conducted by not less than two members of the professional staff.

Anyone is subject to being searched, photographed or videotaped on entrance to school property.

### **Questioning**

School administrators and teachers have the right to question students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged actions would constitute a criminal offense, the right against self-incrimination does not exist.

## **LAW ENFORCEMENT INVOLVEMENT**

Authority of city or county police extends to school property. Police presence is welcomed on the grounds of Calhoun County Schools. They will be called when circumstances warrant such action.

## ALTERNATIVE PROGRAM

The Calhoun County Alternative Program, located at Calhoun City High School, serves students age thirteen and older (or if Alternative Committee feels that the Alternative School setting would be appropriate for a student younger than thirteen years of age). Normally, younger students will be served in school-based In-school Suspension Programs. Assignment to the alternative program is made by a screening committee or an IEP committee based on the student's needs. Students who come from other districts and have been assigned to Alternative School there will automatically be placed in Alternative School when they are admitted to Calhoun County Schools. Students are transported to and from their home schools. In extenuating circumstances, schools may require parents to transport students to and from alternative school. The usual assigned period of stay at the alternative program is four weeks. The Alternative School Committee may assign students a longer period of stay due to more serious offenses. In addition, students may stay longer if they have failed to demonstrate good behavior and work habits. Students returning to the regular program will have a behavior contract, which allows immediate reassignment to the alternative program if they fail to maintain good behavior. Further information is available on request. Students assigned to the Alternative School and miss 5 or more unexcused absences may be referred to the Discipline Committee for an expulsion hearing.

## WEAPONS

Students may not carry on school property any knife, a blackjack, a metal pipe or pole, firearms, or any other weapon, or "look-alike" thereof, or any device or object which may be used to inflict bodily harm, including bombs or their integral parts, nor shall they carry or display a firearm in the area immediately adjacent to the school. As set out in the Mississippi Code Section 97-37-17, the possession of a weapon on school property will be either a misdemeanor or a felony and will be reported to law enforcement officials and the student will be subject to appropriate discipline. **Refer to section Suspension, Expulsion and/or Alternative School for disciplinary actions.**

## DRESS CODE

Appropriate clothing for school is simple, comfortable, and practical. It does not distract from the focus on learning. The administrators of the district recommend the following:

### Voluntary Uniform:

Students should wear pants or skirts of khaki colored fabric with a t-shirt, sweatshirt, or polo style shirt in school colors. T-shirts in school colors will be sold at each school at a reasonable cost.

Students who do not choose to wear the uniform must remember that the following **will not** be allowed:

1. holes, patches, emblems, and clothing with designs, or written slogans in poor taste, or writing on the rear of pants;
2. pajamas and house shoes
3. extremely tight or revealing clothing, or oversized clothing;
4. clothing that does not cover the midriff or reveals cleavage;
5. **shorts or short skirts that do not come below the finger tips for girls at middle or high school levels;**

6. leggings without clothing that reaches the fingertip or below
7. spaghetti –strap shirts;
8. shirts that cover only one shoulder;
9. shirts unbuttoned;
10. belts which are not buckled;
11. trench coats and duster style coats are not allowed;
12. jewelry that is a health or safety hazard or that depicts weapons of violence, drugs, or alcohol may not be worn. Jewelry in pierced body parts is not allowed except in the ears. Jewelry with spikes is not allowed;
13. muscle shirts or sleeveless jerseys without a t-shirt under them;
14. sunglasses, hats, caps, do rags, or other headgear on school property or school buses.

**Principal's discretion can override the listed items #1-#14 above to maintain an appropriate learning environment.**

At the principal's discretion, clubs, athletics etc. may be allowed to deviate from the dress code to participate in special events, i.e. pep rally, field trip, school picture day, etc.

At the principal's discretion, school organizations may be allowed to wear the appropriate organizational uniform only on designated days.

All students must wear shoes while at school. Pants must always be worn at the waistline.

All students must follow dress code at all school events unless given permission by principal.

## **STAFF RESPONSIBILITY**

Every teacher, assistant teacher, and aide is the direct representative of the administration and, as such, has the authority and responsibility to carry out the policies and regulations of the school district. Failure on the part of the student to recognize and respect the authority of all faculty and staff members will be dealt with severely by the administration.

### **MISSISSIPPI SCHOOL SAFETY ACT OF 2001**

**Miss. Code Ann. §§ 37-3-81, 37-3-83, 37-11-53, 37-11-54 and 37-11-55**

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal, the student may not be returned to the classroom until a conference has been held with the student's

parent, guardian or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail, or by other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.)

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

#### **DISCIPLINE PLAN**

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of the subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph two of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory-school age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses

# RULES AND REGULATIONS REGARDING TRANSPORTATION

## School Bus Transportation

### PUPILS SHALL NOT:

1. use or possess drugs, alcohol, or tobacco;
2. smoke, use vulgar language or gestures, quarrel, or commit any other act of improper conduct;
3. stand up;
4. eat, drink, or bring foodstuffs on the bus other than if he/she brings lunch to school; (In this case, the lunch is not to be opened on the bus.)
5. put hands or head outside the bus window;
6. enter or exit through the emergency door, except in an emergency situation;
7. mar or deface the bus; (Any willful damage to the school bus must be paid for by the student or parent.)
8. throw things out the bus window or litter the bus;
9. shout at anyone through the window;
10. cross the road behind the bus;
11. make excessive noise;
12. bring a visitor on the bus;
13. scuffle, throw objects, make excessive noise, or act in any manner that may cause injury or annoyance to other students.
14. if normally not a bus rider, be admitted to ride a bus without a bus permit which can be obtained through written letter from the school office.

Bus drivers will submit Bus Conduct Reports to the principal of the offending students when misbehavior on the bus occurs. This **MAY** result in the following preliminary actions:

Check the student's folder  
Hold conference with the student  
Consult the counselor  
Telephone parent

Additional actions that may be taken according to severity of the incident or repeated occurrences include:

Place on probation  
Corporal Punishment  
Suspend

Major offenses may lead to immediate loss of bus privileges for a period of time.

- 1<sup>st</sup> Offense – 5 days suspension from the bus; principal discretion
- 2<sup>nd</sup> Offense – 10 days suspension from the bus; principal discretion
- 3<sup>rd</sup> Offense – Suspension from the bus for the remainder of the school year; principal discretion

Following disposition of the complaint a copy of the Bus Conduct Report will be given to the Superintendent, the Parent, the Bus Driver, and a copy will be retained by the principal.

Riding the bus is a privilege. Students may lose that privilege for misbehavior.

#### PUPILS SHALL:

1. be assigned seats by the bus driver; Seats may be reassigned as deemed necessary by the school bus driver and school authorities.
2. be ready at the bus stop at the time designated for the bus to arrive; (The driver will designate his approximate time of arrival, and consideration will be given in bad weather.)
3. obey the bus driver at all times while on the bus;
4. ride his/her regular bus at all times unless he/she has permission from the principal to ride a different bus and has brought a note with the E911 address of the alternate location;
5. depart from the bus in the afternoon at the same stop that he/she boarded the bus in the morning except with written permission. (The principal must approve all notes.)
6. All extra-curricular trips will require the same conduct as in-school activities.

NOTE: Conduct of a pupil becomes a school responsibility only when the pupil is on the bus, entering or leaving the bus, or at school.

No visitor is allowed to ride a bus for any reason.

#### **School Bus Stops**

School bus stops will be designated by the superintendent and are designed to allow the pickup of as many students as close to their house as possible within the allotted time for routes to be run. It is impossible to run every street and stop at every house. Students will be picked up who live 2/10 miles from the main route.

**\*\*\*Buses will not travel on icy roads.\*\***

#### **Automobiles**

Students' cars may be used for transportation under the following conditions:

1. Students must register these vehicles in the principal's office. In order to register the vehicle a student must present a valid drivers' license and show proof of insurance. A decal must be purchased at a cost of \$10 for the first vehicle and \$2 for any additional vehicles belonging to the same family. The decal must be affixed to the lower rear windshield on the driver's side of the car.



2. Students must park in a designated area and leave their vehicles as soon as they arrive on campus.
3. Automobiles cannot be moved on school grounds during the school day except with administrative permission.
4. Students will not be allowed to go back after items left in the car without administrative permission.
5. Students will not be allowed to drive in a careless or reckless manner on the campus or street adjoining the campus. Law enforcement may be called in such case.
6. During the school day students may not leave the campus in an automobile for any reason without administrative permission.
7. No middle school student may bring an automobile to school.
8. The school has the right to search a vehicle on school property at any time.
9. These regulations apply to any other means of transportation furnished by the student. Violation of the above rules will warrant severe disciplinary action and may result in the student not being allowed to bring a vehicle on the campus.

### **Walking Students**

As students walk to and from school, they are expected to observe the same disciplinary standards as when on the school grounds. In relation to passing citizens, students should be courteous and respectful. Safety practices should be strictly observed. Students should look cautiously for passing vehicles before attempting to cross the street.

## **CALHOUN COUNTY SCHOOL FOOD SERVICE POLICY**

The School Food Service Program is operated under the direction of the Calhoun County School Board. This program is an integral part of the total education program and is governed by the same principles and type of control as any other division of the school. The School Food Service Program is operated under the federally funded National School Lunch Act and the Child Nutrition Act, therefore, the School Food Service Program is subject to all Federal and State regulations.

The School Food Service Director is responsible for the enforcement of the Federal and State regulations and has technical supervision of the school cafeterias. The Food Service Director has responsibility for the direct supervision of the cafeteria staff and shares the responsibility of ensuring that all Federal, State, and local regulations applicable to the school's food service are implemented and administered daily. The teachers are still "the teachers" in the school cafeteria and are solely responsible for the conduct of the students. Cafeteria staff members have no authority to discipline students while in the school cafeteria.

**No carbonated drink can/bottle beverages are allowed for students OR staff in the cafeteria. No labeled items from outside vendors may be brought in their packaging by either students OR staff.**

The goal of the school's Food Service Program is to provide the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth. The food service

program is providing at least one-third of the student's daily nutritive requirements making it possible for every pupil to have an adequate lunch.

### **Student Accounts and Meal Charges**

Calhoun County School District will comply with Board Policy EEAC as follows:

- A. Adults are not allowed to charge meals or solicit food from students.
- B. Students may charge meals as follows:
  - 1. Students receiving free meals will not be allowed to charge extra items or ice cream. Reduced and Full Paid students will not be allowed to charge a second meal, extra items or ice cream if they have a zero or negative account balance.
  - 2. There is an \$8.00 charge limit assigned to Reduced and Full Paid accounts. Charging a reimbursable meal will result in a negative balance on the student's account until funds are added to the account. A reimbursable meal of the student's choice will be served to students until the \$8.00 charge limit is reached.
  - 3. Charge notes will be sent home with students who have a negative account balance from the cafeteria manager. Calls and/or emails will be sent to parent(s)/guardian(s) in attempt to collect money.
  - 4. Once the charge limit is reached, the student will be served a low-cost alternate reimbursable meal consisting of a sandwich, fruit and a carton of milk. Up to 5 alternate meals may be served per student. Thereafter, refusal to serve meal until balance is paid.
  - 5. Children with Disabilities that have reached the charge limit and will be served an alternate meal will have access to a meal safe to consume.
  - 6. When a student brings money, that money will first be applied to the purchase of a reimbursable meal; any remainder money will then be applied to negative balances on the student's account.
- C. Charging will not be permitted after May 1<sup>st</sup> of the current school year to allow adequate time to collect student account balances.
- D. Parents/Guardians may be reported to Department of Human Services at the discretion of the Manager and/or School Food Service Administrator.
- E. Parent(s)/guardian(s) are strongly encouraged to register for a free account on the school meal online payment center, [myschoolbucks.com](http://myschoolbucks.com).

### **STATE OF MISSISSIPPI RULE ON SALE OF COMPETITIVE FOODS**

On February 22, 1985, the State Board of Education passed the following policy pertaining to the selling of foods in competition to the National Food Service Programs:

To ensure that children are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during the meals service period:

No food items will be sold on the school campus for one (1) hour before the start of any meal services period.

The school food service staff shall serve only those foods which are components of the approved Federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.

With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.

Students who bring a lunch from home may purchase water and milk products.

### **CALHOUN COUNTY SCHOOL WELLNESS POLICY**

Federal Public Law (PL108.265 Section 204) states that by the first day of the 2006 school year beginning after June 30, 2006, all schools must develop a local wellness policy that involves parents, students, representatives from the School Food Authority, School Board, school administrators, and the public. The Local Education Authority (LEA) will establish a plan for measuring implementation of the local wellness policy. The Calhoun County School District has adopted a wellness policy (Board Policy JG) and is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

### **ASBESTOS SURVEILLANCE OF ALL SCHOOL BUILDINGS**

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing materials in these schools. To provide continuous management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by a qualified engineering firm. Any changes in ACM are recorded in a surveillance report as a part of the management plan. A three-year reinspection has been performed and filed with the Mississippi Department of Education. A copy of surveillance and reinspection reports, along with a copy of the management plan, is located in the principal's office at each school, in the district office, and with the LEA Asbestos Designee.

### **PARENTAL INVOLVEMENT**

The school district shall be in compliance with Title I regulations requiring parental involvement in the school system's planning and implementation of the Title I compensatory education programs which affect children enrolled in the school district.

Such parental involvement shall include, but is not limited to, conferences between parents and teachers and assisting parents in home training and direct work with their children. A public meeting of the parents involved in Title I shall be held annually and shall meet federal regulations affecting parent participation. In addition, the school shall provide proper information to parents concerning their children and shall keep these parents adequately informed of their children's progress, needs, and individual objectives.

### **District Parent Involvement Policy**

It is the policy of Calhoun County School District to use all appropriate means of keeping parents and community members informed about school events and programs. The district seeks to understand parental/community attitudes and aspirations. Some of the ways in which the Board of Education tries to inform the public include making its meetings and records open to the public except as provided by law where such meetings pertain to individual personnel and other classified matters. Public announcements provide opportunities for input to the five-year plan, the school district's budget, Federal Programs, and others. An annual meeting for the review and planning for Federal Programs is also publicly announced. School wide Title I projects are planned in cooperation with parents and each school develops its own involvement policy. The following components make up Calhoun County's District Parental Involvement Policy:

- convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform and explain to parents the school's participation in Title activities, its requirements, and their right to be involved; furthermore, annual meeting shall give parents the opportunity to plan, review, and voice ideas of improvement of the schools' and district's Parental Involvement Policy;
- offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the school parental involvement policy and joint development of the school-wide program plan; and provide parents of participating children (a) timely information about programs under this part; (b) school performance profiles and their child's individual student assessment results, including an interpretation of such results; (c) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and proficiency levels students are expected to meet; (d) opportunities for regular meetings to formulate suggestions, relating to the education of their children if such parents so desire; and (e) timely responses to parents' suggestions; and if the school-wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency;
- each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards;
- each school served under this part will support parents with materials and training on how to monitor a child's progress and work with educators to improve the performance of their children as well as information on how parents can participate in decisions relating to the education of their children. The district will educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
- when appropriate, the school shall coordinate and integrate parental involvement programs and activities with Head Start, public preschool programs and other programs, and to the extent feasible and appropriate activities.

Available communications media are used to further inform the public of the programs, problems, planning, and activities of the school district. Alternate means of communication are provided, if needed, for parents for whom English is a second language. A grievance procedure has been established for public complaints. Written complaints are kept on file in the district office. Parents review the Parent Involvement Policy each year and suggest changes or revisions. However, you may contact Kimberley Springer in the district office (662.412.3152) at any time to suggest

changes or revisions. Parents are welcome and are encouraged to volunteer. Contact the principal to find out how you can help.

**ENGLISH LEARNERS (EL)**

The mission of the Calhoun County School District (CCSD) is to meet the needs of all students by providing challenging learning experiences in a collaborative, concerned community committed to producing life-long learners. In compliance with Public Law 107-110, *No Child Left Behind*, the CCSD has established a plan that addresses not only the English proficiency and academic education of the ELL students but also, the emotional, physical, psychological, and cultural aspects of a student's adjustment in a new culture. Students identified as ELL as defined by the law shall receive English Language tutoring services as required under section 1112 (G) and 3302 of the Elementary and Secondary education Act and Board Policy. Service for students is determined individually based on the Home Language Survey, completed at the time of student enrollment and the research-based English Language Proficiency Test, as mandated by the Mississippi Department of Education. For more information, call Kimberley Springer at (662) 412-3152.

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