

# 2015-2016

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# Student Handbook

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*Claiborne County School District*



*“The only difference between a good day and a bad day is your attitude.”*

Dennis S. Brown

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**“Every Student • Every Parent • Every Employee • One Goal**

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**404 Market Street • Port Gibson, MS 39150  
Dr. Earl Watkins, Conservator**

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# FOREWORD

## ELEMENTARY SCHOOLS

Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school as well as of the home. Parents may assume that a student's behavior is satisfactory or better unless they are notified by telephone or by letter. In most cases it is believed that the call or letter will suffice -- if not, the parents may be asked to come to the school for a conference in order to affect an acceptable solution to the problem. The school will expect and demand nothing less than good conduct on the part of students. It is believed that the above described procedure will be effective in achieving a desirable learning atmosphere and in guiding students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with accordingly.

## SECONDARY SCHOOLS

The administration of the Claiborne County School District is based on the theory that middle and high students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his/her conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the students of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

## NOTICE OF NON-DISCRIMINATION

The Claiborne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits.

## CODE OF CONDUCT (Ref: MS Code 37-11-55)

Students have the right to a free public education, but they are responsible for complying with rules and regulations of the Claiborne County School District and the reasonable instructions of all school personnel. In addition to these rules, each local school or building principal may develop additional rules and regulations that govern student behavior and discipline at the school site. However, these campus rules and procedures must be consistent with policies and procedures established by the Board and the Superintendent. A person who obstructs any teaching, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this document or as otherwise authorized by law. In accordance with state law and district policy, a copy of this code of conduct is made available to each school age child and his or her parents/legal guardian. Parent/legal guardian and the student are required to sign a statement that they understand and will abide by this code of conduct.



## MISSION STATEMENT

To provide a high quality education, promote a safe and conducive learning environment, and prepare students to meet challenges of a global society.



## VISION STATEMENT

To ensure an essential curriculum that reflects the needs and values of all stakeholders while maintaining a financially sound system.

**ACKNOWLEDGEMENT OF RECEIVING  
2015-2016 STUDENT HANDBOOK  
Claiborne County School District**

This verifies that we, the parent(s) of \_\_\_\_\_ who is  
Child's Name  
enrolled in the Claiborne County School District, have received the Student Handbook: Code of Conduct for the 2015-2016 School Year. We are aware of the rules, regulations, and information governing students during the regular school day and at all school-sponsored functions. Furthermore, we understand that these services, rules, regulations, codes, conduct, and discipline policies have been approved by the Claiborne County School Board of Education.

As parents, we realize that it is our responsibility to see that our child abides by these rules and regulations while he/she is a student of the Claiborne County School District.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Date: \_\_\_\_\_

# 2015-2016 ACADEMIC CALENDAR CLAIBORNE COUNTY SCHOOL DISTRICT

AUGUST						
Mo	Tu	We	Th	Fr	Sa	Su
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4: First day for Teachers/  
Convocation  
5: Professional Dev.  
6: Professional Dev.  
7: Students' First Day

**17 Student Days**  
**20 Teacher Days**

SEPTEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

7: Labor Day—all schools and offices closed  
9: Ends 1<sup>st</sup> Mid-Term  
11: Mid-Term Reports issued  
21: 63% Day for students Professional Dev. for staff

**21 Student Days**  
**21 Teacher Days**

OCTOBER						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12: Ends 1<sup>st</sup> Nine Weeks  
22: No School for Students Professional Dev.  
Parent-Teacher Conference Report Cards issued to parents  
23: Fall Break/Homecoming: All schools and offices closed

**20 Student Days**  
**21 Teacher Days**

NOVEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
30					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

13: 2<sup>nd</sup> Mid-Term Ends  
17: Mid-Term Reports issued  
23: Thanksgiving Holidays begin—end November 27

**16 Student Days**  
**16 Teacher Days**

DECEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18: Ends 2<sup>nd</sup> Nine Weeks and First Semester  
21: Winter Break Begins—Ends January 4, 2016

**14 Student Days**  
**14 Teacher Days**

"Every Student—Every Parent—Every Employee—One Goal"

JANUARY						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5: Winter Break ends for students  
5: Professional Dev. for staff  
6: Students return from Winter Break  
13: Report Cards issued  
18: MLK Holiday—all schools & offices closed

**17 Student Days**  
**18 Teacher Days**

FEBRUARY						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

4: 3<sup>rd</sup> Mid-Term Ends  
8: Mid-Term Reports issued  
15: President's Day—all schools and offices closed/Inclement Weather Day  
29: 63% Day for students Professional Dev. for staff

**20 Student Days**  
**20 Teacher Days**

MARCH						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7-11: Spring Break  
15: Ends 3<sup>rd</sup> Nine Weeks  
25/28: Good Friday—all schools & offices closed/ Inclement Weather Days

**16 Student Days**  
**16 Teacher Days**

APRIL						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6: Parent-Teacher Conference  
No School for Students  
Report Cards Issued to Parents  
19: 4<sup>th</sup> Mid-Term Ends  
21: Mid-Term Reports issued

**20 Student Days**  
**21 Teacher Days**

MAY						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26: Last day for students  
Ends 4<sup>th</sup> Nine Weeks/  
2<sup>nd</sup> Semester/School Year  
27: Graduation  
27: Last day for teachers  
Teacher Workday

**19 Student Days**  
**20 Teacher Days**

Approved: March 18, 2015/REVISION APPROVED: September 23, 2015

STUDENT DAYS = 180 • TEACHER DAYS = 187



*August 7, 2015*

*Dear Parents and Students:*

*The Claiborne County School District, being in compliance with the United States Environmental Protection Agency (EPA) AHERA; inspections performed at each of our school buildings in the spring of 1988 to identify and assess the conditions of asbestos containing materials. Immediately afterwards, management plans were developed to establish guidelines for managing the asbestos containing materials. In keeping with the national focus and effort to eliminate asbestos in schools, all school buildings in the Claiborne County School District underwent its last three (3) year inspection December 2, 2013.*

*A copy of the re-inspection, along with the initial management plan can be found in the Central Office 404 Market Street Port Gibson, MS 39150 and is available for view by the general public anytime during our normal school hours. The re- inspection includes assessing the conditions of the asbestos containing materials previously identified in the initial management plan.*

*If you should have any questions about this report, please do not hesitate to give me a call at 601-437-4232.*

*Sincerely,*

*Earl Watkins, Ph.D.*

*Conservator for Claiborne County School District*




**DISTRICT CONTACT INFORMATION**

DEPARTMENTS	CONTACT NUMBER(S)	CONTACT PERSON
<i>Conservator</i>	601-437-4232	<i>Dr. Earl Watkins</i>
<i>Deputy Superintendent/Instruction Federal Programs/Title IX Coordinator</i>	601-437-4232	<i>Dr. Sandra Nash</i>
<i>Business Manager</i>	601-437-4232	<i>Ms. Johnnie Thompson</i>
<i>A. W. Watson Elementary School</i>	601-437-5070	<i>Mrs. Trena Warren, Principal</i>
<i>Port Gibson Middle School</i>	601-437-4251	<i>Mr. Marvin Harvey, Principal</i>
<i>Port Gibson High School</i>	601-437-4190	<i>Mr. Eddwin Smith, Principal</i>
<i>Claiborne County Career &amp; Technical Education</i>	601-437-3800	<i>Mrs. Norma Thompson-Lewis, Director</i>
<i>Alternative Education / Athletic Director</i>	601-437-6881	<i>Mr. Gary Wright, Director</i>
<i>Special Services</i>	601-437-4232	<i>Ms. Debra Knox, Director</i>
<i>Student Assessment and Appeals</i>	601-437-4232	<i>Dr. Sandra Nash</i>
<i>Child Find/Case Manager</i>	601-437-4232	<i>Mrs. Latonya Wright</i>
<i>Technology</i>	601-437-4232	<i>Mr. Zikomo Turner, Director</i>
<i>Food Service/Child Nutrition</i>	601-437-4232	<i>Mrs. Rhonda Stacker</i>
<i>Custodial, Transportation &amp; Maintenance/Fixed Assets</i>	601-437-5205	<i>Mr. Terrance Young</i>
<i>Safe and Orderly</i>	601-437-4190	<i>Mr. Terrance Watson</i>
<i>MSIS/SAMS Coordinator/Student Data</i>	601-437-4232	<i>Mrs. Mary McCay</i>
<i>School Attendance Officer</i>	601-437-5289	<i>Mrs. Angela Brandon Buck</i>
<i>JROTC</i>	601-437-3104	<i>CSM Mildred Davis</i>
<i>PTA/PTSA</i>	601-597-1845	<i>Mrs. Jacqueline Jones</i>
<i>District Representative, MAE</i>	601-437-4251	<i>Dr. Sarai Johnson</i>

## ABSENCE FROM SCHOOL

### EXCUSED ABSENCES

1. For the above listed items, parent/guardian notes will be accepted for a total of three (3) per semester and six (6) per year absences.
- 
  2. Any additional absence exceeding the six (6) excused by parent/guardian note must be excused by a note from a doctor or other appropriate documentation.
  3. Absences will remain unexcused if documentation for excuse is not received within two (2) days of the student returning to school.
4. Any student with more than five (5) unexcused absences will be reported to the State School Attendance Officer as required in the Mississippi Code 37-13-91.

**EXTENDED ABSENCES:** When a student is absent for more than five (5) consecutive days, the following guidelines must be followed:

1. If the student intends to receive an excused absence, he/she, upon returning to school, must present a statement from a licensed physician certifying specific dates missed due to the medical condition.
2. The student anticipating an extended absence due to a medical reason must notify his/her counselor prior to the absence in order that orderly academic progress may be made during the absence.
3. Failure to comply with either of the above guidelines may result in the student not being permitted to complete for credit the academic work missed during the absence.

**BOOK BAGS/ PURSES:** Any student desirous of using a book bag to carry his/her supplies and books can purchase any book bag.

## ACADEMIC ASSESSMENTS – ASSESSMENT GLOSSARY

**ACT District State Testing:** Claiborne County Schools will participate in one administration of the ACT during school hours at Port Gibson High School at no student cost during the 2015-16 school year. The State of Mississippi will administer a live version of the ACT to enrolled eleventh grade students on April 19, 2016. Scores for this administration can be used for college admissions and scholarships, to meet mandated high school graduation assessment requirements and to determine school and district accountability ratings. More information will be made available through Port Gibson High School to eleventh grade students in the beginning of the 2015-16 school year.

**THIRD GRADE SUMMATIVE ASSESSMENT:** The Literacy Based Promotion Act as part of Senate Bill 2347 calls for students scoring at the lowest achievement level in reading on the established state assessment for third grade to not be promoted to fourth grade beginning of each school year. The third grade state reading assessment is 50 questions and will be administered online April 10 through April 23. Results from the April assessment will be used to address specific reading deficiencies of students who do not achieve a passing score. Up to two retest opportunities will be provided to students in an effort to support students in earning promotion to 4th grade. More information will be made available through A.W. Watson Elementary School to third grade students in the beginning of the each school year.

**ASVAB (Grades 11 or 12)** – nationally normed assessment of The Department of Defense. Results are used to determine aptitude for a career in the armed forces as well as student vocational strengths. Administered during the 11th or 12th grade to second-year vocational students.

### **Claiborne County Schools Formative Assessments**

**Benchmarks (Grades 1-11)** – customized criterion-referenced common assessments designed to reflect Mississippi state tests in both format and content. Results are utilized to guide classroom instructional decisions as well as sometimes serving as nine week and semester tests. Administered typically at the conclusion of the first three nine-week periods.

**STAR Math/STAR Reading/ STAR 360 (Grades PreK-8)** – an adaptive computer-based-test (CBT) where student responses determine the difficulty level of questions. Results can be used to guide classroom instructional decisions as well as to serve as a universal screener, which helps in early identification of specific math and reading deficiencies. Administered typically three times a year during September, January and April.

### **Common Core and Framework Assessments (MDE)**

- **Mississippi Assessment Program – Alternate (MAP-A - Grades 3-12)** – The English Language Arts (ELA) and Mathematics for grades 3 – 8, the Science for grades 5 and 8, and high school Algebra I, English II, and Biology alternate assessments for students with Significant Cognitive Disabilities (SCD). Administered March 1 – April 15, 2016.
- **MKAS2 (Grades PK & K):** Mississippi Kindergarten Readiness Assessment (Grades Pre-K & K) – baseline assessment to inform parents, teachers, and early childhood providers with a common understanding of what children know and are able to do upon entering school. Results will be used to deploy resources and instructional supports for students from birth to third grade. Administered during a pre-test window of August 11-September 15, 2015, and a post-test window of April 7-May 12, 2016.
- **Mississippi Reading Summative Assessment (Grade 3)** – customized criterion-referenced language arts assessment that is aligned to the MS College and Career Readiness Standards (expectations developed through a process led by chief state school officers and governors with the goal of supporting students in being prepared for colleges and careers). Results are utilized to determine the minimum level of competency in reading for promotion to fourth grade. Initially administered during a two-week test window of March 28-April 15, with two retest opportunities following during May 16-20 and June 27-August 5. A special administration will act as the third retest (2014-2015 third grade retained students) on November 16-20, 2015.
- **Mississippi Assessment Program (MAP Grades 3-8) created by Questar** –These assessments are customized criterion-referenced language arts and mathematics tests that are fully aligned with the Mississippi College and Career Readiness Standards (CCRS). Results are utilized for school and district accountability purposes as well as to determine individual student progress. Administered April 25 – May 17, 2016.

- **Mississippi Science Test, 2<sup>nd</sup> Edition (MST2) (Grades 5 & 8)** - customized criterion-referenced science assessments that are fully aligned with the 2010 Mississippi Science Framework. Results are used for school and district accountability purposes as well as to determine individual student progress. Administered May 2-13, 2016, for grades 5 and 8.
- **Subject Area Testing Program, 2<sup>nd</sup> Edition (SATP2) (Grades 9-11)** – customized criterion-referenced assessments in Biology I and U.S. History that are fully aligned with Mississippi science and history Frameworks. Results are utilized for school and district accountability purposes as well as a graduation requirement for students earning a high school diploma. Primary administration is May 9-13 with retests occurring in September, December and March to include Algebra I and English II SATP2 assessments participated in prior to May 2014.
- **Mississippi Assessment Program (MAP) (End-of-Course)** created by Questar of Mississippi College and Career *Readiness Standards*, these assessments are customized criterion-referenced assessments in Algebra I and English II that are fully aligned with Language Arts and Mathematics. Results are utilized for school and district accountability purposes as well as a graduation requirement for students earning a high school diploma. Will be administered on April 25-May 17.
- **English Language Proficiency Test (ELPT)** *The CBT LAS Links Assessment System is a large scale, English Language Proficiency Test given to kindergarten through twelfth graders who have been identified as English Learners (EL). Administered to March 1-30, 2016, to monitor English Learners' progress in acquiring academic English.*
- **MS-CPAS2 (Grades 10-12)** - occupational-specific portion of the Mississippi Career Planning and Assessment System. Results are utilized for establishing accountability for secondary vocational programs as well as to determine individual student progress. Assessment dates are unavailable. Administered April 11-29, 2016.

**ACTIVE PARENT:** On-line access to your child's grades, attendance and school news is available through the District's website at [www.claiborne.k12.ms.us](http://www.claiborne.k12.ms.us). Parents must enroll at their child's school.

### **ADMISSION: Verification of Residency / Transfer / Homeless**

*Ref: Board Policy JBC*

**I. General Eligibility:** This school district shall admit into its free public schools all eligible resident and legally transferred minor children who are over five and not over 20 years of age on September 1 of the school year. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the School Board pursuant to MS Code Section 37-15-29 (1992). Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend.

Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, legal guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. In case of separated or divorced parents, court orders and decrees involving custody of children will be controlling.

The person in charge of each school shall require any child enrolling in kindergarten or first grade to present a certified birth certificate or other documentation as permitted by law and valid immunization certificate upon enrollment. Except as provided below no child shall be admitted to any school in this school district during any school year unless such child will reach his fifth birthday on or before September 1 of said school year for kindergarten enrollment; or unless such child will reach his sixth birthday on or before September 1 of said school year for first grade enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate.

Subject to the provisions below, any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:

- A. The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
- B. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
- C. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
- D. The Superintendent of this District has determined that the child was making satisfactory educational progress in the previous state.

When any child applies for admission or enrollment in the Claiborne County School District, as required by law, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student's admission and enrollment until the Superintendent or his/her designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the school district may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. §37-15-9 (1994)



No child in grades K through 12 shall be allowed to enroll in or attend any school within the Claiborne County School District without a valid immunization certificate. Valid certificates include:

- Form 121 -- Certificate of Compliance
- Form 121-A -- Medical Exemption Certificate
- Form 121-T -- Temporary Compliance Certificate: The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

**II. Residence Verification Procedure:** Definition of residency for school attendance purposes: The student physically resides full-time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

- A. All school districts will require students who are seeking to enroll or continue to enroll in a school district to register at the school they are assigned to attend. The school district shall verify the residence of each student.
- B. Any new student enrolling in or entering a school district or any continuing student whose residence has changed will be required to verify his/her residence address as herein provided as a part of the registration process.
- C. Parents or guardians of continuing students whose residency has not changed shall sign a Declaration of Residency Form.

The Claiborne County School District accepts only students who physically reside full-time, weekdays/nights and weekends, within the limits of the school district, with the following exceptions: (1) the child of an out-of-district school employee is eligible to attend school in the district, based on mutual consent of the school board. Except for those students who have been legally transferred, each student must establish his or her residency in the following manner:

- A. **STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S):** The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items listed below as verification of their address, except that a document with a post office box as an address will not be accepted.
  1. Filed Homestead Exemption Application form
  2. Mortgage documents or property deed
  3. Apartment or home lease
  4. Utility bills
  5. Driver's license
  6. Voter precinct identification
  7. Automobile registration
  8. Affidavit and/or personal visit by a designated school district official
  9. Any other documentation that will accurately and clearly establish that the parent or guardian resides within the school district
  10. Certified copy of filed petition for guardianship if pending, and final decree when granted

- B. **HOMELESS CHILDREN:** When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).
- C. **STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:**
1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (a)1-10 above, required of a parent or legal guardian.
  2. The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The Superintendent or his/her designee will make the necessary factual determinations under subsection II.1 (c) (2). Examples of situations where in loco parentis authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
    - a) Death or serious illness of the child's parent(s) or guardian(s);
    - b) Abandonment of the child;
    - c) Child abuse or neglect;
    - d) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
    - e) Students enrolled in recognized exchange programs residing with host families.
  3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.
- D. The requirements of Section II.1 (a) and (c) above are minimum requirements and this school district may require additional documentation and verification at any time.
- E. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- F. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.
- G. Any court ordered procedure shall take precedent over any procedure contained herein.

## **AMERICAN WITH DISABILITIES ACT**

### ***Section 504/American with Disabilities Act Nondiscrimination on the Basis of Disability:***

The Claiborne County School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

**SECTION 504 PROCEDURES – STUDENTS:** Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the Claiborne County School District.

(Ref: Board Policy: IDDHB)



The following person has been designated as the Section 504 Americans with Disabilities Act Coordinator and will handle inquiries regarding the Claiborne County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability: **Debra Knox, Special Services Director/404 Market Street ~ Port Gibson, MS (601) 437-4232**

**ARRIVAL TO SCHOOL:** Students will be permitted to go to their first classrooms at 7:30 a.m. In inclement weather, students may report to the gym or other areas so designated by school official. Students who ride a bus or are late to school for the first period must report directly to the **main office or designated area by building principal upon arrival**. Loitering in the halls, restrooms, library, or any other place on campus will not be tolerated.



**A.W. Watson Elementary School-----7:30 a.m. - 3:00 p.m.**  
**Port Gibson Middle School-----7:30 a.m. - 3:15 p.m.**  
**Port Gibson High School-----7:40 a.m. - 3:35 p.m.**

**BREAKFAST will end promptly at the following times:** A. W. Watson Elementary School @ 7:25 a.m.; Port Gibson Middle School @ 7:25 a.m. and Port Gibson High School @ 7:30 a.m. No students shall eat breakfast after these times except when they are late due late bus arrival.

**LATE ARRIVAL TO SCHOOL:** Parents who bring their children to school late must bring the child into the office to sign him/her into school. Tardy is defined as arriving to school after the beginning of the school day or class. Tardiness due to medical or dental appointments will be excused and work can be made up if a doctor's excuse is presented the day of the tardy. No late medical excuses will be accepted for tardiness. Students will not be subject to consequences if they arrive late on a school bus. Students are allowed five unexcused tardies per semester (with work allowed to be made up). An absence due to tardiness will prevent a student from having perfect attendance. Only tardies due to a doctor's or dental appointment will not count towards an absence. A reasonable amount of time will be considered excused before and after a medical or dental appointment. Three or more unexcused tardies or early checkouts (not related to medical/dental appointments) per grading period will make a student ineligible to receive perfect attendance.

**ATTENDANCE:** It is the belief of the Claiborne County Schools' administration that regular school attendance is paramount to student success and the district, therefore, stresses the importance of regular student attendance in school. Research indicates that a student's attendance is directly proportional to the student's graduation from high school. We are committed to working with the student as well as the parents when the student's attendance is affected by extenuating circumstances. Through collaboration, the student's level of success is greatly enhanced. *Ref: Board Policy JBD*

Mississippi law requires students to attend 63% of the instructional day in order to be considered present. The majority of funding for the operation of our schools is based on the attendance of our students, and the district loses thousands of dollars due to absences. Consequently, parents are encouraged to keep student absenteeism to an absolute minimum.

Nevertheless, a student who is absent more than 37% of his/her instructional day must be considered absent the entire day. (MS Code 37-13-91)

**Mississippi Compulsory School Attendance Law:** Compulsory school age child means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. (MS Code 37-13-91)

**Referral of Compulsory Absences to Student Attendance Officer:** If a compulsory – school age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer. The superintendent, or his/her designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur.

**School Attendance Officers' Protocol:**

- Five (5) Unexcused Absences- the School Attendance Officer will notify the parent/guardian in writing of the student's absences.
- Ten (10) Unexcused Absences - The School Attendance Officer will send second notice for informal hearing.
- Twelve (12) Unexcused Absences – The School Attendance Officer will file a petition in the Claiborne County Youth Court.

**State Law:** After a student has accumulated five (5) or more unexcused absences, the Attendance Officer employed by the State Department of Education will be notified ( Legal Ref. MS Code 37-13-91).

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a non-charter public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district, or his designee.

An absence is excused when:

1. The absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district, or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
2. The absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
3. Isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. It results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
5. It results from a medical or dental appointment of a compulsory-school-age child.

6. It results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
7. The religion to which the compulsory-school-age child or the child'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, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
8. It is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his designee, before the absence, but the approval shall not be unreasonably withheld.
9. It is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that conditions are sufficient to warrant the compulsory-school-age child's nonattendance. However, no absences shall be excused by the school district superintendent, or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
10. It results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
11. It results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

## BULLYING /Student Complaints



Students and employees in the Claiborne County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right

to pursue a complaint at any level, including review by the Board. (Ref: *Board Policy JTH*)

**Definitions:** *Bullying or harassing behavior* is any pattern of gestures or written; electronic or verbal communications; or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "*hostile environment*" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

**Procedures for Processing a Complaint:** Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairperson. The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their child. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be produced in writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days. Notwithstanding the foregoing provisions, due process as provided pursuant to policy JCAA will apply when applicable.

**CAMPUS POLICE:** The Mission of the Claiborne County School District Campus Police is to provide a safe and secure environment for all individuals throughout the district. The District Police are committed to the preservation of peace, protection of life, and property of all individuals and buildings. Their values are to diligently uphold the laws that protect both life and property of the students, faculty and staff of Claiborne County School District (CCSD) without bias or prejudice. They will conduct themselves both professionally and personally in ways which clearly show that honesty and integrity are our code of honor. It is the vision of the members of the CCSD Campus Police Department to serve as leaders in the law enforcement community. Each officer will strive to conduct himself/herself in a manner that will set an example for all law enforcement officers, as they constantly commit to a "Take Pride" Police Department.



**CELL PHONES/ELECTRONIC DEVICES:** In an effort to support student safety before and after school, Claiborne County School District students will be allowed to possess cell phones on campus. The student groups prohibited from possessing cell phones on campus are Pre-K through fifth grade students and students assigned to the district's Alternative Education Program.

To avoid interruptions to the instructional program, the Claiborne County School District prohibits the use, display, or activation of cellular phones or other communication devices including personal digital assistance devices, lasers, and related communication products (or other electronic items) by students during the instructional day on any school campus unless the use of the device requested by the teacher and is pre-approved by the building principal as part of the instructional process.

Under this policy, the instructional day also includes, but is not limited to on the school campus, class time, lunch periods, class changes, after school detentions or tutorials, during emergency drills, practices for extracurricular events and field trips, and any other structured or non-structured activity that occurs during the normal school day. The district also prohibits the activation or use of cellular devices or other communication devices including personal digital assistance devices, lasers, and related communication products (or other electronic items) on the school buses.

Students who bring cell phones to school must adhere to the following rules:

1. Cell phones must be turned off and cannot be visible on campus during the school day.
2. The campus includes loading and unloading areas for cars and buses, in the building, or on campus grounds.
3. Placing a cell phone on vibrate or texting is not considered off and is prohibited.
4. Using a cell phone to record or video tape is prohibited.

If a student is found in violation of this policy, the following discipline will be administered:

- **First offense** – the device will be confiscated for five school days. The device will be secured by the school administration and released to the student's parent/guardian on the sixth (6th) day after the regular school day. Parents will be given a copy of this policy and asked to sign a form of acknowledgement.
- **Second offense** – the device will be confiscated for ten school days. The device will be secured by the school administration and released to the student's parent/guardian on the eleventh (11th) day after the regular school day. Parents will be given a copy of this policy and asked to sign a form of acknowledgement.
- **Third offense** – the device will be confiscated for the remainder of the school year. The device will be secured by the school administration and released to the student's parent/guardian on the last regular school day of the given school year for students.

**Communication Device Usage during Statewide Tests:** Any communication device used during the administration of statewide tests will be confiscated for the duration of the school year and may result in suspension or expulsion of the student from the regular school environment for the remainder of the year and into the alternative school setting. Additionally, any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other district rules or policies will be subject to disciplinary action according to the Student Code of Conduct.



**Confiscation of Cell Phones:** Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action according to the Student Code of Conduct. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a phone in the main office, which are made available to students with appropriate permission in the case of an emergency.

**NOTE:** If it is determined that a cell phone or any other electronic device was used in a drug transaction, promoting a disturbance, texting answers, bullying, bomb threats, bodily threats, or any illegal or immoral activity, the student will be suspended and the phone will be confiscated and returned on the last school day of the given school year. There is no probationary period for the use of cell phones or electronic devices associated in any of the above stated cases. If a cell phone is confiscated in In-School Suspension (ISS), the student will be given additional days of ISS and the phone or electronic device will be confiscated and returned after school on the last school day of the given school year. The Claiborne County School District will assume no responsibility of student loss, damage, or theft of the cell phones or related communication devices.

\*\* If a parent needs to contact a student during the day for an emergency, please call the office. If the call is not an emergency, a phone message will be delivered to the student at the earliest opportunity but no later than the end of the day.

*Disclaimer: The Claiborne County School District employees have no financial responsibility for confiscated items that are lost, stolen, or damaged.*

## CONDUCT OF STUDENT (GENERAL RULES)

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the principal's office. The counselor and principal will review the case and try to resolve the problem. A student who has been sent from class repeatedly will be suspended from school.
3. Any student who starts a disturbance or who participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and by his parents or guardians that there will not be a recurrence of this sort of behavior.
4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
6. Radios, pagers, and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge and approved by the school administrator.
7. All schools in the District are tobacco-free zones. Tobacco use is prohibited on property owned or used by the school, whether during school, after school or at school-related events. See Policy EBAB.

8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCBH, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.
9. A student is strictly prohibited by law from possessing, using or selling any controlled substance, including drugs and alcohol while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his/her designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
10. A student who uses or is under the influence of any alcohol or drugs shall be subject to an immediate suspension for a minimum of three (3) days or expulsion and subject to all other penalties and requirements provided by law and District policies.
11. A student who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to immediate suspension and recommendation of expulsion by the principal, his/her designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
12. A student who carries or otherwise has in his/her possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one (1) calendar year by the principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.
13. A student, upon his/her second suspension for a disciplinary reason, will be informed that his/her third such suspension may result in expulsion.
14. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.
15. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JBPA, Student Complaints of Sexual Discrimination/Harassment – Title IX Procedures.
16. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local School Board. (§37-11-18 (1995)).



**SPECIAL EDUCATION STUDENTS:** Special education students are responsible for adhering to the same rules of conduct as nondisabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The special education director/coordinator or designee should be informed when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by long-term suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), —Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations. Freedom of speech is a constitutional right guaranteed to all citizens. The School Board shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideas. All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the system or result in harm to other individuals. All students shall have the responsibility to grant the same rights and responsibilities to each other and to develop tolerance for the viewpoints and opinions of others and to recognize the rights of other individuals to form and hold different points of view.

**CONFERENCES:** The Claiborne County School District endorses a productive working relationship among teachers, parents, and students. Teachers and principals will conduct student conferences as needed, to help students assess and evaluate their performance and their progress. Parents may secure an appointment for a conference with the teacher (s) and/or principal by calling the school office.

**CORPORAL PUNISHMENT:** Reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and 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. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.

2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
3. Corporal punishment may be administered by the school principal or assistant principal.
4. When corporal punishment is administered, it shall be done in the presence of another certified employee. It shall take place in the principal or assistant principal's office or other place that is out of the view of other students.
5. Any paddling shall be limited to the administration of 1-3 licks.
6. All cases of administration of corporal punishment shall be fully documented.
7. Before such punishment is administered, the student shall be advised of the specific reason for the punishment and this reason shall be stated in the presence of another certified employee of the school who shall be the witness of the paddling.

Except in the case of excessive force or cruel and unusual punishment, a principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a principal or assistant principal in any action which may be filed against such school personnel.

Corporal punishment administered in a reasonable manner by a principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students.

**CREDIT RECOVERY- High School Only:** Credit Recovery has been defined by the Mississippi State Department as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. This policy does not apply for students retaking the class. Claiborne County School District has set up a credit recovery program to help struggling students graduate. Students must go through an application process and be approved by the administration before participation will be allowed.



## I. Admission to and removal from the Credit Recovery Program

**Application Process:** Student desiring to participate in credit recovery must apply to the Credit Recovery Program.

### STAGE I

1. The application must include the name of the course to be recovered and recommendation from a teacher or counselor.
2. The application must include parental approval for participation in the Credit Recovery Program.
3. The principal and/or counselor must verify minimum criteria for participation.
4. The principal and counselor must approve the credit recovery course and verify approval of parent for participation in program.
5. Once application is made and criteria verified, the application is approved or disapproved. (If disapproved, justification of disapproval is indicated.)
6. Students will be allowed to recover established state assessment courses: Algebra I, Biology I, English II, and U. S. History.

### STAGE II

If approved for credit recovery a timeline for completion is established. Timelines will be set for the completion of the Credit Recovery class.

1. A student who fails to make an effort to start the Credit Recovery course within five days of the established time line will be counseled by the counselor.
2. A student who fails to make an effort to start the Credit Recovery course within eight days will be counseled by the principal.
3. A student who fails to make an effort to start the Credit Recovery course within ten days may be removed from the program.
4. A student who fails to complete the timeline established on the application will be removed from credit recovery, unless a waiver is given for special circumstance by the administration.

### Minimum Criteria

A student must have made a grade of at least 50 in the course he/she is attempting to recover.

- II. **Eligibility:** (1) Students who have already received credit for a course are not eligible for Credit Recovery; (2) Students shall take no more than one Credit Recovery course per 18 week period, with a maximum of two courses per school year. (This 2 course limit does not include courses recovered during summer school sessions.) This requirement may be waived for students who have a serious illness and are or have been homebound.
- III. **Instruction:** The Claiborne County School District will use an online software provided by a reputable company or classes offered by the MDE Virtual School for Credit Recovery. The District will provide training from the software company for the teachers and facilitators. Credit Recovery will be offered after school hours and during school as resources permit, unless the student has an extenuating circumstance, such as being homebound due to illness.
- IV. **Content and Curriculum:** The curriculum used by Claiborne County School District for Credit Recovery is aligned with the Mississippi Curriculum Frameworks or the Mississippi College and Career Ready Standards. It has been approved by Mississippi Department of Education for Credit Recovery. The objectives for each course will be individually selected for the student by a Credit Recovery Curriculum Committee. This committee will be a minimum of three people, a counselor, an administrator and a classroom teacher of the course to be recaptured or head of the department of the course to be recaptured.

## V. Grading

1. The student may receive only a score of 75% on any Credit Recapture course. Upon completion of the course a grade of 75 will be recorded for the course and it will be noted on the transcript.
2. Grading of the individual objectives will be through the use of posttests of the individual modules. A grade of 75 must be achieved on the module for the objective to be considered as mastered.
3. If the module does not have a module posttest, then a completion of the lesson will fulfill the 75% criteria. In the event that a module includes non-tested objectives (as determined by the Recovery Curriculum Committee), a mastery of the post test will be determined by mastery of the 75% of the individual objective items on the post test.
4. When a student has completed the requirement for any Credit Recovery Class(es), Daily Usage Details and Pretest/Posttest report will be submitted to the counselor as documentation of student completion of modules.

**DELIVERIES TO STUDENTS:** The Claiborne County School District will not accept the delivery of gifts for students to the schools. District schools must preserve the educational environment and cannot assume responsibility for storage and delivery of flowers, balloons, gifts, etc., for students. (*Ref: Board Policy JLC*)

**DISRUPTIVE STUDENTS (HABITUAL)** Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, reporting teacher and student's parent and which student does not comply with the plan shall be deemed habitually disruptive and subject to expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student, a psychological evaluation shall be performed upon the child. (MS CODE 37-11-18.1) (*Ref: Board Policy JC*)

**DRESS CODE/UNIFORMS:** The Claiborne County School District recognizes that the way students dress can affect their behavior. Research has shown that schools with uniform dress codes have fewer discipline problems, higher academic achievement, and students with higher self-esteem. Therefore, the Claiborne County Board of Education has determined that all students in Grades K-12 in attendance in the Claiborne County School District will wear uniforms beginning the 1999-2000 school year and thereafter. Questions regarding implementation of the policy and regulations should be directed to the principal of the school where the student is in attendance. (*Ref: Board Policy JCE*)



Based on parental input, the description of individual items is provided to parents at the beginning of the school year.

- **A. W. Watson School:** Students in grades Pre-K through second grade will wear gold tops on Monday, Wednesday, and Friday and purple shirts on Tuesday and Tuesday. Students in grades third through fifth will wear purple tops on Monday, Wednesday, and Friday and gold tops on Tuesday and Thursday. All students will wear khaki bottoms daily.
- **P.G. Middle School:** Students in grades six through eight ( 6-8) will wear solid red, sky blue, or solid navy blue tops with collars; students will wear khaki and navy bottoms. No specific days or color combinations are assigned.

- **P. G. High School: Freshmen** will wear SOLID red tops ONLY!! They will wear khaki bottoms on Mondays, Wednesdays, and Fridays; and navy bottoms on Tuesdays and Thursdays • **Sophomores** and **Juniors** will wear SOLID navy tops and khaki bottoms on Mondays, Wednesdays, and Fridays; and will wear SOLID white tops and navy bottoms on Tuesdays and Thursdays. • **The 2015-2016 seniors** will wear pink, black and sky blue tops. Khaki bottoms will be worn each day. No color combination is specified, which means seniors will be allowed to wear any color tops within the specified colors on any school day.
  - The tops should be of appropriate size and should remain tucked at all times.
  - The skort shall be an option available only for students in grades K-5.
  - The windbreaker has been added as an “outer” garment.

The school district’s logo (optional on the shirt) shall be placed on the left front panel of the shirt, sweater, sweatshirt, or windbreaker, or the logo can be placed on the left collar of a blouse. No designer label or design shall be seen on uniform shirt. No other collar shirt can be worn under the uniform shirt. Students choosing to wear t-shirts under uniforms tops are required to wear a plain white t-shirt without a collar. Any other colored t-shirt is a violation of the policy of the school district.

The school district has made no effort to limit free enterprise; no vendor has been excluded. However, it has been emphasized to the vendors that the construction of all pieces of the uniform shall be of “uniform” quality, wrinkle free, wash-n-wear, permanent press, and doubled-stitched. The short, skirt, skort, and jumper must be “knee length or below.” The overall quality of the material is the primary determiner of price; poorly constructed clothing has a cheaper price tag.

Please inform the school of any vendor who sells an item designed to be a part of the uniform which does not meet the description listed in these guidelines, or which does not meet the “uniform” standard. Failure to adhere to proper dress attire (wearing shorts, skirts, or skorts too short or wearing pants sagging below the waistline or wearing pants that are more than one inch larger than the waist size) will result in disciplinary action.

Parent or Guardians shall be responsible to ensure that their children adhere to the school district’s Uniform Dress Code.

**DRESS CODE VIOLATIONS:**

- Oversize clothing is prohibited. Pants or trousers can be no more than one inch larger than the actual waist size. “Sagging” of pants is prohibited; no under-garment shall be seen nor shall pants hang in folds about the footwear. This means the leg hem shall not drag or be worn below the heel of the shoe. Mutilation, e.g., purposefully cutting holes, of clothing is prohibited. Shirts must be long enough to tuck in. **T-shirts as an outer top are not permitted.**
- Students are prohibited from wearing additional “patches,” pins, or ear rings that may be considered lewd, profane, obscene, suggestive or vulgar; which may harass, threaten, intimidate, or demean other groups; or, which displays illegal merchandise or contraband: Hats and scarves may not be worn in the building. No combs, picks, brushes or curlers are allowed in the hair: Head gear, kerchiefs, stocking caps, head wraps, caps, hats,



bandannas, “doo” rags, wash cloths, or any “gang” paraphernalia, is prohibited. The only exceptions to any head gear include a hair net or cap required where long hair poses a health or safety threat near open flames, moving machines or in food preparation classes, or a cap worn as part of religious persuasion, e.g., the yarmulke worn by individuals of the Jewish faith. Earrings shall not be worn on clothing. Medallions and necklaces shall not be worn outside the shirt/top.

- Belts must be worn if the garment has belt loops. Belt buckles shall not display insignias. Students can wear pants, shorts, skirts, or skorts that have an elastic waistband. However, all shorts, skirts, and skorts shall come to the knee. None shall be worn above the knee. NOTE: Failure to adhere to proper dress attire (wearing shorts, skirts or skorts too short or wearing pants sagging below the waistline or wearing pants that are more than one inch larger than the waist size) will cause a student to be disciplined.
- Blue jeans, denim or denim-like, sweat pants, overalls, stretch pants, scrub pants, wind suits, cargo pants, baggy, holey, sagging or frayed bottoms, rolled up pants, spandex, biker and nylon pants are not allowed.
- Footwear – Students are prohibited from wearing footies, house shoes, nylon ballerina shoes, backless sandals, flip flops, beach shoes, shower shoes, platform shoes, spike heels, birken stock, clogs, crocs, lighted shoes or heely (skate) shoes. Shoes must be properly tied or fastened. Covered shoes must be worn at all times.
- Pants shall not have raveled hem: the hem must be free of ravels and have a turned “under” hem.
- Students are not permitted to wear emblems on long chains worn around neck with sharp edges.
- Wearing hoodies (The pull-over sweat shirt with the hoods) are prohibited.
- All outerwear shall be free of all logos, including sports, lettering, designs, pictures, depicting group affiliations, drugs, alcohol, obscenities, or brand names.
- Students can wear school sponsored jackets.

**DISCIPLINE LADDER:** When a student who is already on the discipline ladder is found to have violated another infraction on the discipline ladder, he/she automatically moves to the next step on the discipline ladder below. The purpose of the progression along the ladder is to discourage students from continuing a pattern of misbehavior. The administration, at its discretion, may impose any penalty at any level considered most appropriate. Any student that is frequently referred to the office for disciplinary infractions will be placed on a Behavior Management Plan. Further disciplinary infractions and/or violation of the Behavior Management Plan shall result in referral to the Alternative Education Center.

The following is a list of infractions and their consequences. This list, however, is not all-inclusive.

	RULE VIOLATIONS	CONSEQUENCES
1.	Being in an area designated as off-limits-This includes parking lots at any time during the day and buildings during lunch	Steps 3-6
2.	Cell phone and electronic device use/display is not allowed on campus during the school day	Steps 3-6
3.	Cutting class and/or truancy	Step 3-6
4.	Defacing or otherwise damaging school property – Penalty also includes restitution for damages	Steps 3-6
5.	Disobedient, discourteous, and disrespectful behavior	Steps 3-6

	<b>RULE VIOLATIONS</b>	<b>CONSEQUENCES</b>
6.	Driving violation to include illegal parking, failure to properly display parking decal information, and dangerous or reckless driving. Repeated or serious violations will result in loss of campus driving privilege. The towing of vehicles is utilized for illegal parking. Towing will be at owner's expense	Steps 3-6
7.	Failure to attend In-School Suspension/ After School Detention	Steps 4-6
8.	Fighting at school or on the way to and from school or school activities	Steps 4-6
9.	Forging a progress report, report card, doctor's excuse or other official school document.	Steps 4-6
10.	Forging a teacher's signature	Steps 4-6
11.	Gambling or possession of gambling devices (including cards).	Steps 4-6
12.	Harassment, intimidation, or threatening of other students and school personnel.	Steps 4-6
13.	Improper behavior at assemblies or other school activities.	Steps 3-6
14.	Improper behavior in the cafeteria or on the school campus	Steps 3-6
15.	Leaving campus without authorization	Steps 3-6
16.	Loitering on school campus after school hours.	Steps 3-6
17.	Open defiance toward a teacher or administrator	Steps 3-6
18.	Other misbehavior as designated by the school administration.	Steps 3-6
19.	Possession of or use of tobacco or tobacco-related products on the school property and at school activity	Steps 3-5
20.	Profanity/vulgarity (including acts, gestures, or symbols directed at another person)	Steps 3-6
21.	Racial slurs directed at students or teachers	Steps 3-6
22.	Refusal to identify yourself properly when requested to do so by a school staff member	Steps 3-6
23.	Refusal to report to the office when instructed to do so.	Steps-4-6
24.	Student out of class with no hall pass	Steps 1-6
25.	Student will not wear any type of gang emblems or symbols on campus or have in his/her possession any type of gang paraphernalia	Steps 1-6
26.	Tardies	Steps 1-6
27.	Theft	Steps 3-6
28.	Use or possession of weapons, look alike or dangerous objects. Bomb Threat	Steps 6
29.	Use or possession of fireworks	Steps 3-6
30.	Use, sale, solicitation, or possession of drugs, or drug paraphernalia on or near school grounds or at a school activity	Steps -6
31.	Use, sale, solicitation, or possession of alcohol on near school grounds or at a school activity	Steps-6
32.	Violation of the dress code. Students will have to meet dress code before attending class. Tie missed will be unexcused	Steps 1-6



## **CONSEQUENCES (Discipline)**

### First Offense--Step 1:

1. Contact Parent
2. Counseling and/or Student Support Services

### Second Offense--Step 2:

1. Contact Parent
2. Counseling and/or Student Support Services
3. Corporal Punishment
4. Three (3) days loss of privileges or one (1) day In-school suspension

### Third Offense--Step 3:

1. Contact Parent
2. Counseling and/or Student Support Services
3. In-School Suspension, three (3) days
4. Five (5) days loss of privileges

### Fourth Offense--Step 4

1. Contact Parent
2. Counseling and/or Student Support Services
3. Out of School Suspension, one (1) to three (3) days.
4. Ten (10) days loss of privileges after return to school.

### Fifth Offense--Step 5:

1. Contact Parent
2. Counseling and/or Student Support Services
3. Out-of School Suspension, three (3) to five (5) days
4. Referral to District Discipline Committee
5. Send detailed report to the Superintendent from District Discipline Committee.

### Sixth Offense--Step 6:

1. Contact Parent
2. Recommendation for expulsion (A student may be recommended for expulsion at any time of the administrator feels the student's action warrant such recommendation).
3. Out-of-School Suspension, ten (10) days.
4. Referral to District Discipline Committee
5. Send detailed report to the Superintendent from District Discipline Committee.

**NOTE: Excessive or extra violations can result in a higher step of consequences.**

**DUAL ENROLLMENT:** Dual enrollment is a program that allows high school students to simultaneously earn college or vocational credit toward a postsecondary diploma at a Mississippi public college that may or may not also count as credit toward a high school diploma through School Day Enrollment and Independent Study Enrollment.

**DUE PROCESS:** Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School Board governing student conduct shall be distributed to the students and posted in a conspicuous place. Prior to any suspension the principal or his/her designee shall (**Ref: Board Policy JCAA**):

1. Advise the student in question of the particular misconduct and the basis for accusation.
2. Provide the student an opportunity to explain his/her version of the situation; and
3. Immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or an ongoing threat of disruption to the academic process. The necessary procedure shall follow as soon as practicable.

If the suspension is to be ten (10) days or less, the above procedures are considered sufficient (*Goss v. Lopez*, 1975). If the suspension is to be more than ten (10) days in addition to the above procedures, the steps below shall be followed:

1. A notice in writing of the suspension and the reasons thereof shall be given to the parents or guardians of the student suspended if the student is under eighteen years of age. This notice shall be provided in sufficient time (minimum of three (3) days ahead) to give the student a chance to prepare his defense.
2. The student (and parents or guardians if he/she is under 18) shall be provided with a copy of the Board's policy and administrative procedures on suspension and expulsion.
3. Students shall be permitted to examine any document or record the school will use at the hearing or which will aid him/her in his/her defense.
4. The student shall be permitted to obtain legal counsel.
5. The student or his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts.

For procedural purposes, suspension exceeding ten (10) days and expulsions shall be treated alike. Unless there is an emergency, hearings shall precede the imposition of any long-term suspension or expulsion.

**DRUG/ALCOHOL/TOBACCO USE:** The use of drugs will not be tolerated in the Claiborne County School District. Each school is a drug free school and its drug-free policy will be strictly adhered to. Students caught using drugs or alcohol or suspected of the offense will be turned over to the principal. A guilty student will be subject to severe disciplinary action.



Students are absolutely prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. With regard to prescription medications, Policy JGCD applies. The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in Policy JDD. In the event of violation of this policy, all reporting requirements of Policy JDA shall be applicable. This policy is for the discipline and protection of the students of this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi. (Ref: *Board Policy- JCDAC*)

**TOBACCO USE:** This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000."

### Definitions

- (1) Adult: any natural person at least eighteen (18) years old.
- (2) Minor: any natural person under the age of eighteen (18) years old.
- (3) Person: any natural person.
- (4) Tobacco product: any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
- (5) Educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution at/or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are violations committed on any educational property within the State of Mississippi. '97-32-27 through 97-32-29 (2000)

**DYSLEXIA IDENTIFICATION:** The District, in compliance with House Bill 1031, will screen all students during the second semester of Kindergarten and during the first semester of first grade for characteristics of dyslexia.

A diagnosis of dyslexia must come from a licensed psychologist, psychometrist, or speech language pathologist. Students diagnosed with dyslexia and served will not necessarily have a ruling under IDEA and /or Section 504

### EMERGENCY PLANS (Ref: *Board Policy- EBBB, EBBC*):

- **TORNADO, EARTHQUAKE, SEVERE WEATHER:** A tornado watch means weather conditions are favorable for a tornado. A tornado warning means a tornado has been spotted. All students are to move into a school hall. While in the halls or classroom, the pupils should face an interior wall, with knees and elbows on the floor and hands over the

back of their heads. If students are between classes when an alert is sounded, they should report to the nearest hallway. Students will not be allowed to use the telephone during the emergency.

- **HURRICANE:** The Claiborne County School District will operate on a normal basis until a hurricane warning is issued and then the following steps will be taken: (A) Students will be dismissed from school immediately. (Local news media also will be notified.) (B) Student will be transported home by school buses.
- **FIRE, EXPLOSION AND BOMB THREAT:** In case of fire, explosion or bomb threat, students are immediately instructed to go to a designated area, under the supervision of the teacher, away from the building. Students are to proceed in an orderly yet rapid manner to the designated area.
- **LOCKDOWN:** Teachers will be notified through the intercom system when to have a lockdown.
- **EMERGENCY EVACUATIONS:** An emergency evacuation is an operation for which plans must be made and is above and beyond the normal fire and tornado drills now in place. Cooperation must be solicited from all concerned. In the event you receive notice that your child's school has evacuated through our automated telephone system, parents can contact the following family reassembly area to locate your child.

**A. W. Watson Elementary School will relocate to Port Gibson Middle School  
Port Gibson Middle School will relocate to A. W. Watson Elementary School  
Port Gibson High School will relocate to Port Gibson Middle School**

**EQUAL EDUCATIONAL OPPORTUNITIES:** Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, disability, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

School Board policies shall follow federal laws related to nondiscriminatory practices in the operation of the school. Process Standard 2 of the Mississippi Public School Accountability Standards is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. {MS Code 25-41-7; 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964} (*Ref: Board Policy JAA*)

## FEES

1. The school board of the Claiborne County School District shall be authorized to charge reasonable fees, but not more than the actual cost, for the following:
  - a. Supplemental instructional materials and supplies, excluding textbooks;
  - b. Any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation; and

- c. Extracurricular activities and any other educational activities of the school district that are not designated by the local school board as valid curriculum educational objectives, such as band trips and athletic events.
2. All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the school board of each school district shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The financial hardship waiver policy must be distributed in writing to pupils at the time of enrollment. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver.
  - a. The board shall ensure that a pupil eligible to have any such fees waived as a result of an inability to pay for those fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall any school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.
  - b. The confidentiality of the financial hardship waiver policy adopted by the school board shall apply to any students who have an inability to pay any fees authorized under subsection (1) of this section.
3. In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational enhancement. (Ref: Board Policy JHA)

## **FERPA (Family Education Rights and Privacy Act of 1974)**

*This policy complies with the requirements of the No Child Left Behind Act of 2001*



In accordance with the policy of the Claiborne County Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

**DEFINITIONS:** For the purpose of this regulation, the school district has used the following definitions of terms:

- Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.
- Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.
- Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.



- Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:
  1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
    - A. It was made as a personal memory aid;
    - B. It is in the sole possession of the individual who made it; or
    - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
  2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
  3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier: Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

*Ref: Board Policy JRAB*

**ANNUAL NOTIFICATION:** Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

### **STATEMENT OF RIGHTS**

Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protection given to parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post- secondary school.

### **The following information may be released with obtaining parental consent:**

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. Please notify the District in writing if information is not to be released.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the District if this information is not to be released. *Ref: Board Policy JRAB*

**FOOD SERVICE:** Claiborne County School District is participating in the Community Eligibility



Program. Any student enrolled in Claiborne County School District can receive their breakfast and lunch at no charge to them.

**FUNDRAISERS:** All fundraising projects shall be approved by the school board prior to start date and accounted for through the activity fund. Neither students nor teachers will be permitted to sell, solicit for the sale of non-school related organizations or individuals. If fundraising projects are for district-wide events or programs, i.e., gifted education, music education, etc. the chair or coordinator of such events or programs must receive approval from the deputy superintendent, and the financial officer to ensure appropriate procedures are followed and appropriate receipting of funds is given.

**GRADING/REPORT CARDS:** Grades are the teachers' statements of student academic and behavioral progress. They are designed as an informational instrument for students and parents and should never be discussed among other teachers or students. The following guidelines will be adhered to:



- Every student shall receive academic grades per week. Teachers must be able to justify every grade given, and every grade must relate to specific benchmarks taught by the teacher.
- The school session shall be divided into four quarter grading periods. The first two quarters comprise the first semester, and the final two quarters comprise the second semester.
- The academic grade will accurately reflect student achievement and shall not be reduced in any manner such as taking away points because of disciplinary problems.
- Each semester grade shall be the average of its two nine week's grades. There is no semester exam.
- The yearly course grade shall be the average of the two semester grades. There is no yearly exam.
- Students will have passed a yearly course if their yearly grade is 65 or above, and they will have passed a semester course if the semester grade is 65 or above.
- Numeric numbers are used in lieu of quality points. It is the policy of the school board to report all grades in numeric fashion. No averages shall be rounded to the nearest tenth. All grades will be extended to the 7<sup>th</sup> digit.

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

### Objectives

- To prepare an analytical report of student progress for parent and student.
- To motivate students to exert their best effort in the learning process.
- To provide a uniform technique for converting numerical values to letter grades.
- To monitor each student's progress.
- To evaluate student performance for the purposes of promotion, retention, or alternative programs.

**Grading System:** To evaluate student performance for the purposes of promotion, retention, or alternative programs; the following numerical values shall be used in determining letter grades.

### Grading Scale

Pre-Kindergarten/ KINDERGARTEN	ELEMENTARY	MIDDLE & HIGH SCHOOL
<i>U = Unsatisfactory progress</i> <i>N = Needs Improvement</i> <i>S = Satisfactory</i> <i>E=Excellent</i>	<i>90-100 = A/Excellent</i> <i>80-89 = B/Above Average</i> <i>70-79 = C/Average</i> <i>65-69 = D/Below Average</i> <i>64 and below F/Failure</i>	<i>90-100 = A/Excellent</i> <i>80-89 = B/Above Average</i> <i>70-79 = C/Average</i> <i>65-69 = D/Below Average</i> <i>64 and below = F/Failure</i>

Students in the Severe Profound class of Special Education will be graded on M for mastered and N for need improvement alpha grading scale.

The grading policy for students with disabilities with current Individualized Education Plans (IEPS) will be consistent with policy IHFA.

**Test, Examinations and Grade Averaging**

- **Nine Weeks Averaging:** The daily average will account for 75% of the nine weeks average. The daily average shall consist of, but not limited to, common assessments, projects, classwork, quizzes and homework, with homework counting no more than 10%. The daily average shall vary from school to school. The nine week exam will account for 25% of the student nine weeks average.
- **Semester/Nine Week Average:** The semester grade is computed by averaging the two nine-week grades.
- **Yearly Average:** The total of the two semester averages divided by two ((S1 + S2) / 2)).
- **TRANSFER GRADES:** Students from other school districts with different grading scales enrolling in this District will have grades transferred into the District according to the District's scale. Grades at the time of enrollment will first be identified as the alpha grade from the sending school, based on the sending school's grading scale. The alpha grade at the time of enrollment will then be converted to the CCSD alpha scale, and then assigned the CCSD numeric correspondent. The following scale will be used in transferring grades:

A+ = 100	A = 95	A- = 90
B+ = 89	B = 85	B- = 80
C+ = 79	C = 75	C- = 70
D+ = 69	D = 67	D- = 65
F = 64		

Transfer students attending summer school at an institution other than the one in which the student was enrolled during the previous school year, must have the credits accepted and recorded on the school records of the institution in which the student was enrolled during the full school year before the records are forwarded to Claiborne County Schools.

**PROCEDURES FOR CHANGING GRADES:**

A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection. A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy. (Ref: Policy IHA)

**Evaluation on report cards**

- Evaluation is based on the demonstrated mastery of the objectives in the Claiborne County School District Curriculum. The Claiborne County School District Curriculum includes the Mississippi State Core Curriculum objectives, and the Mississippi College and Career Readiness Standards for English and Mathematics tested by the criterion-referenced tests administered by the district. Teachers are expected to add other objectives based on assessments of the learning needs of students.

Term grades will be reported in the following manner:

- Numerical/Letter grades of A, B, C, D, F will be printed for each numerical term grade in grades one through twelve.
- All conduct and work habits will be graded as S (Satisfactory), and U (Unsatisfactory).
- Days present, days absent, and times tardy will be recorded each term.

## **G**RADUATION REQUIREMENTS: SEE APPENDIX

**G**UIDANCE DEPARTMENT: The School Counselor at each school will provide an array of counseling and peer mediation sessions with students. The counselors will assume responsibilities for educational, career, social and personal guidance. Specific services as individual counseling interviews for students during the school year, group counseling and guidance activities, student appraisal, career development, educational planning, referrals, placement of students in the appropriate educational program and/or job, consulting with students, parents, teachers, administrators, and other appropriate individuals, coordinating program evaluation and other services deemed relevant to the overall growth and development of students. Conferences with parents are held by counselors, teachers, and administrators as needed.

**G**UN FREE SCHOOLS *As required under the No Child Left Behind Act*, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described herein.

*As required by Mississippi State Law* any student enrolled in the Claiborne County School District who possesses a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

(Ref: Board Policy JCBH):

**H**ONOR ROLLS: Claiborne County School District promotes academic excellence. Therefore, each school in the Claiborne County School District will recognize Academic Honor Roll, High Distinction Honor Roll, and Highest Distinction Honor Roll in the following manner:

**Honor Roll Criteria:** Highest Distinction: All A's in all academic subjects • High Distinction: All A's and B's in all academic subjects • Academic Honor Roll: B's in all academic subjects.

**Note:** At the elementary school, this includes only the core subjects: At the middle school, this includes the core subjects plus Technology Foundations. At the high school, this includes all subjects. *The honor roll categories exclude students who are on track for certificate of completion.*

**INSTRUCTIONAL DAY:** According to House Bill 1530, effective July 1, 2013, a compulsory-school-age child who is absent more than 37% of the instructional day, which means that the student must be present more than 63% of the day, will be considered absent the entire day.

Parents are encouraged not to check students out during the instructional day. However, realizing that checkouts are sometimes necessary, exceptions will be made in the cases of appointments and emergencies. Otherwise, we encourage you to adhere to the following schedule: No checkouts will be allowed after 1:45 p.m. at A. W. Watson Elementary School, after 2:00 p.m. from Port Gibson Middle School, and after 2:15 p.m. from Port Gibson High School, during the school day.

### CHECK OUT DURING THE INSTRUCTIONAL DAY

The following procedures will be followed when it becomes necessary to check a student out of school prior to the end of the school day:

- ⌚ The parent/guardian or designee must come to the school office to check the student out.
- ⌚ Picture identification will be required upon checking a child out of school and the parent/guardian notified before the student will be allowed to leave school.
- ⌚ No checkouts will be allowed after 1:45 p.m. at A. W. Watson Elementary School, 2:00 p.m. from Port Gibson Middle School, and 2:15 p.m. from Port Gibson High School, during the school day.



To prevent testing disturbance, students will not be allowed to check out on scheduled exam days unless there is a family emergency or a doctor's appointment that cannot be rescheduled. In the event that an exam is missed, the principal will consider the parents' request for a makeup exam. Also, no check outs will be allowed during statewide testing times.

**LIBRARY:** Students may go the library before, during and after the school day to check out library materials. Books may be checked out of the library for two weeks, but may be returned in less time or renewed for a longer period. A fine will be charged for each school day when books are not returned on the date due unless the student is excused by the principal from payment of fines.

Current magazines are to be read in the library or checked out overnight. Books which are placed on reserve by teachers for a special unit of work may be checked out of the library at the close of the school day, but must be returned before 8:15am the following morning.

**LOITERING ON SCHOOL GROUNDS:** Students shall not loiter on school premises during or after school hours. No one is permitted to use any of the school facilities unless there is a member of the faculty present. This applies to students, as well as, adults. Students are not allowed to remain at school for practice, rehearsal, etc., without their sponsor staying with them. **Sponsors are not to leave school until students have gone or been picked up.** Important - this must be followed.



**MAKE-UP WORK:** Students who have been absent must contact their teachers about make-up work within 3 days after returning to school (homework, class work, tests, etc.). After contact, for each day missed, a student has a day to make-up work up to a limit of 5 days. It is the responsibility of the student to contact the teacher about make-up work. Make-up work will not be done during regular class time including time from another teacher's academic class. The following will be an option for all make-up work:

1. Before and after school or during lunch (with pass) at teacher's discretion in instances where student was present when the work was assigned or tests were scheduled, it is expected that the student submit the work or take test on the scheduled day of the class.
2. Students who know in advance that they are to be excused from classes to participate in school-sponsored activities must make arrangements for make-up work prior to the activity. Students must contact their teachers immediately upon return to arrange for work or any tests missed. The teacher will determine the deadline for making up work missed. When work is not made up within the allotted time specified by the teacher, the student's grade will automatically become a zero.
3. Homework may be requested in advance when a valid excuse (see Absence and Attendance) is provided. Such requests are made by contacting the guidance office. Assignments from the teachers will be made available for pickup in the guidance office.

Students will not be permitted to take part in any school-sponsored extracurricular competition or event, if absent from school the day of such activity, unless previously excused by the principal. (This policy is interpreted to mean that the student must be in attendance the entire day prior to being eligible to participate in school-sponsored events that day. In addition, students habitually unable to attend school or who are tardy to school the day following an extracurricular event, will, for the sake of their health and academic achievement, be dropped from participating in such events). The student shall not have more than five (5) absences from any one class or a total of 20 absences from all classes for the purpose of participation in extracurricular activities.

**MEDICATION:** District policies governing student medications are adopted by the Claiborne County School Board and are published annually in student handbooks. School personnel shall not administer over-the-counter or prescription medication to any student without the written Authorization for Administration of Medication signed by the parent/guardian on file at the school in accordance with the procedures adopted by the Claiborne County School District. Personnel shall not allow any student to give medicine to another student. No student shall be allowed to transport medication to and from school. All medication must be brought to school by a parent/guardian. (Ref: Board Policy JGCD)



**PARENT TEACHER STUDENT ASSOCIATION/PTSA:** The mission of the Parent-Teacher Association is to strengthen the bond between the school and the home. All parents are invited and urged to join the PTA/PTSA and to participate in all projects, workshops, and meetings. Meetings are held every second Tuesday.



**PARENTAL INVOLVEMENT:** Complies with the requirements of the No Child Left Behind Act of 2001. (Ref: Board Policy IDDGA)

**NOTE:** Schools receiving federal ESEA funds are required to have a parent involvement policy. The Claiborne County School District will ensure parental involvement in the development of such a policy, with the following items to be considered.

The Claiborne County Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

It shall be the policy of this school district to implement programs, activities, and procedures for involvement of parents in programs assisted under Title I consistent with the provisions of Sections 1118. Such activities shall be planned and implemented with meaningful consultation with parents of participating children. The school district shall develop jointly with, agree upon with, and distribute to, parents of participating children a written parent involvement policy that is incorporated into the school district's plan developed under Section 1112, establishes the expectations for parent involvement and describes how the school district will involve parents in the planning, review and improvement of the Title I Program. To further meet the requirements of Section 1118 of Title I, the school district shall provide parents of participating children:

- timely information about programs under Title I
- school performance profiles as required under Section 1116 (A) (3) and their child's individual student assessment results, including an interpretation of such results
- a description and explanation of the curriculum in use at the school level, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet
- opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children if such parents so desire

Each school served under Title I may amend the district's Parent Involvement Policy, if necessary, to meet the requirements of Section 1118(b).

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under Title I a school-parent compact that outlines how parents, the 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 standards. See BBF.

**PARENTAL INVOLVEMENT, TITLE I PROGRAM, ASSESSMENT OF:** It shall be the policy of this school district to annually assess Title I Parent Involvement as required by P.L.103-382, Section 1118. The school district shall use the following documents for assessment: (A) Attendance sign-in sheets from Title I workshops and parent meetings; (B) Records of materials and equipment checked out by parents at the Parent Center; and (C) Written records of parent teacher conferences held during the school year.



**PARENTS' RIGHT TO KNOW:** In accordance with the No Child Left Behind Act, parents have the right to know:

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

As a parent of children in our Title I schools, you have the right to know how our schools are performing and the background of our teachers who work with your children. Under the provisions of No Child Left Behind, you have the right to request the following:

- Information regarding the professional qualifications of your child's classroom teachers and paraprofessional staff
- Information regarding whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Information regarding whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- Information regarding the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Information regarding whether the child is provided services by paraprofessionals and if so their qualifications

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

To obtain any of the information listed above, please contact your school principal by phone, written communication, or in person. The principal will provide the requested information within five (5) school days. To the extent practicable, Parent's Right to Know information will be provided in a language that parents can understand.

**PROMOTION AND RETENTION:** In accordance with Section 37-13-91, students who attain the age of five (5) years on or before September 1 of the calendar year may attend kindergarten in the District. When academic skills have been successfully met, the student will advance to grade one. If the student has not successfully met the criteria to advance to grade one, the student will be placed in kindergarten for an additional year. The School Board has the authority to retain a student in kindergarten for an additional year if the District deems that placement of the student in the first grade would not be the most appropriate educational placement. Transfer 5-year-old students or 6-year-old students who have not attended an accredited public/private school will be assessed and appropriate educational placement will be assigned on an individual basis. Section 37-15-33, which governs the testing and assignment of transfer students, states that a student is to be assigned to the grade and class that is in the best interest of the student.

The District will consider the educational needs and welfare of each individual student. Considerations will include but will not be limited to:

1. Academic level

2. Welfare of the student involved
3. Welfare and best interest of all students attending the school(s) involved
4. Health factors

**Kindergarten:** Kindergarten students will be promoted by recommendation of the teacher and the principal based on the following criteria:

- Master 65% of the English/Language Arts Standards
- Master 65% of the Mathematics Standards

Process for retention of a kindergarten student will be:

1. Review of student yearly progress, growth, and promotion criteria
2. Documentation of parent notification
3. Recommendation of retention to school principal
4. Principal Reviews and approves or denies retention

No kindergarten student will be retained until a conference is held with the parent(s).

**Grades 1 – 5:** Students must achieve an overall passing average of 65 in each course: Reading, Language, Science and Mathematics to be promoted to the next grade. **SPECIAL NOTE:** Grades 1 – 5 A student shall not be retained in the same grade more than one time in grades 1 – 5. For example, if a student has been retained in grade one after failing to achieve an overall passing average of 65 in each required course at the end of the school year, this student cannot repeat grade one again. This excludes the third grade retention for failure due to the Literacy Based Promotion Act (LBPA).

**Grade 3: MKAS<sup>2</sup>:** Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

**Grades 6 – 8:** Sixth and seventh grade students must pass Reading, Language, Mathematics, and either Science or Social Studies to be promoted to the next grade. Eighth grade students must pass Reading, Language, Mathematics, and Science to be promoted to the next grade. Students shall achieve an overall passing average of 65 in the required courses for promotion. **SPECIAL NOTE: No student will be retained more than one year in grades 6 – 8**

- **SPECIAL PROMOTION WITHIN THE MIDDLE SCHOOL:** The middle school's principal can make a recommendation to the superintendent for administrative placement of students who are enrolled in the 7<sup>th</sup> or 8<sup>th</sup> grade for a second year. The final decision rests with the superintendent to accept or reject the written recommendation coming from the middle school principal. The superintendent shall provide a written response regarding the special promotion.
- **SPECIAL PROMOTION FROM MIDDLE SCHOOL TO HIGH SCHOOL:** Students who will be sixteen (16) years of age by September 1, are to be carefully considered for placement in high school, with concurrence of the sending and receiving principals, even though he/she has not completed middle school requirements. Parent permission should be obtained for such placement; and it must be understood that when a student is thus placed in a high school, he/she cannot be classified on the next higher grade level until he/she has earned the required number of Carnegie units.

**Grades 9 – 12:** In compliance with the Mississippi Department of Education, Port Gibson High School has adopted the following retention policy. This policy is based on the number of Carnegie units needed for meeting graduation requirements as outlined by the Mississippi Department of Education. Students who earn less than the specified units or fail to meet the grade-level English course requirement are classified as retained as outlined below:

- 9<sup>th</sup> – 10<sup>th</sup>: less than 6 units

- 10<sup>th</sup> – 11<sup>th</sup>: less than 12 units
- 11<sup>th</sup> – 12<sup>th</sup>: less than 18 units

**SCHOOL BUS SAFETY:** Once a student is in route to school, he/she becomes the responsibility of the school district. Therefore, appropriate behavior required in the classroom is also expected while a student is in route to school.

Students who reside one mile or more from the school to which they are assigned are provided the opportunity of riding an assigned district operated school bus. **While on the Bus:**

1. Follow directions the first time that they are given.
2. Stay in your assigned seat. Keep hands and feet to yourself on the bus.
3. No eating, drinking, or smoking.
4. No cursing or fighting.
5. No loud talking

. MAJOR INFRACTRIONS MISCONDUCT		DISCIPLINARY ACTION
Disrespect for bus driver/monitor	<input type="checkbox"/>	Reference; Step Ladder 5-6
Damage to school bus	<input type="checkbox"/>	
Profanity or obscenity (gesture/language)		
Threatening bus driver/monitor/student	<input type="checkbox"/>	
Harassment (major or continued)		
Refusing to give name or other information	<input type="checkbox"/>	
Smoking or any use of tobacco		
Gambling		
Possession or use of alcohol		
Fighting or provoking a fight		
Weapon (as defined by state law)		
Hanging out of the window		
MINOR INFRACTIONS MISCONDUCT		DISCIPLINARY ACTION
Excessive noise	<input type="checkbox"/>	Reference; Step Ladder 1-4
Aggravating other student (s)	<input type="checkbox"/>	
Throwing objects	<input type="checkbox"/>	
Spitting	<input type="checkbox"/>	
Improper loading/unloading		
Harassment (minor); touching/pushing		
Eating and/or drinking on bus		

**SCHOOL SEARCHES:** The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. *Ref: Board Policy: JCAB*

- I. **Requirements:** All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists. At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student. No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.
- II. **Searches Permitted:** Searches are permitted as follows:
  - A. **Person, Possessions, Lockers:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.
  - B. **Desks, Other School Property:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
  - C. **Vehicles:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.
  - D. **Canine Searches:** The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
  - E. **Group Searches:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.
  - F. **Strip Searches:** No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students. In the event that a search is deemed necessary, it will be done by the Sheriff's Department and the parent(s) will be contacted.

**SEXUAL DISCRIMINATION/HARASSMENT STUDENT COMPLAINTS OF- TITLE IX PROCEDURES:** Students in the Claiborne County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

This complaint procedure shall provide a process for filing, processing and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board. (Ref: Board Policy JBPA)

I. **Definitions**

- A. Sexual harassment exists when unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature meets one of the following criteria:
- B. **Quid Pro Quo Harassment** – Submission to such conduct is made, either implicitly or explicitly, a term or condition for a student’s assignment of grades, promotion or other school-related benefit.
- C. **Quid Pro Quo Harassment** – Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
- D. **Hostile Environment Harassment** – Such conduct has the purpose or effect of unreasonably interfering with the student’s work performance or creating an intimidating, hostile or offensive teaching or learning environment.
- E. A complaint is a report by any student, a parent, legal guardian or custodian of a student or any employee which alleges that a policy or practice of the District or a practice or act of any of its employees or students has discriminated against a student on the basis of sex, including sexual harassment.
- F. The complainant is the student or parent, legal guardian or custodian of a student or employee who submits a complaint.
- G. The respondent is the person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- H. The Title IX Coordinator is the person(s) designated by the Superintendent to coordinate the District’s efforts to comply with and carry out responsibilities under Title IX and other state and federal laws addressing equal educational opportunity. The Title IX Coordinator is Dr. Sandra Nash, 404 Market Street, Port Gibson, MS, 601.437.4232, ext. 1013.
- I. A day means a working day and does not include holidays and/or weekends.

II. **General Rules**

- J. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step is considered to be maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended only when necessary under the circumstances. In no event shall these procedures be extended for more than a 90 day period.
- K. If a review is not requested at any step within the time allotted and if the decision at the prior step found a reasonable basis to believe that an employee has engaged in any sexual misconduct or involvement with any student under the age of 18, the Title IX Coordinator shall, immediately upon the expiration of the allotted time, submit such information to the Superintendent. The Superintendent shall make such information available to the appropriate District Attorney as required by District policy and Mississippi law.
- L. Facts elicited during the complaint procedure are confidential and do not become part of a student’s permanent record. A copy of documents, communications and records dealing with the processing of a complaint will be filed in a separate file as designated by the Superintendent.
- M. Facts elicited during the complaint procedure that result in adverse disciplinary action against an employee become part of that employee’s personnel file.
- N. The failure of a complainant to proceed from one step to the next within the set time limits, without being granted an extension of time by the Title IX Coordinator, shall be deemed to be an acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
- O. The failure of the reviewing officer(s) to communicate his/her decision to the complainant or respondent within the time limits shall permit the complainant or respondent to proceed to the next step.
- P. The complainant may withdraw his/her complaint at any step without reprisal. However, a complainant shall not be permitted to refile the same complaint once withdrawn unless it is within the initial time period.
- Q. No reprisal shall be invoked against the complainant for filing a complaint or against any person for participation in any way in this procedure.
- R. If the complaint is against the student’s principal, the complainant may go directly to the Title IX Coordinator.



**III. PROCEDURES FOR PROCESSING A COMPLAINT:** The building level principal will immediately investigate a complaint. If the evidence is adequate for a potential problem then the following procedures will take place.

Party/Parties Involved/Action Required Complaint	Within five (5) days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written – Title IX ReportII form. The report must state the respondent’s name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals’ offices and from the Title IX Coordinator.
Title IX Coordinator	Within two (2) days from receipt of the written complaint, the Title IX Coordinator shall notify the respondent.
Respondent	Within five (5) days, the respondent shall be required to respond in writing to the Title IX Coordinator, as follows: 1. Confirm or deny the facts as alleged; 2. Indicate acceptance or rejection of the complainant’s requested action; or 3. Outline alternative actions.
Title IX Coordinator	Within five (5) days from receipt of the respondent’s response, the Title IX Coordinator shall provide an initial response to the complainant and respondent, stating initial conclusions of fact and proposed action, if any.
Complainant or Respondent	Within five (5) days of receiving the initial response, the complainant or respondent may request, in writing, a hearing on the matter.
Title IX Coordinator	Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student’s principal or employee’s supervisor, Superintendent and other appropriate witnesses if applicable.
Title IX Coordinator, Grievant, Respondent, Title IX Hearing Panel	Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be scheduled before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall facilitate the hearing, at which the following rules shall apply: 1. The hearing shall be informal and the legal rules of evidence and procedure shall not apply. 2. The complainant and respondent shall be permitted to submit written evidence and to bring witnesses before the panel. 3. The Title IX Hearing Panel members may question any witnesses brought before them. 4. The complainant and respondent shall be permitted to make a statement before the panel and may be permitted to examine their witnesses and to cross-examine witnesses actually presented by the other parties. 5. Representation of the complainant or respondent by other individuals shall not be permitted. 6. The Title IX Coordinator shall create and maintain a record of the hearing which shall include the names of all witnesses, all investigation reports, a summary of all witness testimony and all documentary evidence.
Title IX Hearing Panel	Within five (5) days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.
Title IX Coordinator	Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, principal or supervisor and Superintendent.
Complainant or Respondent	If the complainant or respondent is not satisfied with the decision, he/she may request a review by the Superintendent. The request for such review must be made in writing to the Title IX Coordinator within five (5) days of receipt of the Panel’s decision.



Title IX Coordinator	Upon receipt of a request for review by the Superintendent, the Title IX Coordinator shall notify the Superintendent of such request and submit to the Superintendent the record of the hearing, the panel decision and all related documents.
Superintendent	Within ten (10) days of notice of request for review, the Superintendent shall review the record and panel decision and shall issue a decision. The Superintendent may concur in the findings and recommendations of the Panel or may make alternate findings and recommendations. The Superintendent shall have his/her decision provided to the Title IX Coordinator, complainant, respondent and the principal or supervisor within the ten (10) day period.
Complainant or Respondent	Within five (5) days of the receipt of the Superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review by the School Board to the Title IX Coordinator.
Title IX Coordinator	Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing School Board to be held at the Board's next regular or special meeting, but in no event more than 30 days from such request. The Title IX Coordinator shall provide the Board members with copies of the hearing record, all investigation reports, the panel decision, the Superintendent's decision and all related documents.
School Board, Title IX Coordinator, Complainant, Respondent	Within 30 days of the request for review, the Board shall review the hearing record, all investigation, all reports, the panel decision, the Superintendent's decision and all related records. The review is not a hearing and no party has the right to present further witnesses or other evidence or to examine any witness or party. However, the Board may, in its discretion, permit statements of limited duration from the complainant or his/her representative and the respondent or his/her representative. All usual rules of Board procedure shall apply. Furthermore, the Board may, in its discretion, require that the review be conducted in closed or executive session.
School Board	Within ten (10) days of the review, the Board shall issue a final written decision. The Board may concur in the findings of the Superintendent and direct that the recommended actions be taken or may make alternate findings and direct appropriate actions be taken by the Superintendent or other appropriate administrator. The decision of the Board is final.

**SOLICITATIONS BY STUDENTS:** All fund-raising campaigns must be kept to a minimum. Student fund-raising activities are held in accordance with guidelines established by the superintendent.

For purposes of good organization and management in the maintenance of effective school-community relations, requests for participation in activities requiring solicitations by students must be approved by the superintendent. Requests should be made at least thirty (30) days prior to the activity. The school district reserves the right not to participate in any fund-raising activities. Principals of individual schools will not make this decision, which will be made on a district-wide basis. See policy JHBA, Fund-Raising Activities. (Ref: Board Policy *KEBB*)

**SPECIAL EDUCATION PROGRAMS/STUDENTS** (Ref: Board Policy *IDDF*)

**PURPOSE:** The purpose of Sections 37-23-1 through 37-23-159 is to mandate free appropriate public educational services and equipment for exceptional children in the age range three (3) through twenty (20) for whom the regular school programs are not adequate and to provide, on a permissive basis, a free appropriate public education, as part of the state's early intervention system in accordance with regulations developed in collaboration with the agency designated as "lead agency" under Part C of the Individuals with Disabilities Act.

The Mississippi Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and §37-23-1 (1999)

**DEFINITIONS:** An exceptional child shall be defined as any child as herein defined, in the age range birth through twenty (20) years of age with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and, by reason thereof, needs special education and related services. Such children shall be determined by competent professional persons in such disciplines as medicine, psychology, special education, speech pathology and social work. The mandate for the provision of educational programs to exceptional children shall apply only to the children in age range three (3) through twenty (20). Children who are potentially in need of special education and related services must be considered for the services on an individual basis. §37-23-3 (1999) As defined in Senate Bill 2506 (1999 Legislative Session), the following definitions apply:

"Free appropriate public education" means special education and related services provided by local educational agencies that:

- Have been provided at public expense, under public supervision and direction, and without charge meet the standards of the State Department of Education
- Include an appropriate preschool, elementary, or secondary education; and
- Are provided in conformity with the individualized education program required under IDEA, applicable federal and state regulations and relevant court cases.

"Individualized education program" or IEP means a written statement for each child with a disability that is developed, reviewed, and revised in accordance with the requirements under IDEA, applicable federal and state regulations and relevant court cases.

"Related services" means transportation, and such developmental, corrective, and other supportive services (including speech-language pathology and audiology services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, social work services, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services, except that such medical services shall be for diagnostic and evaluation purposes only) as may be required to assist a child with a disability to benefit from special education, and includes the early identification and assessment of disabling conditions in children.

"Special education" means specially designed instruction provided by local educational agencies, at no cost to parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings. This term also includes instruction in physical education.

The educational programs and services provided for exceptional children in Sections 37-23-1 through 37-23-15, 37-23-31 through 37-23-35, 37-23-61 through 37-23-75 and 37-23-77 shall be designed to provide individualized appropriate special education and related services that enable a child to reach his or her appropriate and uniquely designed goals for success. The State Board of Education shall establish an accountability system for special education programs and students with disabilities. The system shall establish accountability standards for services provided to improve the educational skills designed to prepare children for life after their years in school.

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

Special education programs shall be provided in accordance with provisions of Title 37, Chapter 23 of the Mississippi Code, and with applicable federal legislation and regulations, including the Individuals with Disabilities Education Improvement Act (1997), Americans with Disabilities Act and the State Plan for special education. All such services shall be provided in compliance with local policies, state regulations, and/or federal requirements for Special Education.

**SPEECH IDENTIFICATION:** The District, in compliance with HB 896, will screen all first graders for articulation, voice, fluency and language to determine the need for further testing.

**STUDENT DRIVERS/AUTOMOBILES ON CAMPUS:** The Claiborne County School District provides transportation for all students. Students driving vehicles to school are governed by the following policy, no exceptions: *Ref: Board Policy JGFF*

1. Student must be classified as a senior according to unit requirement.
2. Student must have a valid driver's license.
3. Student must provide proof of insurance.
4. Student cannot leave campus without permission. Leaving campus without permission will result in driving privileges being revoked.
5. Student will be provided a designated parking space assigned by the principal or his/her designee. Student must park in designated parking space only.
6. Must possess a 2.50 GPA and have passed all State tests.
7. Must purchase a parking permit.
8. Parents must come to the high school to sign a permission slip along with the Principal and Chief Resource Officer.
9. Photo copies shall be made of parent and student driver's license.
10. Additional riders within approved student driver's vehicle must also possess a 2.50 GPA.



Bringing an automobile on campus is a privilege which may be revoked if any of the following violations occur.

Students must leave their automobiles upon arrival at school.

1. Students are not to go their automobiles nor to parking lot any time during the school day without approval of the principal or designee.

2. Once on campus, the student may not leave without permission from the principal.
  3. Students caught leaving campus without permission of the principal will have their parking privileges suspended as well as be penalized for truancy.
  4. Improperly parking of automobile will result in disciplinary action and/or the automobile being towed at the owner's expense.
- **AUTOMOBILE SAFE DRIVING:** All students entering or leaving the campus in their automobiles are required to travel in a slow and safe manner. Students who drive or are passengers in an automobile are under school regulations upon entering the school grounds and are subject to all regulations and jurisdiction thereof. NOTE: As a part of the State law, students should not write, send, or read text messages, email or access social media while driving.
    1. 1<sup>st</sup> warning about unsafe driving issued from the office will result in the suspension of the student's parking permit for ten (10) days, and the parents will be notified.
    2. 2<sup>nd</sup> warning, suspension of parking permit for twenty days.
    3. 3<sup>rd</sup> warning will result in the loss of the student's parking permit for the remainder of the school year.

Incidents of reckless driving will be considered severe and student will be referred to the local law enforcement. This action may result in permanent loss of parking privilege.

- **AUTOMOBILE SEARCH** (Ref: Board Policy JCAB): Search of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive and thorough search of the vehicle may be conducted at the direction of the principal.
- **LOUD RADIOS AND DISTURBANCES:** Loud radios and music are a distraction to the school environment. All loud radios must be turned down upon entering the campus. If they can be heard outside the car, they are too loud. Playing of loud radios may result in loss of parking privileges.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Freedom of speech is a constitutional right guaranteed to all citizens. The School Board shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students. All students shall be free to express their points of view in an orderly manner in keeping with democratic ideas. All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the system or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to each other and to develop tolerance for the viewpoints and opinions of others and to recognize the rights of other individuals to form and hold different points of view.

## **TEACHER SUPPORT TEAM (MDE INSTRUCTIONAL MODEL)**

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

Tier I: Quality classroom instruction based on MS Curriculum Frameworks

Tier II: Focused supplemental instruction

Tier III: Intensive interventions specifically designed to meet the individual needs of students.

Teachers should use progress monitoring information to (a) determine if students are making adequate progress; (b) identify students as soon as they begin to fall behind; and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments.

If strategies at Tiers I and II are unsuccessful, students must be referred to the Teacher Support Team. The Teacher Support Team (TST) is the problem-solving unit responsible for interventions developed at Tier III. Each school must have a Teacher Support Team implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- Designed to address the deficit areas;
- Research based;
- Implemented as designed by the TST; and
- Supported by data regarding the effectiveness of interventions.

In addition to failure to make adequate progress following Tiers I & II, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur:

- A. Grades 1-3: A student has failed one (1) grade.
- B. Grades 4-12: A student has failed two (2) grades; OR
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) school days in the current school year.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student failed the preceding year resulting in a referral as stated above.

*Ref: Board Policy IEI*

## TELECOMMUNICATIONS ACCEPTABLE USE POLICY/INTERNET USE



**Purpose of Telecommunications;** Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. For students, telecommunications used in the Claiborne County Schools are for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are information literacy skills which support student achievement and success in the 21<sup>st</sup> Century. (*Ref: Board Policy IFBDA*)

**Information Available:** Government publications and databases; Museums and art galleries; Maps and other geographic resources; Encyclopedias and dictionaries; Magazines and newspapers; Library catalogs and community directories



**MISSION STATEMENT:** It takes a deliberate and careful design to effectively integrate technology in education. In order to fulfill our vision, the Claiborne County School District has assumed the responsibility for producing the following members of the learning community:

- **Students** who are prepared to function in a technologically advanced society. Students will be guaranteed multiple opportunities to utilize technology as an integral part of education.
- **Teachers** who integrate technology throughout the curriculum based on specific student needs and learning styles to ensure all students learn. They function as coaches, mentors, advocates, and managers of information. Teachers will acquire the knowledge and skills necessary to integrate technology into their curriculum and address students' specific needs, developmental levels and learning styles.
- **Administrators** who function effectively and efficiently in data management allowing more time and resources to be focused on student education. Technology will enable school administrators to communicate more efficiently with the entire learning community.
- **Community members** who are partners in learning with the Claiborne County School District. The district will come to serve as a central resource for community members to learn computer skills and gain access to the vast array of information available through current technology.
  - A. The standards and acceptable use of Internet services as set forth in the Claiborne County School District Internet Safety Policy;
  - B. Student safety with regard to:
    1. safety on the Internet;
    2. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
    3. cyberbullying awareness and response.
  - C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

**TELECOMMUNICATIONS SAFETY:** Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software which attempts to filter access to objectionable material will be accessible on computer networks used by students.

## Terms and Conditions

### Students shall:

1. Use telecommunications for educational purposes only. Communicate with others in a courteous and respectful manner.
2. Maintain the privacy of personal name, address, phone number, password and respect the same privacy of others.
3. Use only telecommunications accounts and passwords provided by the school. Report any incident of harassment to the supervising employee.
4. Comply with copyright laws and intellectual property rights of others.





**Student shall not:**

1. Knowingly enter unauthorized computer networks to tamper or destroy data.
2. Access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
3. Install personal software on computers.
4. Use telecommunications for commercial, purchasing, or illegal purposes.

**Disclaimer**

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied; Claiborne County School District will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

**Penalties**

Violations of the Telecommunications Acceptable Use Policy may be a violation of law, civil regulations, or board policies. Suspension of telecommunications privileges, school disciplinary action, and/or legal action may result from infringement of this policy.

**INTERNET USE BY STUDENTS****Appropriate Student Use**

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students. Students using the Internet shall comply with all applicable board policies and administrative procedures. The School Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students. Staff and students are hereby advised that privacy in the use of the Internet is **not** guaranteed.

Additionally, use of the Internet is a privilege, not a right. Students found to be in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor the school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically deny any responsibility for the accuracy or quality of information or software obtained through its services. In order for a student to gain access to the Internet, the student and student's parent(s)/guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel. It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

**CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY**

It is the belief of the Claiborne County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of

education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  3. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  4. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  5. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  6. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000. *REF: Board Policy IFBDAB/IJB*

## **ACCEPTABLE COMPUTER, NETWORK RESOURCES AND INTERNET USE POLICY**

**Revised June 2012**

The Claiborne County School District wishes to make available to all students and staff access to computers, computer networked resources, and Internet Resources. The CCSD also desires these computers, networked resources and the Internet be used in ways appropriate for an educational institution. The intent is to make Computers, Network resources and the Internet available to improve the educational process, enhance student achievement and enhance productivity and related responsibilities and tasks were applicable.

Access to the district's computers and network resources entails responsibility. Access is a privilege, not a right. All users are to be held responsible for appropriate behavior while using school computers, network resources and the Internet just as they are during any other school activity. General rules for behavior and communication apply.

Students, Parents, Staff and other network users should be aware that objectionable information may be found on the Internet. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory objectionable, inaccurate, and/ or potentially offensive. While CCSD will make reasonable attempts to filter objectionable material, the district will not be held responsible for inappropriate material. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

Parents and guardians of students should impress upon their children the need for the appropriate use of media and information sources available via the Internet. Be advised, that some courses require Internet access and students must adhere to this policy.

### **Ownership and Privacy Issues for Computers and Network Resources**

Claiborne County School District affirms ownership of computers and network resources that have been purchased with District funding sources. Network administrator and maintenance may require review and inspection of computers, hard drives, cache engines, routers and other electronics devices. The District reserves the right to record and monitor computer usage, access and review stored files, access and review email, messages and links on Computers and Network Devices within the School District to maintain the network's integrity. Courts have ruled that computers, computer hard drives, computer files, email records and other electronic information devices may be subpoenaed, and that appropriate administrators may examine electronic information in order to ascertain compliance with network guidelines for acceptable use. The District has the right to restrict or terminate information network access at any time for any reason.

#### **Introduction**

It is the policy of Claiborne County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Claiborne County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Claiborne County School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Claiborne County School District or designated representatives will provide age-appropriate training for students who use the Claiborne County School District Internet facilities. The training provided will be designed to promote the Claiborne County School District's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Claiborne County School District Internet Safety Policy; II. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyberbullying awareness and response.
- II. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's

**TELEPHONE USE:** Students must use the office phone in the main office only in case of emergency.

**TEXTBOOKS:** All textbooks are the property of the State of Mississippi and the public school system. The parent, guardian, or other person having custody of a child to whom textbooks are issued, will be liable for any loss, abuse, or damage in the excess of what would result from normal use of such textbook before any additional books are issued.



All textbooks must be returned to the issuing school when promoted, transferred, or when attendance is terminated. Exception: Textbooks are destroyed in a house fire or other natural disaster beyond the control of the student/family.

Teachers will issue textbooks to students. Book cards will be issued to all students. After the book card has been signed by the parent(s) or guardian, books will then be issued to the student. Each student is responsible for loss or damage to textbooks issued to him/her. The teacher of each course will determine the extent of damage and assess an appropriate fine. **All fines should be paid before students take final examinations.** Students should cover all textbooks. Fines for lost books will be issued on a prorated basis.

### Textbook Fine and Damage Replacement

Book fines will be assessed according to the following schedule:

#### LOST BOOK FINES:

New Books	100% of value
2 years old	75% of value
3 years old	50% of value
4 years old	25% of value

**DAMAGE REPLACEMENT:** As books are returned at the end of the year, teachers should make a general observation of the condition of the book. When the book is damaged to an extent beyond normal use, the following fines (up to the remaining value of the book) are to be assessed and documented on the inside back cover of the book:

DAMAGE	FINE
Missing/Damaged Barcode	\$2.00
Writing/drawing/scribbling in book	\$1.00 per page up to price of book
Torn pages	\$3.00
Excess wear/damage but still usable	10% of value
Cover of book damaged	15% of value
Spine damaged	15% of value
Water damaged but still usable	25% of value
Broken binding	30% of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Non-returned book	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book

**TRANSCRIPTS:** Students may request two transcripts which will be sent to any designated college, training agency, or employment office without charge. Additional copies shall be furnished upon payment of a transcript fee of \$3.00 per copy. Transcript fees shall be paid at the time requests are made (in writing) to the school. Upon the payment of transcript fee, a receipt shall be issued to the student.



When transcripts are required by colleges to supplement partial listings of high school credits previously filed with the college by the school office, no charge shall be made to the student for the final copy, provided that a fee has been previously paid, or the request can be classified under the category for free transcript service.

The policy governing the fee for transcripts applies to requests from students to furnish transcripts to sources classified as colleges, universities and/or other institutions of higher learning, military services, or prospective employers who request high school records for evaluation of scholastic performance. School initiated transcripts to other sources will be authorized by the high school principal on the basis of the purposes to be served by the school and without cost to the student. No request for transcript will be granted unless given prior approval by the person named in the request.



**VALEDICTORIAN/SALUTATORIAN:** There shall be one Valedictorian and one Salutatorian for the graduating class. Class rankings for candidates for graduation will be determined by averaging the final grades in Carnegie unit bearing courses attempted through the end of the first semester (7th semester) of the senior year. Rank will be computed to the hundredth of a percent except when necessary to break a tie, in which case thousandths of a percent will be used. (Ref: Policy AHA)

**VANDALISM:** If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he/she shall be liable to suspension or expulsion and his/her parents or person or persons *in loco parentis* shall be liable for all damages. §37-11-19 (1954)

This School Board has the power, authority and duty to suspend or to expel a pupil for misconduct in the school, upon school buses, on the road to and from school, during recess or upon the school playgrounds, and to delegate such authority to the appropriate officials of the school district. §37-7-301 (e) (1993)

Citizens, students and law enforcement are urged by this School Board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the principal of the school every incident of vandalism known to him/her, and, if known, the names of those responsible.

School officials are hereby authorized to sign complaints and to make charges against perpetrators of vandalism against school property, and are further authorized to delegate, as they see fit, authority to sign such complaints and to press charges. (Ref: Board Policy EBCA)

1. A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The School Board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of this section, Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.
2. All discipline plans of school districts shall include, but not be limited to, the following:
  - a) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his/her minor child's destructive acts against school property or persons;
  - b) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
  - c) 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 (b) of this section may be summoned by proper notification by the Superintendent of schools and be required to attend such discipline conference; and
  - d) 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.

3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him/her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred and Fifty Dollars (\$250.00).
4. Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable. §37-11-53 (2003)
5. A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district. §37-11-53 (2003)

**LIABILITY FOR DAMAGES:** The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property. The discipline plan of each school shall contain a statement of parental responsibilities in this regard as required by Policy JDA.

**REPORTING VANDALISM:** Citizens, students and law enforcement are urged by the board to cooperate in reporting any incidents of vandalism in District property and the name(s) of the person(s) believed to be responsible. All district employees shall notify the principal of the school when they have knowledge that an act of vandalism has or may have occurred. The principal shall notify the superintendent or his designee of all reports of vandalism.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He is further authorized to delegate authority to perform these functions.

**WITHDRAWAL PROCEDURES:** Parents/Guardians of students who wish to withdraw from school for any reason are to:

1. Notify counselor's office of the need to withdraw from school and secure appropriate forms.
2. Secure parental approval on appropriate forms.
3. Complete withdrawal forms with clearances from classes, library, textbooks, and counselor's office.
4. Submit completed forms to attendance clerk for final clearance.

# APPENDIX

## Mississippi High School Graduation Pathways

Career Pathway Option* 21 Credits***		Traditional Pathway Option* 24 Credits Minimum		District Option** 21 Credits Minimum		MS Early Exit Exam Option**** (Applies only to students in a State Board of Education (SBE) approved Innovative Program) 17.5 Credits Minimum	
Graduation Requirements	Required Courses	Graduation Requirements	Required Courses	Graduation Requirements	Required Course	Graduation Requirements	Required Courses
4 Credits of English 3 Credits of Math 3 Credits of Science 3 Credits of Social Studies  0.5 Credit of Health/ Physical Education  1 Credit of Integrated Technology  4 Credits of Career and Technical Education Electives  2.5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 0.5 U.S. Government 0.5 Mississippi Studies  0.5 Comprehensive Health 0.5 OR Physical Education  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding  From Student's Program of Study	4 Credits of English 4 Credits of Math 4 Credits of Science 4 Credits of Social Studies  0.5 Credit of Health  0.5 Physical Education  1 Credit of Business & Technology  1 Credit of Art  5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 Geography 0.5 Economics 0.5 U.S. Government 0.5 Mississippi Studies  0.5 Comprehensive Health  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding	4 Credits of English 4 Credits of Math 3 Credits of Science 3 Credits of Social Studies  0.5 Credit of Health  1 Credit of Business & Technology  1 Credit of Art  4.5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 U.S. Government 0.5 Mississippi Studies  0.5 Comprehensive Health  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding	2 Credits of English 3 Credits of Math 2 Credits of Science 2.5 Credits of Social Studies  1 Credit of Health & Physical Education  1 Credit of Business & Technology  1 Credit of Fine Art  5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 U.S. Government 0.5 Mississippi Studies OR approved SBE equivalent courses  0.5 Comprehensive Health 0.5 Physical Education  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding  Electives should align with postsecondary admission standards.

### Individual Career and Academic Plan (iCAP)

Each student in Mississippi schools must have an iCAP that is personalized to meet his or her educational and career goals. Students who choose the Career Pathway Option must complete 4 career and technical education units and 2.5 elective units specified in the students iCAP.

### Subject Area Tests

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 is required.

\* Career and Traditional Pathway Options are State Board required.

\*\* District Pathway is a local decision.

\*\*\* The Career Pathway Option is available for all students beginning in 2011-2012

\*\*\*\* The Mississippi Early Exit Diploma indicates that students are ready to do college level work without remediation and opens up a variety of educational and career pathways within and beyond high school. In order to qualify for a Mississippi Early Exit Diploma, in addition to earning the Carnegie Units listed, students must meet college and career qualification scores in *all* core content areas on a series of End of Course (EOC) exams and/or the required benchmarks for college readiness on the ACT or Institution of Higher Learning (IHL) approved college entrance exam.

August 2013