

# **Code of Conduct and Student Handbook for Grades Pre-K-12**

**MERIDIAN PUBLIC SCHOOL DISTRICT**  
Meridian, Mississippi



## **Explanation of Contents in Student Handbook**

The contents of this student handbook are an abbreviated outline of the minimum expectations of the students with respect to attendance, discipline, and procedural policy. The Meridian Public School District Policy fully outlines the procedural policies for the entire district and may override any policy contained in this handbook, particularly in cases of a severe nature.

The administration of the Meridian Public School District reserves the right to make alterations and changes in policy when deemed necessary, pending adequate notice to parents and students regarding these policy adjustments.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

The Meridian Public School District grants equal educational opportunities to all qualified persons regardless of race, creed, color, sex, national origin, marital status, religion, or disability. It is the intent and desire of the Meridian Public School District Board of Trustees that equal educational opportunities be provided in any and all educational programs and activities.

All inquiries regarding Meridian Public School District's nondiscrimination policies, requests for copies of grievance procedures, and filing of grievances should be submitted to the following person:

Dr. Amy Carter, Assistant Superintendent  
Meridian Public School District  
601-482-0342

LEGAL REFERENCE: MS Code 37-15-35; 1972 Educational Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84 and Part 86; Brown vs. Board of Education, 347 U. S. 483 (1954); Mississippi Public School Accountability Standards.

# **MERIDIAN PUBLIC SCHOOL DISTRICT**

## **ADMINISTRATIVE OFFICES**

1019 25th Avenue  
Meridian, MS 39301  
Phone: 601-483-6271

## **SUPERINTENDENT**

Amy Carter, Ed.D.

## **ASSISTANT SUPERINTENDENTS**

Charlotte Young, PhD  
Accountability/Operations/Student Services/Title IX

John Taylor  
Curriculum and Instruction

## **BOARD OF TRUSTEES**

Gary Houston, President  
Shelia Austin, Secretary

Evadna B. Lyons, Ph.D., Vice-President  
Duane Maust, Member

Michael Van Vekhoven, Member

## **DISTRICT ADMINISTRATION**

Chief Fiscal Officer.....	Carolyn Davis
Chief of Security .....	Ricardo Clayton
Central Operations Director .....	Clay Sims
Federal Programs Director .....	Kelli Speed
Food Services Director .....	Louise D. McPhee
Human Resources Director .....	Kim Kendrick
Office of Assessment Director .....	Janet Fortner
Office of Exceptional Child Education Director/504 Coordinator .....	Cheryl Martin
PBIS Director .....	Howard Hagwood
Public Relations Director .....	Matt Davis
Technology Director .....	Tim Boutwell
Transportation Director .....	Jayson Chisolm



# Meridian Public School District

# School Calendar

## 2017-2018



First Semester	
Date	Event
July 27-28, 2017	New Teacher Orientation
August 1-4, 2017	Teacher Professional Development
August 7, 2017	First Day of Classes for Students
September 4, 2017	Labor Day Holiday (Schools Closed)
October 9-10, 2017	Fall Break (Schools Closed)
October 10, 2017	Parent Teacher Conferences (Full Day)
November 20-24, 2017	Thanksgiving Break (Schools Closed)
December 18, 2017-January 2, 2018	Winter Break (Schools Closed)
Student Days – 87	Teacher Days - 92

Second Semester	
Date	Event
January 2, 2018	Teacher Professional Development
January 3, 2018	Students Return
January 15, 2018	Martin Luther King Holiday (Schools Closed)
February 19, 2018	President's Day (Schools Closed)
March 12-16, 2018	Spring Break (Schools Closed)
March 27, 2018	Parent Teacher Conferences (Full Day)
March 30, 2018, April 2, 2018	Easter Break (Schools Closed)
May 25, 2018	Last Day for Teachers and Students
May 25, 2018	Graduation
May 28, 2018	Memorial Day
Student Days – 93	Teacher Days - 95
Total – 180	Total - 187

Grading Periods	
August 7, 2017 - October 6, 2017	
October 11, 2017 – December 15, 2017	
January 3, 2018 – March 9, 2018	
March 19, 2018 – May 25, 2018	
Progress Report Dates	Report Card Dates
September 11, 2017	October 10, 2017
November 15, 2017	January 9, 2018
February 12, 2018	March 27, 2018
April 23, 2018	May 29, 2018

Please Note:

- Students will not report to school on Parent Teacher Conferences, unless otherwise communicated.
- February 19, 2018 or April 2, 2018 may be used as a make-up day for inclement weather if necessary.
- Testing dates are determined by the Mississippi Department of Education (MDE) and will be published for students and parents once available. Calendar may be subject to change.

## Meridian Public School District Testing Calendar for 2017-18

Test	Date
MKAS <sup>2</sup> PreK & Kindergarten Readiness Pre-test	August 14-September 22
ACT	September 9
1 <sup>st</sup> -9wks. Benchmark Assessments-ELA/English II ,Math/Algebra I, 5 <sup>th</sup> & 8 <sup>th</sup> Grade Science, Biology I, & U. S. History	September 25-October 6
PSAT	October 11
ACT	October 28
SAT	November 4
SATP2-Biology I & U. S. History	November 27-December 8
MAP Retesters-Algebra I & English II	November 27-December 15
2nd-9wks. Benchmark Assessments-ELA/English II ,Math/Algebra I, 5 <sup>th</sup> & 8 <sup>th</sup> Grade Science, Biology I, & U. S. History	November 29-December 15
SAT	December 2
ACT	December 9
NAEP-Carver, Magnolia, Northwest	January 29-March 9
Armed Services Vocational Aptitude Battery (ASVAB)	TBD (Fall/Spring)
ACT	February 10
3rd-9wks. Benchmark Assessments-ELA/English II ,Math/Algebra I, 5 <sup>th</sup> & 8 <sup>th</sup> Grade Science, Biology I, & U. S. History	February 26-March 9
ACT for 11 <sup>th</sup> Graders Only	February 27
ACT for 11 <sup>th</sup> Graders Accommodation Window	February 27-March 13
LAS Links-English Language Proficiency Test (ELPT)	March 1-April 13
MAP-A for ELA, Math, & Science	March 19-May 11
ACT for 11 <sup>th</sup> Graders Makeup	March 20
MS-CPAS2-Performance Based Assessment	April 2-27
MS-CPAS2 National Certifications Testing	April 2-May 11
MKAS <sup>2</sup> PreK & Kindergarten Readiness Post-test	April 9-May 18
ACT	April 14
MAP for ELA/English II & Math/Algebra I	April 16-May 18
MS-CPAS2	April 18-26
MS Science Test Grades 5 & 8 (MST2)	April 30-May 11
SATP2-Biology I & U. S. History	April 30-May 11
AP Exams	May 1-12
ACT for 11 <sup>th</sup> Graders Makeup	May 8
Grade 3 Reading Summative-Alternate	May 14-18
ACT	June 9
Grade 3 Reading Summative-Alternate	June 25-August 3



# Meridian Public School District

1019 25th Avenue  
Meridian, MS 39301  
(601) 484-4915



Dear Parents and Students:

Welcome to the Meridian Public School District for the 2017-2018 school year! The administrators, teachers, and staff are excited you have chosen to join us.

In the Meridian Public School District, students receive high-quality academic instruction in a safe, caring and respectful environment. We desire the best for all students, and we look forward to partnering with parents and community members to help our students be their best.

Students – we ask that you come to school expecting to learn with a willingness to work hard and a positive attitude. Our teachers will provide the quality instruction that you deserve and that your parents expect.

Parents – we ask that you encourage your children often, talk to them about school and their work, and support them in every way that you can. Parental involvement shows children that school is important and that you are committed to their success. I also encourage you to volunteer your time and abilities, visit the school often, and communicate regularly with your child's teacher.

With everyone working together, we are sure to achieve our goals and be successful!

This Student Handbook and Code of Conduct contains essential information regarding our school district and school rules as well as important Board of Education policies. Please read this document carefully and take time to review the guidelines. I hope that you find it as a helpful resource. Do not hesitate to contact us anytime if you have questions or comments about the Code of Conduct and Student Handbook.

In the Meridian Public Schools, we aspire to be a family of learners that respects and cares about one another. It is my personal goal for each MPSD student to have quality learning experiences in each classroom each and every day.

Kind regards,

Dr. Amy Carter  
Superintendent  
Meridian Public School District

## ELEMENTARY SCHOOLS

**Crestwood Elementary .....****Rosalind Operton, Principal**  
730 Crestwood Drive Dana Bell, Assistant Principal  
Phone 601-484-4971

**Harris Lower Elementary .....****Jennifer Dupont, Principal**  
3930 14th Street Kelly McVay, Lead Teacher  
Phone 601-484-4463

**Harris Upper Elementary .....****Shevondra Clayton, Principal**  
3951 12th Street Charissa Jones Murphy, Lead Teacher  
Phone 601-484-4464

**Oakland Heights Elementary.....****Barbara Young, Principal**  
601 59th Avenue Deona Fox, Lead Teacher  
Phone 601-484-4983

**Parkview Elementary .....****Eric Boone, Principal**  
1225 26th Street Sylvia James, Assistant Principal  
Phone 601-484-4990

**Poplar Springs Elementary.....****LaVonda Germany, Principal**  
4101 27th Avenue Clair Huff, Lead Teacher  
Phone 601-484-4450

**West Hills Elementary .....****Brooke Knight, Principal**  
4100 32<sup>nd</sup> Street Tawanda McClelland, Lead Teacher  
Phone 601-484-4472

## MIDDLE SCHOOLS

**Carver Middle .....****Felicia Ruffin, Principal**  
900 44th Avenue Rufus Wright, Assistant Principal  
Phone 601-484-4482

**Magnolia Middle .....****Angela McQuarley, Principal**  
1350 24th Street Sherrod Miller, Assistant Principal  
Phone 601-484-4060

**Northwest Middle.....****Justus Booth, Principal**  
4400 32nd Street Carpia Lewis, Assistant Principal  
Phone 601-484-4094

## HIGH SCHOOL

**Meridian High School.....Victor Hubbard, Principal**  
2320 32nd Street  
Phone 601-483-3191  
Shirley Mosley, Assistant Principal  
Jackie McFarland, Assistant Principal  
Shannon Thomas, Assistant Principal

**Ninth Grade Academy..... Shevonda Truman, Associate Principal**  
2320 32nd Street  
Phone 601-696-7295  
Gregory Harrington, Assistant Principal

**Ross Collins Career & Technical Center..... Rob Smith, Director**  
2640 24<sup>th</sup> Avenue  
Phone 601-483-3331  
Mary Swindell, Assistant Director

**Marion Park Alternative School.....Theresa Chisolm, Director**  
2815 25<sup>th</sup> Street  
Phone 601-484-4977  
Chris Kennedy, Assistant Principal  
Shannon Miller, Assistant Principal

## PRE-K LOCATIONS

**Crestwood Pre-K..... 601-484-4971**  
730 Crestwood Drive, 39301

**Eastern Gardens Pre-K ..... 601-482-6691 or 601-484-4990**  
200 23<sup>rd</sup> Street, 39301

**Frank Berry Court Pre-K ..... 601-482-1880**  
920 42<sup>nd</sup> Ave, 39307

**Harris Lower Pre-K..... 601-484-4463**  
3930 14<sup>th</sup> Street, 39307

**Magnolia Court Pre-K..... 601-482-6568 or 601-484-4990**  
2325 17<sup>th</sup> Avenue, 39301

**Oakland Heights Pre-K ..... 601-484-4983**  
601 59<sup>th</sup> Avenue, 39307

**Poplar Springs Pre-K ..... 601-484-4450**  
4101 27<sup>th</sup> Avenue, 39305

**West Hills Pre-K ..... 601-484-4472**  
4100 32<sup>nd</sup> Street, 39307

**Western Gardens Pre-K..... 601-482-6627 or 484-4983**  
107 71st Place, 39307



# **2017-2018 Handbook & Code of Conduct Pre-K-12**

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## **SECTION I: PROACTIVE APPROACHES TO DISCIPLINE**

### **INTRODUCTION**

The Board of Trustees of the Meridian Public School District is committed to ensuring that all schools provide a safe and orderly learning environment. Appropriate behavior is necessary for the district to provide a quality education for all students.

School personnel serve as role models for students and help instill positive characteristics. Students are expected to exhibit positive behavior and be respectful to school personnel and classmates. All stakeholders, including parents, are responsible for encouraging appropriate behavior.

The MPSD Code of Conduct has been established to ensure that all students have access to a positive educational setting at all schools. Expectations for acceptable behavior have been developed after careful consideration by a committee of school and district administrators, teachers, security personnel, support staff, students, parents, and community members.

To ensure a safe and orderly environment for all district schools, the MPSD Code of Conduct includes the rights and responsibilities of students, parents, and school personnel. In addition, consequences for unacceptable and inappropriate behavior are included. The Board of Trustees has adopted the Code of Conduct contained herein.

### **PARENTS AS PARTNERS**

The Meridian Public School District is committed to providing a safe and orderly environment in which teaching and learning takes place each day at every school.

All stakeholders have the responsibility to cooperate with one another to create an environment conducive to learning. Communication between the home and school helps to ensure that students have the support necessary to obtain a successful education. Both parents and school personnel must serve as role models for students. Parents are encouraged to become involved partners by promoting a safe and supportive environment for their child's school. It is important that parents are familiar with the MPSD Code of Conduct and contact the school when appropriate to discuss strategies that may positively impact their child's behavior. Educators should maintain communication with parents about their child's behavior and seek help from parents to address behavior concerns. School personnel are responsible for encouraging positive behavior and providing behavioral supports and interventions.

### **PROMOTING POSITIVE STUDENT BEHAVIOR**

All schools in the Meridian Public School District are expected to create an environment that promotes a positive school climate. Students are encouraged to establish positive relationships and make responsible decisions. Such skills help prevent the disciplinary consequences that often result from challenging situations. Schools provide multiple opportunities for students to participate in pro-social activities, such as school-wide positive behavior programs and periodic recognition of student achievement. Corrective strategies, including positive behavioral interventions and supports, encourage pro-social behavior and help provide the skills necessary for students to thrive.

### **PREVENTION AND INTERVENTION**

Educators in collaboration with parents are responsible for managing behaviors that disrupt the learning environment. School personnel are expected to engage students and develop strategies to encourage positive behavior through prevention and intervention. Parents should be contacted by school personnel

to address behavior concerns and discuss strategies to improve behavior. Intervention and prevention may include support and services that encourage pro-social behavior, such as restorative justice, conflict resolution, anger management, behavior intervention plans, functional behavior assessments, and alternative placement. Students suspected of having disabilities may require additional special education services.

## **SECTION II: CODE OF CONDUCT**

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. PBIS emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful.

PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing and monitoring appropriate behaviors and by treating much minor misbehavior as “teaching moments” rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and nondiscriminatory manner.

Meridian Public School District will continue to implement the PBIS program across the entire district. The Code of Student Conduct compliments and supports the district-wide implementation of PBIS to foster student academic and behavioral success.

### **DISCIPLINE PLAN GRADES PRE-K – 12**

#### **Student Discipline**

Discipline is that set of policies, rules, and laws as well as the necessary enforcement by which order is maintained for the benefit of all. Discipline should have the qualities of understanding, fairness, firmness, consistency, and friendliness. It is the responsibility of school personnel, the student body, the home, and the community to provide for a school atmosphere that promotes a climate conducive to learning.

A student may be assigned detention, in-school or out-of-school suspension, placed in an alternative setting or expelled.

- A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor child’s destructive acts against school property or persons.
- A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of their child, or for any other discipline conference regarding the acts of the child.



- 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 as specified in the above paragraph may be summoned by proper notification by the Superintendent or the school attendance officer and be required to attend such discipline conference.
- 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.

Any parent, guardian or custodian or 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 his/her under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed an amount as provided by law. **(Mississippi Code § 37-11-53)**

This district shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.

The 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.

### **Classroom Discipline**

Every teacher has an approved discipline plan which is in accordance with Board policy and posted in his/her classroom. The plan has the following format:

1. Classroom rules are posted and explained.
2. A set of consequences for breaking the rules is posted and explained.
3. Rewards for positive behavior are made known.

The Code of Conduct determines which student behaviors should be addressed in the classroom vs sending students to the office. A student refusing to comply with teacher directives for these offenses will warrant the student receiving corrective strategies. Each teacher must document a series of corrective strategies for offenses. Minor infraction forms will be provided to principal when students are referred to the office. For repeated infractions and behavior with established patterns, the school administrative team will refer the student to the school behavior counselor to evaluate the need for behavior supports.

### **Classification of Offenses**

Violations of the Code of Conduct are grouped into five levels. Before determining a classification at the administrative level, the principal or designee will conference with the involved students and school personnel. Once the classification of the violation is determined, the principal or designee will implement the disciplinary procedure according to the written policy.

Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents, guardians, and/or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

**Level 1 Infractions:**

- Misbehaviors that are low in intensity, passive, and/or non-threatening in nature shall be classified as Level 1 infractions. Teachers shall manage Level 1 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 1 infractions.

**Level 2 Infractions:**

- Misbehaviors that are moderate in intensity and non-threatening in nature shall be classified as Level 2 infractions. Teachers, in collaboration with the school discipline administrative team as appropriate, shall manage Level 2 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 2 infractions.

**Level 3 Infractions:**

- Misbehaviors that are more serious in intensity but non-threatening in nature shall be classified as Level 3 infractions. The school discipline administrative team shall manage Level 3 infractions by using a range of intensive in-school corrective strategies. The principal or administrative team may assign in-school suspension (ISS) for a Level 3 infraction, but may not assign an out-of-school suspension (OSS).

**Level 4 Infractions:**

- Misbehaviors that significantly interfere with others' safety and learning and/or are threatening or harmful in nature shall be classified as Level 4 infractions. The District may, but is not required to, assign an out-of-school suspension for a Level 4 infraction. The school discipline administrative team shall utilize other corrective strategies as appropriate, except in emergency situations involving serious and immediate threats to safety. The school discipline administrative team shall ensure that a behavior plan is developed for students after a Level 4 infraction, if appropriate.

**Level 5 Infractions:**

- The most serious misbehaviors that require immediate response from the school discipline administrative team and/or Central Office shall be classified as Level 5 infractions. The District may, but is not required to, assign an expulsion for a Level 5 infraction. The school discipline administrative team shall ensure that a behavior plan is developed for students after a Level 5 infraction, if appropriate.



<b>Responsible (cont.)</b>		<p><b><u>Dress Code Violation</u></b> Student wears clothing and/or dresses in a manner that is not consistent with the policy practiced by the school district.</p> <p><b><u>Tardiness to Class (Secondary Students)</u></b> Failure to be present at the beginning of the class period prior to sounding of the tardy bell.</p>	<p>Level After-School Detention (ASD) up to 30 minutes where the student completes an appropriate written assignment related to the problem behavior (e.g., reflective writing activity, problem solving activity, letter of apology, behavior packet, etc.) with documented direct teacher feedback.</p> <p><b><u>Other teacher-based strategies:</u></b></p> <ul style="list-style-type: none"> <li>• Change student's seat or placement in room</li> <li>• Refer student to school counselor</li> <li>• Other research-based classroom management strategies, such as behavior contracts, behavior support plans, conflict resolution &amp; de-escalation strategies, and reflective activities.</li> </ul> <p><b><u>ALTERNATIVE SCHOOL ONLY:</u></b></p> <ul style="list-style-type: none"> <li>• Request a schedule change</li> <li>• Re-teach school-wide rules and expectations (e.g. using direct instruction, modeling, and corrective feedback)</li> <li>• Temporary removal from classroom (e.g. de-escalation not to exceed 20 minutes)</li> </ul>
<p><b>Be Respectful</b></p>	<p>Promptly and politely follow adult requests</p> <p>Follow the teacher's directions and use positive language with peers</p> <p>Always use appropriate language</p> <p>Use appropriate voice</p> <p>Use good manners</p> <p>Keep hands to self; respect personal space of others</p> <p>Keep cell phones stowed away during school day</p>	<p><b><u>Noncompliance</u></b> Student fails to follow explicit adult directions and/or requests. (e.g., student engages in passive/noncompliance or refuses to participate in a non-confrontational manner).</p> <p><b><u>Disrespect for Authority (Non-Verbal)</u></b> After being redirected by an adult, student continues to engage in minor (nonverbal) disrespectful behavior such as "eye-rolling", sighing, etc.</p> <p><b><u>Disrespect for Authority- (Verbal)</u></b>: After being redirected by an adult, student engages in verbal disrespectful behavior (e.g. talking back in protest, making <u>non-threatening</u> comments to staff, etc.).</p> <p><b><u>Profanity (Not directed at)</u></b> Language used in conversation but is not used as a form of intentional disrespect toward school personnel and/or peers. (e.g. student inadvertently uses profanity with another student)</p> <p><b><u>Inappropriate Communication</u></b> Put downs, making fun of, or negatively talking about a person or their family.</p>	
<b>Be Respectful</b>			

(cont.)		<p><b><u>Inappropriate Physical Contact</u></b>  Student engages in mild physical contact that does not result in serious bodily harm. (e.g., horseplay, pushing, shoving, tripping, etc.)</p> <p><b><u>Mutual Display of Affection (PDA):</u></b>  Students engage in inappropriate actions on the school campus (e.g., kissing, inappropriate hugging, etc.)</p> <p><b>ALTERNATIVE SCHOOL ONLY:</b>  ** As an additional safety precaution at the alternative school, all electronic telecommunication devices will be collected and returned at the end of the day</p>	
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District-Wide Behavioral Expectations	Examples of Expected Behaviors	<p align="center"><b>Level 2 Infractions Teacher/Administrator- Managed</b></p> <p>Level 2 Infractions: Misbehaviors that are moderate in intensity and non-threatening in nature shall be classified as Level 2 infractions. Teachers, in collaboration with the school discipline administrative team as appropriate, shall manage Level 2 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 2 infractions.</p>	<p><b>Possible Corrective Strategies:</b></p> <p>Multiple teacher and/or administrative strategies may be used depending on individual student's needs.</p>
<p align="center"><b>Be Safe</b></p>	<p>Obey all school rules</p> <p>Solve problems peacefully</p> <p>Make healthy choices</p>	<p><b><u>Campus Disturbance</u></b> Student performs a deliberate and inappropriate behavior that disturbs or interrupts the daily routine(s) of school operations (e.g., loud noises in the halls or other settings).</p> <p><b><u>Initiating or Instigating a Fight</u></b> Student prompting, encouraging or attempting to bring about a fight (<b>but fight does not occur</b>).</p> <p><b><u>Possession of Tobacco/Lighter</u></b> Student possesses tobacco products on school grounds, at school-sponsored events, and/or when using school district transportation.</p>	<p><b><u>The following strategies must be documented by the school administrative team to proactively address Level 2 Infractions:</u></b></p> <ol style="list-style-type: none"> <li><b>MANDATORY</b> Student Conference</li> <li><b>MANDATORY</b> Parental Contact</li> <li><b>MANDATORY</b> Provide a meaningful reflective writing activity ( e.g., letter of apology) or problem solving activity (e.g., plan to address referral concern)</li> </ol> <p><b><u>If the school administrative team determines that disciplinary action(s) and/or behavioral support is warranted:</u></b></p> <ul style="list-style-type: none"> <li>In-School Detention (ISD) with assignment of related problem solving activity and/or behavioral instruction/behavior packet (note: ISD cannot be assigned during core</li> </ul>

<p style="text-align: center;"><b>Be Responsible</b></p>	<p>Take care of school property</p> <p>Ask before borrowing other people's property</p> <p>Attend all classes on time</p> <p>Attend school daily</p> <p>Use respectful language with adults and peers</p> <p>Politely follow adult requests</p>	<p><b><u>Computer Abuse (Account/Access Issues)</u></b> Student engages in inappropriate use of computer that violates AUP. (e.g., User accounts and downloading issues)</p> <p><b><u>Defacing Property/Vandalism</u></b> Student participates in a deliberate, willful, and substantial destruction of school and/or personal property on school grounds and/or at school sponsored events that involves <u>\$25.00 or less</u> in damages. Administration should require restitution activity and participation in remediation or behavioral instruction/counseling for vandalizing.</p> <p><b><u>Stealing</u></b> Student is found to be in possession of, having passed along stolen property, and/or to be responsible for removing someone else's property that is valued of <u>\$25.00 or less</u> without the property owner's permission. Administration should require restitution activity and participation in remediation or behavioral instruction/counseling for stealing.</p> <p><b><u>Cutting Class</u></b> Student fails to attend regular scheduled class without an excuse on days when present at school.</p> <p><b><u>Excessive Tardiness (Secondary Students)</u></b>. Habitual failure to be present at the beginning of the class period prior to sounding of the tardy bell as evidenced by being tardy for any class greater than 3 occasions during a grading period.</p> <p><b><u>Leaving Class without Permission</u></b> Student leaves the classroom without permission from the instructor and it is not deemed an emergency.</p> <p><b><u>Leaving Campus without Permission</u></b> Student leaves the school campus on a regular school day without permission from an administrator.</p> <p><b><u>Skiping School/Truancy</u></b> Student fails to attend school on regular school day(s) without a valid excuse per district's attendance policy or written permission from administration.</p> <p><b><u>Repeated Profane/Obscene Communication (Not directed at)</u></b> Student continues to use inappropriate</p>	<p>instructional periods but can be assigned across multiple days)</p> <ul style="list-style-type: none"> <li>After-School Detention (ASD) with assignment of related problem solving activity and/or behavioral instruction/behavior packet (note: ASD can be assigned across multiple days).</li> </ul> <p><b><u>Other potential strategies:</u></b></p> <ul style="list-style-type: none"> <li>Schedule adjustment or class change</li> <li>Referral to school or behavior counselor</li> <li>Referral to appropriate school personnel to address attendance concerns</li> </ul> <p><b><u>ALTERNATIVE SCHOOL ONLY:</u></b></p> <ul style="list-style-type: none"> <li>Restorative Justice continuum of practices (e.g. affective statements, affective questions, impromptu restorative conferences, etc.)</li> <li>Review/Revise Individual Instructional Plan and/or Behavior Intervention Plan</li> <li>Re-teach school-wide rules and expectations (e.g. using direct instruction, modeling, and corrective feedback)</li> <li>Refer to wraparound services (e.g. Weems, etc.)</li> <li>Temporary removal from classroom (e.g., de-escalation not to exceed 20 minutes)</li> </ul>
<p style="text-align: center;"><b>Be</b></p>			





(cont.)		<p><b><u>Harassing or Intimidating Communications</u></b>  Repeated use of words, gestures, photographs, drawings or any other form of communication to intimidate or harass another student (e.g., repeated verbal or written put downs).</p> <p><b><u>Continued Mutual Display of Affection (PDA)</u></b>  Students continue to engage in inappropriate actions on the school campus (e.g., kissing, inappropriate hugging, etc.) that have been addressed by teaching staff using and documenting proactive PBIS strategies.</p> <p><b><u>Missing Assigned Discipline</u></b>  Student fails to report to assigned discipline (e.g., ISD, After-School Detention) without reasonable explanation (e.g., family emergency) or written permission from administration.</p>	
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District-Wide Behavioral Expectations	Examples of Expected Behaviors	<p align="center"><b>Level 3 Infractions</b></p> <p><b>Administrator-Managed</b></p> <p><b>Level 3 Infractions: Misbehaviors that are more serious in intensity but non-threatening in nature shall be classified as Level 3 infractions. The school discipline administrative team shall manage Level 3 infractions by using a range of intensive in-school corrective strategies. The principal or administrative team may assign in-school suspension (ISS) for a Level 3 infraction, but may not assign an out-of-school suspension (OSS).</b></p>	<p><b>Possible Corrective Strategies:</b></p> <p>Multiple strategies may be used depending on individual student's needs.</p>
<p align="center"><b>Be Safe</b></p>	<p>Stay tobacco free</p> <p>Make healthy choices</p> <p>Solve problems peacefully</p> <p>Obey all school rules</p>	<p><b><u>Uses, Distributes, or Sells Tobacco Products/Lighter</u></b></p> <p>Student uses, distributes, or sells tobacco products on school grounds, at school-sponsored events, and/or when using school district transportation.</p> <p><b><u>Possessing or Using Nonprescription or Non-Controlled Substance</u></b></p> <p>Student is in possession of or is using an unauthorized substance (e.g., over-the-counter diet pills or pain medication), per the District's Drug Policy.</p> <p><b><u>Campus Disturbance</u></b></p> <p>Student performs any deliberate and inappropriate behavior that disturbs or interrupts the daily routine(s) of school operations (e.g., actions that draw a crowd) after the behavior has been addressed by school faculty member(s) using and documenting proactive PBIS strategies.</p> <p><b><u>Initiating or Instigating a Fight</u></b></p> <p>Student prompts, encourages or attempts to bring about a fight (<b>but fight does not occur</b>) after the behavior has been addressed by school faculty member(s) using and documenting proactive PBIS strategies.</p> <p><b><u>Gambling</u></b></p>	<p><b><u>The following strategies must be documented by the school administrative team to proactively address Level 3 Infractions:</u></b></p> <ol style="list-style-type: none"> <li><b>1. MANDATORY</b> Student Conference</li> <li><b>2. MANDATORY</b> Parent Contact</li> </ol> <p><b>If the school administrative team determines that discipline action and/or behavioral support is warranted:</b></p> <ul style="list-style-type: none"> <li>For repeated infractions and behaviors with established patterns (e.g., first ODR for Level 3 Defiance/Continued Noncompliance; Disrespect for Authority-Verbal), the school administrative team will refer the student to school behavior counselor to evaluate the need for behavioral supports.</li> <li>In-School Detention (ISD) with assignment of related problem solving activity and/or behavioral instruction/behavior packet (note: ISD cannot be assigned during core instructional periods but can be assigned across multiple days)</li> <li>After-School Detention (ASD)</li> </ul>

(cont.)		Student engages in such activity (i.e., playing a game of chance involving money – wagering or betting) on a school campus or at a school sponsored event.	with assignment of related problem solving activity and/or behavioral instruction/behavior packet (note: ASD can be assigned across multiple days)
<b>Be Responsible</b>	<p>Use computers responsibly</p> <p>Ask before borrowing other people's property</p> <p>Take care of school property</p>	<p><b><u>Computer Abuse (Illegal Accessing Activity)</u></b> Student engages in inappropriate use of computer that violates AUP. (e.g. Inappropriate sites, materials, pornography, etc.)</p> <p><b><u>Stealing</u></b> Student is found to be in possession of, having passed along stolen property, and/or to be responsible for removing someone else's property valued between \$25.01-\$100.00 without the property owner's permission. Administration should require restitution activity and participation in remediation for stealing. If student refuses then administrator may take additional actions as appropriate.</p> <p><b><u>Vandalism</u></b> Student participates in a deliberate, willful, and substantial destruction of school and/or personal property on school grounds and/or at school sponsored events that involve between \$25.01- \$100.00 in damages. Administration should require restitution activity and participation in remediation for vandalizing.</p>	<ul style="list-style-type: none"> <li>• In-School Suspension (ISS) with assignment of related problem solving activity and/or behavioral instruction/behavior packet</li> <li>• <b>(Note: ISS cannot be assigned for more than 3 school days for 1 offense. ISS cannot be assigned for more than 5 school days in one 9-week school quarter).</b></li> </ul> <p><b><u>Response to Intervention (RTI) Procedures:</u></b></p> <ol style="list-style-type: none"> <li>1. Upon the 2<sup>nd</sup> ODR for other Level 3 offenses within a 9 week period, the school administrative team will validate that Tier I strategies have been documented within the behavior RTI process and evaluate need for behavioral supports.</li> <li>2. Upon the 4<sup>th</sup> ODR for other Level 3 offenses within a semester, the school administrative team will refer the student to the school behavior counselor to evaluate the need for tiered behavioral supports (e.g. Tier 2).</li> <li>3. Upon the 7<sup>th</sup> ODR for other Level 3 offenses within a school year, the school administrative team will refer the student to the Teacher Support Team (TST). For IEP students the IEP committee will meet to determine the need for behavior supports.</li> </ol> <ol style="list-style-type: none"> <li>1. Placement at the alternative site based on student failure to respond to interventions</li> </ol>

<p><b>Be Respectful</b></p>	<p>Consider other people's feelings and respect personal space of others</p> <p>Politely follow adult requests Keep your hands, feet and objects to yourself at all times</p>	<p><b><u>Excessive Inappropriate Physical Contact</u></b> Student engages in physical contact. (e.g., slapping, punching, and scratching). The physical contact does not result in an altercation.</p> <p><b><u>Harassment (other than sexual)/Inappropriate Communication to Peers</u></b> Student repeatedly delivers disrespectful message (verbal or gestural) to another person. Disrespectful messages may include comments based on race, religion, age, gender, personal appearance, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal/family matters.</p> <p><b><u>Verbal Altercation</u></b> An intense argument between two or more students that actively disrupts the learning environment. No physical contact is made; however, the verbal altercation continues after the behavior has been addressed by school faculty member(s) using and documenting proactive PBIS strategies.</p> <p><b><u>Defiance/Continued Noncompliance</u></b> Student willfully and deliberately fails to follow explicit adult requests or directives that have been addressed using and documenting PBIS strategies by teaching staff at Level 1 and administrative staff at Level 2 using and documenting proactive PBIS strategies (e.g. fails to attend ISD (In School Detention) or ASD (After School Detention)).</p> <p><b><u>Disrespect for Authority-(Verbal):</u></b> After being redirected by an adult, student continues to engage in verbal disrespectful behavior (e.g. inappropriately arguing) that have been addressed by school faculty member(s) at Level 1 and administrative staff at Level 2 using proactive PBIS strategies.</p> <p><b><u>Profanity in Communication with Staff</u></b> Student uses profanity in direct communication with staff <b>but is not directly threatening or intimidating to staff.</b></p>	<p>implemented within the district RTI process is described within the alternative site policies and procedures.</p> <p><b><u>ALTERNATIVE SCHOOL ONLY:</u></b></p> <ul style="list-style-type: none"> <li>• Administrative Team will determine next steps in RTI process. (e.g. Wraparound services)</li> <li>• Restorative Justice continuum of practices (e.g. structured conference with all primary stakeholders, groups and circles, etc.)</li> <li>• Review/Revise Individual Instructional Plan and/or Behavior Intervention Plan</li> <li>• Temporary removal from classroom (e.g., de-escalation not to exceed 20 minutes)</li> </ul>
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<p><b>Be Responsible</b></p>	<p>Respect the property of others; Ask permission before using the property of others</p> <p>Respect school property</p>	<p><b><u>Stealing</u></b> Student is found to be in possession of, having passed on, and/or to be responsible for removing someone else's property valued greater than \$100.00 without the property owner's permission. Administration should require restitution activity and participation in remediation for stealing. If student refuses to provide restitution or participate in remediation, then administrator may take additional actions, if appropriate.</p> <p><b><u>Coercion/Extortion</u></b> Taking money or property from someone with consent, where the consent was obtained by force or fear.</p> <p><b><u>Vandalism</u></b> Student participates in a deliberate, willful, and substantial destruction of school and/or personal property on school grounds and/or at school sponsored events that involve greater than \$100.00 in damages. Administration should require restitution activity and participation in remediation for vandalizing. If student or parent refuses then administrator may take additional actions.</p>	<ul style="list-style-type: none"> <li>• In-School Detention (ISD) with assignment of related problem solving activity and/or behavioral instruction/behavior packet (note: ISD cannot be assigned during core instructional periods but can be assigned across multiple days)</li> <li>• After-School Detention (ASD) with assignment of related problem solving activity and/or behavioral instruction/behavior packet (note: ASD can be assigned across multiple days)</li> <li>• In-School Suspension (ISS) with assignment of related problem solving activity and/or behavioral instruction/behavior packet (<b>note: ISS cannot be assigned for more than 3 school days for 1 offense. ISS cannot be assigned for more than 5 school days in one 9-week school quarter).</b></li> <li>• Out-of-School Suspension (note: OSS cannot be assigned for more than 3 school days for 1 offense. OSS cannot be assigned for more than 10 school days in one 9-week school quarter or more than 15 school days cumulatively per school year. OSS <u>shall not be used</u> for students under the age of 10 except for Level 5 infractions or in emergency situations involving a serious and immediate threat to student, teacher or public safety. OSS <u>shall not be used</u> for misconduct that occurs off school property or outside the school day unless the infraction occurs at a school-sponsored event or on a school bus, or the conduct substantially disrupts, or will substantially disrupt, the school environment, or seriously endangers the welfare or safety of other students or school personnel.).</li> <li>• Placement at the alternative site based on student failure to respond to interventions</li> </ul>
<p><b>Be Respectful</b></p>	<p>Consider other people's feelings</p> <p>Keep your hands, feet and objects to yourself at all times</p>	<p><b><u>Cyber Bullying</u></b> The use of information and communication technologies, such as email, cell phones, pagers, text messages, instant messages, personal websites or blogs, personal polling sites or a combination of these technologies, to support deliberate, repeated and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others.</p> <p><b><u>Bullying</u></b> Includes behavior such as a</p>	
<p><b>Be Respectful</b></p>	<p>Respect the</p>		



		<p>directed toward another student and/or adult, and which convey the intent to carry out such or threat or harm as well as the knowledge and capacity to do so.</p> <p><b><u>Profanity Directed toward Staff</u></b>  Student uses profanity directed at staff that is threatening (e.g., cursing the teacher in a threatening manner).</p> <p><b><u>Harassment (other than sexual)/Intimidation or Inappropriate Communication to an Adult</u></b>  Student <u>repeatedly</u> delivers disrespectful message (words, gestures, photographs, drawings or any other form of communication) to adult. Disrespectful messages may include but are not limited to comments based on race, religion, age, gender, personal appearance, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal/family matters or messages intended to harass or intimidate an adult.</p> <p><b><u>Deliberately False Charge Against Authority</u></b>  Student accuses any staff member of any act that is unlawful and/or a violation of school policy and, after a thorough investigation, it is determined that the student deliberately accused the staff member falsely.</p> <p><b><u>Trespassing</u></b>  Being on school property without permission, including breaking and entering, when such trespassing significantly interferes with others' safety &amp; learning and/or is of threatening or harmful nature.</p>	
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District- wide Behavioral Expectations	Examples of Expected Behaviors	<p style="text-align: center;"><b>Level 5 Infractions Administrator- Managed</b></p> <p><b>Level 5 Infractions:</b> The most serious misbehaviors that require immediate response from the school discipline administrative team and/or Central Office shall be classified as Level 5 infractions. The District may, but is not required to, assign an expulsion for a Level 5 infraction. The school discipline administrative team shall ensure that a behavior plan is developed for students after a Level 5 infraction, if appropriate.</p>	Possible Corrective Strategies: Multiple strategies will be used depending on individual student's needs.
<p style="text-align: center;"><b>Be Safe</b></p>	<p>Ask for help if you are not safe.</p> <p>Refrain from accepting alcohol and drugs; report alcohol or drugs to appropriate staff or administrator.</p> <p>Report gang-related activity to appropriate staff or administrator.</p>	<p><b><u>Alcohol Sale, Purchase, Possession or Use</u></b> The sale, purchase, possession, or use of alcoholic beverages. Use should be reported only if the person is caught in the act of using or is discovered to have used in the course of the investigation (e.g., Possession at this level impacts school order &amp; safety)</p> <p><b><u>Drugs (Use, possession and/or distribution)</u></b> Student is found to be under the influence or possess, use, cultivate, manufacture, distribute, or purchase any illegal drug, narcotic, controlled substance, or substance represented to be an illegal drug, narcotic, or controlled substance. See district drug/alcohol policy to address this behavior.</p> <p><b><u>Group Fights</u></b> A physical altercation on school grounds involving three or more students which: (1) significantly disturbs or interrupts the daily routine of school operations &amp; meaningfully interferes with other</p>	<p><b><u>The following strategies must be documented by the school administrative team to proactively address Level 5 Infractions:</u></b></p> <ol style="list-style-type: none"> <li><b>1. MANDATORY</b> investigation by school administrative team.</li> <li><b>2. MANDATORY</b> parent contact to inform parent of accusation and status of investigation. Parent will be given the option to attend the student conference after investigation is complete.</li> <li><b>3. MANDATORY</b> student conference.</li> </ol> <p><b>If the school administrative team determines that discipline action and/or behavioral support is warranted:</b></p> <ul style="list-style-type: none"> <li><b>MANDATORY</b> school level conference with student, parent, school administrative team.</li> <li><b>MANDATORY</b> referral to the school's Teacher Support Team (TST) to determine whether formal behavioral supports are necessary within the district RTI process. For IEP students, the IEP Committee will meet to</li> </ul>
<p style="text-align: center;"><b>Be Safe (cont.)</b></p>			

		<p>safety and learning, or (2) results in serious bodily injury.</p> <p><b><u>Participation in Gang-Related Activity</u></b>  Students participate in activities related to gangs on school campus or a school sponsored activities “Gang-related activity” includes gang recruitment, gang initiation, fights between rival gangs, or other similar behaviors. “Gang-related activity” does not include non-threatening behavior such as handshakes, signs, or wearing of particular colors.</p>	<p>determine the need for behavioral supports.</p> <ul style="list-style-type: none"> <li>• <b>MANDATORY</b> referral to law enforcement for weapons, explosives, illegal drugs, serious bodily injury, and Level 5 battery.</li> </ul> <p><b>Implement other appropriate corrective strategies:</b></p> <ul style="list-style-type: none"> <li>• Arrange linkage with a counseling services or other appropriate agency.</li> <li>• Out-of-School suspension (note: OSS <u>shall not be assigned</u> for more than 3 school days for 1 offense. OSS <u>shall not be assigned</u> for more than 10 school days in one 9-week school quarter or more than 15 school days cumulatively per school year. OSS <u>shall not be used</u> for students under the age of 10 except for Level 5 infractions or in emergency situations involving a serious and immediate threat to student, teacher or public safety. <u>OSS shall not be used</u> for misconduct that occurs off school property or outside the school day unless the infraction occurs at a school-sponsored event or on a school bus, or the conduct substantially disrupts, or will substantially disrupt, the school environment, or seriously endangers the welfare or safety of other students or school personnel.).</li> <li>• Recommendation for alternative school placement at the discretion of the principal taking into consideration the results of the school-level investigation and any other unique circumstances (Note: Placement at the alternative school is determined by District PBIS Office and approved by the Superintendent or his/her</li> </ul>
<p><b>Be Responsible</b></p>	<p>Be cooperative in the event of an emergency.</p> <p>Follow school safety plan.</p> <p>Never bring weapons to school.</p>	<p><b><u>Explosives/Incendiary Device</u></b>  Student is in possession of substances/objects that are readily capable of causing bodily harm or injury (firecrackers, gasoline, lighter fluid, homemade explosive device, etc.)</p> <p><b><u>Possessing a Weapon Prohibited by Federal and State Law</u></b>  Any firearm, ammunition, explosive device, knife, or other object as defined by federal or state law that can place a person in reasonable fear or apprehension of serious harm that is on the student's person and/or in the student's belongings, locker, and/or any other personal storage space.</p> <p><b><u>Stealing</u></b>  Student is found to be in possession of, having passed on, and/or to be responsible for removing someone else's property valued greater than \$500.00 without the property owner's permission. Administration should require restitution activity and participation in remediation for stealing. If student refuses to provide restitution or participate in remediation, then administrator may take additional actions, if appropriate.</p> <p><b><u>Vandalism</u></b>  Student participates in a deliberate, willful, and substantial</p>	
<p><b>Be Responsible (cont.)</b></p>			

		destruction of school and/or personal property on school grounds and/or at school sponsored events that involve greater than \$500.00 in damages. Administration should require restitution activity and participation in remediation for vandalizing. If student or parent refuses then administrator may take additional actions, if appropriate.	<p>designee. Student progress is reviewed every 30 days by administrators of the alternative school and home school, district PBIS office, referred student, the student's parent, and one representative of the student's choice).</p> <ul style="list-style-type: none"> <li>Recommendation for expulsion at the discretion of the principal taking into consideration the results of the school-level investigation and any other unique circumstances (Note: Expulsions are approved by the Superintendent, Assistant Superintendent, and MPSD Board of Education after an informal due process hearing and a formal due process hearing, if requested).</li> </ul>
<p><b>Be Respectful</b></p>	<p>Attempt to solve problems in a non-confrontational manner.</p> <p>Be cooperative in the event of an emergency</p>	<p><b><u>Serious Bodily Injury</u></b> Student commits physical assault that results in an injury or illness that involves: 1) a substantial risk of death; 2) extreme physical pain; 3) protracted and obvious disfigurement; or 4) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</p> <p><b><u>Engaging in Serious Retaliation Against School Employee</u></b> Student engages in act(s) of retaliation against any school employee on or off campus (e.g., slashing the tires of a school employee, or keying a school employee's car).</p> <p><b><u>Battery of a Staff or Faculty Member</u></b> A severe and unprovoked act of physical aggression against a faculty/staff member with a reasonable intent to harm (e.g., punching a teacher).</p> <p><b><u>Assault of a Staff or Faculty Member</u></b> An unprovoked attempt to commit on a school teacher a battery or the intentional placing of a school teacher on reasonable apprehension of receiving a battery.</p> <p><b><u>Repeated harassment (other</u></b></p>	<p><b><u>Other potential strategies:</u></b></p> <ul style="list-style-type: none"> <li>Bus Probation or Suspension (note: the progression includes warning, parent contact, 5 days of suspension, or 10 days of suspension). Bus Probation or Suspension are only for bus-based infractions.</li> </ul> <p><b>ALTERNATIVE SCHOOL ONLY:</b></p> <ul style="list-style-type: none"> <li>K – 5: may be recommended for expulsion or other educational options. (Wraparound services)</li> <li>6 – 12: recommend expulsion</li> </ul>
<p><b>Be Respectful (cont.)</b></p>			

<p><b>Be Respectful (cont.)</b></p>		<p><b><u>than sexual)/Intimidation or Inappropriate Communication to an Adult</u></b>  Student <u>repeatedly</u> delivers disrespectful message (words, gestures, photographs, drawings or any other form of communication) to an adult. Disrespectful messages may include but not limited to comments based on race, religion, age, gender, personal appearance and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal/family matters or message used to harass or intimidate an adult.</p> <p><b><u>Public Indecency, Lewdness, or Exposure</u></b>  Student engages or attempts to engage in actions that include but are not limited to exposing of body parts in public view with the intent to shock or intimidate others, etc that results in the creation of a hostile educational environment that impedes the ability of others to participate in or benefit from the educational program.</p> <p><b><u>Repeated Sexual Harassment</u></b>  Student engages in repeated unwanted or unwelcomed verbal, written or physical conduct of a sexual nature that results in the creation of a hostile educational environment that impedes the ability of another student or students to participate in or benefit from the educational program (e.g., continuing to spread sexual rumors, unwanted sexual activity, repeated teasing of a sexual nature, repeated unwanted sexual remarks or jokes, and/or repeated unwelcomed touching or grabbing).</p> <p><b><u>Sexual Acts</u></b>  Student engages or attempts to engage in sexual acts on campus or at school-sponsored or related events including district transportation.</p>	
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		<p><b><u>Continuous Sexual Harassment</u></b>  Student continues, even after previous attempts to stop the behavior, to engage in unwanted or unwelcomed verbal, written or physical conduct of a sexual nature that results in the creation of a hostile educational environment that impedes the ability of another student or students to participate in or benefit from the educational program.</p> <p><b><u>Severe Campus Disturbance</u></b>  Student engages in serious and deliberate act(s) that significantly threaten the physical safety of others (e.g., arson, bomb threat, willful noncompliance that could result in bodily injury), and that are not otherwise specifically enumerated herein.</p> <p><b><u>Other Level 5 Infractions</u></b>  Bomb Threat, Extortion, Kidnapping, Poisoning, Robbery, Homicide, Mayhem, Rape, Sexual Battery, Weapons Threat</p>	
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### **CELL PHONES/ELECTRONIC DEVICES (LEVEL I VIOLATIONS)**

Level I electronic telecommunication prohibits the use of cell phones or electronic devices. Cell phones and electronic devices may be approved by school personnel for educational use. Teachers shall manage Level 1 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 1 infractions.

The purpose of this policy is to provide guidance to students regarding the use of cell phones/electronic devices on school campus. No pupil in the Meridian Public School District shall be permitted to use a cell phone/electronic devices on campus in areas where use is prohibited. The consequences for failing to follow this policy are as follows:

First Offense: The principal keeps the phone/device for five (5) school days. At the end of five (5) days, the student may pick up the phone/device at the school office.

Second Offense: The principal keeps the phone/device for ten (10) school days and the parent must pick up the phone/device at the school office.

Third Offense: The principal keeps the phone/device for one full semester and the parent must pick up the phone/device at the school office.

**If a cellular phone/electronic device seized by the school is lost or stolen while in the school's possession, the Meridian Public School District will assume no liability for such item(s).**

## **SCHOOL DRESS**

In cooperation with parents, school officials, and students, the following rules and regulations are adopted in regard to school dress and personal appearance. All teachers, principals, and administrators are expected to enforce the policy.

Students are required to adhere to the school uniform policy and dress accordingly. Should a student violate the dress code due to financial hardship or family circumstances, schools will demonstrate assistance by providing the student with extra clothes. Parents may also be requested to bring clothes to school. Students who violate the dress code policy in a way that significantly disrupts the educational process (i.e. students wearing a t-shirt with a racially derogatory term) will receive a range of corrective strategies, which may include positive behavioral interventions and counseling, as well as in-school detention and after-school detention for continued non-compliance with the dress code. There will be no exclusionary discipline for Level 1 dress code violations.

## **UNIFORM POLICY**

### **District Colors**

Tops: Royal "Wildcat" Blue and/or  
White  
Bottoms: Khaki or Black

### **Tops**

Royal "Wildcat" Blue and/or White

- Polo style shirt: 2 or 3 buttons only
- Must be tucked in at all times for all students (including before and after school while on campus)

### **Bottoms**

Khaki or Black

- Belts must be worn
- Shorts, skirts, and Capri pants are acceptable – minimum length is 2 inches above the knee
- Sagging and oversized clothing is not allowed

### **Head Cover**

- No head cover of any kind is allowed to be worn in the school building unless worn for sincerely held religious beliefs

### **Shoes**

- Required at all times and must be worn as designed
- Should be appropriate for safe participation in all school activities

## **Additional Uniform Requirements**

- Organizational shirts, etc. (i.e. basketball team, band shirts, etc.) will be permitted during approved occasions and not part of the daily dress choices (possible Spirit Day, if pre-approved by administration)
- Sunglasses shall not be worn inside a school facility unless there is a documented medical reason
- Any clothing that significantly disrupts the educational process is unacceptable

#### Unacceptable Dress

- Stretch pants (including tights with or without belt loops), sagging clothing, unbuckled belts or straps. Additional clarification of “unacceptable dress” includes no clothing that exposes the mid to lower torso area when the wearer is stretching, bending, and/or stooping.

#### EXAMPLE:



#### Compliant

- shirt neatly tucked
- pants fitted and belted at waist

#### Non-Compliant

- shirt hanging out
- pants baggy and worn too low at waist



*Nothing in this policy shall be constituted to preempt the authority of the Superintendent or principal to take action consistent with this Code to address infractions not specifically mentioned.*

## **TARDY and TRUANCY**

A student is considered late for class when the tardy bell rings. Schools will take into account reasonable explanation (i.e. detained by teacher) of why the student was late. Requests for excused absences will be considered on a case by case basis. Only students who have extenuating circumstances (such as being in a car accident) will be excused from a tardy. A student may be assigned in-school or after-school detention with reflective problem solving activities after documented tardy interventions. A meeting with PBIS Director or the Assistant Superintendent of Student Services may be required for extreme, habitual tardies or truancy that has not been responsive to previous corrective measures (parent contact, student conference, etc.). A referral to the Department of Human Services or other community agencies may be necessary. The corrective strategies for tardies and truanies start over at the beginning of each semester.

Truancy is defined as an absence from school without the knowledge of parent or guardian, leaving school without notification and consent of proper authorities and/or absent without permission from any class or school-related activity for which a student is scheduled during the school day. The school will take into account extenuating and uncontrollable circumstances as why the child is late (i.e. verified car accident).

It shall be the responsibility of the Superintendent of Education or his/her designee to investigate all unauthorized absences and work with all agencies that have jurisdiction over children within the Meridian Public School District and to assure that all students attend school.

Students are expected to be in the proper place at the proper time during the school day. A student is truant (skipping) if he/she:

1. Is absent from school without the prior knowledge and permission of his/her parents. An absence is unexcused if the parents knew and approved but the reason was inexcusable. (i.e. sleeping late)
2. Is absent from class without permission of the teacher or an administrator.
3. Leaves school at any time during the school day without an approved sign-out slip at the Student Personnel Desk.
4. Obtains permission to go a certain place and does not go directly there or fails to return directly to class.
5. Becomes ill and goes home or stays in the rest room instead of reporting to the Student Personnel Desk or counselor.
6. Gets to school late and does not report directly to student personnel or the office in order to be entered or does not go directly to class after being entered in school.
7. Is on campus and not in class unless he/she is out of class at the direction of a teacher or administrator.

Reports of truancy shall be made in accordance with the Mississippi Compulsory School Attendance Law (MS CODE ' 37□13□91).

**The District's tardy and truancy policy shall require teachers and school discipline administrative teams to assign tardies or truanies flexibly, including by taking into account**



reasonable explanations of why the student was late, and by providing temporary or permanent accommodations for certain reasons for tardiness or truancy. This policy prohibits students who are tardy from being locked out or otherwise excluded from the classroom upon arrival.

### **ELEMENTARY CONSEQUENCES**

<b>Tardy</b>	<b>Consequences</b>
<b>1st – 2nd</b>	Verbal Warning
<b>3rd – 4th</b>	Student Conference
<b>5th – 6th</b>	Parent Contact
<b>7th and/or above</b>	Administrative Discipline Team meets to determine course of action to address tardies (e.g. parent conference, change of schedule, notify attendance officer, problem solving or reflective activities, home visit, etc.)

### **SECONDARY CONSEQUENCES**

<b>Tardy</b>	<b>Consequences</b>
<b>Level 1</b>	
<b>1st</b>	Verbal Warning
<b>2nd</b>	Student Conference/Parent Contact
<b>3rd</b>	Written Assignment Related to the Problem Behavior with Documented Feedback
<b>Level 2*</b>	
<b>4th</b>	In-School Detention or After School Detention (1 day) and Related Problem-Solving Activity and/or Behavioral Instruction/Behavior Packet
<b>5th</b>	In-School Detention or After School Detention (2 days) and Related Problem-Solving Activity and/or Behavioral Instruction/Behavior Packet
<b>6th</b>	In-School Detention or After School Detention (3 days) and Related Problem-Solving Activity and/or Behavioral Instruction/Behavior Packet
<b>7th</b>	In-School Detention or After School Detention (4 days) and Related Problem-Solving Activity and/or Behavioral Instruction/Behavior Packet
<b>8th</b>	In-School Detention or After School Detention (5 days) and Related Problem-Solving Activity and/or Behavioral Instruction/Behavior Packet
<b>9th or above</b>	Referral to counselor or behavior counselor, and/or referral to appropriate school personnel to address attendance concerns

\* Schedule adjustment or class change may be necessary at Level 2

## NON-EXCLUSIONARY DISCIPLINE

### **Detention**

A form of discipline used in schools in which a student is required to spend extra time in school. A detention usually takes place during a period after the end of the regular school day. Detention may also take place at other times, such as before the school day, and during breaks in the school day, such as recess.

Detention is usually considered one of the milder forms of disciplinary actions available to a school and may also include the provision of behavioral remediation through use of direct skill instruction and/or behavior packets.

### **In-School Detention (ISD)**

This refers to a corrective strategy for behavioral infractions that involves the use of positive strategies to address the identified problem behavior. A detention may take place during breaks in the school day, such as recess or an elective period. Detention is usually considered one of the milder forms of disciplinary or corrective strategies available to a school where the student is not removed from instructional time. ISD should include remediation designed to teach the student replacement behaviors and generalization strategies to assist the student in displaying appropriate social replacement behaviors in the school environment. ISD cannot exceed more than 1 hour per day or remove the student from core academic instruction.

Students in grades K-5 may be kept from participating in physical education, music, or library activities for either disciplinary reasons or makeup work, so long as the teacher keeps the student during the entire period of the activity and he/she is under constant teacher supervision. The student may not be kept from participation in these activities for more than three (3) consecutive days because of discipline or makeup.

### **After School Detention – Teacher Led**

A corrective strategy employed by teaching staff to address Level 1 behavioral infractions. Students are typically required to attend an extra 30 minutes after school to complete remedial activities related to their behavior. These activities may include completing targeted behavioral packets, completing a reflective activity, developing a problem solving plan to address repeated level 1 behavioral violations, and/or writing a letter of apology. Teachers may assign multiple ASD's for up to 5 consecutive days to address student behavioral infractions. **Parents are given a minimum of a 24 hour notice prior to the student serving the ASD.**

### **After-School Detention - Administrative**

A corrective strategy designed to typically address non-threatening Level 1-2 and occasionally Level 3 behavioral infractions. After-School Detention (ASD) involves a student remaining after school for a specific period of time (e.g. up to one hour) to complete social skills activities that are related to the student's referral concern(s) and/or to complete academic assignments with appropriate educational supports. School administrators have the discretion to utilize multiple ASD's for up to 5 consecutive days as an alternative to exclusionary discipline consequences (e.g., In School Suspension, Out of School Suspension). **Parents are given a minimum of a 24 hour notice prior to the student serving the ASD.** Failure to report for detention as scheduled without reasonable explanation will result in additional disciplinary action.

## EXCLUSIONARY DISCIPLINE

### Discipline and Make-Up Assignments

Students absent for disciplinary reasons, in accordance with the discipline plan will be allowed to complete any missing assignments and/or assessments. The school will provide make-up work as appropriate. Missed assignments and/or assessments must be completed within three days upon the student returning to school.

## SUSPENSION

### In-School Suspension (ISS)

ISS is a corrective consequence for violations of the Student Code of Conduct that involves the temporary removal of a student from regular school classes and the placement of a student in an approved in-school setting during the course of the school day. Students assigned to ISS are required to complete relevant social skills activities that relate to their referral concern(s), as well as their academic class work and other assignments that are in keeping with the student's curriculum. Assignment to ISS may occur for specific periods of time (e.g., 1 hr to 3 school days for 1 offense) deemed appropriate by the school district administrative team to effectively address behavioral infractions for which ISS is an appropriate consequence. ISS includes planned remediation designed to teach the student replacement behaviors and generalization strategies to assist the student in displaying the replacement behaviors in the school environment, as well as restorative justice practices, if appropriate. ISS cannot be assigned for more than 3 school days for 1 offense. ISS cannot be assigned for more than 5 school days in one 9-week school quarter. In-school suspension does not include in-school detention.

### Out of School Suspension (OSS)

OSS refers to a consequence of 10 days or less for Level 4 and 5 behavioral infractions that removes a student from his or her regular classroom and school. OSS cannot be assigned for more than 3 school days for 1 offense. OSS cannot be assigned for more than 10 school days in one 9-week school quarter or more than 15 school days cumulatively per school year. OSS shall not be used for students under the age of 10 except for Level 5 infractions or in emergency situations involving a serious and immediate threat to student, school personnel, or public safety. OSS shall not be used for misconduct that occurs off school property or outside the school day unless the infraction occurs at a school-sponsored event or on a school bus, or the conduct substantially disrupts, or will substantially disrupt, the school environment, or seriously endangers the welfare or safety of other students or school personnel. Short-term placement (e.g., 1-3 days per incident) at the alternative site to serve OSS dispositions is described within the alternative site policies and procedures.

Any suspension must be preceded by appearance of the student before the principal or his/her designee, at which time the student will be informed of the violation and the basis of the accusation. The principal shall investigate the situation causing the violation, to the extent possible and reasonable, including but not limited to interviewing other students and faculty members who may have witnessed the infraction. The student shall be allowed to have other students or faculty called in who would possibly support his/her side of the story and place such conduct in what he/she deems to be the proper context.

In all instances of suspension, parents shall be notified by telephone if they can be reached with reasonable effort, and by letter from the principal with a copy of the suspension notice to be given to the student. During any period of suspension, the student shall not be permitted to be on school grounds or attend any school-related activity, including band, athletics, chorus, strings, etc.

### **Suspension of Special Education Students (Grades K-12)**

Special education students are responsible for adhering to the same rules of conduct as regular education students. Special education students should not be suspended for more than ten (10) days without a manifestation determination review. Students with disabilities may be suspended more than 10 days; however, they are entitled to receive a free and appropriate education on the eleventh (11th) day.

When considering exclusionary sanctions, the District shall provide students with disabilities all protections required by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1975, and other applicable federal and state law. This shall include holding a manifestation determination review for any proposed exclusion of a student with a disability that exceeds 10 consecutive school days or will result in a change of placement. During this review, the District shall determine whether the student's conduct: (a) was a manifestation of the student's disability, or (b) the direct result of the school's failure to implement the student's Individualized Education Plan ("IEP"). If either condition is met, the District shall not administer the disciplinary consequence. If the conduct was the direct result of the failure of the school to implement the student's IEP, the District shall take immediate steps to properly implement the IEP. Also, the IEP team shall be convened and shall conduct a functional behavioral assessment to determine if a behavioral intervention plan should be implemented. If a behavioral intervention plan has already been developed, the IEP team shall review the plan and modify it as necessary to address the student's behavior. The student shall be returned to the placement from which the student was removed unless the parents and the District agree to a change in placement as part of the modification to the behavioral intervention plan. The District shall inform the parents of their right to challenge a manifestation determination or the District's proposed change in placement, including the right to legal counsel and the right to review the student's records.

The District shall permit students assigned to in-school or out-of-school suspension to work with qualified staff if the student's IEP requires such assistance.

### **EXPULSION**

Expulsion is the total exclusion of the student from participation in or attendance at any school-related activity. The Board of Trustees shall be the sole authority to expel a student from school. A student who has been expelled by the Board of Trustees from the Meridian Public School District must apply in writing and/or appear before the Superintendent for possible readmission. The Board of Trustees, on recommendation of the Superintendent or his/her designee, may expel or exempt students from attendance in accordance with the provisions of the statutes of the State of Mississippi.

### **RESTRAINT, ISOLATION (SECLUSION), AND CORPORAL PUNISHMENT**

Restraint, isolation (seclusion), and corporal punishment are not disciplinary consequences permitted by the Meridian Public School District's Code of Conduct.

### **PARENTAL ASSISTANCE PROGRAM**

Parents of students who are having serious disciplinary problems may be asked to come to the school and to attend classes with their children during an entire day in order to monitor conduct and establish new behavioral patterns.

### **EXCLUSION OF STUDENTS AGAINST WHOM COURT CHARGES HAVE BEEN FILED**

Under certain circumstances, the Superintendent may exclude students from school until the charges against them have been disposed of by the courts.

## **ENROLLMENT OF STUDENTS SUSPENDED OR EXPELLED FROM OTHER SCHOOL SYSTEMS**

Schools in the Meridian Public Schools shall not enroll nonresident students from other school systems while said students are under suspension or after they have been expelled.

## **ATTENDANCE AT SCHOOL-SPONSORED EVENTS**

During suspension, expulsion, or alternative placement, students shall not be permitted to attend any school- related activity, such as athletics, band, chorus, strings, prom, etc.

## **SCHOOL SEARCHES**

Reasonable suspicion searches of students and/or their possessions, lockers, desks, and vehicles may be conducted by the school administration.

The administration may also authorize random screenings of students and/or their possessions, lockers, desks, and vehicles. Such screenings shall not be done on a regularly scheduled basis, but will include ALL STUDENTS in a selected school setting such as a classroom, group, or certain building or floor. Students assigned to an alternative setting may be screened on a daily basis.

## **DRUGS and ALCOHOL**

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/ or the consumption, purchase, or the distribution of any illegal drugs or alcoholic beverages by another student or students.

The District may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student has or is using prohibited drugs and/ or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The cost of the initial test will be paid by the parent.

Any student who violates the provisions of this policy will be subject to disciplinary action according to Policy JCDAC.

Students participating in extracurricular activities will be tested on a random basis for use of prohibited drugs and/or alcohol. The selection and testing of students will be performed by a laboratory certified by the National Institute of Drug Abuse. All breath, urine, blood, and hair specimens will be collected under reasonable and sanitary conditions. Universally accepted standards for testing, labeling, storage, and transportation of specimens will be strictly followed by the testing agency.

If the test indicates a positive result, the MPSD Athletic Director shall notify the student and his or her parent/guardian in writing of such results. A student that tests positive for the first time shall be suspended from all extracurricular activity events for a time to be determined based on the activity. If a student athlete tests positive for drugs, the student is to have no affiliation with any extracurricular activities. This includes practicing with any club. The student must attend a drug counseling program

at his/her own expense with proof of attendance submitted prior to reinstatement. The student must provide a negative test to be reinstated in the extracurricular activity. The student will also be required to submit to periodic retests up to one (1) calendar year after the first positive.

A student that tests positive for a second time shall be suspended from all extracurricular activities for one (1) calendar year. The student must attend a drug counseling program at his/her own expense with proof of attendance submitted prior to reinstatement. The student must also provide a negative test to be reinstated in the extracurricular activity.

## **BUS TRANSPORTATION**

The same appropriate behavior as expected at school is expected on the school bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action. Students on the bus are subject to the Code of Conduct.

### **REMEMBER:**

- Parents will be held financially responsible for damage to the inside and/or outside of the bus.
- Bus transportation is provided for kindergarten through twelfth grade. State law prohibits Pre-kindergarten students from riding any district provided bus or van.
- For additional information or questions regarding school bus service, contact the Director of Transportation at 601-484-4951.

## **CAFETERIA BEHAVIOR**

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. After eating, place disposable trays in the provided garbage containers.
2. Keep milk cartons, food, and waste paper on the tray.
3. Keep tables, chairs, and floors clean.
4. Push chairs back after eating.
5. Talk in a normal voice.
6. Keep the cafeteria lines orderly.
7. Never push or run.
8. Pick up and clean up any food dropped or spilled.
9. Respect adult authority.
10. Stay out of teaching area during lunch.

## **BULLYING**

### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

The Meridian Public School District prohibits bullying or harassing behavior. The District also prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying.

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 with a complaint to

follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including consideration by the Board.

## **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 takes place on school property, at any school-sponsored function, or on a school bus, and 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 inappropriate bullying or harassing behavior.

## **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 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) working days after the alleged act or acts occurred.

The school official shall complete an "Allegation of Bullying Complaint" form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victims 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 chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their child. The investigating staff member 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 finding related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim or 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 investigating staff member, 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.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the

superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

The District recognizes the fundamental right of every student to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Counseling options for a student who is a victim of or a witness to bullying or who engages in bullying are available and provided by the District.

Mississippi Code Ann 37-7-301 JDDA Bullying JDDA-P Bullying Procedures

### **CYBER STALKING/CYBER BULLYING**

- (a) Use in electronic mail or electronic communication any words or language threatening to inflict bodily harm to any person or to that person's child, sibling, spouse or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
- (b) Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying or harassing any person.
- (c) Electronically mail or electronically communicate to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass.
- (d) Knowingly permit an electronic communication device under the person's control to be used for any purpose prohibited by this section.

### **WEAPONS**

#### **Firearms**

Any student who has in his/her possession any type of firearm, real or facsimile, operable or inoperable, while he/she is in school, on school property, at a school function or activity, on the school bus, on the way to and from school or any school function or activity will be suspended from school. Any student who violates the provisions of this policy will be suspended from school and subject to disciplinary action according to policy JCDAE(2). Firearms in student possession shall be seized and turned over the School Resource Officer (SRO). Principals shall notify the Superintendent of each violation of this policy.

#### **Other Weapons - Use Of**

Any student who uses or threatens to use any object, regardless of its original purpose, for a weapon while he/she is in school, on school property, at a school function or activity, on the school bus, on the way to and from school or any school function or activity will immediately be suspended and recommended for expulsion. Examples of such weapons include, but are not limited to, gun, rifle, pistol, other firearm; dynamite, cartridge, bomb, grenade, mine or other explosive; BB gun, air rifle, air pistol; bowie knife, dirk, dagger, switchblade, pocketknife or other knife; slingshot; leaded cane, blackjack; metallic or other artificial knuckles; razor, razor blades; any sharp-□pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food for instruction and



maintenance of school property); any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.).

Weapons used by students shall be seized and turned over to the School Resource Officer (SRO). Principals shall notify the Superintendent.

### **Other Weapons - Possession Of**

Possession, by students, of any object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, at a school function or activity, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. Suspension and/or other recommendation for expulsion for violation of this section of the policy shall be directed by the principal, who shall deal with each individual case based on the circumstances.

## **SEXUAL HARASSMENT**

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no student in the Meridian Public School District shall be subject to sexual harassment.

It is the intent of the school district to maintain an environment free from sexual harassment of any kind. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Complaints of violation of this policy may be made to the appropriate building administrator without fear of reprisal. Should violations prove to be legitimate, the offending employee/student shall be subject to disciplinary action. Student-on-student sexual harassment is also prohibited.

## **ALTERNATIVE SCHOOL PLACEMENT PROCEDURES**

The alternative school program provides students an opportunity to continue their education in a more restrictive environment for a specified time period. The purpose of alternative education is to accommodate behavioral and academic needs of children and adolescents which cannot be adequately addressed in a traditional school environment. In addition, alternative education provides direct social, emotional, and behavior management instruction to students.

### **Entry Criteria for Placement**

Alternative school placement may be assigned for the following categories of students:

1. Students suspended for more than 10 days or recommended for expulsion, except for students expelled for possession of a weapon or other felonious conduct;
2. Students referred by the parent or guardian due to disciplinary concerns;
3. Students referred to the alternative school by the dispositive order of a chancellor or youth court judge, with the consent of the Superintendent; and
4. Compulsory school-age students who significantly disrupt the educational environment, in the determination of the school superintendent, school PBIS coordinator, and principal, such as that the placement is necessary for the safety and welfare of the class as a whole.\*

***\*Before the district considers alternative school placement for students in this category, the school principals must verify and document evidence the student failed to respond successfully to Tier 2 and/or Tier 3 behavioral interventions and supports that were implemented with integrity. All alternative school placements in this category shall be reviewed by the District PBIS Office and approved by the Superintendent or his/her designee before they are finalized.***

Criteria packet must include:

- a. Documentation of Due Process
- b. Documentation of Recommendation Review by the superintendent or his designee
- c. Documentation of all Tier paperwork including Behavior Intervention Plan
- d. Completed Individual Instructional Plan (IIP) or Individualized Educational Plan (IEP) with all supporting documentation
- e. Copy of Cumulative Record Insert
- f. Copy of all current assessments (MCT2, SATP, SMI, SRI, Common Assessment, Dibels, etc.)
- g. Documentation of Guardianship

### **GUIDELINES FOR LENGTH OF PLACEMENT, REVIEW OF STUDENT BEHAVIOR PROGRESS, AND PROVISIONS FOR TRANSITION BACK TO HOME SCHOOL**

The goal of alternative school placement is to improve the student's behavior so that he/she may return to his/her home school in a timely manner.

1. Alternative school placement will typically be 45 days but no longer than one semester for extreme cases.

2. Every 30 days, the principal of the alternative school, the school Behavior Counselor, the principal of the home school, the student, the student's parent, and one representative of the student's choice, as requested, shall meet to review and assess the student's progress. The review will include:

- a. Academic Progress
- b. Weekly Behavior Reports
- c. Attendance
- d. Tier Documentation
- e. Discipline
- f. Behavior Intervention Plan (BIP)
- g. Provision of Mental Health or Rehabilitation Services

After this review, if the student has performed successfully in the alternative school, the district shall consider returning the student to the home school with a revised Behavior Intervention Plan with strategies to use within the home school environment.

3. Once the student's term of placement in the alternative school is successfully completed, the district must return the student to the home school unless the principal of the alternative school, the school PBIS coordinator, the principal of the home school request the student remain for an additional 30 days at the alternative school. The district PBIS office shall review all such requests. The recommendation to remain in alternative for additional days will be based on:

- a. Attendance
- b. Discipline
- c. Provision of Mental Health or Rehabilitation Services

4. Alternative school placement shall not exceed one semester except in extraordinary circumstances.\*

***\*Alternative school placement that exceeds one semester must be approved by the alternative school PBIS coordinator, the alternative school principal, and the District PBIS Office.***

## **GUIDELINES FOR THE PROVISION OF CULTURALLY SENSITIVE TIERED BEHAVIORAL SUPPORTS**

Alternative school placement shall include positive behavior interventions and restorative justice practices, curricula addressing cultural and learning style differences, and individual academic plans.

Positive behavior interventions shall include:

- a. Providing parents and students with School Wide Rules and Expectations.
- b. Teaching and re-teaching school wide rules as needed.
- c. Implementing individual teacher positive behavior incentives.
- d. Implementing school wide positive behavior incentives.
- e. Providing parent seminars through Weems Mental Health.

Restorative justice continuum of practices shall include:

- a. Affective statements and questions (e.g. statements that communicate people's feelings, questions that cause people to reflect on how their behavior has affected others)
- b. Impromptu restorative conferences
- c. Structured conference with all primary stakeholders
- d. Groups and circles conducted during day treatment, group therapy, or with school counselor
- e. Formal conference with all primary stakeholders including parent

Curricula addressing cultural and learning style differences

- a. Provide Professional Development in cultural sensitivity and learning styles
- b. Complete a Learning Style Inventory for each student
- c. Review the risk factors identified on the Individual Instructional Plan to be more sensitive to individual needs and diversity

Individual academic plans shall include:

- a. Reviewing and revising as needed the Individual Instructional Plan
- b. Reviewing academic progress throughout alternative placement

## **GUIDELINES FOR PROVISION OF MENTAL HEALTH OR REHABILITATION SERVICES**

Alternative school placement shall include educational compliance with federal and state guidelines for students with disabilities, and counseling services for parents and students. This shall include:

- a. Providing students with day treatment or group therapy and individual counseling. This service shall be provided by Weems Mental Health.
- b. Individual or group counseling by the school Guidance and/or Behavior Counselor if needed.
- c. Providing parent seminars through Weems Mental Health.

## **GUIDELINES FOR CURRICULUM**

The alternative school shall operate under the same academic calendar and standards as other district schools, including having the same academic calendar, offering physical education or health if there is no opportunity to take the course prior to graduation, and continuation of honors or advanced placement courses for students enrolled in such courses via online media.

## **LEAVING THE ALTERNATIVE SCHOOL BEFORE DISMISSAL TIME**

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the administrator's office. Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out.

In cases of divorce, it shall be the responsibility of the parent who receives legal custody of the child involved to place on file in the school a copy of the custody order. The child shall be released only to the parent having legal custody or to the person having written authorization from the custodial parent. Written authorization must be filed with the school at the time of registration. A student will be released for a doctor's appointment, dental appointment, or any other just reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out.

A student who leaves the school campus at any time must obtain permission from the administrator and meet the requirements established under the check-out policy.

## **ATTENDANCE AT SCHOOL-SPONSORED EVENTS**

During alternative placement, students shall not be permitted to attend any school-related activity, such as athletics, band, chorus, strings, prom, etc.

## **DEFINITIONS**

"Alternative Placement" refers to the removal of a student from his or her regular classroom to an alternative school setting established by the District.

"Central Office" refers to the central administrative office for the District, located at 1019 25th Avenue, Meridian, MS 39301, or such office at any successor locations.

"Child with a disability" and "Student with a disability" refer to a student who would qualify to receive disability-related services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1975.

"Corrective Strategies" refer to teacher and administrator behavior management techniques designed to prevent the occurrence of student infractions, teach alternative or replacement behaviors, or motivate students to demonstrate compliance with established school expectations outlined in the Code of Conduct. These may include, but are not limited to, in-school detention, behavior contracts and/or Behavior Support plans, conflict resolution, de-escalation strategies, and reflective activities.

"District PBIS Director" refers to the person in the District PBIS Office assigned to track and assist with implementation of the PBIS model, including analyzing classroom, grade, and school-level discipline data; developing corrective action plans; coordinating professional development on PBIS; and serving as a contact for parent and student complaints regarding discipline.

“District PBIS Office” refers to the component of the Central Office with responsibility for the implementation of PBIS in the District.

“Exclusionary discipline” refers to any disciplinary consequence that removes a student from classroom instruction in his or her home school, including, but not limited to, in-school suspension, out-of-school suspension, placement in an alternative setting or program, and expulsion. Exclusionary discipline does not refer to positive interventions or corrective strategies, including in-school detention.

“Expulsion” refers to an out-of-school consequence of more than 10 days imposed by the School Board for violations of the Code of Conduct.

“In-School Detention” and “ISD” refer to a consequence for violations of the Code of Conduct during which a student receives positive interventions using corrective strategies. Assignment to ISD cannot exceed one hour per day or remove a student from core academic instruction.

“In-School Suspension” and “ISS” refer to a consequence for violations of the Code of Conduct that removes a student from the regular classroom to a different in-school setting during the course of the regular school day. In-school suspension does not include in-school detention.

“Instructional Staff” refers to certificated staff (*e.g.*, teachers, counselors) and non-certificated staff (*e.g.*, teacher aides) who work directly with students.

“Meridian Public School District” and “the District” refer to the Meridian Municipal Separate School District, the School Board, and the public schools it operates.

“Out-of-School Suspension,” “Suspension,” and “OSS” refer to a consequence of 10 days or less for violations of the Code of Conduct that removes a student from his or her regular classroom and school.

“Parent” refers to either or both biological or adoptive parent(s) of the student, the student’s legal guardian, or other person legally responsible for a student under state law.

“Positive Behavior Interventions and Supports” and “PBIS” refer to a system of evidence-based strategies and structures which, if implemented effectively and with fidelity, assist schools and school personnel in establishing a positive school culture by constructively teaching school rules and social-emotional skills; positively reinforcing appropriate student behavior; using effective classroom management strategies to provide early intervention for misbehavior; and developing a continuum of graduated and appropriate consequences for more serious and continuous misbehavior.

“PowerSchool” refers to the District-wide data system used for academic and behavioral data, or any similar system by any name used by the District for this purpose.

“Response to Intervention” and “RTI” refer to methods by which school discipline administrative teams and other relevant personnel at schools identify students at risk for poor learning and/or behavioral outcomes, monitor student progress, teach social-emotional skills, provide evidence-based interventions, and adjust the intensity and nature of those interventions depending on a student’s individual needs.

“Restorative Practices” refers to an approach to student discipline that focuses on resolving conflict, repairing relationships, and assisting students to redress harms caused by their conduct, and may include positive interventions and processes such as mediation, family group counseling, and peer mentoring.

“School discipline administrative team” refers to the individual or group of faculty, staff, and administrators at each school, designated by the Superintendent, the PBIS Office, and the school principal, who are authorized to administer or assign disciplinary consequences at the school.

“Teacher Support Team” and “TST” refer to the school-wide team responsible for developing and monitoring research-based interventions to improve students’ academic and behavioral progress.

“Uniform Code of Conduct” and “Code of Conduct” refer to the District-level policy for student behavior and discipline.

## DISCIPLINE COMPLAINT PROCEDURES

The school district takes seriously all concerns and complaints by students and parents. Parents are encouraged to address all concerns to school personnel. If the complaint is not resolved at the school site, parents are encouraged to contact the Central Office at 1019 25<sup>th</sup> Avenue Meridian, MS or by phone at 601-483-6271. Parent complaints may be submitted in verbal or written form. The discipline complaint form is also available on the district website [www.mpsd.k12.ms.us](http://www.mpsd.k12.ms.us)



### Meridian Public School District Discipline Complaint Form 2017-2018

**School:**

**Date:**

**Parent's Name:**

**Address:**

**Telephone:**

**Student's Name:**

**Discipline Complaint:**

**Parent Signature & Date:**

**Resolution Details:**

**Administrator's Signature & Date**

## SECTION III: RIGHTS AND RESPONSIBILITIES

## **STUDENT RIGHTS**

To ensure order and continuity in the educational program of the school district, it is essential that the rights and responsibilities of students be considered and protected.

## **RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

1. **Right To a Public Education:** Each student has a right to a public education and the equal opportunities associated with this right, which includes school programs and activities.
2. **Right To Freedom of Expression:** Students have the right to express their opinions verbally or in writing as long as it does not disrupt the learning process or threaten harm to another person.
3. **Right To Privacy:** Each student has the right to expect that academic records are confidential and can only be inspected by eligible students, parents/ guardians, school officials, and other persons or organizations as permitted under law.
4. **Right To Due Process:** Each student has a right to due process and to disciplinary hearings as outlined by district policy.
5. **Right To Be Free From Unreasonable Search and Seizure:** Students have the right to be free from unreasonable searches and seizures in accordance with district policy and federal and state law.

### **Responsibilities of Students – Appropriate Social and Academic Behavior**

1. Attend all classes daily, and be punctual in attendance.
2. Come to class prepared, and have appropriate working materials.
3. Be respectful of all individuals and property.
4. Behave in a safe, respectful and responsible manner.
5. Abide by the rules and regulations of the school and each classroom teacher.
6. Dress appropriately and be neatly groomed.
7. Promptly report problems to the teacher, any other supervising adult and parent. If reported to parent, the parent should contact the principal immediately.

### **Responsibilities of Parents**

1. Read the Code of Student Conduct
2. Support your child in following the Code of Student Conduct
3. Understand your child's rights and responsibilities
4. Teach your child to respect the rights of others
5. Teach your child to respect school property and the property of others
6. Recognize that school personnel must enforce the Code of Student Conduct
7. Seek available resources to support your child within the school and the community
8. Make sure your child comes to school every day on time and ready to learn

### **Responsibilities of Teachers**

1. Use appropriate classroom management strategies to maintain a learning environment that supports academic success
2. Teach and positively reinforce the Code of Student Conduct
3. Provide corrective instruction to students who demonstrate challenging behavior
4. Address behaviors through a variety of interventions such as Positive Behavior Support
5. Use professional judgment to prevent minor incidents from becoming major challenges

6. Request additional training or staff development as needed

#### **Responsibilities of School Administrators**

1. Distribute the Code of Student Conduct to students, parents and all school personnel
2. Implement the Code of Student Conduct in a fair and consistent manner
3. Review discipline referrals and determine appropriate intervention and/or consequence
4. Address behaviors through a variety of interventions such as Positive Behavior Support, including alternatives to suspension and expulsion
5. Use professional judgment to prevent minor incidents from becoming major challenges
6. Identify appropriate training and resources as needed to implement Positive Behavior Support

#### **Responsibilities of District Administrators**

1. Provide appropriate training and resources as needed to implement Positive Behavior Support at each school site
2. Assist parents who are unable to resolve issues at the school-level
3. Review and revise (if needed) the Code of Student Conduct annually
4. Conduct long-term suspension or expulsion hearings
5. Review suspension or expulsion cases

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS REGARDING ATTENDANCE**

#### **Compulsory Attendance - Grades K-12**

The Meridian Public School District shall comply with the requirements of the “Mississippi Compulsory School Attendance Law” (§37-13-91). Appropriate data shall be provided to the Office of Compulsory School Attendance Enforcement within the State Department of Education, as may be required under Senate Bill 2459 (2017 Regular Session).

#### **Age / Requirements**

All children who have attained or will attain the age of 6 years and who have not attained the age of 18 years on or before September 1 of the school year are “compulsory-school-age children” and must be enrolled in school unless the child is:

- a. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
- b. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
- c. Being educated in a legitimate home instruction program. §37-13-91 (3)

#### **Reporting**

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unexcused absences during the school year, the superintendent shall, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The superintendent, or his/ her designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. §37-13-91 (6)

Parents/Guardians of a compulsory-school-age child who has not been enrolled in school within fifteen (15) calendar days after the first day of the school year of the public school which such child is eligible to attend or **parents of a compulsory-school-age child who has accumulated twelve (12) unexcused**



**absences during the school year are subject to prosecution under the Mississippi Compulsory Attendance Law.**

The Meridian Public School District shall maintain accurate records documenting enrollment and attendance in a manner that allows the State Department of Education to make an assessment of changes in enrollment and attendance, including dropout rates.

The State Department of Education shall compile annually a statewide report on school district effectiveness in reducing absentee problems, dropout rates, and other attendance-related problems during the previous school year, incorporate the information into the annual Mississippi Report Card required by Section 37-3-53, Mississippi Code of 1972, on school district performance, and offer technical assistance and coordination services to assist districts in improving performance.

### **School Attendance Officer**

The superintendent and principals shall cooperate with the school attendance officer employed by the State Department of Education, pursuant to §37-13-85.

### **Elementary/Secondary K-12**

School attendance is considered an important responsibility of the student and parents.

In cases of unreported absences, the school personnel should attempt to contact the parent. Student absence caused by suspension, expulsion or other disciplinary actions shall not be excused.

Every student in grades K-12 who is absent from school should present, upon his/her return to the school, a written excuse, signed by the parent or legal guardian. Parents will be notified of the fifth (5th) unexcused absence.

After a student has been absent from school for fifteen (15) consecutive school days, the child may be dropped from the roll unless the school has been notified by the parent or legal guardian as to the cause of absence.

A student will not be allowed to participate in any school activity on a day when he/she has received an unexcused absence from school.

### **Make-Up Work**

All work missed as a result of an absence **should be made up within 3 days following the student's return to school.** Makeup work must be completed at a time arranged in cooperation with the teacher. A student may receive a failing grade on work not completed. Students with unexcused absences (excluding absences assigned by administration) may not earn more than 80% credit for the makeup work completed.

### **Homebound Students K-12**

A student will be classified as partially hospitalized when he/she is admitted to a facility for counseling or psychological services during the school day. When it becomes apparent that a student will be absent from school for a day or portion of the day due to partial hospitalization, the student will be classified as homebound during that portion of the day and will not be counted absent for attendance reporting purposes. Students who are absent for an extended period five (5) or more consecutive days due to illness or juvenile detention may be classified as HOMEBOUND and will not be counted absent for attendance reporting purposes. This classification may require a doctor's statement, and/or court verification. The counselor must approve this and include a written plan for helping the student to stay current in his/her class work. This shall be recalculated after each three-week period. Homebound status does not excuse the student from making up class work missed. Failure to conform to the attendance policy may result in a failing grade in each class that exceeds the number of absent days allotted.

## **RESPONSIBILITIES OF STUDENTS REGARDING UNLAWFUL ABSENCES/VALID EXCUSES**

An “unlawful absence” is an absence during a school day by a compulsory-☐ school-☐ age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall be considered an “unexcused” absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the superintendent or his/her designee:

- a. Attendance at an authorized school activity with the prior approval of the superintendent or his/her designee.
- b. Illness or injury which prevents the student from being physically able to attend school.
- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
- e. A medical or dental appointment.
- f. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- g. Observance of a religious event, with the prior approval of the superintendent or his/her designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his/her designee, the extent of the absence would adversely affect the student’s education.)
- h. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his/her designee. (Approval shall be based on the professional judgment of the superintendent or his/her designee but shall not be withheld unless the extent of the absence would adversely affect the student’s education.)
- i. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his/her designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. §37-13-91 (4)

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS REGARDING RESPECT FOR PERSONS AND PROPERTY**

### **(Grades K-12)**

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.

### **Special Education Students (Grades K-12)**

Special education students are responsible for adhering to the same rules of conduct as regular education students. However, a special education student may be suspended for a maximum of three (3) days, unless it can be shown that the reason for such suspension is not related to the handicapping condition. Multiple suspensions for the same incident or act are prohibited. In each case, prior to any suspension, the student's IEP shall be revised. The special education director/coordinator or his/her designee should be contacted immediately when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS REGARDING KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT**

The Board of Trustees of the Meridian Public School District recognizes the need for an organized disciplinary system which supports teachers' efforts to teach and which addresses the growth of positive student activities and behaviors. The administration of the school district is charged with the development of a defined, systematic approach to school discipline to be recommended to the Board of Trustees. The basic objectives of discipline within the school may be described as threefold:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To establish and maintain study conditions that are conducive to learning.
3. To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own conduct.

Teachers and administrators shall be responsible for creating and implementing programs favorable to the development of self-discipline and self-direction. School personnel shall plan carefully to ensure active interest in class work and the total school program, including the teaching of good behavior and accepted goals of the school. The use of all personnel provided by the school shall be maximized to assist in the development of personal value judgments, the teaching of school and civic responsibilities, and human relations.

Teachers and administrators are authorized to take just and reasonable measures to establish effective school discipline and to develop in students self-disciplined, emotionally mature behavior. The authority to control student conduct shall extend to all activities of the school, including all games and performances of athletic teams and other school groups.

Discipline should have the qualities of understanding, fairness, firmness, and consistency. Consideration should be given to the cause, nature, condition, and frequency of misconduct. Teachers should manage their own discipline problems if at all possible. Discipline should be used by each teacher as a means of improving the fundamentals of self-control, good work habits, and sound citizenship in the student and the group. Each infraction serious enough to be recognized one time should be recognized each time it occurs on the part of any student.

### **Prescribing Disciplinary Measures**

When a teacher sends a student to the principal's office for disciplinary reasons, the decision regarding punishing the child shall rest solely with the administration. Teachers will not prescribe to the administration what is to be done concerning disciplinary measures after they have attempted to solve the problem. This does not mean that a teacher cannot make suggestions □ but in no case shall the teacher tell the student that he/she is going to be suspended or disciplined in other ways. It shall be the administration's responsibility to determine appropriate disciplinary measures as outlined in the student code of conduct and in accordance with policies and procedures established by the Board of Trustees of the Meridian Public School District.

### **Make-Up Work During Suspension**

Graded work missed during the time of suspension should be made up at a time designated by the administration.

Students shall have the right to make-up all work missed as a result of suspension. In the event the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as would be necessary to complete the course of instruction for that semester or term, provided that all work is completed after the regular school day.

### **State Law – Interference with School Operation**

State laws provide that if any parents, guardian, or other person willfully disturbs any school or insults any school official, that person shall be guilty of a misdemeanor and subject to a fine if convicted.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS REGARDING FREE SPEECH AND STUDENT PUBLICATIONS**

Because student publications in the Meridian Public School District are centered in the instructional program and are developed through classroom experiences, the professional staff member directing student publications shall exercise proper control over the content, development, and distribution of publications under his/her charge and shall be directly responsible to the building principal for the exercise of such control. It is the intent of the Board of Trustees to support the continuing development of student learning through publications of high quality, to encourage the growth of student writers, to develop respect for the responsibilities that accompany the opportunity to prepare school publications, and to assist students in the development of their appreciation of the rights of others. The Board of Trustees encourages students to exercise sound and reasonable judgment in the selection or creation of materials for publication and further recommends that articles, letters, etc., which appear to be objectionable be considered for revision to avoid problematic language, statements, or inferences without destroying the intent and point of view of the writer. Publication staff members shall be directly responsible to the publication advisor/sponsor; all materials prepared, selected, and edited by publication staff members must be submitted to the advisor/sponsor for approval or disapproval. Disagreements among publication staff members over matters of taste, propriety, or form will be resolved by the advisor/sponsor. Further disagreements must be submitted to the building principal for his/ her decision regarding publication.

The Board of Trustees specifically prohibits publication in school papers, magazines, yearbooks, and other school-sponsored publications of any item which may libel any person, materials which are considered by teacher advisor/ sponsors or by the principal to be obscene or in poor taste, materials which might result in any possibility of violence, or items which might damage or hurt any person.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS REGARDING ASSEMBLY AND PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES**

The primary task of the school is the creation of a stimulating learning climate which evokes the active involvement of students in their education and the development of the spirit of inquiry. This climate occurs only when students work together with school personnel in activities such as planning and evaluating school programs. The Board of Trustees, therefore, believes that students should:

- A. Be encouraged to participate in establishing course goals and planning classroom activities and in improving courses of study.
- B. Feel free to express, without any fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility.
- C. Be involved in the planning of assembly programs and school-sponsored forms of interest.
- D. Be encouraged to participate in student government organizations that provide students with a voice in school affairs.
- E. Be encouraged to participate in a variety of extra-curricular activities which broaden their educational experiences.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

## REGARDING PRIVACY

**The Board of Trustees recognizes that students have certain inalienable rights regarding privacy and discretion. These rights are addressed in multiple Board policies.**

It is the responsibility of every employee of the district to encourage and promote high standards of student conduct. Members of the school staff have a responsibility for maintaining control of student behavior and a concurrent right to expect the support of the Board in the acceptance of these responsibilities. The Board desires to create a learning atmosphere in the schools which is free from disruption and disturbance. Parental support and assistance are necessary in the establishment of such an atmosphere. It is the intent of the Board to seek the active involvement of parents, guardians, and, when necessary, the courts in establishing an appropriate environment for learning.

In accord with these objectives, legally acceptable and defensible principles should be followed. The rights of individuals are to be protected at all times.

## DUE PROCESS

The District shall provide students with due process before excluding them from their home school for any length of time, including through suspension, expulsion, or alternative placement. For purposes of this section, alternative placement does not include voluntary placement in the alternative school. The District shall provide students and their parents with a fair and impartial proceeding before imposing exclusionary discipline, with a right to appeal the exclusionary discipline consequence.

If an emergency requires immediate removal of the student from school, all required proceedings shall follow as soon after the student's removal as practicable. If such removal is necessary, the school shall immediately notify the parent to determine the best way to transfer custody of the student to him or her. If possible, the District shall provide the removed student with school work (*e.g.*, via email) during the pendency of the removal.

Prior to imposing an out-of-school suspension or recommending expulsion or alternative placement, the District shall provide students with an informal hearing with the school principal or a neutral decision maker designated by the principal, who may be an administrator not involved in the underlying incident. At the informal conference, the principal or his/her designee shall:

- (a) permit the student to call his or her parent and permit the parent to attend the conference if he or she is able to within a reasonable amount of time;
- (b) inform the student of the charges and evidence against him or her;
- (c) provide the student with an opportunity to respond to the charges, verbally or in writing, and present his or her version of events;
- (d) inform the student of his or her right not to submit a written statement, if a written statement is requested; and
- (e) provide the student with an opportunity to present evidence in his or her defense, including the right to have his or her witnesses interviewed by the principal or designee.

If after the informal conference the school principal decides to impose the suspension or recommend expulsion or alternative placement, the school must make a reasonable attempt to contact the parent(s) by phone if they were not present for the conference. The school shall also provide the student and parent(s) with a written notice stating that the student has received a particular consequence, and providing the grounds for the consequence, the period or duration of the consequence, and an offer to schedule a time and place for the parent(s) to meet with the principal or designee to review the consequence prior to or concurrent with reinstatement. The notice shall also state that make-up work

shall be provided during the period of the consequence, as appropriate, that the student has the right to appeal the consequence, and how the student may appeal.

Students who are suspended from school shall have the opportunity to appeal the suspension at a hearing before a neutral hearing officer(s), who may be an administrator not involved in the underlying incident, designated by the Superintendent. The District shall schedule the hearing within a reasonable time from the date of the suspension. The student shall have the right to be represented at the hearing by anyone that the student or parent chooses. At the hearing, the hearing officer shall consider the following:

- (a) whether the District complied with the procedural requirements regarding notice, and the student's opportunity to have a meaningful hearing;
- (b) whether the evidence was fully and fairly considered;
- (c) whether the District complied with the requirements in the Code of Conduct;
- (d) whether the school tried non-exclusionary alternatives before imposing the consequence;
- (e) mitigating factors that should be considered; and
- (f) additional facts that were not heard at the original hearing.

The Superintendent or his/her designee shall provide a written decision within three days of the hearing. If the Superintendent or his/her designee determines that no violation occurred, the District shall expunge all school records pertaining to the suspension from the student's file. If the Superintendent or his/her designee determines that the penalty was not appropriate to the violation, all school records shall be revised to reflect the Superintendent or his/her designee's determination.

Prior to imposing an expulsion or alternative placement, the District shall provide students recommended for expulsion or alternative placement and their parents with a written notice of the recommendation. The notice shall contain a statement of the reasons for the recommended action; a notice that the student will receive a due process hearing on the question of expulsion or alternative placement, unless the student and parent affirmatively waive their right to a hearing; the date, time, and location of the hearing; information regarding whom the student and/or his or her parent(s) should contact if they need to reschedule the hearing to a mutually agreeable date and time; and a statement that the student may be present at the due process hearing to hear the evidence against him or her, may present relevant evidence, may call student and adult witnesses to testify on his or her behalf, and may be accompanied by parents, counsel, and/or a representative of their choice.

Students who are expelled or receive an alternative placement shall have the opportunity to appeal the discipline decision to the School Board. The School Board shall consider such factors as:

- (a) whether the District complied with the procedural requirements regarding notice, and the student's opportunity to have a meaningful hearing;
- (b) whether the evidence was fully and fairly considered;
- (c) whether the District complied with the requirements in the Code of Conduct;
- (d) whether the school tried non-exclusionary alternatives before imposing the consequence;
- (e) mitigating factors that should be considered; and
- (f) additional facts that were not heard at the original hearing.

The School Board shall provide a written decision within three days of the hearing. If the School Board determines that no violation occurred, the District shall expunge all school records pertaining to the expulsion from the student's file. If the School Board determines that the penalty was not appropriate to

the violation, all school records shall be revised to reflect the School Board's determination. All decisions by the board shall be final.

The District shall provide the parents of every expelled student, information regarding educational alternatives available during the period of expulsion.

Upon reinstatement from any exclusionary consequence, the school principal shall attempt to confer with the student's parents or guardians in person or by telephone to discuss the student's behavior and methods of appropriate intervention in an effort to prevent further disciplinary action. The failure of the parent to attend the conference shall not affect the ability of the student to return to classes.

## **APPEALS**

If an appeal is made from the decision of the building administrator, a statement of the individual student's grievance shall be made in writing by the parent or student involved within two (2) school days after conferences with the teacher or the administrator regarding the specific grievance. Any notice of appeal shall be filed with the Assistant Superintendent of Student Services and a copy delivered to the building administrator of the school in which the student is enrolled. The notice shall state the specific grounds for the appeal, together with the names of all witnesses and other matters, including evidence supporting the appeal.

The Assistant Superintendent of Student Services shall review the notice of appeal and investigate the matter as he/she deems appropriate. After conducting the investigation, the Assistant Superintendent of Student Services shall make a written decision.

If an appeal is made from the decision to the Meridian Public School District, the notice of appeal shall be filed with the Superintendent of the Meridian Public School District. The notice shall state the specific grounds for the appeal. The request for appeal must be filed at least ten (10) days prior to the next regular Board meeting. Once the school board has heard an appeal, the decision that the board makes on student will be final.

## **SECTION IV: ADMISSION/ATTENDANCE/ABSENCES**

### **ADMISSIONS**

#### **Attendance in Zone of Residence**

Students must attend the school located in the zone in which the parents or legal guardian resides. Two of the following documents are needed to establish residency:

- Filed Homestead Exemption Application form;
- Mortgage documents or property deed;
- Apartment or home lease;
- One current utility bill (water, gas, electric);
- Driver's license, voter precinct card, or state issued ID;
- Automobile registration.

#### **Entrance Ages**

Mississippi law requires regular school attendance for every child who has attained the age of six (6) years on or before September 1. A child who is five (5) years of age on or before September 1 may enroll in kindergarten. The birth dates must be verified by a certified birth certificate.

#### **Previously Enrolled in Another State**

A student who has been previously enrolled in another state whose laws provide for enrollment before age six (6) (on or before September 1), may be enrolled IF the following requirements are met:

1. Parent was a legal resident of the state from which the child is transferring;
2. The out-of-state school is accredited;
3. The student must have been legally enrolled for at least four (4) weeks in the previous state; and
4. The local superintendent in a Mississippi district determines that the student was making satisfactory educational progress in the previous state.

### **Birth Certificate**

When a child is enrolled for the first time in the Meridian Public School District, the parent or guardian is required to show the child's certified birth certificate. If transferring from another school district, the student will be enrolled on a 30-day temporary basis until such time that a certified birth certificate can be produced.

### **Immunizations**

Immunizations listed by the State Department of Health are required. Proof must be furnished with a certificate from the examining physician or the County Health Department. This information must be provided before a child can attend class.

No child in grades 2 through 12 shall be allowed to enroll in or attend any school 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.

### **Records**

The legal guardian or parent must complete a data card. If there is no phone in the home, a number must be given so that the adult responsible for the student can be contacted.

## **ATTENDANCE**

The Meridian Public School District supports the philosophy that the instructional program is a vital part of formal education. Experience has shown that high quality work is impossible without regular attendance. Students are expected to attend school at all times when school is in session.

## **SCHOOL ARRIVAL AND DISMISSAL**

### **Pre-K – 5th Grades**

7:40 a.m.	School Begins
3:00 p.m.	School Dismisses

### **6th – 12th Grades**

8:05 a.m.	School Begins
3:35 p.m.	School Dismisses



Students are not allowed on campus before 7:10 a.m.

- No student should remain on an elementary campus after 3:15 unless involved in school related activities.
- No student should remain on a high school and middle school campus after 4:05 unless involved in school related activities.

### **Wednesday Dismissal**

#### **Pre-K – 5th Grades**

7:40 a.m.            School Begins  
1:45 p.m.            School Dismisses

#### **6th – 12th Grades**

8:05 a.m.            School Begins  
2:15 p.m.            School Dismisses

Students are not allowed on campus before 7:10 a.m.

- No student should remain on an elementary campus after 2:15 unless involved in school related activities.
- No student should remain on a high school and middle school campus after 3:05 unless involved in school related activities.

## **ABSENCES**

Absences from school may be excused or unexcused. Any student who is absent from school should present a written excuse, signed by the parent or legal guardian within two days of the absence. After a student has been absent for more than five (5) consecutive school days or a cumulative total of ten (10) school days per semester, written verification from the physician regarding an illness or injury or a substantiating statement regarding a death or other reasons for absences is required. Additional verification may be required if it is deemed appropriate. State law requires an Official Notice of Unexcused Absence to be filed with the Attendance Officer after five (5) unexcused absences. If a student is not enrolled within 15 calendar days after the first day of school or if a student has 12 unexcused absences, the parents are subject to prosecution according to state law. A student who is absent from school 15 consecutive days may be dropped from the roll, unless the school is notified by the parent or guardian.

With an excused absence, class makeup work should be completed within 3 days upon the student returning to school. **If a student has an extended absence due to illness or extenuating circumstances, approval may be granted for an extension to complete makeup work. However, all makeup work should be completed before the end of the current grading period.**

If circumstances allow, parent/guardian should apprise the school in advance of the absence. **Three parent notes (per semester) will be considered for excused absences. Any parent notes beyond three will require additional documentation. After three parent notes, parents are required to attend an onsite conference with the school principal. Failure to attend the conference with the principal will result in an unexcused absence.**

## **63% ATTENDANCE LAW**

**For the purpose of determining and reporting attendance, a pupil must be present for at least sixty-three percent (63%) of his/her instructional day, as fixed by the local school board, and defined by the student's schedule, in order to be considered present for full-day attendance.**

### **Leaving School Before Dismissal Time**

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the principal's office. Before the student may be released from school, a parent, legal guardian, or person authorized by a parent (name listed on the student's locator card) must come to the school office and sign the student out. **If the school requests that a student checks out for illness or injury, the absence will be considered excused for remainder of the school day.**

In cases of divorce, it shall be the responsibility of the parent who receives legal custody of the child involved to place on file in the school a copy of the custody order. The child shall be released only to the parent having legal custody or to the person having written authorization from the custodial parent. Written authorization must be filed with the school at the time of registration.

A student will be released for a doctor's appointment, dental appointment, or any other just reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out.

A student who leaves the school campus at any time must obtain permission from the principal and meet the requirements established under the check-out policy.

### **Unlawful Absences/Valid Excuses**

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall be considered an "unexcused" absence under this section.

Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the superintendent or his designee:

1. Attendance at an authorized school activity with the prior approval of the superintendent or his/her designee. A compulsory-school-age child participating in an authorized school activity with the prior approval of the superintendent of the school district, or his/her designee, is considered **PRESENT** for average daily attendance reporting purposes. The activities include, but are not limited to: official organized events sponsored by the 4-H; Future Farmers of America; Junior livestock shows; rodeo events; official employment as a page at the State Capital; subject-matter field trips; athletic contest; student conventions; music festivals or contest. A student's participation in an authorized school activity must be verified by one of the following: student schedule; class roster; or activity roster.
2. Illness or injury which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
5. A medical or dental appointment.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.

7. Observance of a religious event, with the prior approval of the superintendent or his/her designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his/her designee, the extent of the absence would adversely affect the student's education.)
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his/her designee. (Approval shall be based on the professional judgment of the superintendent or his/her designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his/her designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. §37-13-91 (4)

## **SECTION V: ACADEMICS (K-8)**

### **FAMILY RIGHTS AND PRIVACY ACT**

*The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects students' privacy by prohibiting disclosure of education records without adult consent. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.*

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **DISTRICT GRADING PRACTICES**

It is the practice of MPSD to assess student learning through a variety of formative and summative assessments. Students' grades will be based on the three following categories and weights:

**Tests - 60%**  
**Daily Assignments - 30%**  
**Homework - 10%**

#### PROGRESS REPORTS

Progress Reports for the first and third nine weeks will be shown to parents during the parent-teacher conference. Progress reports for the second and fourth nine weeks are sent to the parents of each student at the midpoint of each grading period. It is very important for parents to continue to maintain open lines of communication about their child's progress. Parents should follow-up, when necessary, by calling for a conference with their child's teacher.

**Progress Report Dates:**

September 11, 2017      November 15, 2017      February 12, 2018      April 23, 2018

#### POWERSCHOOL PARENT PORTAL

Parents may check on the performance of their child(ren) at any time during the school year through the PowerSchool Parent Portal. Parent log-in information will be available to parents during the first week of school. Requests for log-in information may be made through the school's data processor before or after this date.

#### REPORT CARDS

Students receive report cards at the end of each nine weeks. Parents are requested to examine the report card carefully, sign, and return it the following day. The fourth report will be mailed at the end of the school year.

**Report Card Dates:**

October 10, 2017      January 9, 2018      March 27, 2018      May 29, 2018  
(mailed)

**Grading Scale**

The academic grading scale is as follows:

A : 90-100      B : 80-89      C : 70-79      D : 65-69      F : 64 and Below

#### PARENT/TEACHER CONFERENCES

Conferences between parents and teachers are held twice yearly for each student. These conferences are a necessary part of the overall school program so that parents and teachers have a better understanding of the student's academic and social development.

One conference is held in the fall and in the spring. Special notices are sent to parents to notify them of the conferences. Report Cards will be available at the time of the conference. If parents wish to schedule additional conferences during the year with the teacher or principal, they should contact the school.

**Conference Dates:**

October 10, 2017      March 27, 2018

## PROMOTION/RETENTION POLICY

### Grading Practices

The district requires teachers to provide information to students pertaining to their grades and learning progress regularly. Teachers should examine their individual instructional strategies and grading practices in an effort to help all students succeed.

### Promotion/Retention Policy - Grades K--8

Promotion and retention shall be based upon the student's performance on the Mississippi College and Career Readiness Standards and the district's instructional management plan. Students who fail to meet promotion requirements will be retained.

- a. Students in grade K will be promoted by mastering 65% of state kindergarten language arts and mathematics objectives. Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators. Factors such as age and previous retention may be considered.
- b. Students in grades 1-4 will be promoted by mastering 65% of the state language arts and mathematics objectives. Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators. Factors such as age and previous retentions may be considered.
- c. Students in grades 5-6 will be promoted by mastering 65% of the state objectives in language arts, mathematics and science. Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators. Factors such as age and previous retentions may be considered.
- d. Students in grades 7-8 will be promoted by mastering 65% of the state objectives in language arts, mathematics, social studies and science. Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators. Factors such as age and previous retentions may be considered.

A committee composed of the principal and appropriate teachers shall review the educational record of any student who has failed to meet any promotion requirement. Placement of the student for the next year will be determined by this committee.

The district follows an established board policy that defines criteria for the academic promotion/progress/retention of students from one grade level to the next. \*Such criteria prohibit the retention of students for extracurricular purposes.

- A fee may be charged for students in grades 6-12 required to attend summer school.

## LITERACY BASED PROMOTION

In compliance with the "Literacy Based Promotion Act," it is the intent of this school district to improve the reading skills of Kindergarten – Third Grade students so that every student completing the Third Grade is able to read at or above grade level. Each kindergarten through third grade student's progression is determined, in part, upon the:

- Student's proficiency in reading;
- The policies of local school boards that facilitate this proficiency; and

- Each student and the student's parent or legal guardian is informed of the student's academic progress.

### **Intensive Reading Instruction and Intervention**

Each student who exhibits a substantial deficiency in reading at any time, as demonstrated through performance on a reading screener approved or developed by the State Department of Education or through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3 or through statewide end-of-year assessments or approved alternate yearly assessments in grade 3, shall be given intensive reading instruction and intervention immediately following the identification of the reading deficiency.

The universal reading screener or locally determined reading assessment may be given in the first thirty (30) days of the school year and repeated if indicated at midyear and at the end of the school and repeated if indicated at midyear and at the end of the school year to determine student progression in reading in kindergarten through third grade. If it is determined that the student continues to have a reading deficiency, the student shall be provided with continued intensive reading and intervention by the school district until the reading deficiency is remedied. A student exhibiting continued reading deficiency with continued intensive interventions should be considered for exceptional criteria evaluation.

A Kindergarten or First, Second or Third Grade student identified with a deficiency in reading shall be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention shall include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A Kindergarten, First, Second or Third Grade student identified with a reading deficiency or not promoted may be placed in a transition class.

### **Parent Notification of Reading Deficiency**

Immediately upon the determination of a reading deficiency, and subsequently with each quarterly progress report until the deficiency is remediated, the parent or legal guardian of a Kindergarten or First, Second or Third Grade student who exhibits a substantial deficiency in reading shall be notified in writing by the student's teacher of the following:

1. That the student has been identified as having substantial deficiency in reading;
2. A description of the services that the school district currently is providing to the student;
3. A description of the proposed supplemental instructional services and supports that are designed to remediate the identified area of reading deficiency which the school district plans to provide the student;
4. That if the student's reading deficiency is not remediated before the end of the student's Third Grade year, the student will not be promoted to Fourth Grade unless a good cause exemption specified below is met;
5. Strategies for parents and guardians to use in helping the student to succeed in reading proficiency; and
6. That while the state annual accountability assessment for reading in Third Grade is the initial determinant, it is not the sole determiner of promotion and that approved alternative standardized assessments are available to assist the school district in knowing when a child is reading at or above grade level and ready for promotion to the next grade.

### **Social Promotion Prohibited**

In compliance with the "Literacy-Based Promotion Act", social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

### **Good Cause Promotion**

A Third Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for good cause. Good cause exemptions for promotion are limited to the following students:

1. Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program;
2. Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
3. Student with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and previously was retained in Kindergarten or First, Second or Third Grade;
4. Student who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and
5. Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria. A student who is promoted to Fourth Grade with a good cause exemption shall be provided intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. This school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.

### **Good Cause Request**

A request for good cause exemptions for a Third Grade student from the academic requirements established for promotion to Fourth Grade shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation shall consist of the good cause exemption being requested and shall clearly prove that the student is covered by one (1) of the good cause exemptions listed above.
2. The principal shall review and discuss the recommendation with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth by law. If the principal determines that the student should be promoted, based on the documentation provided, the principal shall make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

The parent of any student promoted may choose that the student be retained for one (1) year, even if the principal and the district superintendent determines otherwise.

### **Retained Third Grade Students**

Beginning in the 2014-2015 school year, this school district shall take the following actions for retained Third Grade students:

1. Provide Third Grade students who are not promoted with intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes during regular school hours of daily, scientifically research-based reading instruction that includes phonemic awareness, phonics, fluency, vocabulary and comprehension, and other strategies prescribed by the school district, which may include, but are not limited to:
  - a. Small group instruction;
  - b. Reduced teacher - student ratios;
  - c. Tutoring in scientifically research-based reading services in addition to the regular school day;
  - d. The option of transition classes;
  - e. Extended school day, week or year; and
  - f. Summer reading camps.
2. Third Grade students who are retained shall be provided with a high-performing teacher, as determined by student performance data, particularly related to student growth in reading, above-satisfactory performance appraisals, and/or specific training relevant to literacy.

### **Parent Notification of Third Grade Retention**

Written notification shall be provided the parent or legal guardian of any Third Grade student who is retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption.

The notification shall include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency. This notification shall be provided to the parent or legal guardian in writing, in a format adopted by the State Board of Education in addition to report cards given by the teacher.

Parents and legal guardians of Third Grade students shall be provided with a "Read at Home" plan outlined in a parental contract, including participation in regular parent-guided home reading.

### **Intensive Acceleration**

This district may provide, where, applicable, an intensive acceleration class for any student retained in Grade 3 who was previously retained in Kindergarten or Grades 1 through 3. The focus of the intensive acceleration class should be to increase a student's reading level at least two (2) grade levels in one (1) school year. The intensive acceleration class will provide reading instruction and intervention for the majority of student contact each day and incorporate opportunities to master the Grade 4 state standards in other core academic areas.

### **Annual Report**

Within thirty (30) days of final State Board of Education approval of state accountability results, the school board of this school district shall publish, in a newspaper having a general circulation within the school district, and report to the State Board of Education and the Mississippi Reading Panel the following information relating to the preceding school year:

1. Student progression and the school district's policies and procedures on student retention and promotion;



2. By grade, the number and percentage of all students performing at each level of competency on the reading and math portion of the annual state accountability system and the number and percentage of students given an approved alternative standardized reading assessment and the percentage of these students performing at each competency level on said alternative standardized assessment;
3. By grade, the number and percentage of all students retained in Kindergarten through Grade 8;
4. Information on the total number and percentage of students who were promoted for good cause, by each category of good cause described by law; and
5. Any revision to the school board's policy on student retention and promotion from the prior school year.

## **INTERVENTION PROCESS**

Meridian Public School District shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction:

Tier 1: Quality classroom instruction based on Mississippi College and Career Readiness Standards

Tier 2: Focused supplemental instruction

Tier 3: 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 1 & 2 are unsuccessful, students must be referred to the Student Progress Team. The SPT is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Student Progress Team (SPT) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the SPT 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. The SPT chair must have the instructional expertise to monitor the fidelity and validity of the intervention.

Interventions will be:

- designed to address the deficit areas;
- evidence based;
- implemented as designed by the Student Progress Team (SPT);
- supported by data regarding the effectiveness of interventions.

After a referral is made, the SPT must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the SPT must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the

SPT 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;
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year.

Referrals to the Student Progress Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-C stated above.

## SECTION VI: ACADEMICS 9-12

### ACADEMIC DISHONESTY

#### **Cheating**

Whether you give or receive information during an examination or on a specific assignment, the offense is the same. Students will receive a zero for the work involved. Parents will be notified by the teacher and may be asked to come to the school for a conference.

#### **Plagiarism**

To plagiarize is to take and use as one's own the ideas or writings of another (Webster, 1984). Students should be careful to always reference their borrowed information including statements by authorities, researched information, quotations from a text, etc. Be it paraphrased, summarized, or directly quoted material, all borrowed information must be documented. Students will receive a zero for work when plagiarism is involved.

### ACADEMIC LETTERS

To be eligible for an academic letter at Meridian High School, a student earning a basic or standard diploma must have a cumulative grade point average of 3.75 or better.

### ACADEMIC REGULATIONS

#### GRADING - NUMERICAL RANGE

Grade	Regular	Quality (Regular)	Quality (Honors)	Quality (AP)
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	65-69	1.0	1.5	2.0
F	64 and Below	0	0	0

#### **Classification Requirements**

- Sophomore - 6 units required including one unit of English and one of Math

- Junior -13 units, including two units of English and two units of Math
- Senior - 20 units, including three units of English and three units of Math

**All students must be enrolled in a minimum**

**of:**

- Seniors: 7 credit hours (unless participating in early work release or dual enrollment)
- Juniors: 7 credit hours
- Sophomores: 7 credit hours
- Freshman: 7 credit hours

### **"GRADUATING SENIOR" CARDS**

Students will be issued a "Graduating Senior" card at the beginning of their senior year if they meet the following requirements:

- \* senior classification requirements (20 credits)
- \* all state tests or approved alternate measures have been passed
- \* met a composite score of 17 or higher on the ACT

Only those students who have met the requirements and have earned a "Graduating Senior" card will be allowed to attend any senior activity. It is important to note that the "Graduating Senior" card is not a guarantee that the student will graduate. The student must still earn the total number of credits required by the State of Mississippi in order to graduate.

### **CLASS STANDING**

Class standing is determined by GPA. The GPA is calculated using final grades only. The numerical grade is converted to a letter grade as per the grading numerical range chart. The cumulative GPA is determined by adding the total number of quality points earned for each course and dividing this total by the number of courses taken.

Senior class rankings will be computed at the end of the second semester of the senior year to determine students graduating with highest honors and honors. The GPA is cumulative and includes grades eight through twelve for all classes in which students earn a Carnegie unit. All graduates receiving a standard (24 credit) diploma will be eligible for honors and highest honors recognition according to the following criteria:

#### **Highest Honors**

3.75 - 4.0

#### **Honors**

3.25 - 3.7499

### **VALEDICTORIAN AND SALUTATORIAN 2012 AND AFTER**

The valedictorian & salutatorian will meet the following requirements: Students must have 30 or more credits to qualify. Valedictorian & salutatorian will be determined based on final grades. The valedictorian is the member of the senior class with the highest G.P.A. The salutatorian is the member of the senior class with the second highest G.P.A.

In case of a tie, the following criteria will be used to determine these positions:

1. The number of AP and/or dual credit courses taken.
2. The highest average for all courses taken.

3. The total number of credits taken.

### COLLEGE ADVANCED PLACEMENT (AP)

College credit may be earned by meeting the requirements on the AP examination. Meridian High School offers Advanced Placement courses in European History, English IV, Art History, Biology, Calculus, Chemistry, Government, Music Theory, and Studio Art. The AP test is required for all students enrolled in AP classes. If the AP test is not taken, students will not receive weighted credit for the AP course. The AP test fee is due by December 20, 2016. Students interested in advanced placement courses should see high school counselors for further information.

### DUAL CREDIT

Dual credit is available for specific courses offered by MCC for high school students. Information concerning courses offered is made available to students on a semester basis. Students should see their counselor or administrator for information. MS State Code 37-13-91 mandates that a student who has an absence that is more than thirty-seven percent (37%) of the instructional day must be considered absent the entire school day. Therefore, students participating in dual credit or dual enrollment courses must be able to demonstrate they are in classes at least 63% of the school day. Dual Credit courses will be included in a student's Grade Point Average and will be weighted the same as Advanced Placement courses.

Dual Credit Courses offered at MHS will include Comp I (English), Comp II (English), College Algebra (Math), Trigonometry, Music Appreciation, World Civilization I, and World Civilization II. If taken in lieu of a required course, the dual credit course must be passed in order for the student to graduate.

### GRADE POINT AVERAGE/QUALITY POINTS

The highest possible GPA a student can achieve is based on the most advanced course selections at each grade level:

#### Classes with 4.5 quality points:

English I	Honors	1 CU (Carnegie unit)
English II	Honors	1 CU
English III	Honors	1 CU
English IV	Honors	1 CU
Algebra I	Honors	1 CU
Geometry	Honors	1 CU
Algebra II	Honors	1 CU
Trig	Honors	½ CU
Pre-Cal	Honors	½ CU
Government	Honors	½ CU
Economics	Honors	½ CU
Physics	Honors	1 CU
Calculus	Honors	1 CU
World History	Honors	1 CU
Spanish III	Honors	1 CU

#### Classes with 5.0 quality points:

English IV	AP	1 CU	
Calculus	AP	1 CU	
Biology	AP	1 CU	
Government	AP	½ CU	
European History	AP	1 CU	
US History	AP	1 CU	
Chemistry	AP	1 CU	
Studio Art	AP	1 CU	
Music Theory	AP	1CU	
Art History	AP	1 CU	
Any Dual Credit Course		1 CU	

**Note: AP/Honors and on-campus Dual Credit offerings may vary each year based on student requests.**

## EXAMS

### Exam and Grading Guidelines

The following guidelines have been approved:

1. Teachers will give a cumulative final exam at the end of each semester.
2. Teachers must provide each student with a “study guide or exam outline” in preparation for the final exam.
3. Teachers must include the grading scale in their course syllabi for both students and parents to read.
4. Teachers must include a combination of both major and daily grades for students’ assessment. There should be a minimum of 6 major grades (tests, projects, research papers, etc.) and 10 daily grades per nine-week grading period. This will constitute the minimum standards, but teachers can, and should go beyond these requirements.
5. All assignments and extra credit work should directly relate to the class subject and/or academics. Students should not receive extra credit for attending an activity, etc.

## EXAM SCHEDULES

### MHS Exam Schedules 2017-2018

#### First Quarter Exam Schedule

Date	Exam
Tuesday, October 3, 2017	First/Third/Fifth Period
Wednesday, October 4, 2017	Second/Fourth/Sixth Period
Thursday, October 5, 2017	Seventh Period
Friday, October 6, 2017	Make-Up Exams

#### Second Quarter / Semester Exam Schedule

Date	Exam
Tuesday, December 12, 2017	First/Third/Fifth Period
Wednesday, December 13, 2017	Second/Fourth/Sixth Period
Thursday, December 14, 2017	Seventh Period
Friday, December 15, 2017	Make-Up Exams

### Third Quarter / Semester Exam Schedule

Date	Exam
Tuesday, March 6, 2018	First/Third/Fifth Period
Wednesday, March 7, 2018	Second/Fourth/Sixth Period
Thursday, March 8, 2018	Seventh Period
Friday, March 9, 2018	Make-Up Exams

### Fourth Quarter / Semester Exam Schedule/9-11 Grades Only

Date	Exam
Monday, May 21, 2018	First/Third/Fifth/Seventh Period
Tuesday, May 22, 2018	Second/Fourth/Sixth Period
Wednesday, May 23, 2018	Make-Up Exams

### EXEMPTION POLICY

Students who have earned the grade of “A” for a course during any course period with no more than two (2) un-excused absences will be exempt from that course’s exam. Students who qualify for being exempt must also have no more than one (1) office referral and two (2) tardy in the current semester period.

### MHS FEES

AP test deposit required .....	\$20.00
AP Test Fee .....	*\$94.00
Dual Credit (MCC Charges).....	\$50.00 (\$100 ebook fees)
JROTC.....	**\$15.00

\* The AP test is required for all students enrolled in AP classes. If the AP test is not taken, students will not receive weighted credit for the AP course. AP test fee waivers are available for qualifying students. AP exam fees are subject to change.

\*\* JROTC ANNUAL FEE COVERAGES: Membership in JROTC Career Awareness Exploring Post #186, Boy Scouts of America; fee for Awards Banquet; use of facilities at Camp Binachi for JROTC/Exploring activities; accident insurance that provides coverage for JROTC/Exploring related accidents, and awards.

The following fees are taken during the school year and may vary from year to year: graduation fees, yearbooks. Additional fees may be assessed for non-required elective courses to cover the cost of supplies.

### GRADUATION

#### Graduation Ceremonies

The traditional graduation ceremony will be held at the end of each school year. Non-traditional graduation ceremonies may be held in the summer and/or December.

**In accordance with Mississippi Public School Accountability Standards, a student who fails to meet the graduation and/or exit requirements or fails to meet the passing score or approved alternate measure on any one of the four state exit examinations WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY.**

Once it has been determined that a senior has failed to meet the minimum requirements for graduation, the student's counselor and/or the grade level administrator will notify the student and parent/guardian. An official notification will be forwarded to the parent/guardian by mail.

### **Graduation Practice**

In order to take part in graduation ceremonies, a student must attend the graduation practices as set up by the principal or class sponsors. The school district schedules preparation for graduation ceremonies in such a manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year (177 days). MS Public School Accountability Standard 19.5

### **Special Education Graduation Requirements**

For information regarding requirements for special education students or an Occupational Diploma please contact the Office of Exceptional Childhood Education.

## **INSTRUCTIONAL PROGRAM AND GRADUATION REQUIREMENTS**

The Meridian Public School District requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education. {MS Code 37- 16-7} (SB Policy 3800)

- Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A MS Public School Accountability Standards) (SB Policy 3800)
- Beginning school year 2008-2009 and thereafter all entering ninth graders (seniors of school year 2011- 2012 and later) will be required to have a minimum of 24 Carnegie units as specified in Appendix A-3, unless their parent/guardian requests to opt the student out of Appendix A-3 requirements. Any student who is taken out of Appendix A-3 will be required to complete the graduation requirements as specified in Appendix A-2.
- Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations or an approved alternate measure as specified by State Board Policy 3804: Algebra I, Biology I, English II, & US History {MS Code 37-16-7}(SB Policy 3804)
- Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11(1)}
- The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.
- Completed all minimum requirements established by the State Board of Education. {MS Code 37-16--11(2)} (See Appendix G.)

## GRADUATION REQUIREMENTS

SENIORS OF SCHOOL YEAR 2011-2012 (and thereafter)  
(Entering ninth graders in 2008-2009 and thereafter)

### STANDARD DIPLOMA

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Frameworks*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3.) Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units as specified below, unless their parent/guardian requests to opt the student out of Appendix A-2 requirements in accordance with local school board policy. Any student who is taken out of these requirements of Appendix A-2 will be required to complete the graduation requirements as specified in Appendix A-1 (District Option). The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	4 <sup>2</sup>	Algebra I or Integrated Math I
SCIENCE	4 <sup>3</sup>	Biology I
SOCIAL STUDIES	4	1 World History <sup>4</sup> 1 U.S. History <sup>4</sup> ½ Geography <sup>4</sup> ½ U.S. Government ½ Economics <sup>5</sup> ½ Mississippi Studies <sup>4</sup>
HEALTH and PHYSICAL EDUCATION	1 <sup>7&amp;8</sup>	½ Contemporary Health and ½ Physical Education <sup>9&amp;11</sup>
BUSINESS and TECHNOLOGY	1 <sup>10</sup>	1 Information and Communication Technology (ICT) II or 1 Science, Technology, Engineering & Mathematics (STEM) or 1 Technology Foundations or ½ Keyboarding and ½ Computer Applications <sup>10</sup>
THE ARTS	1 <sup>11</sup>	Any approved 500.000 course
ELECTIVES	5 <sup>12</sup>	
TOTAL UNITS REQUIRED	24	



**GRADUATION REQUIREMENTS**  
**STANDARD 14**  
**SENIORS OF SCHOOL YEAR 2011-2012**  
**(Entering ninth graders in 2008-2009 and thereafter)**

<sup>1</sup>Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four (4) English courses required for graduation; however, these courses may be included in the five (5) general electives required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit-bearing English course is taken in the same school year. Accelerated English 9 can be accepted in lieu of English I. Accelerated English 10 and AP English Language Composition can be accepted in lieu of English II. Beginning school year 2010-2011 for all entering ninth graders, English I is a required prerequisite course for English II. English I may not be taken after a student completes English II.

<sup>2</sup>Compensatory Mathematics, Introduction to Engineering, and any developmental mathematics course may not be included in the four (4) mathematics courses required for graduation; however, these courses may be included in the five (5) general electives required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit-bearing Math course is taken in the same school year. Math 8 cannot be taken after Algebra I or Integrated Math I. Beginning school year 2007-2008 for all entering eighth graders, at least two (2) of the four (4) required mathematics courses must be higher than Algebra I or Integrated Math I. Effective with ninth graders of 2010-2011, Survey of Mathematical Topics may not be included in the two (2) math courses higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I or Integrated Math I are: Geometry, Integrated Math II, Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC, and AP Statistics. Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. MYP Geometry, MYP Algebra II, IB-DP Mathematics I, IB-DP Mathematics II, IB-DP Mathematical Studies I, and IB-DP Mathematical Studies II are allowable mathematics courses higher than Algebra I for IB students. One (1) of the four (4) required mathematics units may be in Architecture & Drafting if the student completes the two-course sequence for Architecture & Drafting I & II. One (1) of the four (4) required mathematics units may be in Survey of Mathematical Topics; however, this course does not meet the mathematics requirement for admission to institutions of higher learning. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra, Transition to Algebra, and Survey of Mathematical Topics are no longer available after the 2013-2014 school year. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8 (with Integrated Math I), and CCSS Math Grade 8 (with Algebra I/Traditional). Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit. Effective with 7<sup>th</sup> graders of 2012-13, Pre-Algebra, Algebra I, Biology I, ICT II (Information & Communication Technology), and first-year Foreign Language may be taken in the 7<sup>th</sup> grade for Carnegie unit credit provided the course content is the same as the high school course. Effective with 8<sup>th</sup> graders of 2012-2013, STEM (Science, Technology, Engineering, & Mathematics) and second-year Foreign Language may be taken in the 8<sup>th</sup> grade for Carnegie unit credit provided the course content is the same as the high school course. Effective with 8<sup>th</sup> graders of 2013-2014, Introduction to Agriscience may be taken for Carnegie unit credit provided the course content is the same as the high school course.

<sup>3</sup>One (1) unit may be in Concepts of Agriscience or Introduction to Agriscience, and a second unit may be earned by completing two (2) of the following three (3) courses: Science of Agriculture Plants, Science of Agriculture Animals, and Science of Agricultural Environment. Two (2) units may be in the following courses if the student completes the required course sequence ending with Healthcare & Clinical Services II, Aquaculture II, Forestry II, Robotics/Engineering II, Polymer Science II or Careers in Polymer Science, Horticulture II or Horticulture Landscape and Turf grass, Engineering II or Applied Engineering Concepts, Health Sciences II or Workplace and Employment Skills in Health Sciences. Beginning school year 2008-2009 for all entering eighth graders, one (1) unit must be a lab-based physical science. The allowable lab-based

physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Polymer Science II, and Robotics/Engineering II. IB-DP Physics I, IB-DP Physics II, MYP Chemistry, and IB-DP Chemistry may be accepted as allowable lab-based physical science courses for students enrolled in the IB program. MYP Biology and IB-DP Biology I may be accepted in lieu of the Biology I requirement for students enrolled in an IB program.

Effective with school year 2013-14, up to two (2) of the four (4) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, one-half (½) credit shall be awarded for Botany, and one-half (½) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.

<sup>4</sup>**Based on the 2011 Mississippi Social Studies Framework**, A.P. World History can be accepted in lieu of the required World History from the Age of Enlightenment to Present course. A.P. United States History can be accepted in lieu of the required U.S. History from Post-reconstruction to Present course. A.P. Government and Politics: United States can be accepted in lieu of the required United States Government course. A.P. Macroeconomics or A.P. Microeconomics can be taken in lieu of the required Economics course. A.P. Human Geography can be accepted in lieu of the required Geography course. MYP World Geography is accepted in lieu of the required Geography course for students enrolled in the IB program. IB-DP History of the Americas I is accepted in lieu of the required U.S. History course for students enrolled in the IB program. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U.S. Government is accepted in lieu of the required Government course for students enrolled in the IB program. Effective with eighth graders of school year 2013-14, Mississippi Studies and Geography may be taken in the eighth grade for Carnegie unit credit.

<sup>5</sup>Credit earned for Business Fundamentals or Business Fundamentals II may be accepted in lieu of one-half (½) unit in Economics.

<sup>6</sup>The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half (½) unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other one-half (½) unit social studies course.

<sup>7</sup>Credit earned in Healthcare & Clinical Services I, Health Sciences I, or Theory and Application of Health Sciences I may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (½) Carnegie unit in Health.

<sup>8</sup>Successful completion of JROTC I and JROTC II may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (½) Carnegie unit in Health beginning in the 2010-2011 school year and thereafter.

<sup>9</sup>Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014-2015 school year. The graduation requirement for one-half (½) unit in physical education may include participation in interscholastic athletic activities, band, dance and JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

<sup>10</sup>Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one (1) unit in a technology-rich academic or career technical course related to their program of study. Effective with school year 2012-2013, a Carnegie unit credit for ICT II (Information &

Communication Technology) may be awarded to 7<sup>th</sup> grade students. Effective with school year 2012-2013, a Carnegie unit credit for STEM (Science, Technology, Engineering, & Mathematics) may be awarded to 8<sup>th</sup> grade students. ICT II may be accepted in lieu of Computer Discovery. A Carnegie unit earned for STEM in the 8<sup>th</sup> or 9<sup>th</sup> grade meets this graduation requirement. Technology Foundations replaces Computer Discovery, Keyboarding, and Computer Applications, and meets this graduation requirement when taken in grades 8-12. MYP Computer Discovery may be accepted in lieu of Computer Discovery for students enrolled in an IB program. Computer Discovery meets this requirement if taken prior to the 2012-2013 school year. <sup>11</sup>Beginning school year 2015-2016, and thereafter, Digital Media may be accepted in lieu of the art requirement for students.

<sup>12</sup>Only one (1) elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, dance or JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 24 required state units. If a local district has graduation requirements above the state requirements, they may award additional credits as outlined in the local Board policy.

**COLLEGE PREPARTORY RECOMMENDED CURRICULUM FOR ADMISSION  
TO INSTITUTIONS OF HIGHER LEARNING (IHL)  
PUBLIC UNIVERSITIES IN MISSISSIPPI**

<b>CURRICULUM AREA</b>	<b>COURSES</b>	<b>UNITS</b>
ENGLISH		4
MATHEMATICS	Algebra I <sup>2</sup> , Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)	4
SCIENCE	Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology)	4
SOCIAL STUDIES	World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and/or Mississippi Studies <sup>2</sup> (Credit earned for a state/local government course in any other state may stand in lieu of Mississippi Studies.)	4

ARTS	Any visual and/or performing arts course(s), meeting the requirements for high school graduation.	1
ADVANCED ELECTIVES	Foreign Language I <sup>2</sup> and II, Advanced World Geography and a Foreign Language I or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.	2
COMPUTER APPLICATIONS	Computer Applications <sup>3</sup>	½
<b>TOTAL UNITS REQUIRED</b>		<b>19 ½<sup>4</sup></b>

<sup>1</sup> Courses must require substantial communication skills. Compensatory Reading and Compensatory Writing may not be included.

<sup>2</sup> Algebra I, first year Foreign Language or Mississippi Studies taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

<sup>3</sup> Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

<sup>4</sup> Limited exceptions to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

## NCAA DIVISIONS I AND II INITIAL-ELIGIBILITY

**REQUIREMENTS** Additional information is available at

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### Core Courses

- **NCAA Division I AND Division II require 16 core courses.**
- **For students enrolling on or after August 1, 2017, NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the seventh semester and cannot be retaken for grade improvement.  
*\* Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

### Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements can be viewed on the eligibility website: [www.2point3.org](http://www.2point3.org).
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.

- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

### Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- For students enrolling on or after **August 1, 2017**, the Division I GPA required to be eligible for competition is 2.300.
- For students enrolling on or after **August 1, 2017**, the Division I GPA required to receive athletics aid and practice is 2.000-2.299.
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.
- **Please contact the NCAA Eligibility Center if you have questions:** Toll-free number: 877-262-1492 or website: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

## SCHEDULING

### Registration Guidelines

Senior students are allowed to take only ONE of the following: a) work period, or b) teacher/office/library assistant by invitation only, or c) MCC dual credit. Students should be enrolled in either academic or elective courses unless one of the above has been approved by the student's grade level counselor and an administrator. Seniors wishing to enroll in college courses receive prior approval from the principal of Meridian High and from the participating IHL or CC. A copy of the registration form must be provided after enrolling. Freshmen, sophomores and juniors must enroll in seven (7) credits during the school year. No exceptions, regardless of course offerings.

### Requirements for Early Work Release

In order for a student to have the last period of the day off for work, a statement from the employer must be submitted to the counselor. The statement must:

- Be written on company letterhead;
- Include student's full name;
- Submit a statement that the last period of the school day would interfere with the student's work schedule;
- Include a phone number where the supervisor can be reached; and
- Be signed by the employer or supervisor.

The early release work program is for seniors only. Seniors must have sufficient credits, have passed all of their state tests, and be scheduled to graduate in order to be considered for early release. Any student requesting this program must be enrolled in five (5) class periods and have approval from both the counselor and the Principal. Students not clearing campus may be subjected to disciplinary action.

### Dual Credit

Dual credit is available for specific courses offered by MCC for high school students. Information concerning courses offered is made available to students on a semester basis. Students should see

their counselor or administrator for information. MS State Code 37-13-91 mandates that a student who has an absence that is more than thirty-seven percent (37%) of the instructional day must be considered absent the entire school day. Therefore, students participating in dual credit or dual enrollment courses must be able to demonstrate they are in classes at least 63% of the school day. Dual Credit courses will be included in a student's Grade Point Average and will be weighted the same as Advanced Placement courses.

Dual Credit Courses offered at MHS will include Comp I (English), Comp II (English), College Algebra (Math), Trigonometry, Music Appreciation, World Civilization I, and World Civilization II. If taken in lieu of a required course, the dual credit course must be passed in order for the student to graduate. (Fees...\$25 per course and \$100 for ebook.

### Dropping/Adding a Course

1. Dropping, adding or changing a class must take place during the first 5 days of the class. Changes will not be in effect until the teacher has signed off, textbook(s) have been returned and change has been made in the office. The attendance policy will be followed and the grade will become an "F" after excessive absences occur.
2. It is the responsibility of the student to complete missed work in added classes.
3. Students failing to pick up their schedule during the designated time or during late registration will have their schedule dropped unless prior arrangements were made through the administration.
4. Students whose schedules are dropped will be placed in available classes on a first come, first served basis with no regard given to the initial course selection but to course availability.
5. Student requests for schedule changes will only be granted in allowing for individual needs based on graduation requirements.

## TESTING

### Course Test Calendar

As much as possible the following weekly test calendar will be used at MHS:

English	Monday and Thursday
Social Studies	Tuesday and Friday
Science	Wednesday and Friday
Math	Tuesday and Thursday
Electives	Monday and Wednesday

### Mississippi Assessment Program (MAP)

The MAP will assess students in grades 3-8 in English Language Arts and Mathematics, Algebra I, and English II.

### Subject Area Testing Programs, 2<sup>nd</sup> Edition

The Subject Area Testing Program, Second Edition (SATP2) is an assessment administered to students in Biology I and U.S. History. Beginning in the 2015-2016 school year, Algebra I and English II were no longer administered to first-time testers under the SATP2 but are now administered under the Mississippi Assessment Program. (MAP)

**Students earning a high school diploma must pass all four subject area tests or approved alternate measures to meet graduation requirements.** *As of the 2012-13 school year, the writing component of the English II assessment was eliminated; however, students who were enrolled in English II during and prior to the 2011-12 year must pass the writing component in order to meet graduation requirements. Online testing resources for the SATP2, including guides for parents and teachers, practice tests, and other resources can be found on the Mississippi Department of Education webpage*

at: <http://www.mde.k12.ms.us/OSA/SATP2> The subject area test for this program has been reduced to being administered twice during the school year. Please see the district testing calendar on page v in the handbook.

State Board Policy 3804 provides approved options for students to meet these high school end of course subject area requirements for graduation through approved alternate measures. State Board Policy 3804 applies to past, current, and future graduates and allows a student to meet the graduation requirements once he or she has failed to pass any required end-of-course Subject Area Test one (1) time. Specifically, students may meet the graduation requirement outlined in State Board Policy 3803 by attaining any one of the measures outlined below for each of the subject area tests listed.

### 1. Algebra I

- a. Obtain a score of **17** or higher on the Math subject subscore of the ACT.
- b. Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit /college credit course with a MAT prefix.
- c. Obtain an ASVAB AFQT score of 36 **plus one** of the following:
  - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.
- d. Obtain the Silver Level on the ACT WorkKeys **plus one** of the following:
  - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.

### 2. Biology I

- a. Obtain a score of **17** or higher on the Science subject subscore of the ACT.
- b. Earn a C or higher in an entry level, credit-bearing dual enrollment / dual credit / college credit course with a BIO prefix.
- c. Obtain an ASVAB AFQT score of 36 **plus one** of the following:
  - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.
- d. Obtain the Silver Level on the ACT WorkKeys **plus one** of the following:
  - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.

### 3. English II

- a. Obtain a score of **17** or higher on the English subject subscore of the ACT.
- b. Earn a C or higher in an entry level, credit-bearing dual enrollment / dual credit / college credit course with an ENG prefix.
- c. Obtain an ASVAB AFQT score of 36 **plus one** of the following:
  - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.

- 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.
  - d. Obtain the Silver Level on the ACT WorkKeys **plus one** of the following:
    - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
    - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.
4. U.S. History
- a. Obtain a score of **17** or higher on the reading subject subscore of the ACT.
  - b. Earn a C or higher in an entry level credit-bearing dual enrollment / dual credit / college credit course with a HIS prefix.
  - c. Obtain an ASVAB AFQT score of 36 **plus one** of the following:
    - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
    - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.
  - d. Obtain the Silver Level on the ACT WorkKeys **plus one** of the following:
    - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
    - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the Mississippi Public School Accountability Standards.

State Board Policy 3803 (2)(c) provides Concordance Tables for each of the four (4) end-of-course Subject Area Tests. To use the concordance tables, follow the 4 steps listed below:

**Step 1.** Identify the appropriate State Board-approved Concordance Table for the course (i.e., Algebra I, Biology I, English II, or U.S. History).

**Step 2.** Identify the student's final passing course grade for the class (i.e., A, B, C, or D).

**Step 3.** Identify the student's highest scale score on the corresponding SATP2 assessment.

**Step 4.** Using the appropriate Concordance Table, identify if the combination of course grade and test score meet on a "Pass" or "Fail".

### **Advanced Placement Program**

AP exams will be given May 1-12, 2018. There is a fee to take AP exams. The current fee is \$94.00 but is subject to change. The AP test is required for all students enrolled in AP classes. If the AP test is not taken, students will not receive weighted credit for the AP course. The AP test fee is due by December 15, 2017. For more information about AP, see [www.student.collegeboard.org](http://www.student.collegeboard.org).

### **American College Test (ACT)**

The ACT is required of every student who plans to attend any one of the majority of Mississippi colleges and universities. All college-bound students are encouraged to participate in this testing program. Students must register for the ACT online at [www.actstudent.org](http://www.actstudent.org). During the 2017-2018 school year, the ACT will be administered at Meridian High School on September 9, October 28, December 9, February 10, April 14, and June 9.



### **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT)**

The PSAT/NMSQT is a multiple-choice test that measures developed verbal and mathematical reasoning abilities important for academic performance in college. The test takes one hour and 40 minutes, divided evenly between verbal and mathematical sections. All questions test the ability to reason with facts and concepts

rather than recall and recite them. Types of questions are thoroughly explained and a full-length sample test is given in the PSAT/NMSQT Student Bulletin distributed to students before the test administration.

The PSAT will be administered at Meridian High School on October 11, 2017. Juniors and sophomores are eligible to take the test. Students desiring to take the PSAT/NMSQT must register in the counselor's office in September. The registration fee for this test is currently \$16 but is subject to change. See [www.collegeboard.com](http://www.collegeboard.com) for more information.

The PSAT/NMSQT can serve students in the following ways:

- To find out...what the SAT is like. That's the College Board test you'll probably take when you apply for admission to college. The PSAT/NMSQT is very similar to the SAT.
- To forecast ...your own SAT scores from your PSAT/NMSQT scores.
- To compare...your forecasted SAT scores with those of applicants at hundreds of colleges. They're published in the College Handbook.
- To estimate...your chances of getting into the college of your choice.
- To participate... (If you want) in the Student Search Service and have your name sent to colleges that are looking for students like you.
- To enter...the competition for scholarships awarded by National Merit Scholarship Corporation, this co-sponsors the PSAT/NMSQT.

### **Scholastic Aptitude Test (SAT)**

Many colleges outside Mississippi require scores from SAT for college admission. Registration forms and

information can be obtained in the counselor's office. The SAT is a multiple-choice test made up of verbal and mathematical questions and divided into five 30-minute sections. The verbal questions measure the student's ability to understand what he/she has read and the extent of his/her vocabulary. The mathematical questions measure quantitative abilities closely related to college work. SAT testing information is available at [www.sat.collegeboard.org/registration](http://www.sat.collegeboard.org/registration).

### **PLAN--Meridian High School Sophomores Plan for the Future**

MHS tenth graders will take part in an exciting program this fall offered by ACT. The program, called PLAN,

includes academic tests, a survey of interests, and an assessment of study skills knowledge. Students who

choose to participate in PLAN get a head start on career and educational planning. PLAN results help them plan their remaining two years of high school and set career and educational goals for their life after high school.

The PLAN test is available to all sophomores for a fee.

### **MS-CPAS**

All Career & Technical students complete this test in the spring. Test dates will be announced.

## SECTION VII: PUBLIC INFORMATION

### FOOD SERVICES

#### **Breakfast/Lunch**

The Meridian Public School District has qualified for the Community Eligibility Program (CEP); therefore, all MPSD students are eligible to eat breakfast and lunch at no cost to them.

Adult and guest meals are available for purchase at the following rate:

Breakfast	\$2.00
Lunch	\$3.00

#### **School Lunch**

Federal Regulations and State Board Policy restrict food sales in competition with the National School Lunch and Breakfast Programs. On February 22, 1985, the Mississippi State Board of Education passed the following pertaining to the National Food Service Program:

- A. No food is to be sold on the school campus for one hour before the start of any meal service.
- B. The school food service staff shall serve only those foods which are components of the approved federal meal patterns and such additional foods as necessary to meet the caloric requirements of the age group being served.
- C. With the exception of milk products, a student may purchase individual components of the meal only if the full meal unit has been selected for consumption. A dessert is not a component and cannot be sold extra.
- D. Students who bring a lunch from home may purchase only milk and ice cream.

#### **Offer Versus Serve**

All age students enjoy exercising their “choice”. The regulation which allows students to choose less than all of the food items with the lunch patterns is known as “Offer Versus Serve”. However, the food service staff monitors each food item in order to serve the students acceptable menu items. School-age children often do not like and thus do not eat many vegetables and fruits. We realize this can lead to a deficiency in many nutrients, especially Vitamin A & C. For this reason, we serve fruits and vegetables rich in these two vitamins every day. A variety of such food items are served so children will be more likely to find one they will eat.

#### **Special Dietary Needs**

The School Food Service will make food substitutions for or accommodations for students with disabilities based on a prescription written by a licensed physician. Accommodations may also be made for other students with special dietary needs based on a medical statement by a medical authority or health professional recognized by the state.

For further information or questions regarding the school lunch program, contact the Director of Food Services at 601-484-4929.

## **MEDICATION POLICY**

Medication shall be administered to students with chronic conditions provided the following policies and procedures are followed at all times. The procedures outlined in this policy should be followed when administering both prescription and non-prescription medications.

- The principal or his/her designees must participate in the annual Mississippi Department of Education training module, “Assisted Self-Administration Curriculum”. This module is provided annually by the school district’s registered nurses.
- An Authorization for Medication Administration form must be completed by the parent and the health care provider for all prescription medication. The form shall contain: name and purpose of medication, dosage, time of regular administration, length of time medication is prescribed, and any special administration directives from the physician.
- Prescription medication should be sent to school in the original prescription bottle that is labeled with the child’s name, date, and name of medication. Upon receipt of medication, school personnel must count medication and document on the medication log.
- The parent is responsible for providing any supplies necessary for medication administration.
- All prescription and non-prescription medication must be kept under lock and key at all times in an area designated by the principal.
- A medication log shall be kept of all medication given to the student, by whom, the amount given and the date.
- When medication is discontinued or returned to the parent, it must be documented with signatures of both the parent and the school principal or designee. At the end of the school year, medication not taken home by the parent will be disposed of by the school nurse and verified by a witness.
- School Nurse Standing Orders are recommended to be utilized by unlicensed personnel as a standard of care.
- Under no circumstances shall any staff member prescribe any medication to a student or employee of the Meridian Public School District.

## **COMMUNICABLE DISEASES**

As required by state law, children with communicable diseases are not permitted to attend school.

1. A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district’s medical advisor in consultation with the student’s physician determines whether the student’s presence in the school poses a risk of transmission of such chronic infectious disease to others.
2. Should it be determined by the school’s medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school’s medical advisor shall recommend. The student’s school attendance shall be reviewed by the school’s medical advisor in consultation with the student’s physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.
3. Should it be determined by the school’s medical advisor that attendance at school poses a risk of transmission of such chronic infectious disease to others, an appropriate alternative

education program shall be established for that student which shall continue until the district's medical advisor determines that the risk of transmission to others has abated and normal school attendance can resume.

4. In order to prevent the spread of illness, a student is not allowed to remain at school if he/she has a fever and/or is vomiting.

## **HEAD LICE POLICY**

### **School Screening, Individual Cases, Examination of Infested Student, Return to School**

During the school year, students may be screened for head lice. Screening will be done by appropriate school staff. Throughout the year, any student suspected of having head lice is examined by an appropriate staff member. Care is taken not to embarrass the student and to assure that no stigma is attached to him/her. If only the lice eggs (nits) are found, the student may remain in class for the remainder of the day. Parents will be notified per phone or letter regarding appropriate treatment. If a live louse is found, the parent or guardian will be called to take the student home for treatment. The student may return to school after appropriate treatment has been given and there is satisfactory evidence that the student is free from nits.

According to House Bill 154, passed in the 1997 Legislative Session:

“If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) school year while attending school, or if the parent of the student has been notified by the school officials that the student has had head lice on three (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse, or physician, the principal/administrator shall notify the county health department of the recurring problem of head lice with that student.”

## **EMERGENCY PROCEDURES**

Schools are sometimes faced with emergencies which require the total cooperation of staff members and students. The Meridian Public School District has made detailed plans for operating the schools in emergency conditions such as fire, tornado, flood, severe weather, explosions, and other disasters.

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervision of teachers. Parents should listen to the local radio or television stations for announcements from the Superintendent of Schools.

Meridian Public School District utilizes an emergency notification system to inform parents in the event of a school closing or emergency. Be sure your child's school has your current phone and e-mail information.

## **FIRST AID**

The school attempts to provide an environment in which the student will be safe from accidents. If a minor accident occurs, first aid will be administered. All reasonable efforts will be made to notify the parents.

No care beyond first aid will be given. In case of the student's illness at school, a parent will be notified by phone to come and pick up the student. We have asked for your doctor's phone number in case of emergency.

Trained faculty and staff first aid specialists are available in each school. Detailed instructions for emergency operations will be outlined to all students at their respective schools.

## **INSURANCE**

Health insurance is the responsibility of the parent/guardian. Accident insurance is available to students and may be purchased in the fall of each year through the school office.

## **FINANCIAL HARDSHIP WAIVER**

Meridian Public School District parents may apply for a financial hardship waiver by completing a form and presenting it to the school principal. Any student 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.), is eligible to receive a financial hardship waiver upon completion of application.

The district is authorized to waive all or any part of fees it imposes except for extracurricular activities and any other educational activities of the school district which are not designated by the Board of Trustees as valid curriculum educational objectives, such as band trips and athletic events.

## **PARENT TEACHER ASSOCIATIONS**

Close cooperation between home and school is fostered by the parent-teacher associations which are encouraged in every school. Parents are encouraged to join an association and to attend meetings. Notification of meeting dates will be sent home by students and given to local media.

## **TITLE I PARENT INVOLVEMENT**

(This policy complies with the requirements of the No Child Left Behind Act (NCLB) of 2001/  
Every Student Succeeds Act (ESSA) of 2015)

NOTE: Schools receiving federal ESEA funds are required to have a parent involvement policy. This sample policy can be used as the basis for the joint development of a policy, as required by the federal legislation. This policy cannot be the district's policy without some parental involvement in its development at the local level.

The Meridian Public School District 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.

Pursuant of federal law, this district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for the parents of children participating in the Title I program. Parents and interested persons will be notified of the meetings through various methods, including, but not limited to notices, marquee messages, school newsletters, alert now phone messages, and school websites. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The School- Parent Compact shall:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
- Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
- Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conference, frequent reports to parents, and reasonable access to staff.

NOTE: Districts with more than one school participating in a Title I program may wish to consider the establishment of a district-wide parent advisory council.

## **EDUCATION FOR HOMELESS CHILDREN AND YOUTH**

(This policy complies with the requirements of the No Child Left Behind Act (NCLB) of 2001/  
Every Student Succeeds Act (ESSA) of 2015)

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students.

The superintendent or designee will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers

### **Definitions**

**For the purposes of this policy, children are deemed to be homeless under the following conditions:**

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to being placed in an institution, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
5. A child who is placed in a foster home due to lack of shelter space.
6. A migratory child who is staying in accommodations not fit for human habitation.
7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and is staying in a hospital.
10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, or other inadequate accommodations.
11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

### **Services To Be Provided**

1. Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.
2. The placement of an eligible homeless child or youth will be made according to Policy JBCCA - Assignment of Pupils, and will take into consideration the best interests of the homeless child or youth and placement requests made by a parent.
3. The choice of placement in either the "school of origin" or the school serving the "place of abode" will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).
4. Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services; compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.
5. Any and all records ordinarily kept by this school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special services and programs shall be kept on homeless children and youth and shall be forwarded in a timely

fashion should a child or youth enter a new school or school district; and in a manner consistent with S1232g of Title 20.

6. Should this school district receive assistance un S11432 of the Act, it shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families.
7. Should this school district receive assistance under S11432 of the Act, it shall designate a homelessness liaison to insure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.
8. The homelessness liaison shall inform school personnel, service providers and advocates working with homeless families of the duties of the liaison.
9. This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs 2, 3 and 4 above.
10. In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.
11. Disputes which may arise regarding the assignment of a homeless child or youth will be promptly resolved according to the provisions of Policy JBCCA - Assignment of Pupils. Other issues or disputes will be directed to the attention of the school official responsible for that particular matter for prompt resolution. If this dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to:

Coordinator of the Homeless Program  
Mississippi Department of Education  
P. O. Box 771  
Jackson, MS 39205

### **LIMITED ENGLISH PROFICIENCY INSTRUCTION**

(This policy complies with the requirements of the No Child Left Behind (NCLB) of 2001/  
Every Student Succeeds Act (ESSA) of 2015)

The Meridian Public School District Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

#### **Identification**

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and



4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

#### **Requirements**

**If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:**

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub-grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
  - a. Their child's level of English proficiency and how such a level was assessed
  - b. The status of their child's academic achievement
  - c. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs
  - d. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards
  - e. Exit requirements for the program
  - f. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

**Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds. For non-English speaking parents, the district will arrange to provide translations of this information in their native language.**

### **GIFTED PROGRAM**

#### **Intellectually Gifted**

The Meridian Public School District will provide an intellectually gifted education program for eligible students in grades 2-6. The program will be operated in accordance with Mississippi Department of Education Gifted Education Regulations and school district procedures. Eligible students will receive five (5) hours of gifted instruction per week.

All first grade students will be screened in the spring to determine eligibility for the following school year. Students in grades 2-6 may be referred for the intellectually gifted education program by contacting their school administrator or teacher. A student may be referred by the principal, teacher, parent, or self. The referral must be submitted in writing by October 1<sup>st</sup> or February 1<sup>st</sup> of each school year.

After the initial screening in 1st grade, students may only be referred for the intellectually gifted program a total of two additional times in grades 2-6. In order to ensure the validity of assessments there must be a minimum of one calendar year between each assessment.

## **MPSD Explorer Referral Process**

### **Stage 1-Referral**

There are two types of gifted referral processes:

**Type One** - **Mass Screening Referral Process** addresses those students who are mass screened for gifted eligibility.

This process requires all Mississippi districts to screen all students in at least one grade level each year. The MPSD screens all students at the end of first grade. Districts should use a normed group measure of intelligence in the Mass Screening Referral Process. This process should assist in identifying students in underrepresented populations. Students who obtain a full-scale score at or above the 90th percentile on the normed group measure of intelligence shall move forward in the referral process. Students who scored at or above the 85th percentile but lower than the 90th percentile on the normed group measure of intelligence shall be subjected to an Emerging Potential for Gifted Referral Checklist. If these students meet the criteria on the checklist, they shall move forward in the referral process.

The next step in the process will consist of the collection of substantiated student data obtained through the use of other objective and subjective measures.

A student **shall satisfy two** of the following additional criteria before moving forward to the LSC Review of Referral Data Stage:

1. a score at or above the superior range on a normed published characteristics of giftedness checklist,
2. a score at or above the superior range on a normed published measure of creativity,
3. a score at or above the superior range on a normed published measure of leadership,
4. a score at or above the 90th percentile on total language, total math, total reading, total science total social studies, or the composite on a normed achievement test,
5. a score at or above the 90th percentile on a normed measure of cognitive ability,
6. a score at or above the 90th percentile on an existing measure of individual intelligence that has been administered within the past twelve months, and/or
7. other measures that are documented in the research on identification of intellectually gifted students.

**Type Two** - **Individual Referral Process** addresses those students who are individually referred for gifted eligibility. The IRP is used to identify students in grades 2-6.

**Students participating in the Individual Referral Process shall satisfy three of the following criteria before moving forward to the LSC Review of Referral Data Stage:**

1. a score at or above the 90th percentile on a group measure of intelligence that has been administered within the past twelve months,
2. a score at or above the superior range on a normed published characteristics of giftedness checklist,
3. a score at or above the superior range on a normed published measure of creativity,
4. a score at or above the superior range on a normed published measure of leadership,
5. a score at or above the 90th percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test,

6. a score at or above the 90th percentile on a normed measure of cognitive ability,
7. a score at or above the 90th percentile on an existing measure of individual intelligence that has been administered within the past twelve months, and/or
8. other measures that are documented in the research on identification of intellectually gifted students.

#### **Stage 2-School Site LSC Review**

Once the referral data have been collected, the LSC shall review all data and make one of the following recommendations:

1. the student has satisfied minimal criteria on at least three measures and should move forward to the assessment stage, or
2. the student has not satisfied minimal criteria on at least three measures, however, the LSC feels strongly that additional data should be collected and the student reconsidered at that time, or
3. the student has not satisfied minimal criteria on at least three measures and the identification process should stop.

#### **Stage 3-Parental Permission For Testing**

At this time, district personnel shall obtain written parental permission for testing. District personnel shall also notify parents in writing about their rights under FERPA.

#### **Stage 4-Individual Intelligence Assessment**

The assessment stage is the individual test of intelligence, which shall be administered by a licensed examiner. In no case will the examiner be related to the student being tested. The examiner shall review all available data on the student, whether or not it satisfies minimal identification criteria, and use that information to select the most appropriate test of intelligence. Standard operating procedures should be followed during the selection and administration of all assessments as reflected in the examiner's manuals. The examiner shall provide a signed and dated report of the test administration to include testing conditions, scores on all subtests or subscales, and the strengths and weaknesses of the student. **A student must score at or above the 91st percentile composite/full scale or the 91st percentile on approved subtests (as per publisher) in order to satisfy eligibility criteria.**

#### **Emerging Potential for Gifted**

Students who have satisfied criteria on the Emerging Potential for Gifted Checklist who did not satisfy minimal acceptable criteria on an individual test of intelligence, but, did score at least at the 84th percentile or have a scale score that falls within the range of the 90th percentile confidence interval of the state minimum scale/percentile score, may be administered one of the following additional measures to determine eligibility:

1. A test of cognitive abilities with a minimal score at the 90th percentile,
2. A group intelligence measure with a minimal score at the 90th percentile, or
3. A district-developed matrix approved by the MDE.

#### **Stage 5-Assessment Report Completed**

District personnel shall write an Assessment Report, which must contain the following components:

1. Student's name,
2. Name of at least three measures from Stage 1: Referral that were used to determine the need to administer an individual test of intelligence,
3. Results of each measure,
4. Name of individual who administered or completed each measure and the date administered or completed,

5. Test behaviors for any individually administered test(s),
6. Interpretation of the results of each individually administered test(s),
7. Name of the person who administered the individual test of intelligence and date test was administered,
8. Qualifications of the individual who administered the individual test of intelligence,
9. Results of the individual test of intelligence to include scores on all subtests and, identified strengths and weaknesses,
10. Name of the person responsible for writing the Assessment Report, his/her signature, and position, and
11. Date of the Assessment Report

#### **Stage 6-District Level LSC Eligibility Determination**

Once the Assessment Report is finalized, the LSC shall meet to review all data and determine if eligibility criteria have or have not been satisfied. The LSC shall rule that the student is or is not eligible for the intellectually gifted program.

#### **Parental Notification**

District personnel shall notify in writing the parents of each student tested for the intellectually gifted program about the assessment results. District personnel shall offer to explain any of the results about which the parents have questions. District personnel shall also notify parents in writing about their rights under FERPA.

**For more information please see the Office of Student Assessment for a copy of the gifted handbook or the Gifted Programs policy IDDC.**

### **INTERNET ACCEPTABLE USE POLICY**

Meridian Public School District (MPSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills.

MPSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The Meridian Public School District network is intended for educational purposes.
- All activity over the network or use of District technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an Internet filter and other technologies. The District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of MPSD technologies.

#### **Technologies Covered**

MPSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to both District-owned technology equipment utilizing the MPSD network, the MPSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the MPSD network, the MPSD

Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. MPSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

### **Usage Policies**

All technologies provided by the District are intended for educational purposes. All users are expected to use good judgment by following the MPSD Code of Conduct. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they don't know.

### **Internet Access**

MPSD provides its users the privilege of access to the Internet, including websites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the MPSD Technology Department or restricted access screen.

### **Email**

MPSD provides faculty, staff and students with the privilege of email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people allowed by District policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

### **Device Usage**

MPSD may provide users with laptops or other devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of District-issued devices off the District network can be monitored.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the MPSD network. This includes not opening or disturbing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Plagiarism**

Users should not plagiarize content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

### **Cyberbullying**

Cyberbullying including, but not limited to, harassing, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored.

### **Examples of Responsible Use**

I will:

- Use school technology for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, and for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can visit [www.commonssensemedia.org](http://www.commonssensemedia.org) for further information

**Illegal Activity**

1. User agrees not to access, transmit or retransmit any materials in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or MPSD policies or regulations.
2. User shall not access, transmit or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
6. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person. This is to include cyber bullying.

**System Resource Limits**

1. User shall only use the MPSD system for educational and career development activities and limited, high quality self-discovery activities as approved by MPSD administration for a limited amount of time per week.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the files at the time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large number of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

**User Rights**

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore MPSD may restrict user rights to free speech for valid educational reasons. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
2. User should not expect files stored on school-based computers to remain private. Authorized staff may periodically inspect folders and logs of network usage. This information may be retained and reviewed. Routine review and maintenance of the system may indicate that user has violated this policy, district policy(ies), municipal law, state law or federal law.
3. MPSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

**Reliability**

1. MPSD makes no warranties of any kind, whether expressed or implied, for the service it is providing.

2. MPSD will not be responsible for any damages suffered by the user, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
3. Use of any information obtained via the Internet is at the risk of the user.
4. MPSD denies responsibility for the accuracy or quality of information obtained through Internet services.
5. MPSD is not responsible for student access to what may be deemed as inappropriate material available on the Internet.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being accessed by the users at the school.

### **Privacy**

District computers, the Internet and use of e-mail are not inherently secure or private. For example, the content of an e-mail message, including attachments, is most analogous to a letter or official memo rather than a telephone call, since a record of the contents of the e-mail may be preserved by the sender, recipient, any parties to whom the e-mail may be forwarded, or by the e-mail system itself. It is important to remember that once an e-mail message is sent, the sender has no control over where it may be forwarded and deleting a message from the user's computer system does not necessarily delete it from the district computer system. In some cases, e-mails have also been treated as public records in response to a public records disclosure request. Likewise, files, such as Internet "cookies" may be created and stored on a computer without the user's knowledge. Users are urged to be caretakers of their own privacy and to not store sensitive or personal information on MPSD computers. The district may need to access, monitor or review electronic data stored on district computers, including e-mail and Internet usage records.

While the district respects the privacy of its staff, the district also reserves the right to monitor and review electronic information in order to analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for any other reason. MPSD reserves the right to disclose any electronic message or file to law enforcement officials or any other entity the district deems necessary, for example, in response to a document production request made in a lawsuit involving the district or by a third party against the user or pursuant to a public records disclosure request.

### **Consequences for Failure to Follow Terms and Conditions of Internet Use Policy**

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

## **GENERAL INFORMATION**

### **Homework**

Homework is a very important part of each student's school program of experiences. The work assigned will supplement class activities and will require a period of home study. It is necessary for parents to realize that students cannot achieve to the best of their ability unless a quiet study time for work at home is provided which should include time spent with reading. This helps to develop good study habits and assures that students keep up with assigned work. The amount of time spent on homework varies with the individual student.



**Textbooks**

Parents and legal guardians are responsible for the cost of textbooks which are not returned to the proper school(s). If a textbook is lost or not returned by a student, the parent or legal guardian shall be required to compensate the district for the cost of the textbook. At the end of the semester or school year, the principal will provide forms for each teacher to record fines and lost books. The fine for each book will be recorded and turned in to the principal.

Some standards for charges need to be established so that all teachers are consistent in making charges. Consequently, the policy stated below will be followed:

Writing/drawing/scribbling in book.....	\$1.00 per page (up to the cost of the book)
Excess wear/damage, but still usable.....	10% of the cost of book
Cover of book damaged .....	25% of the cost of book
Spine damaged .....	25% of the cost of book
Water damage, but still usable .....	25% of the cost of book
Water damage, not usable .....	Cost of the book
Pages missing, not usable .....	Cost of the book
Obscene writing or drawing on or in book .....	Cost of the book
CD eBook, not usable .....	Cost of eBook
Non-returned book/eBook .....	Cost of the book/eBook

**Field Trips**

As an important part of the educational service of the school, students may be taken on field trips. A field trip is defined as any planned activity involving students away from the school but under the jurisdiction and supervision of the school. Such trips are made only with the permission of the parent or guardian. When such events are being planned, permission slips will be sent home and signed by the parents or guardian. All field trips are supervised by regular classroom teachers and/or professional staff members employed by the school district as well as parent volunteers.

**Library**

Students may check out books as needed. They are encouraged to take books home for pleasure reading. Parents however, will be expected to replace books that are not returned. We need your help to avoid losses.

**Music (K-5)**

Students regularly participate in a music program.

**Physical Education (K-5)**

Students will be expected to take part in physical education classes unless the principal has a statement from the family doctor stating the student is physically unable to participate. Physical education is regarded as a required subject.

**Physical Education (6-8)**

Students enrolled in physical education classes will be required to dress out in the specified uniform.

**Personal and valuable items**

Students are not to bring personal or valuable items to school without prior approval of the teacher.

**Money**

Students should never bring extra money to school. They should bring exactly what is needed for lunch, extra milk, ice cream, juice, or to buy supplies.

**School pictures**

School pictures will be made available to students during each school year.

**Pets**

Pets may only be brought to school with prior approval. If your child has a dog, please help to keep the dog at home.

**Fund-raising**

Money raising activities of pupils and teachers for student activities may be limited during the school year. Prior approval of the Principal and the Superintendent (or designee) will be required for such activities.

**School parties (K-5)**

Students may have two (2) parties during the school year (Christmas and Valentine's Day). Students do not exchange gifts with one another at Christmas. Students may not give out invitations to private parties at school. No gifts for another child may be brought to school. Students may exchange Valentine cards under the teacher's supervision. No deliveries of gifts, balloons, flowers, etc. shall be permitted on any occasion.

**Appearance of building and campus**

Much of the spirit and reputation of a school is reflected by its appearance. This takes effort. Every student needs to do his/her part in keeping the building and campus neat and attractive. Respect for school property is expected at all times. Vandalism of school property by students will be paid for by their parent/guardian.

**PROCEDURES FOR VISITORS ON CAMPUS****Campus/Building Visitor Identification Badges**

All visitors must report to the main office. In the office, visitors are required to sign in. They will be issued a visitor identification badge to be worn during the visit. Upon leaving the building or campus, visitors must report to the office to turn in the visitor identification badge and sign out.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. **Such persons will be prosecuted to the full extent of the law.**

**Procedures for School Visitation**

Parents and other persons who wish to visit schools in the Meridian Public School District must report to the school office for clearance.

Parents requesting to visit in classrooms should submit a written request to the principal. Parents wishing to conference with a teacher or to visit a classroom should notify the principal 24 hours in

advance. The principal shall have the right to deny visitation rights to any individual, if in the judgment of the principal; the visit might negatively affect the classroom procedures.

## ASBESTOS NOTIFICATION

On October 30, 1987, the Environmental Protection Agency published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This new rule requires all public and private schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, implement response actions in a timely fashion and report results of the assessment studies to school employees and parent/teacher organizations.

We are pleased to announce that none of our schools contain any friable asbestos. Friable asbestos is material that is easily crumbled and may release harmful fibers into the environment. Friable asbestos may cause severe health problems.

Your building does, however, contain non-friable asbestos building materials such as floor tile, pipe insulation, boiler insulation, flue pipes, ceiling tile sheeting and, in a few cases, sprayed-on material that has been encapsulated. None of this material poses a health hazard as long as it remains undamaged. Through a program of training and surveillance, we are certain that these materials will pose no health hazard until they are removed.

A copy of the inspection and management plan is available for your examination in the administrative office of your school.

For further information, interested persons should contact:

Jack Massey  
601-484-4945  
Asbestos Coordinator  
Meridian Public Schools