

**SCOTT COUNTY
SCHOOL DISTRICT
2017-2018**

**5-12
STUDENT
HANDBOOK**



**SCOTT COUNTY SCHOOL DISTRICT
2017-2018
CALENDAR**

July 31	New Teacher Induction
August 1	Professional Development
August 2	Teacher Workday
August 3	Open House/Registration
August 4	Opening Convocation / Livingston Center
August 7	First Student Day
September 4	Labor Day Holiday
September 7	Progress Reports Issued
October 4-6	First Nine Weeks Exams
October 11-13	Fall Break
October 19	Report Cards Issued (Open House 3:00 p.m. – 6:00 p.m.)
November 9	Progress Reports Issued
November 20-24	Thanksgiving Holidays
December 20-22	First Semester Exams
December 22	60% Day for Students
December 22	Holiday Break Begins
January 8	Second Semester Begins/ Teacher Workday
January 9	Students Return
January 11	Report Cards Issued
January 15	Holiday
February 1	Progress Reports Issued
February 19	Holiday (Weather make-up day)
March 7-9	Third Nine Weeks Exams
March 12-16	Spring Break
March 22	Report Cards Issued
March 30	Holiday
April 2	Holiday (Weather make-up)
April 12	Progress Reports Issued
May 22-24	Second Semester Exams
May 24	60% Day for Students
May 22	Scott Central Graduation (6:00 p.m.)
	Sebastopol Graduation (8:00 p.m.)
May 24	Morton Graduation (6:00 p.m.)
	Lake Graduation (8:00 p.m.)
May 25	Teacher Workday (Professional Development)

No activities shall be scheduled after school on report card pickup day October 19, 2017.

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

	July	Aug	Sept	Oct	Nov	Dec	1 st Sem	Jan	Feb	Mar	April	May	2 nd Sem	Year
Student	0	19	20	19	17	16	91	16	19	16	20	18	89	180
Teacher	0	23	20	19	17	16	96	17	19	16	20	19	91	187

SCOTT COUNTY
SCHOOL DISTRICT

STUDENT HANDBOOK

2017-18

Approved by SCSD School Board, July 18, 2017

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PREFACE

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

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

Where applicable, codes are cited throughout the handbook giving the particular reference to the policy of the Scott County School District governing the respective major sections of the handbook. (Example: JCA, JCD, EBAB, etc.)

The Scott County School District Board Policies may be accessed at www.Scott.k12.ms.us

ASBESTOS NOTICE

Asbestos containing materials have been detected in many of the school buildings in our district but because of the remote locations or types and the steps taken to manage it, the potential for contact or conformation is very remote. Certified copies of the initial inspection, the most recent re-inspection, and management plans are available for your review at the superintendent's office and your child's school. A copy of all management plans for the district is maintained in the central office of the Maintenance Director at 110 Commerce Loop, Forest, Mississippi. Any interested party should feel free to go to any of these locations to review these reports. If you have any questions, please contact David Tadlock @ 601-469-3861 Ext. 111.

FREE APPROPRIATE PUBLIC EDUCATION

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

IDDF

NONDISCRIMINATION

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

JAA

ENTRANCE REQUIREMENTS

1. BIRTH CERTIFICATE

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

2. RESIDENCY VERIFICATION

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

3. IMMUNIZATION

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

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

4. SOCIAL SECURITY CARD (if applicable)

**JBB
JBC**

TRANSFER STUDENTS

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

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

JBAB

STUDENT CONDUCT

Students are expected to conduct themselves during all school-related activities in a manner that will promote rather than inhibit development. It is not the intention of the school to supplant each student's individual responsibility by itemizing every possible violation and defining its consequence. **Hence, the absence of any specifically defined rule or regulation, procedure or policy should not be viewed as an indication of acceptable behavior.** Students should ask for clarification before making an assumption or conducting questionable behavior. The general rules of student conduct are given below.

*The school or its designees will not be held responsible for the loss or damage to items that are brought to school and submitted to or taken by the principal, teacher, or staff.

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

General rules of conduct and discipline

1. Students may be disciplined for violations of these general rules as well as the more specific rules that are contained in this handbook, which are punishable in accordance with school board policy.
2. Any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The principal and/or counselor will review the matter to try to resolve the problem. The parent or guardian will be notified of the incident.
3. Any student who continues to be referred to the office may be administered corporal punishment or placed in in-school suspension in accordance with school board policy. The parent or guardian will be notified.
4. A student who has been sent from class repeatedly or causes a disturbance will be suspended from school, in accordance with board policy and the parent or the guardian will be notified.
5. A student, upon his/her second suspension for a disciplinary reason, will be notified that his/her third such suspension may result in expulsion or placement in alternative school. The parent or guardian will also be notified.
6. Parents will be notified of serious or recurring problems.
7. Students suspended from school are suspended from all school-related activities.
8. Students on school-sponsored activities may be punished or suspended for misconduct on or away from school.
9. Radios and/or other sound reproducers shall be forbidden on campus and school buses unless specifically requested by the teacher in charge.
10. Hall courtesy requires that students walk in an orderly manner on the right side of the corridor.
11. Student behavior that bullies, harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution. Any student who feels he or she is a victim of bullying should complete a complaint form available in the principal's office. The administration will follow school board policy to solve the problem and determine disciplinary action as warranted.
12. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses may result in suspension or expulsion.
13. The use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate their educational programs. "Cell phones" shall include paging devices and all other types of telecommunications and/or electronic devices and accessories. Therefore, cell phones are not to be seen or heard, and cell phone usage is prohibited inside school buildings or on campus during school hours. Use of a cellphone includes any incoming or outgoing call, text message, message waiting, page, or means of communicating electronically. The use of cell phones at school-sponsored functions outside the regular school day is permitted only to the extent and within the limitations allowed by the event or activity the students are attending.

SCOTT COUNTY SCHOOL DISTRICT'S ELECTRONIC DISCIPLINE PLAN

CELL PHONE/ELECTRONIC DEVICES

The use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate their educational programs. "Cell phones" shall include paging devices and all other types of telecommunications and/or electronic devices and accessories. Therefore, cell phones are not to be seen nor heard, and cell phone usage is prohibited on school campuses during school hours unless specifically allowed by a teacher for instructional purposes. Use of a cell phone includes any incoming or outgoing call, text message, message waiting, page, or means of communicating electronically. The use of cell phones at school-

sponsored functions outside the regular school day is permitted only to the extent and within the limitations allowed by the event or activity the students are attending.

In the event of an emergency condition that may require the need for a cell phone, the principal or designee will provide specific approval and instructions for use of a cell phone.

Consequences for cell phone/electronic device usage:

1. First Offense - the student will receive a warning from the school administrator.
2. Second Offense - the cell phone/electronic device will be confiscated from the student. A parent/guardian conference will take place with the school administrator in order for the cell phone/electronic device to be issued to the parent/guardian. The student will be placed in ISS (In School Suspension) for 3 days.
3. Third Offense - the cell phone/electronic device will be confiscated from the student. A parent/guardian conference will take place with the school administrator in order for the cell phone/electronic device to be issued to the parent/guardian. The student will be placed in OSS (Out of School Suspension) for 3 days.
4. Future Offenses - the cell phone/electronic device will be confiscated from the student. A parent/guardian conference will take place with the school administrator in order for the cell phone/electronic device to be issued to the parent/guardian. The student will be placed in OSS for 5 days. The student's records will be reviewed in order to determine if possible alternative school placement or expulsion should take place for gross insubordination.

Should it be determined that the contents of a student's cell phone or PED (Personal Electronic Device) should be viewed or searched, the administrators will contact the school resource officer or law enforcement officer to conduct such search. Students' privacy rights may be limited as to the content contained on any device that has been confiscated.

Violations of law may result in criminal prosecution as well as disciplinary action by the district.

The student and/or the student's parents/guardians expressly assume any risk associated with students owning or possessing technology equipment including cell phones. The students' parent/guardian may file a policy report with the appropriate law enforcement agency in the event a device is stolen or lost.

The superintendent is authorized to establish administrative procedures in furtherance of this policy.

General Classroom Rules

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

General Library Rules

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

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

**JE
JCA
JCB**

ALCOHOL/DRUG POLICY

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

The use of any prescription drug or over-the-counter drug is permitted only when the drug is prescribed for medical purposes, only to the person taking the medication, and only with the written permission of the legal guardian. All student medication must be turned in to the school office for storing and dispensing of medication(s).

The Scott County School District's Nurse's Protocol shall be followed in the dispensing of medications to and by students.

Students wishing to participate in any extracurricular activity must agree to participate in random drug and alcohol testing. The complete Scott County School District Random Drug and Alcohol Testing Policy may be accessed through the district website, www.scott.k12.ms.us, and/or school administrator's office.

**JCA
JCDAC**

TOBACCO

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

**JCA
JCDAC
EBAB**

WEAPONS

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

**JCBH
JCDAE**

SCHOOL VIOLENCE

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

JCBE
JCBF

FIGHTING AT SCHOOL

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

JCBE

DUE PROCESS

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

STEP ONE: INITIAL INFORMAL HEARING

Applies to: Suspensions of 10 days or less

Suspensions of 11 days or more

Recommendations of Expulsions

Denials of admission

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

SUSPENSION OF 10 DAYS OR LESS:

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

- a. **IMMEDIATE REMOVAL:**

The principal may immediately dismiss the student from school for the day when such is

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

b. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:**

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

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

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

d. **DENIAL OF ADMISSION:**

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

STEP TWO: APPEAL

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

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

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Nonadmission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him/her and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the School Appeals Committee shall automatically be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the School Appeals Committee:
 - a. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the School Appeals Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
 - b. The student may be allowed to remain in school if the principal or, in the case of nonadmission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the School Appeals Committee may be held at any appropriate time without application of the 10-day limitation.
 - c. The hearing will be before the School Appeals Committee

- i. The Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
 - ii. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee.
- d. The Committee shall hear and consider all cases presented and is authorized to: To concur or not concur in the suspension, expulsion or nonadmission recommendation;
- I. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 - ii. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or nonadmission to the board.
 - iii. The Committee shall prepare a written summary of each case.
 - e. All expulsion and nonadmission recommendations shall be subject to review by the superintendent and by the board.
- f. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his child may request review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

STEP THREE: REVIEW BY THE SUPERINTENDENT

**Applies to: Expulsions
Denials of admission**

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

1. If the superintendent concurs in the decision of the Committee, he shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the Committee, he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

STEP FOUR: REVIEW BY THE BOARD

**Applies to: Suspensions (only upon request by parents)
Expulsions
Denials of admission**

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

According to a 1998 Attorney General's Opinion, automatic fail provision of an absences' policy may not apply against legal, excused absences. Such absences' policies may not be applied against absences resulting from disciplinary suspensions if absences' policies are applied to truant children who are

LOCKERS/SEARCHES

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

STUDENT DRESS CODE

1. Dress and grooming codes are based upon certain sound foundations, not just arbitrarily selected and dictatorially enforced without a justifiable cause. Codes and laws which address indecent exposure, personal wellbeing, health, safety and sanitation are basic fundamentals of society. Due to evidence that suggests that a definite relationship does exist between good dress habits, good work habits, and proper school behavior, conditions conducive to learning will not be impaired or compromised due to temporary or individual fashion fads. No student's appearance will cause a distraction to such an extent that it will hinder another student's right to a conducive educational environment.
2. The administration, faculty, and students of the Scott County School District recognize that students must be aware of the importance of acceptable standards of personal appearance and dress. All students will be expected to dress in a manner that reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. It is the goal of the SCSD Student Dress Code to reflect neatness, cleanliness, and self-respect so that the school is a desirable place in which to promote learning and character development.
3. The District dress code is not all-inclusive--it is virtually impossible to write a dress and grooming code which will properly address every detail and aspect of appropriate dress and grooming. Therefore, it may become necessary for the building principal or a member of the administrative staff to make a judgment as to whether a student is properly groomed and/or dressed. Students may not wear attire that causes a disruption to the educational environment.
4. The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a group which advocates drug use, violence, or disruptive behavior. This policy shall be applied at the discretion of the principal, after consultation with the superintendent, as the need arises at individual school sites.
5. The Board authorizes the superintendent to implement specific dress codes for all students in accordance with their grade classification.

ADMINISTRATIVE PROCEDURE

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

1. First Infraction - receive a warning for inappropriate attire or grooming. The student will be asked to conform to proper dress code standards at that time. If that is not possible, the parents of the student will be notified, and the student will be placed in ISS (In School Suspension) until he or she can become compliant with the dress code. It may be possible that the parent has to take the student home and bring the student back to school in order for the student to become compliant with the dress code. The student may return to class upon becoming compliant with the dress code.

2. Second Infraction - be placed in ISS for 1 day.
3. Third Infraction - be placed in ISS for 2 days.
4. Fourth Infraction - be issued OSS (Out of School Suspension) for 1 day.
5. Fifth Infraction - be issued OSS for 2 days.

At this point, future infractions will merit 3 or more days OSS.

If dress code violations are severe enough, OSS will be administered rather than ISS.

The student may be considered for alternative school placement or expulsion in the event he or she continues to violate the dress code.

It should be a matter of personal pride for a student of the Scott County School District to maintain high standards of neatness and appropriateness of dress and appearance. Therefore, the following guidelines will be observed.

Scott County School District **Dress Code Procedures** **2017-2018**

General

- This is a general guide regarding dress code procedures outlined by SCSD Board Policy JCDB (Dress Code). It is impossible to create a set of procedures pertaining to dress code that is all encompassing. These dress code procedures may be amended as needed over time.
- No student's appearance will cause a distraction to such an extent that it will hinder another student's right to a conducive educational environment.
- Local principals or their designee have the power and discretion to make all dress code decisions on their campus. Sound judgment and consistency should be used when making dress code determinations.
- Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom. No combs, picks, rollers, or extreme coloring or hair styles (example – Mohawks and graphic designs) will be allowed.
- Students will practice proper hygiene.
- Excessive nail length is not permitted.
- Facial hair (beards, goatees, and mustaches) must be properly groomed.
- No article of clothing (including jewelry) or personal markings of any kind that pertains to or depicts the following will be acceptable:
 - Substances or activities illegal by law for minors such as alcohol, drugs, tobacco, and gambling
 - Affiliation with gangs, sororities, fraternities, or secret organizations
 - Profane, suggestive, or violent language
 - Derogatory symbols or remarks directed to any ethnic group or individual
- Clothing can have no pictures of individuals or groups (screen printed items).
- No celebrity names (screen printed items) or jerseys of any kind may be worn. Local school jerseys may be worn for school spirit purposes only.
- K-4 students will be allowed to wear clothing with manufactured graphics (example – Super Heroes, Video Characters, Sports Characters, Hello Kitty, Barbie, Disney Characters, etc.)
- All clothes should be properly hemmed.
- No clothing endorsing a political candidate, party, or position may be worn.
- All clothing must be worn as it was designed to be worn. Belts, suspender straps, shoe laces, etc. must be fastened and all pants must be worn at the correct waist level (no sagging).
- Warm up pants, wind suit pants, overalls, and pajama pants are not allowed.
- Extremely baggy or sagging pants are not allowed.
- Extremely long pants are not allowed.
- Extremely tight clothing (spandex clothing, leotards, etc.) is not allowed.
- Extremely loose fitting clothing is not allowed (clothing that is several sizes too big).
- Clothing and other apparel may not be altered in any way.
- Clothing cannot contain holes or have a distressed look. Clothing should be in a state of good repair.
- Belts of appropriate length are to be worn if pants or other types of clothing have belt loops (K-4 students are exempt from this rule).
- Proper under clothing must be worn.
- Underclothing must not be visible.

- No item of clothing can be revealing.
- Transparent clothing without proper tops/shirts is prohibited.
- Tattoos are discouraged. However, if they are present, they must be deemed appropriate. Inappropriate tattoos must be covered.
- Gloves should only be worn when weather conditions dictate such. However, gloves should not be worn inside school buildings.
- Sweat bands of any kind are prohibited.
- Spiked accessories, chains - including those attached to wallets or belt loops - jewelry, or other similar accessories/items are prohibited (safety issues).
- Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.

Tops/Shirts

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

Pants/Bottoms

- All pants (jeans, khakis, dress pants or slacks), shorts, dresses, capris, skirts, and skorts should be properly hemmed.
- Males may wear jeans, khakis, dress pants (slacks), and shorts.
- Athletic pants or shorts are only permitted in appropriate P.E. classes (approved by the instructor).
- Shorts, dresses, capris, skirts, and skorts must be no shorter than 3 inches above the mid knee. In certain situations a person's build may dictate that the principal allow a particular student to deviate from the 3 inch above the mid knee rule. Certainly, this is the exception and not the rule.
- Only Bermuda style shorts and walking style shorts are permitted for students in grades 5-12.
- Cargo pants of any kind are not permitted (pants may have small – non baggy – pockets on the side).
- K-4 students may wear shorts other than Bermuda style shorts and walking style shorts as long as they are deemed appropriate. They cannot wear athletic shorts.
- K-4 students may wear shorts, dresses, capris, skirts, and skorts shorter than 3 inches above the mid knee as long as they are not revealing.
- No writing or designs on the seat of pants, shorts, dresses, capris, skirts, or skorts is allowed.
- Leggings, jeggings, or footless tights may be worn as long as they are accompanied by a tunic type top or sweater that is not shorter than 3 inches above the mid knee. This is the only exception regarding pants/bottoms being too tight.

Shoes/Boots/Sandals

- Shoes, boots, and sandals should not have an extreme heel. Heels should be no higher or taller than 2 inches.
- Pumps, wedges, and similar footwear are permissible. However, the footwear cannot have a significant incline. The maximum allowable incline is 2 inches.
- High heeled shoes are not allowed.
- Footwear must be tied or fastened at all times.
- All footwear must have a back that is attached (can be a strap).
- Footwear may be of the open toed variety.
- Footwear (shoes, boots, sandals, pumps, wedges, etc.) must be worn at all times.
- Pants legs must not be tucked into boots. However, boots may be worn over leggings, jeggings, or footless tights assuming all rules dealing with these particular items of clothing are followed.
- Foot wear with lights, taps, wheels, cleats, or other similar objects is prohibited.
- Flip-flops, slides, slippers, house shoes, and shower shoes are prohibited.
- It is highly recommended that students involved with P.E. wear athletic shoes of some type.

Head Accessories

- Hats, caps, headscarves, bandanas, “Do Rags”, rollovers, or other headgear are not appropriate and should not be brought to school.
- Head ware will only be permitted in the case of a documented medical situation.
- Toboggans may be worn during periods of cold weather. However, toboggans are not to be worn inside school buildings.
- Sun glasses, other than those prescribed, may not be worn inside the school building.

Jewelry

- No body piercing by female or male students will be allowed other than in the ear.
- Male students will be allowed to wear stud type earrings only.
- Coaches, physical education class teachers, or any organized athletics personnel have the option to ban all jewelry due to safety reasons and/or violations of Mississippi High School Activities Association Regulations. This pertains to jewelry worn during P.E. classes, athletic practices, and athletic competitions.

Coats/Jackets/Pullovers

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

JCDB

HEAD LICE

This condition is brought about by the infestation of the hair and scalp with the head louse. It is transmitted by direct contact with an affected individual or with their personal belongings. Itching can lead to excoriation and infection. Lice are generally found at the nape of the neck or behind the ears. Nits (ova) are securely attached to hair shafts.

If head lice are present the student may be sent home at the discretion of the school nurse or school administration. The child may not return to school without proof of treatment and is free of head lice.

For any student who has had head lice on three (3) consecutive occasions during one (1) school year while attending school, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained.

The Scott County School District School Nurse guidelines shall be followed in the identification and treatment of lice in accordance with the recommendations of the Mississippi State Department of Health.

BULLYING OR HARASSING BEHAVIOR

The Board of Trustees of the Scott County School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The Scott County School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:

- (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or

(b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to educational performance, opportunities, or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school.

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

The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

The Scott County School 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

"Reasonable action" includes, but is not limited to, promptly reporting the bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

These procedures shall be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

Legal Reference: MS Code of 1972 37-11-67 and 37-11-69

JDDA

COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR - PROCEDURES

I. Procedures for Reporting a Complaint

A. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly, but no later than five (5) calendar days after the alleged act or acts occurred.

B. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es) 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

C. Parents or guardians will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

D. If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial

decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

E. 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.

F. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying."

G. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.)

The school district shall maintain and make available a list of counseling services to any student who is a victim of or a witness to bullying, or who engages in bullying. The following list of the types of counseling and support services are available to any victim of or a witness to bullying. This list is presented as a guide that by no means limits this school district from including other additional support services.

- *School/District Counseling*
- *Conflict Resolution Training*
- *Anger Management Training*
- *Problem Solving Skills Training (proactive, constructive, relationship-building)*
- *Social skills training*

Support may be provided by the school district through the assistance of the any of the following agencies:

- *Mississippi Department of Education*
- *Mississippi Department of Health*
- *Mississippi Department of Human Services - Juvenile Services Department*
- *Community/Family Public or private community-based mental health services*
- *Faith-based services*
- *Law enforcement agencies*

The procedures for reporting bullying shall also be posted on the district website.

Legal Reference: MS Code of 1972 37-11-67 and 37-11-69

JDDA-P

SEXUAL HARASSMENT AND DISCRIMINATION/TITLE IX

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

1. Definition of Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. This is to include, but not limited to, inappropriate relationships between staff and students. Examples of this type of conduct include:

- a. Requiring submission to sexual conduct, either implicitly or explicitly, as a term or condition for grades, promotion or other benefit.
- b. Using submission to or rejection of sexual conduct as the basis for decisions affecting the student.
- c. Using, whether intentionally or not, sexual conduct to unreasonably interfere with a student's work performance or create an intimidating, hostile, or offensive teaching or learning environment.

2. Complaints

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

To make a complaint, specific steps must be followed in accordance with strict timelines. In order to start the grievance process, a complaint must be made within 5 days after the occurrence of the alleged sexual harassment by contacting your principal or the Title IX Coordinator, Jill Killen, at Scott County School District Court House Annex, 110 Commerce Loop, 39074 or by phone 601-469-7991. Title IX Complaint Forms can be found on the Scott County School District website under the Federal Programs tab.

ALTERNATIVE SCHOOL PROGRAM

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

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

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

1. A student who has repeatedly been referred to the office for disruptive behavior and who has failed to follow the individualized improvement plan developed by the principal, counselor, parent and student will be considered for alternative school placement. In addition, a student who has repeatedly been referred to the office for disruptive behavior, excessive absences, tardiness to school, or failure to do school work and who has failed to follow the individualized improvement plan developed by the principal, counselor, parent and student will be considered for alternative placement.
2. The student and parent will have the opportunity to appear before the District's alternative school committee.
3. The alternative school committee will review the student discipline record and determine if the alternative school is the proper placement.
4. The alternative school committee will make a recommendation to the superintendent if the committee recommends placement at the alternative school.
5. The student and parent will be notified and informed of due process procedures, duration of placement, timelines, and transportation to and from the alternative school.
6. A regular student will be placed in the alternative school for a period of 90 days, provided the student meets his/her instructional improvement plan. The principal at the alternative school will evaluate the student's progress and at his/her discretion may extend the length of placement when it has been determined that the student failed to fulfill his/her obligation during the placement period.
7. Any student referred to the school board for expulsion due to extreme disruptive behavior, possession of a controlled substance, in possession of a weapon, or involved in any other unlawful activity as stated in School County School Board Policy JCBE may be considered for placement in the alternative school for a designated period in lieu of expulsion by the school board on a case by case basis

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

IDEA STUDENTS (DISCIPLINE/ALTERNATIVE SCHOOL)

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

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

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

Special Circumstances (IDEA)

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

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

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

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

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SECTION 504 of THE REHABILITATION ACT OF 1973

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

The Three Tier Instructional Model consists of instruction at three tiers:

Tier I: Quality classroom instruction

Tier II: Focused supplemental instruction

Tier III: Intensive interventions specifically designed to meet the educational needs of the student with special needs

Additionally, the Scott County School District will utilize the Three Tier Instructional Model and Teacher Support Team to comply with The Individuals with Disabilities Education Act (IDEA) eligibility requirements for learning disabilities and other health impairments (ADD/ADHD). For further information or to register a grievance, please contact:

Scott County Schools
Attn: 504 Coordinator
Ginger Cockrell
Scott County School District
Court House Annex
110 Commerce Loop
Forest, MS 39074
601-469-3861

Dyslexia Screening

It is the policy of this district to comply with all requirements of the dyslexia screening and therapy required by law and the Mississippi Department of Education.

Therefore, this district will ensure that students will receive dyslexia screening by a screener approved by the State Board of Education in the spring of kindergarten and the Fall of Grade 1.

The component of the screening must include:

- (i) Phonological awareness and phonemic awareness;
- (ii) Sound symbol recognition;
- (iii) Alphabet knowledge;
- (iv) Decoding skills;
- (v) Encoding skills; and
- (vi) Rapid naming.

If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. Subsequent dyslexia evaluations may be administered by licensed professionals, including: psychologists, psychometrists, and speech language pathologists licensed in accordance with law and the Mississippi Department of Education, where applicable.

If a student fails the screener, the school district, in its discretion, may perform a comprehensive dyslexia evaluation; such evaluation must be administered by any of the licensed professionals identified above. If a parent or legal guardian of a student who fails the dyslexia screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by any of the licensed professionals identified above.

The resulting diagnosis of the subsequent evaluation shall be accepted by the school district for purposes of determining eligibility for placement within a dyslexia therapy program within the current school or to receive a Mississippi Dyslexia Therapy Scholarship for placement in a dyslexia program in another public school or nonpublic school. Dyslexia scholarships are available for students in grades 1 through 12 who have been properly screened and diagnosed with dyslexia.

IEBA

The superintendent or designee shall establish procedures to support this policy.

Legal Reference: Mississippi Code of 1972 Annotated Section ' 37-173-15

McKinney-Vento Homeless Assistance Act of 2001

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

JQN

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

I. STUDENTS' RIGHTS

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

II. STUDENTS' RESPONSIBILITIES

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

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

JAA

PARENTS' RESPONSIBILITIES

In addition to general encouragement and support of the student, teachers and school, a parent/guardian/custodian's responsibilities include, but are not limited to:

1. Ensure the attendance of his/her child for the *entirety* of each school day.
2. Encourage his/her child to succeed by having interest and involvement in the child's schoolwork and activities.
3. Cooperate with the teachers and administration with regard to school requested conferences. Failure to attend a conference may result in a misdemeanor fine of up to \$250.00. (Mississippi Code 37-11-53).
4. **Encourage his/her child's good behavior and compliance with school rules and the law. A parent/guardian/custodian may be liable for payment of damages resulting from his/her minor**

child's destructive acts against school property or person and of criminal fines brought against his/her child for unlawful activity on school property or at school-related activities.

5. Cooperation with administration in regard to personal conduct during all school-related activities

JRAB

VISITORS TO THE SCHOOLS

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

KM

ATTENDANCE POLICY

Regular attendance on the part of all students is necessary for successful achievement and progress in school. Even one tardy or one absence may be detrimental to good schoolwork. Certainly, repeated tardiness and absences frequently cause students to make low grades and often fail. **THEREFORE, IT IS IMPORTANT THAT THE STUDENT BE PRESENT EVERY DAY THAT SCHOOL IS IN SESSION.**

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

ABSENCE FROM SCHOOL

A student must meet minimum attendance standards as established by the Scott County School District and the Mississippi Department of Education. **All excuses must be presented on the next day of school attendance.**

Attendance Reporting: In order for a student to be considered as having attended school for a full day, the school board specifies that each student must be present for 63% of his or her individual instructional day as fixed by the local school board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day. Students, including seniors, will be required to take a full class schedule per day and make an effort to be present each day to remain in good standing with school attendance. Students who abuse this policy by not attending all their classes each day, without a valid excuse, will be subject to disciplinary action.

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

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

Unexcused absences will be processed as follows:

- Upon accumulating 5 unexcused absences, a student will be reported to the Scott County Attendance Officer who will issue a warning letter to the parents.
- Upon accumulating 10 unexcused absences, a conference will be held at the school with the parent, student, attendance officer, principal, and counselor.
- Upon accumulating 12 unexcused absences, the attendance officer will file a warrant for the student in youth court and/or a warrant for the parent in justice court.

A student must be present 75% of a class period to be considered present for the class period. For admittance to class when a student has been absent, the student must come by the office the morning he/she

returns to school prior to first period and pick up an absentee slip. The student will bring a doctor's excuse or bring a note signed by a parent or guardian explaining the reason for absence; otherwise, the absence will be unexcused. Any student who misrepresents the truth about an absence will be disciplined in accordance with the discipline policy.

TARDIES

A maximum of 3 tardies /late arrivals per nine weeks will be accepted. **After the third tardy/late arrival a parent conference is required.** Students who continue to have excessive tardies/late arrivals may be suspended from school and a parent conference required. Three (3) unexcused late arrivals may result in student being banned from private transportation to and from school.

CHECKING OUT OF SCHOOL

Students will not be allowed to leave school unless they are properly checked out in the office by a parent or guardian with a photo ID. In the event of a tornado warning or school lockdown, once the students are placed in the hallways, NO student may be checked out by parents or guardians until the warning or lockdown is lifted. Classes missed due to being checked out will count and be treated the same as all other absences. Any student who leaves school without properly checking out will be subject to a suspension or other discipline in accordance with the discipline policy. Checking students out in the last 15 minutes of the school day is discouraged.

SICKNESS

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

JBD

MAKE UP WORK FOR ABSENCES AND SUSPENSIONS

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

All work missed as a result of an excused absence must be completed within three days of the student's return to class with the exception of tests. If a student fails to bring a parental note or doctor excuse the day he/she returns to school from being absent, the absence will be unexcused; therefore, all work missed must be made up that day. If a student has an unexcused absence and fails to make up work missed, a grade of zero will be assigned. Tests which were scheduled while the student was present in school must be taken the day the student returns to school. Any student who is absent and misses a test is responsible for making arrangements with the teacher to take the make-up test. For high school students, teachers may require that the student take the test outside of the regular class period. When a student misses school because of a school-sponsored activity, it is the student's responsibility to make arrangements with each teacher for his/her make-up work. If work was assigned in advance of the school-sponsored activity, it will be due the day the student returns to school, or the student will receive a zero. All other work must be made up within three days of the absence.

No absence will be excused when due to suspension, expulsion or other disciplinary action [MS Code 37-13-91 (4)]. However, the student will be allowed to make up written assignments and/or tests on the day of returning to school. Tests, which were scheduled while the student was present in school, must be taken the day the student returns to school (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817).

ATTENDANCE INCENTIVE

The administration and faculty have developed an incentive program in an effort to improve students' attendance. The administration and faculty strongly encourage students to practice good attendance since regular school attendance is so vital to a student's learning. The following policy is to be used: Any student having perfect attendance in a class for the entire semester will not be required to take the 2nd and 4th nine weeks test. A student must be present 75% of class period (75% of day for self-contained students) to be considered present for the class/day. Exempt students may elect to take a final exam to pull up the nine weeks average (final exam grades of students with perfect attendance will not pull down the nine weeks average). **Any student with an OSS will lose exemption privileges. If student does not have a "C" 70 as an average, the student will not be able to be exempt. Kindergarten students must have an 80 to be able to be exempt.**

CORRIDOR PASSES

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

JCA

SELLING PROJECTS

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

JK
JKB

SENIOR DAY

The school will not sanction "Skip Day" or "Senior Day" and student/senior absences will count as an unexcused absence. Seniors may visit a college one day of their senior year, in addition to East Central Community College Senior Day, for a total of 2 excused absences. A note from a college official must validate these visits. Seniors taking their college days must secure a form from the counselor and complete the form having each of their teachers initial the form indicating the date the senior will be absent. This form must be returned to the counselor at least three (3) days before the student plans to take a college day.

JCA

CARS/PARKING

Parking space for high school students who find it necessary to drive to school will be provided. However, students must park in the designated area and not leave campus until the school buses have loaded and departed. Students must leave their cars and the parking area as soon as they arrive on campus. Students are not to sit in cars under any circumstances during the school day or return to the parking lot without permission. Any student who does not drive properly on campus or who violates the rules for student parking will be subject to losing his/her privilege to park on campus. Students must have a valid driver's license and proof of insurance in order to drive and park on campus. Students may be issued a parking decal in order to park a vehicle on campus.

JCA

CARE OF SCHOOL PROPERTY

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

JCBD
EBCA

CARE OF BOOKS

Textbooks are furnished by the State of Mississippi. They are not free and are not the student's property. They are loaned to the student for the period of the school year. The student should keep his/her books neat and clean. No writing of any kind is permitted in the books. Fines are assessed to those who misuse their books. In all cases of lost books, the principal will set the amount to be collected from the student.

1. Fines will be assessed as follows:
 - a. 1st year – full purchase price of book
 - b. 2nd year – 4/5^{ths} of original price of book
 - c. 3rd year – 3/5^{ths} of original price of book
 - d. 4th year – 2/5^{ths} of original price of book
 - e. 5th year – 1/5th of original price of book
 - f. 6th year – a base price set by principal
2. Labels must be complete in all textbooks.
3. Our library books belong to all of us and pride should be taken in the preservation of them. If they are willfully marred or defaced, damages will be charged.
4. All book fines must be paid before the student can receive books the following year or receive his/her grades.

EBCA

CAFETERIA / MEAL POLICY

A balanced breakfast and lunch is served in the cafeteria daily. There will be no charge for student breakfast and lunch meals for school year 2017-2018. The district is under the Provision 2 Program the 2017-2018 school year. A lunch application will not be required for the 2017-2018 school year.

Food or drink brought to school must be in an unmarked container, which means no name brand logos or markings. While in the cafeteria, students are subject to all school rules and discipline by cafeteria staff, as well as the teaching and administrative staff.

Staff lunches are \$3.25 and breakfast \$2.25. No adult may charge meals. No student will be allowed to charge extra sale items. Parents are requested not to bring students their lunch. The office does not have the personnel to be responsible and to see that students receive their lunch at the time they are scheduled to go to cafeteria.

The Scott County School District Wellness Policy may be accessed at www.scott.k12.ms.us.

FOOD AND DRINKS

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

JGHR

SCHOOL BUS CONDUCT

1. RESPONSIBILITIES

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

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

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

2. RULES OF CONDUCT

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

A. Loading and Unloading

- Be at your assigned loading zone on time.
- Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- Do not play on or near the road while waiting for the bus to arrive.
- Look in both directions before crossing any roadway.

- Wait until the bus comes to a complete stop before trying to load and unload.
- Use the hand rail while getting on and off the bus.
- Students must be seated in an upright position so the driver can monitor behavior.
- When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

B. Riding the Bus

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

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

SCOTT COUNTY SCHOOL DISTRICT BUS DISCIPLINE PLAN

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

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

JCDAD

TESTS, GRADES, AND EXEMPTIONS

Students will have four (4) nine-week grading periods with independent tests and grades for each period. At the end of each nine-week period, an exam will be given that will count one fourth of the grade for that nine weeks. This

exam may be comprehensive. Teachers will strive to have at least six weekly test grades or projects during each nine-week period. These tests or projects will count one half of the nine-week grade and daily grades will count the remaining one fourth. Six days after the end of each grading period, the school will send (by the student) to the parent a grade report. If the grade report is not taken home, the parent should communicate with the principal's office. Grade reports for grade K-2 students are to be signed by a parent or guardian and returned to the teacher. Any student having an A (90 or above) average for the semester will not be required to take the second and fourth nine weeks test. Seniors may be exempted from the fourth nine weeks test if they have an 80 average for the year. Seniors may also be exempted for the 2nd or 4th nine weeks test in ½ unit courses if they have an 80 average for the semester. **Any student with an OSS will lose exemption privileges for the year.**

GRADING SYSTEM

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

Objectives

1. To motivate students to exert their best efforts in the learning process
2. To provide a uniform technique for converting numerical values to letter grades
3. To monitor each student's progress

Grading System (5-12)

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

A: 90 - 100
B: 80 - 89
C: 70 - 79
D: 60 - 69
F: 59 and below
NC: No Credit

Grading System (K-4)

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

A: 90-100
B: 80-89
C: 75-79
D: 70-74
F: 69 and below
NC: No Credit

Grading for Students with Disabilities (IHA-1)

It is the policy of the Scott County School District to provide all students with appropriate opportunities which will enable them to meet the curriculum content standards at all grade levels. Each student's individual needs determine the effective instructional options by staff to be provided within the education program. Student achievement or lack of achievement with the general education classroom generates review, which may result in increased or decreased curriculum/instruction modifications and/or support services.

There is a wide range of curriculum and instructional modifications that may be made for students. The modification may be minor and geared toward either acceleration or simplification. At times, the modifications may result in significant adaptation of the curriculum. The student whose modification is minor, adapted, or functional in a general education class may or may not receive a modified grade. Modification of grade options should be designed to provide accurate and useful information of the student's ability and performance in the general education class. Modified grades given will be based on the student's Individualized Education Program (IEP).

The Scott County School District will adhere to the following policy for determining and reporting grades for progress for students with disabilities:

1. For students with disabilities who are receiving instruction from a regular classroom teacher, the grading system used in the regular education program will be utilized. Students with disabilities will be required to complete the same course requirements as students without disabilities and will be graded in the same manner in those courses. It may be necessary to make accommodations, as outlined on the student's Individualized Education Program (IEP), in the regular program if that student is to be successful.

2. For students with disabilities who are receiving instruction from a regular classroom teacher, but whose modification/accommodations significantly alter the course requirements such as an alternate or parallel curriculum, grading will consist of the familiar grading pattern but with grade level attached. Modified grades given will be based on the mastery of annual goals and, as appropriate, objectives outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. For example: 89/2 which shows that the student has a B in 2nd grade with significant accommodations/modifications. Students will not earn a Carnegie unit credit when this type of modified curriculum instruction is provided.

3. When both the general educator and the special educator are providing instruction to a student with disabilities, the teachers will collaboratively reach an appropriate grade. This requires that the general educator and special educator develop a mutual grading arrangement in the context of an IEP meeting and that arrangement is indicated in the IEP.

4. If it is obvious, however, that the disabled student cannot function socially, emotionally, or educationally in a regular classroom, the student will be removed from that class and placed appropriately (if this occurs, the IEP will be revised). For students with disabilities who are receiving instruction from a special education teacher, the familiar grading pattern will be utilized. The grades and grade levels on which the student is functioning will be reported. For example: 75/4 indicates that student has a C on 4th grade level materials. Grades will be assigned for each academic area based on mastery of objectives/benchmarks and/or annual goals identified on the student's IEP.

5. The grading process will identify and carefully outline the work that the student has successfully completed. Grades given will be based on the mastery of goals and/or objectives outlined on the IEP. A report of progress will be given each grading period. For students who receive direct instruction in functional life skills or from a therapist, grades will be given for each area based on the mastery of the annual goal. The following grading system will be used: N=No progress, P=Progress made, and M=Mastery of Goal.

Any student enrolled in general education or special education courses who does not meet course requirements even though accommodations and modifications have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function appropriately in a regular education class, the student's IEP should be revised. A continuum of placements will be provided to students with disabilities.

Legal Reference: 20 U.S.C. § 1412(d)

Grading Changes

1. No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.

2.
 - a. A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.

 - b. A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

3. Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

LEGAL REF.: MS Code 37-11-64

IHA

PROMOTION/RETENTION POLICY

The promotion of students attending school in this district shall be based on mastery of the core objectives.

Kindergarten through Grade Eight

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

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

Irregular Promotion Grades K through 8

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

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

Promotion: Grades Nine through Twelve

1. A student must have successfully completed the eighth grade to be classified as a freshman.
2. A student must have completed six (6) units to be classified as a sophomore.
3. A student must have completed twelve (12) units to be classified as a junior.
4. A student must have completed seventeen (17) units to be classified as a senior.
5. Students will have no more than one study hall unless approved by the principal.

IHE

EDUCATIONAL RESOURCES

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

ICA

GRADUATION REQUIREMENTS

GRADUATION PATHWAYS REQUIREMENTS

Traditional Pathway Option 24 Credits Minimum		Mississippi Career Pathway 21 Credits minimum MS Code 37-16-17		Scott County School District Option 22 Credits Minimum	
Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects
4 Credits of English	CCSS English I CCSS English II CCSS English III CCSS English IV	4 Credits of English	CCSS English I CCSS English II	4 Credits of English	CCSS English I CCSS English II
4 Credits Math	Algebra I Geometry	3 Credits Math	Algebra I	4 Credits Math	Algebra I
4 Credits Science	Biology I Physical Science	3 Credits Science	Biology I	3 Credits Science	Biology I
4 Credits Social Studies	1 U.S. History 1 World History 0.5 Geography 0.5 Economics 0.5 U.S. Gov. 0.5 MS Studies	3 Credits Social Studies	1 U.S. History 0.5 U.S. Gov. 0.5 MS Studies	4 Credits Social Studies	1 U.S. History 1 World History 0.5 U.S. Gov. 0.5 MS Studies 0.5 Economics
0.5 Credit Health 0.5 Credit Physical Education	0.5 Contemporary Health 0.5 PE	0.5 Credit Health/Physical Education	0.5 Contemporary Health or Physical Ed	0.5 Credit Health	0.5 Contemporary Health
1 Credit Business & Technology	1 Credit Technology Foundations, ICT, 9 th STEM	1 Credit of Integrated Technology	Technology Foundations, ICT, 9 th STEM	1 Credit Business & Technology	Technology Foundations, ICT, 9 th STEM
1 Credit Art		4 Credits of Career and Technical Education Electives	From Student's Program of Study	1 Credit of Art	
5 Credits Electives		2.5 Credits Electives		4.5 Credits Electives	
Total	24 UNITS	Total	21 UNITS	Total	22 UNITS
Individual Career and Academic Plan (iCAP)					
Each student in Mississippi schools must have an iCAP that is personalized to meet his or her educational and career goals. Students who choose the Career Pathway Option must complete 4 career and technical education units and 2.5 elective specified in the student's iCAP.					
Subject Area Tests					
The Subject Area Testing Program (SATP) consists of four academic, end-of-course tests (Algebra I, Biology I, English II, and U.S. History from 1877). Fulfillment of MDE approved assessment options is required.					

*Dual Credit courses may substitute for core courses with the exception of subject area tested courses.

The special Mississippi Occupational Diploma for students with disabilities shall not be available to any student entering the Ninth Grade in the 2017-2018 school year of thereafter.

IHF

DUAL CREDIT ENROLLMENT

Dual Credit classes maybe offered at each high school. The student must pay the East Central Community College enrollment fee each semester. Any student enrolled in this course must meet the requirements set forth by East Central Community College. In order for the student to move on to the next sequential dual credit course the student must have a "C" at the end of the semester.

CORRESPONDENCE / ON-LINE CREDIT

A student may **not** take Algebra I, U.S. History, Biology I, or English II by correspondence course. A maximum of one (1) unit of correspondence credit can be applied toward graduation. All correspondence courses and sponsors must be pre-approved by the principal and administered through an approved university. The student will receive either .5 -credit, 1 –credit, or 0 –credit based on the final grade awarded by the issuing university. Each semester grade will stand independently. Semester grades will **not** be averaged to obtain a final average when one of the grades is a correspondence course grade. Any student enrolled in a correspondence course with the intent of

meeting unit requirements for a specific grade classification must complete the course prior to the beginning of the school year.

Completion of Mississippi Virtual Public School courses will be applied toward graduation requirements. Correspondence course grades and on-line grades will not be included in grade point averages.

A graduating senior must order a correspondence/on-line course before Jan 8. All on-line work must be completed and the grade awarded before May 1 to be assured of participating in graduation ceremonies.

IB

ACADEMIC HONORS

A senior is considered an Honor Student if he/she maintains an overall grade point average of 90.00 or above, without rounding, in classes awarding a Carnegie unit in grades 8, 9, 10, 11, and 12 through the first semester of his/her senior year. Student grade-point averages and class rankings are computed using semester averages only on subjects for which Carnegie units are awarded with the exception of correspondence/summer school course grades or home-school grades. Only students who receive a high school diploma will be included in the class ranking. Grades from a non-accredited school shall not be counted.

In order to be eligible for Valedictorian or Salutatorian, a student must have been enrolled in the Scott County School District since January of student's sophomore year. The grades which are used to compute these academic honors are based on all subjects using semester averages, **excluding** correspondence/summer school courses in high school or home-school grades, which are awarded Carnegie units for grades 8, 9, 10, 11 and through the first semester of the senior year. Grades from a non-accredited school shall not be counted.

HONOR ROLL

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

AWARDS DAY

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

KINDERGARTEN – TWELFTH GRADE SCHEDULING

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

PROGRESS REPORTS

Progress Reports shall be sent to all parents at the end of the 4th week of each reporting term. The report sent after the third term should inform parents in clear language that the student, unless there is a change so that the child can be promoted, would be retained at the end of the year. Progress reports for grades K-2 must be signed by parents and returned.

TRADITIONAL SUMMER SCHOOL

No more than (4) four units earned in summer school programs may be counted toward graduation requirements and **none** of those grades will be included in GPA calculations. A student may earn no more than one unit or two half units of credit during a traditional summer session, which does not apply to Extended Year programs. (MS Acct. Standard 19.6, p.21)

No subject area tested course may be taken during summer session unless the student has already passed the state subject area exam.

CREDIT RECOVERY

Credit recovery will be offered to students in Grades 9 – 12 who fail a required course in high school. On state tested courses the SATP must first be passed before a student can enroll in credit recovery. An online credit recovery resource designated by the district will be used with the student. All credit recovery requests must be approved by the content teacher, counselor, and principal prior to enrollment. A student must have a course average of 52 to be eligible for credit recovery. All credit recovery work must be completed and approved by content teacher, counselor, and principal prior to May 1 for current school year credit recovery. Students who complete all of the required

coursework in their course will receive a grade of 60 for the course. The course will be credited as completed for graduation requirements, but the courses will not be included when figuring the student's GPA.

Extended year for summer credit recovery Grades 7 – 12 must be completed during the summer session.

IDC

CORPORAL PUNISHMENT

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

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

JDB

ACADEMIC DISHONESTY

The administration and staff encourage group participation and sharing of ideas among individual students. However, in certain situations students shall be required to complete tasks on an individual basis for diagnostic and grading purposes. Thus, it shall be the policy of the Scott County School District for teachers to take immediate action when it is determined that students are giving or receiving help on any examination, homework, or other class assignment. When it is determined that students are or have been cheating, the following action shall be taken:

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

JCA

SCHOOL ANNOUNCEMENT SCHEDULE

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

TORNADO/DISASTER DRILLS

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

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

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

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

EBBC

FIRE DRILLS

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

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

EBBC

EMERGENCY BUS EVACUATION DRILLS

Emergency bus evacuation drills will be conducted at least twice annually. The first drill will be during the month of September and the second drill during the month of March. Drills may be conducted any other time a principal or transportation supervisor deems necessary.

**EBBAD
EBBC
EDC**

RULES FOR STUDENTS PARTICIPATING IN ACTIVITIES

To be eligible for high school and junior high activities, students must meet the *current* eligibility requirements of the Mississippi High School Activity Association. Eligibility information is available at www.misshsaa.com.

FURTHER INFORMATION

Please contact the principal with questions or for copies of any policies regarding the matters in this handbook.

Scott County School District Internet Acceptable Use Policy (AUP)

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

CIPA Overview

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

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

Scott County School District (SCSD) Internet Access Terms and Conditions of Use

Personal Safety

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

Illegal/Unacceptable Use

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

7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

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

System Resource Limits

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

User Rights

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

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

Consequences for Failure to Follow Terms and Conditions of AUP

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

AUP in Plain English

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

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

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

- **Internet access is for educational purposes only.** This means that playing games, watching videos, listening to music and exploring your hobbies are not good reasons to use the Internet at school.
- Use of the Internet at school is a privilege, not a right. You can lose that privilege.
- Downloading, copying or sharing of copyrighted materials, software, video, and audio files (using file-sharing or peer-to-peer programs) is absolutely prohibited.
- Chat and instant messenger (IM) programs are not allowed.
- Email and other computer use are not private. Any data transmitted across the school’s computer network is school property, and will be monitored for appropriate use.
- Cursing, or using bad words, is not allowed. This includes any inappropriate language used in email, searching the web, or pictures/images.
- Abusive messages or bullying of other students is not allowed.
- Do not ever reveal your full name, phone number, home address, or those of others when using the Internet. If you see another student doing this, report it to a teacher.
- Do not use another person’s user account or share your account or password.

- Do not try to break security on any computer or network resource, such as trying to figure a password. This is considered hacking.
- No one is allowed to advertise or sell materials using the SCSD network. (You can't use the school's Internet access to sell something on eBay.)
- Do not view or cause others to view any material which is inappropriate at school. This includes sending or receiving things like copyrighted materials (music, video), threats or harassing messages, pornographic images, obscene or profane materials, illegal or controlled substances, defamatory or discriminatory material.
- Do not install any software programs to an SCSD computer. District technology staff must verify software licensing, compatibility and that all programs are virus-free.
- Do not intentionally damage a computer or technology equipment. Students found guilty of vandalism will face punishment at school and possibly criminal prosecution.
- Student and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. Copyright law. Only public domain files and resources in which the author has given expressed written consent for on-line distribution may be used.
- *Remember: Internet activity is automatically logged every day.*

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

SCOTT COUNTY SCHOOL DISTRICT **TITLE I PARENT INVOLVEMENT POLICY** **2017 – 2018**

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

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

Additional activities to promote improved student achievement can be:

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

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

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

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

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

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

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

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

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

- surveys
- telephone contacts
- one-to-one

- D. Periodically, hold a meeting to determine the effectiveness of the parental involvement program and policy. Planning for the future revision of the program and policy will be determined from information collected at this meeting. In addition to this meeting, other forms of information gathering may be utilized such as a parent survey.
- E. Parents have the right to request information about the qualifications of their children's teachers and of any paraprofessionals who instruct them. Parents are entitled to know:
- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - whether the teacher is teaching under a provisional status through which State qualification or licensing criteria have been waived;
 - the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
 - whether the child is provided services by paraprofessionals and, if so, their qualifications.
- F. If a parent or guardian has a comment or concern regarding a school site's school wide plan, he/she may submit those comments or concerns to the superintendent's office addressed to the attention of the Federal Programs Director.
- G. Utilize the results of the annual evaluation to make revisions in the program and/or policy.

SCSD BOARD APPROVED – July 18, 2017

Scott County School District
A Compact for Learning
2017 - 2018

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

As a parent/caregiver I pledge to:

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

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

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

As a Scott County School District student I pledge to:

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

As members of the Scott County educational community, together we are partners in your child's education as we uphold the intent of this compact.

SCSD BOARD APPROVED –July 18, 2017