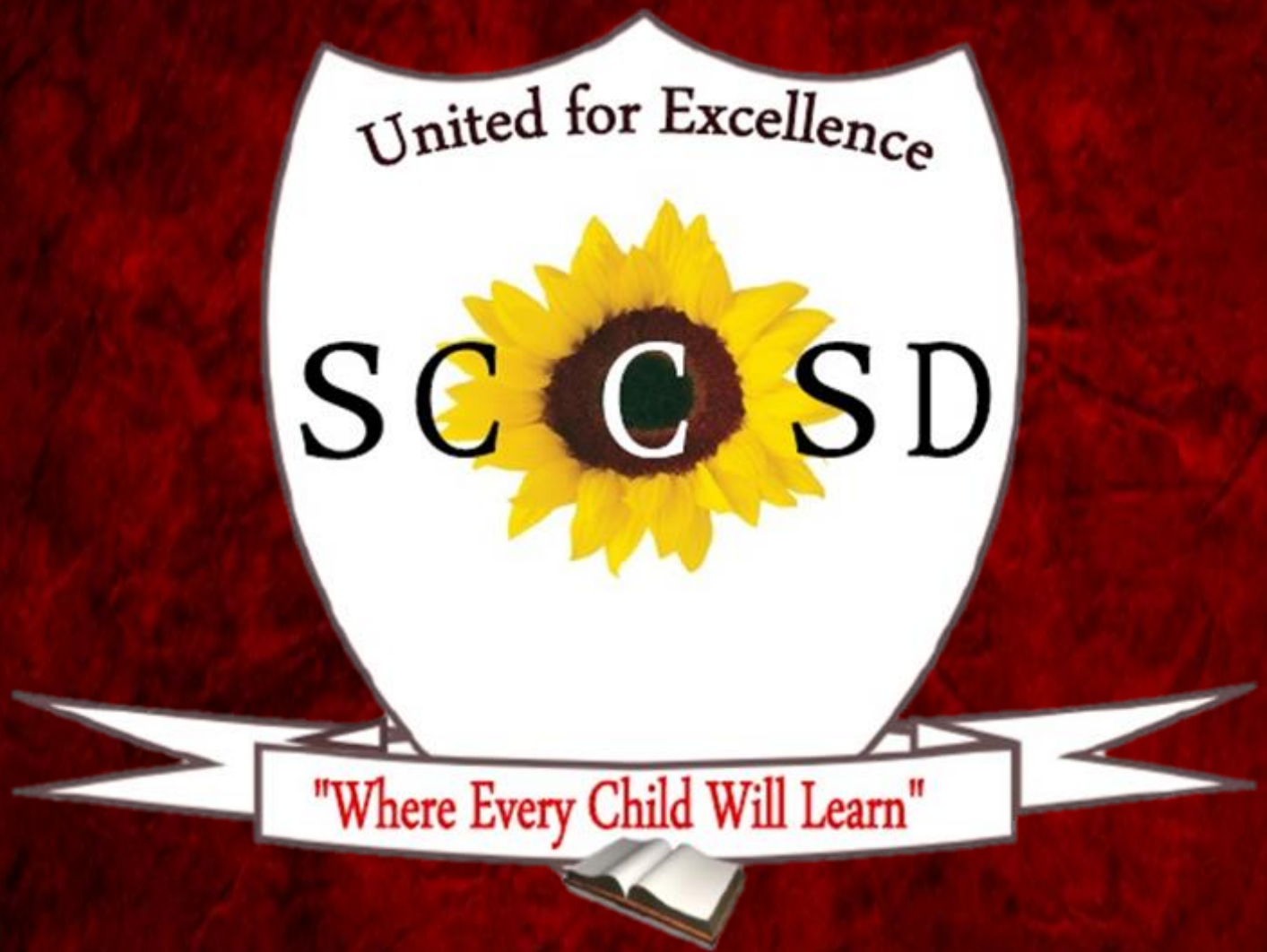


Sunflower County Consolidated
School District



Student Handbook 2016~2017

WE ARE....UNITED

Sunflower County Consolidated School District

2016-2017 School Calendar

Dates	1 st Semester - Activities
August	
Monday-Tuesday 1 st and 2 nd	New Teacher Academy (<i>Non- Contractual</i>)
Wednesday 3 rd	Returning Teachers/Staff Convocation
Thursday-Friday 4 th and 5 th	Professional Development
Friday 5 th	Parent Day Registration
Monday 8 th	Students' First Day of School
Wednesday 31 st	18 days for students/21 days for teachers
September	
Monday 5 th	Labor Day (Schools & Offices Closed)
Tuesday 6 th	Classes Resume
Friday 9 th	Progress Reports Issued
Friday 30 th	End of 1 st Attendance Period (21 days) 21 days for students/21 days for teachers
October	
Tuesday-Friday 4 th – 7 th	1 st Nine Weeks' Assessments
Monday-Tuesday 10 th and 11 th	Fall Break (Students)
Monday 10 th	Fall Break (Staff) (Schools & Offices Closed)
Tuesday 11 th	Teacher Work Day District Professional Development
Wednesday 12 th	Classes Resume
Thursday 13 th	Report Cards Issued
Monday 31 st	End of 2 nd Attendance Period (19 days) 19 days for students/20 days for teachers
November	
Friday 11 th	Progress Reports Issued
Monday-Friday 21 st -25 th	Thanksgiving Holiday Break
Wednesday 30 th	Classes Resume End of 3 rd Attendance Period (17 days) 17 days for students/17 days for teachers
December	
Tuesday –Friday 13 th – 16 th	2 nd Nine Weeks' Assessments
Friday 16 th	School Dismissed at 1:00p.m. for Christmas Holiday Break End of 4 th Attendance Period (12 days) 12 days for students/12 days for teachers

Sunflower County Consolidated School District

2016-2017 School Calendar

Dates	2 nd Semester - Activities
January	
Thursday and Friday 5 th and 6 th	Staff Return Teacher Work Days (No students)
Monday 9 th	Students Return/Classes Resume
Thursday 12 th	Report Cards Issued
Monday 16 th	Dr. Martin Luther King, Jr. Holiday (Schools & Offices Closed)
Tuesday 17 th	Classes Resume
Tuesday 31 st	End of 5 th Attendance Period (19 days) 19 days for students/21 days for teachers
February	
Wednesday 15 th	Progress Reports Issued
Monday 20 th	Presidents' Day (Schools & Offices Closed)
Tuesday 21 st	Classes Resume
Tuesday 28 th	End of 6 th Attendance Period (19 days) 19 days for students/19 days for teachers
March	
Tuesday-Friday 6 th – 9 th	3 rd Nine Weeks' Assessments End of 3 rd Nine Weeks
Monday-Friday 13 th – 17 th	Spring Break
Thursday 23 rd	Report Cards Issued
Friday 31 st	End of 7 th Attendance Period (18 days) 18 days for students/18 days for teachers
April	
Friday and Monday 14 th and 17 th	Good Friday and Good Monday
Tuesday 18 th	Classes Resume
Friday 21 st	Progress Reports Issued
Friday 28 th	End of 8 th Attendance Period (18 days) 18 days for students/18 days for teachers
May	
Friday, May 19 th and Monday, May 22 nd	Senior Examinations
Monday 22 nd -Thursday 25 th	4 th Nine Weeks' Assessments
Thursday 25 th	Students' Last Day of School (Dismissal 1:00p.m) End of 9 th Attendance Period (19 days)
Friday 26 th	Gentry High's Graduation Teachers' Last Day (23 days)
Saturday 27 th	Ruleville Central High's Graduation
Monday 29 th	Memorial Day (Schools & Offices Closed) / End of 9 th Attendance Period (19 days) / 19 days for students/20 days for teachers
June	
Thursday 1 st	Report Cards Mailed
Student Days-180 Teacher Days-187 Central Office Days- 234	Inclement Weather Days February 20, 2017- President's Day Holiday April 17, 2017- Good Monday

Student Handbook, version update June 2016
©2016 Sunflower County Consolidated School District
Hwy 49N 196 M.L.K. Drive / P.O. Box 70
Indianola, MS 38751 / (662) 887.4919
www.sunflower.k12.ms.us

The Sunflower County Consolidated School District Student Handbook, produced each year by the district and approved by the Board of Trustees, presents the policies and procedures concerning the Sunflower County Consolidated School District Code of Conduct. Each student is responsible for becoming familiar with the information contained in the Student Handbook.

Sunflower County Consolidated School District reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the Student Handbook. All students are encouraged to review the Student Handbook at the start of the academic year and as necessary throughout the academic year.

The Student Handbook may be accessed electronically on the Sunflower County Consolidated School District website. The information contained in the 2016–2017 edition of the Student Handbook supersedes all previous editions.

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Sunflower County Consolidated School District Board of Education

- Edward Thomas, District Area 2 President
- Emma Golden, District Area 1 Vice-President
- Melanie Townsend, District Area 5 Board Member
- Debra Johnson, District Area 3 Board Member
- Daisy Morgan, District Area 4 Board Member
- Dr. Debra Dace Superintendent
- Miskia Davis Assistant Superintendent

The Board of Education meets on the second Tuesday of each month at 6:00 P.M. unless otherwise posted.

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



Greetings Students and Parents,

On behalf of the Sunflower County Consolidated School District Board of Education and staff, I would like to take this opportunity to welcome you to the beginning of a new and exciting school year. As Superintendent of Schools, I am eager to build upon our successes and excited to meet our opportunities. Countless hours of preparation have gone into ensuring that this year improves upon last. The 2016-2017 school year will showcase our District's resolve and fortitude to comprehensively educate the youth of Sunflower County.

Our motto, "United for Excellence", is a consistent reminder that we need each other to achieve our collective goals. Aristotle once wrote, "We are what we repeatedly do; excellence is then a habit." Through uniting our efforts, pooling our resources, and committing to excellence, we will transform ourselves and every child will learn!

The purpose of this handbook is to provide you with important information pertinent to ensuring a safe learning environment for all stakeholders. I encourage both parents and students to review the entire handbook and use it as a reference throughout the school year.

If you ever have any questions or concerns regarding the contents of this handbook, please contact your principal.

A handwritten signature in cursive script that reads "Dr. Debra Dace".

Dr. Debra Dace, Superintendent of Schools

FOREWORD

On behalf of the teachers, staff and administration, we sincerely welcome you to the Sunflower County Consolidated School District (SCCSD). Whether this is your first year in our school district or your last, we know that the knowledge and experience you gain as a student will be both valuable and memorable.

This handbook is designed to offer information about all schools in the Sunflower County Consolidated School District. We hope it will assist new students in adjusting to their designated school and serve as a reminder of the school district's policies and procedures.

The goal of our school district is excellence, and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents and community. We solicit your cooperation in this venture and assure you that the result will be well worth the effort.

MISSION STATEMENT

The mission of the Sunflower County Consolidated School District is to serve our communities with effective schools, quality programs, and well prepared staff who equip our students to graduate potential.

NON-DISCRIMINATION POLICY

(IDDH Section 504 – Americans with Disabilities Act – Non Discrimination)

The SCCSD is an educational institution that admits students without regard to sex, age, race, color, creed, national/ethnic origin, or handicap, to all rights, privileges, and opportunities generally available to students. SCCSD does not discriminate on the basis of sex, age, race, color, creed, national/ethnic origin, or handicap in administration of any of its educational policies or programs including admissions, financial-aid, and athletics. This district is also an equal opportunities/affirmative- action employer and complies with all applicable laws and regulations including Title IX of the Educational Amendments of 1972, regarding nondiscrimination.

The SCCSD operates in compliance with provisions of the Family Education Rights and Privacy Act of 1974, as amended.

This school district is committed to providing all of its students, faculty, staff and visitors with equal access to its programs, events, and facilities. In compliance with Section 504 of the Rehabilitation Act of 1973, SCCSD has made reasonable modifications to its buildings and grounds which allow students and faculty, including those with limited visual or hearing impairments, equal access to the regular program objectives offered by the Sunflower County Consolidated Schools.

Persons wishing additional information about this policy or for assistance to accommodate individual needs or lodging any complaints or grievances should contact:

Gared Watkins
Sunflower County Consolidated Schools
P.O. Box 70
Indianola, MS 38751, or call (662) 884 - 1204

Dr. Debra Dace*Superintendent of Schools*

Hwy 49N. 196 MLK Drive • Indianola, MS 38751

Phone: (662) 887-4919 • Email: ddace@sunflower.k12.ms.us**DISTRICT AT A GLANCE**

Name	Department	Email	Phone
Dennis Barfield	Transportation Supervisor	dbarfield@sunflower.k12.ms.us	662.887.4919
Frankie Blackmon	Director of Federal Programs	fblackmon@sunflower.k12.ms.us	662.884.1200
Miskia Davis	Assistant Superintendent	mdavis@sunflower.k12.ms.us	662.884.1200
Kakawonda Hibbler	District Nurse	khibbler@sunflower.k12.ms.us	662.884.1200
Markricus Hibbler	Chief of Security	mhibbler@sunflower.k12.ms.us	662.887.1240
Marvin Hawkins	Maintenance Supervisor	mhawkins@sunflower.k12.ms.us	662.887.4919
Ellen Griffin	Child Nutrition Supervisor	egriffin@sunflower.k12.ms.us	662.884.1250
Li'Thesia Kent	District Testing Coordinator	lkent@sunflower.k12.ms.us	662.884.1200
Lillie Robey	Business Manager	lrobey@sunflower.k12.ms.us	662.887.4919
Dr. Valerie Simpson	Director of Special Projects & Personnel	vsimpson@sunflower.k12.ms.us	662.887.4919
Jorgell Jones	Director of Curriculum & Instruction	jjones@sunflower.k12.ms.us	662.884.1200
Nicole Andrews	Interim Dir. of Exceptional Ed	nandrews@sunflower.k12.ms.us	662.884.1200
Adoris Turner II	Public Relations Supervisor	aturner@sunflower.k12.ms.us	662.887.4919
Sylvester Washington	Technology Supervisor	sylwashington@sunflower.k12.ms.us	662.887.4919
Gared Watkins	Director of Organizational Support	gwatkins@sunflower.k12.ms.us	662.887.4919

SCCSD Principals' Staff Directory

School	Principal	Email	Phone
A.W. James Elementary	Barbara Akon	bakon@sunflower.k12.ms.us	662.745.8892
Carver Elementary	Julius Lucas	jlucas@sunflower.k12.ms.us	662.884.1250
East Sunflower Elementary	Sawanda Washington	sawashington@sunflower.k12.ms.us	662.569.3137
Gentry High	Randy Ball	rball@sunflower.k12.ms.us	662.884.1240
Indianola Academic Achievement	Brenda Singleton	brendasingleton@sunflower.k12.ms.us	662.884.1278
Indianola Career & Tech	Rosalind Johnson	rjohnson@sunflower.k12.ms.us	662.884.6000
Inverness Elementary	Khaliyah Ransom	kransom@sunflower.k112.msu.us	662.265.5752
James C. Rosser Elementary	Angela Winters	awinters@sunflower.k12.ms.us	662.246.5395
Lockard Elementary	Daphne Heflin	dheflin@sunflower.k12.ms.us	662.884.1260
Ruleville Central Elementary	Latosha Carroll	lcarrroll@sunflower.k12.ms.us	662.756.4276
Drew Hunter Middle	Tony Young	tyoung@sunflower.k12.ms.us	662.745.8940
Moorhead Middle	Tanya Rodges	trodges@sunflower.k12.ms.us	662.246.5680
Robert L. Merritt Junior High	Demond Radcliff	dradcliff@sunflower.k12.ms.us	662.884.1270
Ruleville Middle	Tommy Molden	tmolden@sunflower.k12.ms.us	662.756.4698
Ruleville Central High	Dr. Cassandra Winters	cwinters@sunflower.k12.ms.us	662.756.4757

SCCSD ADMISSION & REGISTRATION REQUIREMENTS

ADMISSION REQUIREMENTS *(JBC School Admission)*

Mississippi State Law requires that each student register with a **CERTIFIED** birth certificate, a **CERTIFICATE OF COMPLIANCE** (Form 121) and a **SOCIAL SECURITY CARD**. Form 121 must be picked up from the Health Department or clinic.

ALL parents and legal guardians must register your child(ren) for the 2016-2017 school year. The parent or legal guardian of a student seeking to enroll a student in the Sunflower County Consolidated School District must provide the school with at least two of the items numbered (1) through (10) below as verification of your address. **Any document with a post office box as an address will not be accepted. (Policy JBC)**

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver's license
6. Voter precinct identification
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official*
9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
10. Certified copy of filed petition for guardianship if pending and final decree when granted
11. Other (Bank Statement, check stub, State of MS ID)

***Those providing an affidavit must also complete a homeless package.**

Incoming Kindergarten Students – Prior Experience

The Mississippi Department of Education requires additional entry data for kindergarten students, including the name, location (address), and the type of program the child participated in when they were four years old. Types of programs include the following:

1. Licensed child care center – center licensed by Mississippi Department of Health
2. Family/friend care
3. Head Start
4. Home
5. Pre-k public
6. Pre-k private – private provider with a small group of students (not a licensed child care center)

7th GRADE IMMUNIZATION REQUIREMENT *(JGCB – Student Health Services Inoculations)*

All 7th graders are required to have an additional tetanus, diphtheria, and pertussis (Tdap) for school entry. The student will need to present an updated Form 121* on enrollment. Please contact your school principal, if you have any questions about this requirement. You can also access the Mississippi State Department of Health website for other immunization information.

*Certificate of Immunization Compliance (Form 121). This form **MUST** be signed by, a physician, nurse, or designee.

Military Affiliation: MDE requires the collection of data indicating whether the parent/guardian belongs to any military organization (Active Duty or National Guard).

ENGLISH LANGUAGE LEARNER *(IK Limited English Proficiency Instruction)*

The Local Education Agency (District) has the responsibility under the federal law to identify and serve students who are limited English speakers and need English instructional services. Given this responsibility, the LEA has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the LEA may conduct screenings or ask for related information about students currently enrolled in the school as well as from students who enroll in the LEA in the future.

The LEA has selected the Home Language Survey as the method to identify those students. The Home Language Survey must be administered to all students at enrollment.

SCHEDULE CHANGE

Sometimes it is necessary to change a student's schedule in emergency situations. **Students should speak with the principal and/or the counselor when these situations arise.**

WITHDRAWAL OF STUDENTS *(JBCD Transfers and Withdrawals of Students)*

The school should be notified at least two (2) days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office in elementary school and the counselor's office in the high school. All textbooks, library books, lunch payments and fines must be cleared before the student's record will be sent to another school.

SCCSD ATTENDANCE REGULATIONS & POLICIES

ATTENDANCE

(JBA Compulsory School Attendance/School Age)

In accordance with House Bill/1530 enacted during the 2013/legislative session, that amends section 37-13-91 of the Mississippi Code of 1972, provides that a compulsory-school-age child must be present 63% of his/her instructional day to be considered present for the entire day.

“Compulsory-school-age child” means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and has not attained the age of seventeen (17) years on or before September 1 of the calendar year and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.

EXCUSED ABSENCES

(JBD Attendance, Tardiness and Excuses)

The following will be accepted as excuses, when submitted according to policy, which is upon two (2) days of the student’s return. No Exceptions!

Sickness, Family Death, Doctor’s Appointment, Religious Holiday, and Court Proceedings

All excuses must be received within two (2) school days of the student's return.

APPROVED ABSENCES

When students are absent from school due to an illness, a doctor's statement should be submitted to the office upon the student's return. This statement should be taken to the office. A copy will be made and given to the student. The student will submit the excuse to his or her teachers so that they can sign the statement. The last teacher signing will return it to the office.

If a student is sick and does not go to the doctor, the parent or guardian should contact the school to notify the officials that his/her child is ill. Parents must submit a dated written excuse for all absences. Otherwise, the absence will be considered unexcused. ***All excuses must be received within two (2) school days of the students’ return.***

ATTENDANCE POLICY FOR SPECIAL EDUCATION STUDENTS

Attendance of special education students shall be governed by the student's Individualized Education Program (IEP).

TRUANCY

(JBAC Truancy)

Truancy is any intentional, unauthorized, or unlawful absence from the educational environment.

Truant – a student that has accumulated five (5) or more unlawful absences in a school year, excluding suspension and expulsion days.

Habitual Truant – a student who has accumulated twelve (12) or more unlawful absences, excluding suspension and expulsion days, in a school year, which shall result in the filing of a petition in a court of competent jurisdiction by the school attendance officer.

Disciplinary action shall be taken in such cases, beginning with notification of parents.

MAKE-UP WORK

(JBD Attendance, Tardiness and Excuses)

Procedure

After returning from an absence, a student has up to three (3) days to make up any work missed.

Students are required to make up all work missed due to any school activity. They are encouraged to obtain assignments prior to an absence.

Work missed from school due to disciplinary suspensions must be made up. (This procedure does not apply to the State Testing Program).

LEAVING SCHOOL BEFORE REGULAR DISMISSAL

Only parents, legal guardians, or adults on students' personal information records will be allowed to sign a student out. Students are required to spend 63% of the instructional school day at school in order to be counted present.

If returning to school on the same day as the special excuse, the student must report to the principal's office **IMMEDIATELY UPON HIS/HER ARRIVAL IN THE BUILDING**. If not returning until the following day, the student must report to the principal's office before returning to class with a written, signed excuse detailing the reason for leaving early.

SCCSD K-2 TARDY POLICY

Parents of students in grades K-2 who receive three (3) unexcused tardiness will be required to attend a conference with the principal or the principal's designee. Upon receiving four (4) or more unexcused tardies, the student will be placed in ISS (if available) and the truancy officer will be contacted. *(See Mississippi Compulsory School Attendance Law, MS Code; 37-13-91 or SCCSD Policy JBD.)*

SCCSD 3-12 TARDY POLICY

The practice of being prompt is considered to be an acquired habit which enhances students' abilities to succeed in adult life. Students who are not in the classroom and not involved in the instructional process cannot achieve at the same level as the student who is present and involved. In addition, students who are tardy disrupt the instructional process for other students in the class when they arrive late to class. Tardiness, both to school in the morning and to each class, is harmful to the instructional process. Tardiness should be reported to the office daily, and consequences are based on cumulative tardiness computed on a nine (9) weeks basis. At the end of each nine (9) weeks, the students' tardiness began a new cycle based on the tardy infraction discipline scale. Students arriving after the official beginning of a class are tardy. *(see Mississippi Compulsory School Attendance Law, MS Code; 37-13-91 or SCCSD Policy JBD.)*

Students who are truant will be referred to an administrator who has the option of placing the student in the In-School Suspension (ISS) or suspension from school. (*see Mississippi Compulsory School Attendance Law, MS Code; 37-13-91 or SCSSD Policy JBAC.*)

If detained in the office or by a teacher, a student must receive a note before going to the next class to avoid being considered tardy or truant. Students are considered truant if they are unaccountably absent from any class – in excess of 10 minutes – or leave campus without proper authorization. The school does not accept any reason for being tardy to nor absent from school for students who ride to/from school in/on a private vehicle.

The following procedure will be administered to students in grades 3-12:

1-2 Tardy	Verbal Warning
3 rd Tardy	Letter to Parent/Guardian
4 th Tardy	Parent Conference
5 th Tardy	1 day ISD
6 th Tardy	1 day ISD
7 th Tardy	2 days ISD
8 th Tardy	2 days ISD
9 th and above	3 days ISD

In grades K-12, exceptions will only be allowed for a late bus or an excused tardy approved by the principal. The tardy consequences will start over at the beginning of each nine week period.

SCCSD DRESSING & GROOMING POLICIES

MANDATORY UNIFORM POLICY *(JCDB Dress Code for Students)*

SCCSD has adopted a mandatory uniform policy for all students in grades (K-12). Each year the District Uniform Committee, consisting of a principal, parent coordinator, counselor, teachers, parents and students representing each school, meets to assess the mandatory uniform policy and makes recommendations to modify it as deemed appropriate. Each school is allowed to decide the color of uniform for that school.

Uniforms are to be worn at all times with the only exception to be when students are away from school the entire day for a field trip.

Research indicates that a school uniform policy enhances school safety, improves the learning environment, reduces tension, bridges social-economic differences between children, promotes good behavior, improves children's self-respect, self-esteem and reduces costs for participating families. Based on the benefits associated with wearing school uniforms, SCCSD fully supports the implementation of the **MANDATORY UNIFORM POLICY for ALL STUDENTS in grades (K-12).**

UNIFORM COLORS

The following uniform colors were adopted for the **2016-2017** school year.

Ruleville Central High School:

9th - Navy blue polo style tops with collar (daily)

10th - Gold polo style tops with collar (daily)

11th - Green polo style tops with collar (daily)

12th - White polo style tops with collar (daily)

All students will wear khaki or navy bottoms daily

Ruleville Middle School:

Monday– Friday - Maroon polo style top with collar/khaki or navy bottom

Moorhead Middle:

Monday-Friday—Gold polo style top with collar/khaki or navy bottom

Drew Hunter Middle School:

Monday- Friday – Royal blue polo style top with collar/khaki or navy bottom

Inverness:

Monday- Friday—Burgundy polo style top with collar/khaki or navy bottom

James Rosser:

Monday-Friday—Emerald green polo style top with collar/khaki or navy bottom

East Sunflower:

Monday-Friday—Hunter green polo style top with collar/khaki or navy bottom

Ruleville Central Elementary:

Monday-Friday—Green polo style top with collar/khaki or navy bottom

A.W. James Elementary:

Monday—Friday – Navy blue polo style top with collar/khaki or navy bottom

Lockard Elementary:

Monday-Friday – Navy polo style top with collar/khaki or navy bottom

Carver Elementary:

Monday-Friday – Red polo style top with collar/khaki or navy bottom

Merritt Junior High School:

Monday-Friday – Gold polo style top with collar/khaki or navy bottom

Gentry High School:

Monday-Friday – Burgundy polo style top with collar/khaki or navy bottom

DRESS CODE (*JCDB Dress Code for Students*)

We believe that it is our responsibility to encourage students to be neat and well groomed. In order for us to avoid having a stringent dress code, students and parents must exercise some degree of responsibility in the matter of dress.

1. ALL tops must be polo style with a collar (This does not mean “Polo” brand.) If the shirt has a logo/symbol, the emblem must be no larger than a quarter. (“Chaps”, “Polo”, and “Aeropostale” logo/symbol sizes are examples of the appropriate size of the emblem, but no larger.)
2. Absolutely NO leggings, jeggings, tights, stretch pants, skinny jeans, etc.
3. Khaki or **Khaki-Colored Pants**/Navy or **Navy-Colored Pants**- fitted so as not to fall below the waist.
4. Rompers, jumpers, and/or skorts are allowed ONLY up to 5th grade.
5. **Large belt buckles cannot be worn.**
6. Student are allowed to wear shoes of any color. Both shoes must be of the same pair as purchased.
7. Sandals, clogs, flip flops, ballerina shoes, slide-ins, fish-net slippers, house shoes, open-toe sandals, crocs, rubber shoes, jelly shoes, open back shoes, mules, etc. **WILL NOT BE** permitted. Shoes must be closed heel and toe.
8. Male students will not be permitted to wear earrings, nor necklaces that contain medallions that are larger than a quarter.
9. Male and female students will not be permitted to wear nose rings, navel rings, tongue rings or other visible body piercings. The earrings for female students can be no larger than a quarter.
10. Wristbands and headbands are not to be worn in the school building.
11. Hats, hair rollers, head wraps, bandanas, and “Do-Rags” are not to be worn in the school building.
12. Use of dark glasses inside the building is limited to students with medical prescriptions.
13. Coats, sweaters, and windbreakers of any color can be worn to school. The coat, sweater, or windbreak must be unzipped when student is inside the building whereas the uniform polo style shirt is visible.
14. Any accessory or clothing item that advertises drugs, alcoholic beverages, tobacco products, obscene language/gestures and/or bullying shall not be permitted.
15. **No house slippers** are to be worn without a Doctor’s excuse.
16. Uniform shirts shall be appropriately buttoned and worn inside pants. Belts shall be worn and buckled if pants have belt loops; straps, when worn shall be fastened.
17. Midriffs shall not be exposed.
18. Tank tops, muscle shirts or halter-tops shall not be allowed.
19. Apparel worn above the knee shall, at the bottom, exceed no more than four (4) inches above the top of the knee when standing. No cut-offs shall be worn.
20. No see-through clothing may be worn.
21. Excessively tight or revealing clothing is prohibited.
22. All pants or shorts must be worn at or above waist level.
23. All visible tattoos must be covered.
24. Mouth pieces/jewelry/teeth coverings will not be allowed.
25. The SCCSD encourages appropriate hygiene maintenance for all students so that a safe, healthy, and clean environment is created.

NOTE: Parents will be notified in writing if there is to be any deviation from the District adopted uniform dress code.

SCCSD

Disciplinary

Guidelines

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

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

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian. During the conference, the disruptive behavior will be discussed and an agreement will be reached that no further disruption will be tolerated. **The conference may be in person, by telephone, by e-mail or other written communication.**

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

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

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

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

SCHOOL SAFETY (*JD Student Discipline*)

1. A parent, guardian or custodian of a compulsory school-age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons. Legal action may be taken if necessary to ensure responsibility is taken by the appropriate persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph I of this subsection, or for any other discipline conference regarding the acts of the child.
3. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district who refuses or willfully fails to attend such discipline conference specified in paragraph I of this section may be summoned by proper notification by the Superintendent of schools or the school attendance officer and be required to attend such discipline conference.

4. A parent, guardian or custodian of a compulsory-school-age child enrolled in the public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. As an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of conduct and discipline policies of the school district.

STAFF PROTECTION

(GAEA Staff Protection)

SCCSD will be diligent in its protection of all employees from physical or psychological abuse. Personnel are also protected by Section §37-11-21 of the Mississippi Code. It will be the policy of the school district to interpret this statute to include any striking, assaulting or physical attack, as well as verbal abuse or insult. Persons guilty of assault upon a superintendent, principal, teacher, bus driver or other personnel may be fined up to \$5,000.00 and imprisoned for up to 30 years.

MS CODE- §37-11-21, §97-3-7

DISCIPLINE POLICIES AND PROCEDURES

(JDA Discipline Plan)

(JD Student Discipline)

PURPOSE:

Discipline is a concern of parents, teachers, and administrators in all school settings. The goal of discipline is to assist students in the conscious development of self-discipline and self-direction to socially desirable ends. Teachers and administrators are responsible for student behavior at school. Without parental cooperation and assistance, our efforts will be less than fully successful. In disciplining of students, a fair approach will be used, always keeping in mind that self-discipline and self-direction are the goals toward which we want students to work.

Students are to understand that when they are at school, they must respond appropriately to all adults. All adults are given the responsibility of ensuring appropriate student behavior. If an adult speaks to a student or asks a student to do something, it is expected that the student will respond appropriately. The student will answer the adult's questions politely and will follow directions that are given. The student is expected to respond in a respectful and appropriate manner. Teachers and staff will treat students with courtesy and respect.

All students in our district are expected to conduct themselves in accordance with the policies and rules of conduct set forth at the district and building levels. The school administration has the right to adjust the disciplinary action based on the severity of the infraction. Should a student fail to follow established rules, the following procedures will be used:

SCCSD INFRACTION/CONSEQUENCE LADDER

Major Rule Infractions

Absolutely NO fighting will be tolerated at school, on the school bus, at bus stops, or at sporting events. Any student involved in a fight will receive the recommended consequences in the Sunflower County Consolidated School District's Discipline Policy.

MAJOR INFRACTIONS	CONSEQUENCES
Assault on a school employee	Expulsion for the remainder of the school year or one calendar year and legal action.
School Safety Act-Foul, profane, obscene, threatening, defiant, or abusive language or action toward teachers or other school employees.	1 st Offense: 5 days OSS 2 nd Offense: 10 days OSS up to expulsion (Due process is offered) <i>The building level administrator has the autonomy to administer consequences to students based on investigative information received and each individual circumstance.</i>
Ridicule or verbal attack that creates an unsafe environment, willful, deliberate or overt acts of disobedience of a teacher or other school employee that creates an unsafe environment.	1 st Offense: - 5 days OSS 2 nd Offense: -10 days OSS up to expulsion. (Due process is offered) <i>The building level administrator has the autonomy to administer consequences to students based on investigative information received and each individual circumstance.</i>
Actions that cause a total disruption to the school environment (bomb threat, stated or written plans to harm students, school personal, and/or destroy school property).	1 st Offense: - 5 days OSS up to expulsion, to include legal action. <i>The building level administrator has the autonomy to administer consequences to students based on investigative information received and each individual circumstance.</i>
Weapons or drug possession; any attempt to carry or use a weapon/drugs on campus. A weapon is defined as any foreign object with the intent to cause bodily harm. Ex. Guns, BB Guns, slingshots, knives, pocket knives, chains, sharp edged combs, Tasers, etc. (The district conducts random searches)	10 day OSS and a recommendation of expulsion with potential legal action.
Tobacco use or possession of tobacco products	10 day OSS and a recommendation of expulsion with potential legal action.
Possession, sale, use or transmission of alcohol and/or any type of controlled substance (prescription drugs or over the counter medicine, etc.)	10 day OSS and a recommendation of expulsion with potential legal action.
Fighting on campus/bus/walking to and from school The district reserves the right to assign long term suspension or expulsion in cases where three or more students are involved in a fight as the initial consequence.	1 st Offense: 5 days OSS 2 nd Offense: 10 days OSS 3 rd Offense: 10 days OSS and recommendation for expulsion. <i>The building level administrator has the autonomy to administer consequences to students based on investigative information received and each individual circumstance.</i>

Provoking or trying to provoke a fight; gathering to watch a fight. (Presence prohibits others from intervening and contributes to the disruption).	1 st Offense: 5 days OSS 2 nd Offense: 10 days OSS 3 rd Offense: 10 days OSS and recommendation for expulsion.
Fighting at extracurricular activities The district reserves the right to assign long term suspension or expulsion in cases where three or more students are involved in a fight as the initial consequence.	1 st Offense: 5 days OSS and suspension from extra-curricular events for the remainder of the school year.
Recording/posting fights on social media/web	Refer to social media policy (attached)
Sexual harassment/Sexual misconduct (See reporting procedure below).	1 st Offense: 10 days OSS with recommendation for expulsion <i>The building level administrator has the autonomy to administer consequences to students based on investigative information received and each individual circumstance.</i>
Hate Crimes	10 Days OSS and Recommendation for expulsion and report of incident to the proper authorities.
Gambling (All money will be confiscated and placed in the school's activity fund when students are caught gambling on campus).	1 st Offense: 5 days OSS 2 nd Offense: 10 days OSS 3 rd Offense: 10 days OSS and recommendation for Alternative School *Students are subject to a 10 day suspension for refusal to comply with a gambling investigation.
Gang Activity (flashing gangs' signs, excessive gathering/intimidation, and gang symbols on person or property).	1 st Offense: 3 days OSS 2 nd Offense: 5 days OSS 3 rd Offense: 10 days OSS and recommendation for Alternative School
Electronic Devices – cell phones, pagers, MP3 Players, iPods, iPads, Radios, Video Games, CD and Laser Pointers are prohibited. *Refusal to turn over the electronic device will result in 5 days OSS and progression on the cell phone consequence ladder. The district will not be responsible for any items left for more than 30 days. **Cell phones used for malicious intent will be confiscated for the remainder of the year (cheating, fighting, sexual misconduct, recording teachers, etc.)	1 st Offense: At the end of the day, the parent or guardian may retrieve the device and must sign a form stating that they understand the consequences of misusing electronic devices. 2 nd Offense: Confiscation and \$50 fine. Device released only to parent or guardian. 3 rd Offense: Confiscation and \$75 fine. Device released only to parent or guardian. 4 th Offense & beyond: Confiscation of device until the end of the school year.
Stealing *Restitution or return for school property only.	1 st Offense: 1 – 3 days OSS 2 nd Offense: 3 - 5 days OSS 3 rd Offense: 5 - 10 days OSS and referral to alternative school.
Vandalizing or defacing school, staff, or student property	3-5 days OSS and restitution (school property only), legal action possible.

If a student is sent to the Alternative School for the remainder of year or during 4th nine weeks he/she will not be allowed to participate in Commencement Events. If he/she is suspended from campus or assigned to Alternative School, he/she is not allowed to go to any other campus or properties owned by the district.

NOTE: Sexual harassment or harassment is any form of unwelcomed or unwanted advances, request for sexual favors and any other verbal, visual or physical conduct of an intimidating or sexual nature which interferes with any employee's right to work and a student's right to a public education in an environment free of intimidating, hostile or offensive activities. In the event of such an offense the following steps will be followed:

1. Report the incident to a teacher, administrator, or guidance counselor immediately.
2. The report may be verbal or written. It does not have to be in writing.
3. The parent(s) of the students involved will be notified of the offense.
4. School officials will investigate all reports.

MINOR INFRACTIONS	Minor Rule Infractions CONSEQUENCES
Misbehavior in class	1 st Offense- Student/teacher/parent conference 2 nd Offense- 3 days ISD OR Corporal Punishment, Parent Conference 3 rd Offense- 5 days ISD OR Corporal Punishment
Dress Code Violation	1 st Offense- ISD for remainder of day OR Corporal Punishment 2 nd Offense- 2 days ISD OR Corporal Punishment 3 rd Offense- 2 days OSS
Cutting a Class	1 st Offense -Parent/Teacher/Student Conference & 1 day ISD OR Corporal Punishment 2 nd Offense - 2 days ISD, parent Conference or Corporal Punishment 3 rd Offense- 3 - 5 days ISD, parent conference
Cutting School	1st Offense- Parent/Teacher/Student Conference & 2 days ISD OR Corporal Punishment 2 nd Offense- 3 days ISD, Parent Conference 3 rd Offense – 5 days ISD, Parent Conference
Cutting After-School Detention	1 day ISD OR Corporal Punishment
Cutting a teacher's detention	1 day ISD OR Corporal Punishment
Cheating	Grade of zero (0) will be assigned with an opportunity to receive a grade of no higher than a 65 when a revised assignment or test is resubmitted within five days of the infraction.
Being in an unauthorized area	*See Cutting Class and Cutting School consequences. If a child is in an unauthorized area (meaning that the child is not where he/she is scheduled to be) and does not have a hall pass, the student will be considered cutting.
School Bus Infractions (other than fighting)	1st Offense- 3 day suspension from bus and parent conference 2nd Offense- 5 day suspension 3rd Offense- Suspension from the bus for a semester 4th Offense- Suspension from the bus for the remainder of the year

MINOR INFRACTIONS	CONSEQUENCES
Insubordination & disrespect	1 day ISD OR Corporal Punishment
Inadequate supplies for class (book, paper, writing utensil, etc.)	Contact Parent
Hall Pass Violation	1 day ISD OR Corporal Punishment
Littering	Students will be required to pick up their trash and if refusal see insubordination
Lying	1 day ISD OR Corporal Punishment
Forgery	3 days ISD OR Corporal Punishment
Cutting line in cafeteria	Must go to the end of the line
Profanity on campus Inappropriate language (use of profanity, sexually or racially)	1 st Offense- Parent/Teacher/Student Conference 2 nd Offense- 3 days ISD OR Corporal Punishment 3 rd Offense- 3-10 days ISD
Automobile/Parking Violations (*Automobile must be registered with the school and proof of license and insurance must be paid.)	1 st Offense - \$5.00 Fine & Student/Parent Conference 2nd Offense - \$10.00 Fine 3rd Offense- \$15.00 fine 4th Offense- Suspension from parking on campus for the remainder of the year *Parking privileges will not be restored until student's fine is paid.
Technology Violation - Technology violations include but not limited to inappropriate use of computers and internet services such as e-mails and social medias. See also Technology Code of Conduct.	1st Offense- 3 days ISD & Parent 2nd Offense- 5 days ISD 3rd Offense- 3 days OSS 4th Offense- 5-10 days OSS & possible referral to alternative school
Sleeping in class	1 st Offense- Parent/Student Conference 2 nd Offense- Refer to Parent Assistance Program
Possession of gambling paraphernalia (cards, dice, dominos, etc.) *All gambling paraphernalia will be confiscated	1st Offense- Warning 2nd Offense- 3 days ISD 3rd Offense- 5 days ISD 4th Offense- 3 days OSS

Restraint Policy (*JCBA Conduct: Student Restraint*)

In accordance with MS Code 37-9-69 and 37-11-57, instructional and other staff may be called upon to intercede with situations wherein students may be displaying physically violent behavior or non-compliant behavior. District policy positively prohibits the use of excessive force, or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques to control and restrain a student when they have reasonable belief that:

- The student is a danger to himself
- The student is a danger to others
- To prevent the destruction of property

- If the student refuses to move from one location to another after being ordered to do so, use of restraint will be preceded using the following guidelines:
 - Ask for assistance from other staff
 - Ask for student to comply
 - Advise the student they will be restrained if behavior does not cease
 - Order the student to desist in the behavior
 - Restrain the student

These steps are not meant to prevent immediate restraint if so warranted. Restraint is to be applied only until compliance is met and student is no longer a danger or is compliant.

***** The building level administrator for grades K-12 has the autonomy to administer consequences to students based on investigative information received and each individual circumstance.**

NOTE: Students assigned out-of-school suspension (OSS) will not be allowed on any school grounds during the school day or at extracurricular events throughout the duration of the suspension. Students assigned to the Alternative School are prohibited from being on campus or participating in any and all extracurricular activities within the Sunflower County Consolidated School District.

A student may be suspended or expelled for other conduct which is in violation of the rules contained herein and which occurs in the school or on school property, on the road to and from school, or at any school- related activity or event when such conduct by a student, in the determination of the principal, renders that pupil's presence in the classroom a disruption to the educational process as a whole. More specifically, fighting which occurs off the school premises before school commences for the day, on property adjacent to or within approximately 250 yards of the school, bears a reasonable relation to, and may endanger the health, safety, and morals of other students. Moreover, such conduct has a direct and immediate tendency to influence the conduct of other pupils in the school, to set at naught the proper discipline of the school, to impair the authority of school authorities, and threatens safety and well-being of other students and teachers.

The Sunflower County Consolidated School District finds it necessary to discipline students for this kind of conduct that occurs outside of school hours and outside of school property.

DUE PROCESS

(JCAA Due Process)

Parents will be called AND notified in writing regarding a child's discipline infraction and consequence for ISD/OSS. A conference will be scheduled as necessary. If a parent disagrees with the discipline decision, the parent may request a hearing before a discipline committee in the case of an Out of School Suspension that is greater than three (3) days. They may request a hearing before a hearing officer in the event of a recommendation of expulsion. No hearing will be given for ISD.

OSS carries with it a loss of days from school and all assignments must be completed and submitted upon return. It is the student's responsibility to obtain all assignments. All assessments must be made up within five (5) days of return.

While a student is in detention or on suspension (ISD or OSS), the student may NOT participate in any school related activities, co-curricular or extracurricular, practices, or school sponsored events. The ISD teacher will print out a daily ISD roll for the Athletic Director, Coaches, and other leaders of such activities so that this may be monitored. Students cannot remain in ISD over seven (7) days. After seven days, a conference with the parents will be required and a referral for OSS will be made.

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 student or for the board. The following procedures provide notice and opportunity to be heard in such matters. (*District policy JCAA*)

STEP ONE: INITIAL FORMAL HEARING

Applies to: Suspensions of 3 days or less (will not have a hearing)
 Suspensions of 4-10 days
 Suspensions of 11 days or more (must be approved by Superintendent)
 Recommendations of Expulsions
 Denials of admission

STEP TWO: APPEAL

Applies to: Suspensions of 4 days or more
 Expulsions
 Denials of admission

STEP THREE: REVIEW BY THE SUPERINTENDENT (Optional)

 Suspensions of 4 days or more
 Expulsions
 Denials of admission

STEP FOUR: REVIEW BY THE BOARD

 Suspensions (only upon request by parents)
 Expulsions
 Denials of admission

After three major disciplinary infractions the student should be referred to the counselor and/or a Tier 2 Intervention. After the second OSS referral, a functional behavioral assessment and behavioral plan should be initiated by the Teacher Support Team.

CORPORAL PUNISHMENT

(JDB Corporal Punishment)

Corporal punishment administered by a principal, assistant principal or his/her designee is an option in the disciplinary program of the SCCSD and will be administered in the principal's office in accordance with the policy of the district.

Corporal punishment will not be administered to students whose parent(s)/guardian(s) submit written objection. In such cases, when a discipline infraction occurs, parents will be notified immediately.

PROCEDURES WHEN DISCIPLING CHILDREN WITH DISABILITIES:

Authority of Director of Exceptional Education in accordance with SPED Guidelines

§300.530

Case-by-case determination

School personnel may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct.

General

To the extent that they also take such action for children without disabilities, school personnel may, for not more than ten (10) school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting (which must be determined by the child's IEP Committee), another setting, or suspension. School personnel may also impose additional removals of the child/children of not more than ten (10) school days in a row in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement.

Once a child with a disability has been removed from his or her current placement for a total of ten (10) school days in the same school year, the school district must, during any subsequent days of removal in that school year, provide services.

ELECTRONIC DEVICES *(JE Cell Phone/Electronic Devices)*

Cell phones or electronic devices are not permitted on school property (ie, buses, buildings, etc.)

DISCIPLINARY ACTIONS

PARENT MONITORING/CONFERENCE

In order to establish effective school discipline, principals shall have the authority to require parent monitoring for the remainder of the school day. This is for observation purposes only, not for parental participation. Such placement shall not be construed as a suspension of child.

STUDENT DETENTION FOR DISCIPLINE OR MAKE-UP DURING SCHOOL DAY

Student detention may be arranged by the principal. Detention must be served the next day. Failure to serve assigned day (s) will result in student being placed in ISD the next day.

DETENTION/SUSPENSION (*JDD Suspension*) (*JDC Detention of Students*)

Suspension is a forfeiture of participation in regularly scheduled school activities for no more than ten (10) school days, including all extra-curricular activities. Students may be assigned to either in-school detention or out-of-school suspension. ***In all cases, parents/legal guardians must come to the school for a personal conference with the designated school administrator before the student will be allowed to return to classes (NO EXCEPTIONS).***

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

For suspension of a special education student(s) see the section of this handbook entitled Special Education of this handbook or contact the Special Education Director if you have specific questions about Special Education.

IN-SCHOOL DETENTION

In-school detention may be offered as a possible alternative to out-of-school suspension based upon the discipline program of the school.

In School Detention (ISD) Rules for Students ISD students are to report to the office as soon as they arrive on campus. Students arriving after 7:30 A.M. may receive an additional day in ISD and/or other consequence (s) assigned by authorized personnel or the administration. Students who are absent from ISD must present an excuse to authorized personnel or administration. Only the administration can validate a student's excused absence from the ISD program. Students must make up days missed from an ISD assignment. All students are to sign in and out every time they enter the ISD room. Students will receive monitored daily breaks where they will take turns using the restroom and getting water. Students will be served lunch at a time and place determined by the building administrator in accordance to the nutritional guidelines. While in ISD, the SCCSD discipline policy remains the standard that governs behavior. A letter will go home to the parents/legal guardians outlining ISD stipulations.

OUT OF SCHOOL SUSPENSION (OSS)

A student may be suspended for up to ten (10) days for misconduct and disobedience. If you are suspended from school, you may not be on any school campus within the District. Additionally, while serving a suspension or expulsion, students are prohibited from attending any day or night functions occurring on any school campus of the District.

DISCIPLINE PLANS *(JDA Discipline Plan)*

All discipline plans of school districts shall include, but not be limited to, the following:

- a. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
- b. A parent, guardian or custodian or a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection; and
- c. A parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in paragraph (b) of this subsection.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined as provided under state law.

Any public school district shall be entitled to recover damages as provided under applicable state law, plus necessary court costs, from the parents of any minor who maliciously and willfully damages or destroys property belonging to such a school district. However, this section shall not apply to parent(s) whose parental control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

Any student who willfully vandalizes any equipment in school facilities laboratories or classroom will be responsible for the cost of replacing that item, and is subject to prosecution. Any student caught cheating by logging on and completing another student's work in a learning laboratory will be subject to suspension and possible expulsion.

POLICE OR FIRE DEPARTMENT REFERRALS *(JCBF Reporting of Unlawful or Violent Acts)*

Acts that are illegal under the Mississippi Code for Safe Schools or any other unlawful act (s) will be reported to the local police/fire department. This referral does not, however, forgo the school's disciplinary action for the same incident.

EXPULSION *(JDE Expulsion)*

In cases of repeated or extreme antisocial or illegal behavior, the principal may recommend that expulsion proceedings be initiated. Expulsion is the total exclusion of the student from participation in or attendance at any school-related activity. Special education services shall be provided for special education students. Services will be determined by the IEP Committee. The Superintendent has the sole authority to expel a student for one (1) calendar year. A student who has been expelled from the SCCSD must apply in writing for possible readmission.

MAKE-UP WORK (*JDD Suspension*)

Graded work missed during the time of suspension should be made up at a time designated by the administration. Students shall have the right to make-up all work missed as a result of suspension. In the event the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as would be necessary to complete the course of instruction for that semester or term, provided that all work is completed after the regular school day. All assessments must be made up within five (5) days of return.

PARENTAL ASSISTANCE PROGRAM

Parents of students who are having serious disciplinary problems may be asked to come to the school and attend classes with their children for the entire day or longer until progress is made toward modifying the discipline problem that is exhibited.

The Sunflower County Consolidated School District considers threats, and offensive/negative language directed towards other students, faculty or staff via the internet or any type of communications device as bullying. Awareness and education are provided to all students regarding the seriousness and consequences of such behavior.

Major Infractions: Threats directed via the media to cause or inflict harm Gang-related communication via text or email. **See Social Media Policy**

Consequences:

- Written warning
- 5 days In-School Detention (ISD)
- 3 day Out-of-School Suspension (OSS)
- Loss of internet privileges
- Community service and education related to bullying
- Alternative placement and/or recommendation for expulsion
- Referral to local authorities

NOTE: * Severity of the infraction may require a case by case application of listed consequences

HARASSMENT PROHIBITED (*GBR Sexual Harassment*)

This school district affirms employee protection provided under Title VII, and therefore, shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Name of District: SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT Name of Policy: DISCIPLINE PLAN	Policy Number: JDA
	Adopted: June 30, 2014

DISCIPLINE PLAN

1. The superintendent shall develop a discipline plan which, upon board approval, shall be implemented and distributed to each student enrolled in the SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT. The parents, legal guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline plan.
2. All discipline plans shall include, but not be limited to, the student code of conduct required by Policy JCB and the following statements:
 - a) A parent, guardian or custodian of a compulsory-school-age child enrolled in the Sunflower County Consolidated School District shall be responsible financially for his or her minor child's destructive acts against school property or persons;
 - b) A parent, guardian or custodian of a compulsory-school-age child enrolled in the Sunflower County Consolidated School District may be requested to appear at school by the school attendance officer or an appropriate school official, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
 - c) Any parent, guardian or custodian of a compulsory-school-age child enrolled in the Sunflower County Consolidated School District who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
 - d) A parent, guardian or custodian of a compulsory-school-age child enrolled in the Sunflower County Consolidated School District shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed an amount as provided by law.
4. The Sunflower County Consolidated School District shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor - 17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.
5. The Sunflower County Consolidated School District's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

The school board shall have its discipline plan and student code of conduct legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.

LEGAL REF.: MS Code §37-11-53 (Supp. 2001)

CROSS REF.: Policies JCA- Student Conduct / CB Code of

SCCSD

SAFETY CONCERNS

UNSAFE SCHOOL CHOICE OPTION *(JGFA School Choice for Unsafe Schools)*

The SCCSD adopts the following State Board Policy as District policy.

STATE BOARD POLICY

This policy addresses Certification of Compliance with Unsafe School Choice Option Requirements.

The following definitions apply to this policy:

A "persistently dangerous school" is a public school other than a charter school in which the conditions during the past two school years continually exposed its students to injury from violent criminal offenses and it is:

- (i). an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two consecutive school years; or
- (ii). an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1000 (7.5 or more per 100 students) in two consecutive school years; and

"Violent criminal offenses" are the following crimes reported in Mississippi Student Information System:

Simple or Aggravated Assault as defined in Section §97-3-7 of Mississippi Code Annotated 1972, as amended,

Homicide as defined in Sections §97-3-19, §97-3, 27, §97-3-29, §97-3-35, §97-3-37, and §97-3- 47 of the Mississippi code Annotated 1972, as amended,

Kidnapping as defined in Section §97-3-53 of the Mississippi Code Annotated 1972, as amended,

Rape as defined in Sections §97-3-65 and §97-3-71 of the Mississippi Code Annotated 1972, as amended,

Robbery as defined in Sections §97-3-73, §97-3-77 and §97-3-79 of the Mississippi Code Annotated 1972, as amended

Sexual Battery as defined in Section §97-3-95 of the Mississippi Code Annotated 1972, as amended,

Mayhem as defined in Section §97-3-59 of the Mississippi Code Annotated 1972, as amended,

Poisoning as defined in Section §97-3-61 of the Mississippi Code Annotated 1972, as amended,

Extortion as defined in Section §97-3-82 of the Mississippi Code Annotated 1972, as amended,

Stalking as defined in Section §97-3-107 of the Mississippi Code Annotated 1972, as amended, and

Seizure and Forfeiture of Firearms as defined in Section §97-3-110 of the Mississippi Code Annotated 1972, as amended.

Whenever the State Board of Education has information that a school meets the criteria described in paragraph 1.a (i) or 1.a (ii), the State Board of Education shall provide the local district the opportunity to report on conditions in the school. After consideration of that report and consultation with a representative sample of local educational agencies, the State Board of Education shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it retains that designation for at least one school year.

Students assigned to a school which the State Board of Education has determined to be persistently dangerous shall be allowed to attend another school in the LEA which is not designated a persistently dangerous school, provided there is such a school in the LEA which offers instruction at the student's grade level.

Any student who is the victim of a violent criminal offense, committed against him or her while he or she was in or on the grounds of the public school, that he or she attends, shall be allowed to choose to attend another school in the LEA which is not designated a persistently dangerous school; provided there is such a school in the LEA which offers instruction at the student's grade level. Student must request transfer within 30 days of the violent criminal offense.

Local school systems shall establish a process for assuring any students who has the right to transfer from a school under this policy is allowed to transfer to a school in the LEA, which is not persistently dangerous. The process must be included in the system's Safe School Plan.

The LEA shall report each student transfer effected pursuant to this policy to the State Board of Education in the Mississippi Student Information System.

UNSAFE SCHOOL CHOICE POLICY - Each state receiving funds under the Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by state law while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school.

CERTIFICATION- As a condition of receiving funds under this Act, a State shall certify in writing to the Secretary that the State is in compliance with this section.

STAFF PROTECTION

SCCSD will be diligent in its protection of all employees from physical or psychological abuse. Personnel are also protected by Section §37-11-21 of the Mississippi Code. It will be the policy of the school district to interpret this statute to include any striking, assaulting or physical attack, as well as verbal abuse or insult. Persons guilty of assault upon a superintendent, principal, teacher, bus driver or other personnel may be fined up to \$5,000.00 and imprisoned for up to 30 years. MS CODE- §37-11-21, §97-3-7

TOBACCO/DRUG AND ALCOHOL USE

(JCDAC Drugs and Alcohol (Possession or Reasonable Suspicion))

No student attending any school in this district shall be permitted to carry upon his/her person or in any manner or have in his/her possession in any way alcoholic beverages or illegal drugs, possession of and/or use of any controlled substance with the intent to sell or distribute including but not limited to cocaine, heroin, marijuana, amphetamines, alcohol, tobacco or any derivative of the above or being under the influence of alcohol will result in automatic suspension with recommendation or expulsion and referral to proper authorities for legal action. SB 2644 prohibits smoking or the use of chewing tobacco or any other tobacco products in any indoor or outdoor facility or within 100 feet of any such facility in Mississippi during anytime that persons under the age of 18 are engaged in an organized athletic event in the facility.

ASBESTOS MANAGEMANT PLAN

All schools in the SCCSD have been inspected to determine the presence of asbestos-containing building material in our schools. As a result of this inspection, an Asbestos Management Plan has been developed. This plan is on file in the Office of the Superintendent of Education, which is located 196 Martin Luther King, Indianola. The Plan is available for inspection by any interested parties between the hours of 8:30 a.m. and 4:00p.m. Monday through Friday.

FIRE AND TORNADO DRILLS

(EBBC Emergency Drills)

Fire, tornado and other safety drills are held at irregular intervals throughout the school year.

Remember the basic rules:

1. Check the instructions in each classroom (they are posted) indicating what one should do in case a fire or tornado should occur.
2. Walk.
3. Do not talk.
4. Move quickly and quietly to designated area.

SEVERE WEATHER

Parents are urged to take time to explain to their children how they are to get home from school in case of rain or other bad weather.

The building principal or designee will inform students of safety precautionary measures to take during severe weather.

ACCIDENTS AND ILLNESS AT SCHOOL

Parents must be sure that the school office or their child knows how to contact them during the school day in case of an emergency. Parents who do not have telephones need to provide a neighbor's number, a friend's number or a relative's phone number on the school registration pack so that the school can contact them in the case of an emergency. Parents who have unlisted numbers need to telephone the school office and provide the number. Parents who change phones numbers need to provide the school with the new number immediately.

If, as a result of an accident or illness, a pupil requires medical attention, the following steps will be taken:

- The parent will be contacted immediately. The pupil will be under the direct care of the principal or his/her teacher until the parent can be reached.

- If the parent or designated relative cannot be contacted in case of severe illness or injury, the pupil will be sent to the hospital in an ambulance or a car as best judgment suggests. Parents are responsible for ALL medical expenses.

CONTAGIOUS DISEASES

(JGCC Communicable Diseases)

Parents should be aware that students who return to school after a contagious disease such as lice, chicken pox, measles, ring worms, pink eye or mumps are required to present a certificate authorizing them to return to school. Such a certificate may be obtained from the Health Department or their private physician.

SCHOOL INSURANCE

School insurance is available to all students. A package will be available for each student on the first day of school. Purchase of this program is optional. However, it is recommended that students participating in extracurricular activities or a sport purchase the insurance or provide evidence that they are covered by adequate insurance if they choose not to purchase this package. All forms must be returned to the student's homeroom teacher regardless of whether or not the student purchases insurance. Teachers will turn the form in to the office. Some form of insurance is to be secured before participation in any extracurricular activity.

ASTHMA ACTION PLAN

(JGCDA Self Administration of Asthma and Anaphylaxis Medications)

Students with uncontrolled asthma often miss more school and have poorer academic performance than healthy students. With the help of strong school asthma management programs, students with asthma can have equally good school attendance. When asthma is well controlled, students are ready to learn.

Effectively managing a child's asthma is best accomplished through a comprehensive plan that addresses both the medical management of the disease and the avoidance of environmental triggers. Children spend many hours at school, the SCCSD is committed to reducing their exposure to environmental asthma triggers as much as possible and assisting parents in managing asthma symptoms.

In accordance with SB 2393, beginning with the 2011-2012 school term all students diagnosed with asthma must have a current asthma action plan (AAP) on file at the child's school. The form must be completed by your healthcare provider for use by the school nurse, teachers, and staff. **The AAP should be signed by BOTH the child's physician and parent and returned to the school's main office.**

The AAP must be updated annually. This is state-mandated and must be on file if your child has been diagnosed with asthma. **Please contact the principal of the school or the district nurse if you have questions or need assistance.**

School Asthma Plan

Name: _____

Date: _____

School: _____

Age: _____

Instructions to School

1. If coughing or wheezing, give:

Albuterol 2-4 puffs with/without spacer and notify parent/guardian

Albuterol 1 treatment via nebulizer and notify parent/guardian

2. Pre-Medication, give:

Albuterol 2-4 puffs with/without spacer 15-30 minutes prior to exercise

Albuterol 1 treatment via nebulizer 15-30 minutes prior to exercise

3. Recommend that student be allowed to carry and self-administer all asthma medications

4. Recommend that school nurse/personnel administer asthma medications and notify parents.

5. Other instructions: _____

Parent Signature: _____

Physician Signature: _____

Anaphylaxis (Severe Allergic Reaction) Emergency Care Plan

The incidence of severe allergic reactions has been rising at an alarming rate, especially with regard to food. Students at risk for severe allergic reactions benefit from having an emergency action plan that coordinates a planned response in the event of an anaphylactic emergency.

Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider/school staff for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis.

School staff will adhere to the SCCSD Anaphylaxis Policy (see policy & procedures).

Prescription Medication Administration Policy and Procedure (See Appendix)

**FARE**

Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No

**PLACE
PICTURE
HERE****NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.****Extremely reactive to the following foods:** _____**THEREFORE:**

- ☐ If checked, give epinephrine immediately for ANY symptoms if the allergen was likely eaten.
- ☐ If checked, give epinephrine immediately if the allergen was definitely eaten, even if no symptoms are noted.

FOR ANY OF THE FOLLOWING:
SEVERE SYMPTOMS

**LUNG**Short of breath,
wheezing,
repetitive cough**HEART**Pale, blue,
faint, weak
pulse, dizzy**THROAT**Tight, hoarse,
trouble
breathing/
swallowing**MOUTH**Significant
swelling of the
tongue and/or lips**SKIN**Many hives over
body, widespread
redness**GUT**Repetitive
vomiting, severe
diarrhea**OTHER**Feeling
something bad is
about to happen,
anxiety, confusion

**OR A
COMBINATION**
of symptoms
from different
body areas.



- 1. INJECT EPINEPHRINE IMMEDIATELY.**
- 2. Call 911.** Tell them the child is having anaphylaxis and may need epinephrine when they arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport them to ER even if symptoms resolve. Person should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS**NOSE**Itchy/runny
nose,
sneezing**MOUTH**

Itchy mouth

**SKIN**A few hives,
mild itch**GUT**Mild nausea/
discomfort

**FOR MILD SYMPTOMS FROM MORE THAN ONE
SYSTEM AREA, GIVE EPINEPHRINE.**

**FOR MILD SYMPTOMS FROM A SINGLE SYSTEM
AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand: _____

Epinephrine Dose: ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

PHYSICIAN/HCP AUTHORIZATION SIGNATURE

DATE

STUDENT BULLYING PROCEDURES

(JDDA Bullying)(JDDA-P Bullying Procedures)

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

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

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 educational performance opportunities or benefits.

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

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

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior, shall do the following:

1. Use the Alleged Bullying Report Form to immediately report any bullying behavior to a school official.
2. Within 24 hours, school officials will investigate bullying/harassing incident.
3. After an investigation, parents will be informed of bullying/harassing behavior immediately
4. If bullying/harassing behavior continues, a meeting will be held with parties at the school's discretion
5. If a student/parent is not satisfied with school official's decision, an appeal can be filed within 3 days with the Superintendent.
6. Superintendent has 5 days to meet with student/parent and make a written decision
7. If a party is not satisfied, an appeal can be filed with the school board within 10 days. Board will schedule a hearing at the next scheduled board meeting.
8. Parents will receive written notification of the decision from the School Board within 10 days.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigation, and addressing bullying and harassing behaviors. The procedures should 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 discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the school defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other employee when subjected to bullying or harassing behavior. Ref: SB 2015; Miss. Code Ann. 37-7-301(e)

SCCSD ACADEMIC ACHIEVEMENT CENTER

MISSION STATEMENT

The Sunflower County Consolidated School District Alternative School program is designed to serve students with severe disciplinary problems who might otherwise be assigned to long-term suspensions or be expelled from their home school.

Its mission is to provide a quality education for individuals, particularly the youth in our community.

We believe that the school's most basic and challenging responsibility is to provide for the academic development of all students in the school district. Recognizing that students exhibit a wide range of learning capabilities, backgrounds, needs and interests, we believe that the educational program of the school district should be broad enough to enhance the personal physical and social needs of every student.

We also believe a vital part of our mission is to establish a school program that reflects the needs and ambitions of our total community.

PURPOSE OF THE ACADEMIC ACHIEVEMENT CENTER

(JCD Alternative School Program)

The Indianola Academic Achievement Center is to serve compulsory school age students in who have experienced major disciplinary problems in the regular school setting. The Indianola Academic Achievement Center is designed to serve as a learning alternative to accomplish the following goals:

1. Modify attitudes and improve self-esteem and change poor behavior.
2. Develop self-respect and respect for others.
3. Develop skills in conflict resolution and problem-solving.
4. Explore career options and develop job skills.
5. Offer experience in family living skills.
6. Provide students with individualized education to meet their specific learning styles and assure the mastery of specific subject or objectives from the state frameworks.
7. Provide educational opportunities for students who are having difficulties with learning behaviors and social programs.
8. Teach basic literacy skills, social skills, good work habits and self-discipline.
9. Improve relationships between home and school.
10. Improve working relationships between school and community.

The District provides an alternative educational program for the categories of students identified in MS Code 37-13-92.

The Sunflower County Consolidated School District's Alternative Program identified as Indianola Academic Achievement Center is presently located on the corner of Jefferson Street and Garrard Road, formerly Carver Lower Elementary School.

The school operates to meet the students' needs described in MS Code 37-13-92.

ASSIGNMENT OF STUDENTS TO THE INDIANOLA ACADEMIC ACHIEVEMENT CENTER

Students will be assigned to the Alternative School upon referral from the home school. The assignment must have the recommendation of the transitional committee and the approval of the superintendent. Each student shall ordinarily be assigned to the alternative school for a minimum of 45 days, from and after the date of such assignment. Each student may be assigned additional time as necessary and appropriate.

If a child is entering the district transitioning from a group home, mental health care system, and/or the custody of the Department of Human Services (5 days), and dispositional placement by the Juvenile justice system (10 days), then he/she will be assigned to the Academic Achievement Center and given an individualized assessment the addresses the following:

1. Strength needs assessment
2. Determination of the student's academic strengths and deficiencies
3. A proposed plan for transitioning the child to a regular education placement as early as possible

STEPS IN THE REFERRAL PROCESS

The following information should be completed on students being referred to the Alternative Program:

1. Complete a referral form or recommendation notice from the principal.
2. Complete a copy of disciplinary documentation.
3. Set a hearing date.
4. Bring completed forms before the hearing committee on or before hearing dates.

*If a special education student is referred, the following information must be forwarded upon student's arrival:

1. IEP (Individualized Educational Plan)

Academic & Achievement Center "Due Process" Procedures (See Appendix)

SCCSD ASSESSMENT & GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS *(Policy IHF Graduation Requirements)*

STATE GRADUATION REQUIREMENTS

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units. Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma.

SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT GRADUATION REQUIREMENTS

Students who entered 9th grade in 2011-2012 or later (anticipated graduation of 2015) are required to earn 24 Carnegie units to meet Sunflower County Consolidated School District's graduation requirements.

Four (4) of these units must be in **English**; **four (4)** units in **Mathematics**; **four (4)** units in **Science**; **four (4)** units in **Social Studies**; **one (1) unit** in **Health and Physical Education** (physical education(1/2) /health (1/2); **one (1)** unit in **Business And Technology**; **one (1)** unit in the **Arts** and **five (5)** units in **Electives**.

Students who entered 9th grade in 2015-2016 or later (anticipated graduation of 2019 or later) are required to earn 26 Carnegie units to meet Sunflower County Consolidated School District's graduation requirements.

Four (4) of these units must be in **English**; **four (4)** units in **Mathematics**; **four (4)** units in **Science**; **four (4)** units in **Social Studies**; **one (1) unit** in **Health and Physical Education** (physical education(1/2) /health (1/2); **one (1)** unit in **Foreign Language**; **one (1)** unit in **Business And Technology**; **one (1)** unit in the **Arts** and **six (6)** units in **Electives**.

State Testing

In order to receive a high school diploma, all students must take and pass the four required Subject Area Tests. They are:

- Algebra I
- Biology I
- English II
- U.S. History from 1877

Passage of the required Subject Area Test is a separate requirement towards graduation and SHALL NOT be the criteria for awarding Carnegie unit credit.

AS OF THE 2014-2015 SCHOOL YEAR ALL SPECIAL EDUCATION STUDENTS ARE REQUIRED TO TAKE ALL SUBJECT AREA TESTS BEFORE GRADUATING.

GRADUATION REQUIREMENTS STANDARD20
CAREER PATHWAY OPTION SENIORS OF SCHOOL YEAR 2011-2012
(Entering eleventh graders in 2010-2011)

In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepare students for postsecondary credential or certification programs and employable workplace skills. This legislative change created Section 37-16-17 of the *Mississippi Code of 1972* to provide for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	English I English II
MATHEMATICS	3 ²	Algebra I
SCIENCE	3 ³	Biology I
SOCIAL STUDIES	3 ^{4,5}	1 U.S. History ½ U.S. Government
HEALTH and PHYSICAL EDUCATION	½ ⁶	½ Comprehensive Health, or ½ Family and Individual Health, or
CAREER and TECHNICAL	4 ⁷	(Selected from Student's Program of Study)
INTEGRATED TECHNOLOGY	1 ⁸	Computer Discovery, ICT II, 9th STEM, or Computer Applications and Keyboarding
ADDITIONAL ELECTIVES	2 ½ ⁹	Courses selected from the student's approved program of study
TOTAL UNITS REQUIRED	2 ¹	

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

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

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

³Pre-high school units: Algebra I or first-year Foreign Language taken prior to high school will be accepted for admission, provided course content is the same as the high school course.

⁴One Carnegie unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used.

⁵This course should include use of application packages such as word processing and spread sheets. The course should also include basic computer terminology and hardware operation.

⁶One of the two units must be in Foreign Language or World Geography.

⁷Limited exceptions to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

NOTE: Mississippi's Institution of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.

For grades 9-12, one-half Carnegie unit requirement in physical education or physical activity for graduation, shall include an instructional component on the proper administration of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) as part of the physical education curriculum.

The curriculum shall incorporate into the instruction the psychomotor skills necessary to perform CPR and use of an AED as follows:

- An instructional program developed by the American Heart Association or the American Red Cross;
- An instructional program which is nationally recognized and is based on the most current national evidence-based Emergency Cardiovascular Care guidelines for CPR and the use of an AED;
- A licensed teacher shall not be required to be a certified teacher of CPR to facilitate, provide or oversee such instruction for non-certification; and
- Courses which result in a certification being earned must be taught by an authorized CPR/AED instructor.

(See Policy ICIB for further details)

GRADUATION REQUIREMENTS

Standard 20 Career Pathway Option

SENIORS OF SCHOOL YEAR 2011-2012

(Entering eleventh graders 2010-2011)

¹Compensatory Reading and Compensatory Writing shall not be included in the four English courses required for graduation. The two additional English credits must be from the student's program of study which includes Technical Writing, Creative Writing, English III, English IV, or any college-level dual credit courses.

²Compensatory Mathematics may not be included in the three mathematics courses required for graduation. Effective with eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra

I. For students pursuing the Career Pathway Graduation Option, at least one of the required mathematics courses must be above Algebra I and selected from the student's program of study. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Survey of Mathematical Topics, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics, or any college-level dual credit courses. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

³For students pursuing the Career Pathway Graduation Option, at least one of the required science courses must be above Biology I and selected from the student's program of study. If a student's program of study allows, one unit may be in Concepts of Agriscience (AEST). A second science unit may be earned by completing a two course sequence selected from the following three options: Science of Agricultural Animals, Science of Agricultural Plants, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Health Science I & II, Aquaculture I & II; Forestry I & II; Horticulture I & II; Polymer Science I & II; Technology Applications I & II and Engineering I & II.

⁴Advanced placement U.S. History is accepted in lieu of the required U.S. History 1877 to Present. The third social studies credit should be selected based on the student's program of study.

⁵The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course. Credit earned for the first year of Marketing and Economics (Vocational) may be accepted in lieu of ½ unit in Economics.

⁶Credit earned in Allied Health I/Health Science I may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health. Interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the Fitness through Physical Education Framework may also be accepted.

⁷Career and Technical (CTE) courses must be based on the student's program of study and should include dual credit/dual enrollment options as found in Section 37-15-38 of the Mississippi Code of 1972.

⁸Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one unit in a technology-rich academic or career technical course related to their program of study.

⁹Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.

HIGH SCHOOL GRADUATION PATHWAYS

Career Pathway Option 21 Credits* Does not meet IHL Requirement		Traditional Pathway Option 24 Credits Minimum (entering 9 th grade 2011-2012) 26 Credits Minimum (entering 9 th grade 2015-2016)		District Option 21 Credits Minimum Does not meet IHL Requirement	
Graduation Requirements	Required Courses	Graduation Requirements	Required Courses	Graduation Requirements	Required Courses
4 Credits of English 3 Credits of Math 3 Credits of Science 3 Credits of Social Studies 0.5 Credit of Health/Physical Education 1 Credit of Integrated Technology 4 Credits of Career and Technical Education Electives 2.5 Credits of Electives	English I, English II Algebra I Biology I 1 U. S. History 0.5 US Government 0.5 Mississippi Studies 0.5 Comprehensive Health or 0.5 Physical Education Technology Foundations, ICT, 9 th STEM, or Computer Applications and Keyboarding From Student's Program of Study	4 Credits of English 4 Credits of Math 4 Credits of Science 4 Credits of Social Studies 0.5 Credit of Health 0.5 Physical Education 1 Credit of Business & Technology 1 Credit of Art 5-6 Credits of Electives 1 Credit of Foreign Language (addtl credit)	English I, English II Algebra I Biology I 1 U. S. History 1 World History 0.5 Geography 0.5 Economics 0.5 US Government 0.5 Mississippi Studies 0.5 Comprehensive Health 0.5 Physical Education Technology Foundations, ICT, 9 th STEM, or Computer Applications and Keyboarding From Student's Program of Study	4 Credits of English 3 Credits of Math 3 Credits of Science 3 Credits of Social Studies 0.5 Credit of Health 1 Credit of Business & Technology 1 Credit of Art 5.5 Credits of Electives	English I, English II Algebra I Biology I 1 U. S. History 1 World History 0.5 US Government 0.5 Mississippi Studies 0.5 Comprehensive Health Technology Foundations, ICT, 9 th STEM, or Computer Applications and Keyboarding
*Each student in Mississippi schools must have an iCAP that is personalized to meet his or her educational and career goals. Students who choose the Career Pathway Option must complete 4 career and technical education units and 2.5 elective units specific in the students' iCAP.					
The Subject Area Testing Program (SATP) and Mississippi Assessment Program (MAP) consist of academic end of course tests (Algebra I, Biology I, English II, and US History 1877). A passing score in each of the four subject area test is required.					

SCCSD GRADING & PROMOTION/ RETENTION

PROMOTION, RETENTION, GRADING

(Policy IHE Promotion and Retention)

The SCCSD believes that a well-planned and competently administered student evaluation program is an essential component of the District's instructional program. Regular and effective reporting of a student's progress toward the attainment of academic goals and objectives is imperative. The primary function of the student's evaluation program is to measure as accurately and objectively as possible each student's progress toward the attainment of academic goals and objectives set by the District and the student.

In order to ensure a structured procedure for student evaluation and grade reporting which complies with all Mississippi State Department of Education and Accreditation Standards, the following procedures shall be implemented.

The Superintendent and his staff are authorized and directed to establish basic competency requirements that include core competencies from the State Curriculum Frameworks/College and Career Readiness Standards for each subject at each grade level. Daily class work, homework, class participation, test grades, promptness in completing work, special projects, etc. will continue to be used to monitor and guide teaching and learning. However, formative assessments, which are used to shape learning and teaching, will give teachers and parents critical diagnostic information about how well the student is learning the content and acquiring the skills for that course. Formative assessments can consist of formal instruments or informal observations and may or may not receive a grade. Parents are invited to contact teachers, counselors and /or administrators concerning any questions relative to a pupil's progress.

Summative assessments, used at the end of a grade or course for the purpose of state or local accountability, make an overall judgment of progress at the end of a defined period of instruction. These assessments will be graded and become a part of the student's permanent records. Summative Assessments are statements as to whether or not the student has fallen short of, met, or exceeded the expected standard. Textbooks may not be used as the only resource for instruction.

GRADING

A: There shall be four grading periods. All grades awarded regular education students in grades K-12 shall be awarded based on grade level work. Grades awarded students who have been ruled eligible for special education services and who are actively participating in the special education programs shall be based on the attainment of goals and objectives set forth in the student's Individual Educational Program.

B. Assessments given during the nine-weeks to assess student performance shall be standards-based and shall be approved by the principal.

A nine-week test shall be administered to students in each academic class at the end of each nine-week grading period in grades 1-12. Other student evaluations such as daily tests, unit tests, homework, and class participation shall be used to evaluate performance and guide instruction. Tests given shall be subject to the principal's approval.

No test will be given prior to scheduled test dates in order to accommodate vacations or other situations that are not emergencies.

Grading Procedures (*Policy IHA Grading System*)

Students' progress in skills and conduct will be evaluated each nine-week grading period. Progress reports of all students will be sent to parents during each nine-week grading period.

Nine-week averages are computed by counting daily work as 25%, major work as 50%, and nine-week exams as 25% of the nine-week average for a minimum of 17 grades (Self-Contained Classrooms must meet minimum grade expectations in ELA and Math).

Examples of daily work are quizzes, workbook pages, worksheets, homework (not requiring extensive time and research), and other work approved by the principal.

Examples of major work include unit tests, weekly tests, mastery tests, research papers, themes, compositions, book reports, science projects, other work approved by the principal. Student grades and conduct are reported according to the following scale:

Grading Scales

Academic Grade (1 st – 2 nd)	Academic Grade (3 rd – 12 th)	*Regular Class Unit Value	*AP Class Unit Value	Conduct
A 90-100	A 90-100	4	5	E Excellent
B 80-89	B 80-89	3	4	G Good
C 75- 79	C 70-79	2	3	F Fair
D 70-74	D 65-69	1	2	P Poor
F 69 and below (Failure)	F 64 and below (Failure)	0	0	
I Incomplete	I Incomplete	0	0	

** Note: Regular Class and AP Class unit values were approved by the School Board July 28, 2014.*

Kindergarten Reporting Categories

E - Excellent

S – Satisfactory

U – Unsatisfactory

A standard-based report card will be provided for all Kindergarten students at the time of the nine-week grading period.

Academic Honor Roll Classification:

To qualify for academic honors in the Sunflower County Consolidated School District, students must achieve grades in the categories as listed:

Superintendent's List: All A's (90-100) in all academic subjects in grades 1-12.

Principal's List: All A's (90-100) and B's (80-89) in all academic subjects in grades 1-12.

Honor Roll: All A's (90-100), B's (80-89), and one (1) 'C' (70-79) in grades 1-12.

The student cannot have D's or F's in any subject area.

PROMOTION AND RETENTION
(Policy IHE Promotion and Retention)

Kindergarten

Kindergarten promotion will be determined by the kindergarten teacher and the school principal based upon the mastery of core skills as indicated by **BOTH** of the following:

- mastery of at least 70% of the core competencies listed in the Sunflower County Consolidated School District Curriculum Structure for that grade level in reading, language arts, and mathematics
- mastery of core pre-reading and numeracy skills indicated by the scale score of **at least 673 (50th Percentile)** on the *End of Year (EOY) STAR Early Literacy* assessment

Failure to meet either of the criteria above *may* result in student retention in Kindergarten.

Promotion Policy (Grades 1-2)

In order to be promoted from one grade level to the next in grades 1-2, a student must have demonstrated **BOTH** of the following:

- mastery of at least 70% of a course's competencies and received a passing yearly average in reading, language arts, math, science and social studies
The yearly average shall be determined by averaging the two semester's numerical grades.
- mastery of core pre-reading and reading skills indicated by the scale score of
 - **at least 133 (40th Percentile)** on the *End of Year (EOY) STAR Reading* assessment for 1st grade
 - **at least 291 (40th Percentile)** on the *End of Year (EOY) STAR Reading* assessment for 2nd grade.

Failure to meet either of the criteria above *shall* result in student retention in Grades 1-2.

Promotion Policy (Grade 3)

In order to be promoted from third grade level to fourth grade, a student must have demonstrated **BOTH** of the following:

- mastery of at least 65% of a course's competencies and received a passing yearly average in reading, language arts, math, science and social studies
The yearly average shall be determined by averaging the two semester's numerical grades.
And
- a passing score on the End-of-Year Third Grade Reading Gate, with the exception of students who qualify for a "Good Cause Exemption" as approved by the district Superintendent per state regulations.

Revised July 2016

- Students with a disability who participate in the accountability assessment and who have an IEP or Section 504 plan that reflects that the student has received intense remediation in reading for two (2) years but still demonstrates a deficiency and was previously retained SB 2347 11 Good Cause Exemptions
- Students who demonstrate an acceptable level of reading proficiency on an alternative assessment approved by the State Board of Education
- Students who receive intensive intervention for two or more years but still demonstrate deficiency in reading, and who previously were retained for two (2) years in any grade Kindergarten through 3rd grade

Promotion Policy (Grades 4-8)

In order to be promoted from one grade level to the next in grades 4-8, a student must have demonstrated mastery of at least 65% of a course's competencies and received a passing yearly average in reading, language arts, math, science and social studies. The yearly average shall be determined by averaging the two semester's numerical grades. Students in grade 8 will be awarded Carnegie Units for qualifying courses.

Promotion Policy (Grades 9-12)

Promotion in grades 9-12 is based upon earning Carnegie Units. A Carnegie Unit or half Unit is earned when a student completes the course with an average of 65% or higher. Half units are earned in courses designed to be completed in one semester. To be considered for promotion, the following Carnegie Units must be obtained:

The classification of students for high school will be as follows for the current and entering 9th graders for the **2014-2015** school year and later:

- Freshman – Students who have passed from the eighth grade.
- Sophomore- Students who have earned six (6) Carnegie Units (to include English I).
- Junior- Students who have earned twelve (12) Carnegie Units (to include English II).
- Senior – Students who have earned eighteen (18) Carnegie Units (to include English III).

The classification of students for high school will be as follows for the current and entering 9th graders for the **2015-2016** school year and later:

- Freshman – Students who have passed from the eighth grade.
- Sophomore- Students who have earned eight (8) Carnegie Units (to include English I).
- Junior- Students who have earned fourteen (14) Carnegie Units (to include English II).
- Senior – Students who have earned twenty-one (20) Carnegie Units (to include English III).

The Sunflower Consolidated School District prohibits the retention of students for extracurricular purposes.

SPECIAL EDUCATION STUDENTS *(Policy IDDF Special Education Programs)*

All special education students, unless determined by their Individual Educational Program, will receive the same report card as general education students. The grade level of the subject matter being taught to the student shall be indicated on the report card.

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

For information on the awarding of a special diploma or an occupational diploma, please refer to MS Code §37-16-11.

SB 2347 LITERACY-BASED PROMOTION ACT *(Policy ICHI Literacy Based Promotion)*

The Literacy-Based Promotion Act was created to improve kindergarten and 1st through 3rd grade public school students' reading skills so that every student completing 3rd grade reads at or above grade level. This requires school districts to provide intensive reading instruction and interventions to students exhibiting a substantial deficiency in reading in kindergarten and grades 1 through 3.

In compliance with the Literacy-Based Promotion Act, Sunflower County Consolidated School District will be assessing all K-3 students, at least (3) three times per school year to determine their areas of strength and areas of concerns in reading. Notifications of students' progress will be sent home to parents after each assessment.

Beginning in 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 clause exemptions for promotion. For additional information, please contact the Office of Curriculum and Testing at (662) 884- 1213.

EDUCATIONAL OPPORTUNITIES

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

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

School policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school policies are published and available for public review.

{MS Code §25-61-1 through 17; §37-9-1 through 75; §37-9-101 through 113; §37-7-30l(p) (w); and Federal Civil Rights Act of 1964}

ENGLISH LANGUAGE LEARNER *(Policy IK Limited English Proficiency Instruction)*

*The LEA has the responsibility under the federal law to identify and serve students who are limited English proficient and need English instructional services. Given this responsibility, the LEA has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the LEA may conduct screenings or ask for related information about students currently enrolled in the school as well as from students who enroll in the LEA in the future.

The LEA has selected the Home Language Survey as the method to identify those students. The Home Language Survey must be administered to all students at enrollment.

PLACEMENT OF STUDENTS WITH DISABILITIES

(Policy IDDH Section 504 – Americans with Disabilities Act – Non Discrimination)

Students with disabilities shall be promoted and/or transferred according to State Board Policy 7219 8300.116.

Placements:

In determining the educational placement of a child with a disability, including a preschool child with a disability, each public agency must ensure that-

- a. The placement decision-
 1. Is made by a group of persons, including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options; and
 2. Is made in conformity with the LRE provisions of these regulations;
- b. The child's placement-
 1. Is determined at least annually;
 2. Is based on the child's IEP; and
 3. Is as close as possible to the child's home;
- c. Unless the IEP of a child with a disability requires some other arrangement, the child is educated in the school that he or she would attend if nondisabled;
- d. In selecting the LRE, consideration is given to any potential harmful effect on the child or on the quality of services that he or she needs; and
- e. A child with a disability is not removed from education in age-appropriate general education classrooms solely because of needed modifications in the general education curriculum.

If the IEP committee determines that "full-time" education in the general education classroom cannot be achieved satisfactorily, the student with disabilities must be included in the general education classroom to the maximum extent appropriate.

DUAL ENROLLMENT REQUIREMENTS

(Policy IDAG Dual Enrollment)

Student Eligibility

Before credits earned by a qualified high school student from a community or junior college or state institution of higher learning may be transferred to the student's home school district, the student must be properly enrolled in a dual enrollment program.

Admission Criteria for Dual Enrollment In Community And Junior College/University

The boards of trustees of the community and junior college districts and the Board of Trustees of State Institutions of Higher Learning may recommend to the State Board of Education admission criteria for dual enrollment programs under which high school students may enroll at a community or junior college or university while they are still attending high school and enrolled in high school courses. Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated admission requirements.

Students must meet **all** eligibility requirements below (1-3) as agreed upon by the IHLs:

1. Minimum overall GPA of 3.0 on a 4.0 scale on all high school courses;
2. Successful completion of at least 14 core high school units and/or junior status

OR

30 ACT composite score or equivalent SAT score; and

3. District/school & university student approval agreement (or recommendation).

Notes:

- Placement into college credit courses at IHL universities will be based on appropriate ACT/ SAT (or equivalent) scores.
- 3 to 12 credit hours per term are recommended at IHL universities as long as a B average is earned in first two approved courses. The university and district may waive maximum or minimum credit hours attempted per term based on sufficient student academic information.

Students must meet **all** of the following eligibility criteria in either Option One **or** Option Two as agreed upon by the CJC's to be eligible to take **academic** general education courses as dual credit/dual enrollment:

- **Option One:** Students may be admitted to this dual enrollment/dual credit program with a minimum overall 3.0 GPA on a 4.0 scale on all high school courses **and** with successful completion of 14 core high school units and/or high school junior status. Each student seeking admission to this program must submit an unconditional written recommendation from his/her high school principal or guidance counselor.
- **Option Two:** Students may also be admitted to the dual enrollment/dual credit program with a minimum of an overall 3.0 GPA on all high school courses **and** a minimum composite ACT score of 30 or the equivalent SAT score. Each student seeking admission to this program must submit an unconditional written recommendation from his/her high school principal or guidance counselor.

Tuition and cost responsibility

Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program may be paid for by the postsecondary institution, the local school district, the parents or legal guardians of the student, or by grants, foundations or other private or public sources. Payment for tuition and any other costs must be made directly to the credit-granting institution.

Process for Determining Articulation of Curriculum between High School, University, and Community and Junior College Courses

Postsecondary curricula for eligible courses currently offered through Mississippi Curriculum Frameworks/College & Career Readiness Standards must meet the prescribed competencies requirements. Eligible courses not offered in Mississippi Curriculum Frameworks/College & Career Readiness Standards must meet the standards establishes at the postsecondary level. Post-secondary Level development courses may not be considered as meeting the requirements of the dual enrollment program. Dual credit memorandum of understanding must be established between each postsecondary institution and the school district implementing a dual credit program.

Ineligible Courses for Dual Credit Programs

Any course that is required for subject area testing as a requirement for graduation from a public school in Mississippi is not eligible for dual credit.

Eligible Courses for Dual Credit Programs

Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses. All courses being considered for dual credit must receive unconditional approval from the Superintendent of the local school district and the chief academic officer at the participating community or junior college or university in order for college credit to be awarded. A university or community or junior college shall make the final decision on what courses are eligible for semester hour credits. The local school Superintendent shall make the final decision on the transfer of college or university courses credited to the student's high school transcript.

High School Carnegie Unit Equivalency

One (1) three-hour university or community or junior college course is equal to one-half (1/2) high school Carnegie unit. A full Carnegie unit may be awarded for a three-hour university or college course upon approval of the local superintendent. Partial credit agreements for postsecondary courses that are less than three (3) hours may be developed between a local school district and the participating postsecondary institution.

Course Alignment

Once alignment is achieved between university courses, community and junior college courses and the State Board of Education approved high school courses, the universities, community and junior colleges and high schools shall periodically review their respective policies and assess the place of dual credit courses within the context of their traditional offerings.

Maximum Dual Credits Allowed

It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so.

SCCSD

CAREER TECHNICAL EDUCATION CENTER

ACCEPTABLE USE POLICY OF THE INDIANOLA CAREER AND TECHNICAL CENTER

(Policy IDAD Career Education)

The Indianola Career and Technical Center is located at 801 B.B. King Road on the campus of Gentry High School. All stakeholders of the Sunflower County Consolidated School District, especially the student body, along with the faculty and staff of Gentry High School and Ruleville Central High School, will be granted access to the invaluable academic and career services of the ICTC. The use of the Center is a privilege and inappropriate use will result in the cancellation of this privilege. The ICTC administrator may deny, revoke, or suspend a specific user's access to the center.

Appropriate use of the services and equipment of the Center reflects academic honesty and ethical behavior. During the course of a regular school day, students from the main campus must have a pass from their instructor or be escorted to the Center by the instructor. The ICTC is a premier learning institution and students will not be allowed to use the Center as a study hall or as a means to neglect class work.

CAREER EDUCATION AND TECHNICAL EDUCATION (CTE)

The Sunflower County Consolidated School District offers excellent career and technical education courses/programs at the Indianola Career and Technical Center. The two-year programs provide students with outstanding marketable skills for entry level employment and prepare them for postsecondary education.

The CTE programs are designed to provide students with the opportunity to become aware of the world of work, to participate in exceptional career-oriented exploratory experiences, and to develop high quality job skills in prominent occupational areas. The programs offered at the Indianola Career and Technical Center are:

CAREER CLUSTER	PATHWAY	COURSE NAME	CARNEGIE CREDIT
Transportation, Distribution & Logistics	Automotive Service Technician	Automotive Service Technology I	2 (10 th – 12 th)
		Automotive Service Technology II	2
Manufacturing	Metal Fabrication	Manufacturing Fundamentals	2 (10 th – 12 th)
		Metal Fabrication	2
Architecture & Construction	Carpentry	Construction Technology	2 (10 th – 12 th)
		Carpentry	2
Marketing	Marketing	Business Fundamentals (<i>Meets Graduation Requirement for ½ credit of Economics and ½ credit of Personal Finance</i>)	2 (10 th – 12 th)
		Marketing	2
Health Science	Health Sciences	Health Science I (<i>Meets Graduation Requirement for ½ credit of Health</i>)	2 (10 th – 12 th)
		Health Science II (<i>Meets Graduation Requirement for ½ credits of Science</i>)	2
Education & Training	Teacher Academy	Teacher Academy I	2 (10 th – 12 th)
		Teacher Academy II	2

ADMISSIONS:

The Indianola Career and Technical Center has an open admissions policy except where necessary aptitudes are required for the successful completion of a program as outlined by the Mississippi Department of Education. General admission requirements for all programs include the following:

- 'C' or higher in English (the previous year)
- 'C' or higher in Math (last course taken)
- Eighth grade or higher reading score

OTHER CAREER AND TECHNICAL EDUCATION COURSES

- Family and Consumer Sciences @ GHS and RCHS (9th -12th)
 - Family and Individual Health - meets graduation requirement for ½ credit of Health
 - Family Dynamics ½ credit
 - Nutrition and Wellness ½ credit
 - Child Development ½ credit
- STEM (Science, Technology, Engineering, and Mathematics (9th graders) - meets graduation requirement for 1 credit of Business & Technology
- Information and Communication Technology @ district middle schools
 - ICT 1 (7th graders)
 - ICT II (8th graders) – meets graduation requirement for 1 credit of Business & Technology

RULES AND REGULATIONS

All rules and regulations adopted by Gentry High School and Ruleville Central High School will be enforced for students enrolled at the Indianola Career and Technical Center.

ENROLLMENT

Every tenth and eleventh grade student enrolled at Gentry High School and Ruleville Central High School who meets all admission requirements, may enroll in any two-year career program offered at the Indianola Career and Technical Center. During the Spring Recruitment Tours, students who are interested in taking one of the programs must make an appointment to speak with the CTE counselor, high school counselor, or the student services coordinator.

The counselors and student services instructor will assist the students with the enrollment process. Students are admitted into their selected program until teacher capacity has been fulfilled. Students are not discriminated against on the basis of race, sex, creed, religion, or handicapping condition.

TRANSFER STUDENTS

Students who are enrolled in a career and technical program in another school district and transfer to Gentry High School or Ruleville Central High School, will be considered for admission into that same program if it is presently offered at the Indianola Career and Technical Center.

STUDENT CHECK-IN AND CHECK-OUT POLICY

All students must check in and out at their respective high school. The Indianola Career and Technical Center will only accept students who are arriving directly from the high schools. When students are dismissed from the Center at the end of each period, they will report back to their base school. Parents who wish to check their child out from the ICTC must do so at the appropriate high school office. Personnel from the high school office will then contact the ICTC office.

LIVE WORK POLICY

Live work shall be directly related to a skill learned or being learned with approval from the instructor and the center's director. The work must be scheduled in advance for the instructor to incorporate the project into his/her lesson plans. Once a total fee has been assessed for the completed work, the ICTC director's office will issue a receipt, and all funds will be deposited into the ICTC student activity account. A detailed listing of the services offered along with each price is posted in all shops and/or classrooms.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The ICTC instructor is responsible for writing the invoice and collecting all fees from the person and/or organization for which the work was performed. Live work projects are not to be performed in competition with private enterprise. The career and technical education programs assume no responsibility for the results of the work being performed by students.

The Live Work Order Request and Agreement Form must be correctly completed by the requestor and approved by the ICTC director before beginning any work. The following persons are eligible to have work performed at the Indianola Career & Technical Center in priority order: currently enrolled ICTC students; non-profit agencies; Board of Education employees; city, county, and state employees; and all others.

STATE TESTING

All career and technical education students are required to take the Mississippi Career Planning and Assessment System (MS-CPAS) during the spring semester of the school year. This exam is designed to measure and evaluate the student's preparedness for entrance into the workforce and/or a post-secondary educational institution.

The Mississippi Career Planning and Assessment System second edition (MS-CPAS2) is the state career and technical education testing program. The purpose of the MS-CPAS2 is to assess local program performance in producing students with workplace readiness skills as well as to create a meaningful measure of accountability of the level of instruction and resulting student performance in occupational program areas.

GUIDANCE

The purpose of the CTE guidance program is to help each individual student achieve his/her highest growth: academically, mentally, emotionally and socially.

To ensure that all students excel, we strive to:

- Provide a learning environment in which all students feel welcomed and safe,
- Conduct an individual conference whenever a student, teacher, counselor, or other school personnel deem it necessary, and

- Implement a superior teaching and learning process designed to help students build self-confidence as they master skills.

Schedule Changes

Great care and effort has been made to ensure that students have a schedule designed to meet their educational needs. Any requests for changes should be made to the Counselor's office at the beginning of the semester. Schedule change requests will be considered solely on their educational merit.

Pre-Enrollment Process:

The enrollment or registration process is generally conducted in April of each school year. A planning guide identifying the courses offered may be obtained from the high schools and ICTC counselor's offices. The Indianola Career and Technical Center encourages early enrollment because we firmly believe that early planning contributes to a better understanding of individual student's needs with a well-balanced educational program that addresses those needs.

SCCSD

STUDENT ACTIVITIES AND ORGANIZATIONS

EXTRACURRICULAR ACTIVITIES

(Policy IDFA Intramural/Interscholastic Athletics)

Students who attend school-related functions are subject to the same disciplinary rules as they are governed by during regular school hours. This includes field trips or any other related school sponsored functions. When students choose to participate in extra-curricular activities, they choose to represent their school and the district. These students should understand that undesirable behavior can lead to their immediate dismissal from the organization or activity.

All school affiliated clubs/organizations or activities must be approved by the principal and have at least on faculty sponsor.

ELIGIBILITY FOR ATHLETICS:

All students participating in athletics will be required to have on file written parent consent, proof of insurance, liability waiver, and medical screening by a licensed physician.

Eligibility for competitive activities is determined according to the rules of the Mississippi High School Activities Association (MHSAA). Students must meet all requirements established by the MHSAA. Among the requirements are the following:

1. To meet all residency verification requirements as established by the MHSAA.
2. To be under 19 years of age prior to August 1ST (Copy of Birth Certificate must be given.)
3. To be limited to six (6) consecutive years of competitive athletics from the time the student enters the seventh grade.
4. A student must maintain a grade point average of at least a "C" Average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a "C" average the first semester will be ineligible for the second semester.
5. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least a "C" average, he/she will become ineligible for the fall semester.
6. Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other elated options to establish a "C" average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester.
7. A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the year end average the previous year, by achieving a least an overall "C" average at the end of the first semester. This will be done in order to keep the student on track for graduation.

NOTE: Detailed information on eligibility can be found on the MHSAA website:
www.misshsaa.com home page under Eligibility.

8. MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make satisfactory progress toward graduation.
9. Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

ELIGIBILITY FOR ATHLETICS:

Eligibility: All coaches must be knowledgeable of and comply with the MHSAA rules governing eligibility of student athletes, which require that a contestant must:

- (a) Have enrolled no later than the 15th day of any semester of participation, carry the required number of subjects for graduation by their local district, and deport himself/herself satisfactorily;
- (b) Not have become 19 years of age prior to August 1 (\$1,000 fine to the coach for this infraction);
- (c) Not be a graduate of a four-year high school;
- (d) Not have enrolled in college or junior college or participated in athletics beyond the high school level;
- (e) Be a student whose parent(s) or legal guardian(s) are (1) bona fide residents of the district or (2) are instructional personnel or licensed employees of the district;
- (f) Have a certified copy of his/her birth certificate on file with the school;
- (g) See MHSAA handbook for the recognized exceptions.

Eligibility for student athletes is now checked twice a year – at the end of the school year for fall eligibility and at the end of the fall semester for spring eligibility. In order to be eligible, a student athlete must have a 2.0 (70) GPA and be on track to graduate. If the student athlete doesn't meet either of these requirements, then he or she will be suspended from participation until they clear up the deficiency. A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the year end average the previous year, by achieving a least an overall 2.0 average at the end of the first semester. This will be done in order to keep the student on track for graduation.

New students to the District must complete a Transfer Student form that must be signed off by their previous school and the MHSAA before they are able to compete.

No Pass, No Play: Any student participating in extra-curricular activities will be held to high academic standards. All of those students must adhere to the Mississippi High School Activities Association's guidelines as well as the guidelines set forth by the Sunflower County Consolidated School District.

1. Any student who has received two (2) F's for any ***marking period*** will be immediately removed from the activity that he/she is participating in.
2. Any student who has received one (1) F will be on probation, and must attend after-school tutorial until that deficiency is removed. The student will have one (1) ***marking period*** to remove that deficiency, upon which he/she will be removed from the activity that he/she is participating in.
3. Any student who has received at least one (1) D will be required to attend after-school tutorial until that deficiency is removed.
4. Any student who has not passed any SATP exam will be required to attend after-school tutorial until that deficiency has been removed.

A marking period is defined as progress report issuance or report card issuance. i.e. If a student receives an F for the 2nd 9-weeks grading period, then he/she has until the issuance of progress reports during the third 9-weeks to clear that deficiency. If students do not adhere to the aforementioned rules, then he/she will be removed from that activity immediately.

ACADEMIC RULE

Out of School One or More Semesters:

If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she achieves an overall average of a "C" during a semester. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semester and then be eligible for the next semester he/she attends.

Seventh and Eighth Grade Participation:

To be eligible for participation in the fall as a seventh and eighth grader, a student must be promoted; have passed the four core courses (English, Math, Science and Social Studies that meet the equivalent of 250 minutes per week); and the average of those four core courses must be a "C" or above. For the spring semester eligibility, the student does not have to be passing all four core courses; the average of those four core courses must be a "C" or above. Summer school or extended school year grades will replace the grade for a failed course in the spring semester grade point average (GPA).

If a student meets promotional requirements at the end of the school year but is retained in the same grade, the student is ineligible for one (1) year. This is commonly referred to as redshirting. If the student participates after being declared ineligible, the school will be placed on athletic probation by the MHSAA and may lose accreditation from the State Department of Education.

SUNFLOWER COUNTY CONSOLIDATED SCHOOLS ATHLETIC REQUIREMENTS

All students and parents of students participating in school-sponsored athletic trips must sign the following Student participation Waiver Form and return form to the coach.

STUDENT PARTICIPATION WAIVER FORM

As a student in the SCCSD, and an active participant in school-sponsored athletic trips, I will abide by the following rules and regulations: I have received in writing the rules and regulations concerning my participation on athletic events. I have completed and turned in to the proper authorities, prior to any trips, all required documents. The use, possession or purchase of any alcoholic beverage, drugs or weapons will result in disciplinary action as established under the discipline program outlined in the student handbook.

CODE OF CONDUCT FOR ATHLETES: LEVEL OF OFFENSES

Minor Offenses

Demonstrate inappropriate classroom behavior
Dress inappropriately
Be late, miss practices, or meeting
Cause disruption in school or on a school bus
Have a poor attitude
Display a lack of self-discipline

Major Offenses

Deface or destroy property
Fight
Steal
Forgery
Defy a coach or school authority
Leave school grounds or assigned area without permission
Use abusive language
Use controlled substances
Smoking
Boycott the team for any reason

The following discipline responses may be used:

Minor Offenses (Consequences)

Verbal correction
Sitting out game or games
Parent Conference

Major Offenses (Consequences)

Parent Conference
Running (assigned by coach)
Sitting out game or games
Dismissal from program
Any other response deemed appropriate by the administration

These responses shall be in addition to those disciplinary measures set forth within the student handbook. In other words, a student who commits a major offense may also be subjected to suspension or expulsion.

I fully understand that a violation of these rules can result in disciplinary action as stated in the student handbook and as stated above.

My signature below attests that I have read, understand, and concur with the information on this form and agree to the terms thereof.

Date Signed

Signature of Parent/Legal Guardian

Date Signed

Signature of Student

SCCSD TRANSPORTATION INFORMATION

STUDENT TRANSPORTATION
(Policy EDA Student Transportation)
(Policy JGFF Automobile Use)

Parents should direct all questions or concerns regarding bus transportation, bus routes, times, safety, etc. to the school principal.

The private vehicles of students shall remain parked and locked while at school and until the end of the student's school day. The private vehicle of a student shall not be used by the student or by another student to run errands, transport students to school sponsored activities, field trips or for any other purpose other than the personal transportation of the student to and from school and for doctors' appointments and bona fide emergencies approved in advance by parent/guardian and principal. The parent reassumes control over the student the time the student leaves the school premises.

AUTOMOBILES, MOTOR VEHICLES, CYCLES & SCOOTERS

Students should drive to school and park at the front of the school only. They are to stay out of their cars for the remainder of the day, and drive home at the end of the school day. Extreme caution when parking and leaving school should be exercised. The speed limit in front of the school is 10 m.p.h.

Students in work programs may leave when it is time to go to work, with the principal's permission.

Students should not lean, sit or stand on or near staff or other students' vehicles. Students are not to stop passing traffic or hold conversations with those in cars or walkers who pass by. Standard disciplinary procedures will apply for violations.

BICYCLES

Students who ride bicycles to school are encouraged to practice good safety rules and observe all traffic regulations. Only students riding bicycles are allowed in the bicycle area. Once a child has arrived at the school on his/her bike, he/she will not be allowed to ride it until dismissal time, and the student must remain on campus the entire school day. This is not only for the safety of bike riders, but especially for people walking on the sidewalks around the school. Bike riders must be off their bikes and push them in these areas. Since it is both unsafe and illegal to ride two people on a bicycle designed for one, students will not be allowed to come to or leave school doing so. Students who fail to adhere to this may lose their bicycle privileges on the campus.

INTERFERENCE WITH OPERATIONS OF SCHOOL BUSES

(MS Code Ann. Section §37-41-2)

Only authorized students and school district personnel may ride or enter a school bus. It is unlawful for any person to abuse or interfere with any bus driver or district employee in the performance of their duties. Violations of these state laws are a misdemeanor offense and are subject to punishment of up to six (6) months in prison and /or a fine of up to \$500.

BUS CONDUCT (Policy JCDAD Bus Conduct)

Eligible students will be given the following school bus rules and regulations at the beginning of the school year. Student cooperation is imperative. Students who do not conduct themselves properly as set forth in the rules and regulations will not be allowed to ride the bus. Severe student behavior on the bus can also result in suspension or other disciplinary action.

The school bus driver is responsible to the school district to maintain student order and to ensure maximum safety at all times. Therefore, he is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus. The school principal will be responsible for disciplining students reported to him by the driver. Question and inquiries regarding discipline should be directed to the school principal.

RULES AND REGULATIONS OF THE STATE BOARD OF EDUCATION GOVERNING CONDUCT UPON PUBLIC SCHOOL BUSES AS AUTHORIZED BY SECTION §37-41- 1, MISSISSIPPI CODE 1972, AS AMENDED.

It shall be the duty of passengers transported in school buses owned or operated by public school districts to conduct themselves in an orderly manner. The passengers shall abide by rules and regulations of the State Board of Education, and rules and regulations adopted by respective school districts.

Pupils riding a school bus shall not:

- Smoke or use intoxicants Fight or tussle
- Strike or threaten bus driver
- Use profanity or make vulgar gestures Carry deadly weapons
- Make excessive noise
- Throw objects
- Commit any other act of improper conduct

INSTRUCTIONS TO PUPILS WHO RIDE SCHOOL BUSES

Loading and Unloading

- Be at your assigned loading zone on time.
- Exercise extreme caution on getting to and from your assigned bus stop. Look in both directions before stepping from behind parked cars.
- Stay well off the roadway until the bus comes to a complete stop.
- Do not play on or near the road while waiting for the bus to arrive. Look in both directions before crossing any roadway.
- Never walk on the road when there is a sidewalk or pathway. Always walk on the left side of the road facing on-coming traffic.
- Wait until the bus comes to a complete stop before trying to load and unload. Use the handrail while getting on and off the bus.
- If possible, wear white or light colored clothing or carry a flashlight when you walk at night.
- 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 ten (10) feet ahead of the bumper.

While on the bus

- Remain seated.
- 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 smoke or use profanity.
- Do not fight or scuffle.
- Be courteous and follow the instructions of your bus driver and safety patrol.

Disciplinary problems on a bus may result in loss of riding privileges.

The following disciplinary procedures will apply in cases of misconduct by students that place in jeopardy the safe operation of the school bus:

First Offense: Warning, and/or conference with the parents or guardian, and/or punishment.

Second Offense: Suspension from pupil transportation services for the period of three days.

Notification must be sent to parents or guardian.

Third Offense: Suspension from pupil transportation for ten (10) school days and a conference with the parents or guardian.

Fourth Offense: Suspension from pupil transportation services for a semester or the equivalent of a semester and a conference with parents.

Fifth Offense: Suspension from pupil transportation for the remainder of the school year.

DRIVING AND PARKING ON CAMPUS

Student parking is a privilege and is available for those students who have on file, in the principal's office, a copy of his/her valid driver's license and proof of insurance on the vehicle driven on campus.

Once on campus, students are required to park their vehicles only in the designated areas and proceed directly to the building. Students are not to sit in vehicles or be in the parking lot at any time other than arriving and departing. Extreme caution should be exercised at all times. Fast or reckless driving will not be allowed. No students may leave the campus during the school day for any reason unless the principal has consulted with the parent/guardian.

Only high school students in grades 9-12 may drive to school. Parking a vehicle on campus entitles school officials to search vehicles if reasonable suspicion of a school rule violation occurs. The building principal may approve unique circumstances on an individual basis.

Vehicles that are illegally parked or do not have proper documentations on file in the principal's office **may be towed at the owner's expense** without prior notification. The SCSD assumes no responsibility for damaged or vandalized vehicles. **Failure to adhere to the above mentioned rules and regulations will result in loss of parking privileges.**

FIELD TRIPS (*Policy EDDA Special Use of School Buses*)

Definition: Any planned activity involving students away from the school but under the jurisdiction and supervision of the school.

As an important part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parent or guardian. When such events are being planned, permission slips prepared by the district administration will be sent home and signed by the parent or guardian. All field trips are supervised by regular classroom teachers and/or other certified staff members employed by the school district. No field trips should be requested during the weeks of term tests. No field trips will be approved during the final fifteen (15) days of the school year.

The cost for utilizing school buses on field trips is established by the district and information is available in the office of the Transportation Director.

SENIOR/FIELD TRIPS

The school may sponsor senior trips when properly supervised. All field trips must be taken by the first week of May unless a sponsoring grant specifies that trips must be made at the end of the learning opportunities. Trips must be approved and the Food Service Administrator must be notified at least two weeks in advance.

FIELD TRIP PROCEDURES

Field trips must have the endorsement of the principal and appropriate central office administrator. Teachers requesting permission to take field trips must show the relationship of the trips to bona fide work of the classroom. It should be clearly understood that field trips are educational in nature.

Proof of insurance may be required by the administration prior to the student's participation in field trips at the discretion of the Superintendent.

1. Request for permission to make a field trip must be in writing, and the principal and Superintendent or designee, must give written approval before parents are informed.
2. Permission forms must be signed by the parent(s) of each student making the trip.
3. A field trip must be related specifically to the instructional program.
4. Overnight field trips are not permitted unless approved by the Superintendent.
5. All field trips must be concluded five (5) school days prior to the week of term examinations.
6. No field trips in grades 7-12 will be approved for weeks of term tests or in grades K-12 for five (5) school days before the date designated for state or district testing.
7. No field trips will be approved during the last fifteen (15) school days of the year.
8. Costs incurred must come from the school's instructional budget and/or the appropriate department's budget and/or the students will assume the entire or partial costs of the field trip when the trip has not been included in the district or school budget. All student fees shall be collected prior to departure.
9. School uniforms will be worn on all field trips unless other dress is approved by the school principal.

SCCSD FOOD SERVICE DEPARTMENT



FOOD SERVICE DIRECTORY

Dr. Debra Dace

Superintendent of Schools

Hwy 49N. 196 MLK Drive • Indianola, MS 38751

Phone: (662) 887-4919 • Email: ddace@sunflower.k12.ms.us

Sunflower County Consolidated District Cafeteria Managers' Directory

School	Manager	Email	Phone
A.W. James Elementary	Rena J K Washington	rwashington@sunflower.k12.ms.us	662.745.2257
Carver Elementary	Annie L. Floyd	ajohnson@sunflower.k12.ms.us	662.884.1250
East Sunflower Elementary	Patrice Martin	pmartin@sunflower.k12.ms.us	662.569.2337
Gentry High	Debra Brock	dbrock@sunflower.k12.ms.us	662.884.1244
Inverness Elementary	Dorothy Bush	dbush@sunflower.k12.ms.us	662.265.5782
James C. Rosser Elementary	Shakitre Stovall	sstovall@sunflower.k12.ms.us	662.246.8880
Lockard Elementary	Etoile Thomas	etoilethomas@sunflower.k12.ms.us	662.884.1952
Ruleville Central Elementary	Doris Spicer	dtownsend@sunflower.k12.ms.us	662.756.4357
Drew Hunter Middle	Candace Willis	cwillis@sunflower.k12.ms.us	662.745.6626
Moorhead Middle	Juanita Moton	jmoton@sunflower.k12.ms.us	662.246.5035
Robert L. Merritt Junior High	Emeryle Milton	emilton@sunflower.k12.ms.us	662.884.1268
Ruleville Middle	Jake Spicer	jspicer@sunflower.k12.ms.us	662.756.4942
Ruleville Central High	Doris Spicer	dtownsend@sunflower.k12.ms.us	662.756.4357

CAFETERIA *(Policy JGHR Food Service)*

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area clean when leaving the lunchroom. District policy requires teacher (including secondary) to be present in the cafeteria during mealtime to supervise student behavior.

For safety reasons and health department requirements, students and teachers are not allowed in the kitchen. Students and teachers should wait at the kitchen entrance for the manager to assist them. Everyone should be served from the serving line only.

If a student has a food allergy or requires a special diet, a medical statement signed by a doctor is required before the student's diet can be altered. This statement should give the diet suggestions and medical reasons for special diet requirements.

Beverages other than milk, tea, juice or water should not be consumed in the cafeteria during lunch and breakfast periods.

Meal applications are no longer accepted. The Food Service Department is currently a participant in the Community Eligibility Program (CEP) which ensures that every child receives a meal without payment.

Vending machines and snack sales are prohibited one hour before breakfast, one hour before lunch and until the meal period has ended.

District Wellness Policy *(Policy JG School Wellness Policy)*

Rationale: The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal: All students in the Sunflower County Consolidated School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff of the Sunflower County Consolidated School District are encouraged to model healthy eating and physical activity as a valuable part of daily life.

To meet this goal, the Sunflower County Consolidated School District adopted a school wellness policy with the commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy was designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

Below are some examples of how SCCSD will promote its Wellness Policy:

At any function (parties, celebrations, receptions, festivals, sporting events, etc.), healthy food choice options should be made available to students. Some suggested foods are listed below to include on refreshment tables, price lists, etc.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip Fresh fruit
- 100% Frozen Fruit Juices
- Dry roasted peanuts, tree nuts, and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.) Low-sodium crackers
- Baked corn chips and fat free potato chips with salsa and low -fat dips (Ranch, French Onion, bean, etc.)
- Low-fat muffins, granola bars, and cookies Angel food and sponge cakes
- Flavored yogurt and fruit parfaits Jell-O and low-fat pudding cups
- Low-fat ice creams, frozen yogurt, sherbets Low fat and skim-milk products
- Pure ice cold water

Sunflower County Consolidated School District's Child Nutrition Department has eliminated all fried foods from the school menu. Items such as fried chicken, French fries and fish are baked in order to help cut fat from our school meals.

SCCSD TECHNOLOGY INFORMATION

ACCEPTABLE USE POLICY (AUP) MEDIA CONSENT FORM 2016-2017
SUNFLOWER COUNTY CONSOLIDATED SCHOOLS ACCEPTABLE USE POLICY FOR
INTERNET I E-MAIL/ CHAT ROOMS

(Policy IJ Technology and Instruction/Electronic Information Resources)

Sunflower County Consolidated School District is committed to making advanced technology and increased access to learning opportunities available to students, faculty, and other district employees. The district's goal in providing this access is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. To be in compliance with the Children's Internet Protection Act (CIPA) as mandated by Congress, Sunflower County Consolidated Schools has implemented the following guidelines and procedures for using the Internet. This protection includes a technology protection measure that is specific technology that blocks or filters Internet Access. This technology is provided through

AT&T as well as the district's proxy web site filtering software and hardware located at each school as well as the central office. Sunflower County Consolidated School District will provide education to minors about appropriate online behavior, including interaction with other individuals on social networking sites and in chat rooms. The district will also provide cyberbullying awareness and response. This Acceptable Use Policy and Media Consent Form is a legally binding document.

Procedures for Technology Use:

1. All users are responsible for good behavior on school computer networks and individual computers just as they would be if in a classroom. General school rules for behavior and communication apply. Network administrators, teachers, and other appropriate district personnel may review student/user files and communication to prevent misuse and to ensure students/users are using the system responsibly and in compliance with laws and district policies.
2. Any personal laptops of faculty, staff or students that is to be used on a Sunflower County Consolidated School District site, must be checked by the technology department in order to be on school premises.
3. Students must have permission from and be under the supervision of school district professional staff before utilizing district provided Internet access. Permission is not transferable from one student to another and may not be shared. Students may not utilize the internet unless a signed parental/guardian consent is on file at the school. To remain eligible as users, students' use of the internet must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of these privileges. Students will display school-appropriate conduct when using the computer equipment or network.
4. The Sunflower County Consolidated School Board will decide inappropriate use. Violating this policy may result in:
 - a. Restricting network access;
 - b. Loss of network access; and/or
 - c. Disciplinary or legal action including, but not limited to, suspension or expulsion and/or criminal prosecution under appropriate local, state and federal laws; and
 - d. Assessment of the cost of damages to hardware/software.
5. The following uses of school-provided Internet access **are not permitted** by any user of computers installed for use in Sunflower County Consolidated Schools, including parents and community members:
 - a. Use of any type of wireless data cards;
 - b. Accessing, uploading, downloading, or distributing any material that is pornographic, obscene or sexually explicit;

- c. Transmitting obscene, abusive, sexually explicit, or threatening language;
 - d. Violating any local, state, or federal laws;
 - e. Accessing another individual's materials, information or files without permission;
 - f. Giving out personal information on-line (including names, addresses, phone numbers about himself/herself, minors or others);
 - g. Invading the privacy of individuals;
 - h. Using someone else's password;
 - i. Violating copyright or otherwise using the intellectual property of another individual without permission;
 - j. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses;
 - k. Intentionally wasting limited resources;
 - l. Using the Internet for commercial purposes;
 - m. Harassing, insulting, or attacking others;
 - n. Gaining unauthorized access to resources;
 - o. Altering the set-up of computers as set by the school district;
 - p. Using or installing software which has not been assigned or approved by both the building principal and the district technology coordinator;
 - q. Failing to follow district policy while using computer or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff.
 - r. Using district resources to solicit, create, forward or reply to any email that could be classified as a chain letter.
 - s. The district does not archive email at the server level. The users delete messages in their mailbox at their discretion.
 - t. Downloading and/or listening to radio streaming, video streaming, using any online telephone resource, or sharing music and/or video is prohibited due to bandwidth restrictions.
6. Any student, district employee, staff member, or user identified as a security risk may be denied access.
 7. The district makes no warranties of any kind, whether expressed or implied, for the access it is provided. The district will not be responsible for any damages suffered. These damages include loss of data resulting from delays or service interruptions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.

Any statement of personal belief found on the Internet or other telecommunications systems is implicitly understood to be representative of that author's individual point of view, and not that of the Sunflower County Consolidated School District, its administrators, teachers, or staff.

For All Users:

I, _____, have read on _____ (date) the Acceptable Use Policy for Internet/E-Mail/Chat Rooms and agree to follow district policy.

For Students and Parents/Guardians:

Please read the Acceptable Use Policy for Internet, Electronic Mail, and Chat Rooms that is attached. Signing below indicates the parents/guardian's permission for the student to access the Internet and the student's agreement to follow district policy regarding the Internet. If a signed parental permission is not on file, the student will not be allowed to use on-line services.

Student's Signature: _____

Parent's/Guardian's Signature _____ Date: _____

For District Employees and All Other Users, including Community Members:

Please read the Acceptable Use Policy for Internet, Electronic Mail and Chat Rooms that are attached. Signing below indicates the USER'S agreement to follow district policy regarding the Internet. If a signed User's form is not on file, the employee or user will not be allowed to use on-line services.

Employee's Signature: _____ Employee's Position: _____

User's Signature and Position: _____ Date: _____

Publication of Picture/Schoolwork Agreement:

We ask your permission to use your child's picture and/or schoolwork, or an edited selection of schoolwork, in the following ways without liability to the Sunflower County Consolidated School District:

1. **On the District's Web site.** The Web Site will use student's first name and/or first name and last initial only. Personal information such as home address, phone number, social security number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used. Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.
2. In material printed by the District or printed by publishers outside the District. Printed material may include a child's full name. Printed material may include, but is not limited to, brochures, newspaper articles, and print advertisements.
3. In videos produced and broadcasted by the District or produced and broadcasted by news organizations and others who receive approval from the District.

_____ Yes, my child's schoolwork or picture may be used on the District's Website.

_____ Yes, my child's schoolwork or picture may be used in printed publications.

_____ Yes, my child's schoolwork or picture may be used in videos.

_____ No, my child's schoolwork or picture may NOT be used on the District's Web site, in printed publications, or in videos.

Signature of Parent/Guardian: _____

Date: _____

ACTIVE PARENT

SCCSD utilizes ActiveParent, an internet based parental information system that provides parents with access to their child's Grades, Attendance, Discipline, and Homework on a 24 hours basis.

Connect 5, an automated telephone calling system, is used to notify parents of all school related activities and events. In case of inclement weather, this service will be used as well as local media.

The district denies any responsibility for the accuracy or quality of information obtained through its system.

Any statement of personal belief found on the Internet or other telecommunications systems is implicitly understood to be representative of that author's individual point of view, and not that of the Sunflower County Consolidated School District, its administrators, teachers, or staff.

SCCSD DISCIPLINARY GUIDELINES

Social Media

Expanding Our World and Protecting Our Values

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a district, the standards for appropriate online communication at Sunflower County Consolidated School District is necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students, faculty, and staff at all times, as well as by alumni and all other users who participate in SCCSD-sponsored sites.

Social Media Comments and Participation

Comments to SCCSD-sponsored sites, such as its Website via Blogs, online forums, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to SCCSD-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to SCCSD-sponsored sites as outlined above, users give SCCSD the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. SCCSD reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

SCCSD further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment section, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this section. Any submissions that fail to follow this section in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this section from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on SCCSD-sponsored sites, you agree not to:

- Post material that SCCSD determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.

- Post material that infringes on the rights of SCCSD or any individual or entity, including privacy, intellectual property or publication rights.
- Post comments under multiple names or using another person's name.

SCCSD reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this section. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this section.

User agrees to indemnify and hold harmless Sunflower County Consolidated School District, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on SCCSD-sponsored sites.

By posting a comment or material of any kind on a SCCSD-sponsored site, the user hereby agrees to the section set forth above.

Faculty Use of Social Networking Sites (*Policy GABBA Social Networking Websites*)

SCCSD respects the right of employees to use social media and networking sites, as well as personal websites and Blogs, but it is important that employees' personal use of these sites does not damage the District's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The District strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, an employee may not include current students as "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or participates in a SCCSD-sponsored online community that extends to persons who are parents, alums, or other constituents, s/he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, which are consistent with the District's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the District's policies, including its policies concerning discrimination or harassment;
- The employee must uphold the District's value of respect for the individual and avoid making defamatory statements about the District, its employees, its students, or their families;
- An employee may not disclose any confidential information of the District or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

If the District believes that an employee's activity on a social networking site, Blog, or personal website may violate the District's policies, the District may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

Creating and Maintaining Official Sunflower County Consolidated School District Social Networking Sites

All "official" Sunflower County Consolidated School District social networking sites must be approved by the Public Relations Supervisor, and/or the Assistant Superintendent or the Superintendent, and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the District;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within SCCSD guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the SCCSD network.

Unauthorized pages that have not been approved by the Public Relations Supervisor, and/or the Assistant Superintendent or the Superintendent will be treated as personal pages, and are therefore limited to the standards provided above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the SCCSD community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Sunflower County Consolidated School District community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of SCCSD students and faculty, students may not, under any circumstances, create digital video recordings of SCCSD community members either on campus or at off-campus SCCSD events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about SCCSD community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the District.

Failure to abide by this Policy, as with other policies at SCCSD, may result in disciplinary action as described in the Student Handbook, or as determined by the Building Level Administrator, Disciplinary Committee and/or Office of the Superintendent.

SCCSD GENERAL OPERATIONAL INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1994- ANNUAL NOTICE

(Policy JRAB Compliance with FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that SCCSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SCCSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the SCCSD to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information- names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want SCCSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 9, 2016. SCCSD has designated the following information as directory information:

Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, and participation in officially recognized activities and sport, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

STRIKING OR BOYCOTTING IS PROHIBITED

The SCCSD is committed to providing a quality education to the children of this district. This cannot be accomplished without consistent school attendance. Any parent, parent organization, student or student organization that attempts to disrupt the educational process by not allowing your child or any child which the court has entrusted to you as legal guardian, to attend school in an effort to disrupt the educational growth and development of that child or other children in the SCCSD will be addressed in accordance with the laws of the state of Mississippi.

SECRET SOCIETIES (TO INCLUDE FRATERNITIES, SORORITIES, AND GANGS)

(Policy JHCAA Secret Societies)

The law in Mississippi and the policy of the Board of Trustees prohibits fraternities, sororities or secret societies in public schools. Students who remain or shall be members are subject to suspension or expulsion. Legal Ref.: Mississippi code, §37-11, §37-11-39, §37-11-4, §37-11-45 BOARD POLICY JHCAA

TELEPHONE USE

Students will not be allowed to use the phone in the secretary's, principal's or counselor's office for personal use. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

VISITORS *(Policy KM Visitors to the School)*

The SCCSD requires all visitors on school campuses to check in at the school office. Visitors will not be permitted to loiter on the school campus or in the school buildings. Students are not permitted to have visitors during the school day. **Visiting School Campuses:** All visitors who visit school campuses for any reason must first go to the main office to sign in and obtain a visitor's pass. **Visitors are not allowed to go directly to the halls or into the buildings without first checking in at the office. Failure to do so is considered trespassing.** Visitors are not allowed to proceed to classes unless they have received prior approval from the office/principal. Visitors are required to sign in and will be given a visitor's badge to wear. To obtain a badge, visitors must leave their State issued identification or leave their vehicle keys in the main office. The item will be returned when the visitor returns his/her badge to the main office and signs out.

ANNOUNCEMENTS

The school office will provide a daily bulletin. Announcements should be in the office to be approved by the principal at his/her designated time each day. Classes will be interrupted only for approved announcements.

PARENT CONFERENCES

Parents are welcomed and encouraged to come to school to talk with their child's teachers. It is urgent that we protect the instructional time of our students and teachers. Appointments must be made to coincide with the teacher's planning time, before school, or after school. This should be done through the school office. Parents should call their child's school to set up the conference.

CONFERENCES WITH ADMINISTRATORS

Conferences with administrators must be scheduled in advance. This is to allow adequate time for administrators to work with teachers. **Remember to schedule this conference so that there is ample time to prepare.**

LOST AND FOUND

The principal's office should be notified immediately of items that are lost. If any items are found, they should be turned in to the office. Writing the student's name on his/her clothing will help us identify owners of lost articles.

Articles found in and around school should be turned in to the main office, where the owners may claim their property by identifying it.

DELIVERY OF GIFTS (*Policy KHD Gifts to Staff Members*)

Since this is an educational institution and time on task is extremely important, we will not deliver balloons, candy, flowers and/or gifts of any nature to our students.

HALL PASSES

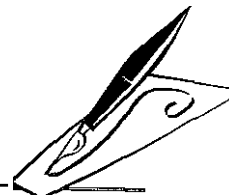
Students should be in the halls only at the beginning and the close of school or when moving from one class to another unless they have special permission or duties that require them to be there.

BACKPACKS/BOOK BAGS- GRADES K- 12 (*Policy JCDA School Searches*)

This school district is committed to providing a safe environment wherein students can learn and teachers can provide focused instruction. A safe learning climate supports high academic achievement and fosters the best in students and staff.

Back packs or book bags may be brought to school and may be subject to search. By bringing a backpack or book bag to school, a student hereby consents to a search of the contents of the back pack or book bag by school personnel

Notice of Handbook Receipt



PLEASE READ AND SIGN. *Please sign, date, and return this duplicate agreement to the homeroom or the main office.

Dear Parents/Guardians:

It is the responsibility of students and parents/ guardians to read and become familiar with the policies of the Sunflower County Consolidated School District. Please take the time to read, review, and discuss the policies outlined in this handbook with your child in order to help him/her have a successful year. Please sign and date the designated blanks below to acknowledge that you have received a handbook and that you have discussed the policies, codes of conduct, rules, regulations, and consequences that are outlined. Thank you for your support.

I acknowledge receiving the 2016-2017 Student Handbook.

Student's Signature

Date

Parent/Guardian's Signature

Date

School: _____

Homeroom Teacher: _____

Grade: _____

APPENDIX

MEDICATIONS (*JGCD Student Health Services – Medicines*)

In order for a student to receive prescription and non-prescription medicines at school, a parent/guardian consent and written authorization from a licensed health care provider are required. Medications cannot be given to a student at school until a Medication Authorization form has been received. A separate form is required for each medicine. New authorization forms are required every year at the beginning of school, whenever the dose or directions change, or when a new medicine is prescribed. It is the parent's responsibility to provide all medicines to be given at school. Each medicine must be in an appropriately labeled pharmacy container that corresponds with the completed Medication Authorization form. Most pharmacies will provide an extra container for school use upon request. Over the counter medications must be in the original non-prescription container. Students are prohibited from transporting medications to and from school unless it is an emergency medication (examples-metered dose inhaler, glucagon, epipen, etc.) and proper authorization is in place.

TO BE COMPLETED BY PARENT/GUARDIAN

Student's Name (Last, First, Middle)

Date of Birth

Grade/Teacher

Parent/Guardian

Address

Home Phone

Work Phone

Other (cell)

TO BE COMPLETED PHYSICIAN

Medication _____ Reason for Medication* _____

Start Date: _____ Stop Date: _____

____ Table/capsule ____ Liquid ____ Inhaler ____ Injection ____ Nebulizer ____ Other _____

Dosage Amount: _____ Time(s) to be administered at School _____

If administered as needed, how often can dosage be repeated? _____

Restrictions: _____

Side Effects: _____

Special Storage Requirements: _____

***Mississippi Law (MS CODE, 1972 as amended, Sec. 41-79-31)** allows students to possess and self-administer asthma or anaphylaxis medication at school and at school-related functions upon completion of the following information by the parent/guardian, student's physician, and waiver of liability by the parent/guardian; all students with an asthma diagnosis are required by said law to have a current Asthma Action Plan on file. (**"Self-carry" option is not recommended at elementary school level.**)

This student has been instructed on self-possession and self-administration of this medication, and is both capable and responsible:

____ Yes ____ No ____ Supervision required ____ Supervision not required

This student may self-carry his/her medication: ____ Yes* ____ No Physician's Initials _____

(*Requires completion of Student Agreement Contract)

Print Physician's name

Physician Address

Phone

Physician's Signature

Date

TO BE COMPLETED BY PARENT/GUARDIAN (This form is void if not completed)

I request the designated school personnel or its agents to assist my child in the administration of the above prescribed medication. I give permission to my child to take this medication while in school or participating in school activities away from the school site. I understand that (1) there is no liability on the part of the school district, its personnel or agents, including the nursing staff of the **Sunflower County Consolidated School District**, for civil damages as a result of the administration of this medication to my child when the person administering the medication acts as a reasonably prudent person would have acted under the same similar circumstances; (2) this medication must be brought to the school only by a responsible adult; (3) this medication must be in its original labeled container; (4) this medication will be destroyed if not picked up within one week following the above stop date, or one week after the close of the current school year, whichever occurs first. I hereby authorize the exchange of medical information regarding my child's treatment plan between the physician and school health personnel.

Parent/Guardian

Date

TO BE COMPLETED BY PERSONNEL

School _____ School Year _____ Date Form Received _____

I/We acknowledge receipt of this Medication

Authorization _____

Referral to the Academic & Achievement Center Procedures

Sunflower County Consolidated School District Academic Achievement Center

Compulsory age students are recommended for an alternative education placement may be assigned to Academic Achievement Center (AAC). Students assigned to AAC will be provided with a wide range of supplemental and intensive academic and/ or behavioral supports based on individual student needs. All students are provided with an Individual Instructional Plan (IIP) or Individualized Educational Program (IEP) which includes specific academic/behavioral goals and objectives. Again, when students successfully achieved their academic and behavioral goals and meet minimum exit criteria a formal transitioned back to their home school setting is initiated.

Alternative Education Referral and Placement Procedures

The Sunflower County Consolidated School District alternative school programs operate through written board-approved policies and procedures that define and mandate appropriate educational opportunities for the categories of at-risk students to be served. The District maintains and operates these alternative programs in connection with the regular programs of the school district for, but not limited to, the following categories of at-risk compulsory-school-aged students:

- Any compulsory-school-age child who has been suspended for more than ten (10) days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct, who has failed to respond to documented empirically based tiered behavioral supports that were implemented with adequate fidelity;
- Any compulsory-school-age child referred based upon a documented need for placement in the alternative school program by the parent, legal guardian or custodian of such child due to disciplinary problems;
- Any compulsory-school-age child referred for alternative placement by the dispositive order of a chancellor or youth court judge, with the consent of the Superintendent of Education of the child's school district.
- Any compulsory-school-age child 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. These "habitually disruptive" youth must have demonstrated a failure to respond to documented empirically-based tiered behavioral supports that were implemented with adequate fidelity.
- Students returning to the district from juvenile detention, residential treatment facilities or out of home placement. Note: Student placement in this category will be recommended only after a complete review of student information and other assessment data indicates that an alternative placement is appropriate.

1. School-Level Committee Review

When a student enrolled in the Sunflower County Consolidated School District is considered for possible alternative placement a school-level committee shall meet to review numerous sources of data collected to evaluate whether a formal referral for alternative placement is warranted. This committee, at a minimum, shall be comprised of the lead school administrator, counselor, and staff who have directly taught and witnessed the student's behavioral concerns. When the student being considered for possible alternative

placement has a disability, the school-level committee shall be comprised, at a minimum, of the student's IEP committee, along with the lead school administrator and school counselor. A wide range of student data must be compiled before formally referring a student for possible alternative school placement as the result of serious and threatening offenses and/or habitual violations of the current SCCSD Code of Conduct. Regardless of the infraction prompting a referral for possible alternative placement, please note that students who demonstrate a pattern of habitual misconduct must have been afforded with and failed to respond to quality supplemental and/or intensive behavioral and/or academic supports that were implemented with adequate fidelity prior to being considered. In cases when the school-level alternative committee decides that an alternative school placement is not warranted the committee should document the rationale for the decision and indicate specific recommendations to address the student's behavioral needs. These recommended strategies and supports should be discussed with the student's parents and school staff and a formal plan of intervention should be developed and initiated. However, in the event the School-Level Alternative Committee makes a decision to request a formal Due Process Hearing, all required data shall be compiled, reviewed, and forwarded to the SCCSD Office of Organizational Support to request a Due Process Hearing.

2. District-Wide Hearing Committee

In cases when the school-based alternative school review committee makes the determination to recommend an alternative school placement, the lead school administrator shall forward all documentation to the SCCSD Office of Organizational Support to request a Due Process Hearing. All referral documentation will be reviewed by the SCCSD Organizational Support staff to ensure that all required documentation has been accurately completed, including a verification that data validates that intervention efforts for students referred for less than felonious act(s) (i.e. habitual patterns of disruption) have been implemented with acceptable fidelity and have failed to lead to appreciable improvements in student academic or behavioral performance. In addition, all federal and state requirements are followed for students who meet criteria for special education eligibility and who are receiving special education services with regard to documentation of changes in placement. Once all data have been reviewed and determined to be consistent with SCCSD and MDE policies, the SCCSD Office of Organizational Support will schedule a Due Process Hearing with all parties. In cases when there is insufficient evidence to warrant a Due Process Hearing the school-level review committee will be informed in writing of the reason(s) for denial, along with specific recommendations to address the student's behavioral or other concerns.

3. Due Process Hearing

The purpose of a Due Process Hearing is to ensure that all students recommended for alternative school placement are afforded the opportunity, as outlined in *Goss vs. Lopez*, to present their side of the case and to have witnesses and legal counsel present in their defense. Upon determining to proceed with a Due Process Hearing, parents and students will be provided written notice including the specific date, time and location the Due Process Hearing will be conducted. The parent or eligible student over 18 years of age is entitled to the student's education record upon request. Due Process Hearings for students recommended for expulsion or suspension of more than ten (10) shall be conducted within 10 school days. Parental attendance and

participation in the hearing process is strongly encouraged. However, parents may waive their right to participate in the formal Due Process Hearing. The parent may be allowed an advocate. The SCCSD District-Wide Hearing Committee is comprised of impartial Sunflower County Consolidated School District administrators, instructional and student support staff members. Although the members of the school-based review committee may serve as witnesses during the hearing, at no time will the student's school administrator and/or other school staff serve on the District-Level Hearing Committee. The function of the Hearing Committee is to review all data related to each referred student's case to verify that all requirements of MS Code, §37-13-92 and SBP (901) are satisfied and to make an objective and impartial determination as to whether he/she meets the MDE criterion for alternative placement. The District Hearing Committee will conduct a formal review of data to make a decision as to whether an alternative placement is, regardless of whether a student and parent(s) waive their right to a formal Due Process Hearing. The Board of Trustees will, upon a written appeal by the parent or legal guardian of a student suspended for 20 days or longer or expelled, review the disciplinary action. Note: *This language is taken directly from Policy JCI, Appeals of Non-admission, Suspension or Expulsion.*

Students with Disabilities

In the event the District Hearing Committee recommends an alternative school placement, this recommendation will be forwarded to the student's IEP committee for review. The final decision to remove a student with a disability from the student's current educational placement due to disciplinary infractions must be made by the student's IEP team. Students with disabilities who violate the SCCSD Code of Student Conduct or who engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and, if applicable, their IEP and Board policy. A manifestation hearing must be held at the student's school of origin to determine if the infraction justifies an alternative placement. A student with a disability may be placed in an alternative educational setting; if the IEP team determines the disciplinary infraction was not directly caused by the student's disability or the district's failure to implement the student's IEP; however, removal of a student with a disability from his/her current placement to an interim alternative educational setting may be implemented by school personnel for up to forty five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim educational setting. The district shall comply with provisions and procedural safeguards of the Individuals with Disabilities Education Act (IDEA) federal and state regulations when disciplining students with disabilities for violations of district policy or school rules and regulations.

4. Parent/Student Appeals

When the District-Level Hearing Committee recommends placement in AAC, parents/students have the right to appeal the decision. Parent/Student will receive written notification of the Committee's decision/recommendation. The appeals process, as outlined in district policy JCD, will be stated in the written notification.

After completion of a minimum of 60% of the assigned period of time to the alternative school, a review shall take place to determine if students are eligible for an early release to return to their home school. Students assigned to the alternative school for less than 20 days are excluded from the 60% early release provision.

