

# **YAZOO COUNTY SCHOOL DISTRICT**



## **STUDENT-PARENT HANDBOOK 2017-2018**

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ADMINISTRATION**

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**YAZOO COUNTY SCHOOL DISTRICT  
94 PANTHER DRIVE YAZOO  
CITY, MISSISSIPPI 39194**

## STUDENT-PARENT HANDBOOK FORM

**PARENT/GUARDIAN:** Please fill out the following information, tear out the page and return to your child's school.

This is to certify that I have received the Student-Parent Handbook dated 2017-2018 school year.

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Student Name

Grade/Section

School

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Parent/Guardian Signature

Date

# **Student/Teacher/Parent Contract**

**Date: 2017-2018**

## **Parent/Guardian Agreement**

**(Any person who is interested in helping this student may sign in lieu of the parent.)**

**I want my child to achieve. Therefore, I will encourage him/her by doing the following:**

- \_\_\_\_ See that my child is punctual and attends school regularly.
- \_\_\_\_ Support the school in its efforts to maintain proper discipline.
- \_\_\_\_ Establish a time for homework and review it regularly.
- \_\_\_\_ Provide a quiet well-lighted place for study.
- \_\_\_\_ Encourage my child's efforts and be available for questions.
- \_\_\_\_ Stay aware of what my child is learning.
- \_\_\_\_ Provide a library card for my child.
- \_\_\_\_ Read with my child and let my child see me read.

**Signature**\_\_\_\_\_

## **Student Agreement**

**It is important that I work to the best of my ability. Therefore, I shall strive to do the following:**

- Attend school regularly.
- Come to school each day with my pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

**Signature**\_\_\_\_\_

## **Teacher Agreement**

**It is important that students achieve. Therefore, I shall strive to do the following:**

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

**Signature**\_\_\_\_\_

## **Principal Agreement**

**I support this form of parental involvement. Therefore, I shall strive to do the following:**

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

**Signature**\_\_\_\_\_

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## **PHILOSOPHY OF THE YAZOO COUNTY SCHOOL DISTRICT**

THE ADMINISTRATION, FACULTY, PARENTS, AND STUDENTS who reside within the Yazoo County School District believe that the schools should provide information and experiences that will enable students to participate in their world and accept an increasing responsibility for improving the society in which they live. We also believe that we should give the students the attention, love, and educational background, which will be needed for each of them to cope in tomorrow's society.

To meet the needs of students, we must look at the students individually. In doing so, the school must provide the necessary guidance that will teach him/her to respect and to relate to those around him/her. The school must help the student to accept responsibility, to establish sound moral and spiritual values, and to use his/her talents and abilities to the fullest.

In order to help the student, each school must strive to reach academic excellence through continuous improvement of the staff; the curriculum and related activities should be geared toward this effort.

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## **NO CHILD LEFT BEHIND ACT 2001**

### **PARENTAL INVOLVEMENT**

As a parent of a child/children in the Yazoo County Schools, you are entitled to the following:

- Parents may request information on teacher qualifications at any time.
- If it becomes necessary for a school to hire a teacher who is not highly qualified, and a parent has a child who is being taught by this teacher, the district must let the parent know this within a four-week period.
- At least 1% of Title I funds must be used for parental involvement.

## YAZOO COUNTY SCHOOL DISTRICT

### School Calendar 2017–2018

July 31, 2017 .....	Principals' Meeting .....	9:00
August 1, 2017 .....	Report to School for Professional Development .....	8:00-11:00
	District Professional Development: Multi-Purpose Bldg..	1:00-3:30
August 2-3, 2017 .....	Report to School for Professional Development .....	8:00-3:00
August 4, 2017 .....	New Student Registration – NO BUSES .....	8:00-12:00
	Report to School for Professional Development .....	8:00-3:00
August 7, 2017(100% Day) .....	General Enrollment All Students – (Cafeteria Open)	
September 4, 2017 .....	Labor Day - Holiday	
September 7, 2017 .....	Send Home Progress Reports	
October 6, 2017 .....	End of First 9-Weeks (44 days)	
October 9, 2017 .....	HOLIDAY/Columbus Day	
<b>October 19, 2017(60% Day) .....</b>	<b>Parent/Teacher Conference 1<sup>st</sup> 9-Weeks.....</b>	<b>1:00-6:00</b>
	<b>Students will be dismissed at approximately 12:30 p.m.</b>	
November 9, 2017 .....	Send Home Progress Reports	
November 20-24, 2017 .....	Thanksgiving Holidays	
December 19, 2017 (100% Day).....	End of Second 9-Weeks (46 days) End of First Semester (90 days)	
Dec. 20, 2017 – Jan. 2, 2018 .....	Christmas Holidays	
January 3, 2018 .....	TEACHERS/STUDENTS RETURN TO SCHOOL	
January 15, 2018 .....	HOLIDAY/Martin Luther King-Robert E. Lee	
<b>January 16, 2018 (Staff Only) .....</b>	<b>Professional Development 10:00-12:00</b>	
	<b>Parent/Teacher Conference 2<sup>nd</sup> 9-Weeks.....</b>	<b>1:00-6:00</b>
February 1, 2018 .....	Send Home Progress Reports	
February 19, 2018 .....	HOLIDAY/Presidents Day	
March 2, 2018 .....	End of Third 9-Weeks (41 days)	
March 12-16, 2018 .....	SPRING HOLIDAYS	
<b>March 22, 2018 (60% Day).....</b>	<b>Parent/Teacher Conference 3<sup>rd</sup> 9-Weeks .....</b>	<b>1:00-6:00</b>
	<b>Students will be dismissed at approximately 12:30 p.m.</b>	
March 30 - April 2, 2018 .....	EASTER HOLIDAYS	
April 19, 2018 .....	Send Home Progress Reports	
May 18, 2018 .....	Yazoo County High School Graduation 7:00 p.m.	
May 22, 2018 (100% Day).....	End of 4 <sup>th</sup> 9-Weeks (49 days) End of 2 <sup>nd</sup> Semester (90 days)	
May 23-24, 2018 .....	Professional Development/Teacher Work Days	
*May 23, 24, 25, 2018 .....	*3 Inclement Weather Make-up Days for students (required 180 days)	
(*Teacher days will be added to comply with MS Code for the required 187 contracted days.)		

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## GENERAL OPERATING PRACTICES

**THIS SCHOOL WILL BE UTILIZING VIDEO CAMERAS IN STRATEGIC PLACES AROUND THE CAMPUS AND WITHIN THE SCHOOL BUILDINGS FOR EDUCATIONAL, ACADEMIC, EXTRA CURRICULA ACTIVITIES AND SAFETY PURPOSES.**

### THE SCHOOL OFFICE

Much of the business in the main school office is of a private and confidential nature which involves important information about each individual in school. For this reason, there should be as little traffic as possible in this area. Students are permitted in the front office only:

- When called by the principal, assistant principal or someone acting upon the approval of the principal.
- When there is an emergency.
- When a student seeks permission to leave the campus.
- High School: Parents may not pick up students after 2:45 p.m. This is to allow buses access to load students at YCJHS and YCHS and exit campus without interruptions.

No student is permitted to use the phone in the front office.

### PRIVACY OF STUDENT RECORDS

**FERPA** requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary language other than English. The annual notice pertaining to **FERPA** rights must explain that parents may inspect and review records, and if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosure of personally identifiable information in the record, except under authorized circumstances.

**FERPA** gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at post-secondary education institutions, they become “eligible students” and rights under **FERPA** transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

### TRANSFERRING RECORDS

Transferring records: The written consent of parents or the written consent of eligible students is not required if the school includes a notice in its policies (such as a student handbook) that it forwards educational records to a school on request. This will meet the requirement of the **Family Educational Rights and Privacy Act** and will eliminate the need for using the parent signature cards provided by the State Department of Education. **Note: *This school does transfer records upon request from another school.***

## **VISITORS**

All visitors must report to the principal's office immediately upon arrival. No teacher, student or employed personnel shall talk with any visitor who does not have a pass or permission to be in the building or on the campus. Neither teacher nor student shall invite an individual to school without special permission from the principal's office. *VISITOR, UNDER THIS POLICY, MEANS ANYONE WHO IS NOT A STAFF MEMBER, A STUDENT OR EMPLOYED PERSONNEL.*

## **RESIDENCY REQUIREMENTS** (see Policy: JBCAA)

The Mississippi State Board of Education passed the *Verification of Residency Policy*, which states:

- That the residence of any student who has recently moved within the district must be checked and/or verified.
- That the residence of any student who has moved within the district since verification of residence was completed for the prior school year must be checked and/or verified.

## **RESIDENT STUDENTS: JBCAA**

## **ADMISSIONS**

### **COMPULSORY ATTENDANCE AGES**

A compulsory-school-age child is defined as a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year. This also includes any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in Kindergarten. The parent/guardian of a kindergarten student shall be allowed to withdraw the child from Kindergarten one time, and that child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years. Students excluded from this requirement are those determined to be incapable of school attendance by school officials as based on medical documentation or an identified handicapping condition and those in a legitimate home instruction program as determined by a school attendance officer.

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a student has accumulated five (5) unexcused absences during the school year, the principal shall report such absences to the school attendance officer within two school days or within five calendar days, whichever is less, according to the method prescribed by the State Department of Education and on the form designated for that purpose by the district.

LEGAL REFERENCE: MS Code 37-13-91, 37-13-92.  
JEA 5-13-09

**ADMISSION PROCEDURES** Admission requirements for the District shall be as follows:

**ENTRANCE AGE REQUIREMENTS:**

No child shall be enrolled or admitted to a kindergarten program of the Yazoo County School District unless that child will be five (5) years of age on or before September 1 of the current school year.

No child shall be enrolled or admitted to the first grade of any school in the Yazoo County School District unless that child will be six (6) years of age on or before September 1 of that school year. Any child who transfers from an out-of-state school in which that state's law provides for a first grade or kindergarten enrollment subsequent to September 1, shall be allowed to enroll in school at the same grade level if:

- The parent, legal guardian, or custodian of the child was a legal resident of the state from which the child is transferring.
- The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority
- The child was legally enrolled in school for a minimum of four weeks in the previous state.
- The Superintendent has determined that the child was making satisfactory Educational progress in the previous state.

LEGAL REFERENCE: MS Code 37-15-9, JEB 5-13-09

**INITIAL ENROLLMENT:**

1. Presentation of a certified birth certificate (long form as recommended).
2. Verification of required immunizations (Mississippi Form 121).
3. Completion of student information profile/emergency card.
4. Attainment of the age of five years on or before September 1 of that school year (for kindergarten enrollment:) or attainment of the age of six years on or before September 1 of year (for first grade). (JEB)
5. Proof of residence in the attendance zone for which application is made.

**RESIDENCY VERIFICATION:**

Children who are currently enrolled in Yazoo County School District will provide annual updated residency information.

**STUDENT LIVING WITH ADULT OTHER THAN PARENT/GUARDIAN:**

If a child is living with an adult other than parents or legal guardians, *in loco parentis* authority will be recognized to establish

residency of the minor in situations that include, but are not limited to:

- (a) death or serious illness of the child's parent/guardian
- (b) abandonment of the child
- (c) child abuse or neglect
- (d) unstable family relationships or conditions in the home of the parent/guardian having a detrimental effect on the child
- (e) students enrolled in recognized exchange programs residing with a host family
- (f) other appropriate documentation/verification.

## **TRANSFER STUDENTS:**

### **Must have:**

1. Receipt of an official transcript/cumulative record from the last school attended.
2. Proof of residence in the attendance zone for which application is made.
3. Completion of a student information profile/emergency card.
4. Presentation of valid certificate of compliance for immunization.

Parents/guardians are encouraged to accompany a student enrolling in the District for the first time. Enrollment can be delayed and attendance may be required of the parent/guardian prior to admitting the child to school. Any guardianship formed for the purpose of establishing residency for school district attendance purpose shall not be recognized by the Board.

Transfer students will be permanently enrolled and placed in a grade or class on the basis of an official transcript from the last school attended. If such has been lost or destroyed, the last school attended shall be responsible for initiating a new record.

If the last school attended is not appropriately accredited, the student seeking enrollment will be required to take a test(s) to determine the grade/class assignment. The principal will place the student in the grade/course best suited to his educational achievement level, needs, and abilities. (JG)

Any child in grades 2-12 who fails to present a certified birth certificate within 60 days from the opening of the fall term shall be suspended until in compliance.

## **HOMELESS STUDENTS:**

When a child is determined to be homeless as defined by the Stewart B. McKinney Homeless Assistance Amendment Act, enrollment action in the best interest of the child shall be taken, pursuant to federal guidelines and Board policy. (JFABD 4-10-13)

## **EXPELLED STUDENTS:**

Parents, guardians or students **must** indicate on registration information if the student requesting enrollment has been expelled from a private or public school or is currently a party to an expulsion proceeding. If the expulsion or expulsion proceeding involves an act of violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, Yazoo County School District is not required to grant admission before one calendar year after the date of expulsion.

## **ENROLLMENT OF EMPLOYEE CHILDREN:**

Any Mississippi resident who is an employee of the District, but is not a resident of Yazoo County, may petition the Board for admission of their dependent school-age children. Consent to transfer shall be granted if the employee is an instructional or certificated employee. Consent to transfer may be granted if the employee is non-certificated. All other grants for admission into the YCSD will be at the discretion of the YCSD Board of Education. No tuition fee shall be assessed for students enrolled under these circumstances.

LEGAL REFERENCE: MS Code 37-15-1, 37-15-11, 37-15-29, 37-15-33, 37-15-31, 37-15-9 PL 101-645; State Board of Education Policy: Residency Verification Process. JFA 11-11-09

## ELL (ENGLISH LANGUAGE LEARNERS):

When a child is determined to be an English Language Learner as defined by Public Law 107-110, enrollment action in the best interest of the child shall be taken, pursuant to Federal guidelines, under section 1112 (G) and 3302 of the Elementary and Secondary Education Act and Board policy. (JAB 4-10-13)

## MIGRANT:

When a child is determined to be migrant as set forth under Title I, Part C, Public Law 103-382 of the Elementary and Secondary Education Act, enrollment action in the best interest of the child shall be taken, pursuant to federal guidelines and Board policy. The Yazoo County School District is a part of a migrant consortium which is coordinated by Jackson State University. Any questions may be directed to Marla Rios, 601-212-8013 Mississippi Migrant Education Service Center (MMESC), at MS State University. (JABB 4-10-13)

## RESIDENCY REQUIREMENTS Check one in **Group I** and **Group II** and if applicable check a or b in **Group III**.

**Group I** \_\_\_\_\_ a. Filed Homestead Exemption Application Form  
\_\_\_\_\_ b. Mortgage Documents or Property Deed  
\_\_\_\_\_ c. Apartment or Home Lease/Rental Agreement \*\* Any unofficial Lease Agreement (handwritten or computer-generated) must be notarized.  
\_\_\_\_\_ d. E911 information

**Group II** Acceptable Bills \_\_\_\_\_ a. Current Utility Bill (dated within thirty days of enrollment).  
\_\_\_\_\_ electricity \_\_\_\_\_ gas \_\_\_\_\_ landline telephone \_\_\_\_\_ cable TV or satellite TV.

A driver's license, water bill or voter identification are **not acceptable** as proof of residency.

\_\_\_\_\_ Other Residency documentation may be approved by YCSD Administration.

## **Group III – Guardianship or Affidavits Guardianship**

\_\_\_\_\_ a. Student is living with legal guardian and a certified copy of the Court Decree (or petition), if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.

**Affidavits** \_\_\_\_\_ b. Custodial parent(s) residing with an adult in a home not owned or rented by the custodial parent(s) will present documents to show legal custody. The non-custodial adult in the home must prove residency through Group I and Group II (above) and sign the affidavit.

## **In addition, the custodial parent(s) will present *three of the items below*.**

\_\_\_\_\_ Doctor's or dentist's bill Bank statement  
\_\_\_\_\_ Automobile license receipt  
\_\_\_\_\_ Credit card statement  
\_\_\_\_\_ Cell phone bill  
\_\_\_\_\_ Insurance policy  
\_\_\_\_\_ State or Federal benefit check Salary check stub

\_\_\_\_\_ IRS Documentation

\_\_\_\_\_ Other residency documentation approved by YCSD administration

LEGAL REFERENCE: MS Code Annotated 37-15-31 (1993 Supp.)  
State Board Policy 7301 JFAA 7-17-13

## **TRANSPORTATION LIABILITY**

Transportation is outsourced for all students who attend the public schools of Yazoo County School District. All inquiries in reference to routes, accidents, or problems should be directed to that provider at 662-746-2331.

## **STUDENT TRANSPORTATION**

During the transportation of students to and from school and on school activity trips the Yazoo County School District maintains the right to discipline students for inappropriate actions or conduct on a bus or in a private vehicle that has been contracted to transport student(s). This right is maintained whether the YCSD is in charge of transportation of students, or whether the transportation of students has been contracted to a private company or firm.

The following are procedures that should be followed in handling discipline events:

- Inappropriate behavior that cannot be handled or resolved by the driver should be reported immediately to the Principal, or their designee, of the campus where the incident occurred (if while loading or unloading on campus).
- If a Principal receives a complaint from a driver regarding a student that is not theirs, they should forward this complaint to the home school Principal of the student involved.
- Drivers will submit a written report of discipline infractions to the home Principal or designee.
- Reported infractions should be investigated and acted upon immediately.
- Parents who wish to report inappropriate behavior by students should report this to the home school Principal or designee.
- Parents who wish to register driver complaints or address safety issues should contact the transportation director at the bus barn 662-746-2331. If a parent complaint is not responded to in a timely manner, then they should contact the Superintendent's office for the Assistant Superintendent or the Superintendent.

# GUIDANCE SERVICES

## PHILOSOPHY

The guidance services exist to facilitate the growth and development of students as they progress through school. These services are designed to help all students in their education planning, vocational and career decision-making and personal-social development. Counselors are committed to working with parents, as well as, with students themselves to help students gain the greatest benefit from their school experiences.

Guidance services, which complement both instruction and administrative functions, provide opportunities for students to develop self-understanding, self-evaluation, and self-direction. The counselor's goal is for the student to mature as an individual who understands the responsibility for making decisions and for living with consequences of those decisions.

## MAJOR RESPONSIBILITIES

The duties of the counselor go beyond that of providing one-on-one counseling, although this is considered the “**heart**” of the program. Other activities include the following:

- Individual and group guidance
- Administering test and interpreting test results
- Working with faculty members and parents in a consultative role
- Working with students in planning a program of studies and in subject selection
- Making necessary referrals to individuals within community agencies
- Providing career information and assisting students in securing either part-time or full-time employment
- Conducting research and evaluation on the total school program
- Assisting students as they plan to leave high school

Through the counseling process, students are encouraged to plan for the future by surveying vocational and educational opportunities which are in line with their own abilities and interest. Emphasis is placed upon the ability of students in making their own decisions wisely and of solving their problems independently. The counselor has a major responsibility in working with students in selecting subjects for the next school year.

Specifically, the counselor can assist students in ...

- selecting an appropriate program of studies and in developing a Four-Year Plan of Study.
- participating fully in the school's extracurricular program.
- identifying abilities, interest, and special aptitudes by use of standardized and other sources of information.
- improving in social and academic adjustment.
- obtaining information regarding college entrance requirements, and various programs of financial aid.
- securing information of job opportunities, job entrance requirements and in having job interviews.



## GROUP GUIDANCE ACTIVITIES

Various group guidance activities have been planned throughout the school year for the various grade-levels. The sessions listed below were developed based on the results obtained from the “needs assessment” conducted by the guidance department on students. Essentially these are in the areas of career decision-making, effective skills, and college planning. Personal-social counseling and value clarification activities are conducted in personal, individual conferences. Several of the group activities, especially those concerning college planning and financial aid, are optional activities which are based upon the results of surveys conducted at the beginning of each school year.

## TESTING PROGRAMS

There are two major testing programs, one of which is required of students who plan to enroll in college. These are the **American College Testing Program (ACT)** and the **Scholastic Aptitude Testing Program (SAT)**. The ACT is required of every student who plans to attend a state-supported institution of higher learning in the State of Mississippi. All Juniors are required to take the ACT (MS Code). The student should check with a college catalog or counselor to determine the particular test required. The test schedule for the SAT and achievement test is posted in the guidance office.

The Scholastic Aptitude Test (SAT) is a three-hour test of objective questions designed to measure a student's ability to do college work. Part of the test deals with verbal skills such as the ability to read with understanding, use and reason with words correctly. Another part measures the ability to use and reason with numbers of mathematical concepts. Scores are reported on a scale of 200-800 for each part. The test fee and information may be found online at <http://sat.collegeboard.org>.

The achievement test is a one-hour test designed to measure a student's level of achievement in a particular subject. The fee of one, two or three achievement tests taken on a single day can be found online at <http://sat.collegeboard.org/about-tests>. You must register for SAT and/or achievement tests at least six weeks in advance.

The American College Test (ACT) test battery consists of four tests of general educational development. The academic test covers the subjects of English usage, mathematics, social studies, and natural science. The scores range from 1-36. The fee for the ACT can be found online at [www.actstudent.org/regist/actfee.html](http://www.actstudent.org/regist/actfee.html). All Mississippi colleges and universities and many out-of-state schools require the ACT test for admission.

The PSAT/NMSQT, an optional test administered for juniors, is a preliminary test to the SAT and scholarship competitive test. Registration for this is taken during the last two weeks of September. Students who have a B+ or higher average should consider taking this test. Sophomores are also eligible to take this test for experience and counseling purposes.

The College Level Examination Programs (CLEP) is a battery of tests administered by the College Board. The test offers a student the opportunity to obtain college credit by examination. Not all colleges honor CLEP credit, so a student should check the college catalog to see if the school accepts CLEP credit and if so, which particular test it will honor.

Advanced placement exams are available for students who have completed one or more of the Phase 5 courses. See your counselor for more details.

The Armed Services Vocational Battery (ASVAB) is administered by the Department of Defense. It is a free test and may be taken by any high school junior or senior to determine his/her vocational aptitude whether or not he/she is interested in the military. A student is in no way obligated to the military upon completion of this test. The guidance staff encourages the junior class to take advantage of this test.

### **MATERIALS IN THE GUIDANCE OFFICE**

Each counselor has a supply of materials from all colleges and universities in the State of Mississippi and from many out-of-state schools. This includes catalogs, admission forms, scholarship applications, financial aid forms, housing forms, and co-operative education information. The counselors will assist any student in obtaining information from any college where information is not readily available.

## GENERAL INFORMATION

### TEXTBOOK POLICIES

This proposal is submitted to the Board for its consideration due to the tremendous increase in textbook cost, and to the fact that textbooks are being issued now every six years instead of four. You may reference policy IFFA-R as background information, as well as, the student handbook on lost books.

Parents should be informed that textbooks are the property of the State of Mississippi. They are loaned to the students free of charge; however, it becomes the parent's and student's responsibility to properly care for them.

The Yazoo County School District is the overseer of textbooks for the county schools, and as such, it must be responsible for all policies governing textbooks.

In order to accomplish this responsibility, and to stay abreast of the changes in the adoption and use of state owned textbooks, the following procedures are to be used.

- The label on the inside cover of each textbook shall be completed before the textbook is issued to the student.
- The textbook number, stock number, and condition of textbook shall be documented on the student's textbook card.
- Textbook cards shall be signed by the parent in order for textbooks to be issued.
- No textbooks shall be issued to a student with outstanding fines from the previous year.

Fines shall be collected for damaged, lost or destroyed textbooks at a fair market price to be determined as follows:

<b><u>Condition of Book When Issued</u></b>	<b><u>Condition of Book When Returned</u></b>	<b><u>Amount Fined</u></b>
New	Good	None
New	Fair	25% of price
New	Poor	50% of price
New	Unusable	75% of price
Good	Fair	None
Good	Poor	25% of price
Good	Unusable	50% of price
Fair	Poor	None
Fair	Unusable	25% of price
Poor	Unusable	None

### **Lost or Destroyed Books**

<b>Years Book Has Been Used</b>	<b>Amount of Fine</b>
0	100%
1	75%
2	50%
3 or more	25%

Textbooks in the last few years have gone from a cost of approximately \$40.00 to \$100.00 per book. With this in mind, it becomes a real challenge for all of us to maintain the life of a textbook over the six years that is expected, and to collect the appropriate fines when and if necessary.

As a reminder to parents, the school district may pursue unpaid fines in Small Claims Court.

Fines are not levied against the student for normal wear and tear. To be fined, the book must be damaged in some way.

### **LIBRARY AND STUDY HALL POLICIES**

The school library provides you with a place to study undisturbed.

We also have available staff members who can give you help and suggestions which will make your schoolwork more effective. In return for this, you are expected to:

1. Observe all library rules and regulations.
2. Use the library as a place to study, not social activities.
3. Always return books and magazines to their proper places.
4. Students may check out library books for a two-week period. The book may be rechecked at the end of this period if it is still needed.
5. Students will be responsible for the books they check out for other students.
6. Library books that are damaged by students (torn pages, writing, or soiled in any way) will be paid for by the student.
7. A fine of \$. 05 per day will be charged on all overdue books.
8. Books that are lost will be charged to the student at full price.

In order to maintain an atmosphere in which students may prepare course assignments and engage in leisure reading, each study hall monitor is respectfully asked to implement the following policies and procedures:

1. Maintain order and quietness to the extent that students can study and nearby classrooms will not be disturbed.
2. Maintain an up-to-date study hall roll in a grade book and record daily absentees. Properly record a re-admission.

3. Do not leave study hall unsupervised except in a case of an emergency or the need to check on your students in the library.

Homework should be brought to the study hall. No student will be allowed to go back to the locker to obtain any item. This disrupts the normal school process.

## **COMPLAINTS AND GRIEVANCES (Board Policy Manual: Descriptor Code: JCE)**

### **COMPLAINTS AND GRIEVANCES**

The Board realizes that there may be conditions in the school system that need improvement and that students have some means to effectively express their concerns which will be considered and handled with fairness.

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearings, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. the opportunity shall be provided any student or his parents to discuss with his teacher a decision or situation which he considers unjust or unfair;
2. if the matter remains unresolved, the student or his parents, or the teacher, may bring the matter to the principal's attention for his consideration and action;
3. the student may also bring the matter to the class officers or the student council for possible presentation to the principal;
4. if the matter is still unresolved, it may be brought to the superintendent for his consideration;
5. complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board.

LEGAL REF.: 1972 Education Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 504; 45 CFR Part 84

It is the intent of the Yazoo County School District Board of Trustees to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the Carl Perkins Vocational Education Act of 1984, Section 504 of the Rehabilitation Act of 1973 and P.L.94-142. The Board directs that no person shall on the basis of race, color, national origin, sex, handicap, age, or religion be discriminated against or excluded from or denied the benefits of any program or any opportunity or activity. This action of the Board applies to all applicants for employment in the Yazoo County Schools, present employees, and students. The school board directs the superintendent of schools to serve as the local officer of compliance. The compliance officer will receive complaints directed toward the school system, investigate the complaint, and take necessary action. *Questions may be directed to Rebecca Fisher, Superintendent, 94 Panther Drive, Yazoo City, Mississippi 39194, or by calling 662-746-4672.*

Complaint and/or Grievance Form			
Complainant(s)			Date
Home Address		City	State
Home Phone		Date of disagreement	
<p>The disagreement involving the work situation because the complainant(s) believes that an injustice has been done because of:</p> <p>(circle one of the following)</p> <p><i>(Policies dictated by law are not included in this application)</i></p> <ol style="list-style-type: none"> <li>1. a lack of a policy</li> <li>2. a policy is unfair</li> <li>3. a deviation from a policy</li> <li>4. a misapplication of a policy</li> <li>5. interpretation of a policy</li> </ol>			
Where and when did the disagreement occur?			
Describe details of the disagreement as clearly as possible. Attach additional pages as necessary.			
Did anyone witness the disagreement?	Yes	No	If yes, name the witness(es):
What was your reaction to the disagreement?			
How should this disagreement be resolved?			
I assert that all of the information presented is accurate and true to the best of my knowledge. _____ <i>Signature of complainant</i>			Date:

YAZOO COUNTY SCHOOL DISTRICT  
Rebecca Fisher, Superintendent  
94 Panther Drive  
Yazoo City, Mississippi 39194

To: Parents, Teachers, and School Employees  
From: Rebecca Fisher, Superintendent  
Subject: Asbestos Surveillance of All School Buildings

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an engineering firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of the surveillance report, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the LEA Asbestos Designee's office located at 94 Panther Drive, Yazoo City, Mississippi, 39194. Any interested party should feel free to go to any of these locations to review these reports.

# ATTENDANCE

## ATTENDANCE LAWS

Mississippi Law comes down hard on children who are not attending school. As part of the 1982 Educational Reform Act, school attendance officers are authorized to find delinquent students, notify their parents, and get the students back in class.

After 10 unexcused absences, officers are required to promptly visit a student and his parents in their home to explain the mandatory attendance law and enforcement.

If necessary, officers can turn a chronic no-show student over to the local county court or youth court. In extreme cases, students can be removed from their home and placed under court supervision to ensure school attendance.

Students under the age of 17 are required by law to attend school. By law, if a compulsory-school-age child has an absence that is more than thirty-seven percent (37%) of the instructional day, as fixed by the school board for the school at which the compulsory-school-age child is enrolled, the child must be considered absent the entire school day. **Therefore, each student must be present for 63% (HB 1530) of his or her individual instructional day as fixed by the local school board for each individual school in order to be considered in full day attendance.** MS Code of 1972

## ATTENDANCE INCENTIVE POLICY

For all students in grades 9-12, exemption from the second and fourth nine-week exam is an earned privilege. A student will be considered for exemption if he has no office referrals in a teacher's class and meets the following requirements regarding total days of attendance and grades:

<u>Attendance per semester</u>	<u>Grades</u>
1 absence	75-84
2 absences	85-93
3 absences	94-100

A student who is exempt has the option to take an exam if he feels it will improve his grade.

All absences will be counted except those that are school related such as choir and band trips, athletic contests, etc. **It is the student's responsibility to gather and provide documentation of school related absences.** Out of school suspensions will invalidate the privilege of exemption in all classes.

## ABSENCES AND EXCUSES

Students are expected to attend classes regularly, to be on time in order to benefit maximally from the instructional program, and to develop habits of punctuality, self-

Students must be present for 63% of the individual students instructional day



discipline, and responsibility. Students must be in regular attendance if they are to derive benefits from educationally sound activities.

Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who attend school regularly achieve higher grades, enjoy school more, and are more employable after leaving school. Therefore, in order to earn credits, a student must satisfy two basic requirements. The requirements are to achieve at an acceptable level and to attend an acceptable amount of time during the school year. In order to assure acceptable school attendance, the Yazoo County Board of Education adopts the following policy:

- After five absences, not verified by a doctor's note, or not resulting from a death in the immediate family, a letter must be sent from the principal to the parent notifying him or her of the absences. A copy of the attendance policy should be attached to the letter.
- A student must consult the teacher(s) on the day he or she returns to class following an absence to make arrangements to make up any work missed.
- Absences due to suspensions are counted against the student toward the exemption policy (YCHS only).
- If a student misses a nine-week's test he or she must bring a doctor's excuse to make up the test, or contact the principal prior to absence.

## **ATTENDANCE**

HB 1530 63%
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The District Administration recognizes school attendance as one of the important responsibilities of the students, parents/guardian/custodian and staff. Students who attend school regularly have fewer discipline problems and a better opportunity to achieve. Additionally, school attendance affects the District's receipt of State funding and the teacher's ability to effectively control make-up work.

## **MAKE-UP WORK**

Both the STUDENT AND TEACHER are responsible for making sure that make-up work is completed. If a student misses the day of a test, they will be required to make up the test upon returning to school. If a student is absent the day before a test and no new materials were introduced, they must make up the test upon returning to school; if new materials were introduced before the test was given, they will be given one (1) additional day to make up the test. If a student is absent 2-5 consecutive days, the student will be given one (1) week to make up work. If a student is absent more than 5 consecutive days, the principal or assistant principal will use discretion in setting the time for make-up work to be completed.

## **UNEXCUSED ABSENCES**

An absence is excused only if it results from:

- Attendance at an authorized school activity;
- Illness or injury;

- Isolation of the student is ordered by the county health officer;
- Death or serious illness of an immediate family member which would include a child, spouse, grandparent, parent, brother, sister, stepbrother or stepsister;
- Medical or dental appointment;
- Attendance at court or administrative proceedings if the student is a party or under subpoena as a witness;
- the religion to which the student or the students's parents adheres, requires or suggests the observance of a religious event.
- An absence while under the care of a physician that is documented **within 3 days of returning to school (including the day of return);**
- The parent / guardian providing documentation **within 3 days of the student returning to school (including the day of return).**
- Any other reason deemed appropriate by the administration.

## ACADEMICS

### ACADEMIC COURSE CHANGES

There will be no changing or dropping of courses after ten (10) days from the opening day of school, unless deemed necessary by the Principal and Counselor.

### SUMMER SCHOOL

Summer school is not offered by the Yazoo County School District; however, any student in grades 9-12 may attend summer school outside of the district with the approval of the principal based on the need of the student. Only one (1) unit may be earned in summer school per year. Summer school is for remediation only, not new credit.

### SCHOOL DAY ATHLETIC PRACTICE

The **State Board of Education** has removed **Standard 30.5** as a part of the accreditation process. Anytime you have rules and regulations concerning any issue, especially one concerning time, we must depend on the integrity of our administrators and coaches to see that the rule is properly carried out. If in fact there are violations, then those schools in violation will be dealt with by the **MHSAA** office and board, which is made up of school personnel.

In May, the **MHSAA** board voted to allow schools to have athletic practice during the school day for 50 to 55 minutes. This means that actual practice time on the field or court can only be held for a total of 50 to 55 minutes during the period of time set up as a regular time period during the school day.

- Yazoo County Schools are on a seven-period day; therefore, one should have no trouble fitting this into their schedules.
- A physical education credit may be given for the athletic period. This will come under the physical education curriculum concerning advanced fitness. Yazoo County School will give ½ credit for the physical education class.
- The athletic period for sports not in session will operate only during the designated period. Once the last bell rings, only the sport in season will practice after school.

## ATHLETIC PARTICIPATION CLEARANCE

I hereby give consent for my child, \_\_\_\_\_, to participate in any and all required activities pertaining to the school district's athletic program in all sports during the \_\_\_\_\_ school year.

Listed below are the sports in which he/she may participate.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

I am aware that the Yazoo County School District does provide accident insurance for students who participate in athletics. While this insurance will cover the majority of the medical costs related to an injury received while participating in athletics, it may not cover one hundred percent of related costs.

I do hereby hold harmless the school district and/or the Board of Education, their agents or assignees, of responsibility for any such injury or expenses and waive any and all claims that may arise against them. I realize that participation in organized athletics involves the potential for injury, which is inherent in all sports, sometimes severe enough to result in total disability, paralysis, or death.

I further understand that a licensed physician must medically screen each student who participates in the secondary athletic program. The school district will provide a medical screening; however, I understand that this screening is not a complete physical examination. The screening is general in nature and limited in its scope and does not indicate or assure me that my child is completely free from impairments, which may be affected by athletic participation.

## STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

If an athlete shows a lack of self-discipline, displays a poor attitude, or does not fulfill his/her commitments to the athletic program, he/she shall be suspended from athletic participation in that sport.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

**TRADITIONAL PATHWAY OPTION  
YAZOO COUNTY SCHOOLS GRADUATION REQUIREMENTS  
SENIORS OF SCHOOL YEARS 2011-2012 AND LATER  
(Entering ninth graders in 2008-2009 and thereafter)**

<b>CURRICULUM AREA</b>	<b>CARNEGIE UNITS</b>	<b>REQUIRED SUBJECTS</b>
ENGLISH	4 <sup>1</sup>	
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	4 <sup>3</sup>	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ U.S. Government, ½ Mississippi Studies <sup>4</sup>
HEALTH	1	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1 <sup>5</sup>	½ Keyboarding ½ Computer Applications
THE ARTS	1	
ELECTIVES	5	
TOTAL UNITS REQUIRED	24	

**\*All graduates will be required to take and pass the four Subject Area Tests: English II, Biology I, Algebra II, and U.S. History**

<sup>1</sup> Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5 general electives required for graduation.

<sup>2</sup> Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5 general electives required for graduation. Students are prohibited from taking Pre-Algebra or any other lower level math after successfully completing Algebra I. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. Effective with the eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics. 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.

<sup>3</sup> One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, 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; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical

science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.

<sup>4</sup> The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other 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.

<sup>5</sup> Credit 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.

<sup>6</sup> Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

<sup>7</sup> Carnegie units (up to one each school year) in physical education may be received from participation in interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework*. Interscholastic athletic activities used for Carnegie unit credit must be sanctioned by the Mississippi High School Activities Association

**CAREER PATHWAY OPTION  
YAZOO COUNTY SCHOOLS GRADUATION REQUIREMENTS  
SENIORS OF SCHOOL YEARS 2011-2012 AND LATER  
(Entering ninth graders in 2008-2009 and thereafter)**

Completion of this pathway meets the requirements for acceptance to a community college

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I, English II
MATHEMATICS	3	Algebra I
SCIENCE	3	Biology I
SOCIAL STUDIES	3	1 U.S. History ½ U.S. Government, ½ Mississippi Studies <sup>4</sup>
HEALTH/PHYSICAL EDUCATION	½	Health Education or Family and Individual Health or Physical Education
INTEGRATED TECHNOLOGY	1	Computer Discovery, ICT II, 9 <sup>th</sup> STEM or ½ Keyboarding and ½ Computer Applications
CAREER & TECHNICAL EDUCATION	4	
ELECTIVES	2.5	
TOTAL UNITS REQUIRED	21	

**\*All graduates will be required to take and pass the four Subject Area Tests: English II, Biology I, Algebra II, and U.S. History**

**DISTRICT OPTION  
YAZOO COUNTY SCHOOLS GRADUATION REQUIREMENTS  
SENIORS OF SCHOOL YEARS 2011-2012 AND LATER  
(Entering ninth graders in 2008-2009 and thereafter)**

Completion of this pathway meets the requirements for acceptance to a community college

<b>CURRICULUM AREA</b>	<b>CARNEGIE UNITS</b>	<b>REQUIRED SUBJECTS</b>
ENGLISH	4	English I, English II
MATHEMATICS	4	Algebra I
SCIENCE	3	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government, ½ Mississippi Studies <sup>4</sup>
HEALTH	½	Health Education <i>or</i> Family and Individual Health
PHYSICAL EDUCATION	½	
BUSINESS & TECHNOLOGY	1	Computer Discovery, ICT II, 9 <sup>th</sup> STEM or ½ Keyboarding and ½ Computer Applications
THE ARTS	1	
ELECTIVES	4	
TOTAL UNITS REQUIRED	21	

**\*All graduates will be required to take and pass the four Subject Area Tests: English II, Biology I, Algebra II, and U.S. History**

### **Mississippi Department of Education Early Exit Assessment Benchmarks**

The Mississippi Early Exit Diploma was approved by the State Board of Education on August 16, 2013.

To offer this option to students, a district must establish a local graduation policy that follows the minimal requirements set forth by the State Board of Education.

Qualification for a Mississippi Early Exit Diploma signifies to students that they are ready to do college- level work without remediation and opens up a variety of education and career pathways within and beyond high school.

To qualify for the Mississippi Early Exit Diploma, students must meet three (3) specific requirements:

- Earning 17 ½ Carnegie Units;
  - Meeting college and career qualification scores in all core content areas on a series of end-of- course exams and the required benchmarks for college readiness

- on the ACT or Institutions of Higher Learning (IHL) approved college entrance exam; and
- Completing the College Preparatory Curriculum (CPC) requirements. The requirements for all three (3) areas are outlined as follows.

### **CARNEGIE UNITS GRADUATION REQUIREMENTS**

A student may qualify for a Mississippi Early Exit Diploma by meeting the following subject area requirements.

<b>CURRICULUM AREA</b>	<b>CARNEGIE UNITS</b>	<b>REQUIRED SUBJECTS</b>
<b>ENGLISH</b>	2	English II (Equivalent Course)
<b>MATHEMATICS</b>	3	Algebra I (Equivalent Course)
<b>SCIENCE</b>	2	Biology 1 (Equivalent Course)
<b>SOCIAL STUDIES</b>	2 ½	1 World History 1 U.S. History (Equivalent Courses) ½ Mississippi Studies
<b>HEALTH AND PHYSICAL EDUCATION</b>	1	Any combination of Health and Physical Education
<b>BUSINESS &amp; TECHNOLOGY</b>	1	ICT II,/STEM/Technology Discovery
<b>THE ARTS</b>	1	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
<b>ELECTIVES</b>	5	Should focus on college admission or national certification requirements
<b>TOTAL UNITS REQUIRED</b>	17 ½	

# Mississippi High School Graduation Pathways

Career Pathway Option* 21 Credits***		Traditional Pathway Option* 24 Credits Minimum		District Option** 21 Credits Minimum		MS Early Exit Exam Option**** (Applies only to students in a State Board of Education (SBE) approved Innovative Program) 17.5 Credits Minimum	
Graduation Requirements	Required Courses	Graduation Requirements	Required Courses	Graduation Requirements	Required Course	Graduation Requirements	Required Courses
4 Credits of English 3 Credits of Math 3 Credits of Science 3 Credits of Social Studies  0.5 Credit of Health/ Physical Education  1 Credit of Integrated Technology  4 Credits of Career and Technical Education Electives  2.5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 0.5 U.S Government 0.5 Mississippi Studies  0.5 Comprehensive Health 0.5 OR Physical Education  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding  From Student's Program of Study	4 Credits of English 4 Credits of Math 4 Credits of Science 4 Credits of Social Studies  0.5 Credit of Health  0.5 Physical Education  1 Credit of Business & Technology  1 Credit of Art  5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 Geography 0.5 Economics 0.5 U.S Government 0.5 Mississippi Studies  0.5 Comprehensive Health  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding	4 Credits of English 4 Credits of Math 3 Credits of Science 3 Credits of Social Studies  0.5 Credit of Health  1 Credit of Business & Technology  1 Credit of Art  4.5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 U.S Government 0.5 Mississippi Studies  0.5 Comprehensive Health  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding	2 Credits of English 3 Credits of Math 2 Credits of Science 2.5 Credits of Social Studies  1 Credit of Health & Physical Education  1 Credit of Business & Technology  1 Credit of Fine Art  5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 U.S Government 0.5 Mississippi Studies OR approved SBE equivalent courses  0.5 Comprehensive Health 0.5 Physical Education  Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding  Electives should align with postsecondary admission standards.
<b>Individual Career and Academic Plan (iCAP)</b>							
Each student in Mississippi schools must have an iCAP that is personalized to meet his or her educational and career goals. Students who choose the Career Pathway Option must complete 4 career and technical education units and 2.5 elective units specified in the students iCAP.							
<b>Subject Area Tests</b>							
The Subject Area Testing Program (SATP) consists of four academic, end-of-course tests (Algebra I, Biology I, English II, and U.S. History from 1877). A passing score in each of the four subject-area tests is required.							

- Career and Traditional Pathway Options are State Board required.
  - District Pathway is a local decision.
- \*\*\*The Career Pathway Option is available for all students beginning in 2011-2012

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

August 2013



## CREDIT RECOVERY

OdysseyWare credit recovery incorporates a self-paced approach to learning. The program includes pre-assessments, reading, examples, practice, quizzes, and tests. Courses are divided into units and then lessons within those units. At the end of each unit is a test intended to show mastery of that unit. This program is available to students outside of school through the internet. The program is designed to help recover credits that were previously failed. Not all classes are offered through OdysseyWare and not all students are eligible. Students must consult with their school counselor to determine if they are eligible for the program. Once work is completed, students will earn a 68 and receive credit for the previously failed class. Students may recover credits for up to two courses per year. Only four credits earned through credit recovery may be used to meet graduation requirements.

## DUAL CREDIT

Yazoo County High School will offer Dual Credit courses through Holmes Community College. The purpose of this program is to provide the opportunity for high school students to earn college credit prior to graduation from high school. Dual credit courses will also count as elective credit toward a high school diploma.

To be eligible for enrollment in dual credit courses students must:

- Have an overall GPA of 3.0 or higher.
- Have earned 14 core credits or be classified as a junior or senior.
- Passed a minimum of 5 credits from courses taken in the preceding school year.
- Not have any disciplinary infractions resulting in expulsion.
- Pay the required course fee to Holmes Community College.

The grade earned at Holmes CC will be the grade assigned for dual credit at the high school. The grade will become a part of the high school GPA and will affect class ranking. Preference will be given to seniors for dual credit classes. Juniors will then be placed according to highest GPA and availability in classes.

## ACTIVE PARENT

Online access to your student's grades, discipline, attendance, and school news is available through the District's website at [www.yazoo.k12.ms.us](http://www.yazoo.k12.ms.us). Parents must enroll to access this information. Enrollment will take place during registration. If you are already a member of Active Parent, it is not necessary to re-enroll.

## COLLEGE PREPARATORY CURRICULUM

Effective summer 2012, the Mississippi Institutions of Higher Learning universities will admit Mississippi High School graduates under both a **required** and **recommended** College Preparatory Curriculum (CPC). The CPC identifying *15 ½ Carnegie units is the minimum required CPC for full admission* and the *19 ½ Carnegie unit CPC is recommended* for enhancing student readiness for university-level coursework.

### REQUIRED

The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning the summer of 2012 is as follows:

- ▶ English: 4 Carnegie Units - All must require substantial communication skills components (i.e., reading, writing, listening, and speaking).
- ▶ Mathematics: 3 Carnegie Units - Includes Algebra I, Geometry, and Algebra II. A fourth class in higher level mathematics is highly recommended.
- ▶ Science: 3 Carnegie Units - Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, and Advanced Physics or any other science course with comparable rigor and content. One 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. Two of the courses chosen must be laboratory based.
- ▶ Social Studies: 3 Carnegie Units - Courses should include United States History (1 unit), World History (1 unit with substantial geography component), Government (½ unit), and Economics (½ unit) or Geography (½ unit).
- ▶ Advanced Electives: 2 Carnegie Units - Requirements may be met by earning 2 Carnegie units from the following areas/courses, one of which must be in Foreign Language or World Geography.
  - ▶ Foreign Language
  - ▶ World Geography
  - ▶ 4th year lab-based Science
  - ▶ 4th year Mathematics
- ▶ Computer Applications: ½ Carnegie Unit - The 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.
- ▶ Pre-High School Units: Algebra I, first year Foreign Language, Mississippi Studies, or Computer Applications taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

## **RECOMMENDED**

The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning beginning in the summer of 2012 is as follows:

- ▶ English: 4 Carnegie Units - Compensatory Reading and Compensatory Writing may not be included.
- ▶ Mathematics: 4 Carnegie Units - Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)

► Science: 4 Carnegie Units - Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)

► Social Studies: 4 Carnegie Units - Includes World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)

► Arts: 1 Carnegie Unit - Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements for high school graduation.

► Advanced Electives: 2 Carnegie Units - Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.

► Computer Applications: ½ Carnegie Unit - Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

► Pre-High School Units: Algebra I, first year Foreign Language, Mississippi Studies, or Computer Applications taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

## **COLLEGE ADMISSION STANDARDS**

According to the Mississippi Institutions of Higher Learning, Admission Standards, a student can be admitted to a Mississippi university by meeting any of the following criteria:

1. Complete the College Preparatory Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; or
2. Complete the College Preparatory Curriculum (CPC) with a minimum 2.50 high school GPA on the CPC or a class rank in the top 50%, and a score of 16 or higher on the ACT\* (Composite); or
3. Complete the College Preparatory Curriculum (CPC) with a minimum 2.00 high school GPA on the CPC and a score of 18 or higher on the ACT\* (Composite); or
4. Satisfy the NCAA standards for student athletes who are "full-qualifiers" under Division I guidelines; or

5. Students who do not meet the above criteria are nonetheless eligible for admission. Such students must participate, however, in an on-campus placement process at the university of their choice.

## GRADING SYSTEM

90-100	A
80-89	B
73-79	C
68-72	D
Below 68	F

### Grading System

Board Policy IHA

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

### Objectives

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

### Grading System

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

Grades K-2	Grades 3 -12
<b>S</b> = Satisfactory	<b>A = 90-100</b> Excellent – Rapid Progress
<b>N</b> = Needs Improvement	<b>B = 80-89</b> Good – Above Average
<b>U</b> = Unsatisfactory progress	<b>C = 73-79</b> Average – Normal Progress
<b>M</b> = Mastery	<b>D = 68-72</b> Passing - Slow
<b>L</b> = Learning but not making adequate progress	<b>F = Below 68</b> No Visible Progress
	<b>I = Incomplete</b> Passing or failing grade to be given after work is completed

*\*No numerical grades are given for students in Kindergarten through 2<sup>nd</sup> Grade. Multiple criteria such as DRA, universal screeners, etc. will be utilized to determine promotion/retention for Kindergarten through 2<sup>nd</sup> Grade students.*

### Recording Grades

Only numbers will be used in recording grades. Grades on report cards will be recorded in numerical grades. Semester exam grades and semester averages will be recorded as numerical grades. All grades on permanent records will be recorded as numerical grades.

### Grading Changes

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

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

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

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

LEGAL REF.: MS Code 37-11-64

### **CHEATING**

The Yazoo County School Board believes that a pupil's work should be a reflection of that individual's knowledge and ability. Cheating on the part of pupils violates the basic premise stated above. Students violating the provisions of this policy shall be dealt with in the following manner:

- **First Offense:** First Offense: A confidential conference between the teacher and student will be conducted. The teacher will send a written referral to the principal who will also conference with the student. The parents will be notified. The student will receive a grade of zero (0) grade on the work involved.
- **Subsequent Offenses:** May result in suspension.

### **PROMOTION AND RETENTION OF STUDENTS**

(Board Policy IHE)

A fixed set of criteria, based on student performance, will be used to determine promotion from one grade level to another at all school levels.

Students in grades 1, 2, and 3 must pass math and reading and meet the following reading level standards.

A number level will be used to convey the independent reading levels of elementary students as measured by Developmental Reading Assessment (DRA). Students must master grade level reading/language skills and read on an assigned reading level in order to qualify for promotion to the next grade. The following chart will be used to determine promotion in grades kindergarten through third grade.

GRADE LEVEL	MINIMUM DRA READING LEVEL
Kindergarten	Level 6
First Grade	Level 18
Second Grade	Level 30
Third Grade	Level 34 (3 <sup>rd</sup> Grade Gate)

**A passing score on 3<sup>rd</sup> grade Reading Gate will supersede the 3<sup>rd</sup> grade DRA level.**

Students in grades 4 through 8 will not be considered for promotion if they have failed 2 or more tested subjects. **Students in 8<sup>th</sup> grade must pass math and English to be considered for promotion.** No student may be promoted if they have failed reading or math for two consecutive years.

Cross Ref.: JBD Absences and Excuses

No student in the Yazoo County School System shall be retained for extra-curricular reasons. This Board expressly prohibits any action of this nature.

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

#### **Literacy Based Promotion (ICHI)**

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

- student's proficiency in reading;
- the policies of local school boards facilitate this proficiency; and
- each student and the student's parent or legal guardian is informed of the student's academic progress.

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

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

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

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

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

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

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

#### **Social Promotion Prohibited**

In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited in

this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

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

#### **Good Cause Promotion**

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

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

#### **Good Cause Request**

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

- (a) Documentation shall be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation shall consist of the good



cause exemption being requested and shall clearly prove that the student is covered by one (1) of the good cause exemptions listed above.

(b) The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth by law. If the principal determines that the student should be promoted, based on the documentation provided, the principal shall make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

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

### **Retained Third Grade Students**

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

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

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

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

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

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

### **Intensive Acceleration**

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

### **Annual Report**

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

- (a) Student progression and the school district's policies and procedures on student retention and promotion;
- (b) By grade, the number and percentage of all students performing at each level of competency on the reading and math portion of the annual state accountability system and the number and percentage of students given an approved alternative standardized reading assessment and the percentage of these students performing at each competency level on said alternative standardized assessment;
- (c) By grade, the number and percentage of all students retained in Kindergarten through Grade 8;
- (d) Information on the total number and percentage of students who were promoted for good cause, by each category of good cause described by law; and
- (e) Any revisions to the school board's policy on student retention and promotion from the prior school year.

### **Student Handbook**

Provisions required by the Literacy Promotion Act shall be provided as an addition to the district's published handbook of policy for employees and students beginning in school year 2013-2014.

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

LEGAL REF.: MS CODE – Literacy Based Promotion Act, 2013

### **High School Promotion**

A student will be classified as a **freshman** upon promotion from the 8<sup>th</sup> grade.

A student will be classified as a **sophomore** after successfully completing a minimum of 6 units.

A student will be classified as a **junior** after successfully completing a minimum of 12 units.

A student will be classified as a **senior** after successfully completing a minimum of 18 units.

## **GRADUATION REQUIREMENTS – SUBJECT AREA TESTS**

(Board Policy IHF)

### **GRADUATION REQUIREMENTS**

1. Each district school board shall establish standards for graduation from its schools which shall include as a minimum:

1. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
2. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board.

2. A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board.

3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. ' 37-16-7 (1999)

### **SPECIAL EDUCATION**

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. '37-23-133 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.

### **NOTES:**

1. Please refer to Appendix A of the Mississippi Public School Accountability Standards for a complete listing of course requirements for graduating seniors.
2. According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford

the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817) The Mississippi Public School Accountability Standards for this policy are standards 14 and 21.

LEGAL REF.: MS CODE as cited  
Mississippi Public School Accountability Standards  
CROSS REF.: Policies IB - Instructional Goals  
IH - Student Achievement Improvement Act of 1999

### **Yazoo County School District Graduation Policy**

Participation in any Yazoo County School Graduation is limited to those students who have completed all graduation requirements, as specified by the Yazoo County School Board and the Mississippi State Board of Education. In addition, students participating in graduation shall comply with all rules and regulations regarding attendance at practice for graduation exercises, proper dress and/or attire, and any other regulation deemed appropriate.

Graduation Recognition for Diploma-Bound Students	
Honors	Students with a 90.0 – 93.99 GPA
Special Honors	Students with a 94.0 and above GPA

### **GRADUATION OPTIONS FOR THE SUBJECT AREA TESTING PROGRAM (SATP2; PARCC; MAP):**

State Board Policy 3804 & 3803 provides approved options for students to meet the high school end-of-course subject area test graduation requirements through approved alternative measures. State Board Policy 3804 & 3803 applies to past, current, and future Mississippi students.

While it is possible that a student will meet one of these options before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test. Specifically, students may meet the graduation requirement outlined in State Board Policy by attaining any one of the measures in the Graduation Options Quick Reference Chart for the Subject Area Testing Program Requirements.

Beginning with school year 2016-2017, all students who are enrolled in an end-of-course Subject Area Test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course.

## Reference Chart for the Subject Area Testing Program Requirements.

### Graduation Options Quick Reference Chart for the Subject Area Testing Program Requirements

Assessment Option	Algebra I	English II	U.S. History
ACT	17 (ACT Math Sub Score)	17 (ACT Science Sub Score)	17 (ACT English Sub Score)
Dual Credit Enrollment	Score higher in Math credit-bearing course	Score higher in Biology credit-bearing course	Score higher in English credit-bearing course

These Graduation Options listed below are applicable to any Subject Area Testing Program

ASVAB	Must have an ASVAB AFQT score of 30 plus one of the following:
MS-CPAS or Industry Certification	1. CPAS score that meets the attainment level assigned by federal Perkins requirement; (50 combined Year 1 and Year 2 scores) OR 2. Industry certification attainment based on industry standards
WorkKeys	WorkKeys Silver level plus one of the following:
MS-CPAS or Industry Certification	1. CPAS score that meets the attainment level assigned by federal Perkins requirement; (60 combined Year 1 and Year 2 scores) OR 2. Industry certification attainment based on industry standard

## REVISIONS TO GRADUATION REQUIREMENTS

1. All students enrolled in one of the four end-of-course Subject Area Test courses **must** pass the course and participate in the applicable end-of-course Subject Area Test in order to earn the Carnegie Unit.
2. Beginning with the school year 2014-2015, students graduated by passing the course and meeting **one** of the following options:
  - \* Passing the applicable end-of-course Subject Area Test, or
  - \* Using options outlined in State Board Policy 3804 (see table on page 36), or
  - \* Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four end-of-course Subject Area Tests as provided to the school districts by the Mississippi Department of Education.  
(Students must be enrolled in school in order to utilize this option.)
3. Beginning with the school year 2015-2016, in addition to number two (2) above, all enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the end-of-course Subject Area Test.
4. Beginning with the school year 2016-2017, all students who are enrolled in an end-of-course Subject Area Course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course.
5. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

### REPORT CARDS

The report card, issued at the end of each grading period, is the official notification to the home of student's progress by the school.

At the end of each nine week grading period, a parent /teacher conference time is scheduled from 1:00 p.m. – 6:00 p.m. for parents/legal guardians to come to the school to meet with teachers and pick up his/her child's report card. If the parent does not pick up the report card from the school within seven (7) days, then the report card will be given to the student. The final (end-of-year) report card is mailed to the home address provided by the student at the time of student registration.

Each report card provides for current grades and class absences.

### PROGRESS REPORTS

A progress report will be issued to the student to be taken to his/her parents and/or guardian at the mid-point of the grading period.

### REQUEST FOR TRANSCRIPT

Release of any information of the official school record shall be in accordance with regulations governed by **PL93-380**. Upon the written request of a student or parent for transcripts, the transcript shall be sent to any designated college, training agency, or employment office.

## **CORRESPONDENCE**

Correspondence courses accepted by the Yazoo County School District shall comply with the requirements established for such courses by the Mississippi Commission on School Accreditation. Students may be allowed to apply a maximum of one unit of correspondence credit toward graduation effective with the 1995-1996 school year. Students shall not be allowed to use correspondence courses in a manner that brings discredit to the standard curriculum offerings of the Yazoo County School District, or to the quality of instruction that is expected therein. Toward the end, the district administration shall set reasonable rules and regulations governing enrollment in said courses.

A student may take a correspondence with the approval of the school principal, beginning with the 11<sup>th</sup> grade. The maximum number of Carnegie units that a student may earn completing correspondence courses is one (1) and is administered through an approved university. No student shall be allowed to participate in graduation exercise on the basis of correspondence credit earned until all such credits have become official. All work must be completed by May 1<sup>st</sup>.

For a student to receive credit for a correspondence course, said student must have completed an appropriate end-of-course examination administered by the Division of Instruction. All correspondence work shall be dutifully monitored by the approving principal to insure comparability in terms of breadth and depth of content and time spent in actual correspondence. No correspondence credit shall be approved by the district for correspondence work initiated after the Friday ending the fourth week of the spring semester of any school year and completed prior to graduation exercises solely for the purpose of achieving graduation.

No student shall be allowed to participate in graduation exercises on the basis of correspondence credit earned until all such credits have become official thirty (30) days after the date of the report of the final examination to the sponsoring institution.

Legal Ref.: Process Standard 31.1, Mississippi Commission of School Accreditation, Bulletin 171, Twelfth Edition, 1995

Approved: April 6, 1987

Revised: July 20, 1995

Revised: September 19, 1996

## **TRANSFER FROM OTHER SCHOOLS**

Students who attend Yazoo County Schools must be residents of the school district. The following information is requested for registration: two proofs of residence with physical address (not post office box) in the name of parent or legal guardian, social security card, health department form 121 (immunization record), and certified birth certificate. When students move into the Yazoo County School District, they should report to the school of proper grade and apply for registration. The counselor or principal will secure the information about the school last attended and officially request a transcript of credits from the school last attended. All registrations and enrollments of new students are tentative until receipt of the proper transcript or records confirms the

registration date given by the students. Any student failing to produce a bona fide school record within sixty (60) school days will be suspended until compliance.

Credits or units through or from a school not accredited by an appropriate state, regional or national accrediting agency will not be accepted toward graduation or promotion by the Yazoo County Schools. Students who transfer to this school system from a non-accredited school or institution must take and pass placement tests for the purpose of placement or retake courses or grades earned from the non-accredited institution in order to gain official credit.

MS Code 37-15-31, 37-15-33, 37-151-93

### **ELL (English Language Learner) Grade Placement**

English Language Learners (ELL) should be assigned to an age appropriate grade, unless a different grade is identified on the student's cumulative records. ELL students should be given a pass/fail grade until an accurate assessment of achievement can be made.

### **AGE OF STUDENTS**

The laws of Mississippi provide for the education of students between the ages of 5 and 21. Young adults who become 21 years of age before September 1<sup>st</sup> and desire to enroll in Yazoo County Schools must make early application to the principal of the school where admission is desired.

Only those over-the-age students who have positive plans for vocational or academic courses or whose history contains mitigating, extenuating, or definite hardship circumstances may be accepted for enrollment. Doubtful cases will be referred to the Board of Trustees for a decision.

### **HONOR ROLL**

The Yazoo County School District recognizes two types of honor rolls:

- The “**A, B**” honor roll shall be composed of all students with grades no lower than **80/B**.
- The “**All A**” honor roll shall be composed of all students with grades no lower than **90/A**.

Honor rolls shall be determined at the end of each 9-week grading period.

### **PROCEDURE FOR DETERMINING CLASS RANK**

The academic class rank for diploma bound seniors will be determined by averaging the semester grades in all subjects attempted from the date of entry into the 9th grade through the end of the second semester of the senior year. Rank will be computed to the hundredth of a percent except when necessary to break a tie, in which case thousandths of a percent will be use. Averages will be obtained by adding numerical



grades using the following scale (Non-academic courses such as Physical Education, Choir, Band, JROTC, and Remedial Math/English and other compensatory or remedial courses **will not** be computed for class rank.):

Advanced Placement and Duel Credit courses = 1.10 x grade  
 Honors courses (as recognized in this handbook) = 1.05 x grade  
 All other courses = 1.0 x grade

After a course has been passed, no future grade earned in the same course is to be used in determining class rank.

A student's rank in class will be available after the spring semester of the senior year to determine valedictorian, salutatorian, and other academic achievements. A student must be enrolled for four (4) semesters prior to graduation (summer school does not count) and must have completed a four (4) year course of study to be eligible for Valedictorian or Salutatorian.

Weighted Grades (AP, Accelerated, etc.) are used for the purpose of determining rank in class and honor graduates only.

## ADVANCED PLACEMENT, ACCELERATED COURSES

The District offers the following Advanced Placement (AP) courses:

English: Advanced Placement English Literature and Composition  
 Math: Advanced Placement Calculus AB  
 Science: Advanced Placement Biology  
 Social Studies: Advanced Placement U.S. Government & Politics  
 Advanced Placement U.S. History

The District offers the following accelerated courses:

<b>English</b>	Accelerated English I	<b>Language</b>	Spanish II
	Accelerated English II		
	Accelerated English III		
<b>Science</b>	Human Anatomy & Physiology	<b>Math</b>	Pre-Calculus Trigonometry
	Botany/Zoology		
	Chemistry		
	Physics		
<b>Social Studies</b>	Advanced World Geography		

## SCHOOL DISCIPLINE

Where there are people existing together, rules and laws must be followed if confusion, chaos and violence are to be avoided. The public school is no exception. The right to

control the conduct and behavior of students in school has been established under the COMMON LAW doctrine of *IN LOCO PARENTIS*, meaning, “**in the place of parents.**”

In the educative process, good discipline must be maintained if learning is to take place. Discipline works best when it is a shared responsibility; therefore, the staff, the community, the parents, and the students must work together for the good of all who are part of the Yazoo County School System.

Discipline is basically a matter of respect. Parents should strive to enhance parental guidance in this area by formulating policies, rules and regulations that tend to promote this respect on an ongoing basis. Students should learn to embrace the principles of good discipline as a means of fostering their own character and self-esteem. The community should use its resources to support, to guide, and to encourage students in their efforts to become worthy citizens.

It shall be the duty of each principal, in cooperation with the teachers of each school, to administer such disciplinary policies that have been established by the school board to assure a reasonable amount of harmony on the part of the pupils and teachers of each school. It is specifically stipulated that all disciplinary measures be administered with compassion and reason, with harsh disciplinary measure being kept to an absolute minimum. When it becomes necessary for a child to be removed from the school, the principal has the authority to suspend the student for a period of time up to five (5) days. The Superintendent or Assistant Superintendent have the option to add up to five (5) additional days. Any further disciplinary action beyond the ten (10) days will be decided by a Disciplinary Committee hearing.

#### **LEGAL STATUTES**

##### **§ 37-9-71 of the Mississippi Code:**

The superintendent of a school district and the principal of a school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed or expelled by the board of trustees. However, such action of the superintendent or principal shall be subject to review by the approval or disapproval of the board of trustees.

##### **§ 37-9-301:**

“The board of trustees of school districts shall have the following powers:

- (e) To suspend or expel a pupil for misconduct in the school, the school buses, on the road to and from school, during recess or upon the school playgrounds.”

##### **§ 37-11-29: Reporting unlawful acts by school officials.**

Teachers and school employees who have knowledge of unlawful and violent acts on school grounds or school activities must report to the principal. Principals of the schools are required to report unlawful or violent acts to law enforcement officials.

##### **§ 37-11-53: Distribution of school district’s discipline plan; content of plan; discipline conference; fines and penalties; recovery of damages.**

- (1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.
- (2) All discipline plans of school districts shall include, but not be limited to, the following:
  - (a) A parent, guardian, or custodian of a compulsory-school age child enrolled in a public school district shall be responsible financially for his 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 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.
- (3) 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 not to exceed two thousand dollars (\$2,000.00).
- (4) Any public school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to from the minor or from a person, for damages to which such minor or other person would otherwise be liable.
- (5) The provisions of this section shall apply only to acts committed on or after July 1, 1993.

#### **§ 37-11-55: Code of student conduct.**

The local school board shall adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of the 1993-1994 school year and each school year thereafter, a code of student conduct developed in consultation with teachers, school personnel, students and parents or guardians. The code shall be based on the rules governing student conduct discipline adopted by the school board and may be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

- (a) Specific grounds for disciplinary action
- (b) Procedures to be followed for acts requiring discipline and
- (c) An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy and participation in school programs and activities.

**§ 37-9-14: Notification of criminal activity.**

The superintendent must notify in writing a parent or guardian, the youth court, and law enforcement officials of the expulsion of any student for criminal activity and further notify the youth court and law enforcement officials of the occurrence of any crime committed by a student upon school property or at school related activities.

**§ 37-11-57: Immunity from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students.**

Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a principal or his designated representative, or a bus driver shall not be civilly liable for any action carried out in conformity with state law and district school board rules regarding the control, discipline, suspension and expulsion of students.

Generally, principals will depend upon discussing of the situation/problem before making a decision. Principals will administer one of the following options in disciplining students: verbal reprimand, in-school detention, out-of-school suspension. After school detention, corporal punishment and/or school board referral. Corporal punishment will be administered by a principal or his designee. The use of corporal punishment is restricted to situations where there is evidence that other means have failed to produce acceptable behavior and that said corporal punishment may only be administered in the presence of another professional staff member.

**§ 37-13-92: Provisions for alternative education.**

An alternative school must be made available for students who are otherwise suspended or expelled (except for students suspended or expelled for weapons or for violations which are as a result of felonious conduct), or students may be referred to an alternative school based on the documented need for such by the parent or guardian, or students may be assigned to alternative school by the youth court.

**§ p. I. 103-227: Pro-Children Act of 1994**

No person shall be permitted to smoke within any indoor facility (enclosed building) that is constructed, operated, or maintained and controlled with federal funds which provide services to children who have not attained the age of eighteen; these services include routing or regular kindergarten, elementary or secondary education, library services, health services or day care services.

Any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation or may be subject to an administrative compliance order or both. Each day a violation continues shall constitute a separate violation.

**YAZOO COUNTY SCHOOL DISTRICT**

Rebecca Fisher, Superintendent  
94 Panther Drive  
Yazoo City, Mississippi 39194

Dear Parent:

The purpose of this letter is to inform you of the Yazoo County School District's policy on violence in our schools. Yazoo County School District operates on zero tolerance for violence. It is imperative that we provide our students and teachers with a safe and orderly environment in which to learn and teach.

**VIOLENT BEHAVIOR OF ANY NATURE WILL NOT BE TOLERATED.**

Students displaying violent behavior, including aggressive verbal confrontations, should be aware that they may be reported to the Juvenile Court Authorities and are subject to placement in the Yazoo County Juvenile Detention Center by Youth Court Authorities, as well as, being suspended or expelled from school.

All students must understand they will be held accountable for their actions.

This policy applies to students, not only at school, but while on school buses or any school sponsored activity.

This community expects our schools to be safe and orderly. We ask that you talk to your children about the potential consequences of their behavior.

Thank you for your cooperation.

Sincerely,

Becky Fisher

# Bentonia Gibbs Elementary School

10340 Highway 433 W

Bentonia, MS 39040

## OFFICE REFERRAL FORM

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

Student: \_\_\_\_\_ Grade \_\_\_\_\_ Teacher: \_\_\_\_\_

### INFRACTION(S)

- ☐ Disrupting Class
- ☐ Fighting (immediate referral)
- ☐ Defacing or Destruction of Property
- ☐ Disobedient/Insubordination/Defiant
- ☐ Inappropriate Behavior
- ☐ Profanity
- ☐ Verbal Threat to Student
- ☐ Verbal Threat to Teacher
- ☐ Other

### Description of Behavior:

PREVIOUS TEACHER ACTION TAKEN (Must have contacted parent with 3 additional interventions before office referral)

- ☐ Verbally corrected
- ☐ Assigned different seat
- ☐ Detained from recess
- ☐ Parent contact (date: \_\_\_\_\_)

Results: \_\_\_\_\_

- ☐ Teacher-student conference
- ☐ Other

### TEACHER RECOMMENDATION

- ☐ Warning from office
- ☐ Corporal punishment (permissible by parent yes or no)
- ☐ Suspension
- ☐ Other

### ADMINISTRATIVE ACTION TAKEN

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Administrative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your child was referred to the administrative staff after other disciplinary measures were taken by the teacher(s). It is very important that you sign this discipline referral and the student returns it to the school the next day. This informs us that you have been made aware of your child's behavior. If poor behavior continues, suspension from school may result.

## Linwood Elementary School

OFFICE DISCIPLINE REFERRAL			
Student _____		Referring Staff _____ Grade _____ Date _____ Time _____	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> <b>Location</b>  <input type="checkbox"/> Classroom  <input type="checkbox"/> Playground  <input type="checkbox"/> Hallway </div> <div style="width: 30%;"> <input type="checkbox"/>  <input type="checkbox"/> Cafeteria  <input type="checkbox"/> Restroom  <input type="checkbox"/> Gym </div> <div style="width: 30%;"> <input type="checkbox"/>  <input type="checkbox"/> Library  <input type="checkbox"/> Bus Loading Zone  <input type="checkbox"/> Special Event/Assembly/Field Trip </div> </div>			
<b>DISCIPLINE LADDER</b>			
<input type="checkbox"/> <b>LEVEL II</b> <input type="checkbox"/> Habitual Violations of Level I <input type="checkbox"/> Excessive Classroom Disruptions <input type="checkbox"/> Vandalism <input type="checkbox"/> Insubordination <input type="checkbox"/> Abusive language <input type="checkbox"/> Harassment <input type="checkbox"/> Skipping Class <input type="checkbox"/> Other		<input type="checkbox"/> <b>LEVEL III</b> <input type="checkbox"/> Possession of Alcohol/Drugs <input type="checkbox"/> Forgery <input type="checkbox"/> Theft <input type="checkbox"/> Fighting <input type="checkbox"/> Property Damage <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Arson <input type="checkbox"/> Possession of Weapons <input type="checkbox"/> Other	
DESCRIPTION OF OFFENSE			
<b>DETAILED LIST OF POSITIVE BEHAVIOR AND SUPPORT STEPS IMPLEMENTED</b>			
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
ADMINISTRATIVE DECISION			
Conference with Student		Conference with Parent, Student, and Teacher	
Parent Contact		Out-of- School Suspension	
Corporal Punishment			
COMMENTS			

\_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
PARENT SIGNATURE

**YAZOO COUNTY MIDDLE SCHOOL  
OFFICE DISCIPLINE REFERRAL**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Time: \_\_\_\_\_

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Minor Offense:**

\_\_\_\_ Dress Code Violation  
\_\_\_\_ Tardy

\_\_\_\_ Sleeping in Class  
\_\_\_\_ Eating/Chewing Gum

\_\_\_\_ Cell Phone Disruption  
\_\_\_\_ Classroom Disruption

**Major Offense:**

\_\_\_\_ **Habitual** Classroom Disruption    \_\_\_\_ Threatening a Student    \_\_\_\_ Offensive Touching/Fondling  
\_\_\_\_ Defiance/Disrespect/Insubordination    \_\_\_\_ Harassment/Bullying    \_\_\_\_ Physical Altercation  
\_\_\_\_ Use of Obscene Manifestation    \_\_\_\_ Abusive/Profane Language    \_\_\_\_ Inappropriate Display of Affection  
\_\_\_\_ Verbal Assault of Student/Teacher    \_\_\_\_ Unauthorized Leaving Class/Grounds

**Other Offense (not listed above):**

\_\_\_\_\_

**Description of Behavior:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Actions:**

\_\_\_\_ Seating Adjustment    \_\_\_\_ Student Conference    \_\_\_\_ Call to Parent/Guardian    \_\_\_\_ Schedule Modification  
\_\_\_\_ Counselor Referral    \_\_\_\_ WYMH Referral    \_\_\_\_ Principal Referral    Other: \_\_\_\_\_

**Disciplinary Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Phoned Parent \_\_\_\_\_    \_\_\_\_ Student Conference    ISS \_\_\_\_\_    OSS \_\_\_\_\_  
\_\_\_\_ Parent Conference \_\_\_\_\_    \_\_\_\_ Referral to Counselor/WYMH  
\_\_\_\_ Notified Local Authorities    \_\_\_\_ Referral to Disciplinary Committee/Expulsion/Alternative  
\_\_\_\_ Warning/No Further Action Taken at this Time

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date



# YAZOO COUNTY HIGH SCHOOL

191 Panther Drive  
Yazoo City, MS 39194

(662) 746-1492 | Fax: (662) 746-1593

## OFFICE DISCIPLINE REFERRAL FORM

Student \_\_\_\_\_ Referring Staff \_\_\_\_\_ Grade Level \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

### LOCATION:

<input type="checkbox"/> Classroom	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Other _____
<input type="checkbox"/> Playground	<input type="checkbox"/> Bathroom/Restroom	<input type="checkbox"/> On bus	
<input type="checkbox"/> Commons/commons area	<input type="checkbox"/> Gym	<input type="checkbox"/> Special Event/ Assembly/ Field Trip	
<input type="checkbox"/> Hallway/Entryway	<input type="checkbox"/> Library		

### PROBLEM BEHAVIORS (check the most intrusive):

<b>MINOR</b>	<b>MAJOR</b>	<input type="checkbox"/> Forgery/theft	<input type="checkbox"/> Arson
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Abusive language/inappropriate language	<input type="checkbox"/> School code violation	<input type="checkbox"/> Weapons
<input type="checkbox"/> Physical contact	<input type="checkbox"/> Fighting/physical aggression	<input type="checkbox"/> Lying/cheating	<input type="checkbox"/> Other _____
<input type="checkbox"/> Defiance/disrespect/ defiance	<input type="checkbox"/> Defiance/disrespect/ subordination/non-compliant	<input type="checkbox"/> Tobacco	
<input type="checkbox"/> Disruption	<input type="checkbox"/> Harassment/tease/taunt	<input type="checkbox"/> Alcohol/drugs	
<input type="checkbox"/> Property misuse	<input type="checkbox"/> Disruption	<input type="checkbox"/> Combustibles	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Tardy	<input type="checkbox"/> Vandalism	
	<input type="checkbox"/> Skip class/truancy	<input type="checkbox"/> Property damage	
		<input type="checkbox"/> Bomb threat	

### POSSIBLE MOTIVATION:

<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Avoid tasks/activities	<input type="checkbox"/> Don't know
<input type="checkbox"/> Obtain adult Attention	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Obtain items/activities	<input type="checkbox"/> Avoid adult(s)	

### OTHERS INVOLVED:

<input type="checkbox"/> None	<input type="checkbox"/> Staff	<input type="checkbox"/> Substitute	<input type="checkbox"/> Other _____
<input type="checkbox"/> Peers	<input type="checkbox"/> Teacher	<input type="checkbox"/> Unknown	

### ADMINISTRATIVE DECISION:

<input type="checkbox"/> Time in office	<input type="checkbox"/> Detention	<input type="checkbox"/> Saturday School	<input type="checkbox"/> In-school suspension
<input type="checkbox"/> Loss of privilege	<input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized Instruction	<input type="checkbox"/> Out-of-school suspension
<input type="checkbox"/> Conference with Student	<input type="checkbox"/> Other _____		

### COMMENTS:

\_\_\_\_\_

Administrator

**YAZOO COUNTY SCHOOL DISTRICT  
ACTS CONSIDERED TO BE OF A VIOLENT NATURE**

All discipline problems will carry one of the following consequences:

1. Expulsion
2. Alternative School
3. Out-of-School Suspension
4. In-School Suspension
5. Corporal Punishment
6. Student Conference with Staff Member
7. Parent/Student Conference with Principal/Superintendent
8. Hearing before the Board
9. Others that may be deemed appropriate based upon circumstances.

The following acts of misconduct are considered “Major” and will not be tolerated in the Yazoo County Schools. Consequences are automatic.

1. **LEAVING SCHOOL WITHOUT PERMISSION**-- car will not be allowed on campus for the remainder of the school year; this includes riders. Depending upon circumstances, other forms of punishment may be used.
2. **FIGHTING** on school grounds, buses or any place where the school is represented—violators will be picked up by the Sheriff’s Department and will go before the Youth Court Judge. In addition to 5 days out-of-school suspension, you may face additional punishment by the school depending upon the circumstances.
3. **SEXUAL HARASSMENT** (federal violation)—Expulsion, alternative school, long-term suspension or other means of discipline depending upon circumstances.
4. **BRINGING WEAPONS OF ANY KIND** on campus, on buses, or to any school related activity—expulsion for one year from the time of the incident. Must also go before criminal justice system. Mitigating circumstances will be considered.
5. **VANDALISM OF SCHOOL PROPERTY AND/OR THE PROPERTY OF OTHERS**—by law, up to \$20,000 fine and/or expulsion or suspension.
6. **OFFENSIVE/VULGAR LANGUAGE** whether written, spoken, or by gestures (by law up to \$500 fine and/or suspension).
7. **POSSESSION, POSSESSION WITH INTENT TO SALE OR DISTRIBUTE OR CONSPIRE TO SELL, USE OR UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, NARCOTICS, CONTROLLED SUBSTANCE(S) OR POSSESSION OF PARAPHERNALIA**—face criminal prosecution, and expulsion from school.
8. **ASSAULT AND/OR BATTERY AGAINST A SCHOOL EMPLOYEE**—expulsion from school, possible legal consequences which may include a fine or lawsuit for damages.

9. Others that may be deemed appropriate based upon circumstances.

## **STUDENT BEHAVIOR ON SCHOOL BUSES**

Eligible students will be given school bus rules and regulations at the beginning of the school year.

Student cooperation is imperative. State Law and Policies of the Yazoo County Board of Trustees provide that a bus is an extension of the classroom; consequently, behavior required in the classroom is equally required while the student is on the school bus.

***ANY VIOLATION OF THE SCHOOL POLICY AS IT APPLIES WITHIN THE CLASSROOM AND ON SCHOOL GROUNDS, APPLIES ON THE SCHOOL BUS.***

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 responsibility of his/her parent or guardian to provide transportation to and from school.

The bus driver is responsible to the school district to maintain student order and to insure for maximum safety at all times. Therefore, he/she 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. Questions and inquiries regarding discipline should be directed to the school principal.

Questions and inquiries regarding stops, routes, and student eligibility must be directed to the transportation supervisor.

### **Rules and Regulations Pupils Must Observe for Riding School Buses**

Students shall

1. Be at assigned bus stop on time
2. Be courteous and follow instructions of the bus drivers.
3. Ride regular bus at all times unless the student has permission from the office. Students must bring a written note from parent or guardian.
4. Get off the bus at the assigned stop.
5. Talk in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a highway intersection. A school bus is considered an extension of the classroom; please follow regular classroom manners.

Students shall not

1. Fight or demonstrate disorderly conduct
2. Strike or threaten bus drivers or other students.
3. Bring unauthorized articles on the bus. (Pets, combustibles, large articles, weapons)
4. Use bad language or make vulgar gestures.
5. Make excessive noise or shout at anyone through the bus window.
6. Throw objects or litter the bus. This includes eating or drinking on the bus.

7. Possess / use tobacco or any intoxicants (This would include electronic cigarettes, chewing tobacco, snuff, alcohol or any other drugs.)
8. Stand up on the bus or hold a seat for a friend.
9. Put hands, head, or any object out of the bus window.
10. Mar or deface bus. Parents will be liable for all damages.
11. Distract the driver's attention while driving other than when necessary.
12. Enter or exit the bus through the emergency door, except in emergency situations.
13. Exposing body parts
14. Commit any other improper conduct.

## **SCHOOL BUS DISCIPLINE POLICIES**

Descriptor Code: JCDAD

### **STUDENT BEHAVIOR ON SCHOOL BUSES**

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4. Use bad language or make vulgar gestures.
5. Make excessive noise or shout at anyone through the bus window.
6. Throw objects or litter the bus. This includes eating or drinking on the bus.
7. Possess / use tobacco or any intoxicants (This would include electronic cigarettes, chewing tobacco, snuff, alcohol or any other drugs.)
8. Stand up on the bus or hold a seat for a friend.
9. Put hands, head, or any object out of the bus window.
10. Mar or deface bus. Parents will be liable for all damages.
11. Distract the driver's attention while driving other than when necessary.
12. Enter or exit the bus through the emergency door, except in emergency situations.
13. Commit any other improper conduct.

## **SCHOOL BUS DISCIPLINE POLICIES**

Descriptor Code: JCDAD-R (1)

Issued Date: 9-5-1989

Violation of rules of safety or courtesy include improper boarding or departing procedures, bringing articles of injurious nature aboard the bus, failure to remain seated, refusal to obey driver, pushing or shoving another student, hanging out of windows, lighting matches or smoking on bus, discourteous behavior and throwing objects in or out of buses.

☐ First Offense—Reprimand and warning (unless actions warrant more severe punishment)

☐ Second Offense—Two weeks suspension from riding bus

☐ Third Offense—Permanent suspension from riding bus

Use of profanity and excessive discourteous acts result in the following:

☐ First Offense—10 days suspension from riding bus and possible suspension from school

☐ Second Offense—Permanent suspension from riding bus and suspension from school

Fighting, and/or destruction of property result in the following:

☐ First Offense—10 days suspension from riding bus and 5 days suspension from school

☐ Second Offense—Permanent suspension from riding bus and indefinite suspension from school

The aforementioned policies in no way restrict the administration from taking more severe measures as the situation warrants.

## DISCIPLINE AT THE VO-TECH CENTER

Students attending the Yazoo City School District as a vocational or technical student from the school in this district will be required to adhere to the rules and regulations established by the Yazoo County School District. Students who received out-of-school suspension from the “home” school or the Vo-Tech Center will not be allowed to attend the other for the duration of the suspension.

## DISCIPLINE AT THE ALTERNATIVE SCHOOL

The Alternative School has a separate handbook that lists rules and regulations. Upon assignment to the Alternative School, students will be apprised of the guidelines for student behavior as stated in the Alternative School’s student/parent handbook.

# STUDENT INFORMATION

## WHAT TO DO WHEN...

***You wish to leave the campus for the remainder of the day***—secure a corridor pass from your teacher to go to the office. At the office, obtain permission from an administrator to leave the campus. No student will be permitted to leave campus unless the parent/guardian is physically present to sign him/her out or verifiable contact is made by the principal or his designee with the parent/guardian at the time of checkout.

***You wish to leave the classroom***—Ask your teacher for a corridor pass stating your need for leaving. Take the pass, attend to your business promptly, and return to class.

***You become ill at school***—Inform your teacher that you are ill. If you are unable to remain at school, the office secretary will notify a parent or designee to come to the school and check you out. You may not leave school until someone arrives at the principal’s office for you.

***You have a doctor’s appointment***—Report to the principal’s office before school on the morning of your appointment and present your appointment card to the secretary. After the appointment has been verified, the secretary will give you a form stating the time you are to be dismissed from school. You must present this card to the teacher from the class you wish to be dismissed. Stop by the office to notify the secretary that you are leaving.

***No student will be permitted to leave school prior to the end of the normal school day at the request of or in the company of anyone other than a school employee, police officer, court official, or parent or legal guardian unless permission has previously been granted by the parent/guardian.***

## **PARTICIPATION IN THE COMMENCEMENT CEREMONY**

The following regulation is state policy:

“A school shall not deliver a diploma, signed or unsigned, or any substitute for a diploma, to a pupil who fails to meet the requirements for graduation, nor shall such a pupil be permitted to participate in the graduation exercise.”

“The school does not assume responsibility for money spent on class rings, invitations, etc., because a student does not meet the minimum requirements for graduation.”

While participation in the graduation exercise is not a requirement for graduation, seniors who plan to participate in commencement must attend practice and must be on time. A schedule will be given to each senior during the last week of April explaining all details.

Graduates who choose not to participate in the graduation ceremony may pick up their diploma at school the day following the ceremony.

## **GRADUATION EXPENSES**

There are many expenses associated with one's senior year-class ring, invitations, cap and gown, senior portraits-which can accumulate! The school does emphasize, however, that it cannot predict nor can it assume responsibility for a senior's performance in course work. It is, therefore, the student's responsibility to determine one's own status relative to graduation and the purchase of any of these items. Invitations, class rings, cap and gown, pictures, and other graduation expenses incurred by the student will not guarantee graduation from high school. The senior will be permitted to order these materials if it is possible to complete graduation requirements; whether the senior is allowed to graduate is based on successful completion of the year's program.

**Graduation ceremonies are held for seniors only.**

## **HALL PASSES**

During the class time, students may not be in the halls without a valid hall pass or other written authorization issued by a teacher or administrator. **NO MORE THAN ONE STUDENT MAY USE A HALL PASS AT THE SAME TIME.**

## **COLLEGE AND MILITARY DAYS**

The Board of Trustees of the Yazoo County School District has approved a maximum of two (2) days for a senior to visit a college campus without affecting the attendance policy. The request must be made and approved in advance of the campus trip. As verification of the student's visit to the college campus to discuss admission, degree programs, financial aid, housing, etc., the signature of a college official shall be required. Required forms should be picked up 5 days prior to campus visit from the counselor's office.

## **STUDENT INSURANCE PROGRAM**

Accident insurance under a group policy shall be made available to students enrolled in the school of the district. Selection of the programs shall be by the principal. Students participating in student athletics are required to have accident insurance coverage. A signed affidavit from the student's parent/guardian stating they have adequate coverage of their own for their child will be a suitable substitute for coverage under the student insurance program.

## **PARENT/TEACHER CONFERENCES & GRADE REPORTS**

Parents are encouraged to keep abreast of their child's progress in school. Parents may schedule emergency conferences as needed; however, conferences not of an emergency nature should be scheduled through the front office. Kindergarten through 2<sup>nd</sup> grade parents must attend two additional conferences to discuss DRA assessment progression.

## **COPIES OF TESTS TO OFFICE**

A copy of each nine-week exam will be turned in to the office on Friday of the week before exams are given.

## **SCHOOL PROPERTY**

The school property belongs to you as a citizen and taxpayer. You should protect this property and help make the school an attractive place in which to live.

- Help keep school premises free from trash and refuse.
- Discourage the defacing of all kinds of property.
- Encourage proper care of grass, flowers, and shrubs.

## **REPORTING TO CLASS**

All students should report to their first period class or assignment upon arrival on campus unless they have business in the restroom or office. There will be no loitering in the corridors and restrooms before the first bell.

## **LOST AND FOUND**

Articles found on the school campus should be taken immediately to the office of the principal. Inquiry should be made at the same place for articles that have been lost. Students bringing valuables and large sums of money to school **do so at their own risk**.

## **LOCKERS (Middle School only)**

Lockers are the property of the school and not the individual student. Students are to use only the locker assigned.

Combination locks have been installed on all lockers. The combination will be given to the student. If your locker is tampered with, notify the office immediately. Each principal will have a master key to all lockers.



Students caught damaging or destroying a locker will be required to pay \$35.00 for replacement. Students writing on lockers will receive a one (1) day suspension and must clean the locker.

School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers may occur when there is a reasonable basis to do so and in those cases, the student or third party shall be present. **Students are responsible for the contents of their lockers.**

## **LUNCH PERIOD**

Lunch is served each day in the cafeteria. Students who bring bag lunches may purchase milk/juice to drink with their lunch. Extra sales are available daily; money should be sent on a daily basis, if needed by the student. Cash only is acceptable. Parents may pay lunch by the week or month. These payments may be paid in the office by the student or parent. Students are not allowed to leave campus to purchase food for lunch. Outside fast food is not allowed to be delivered to students unless prior administrative approval is given due to special occasions.

## **FREE OR REDUCED LUNCH**

Free or reduced lunch is available to those who complete the proper form and qualify. New applications will be given to the students when they enroll in school.

The lunch period is approximately 30 minutes long. Students are expected to exercise proper conduct at all times. Further instructions will be given during orientation.

Lunch will be limited to the cafeteria. Students will not be allowed to take food or drink out of the cafeteria.

## **TELEPHONE**

In case of emergency or sickness, your parents or guardians will be contacted by the office personnel on the office telephone. Never is a student to leave class or study hall to use the phone. No students will be permitted to use the office phones for personal reasons. **Telephone messages will not be delivered to students during the school day unless it is an emergency.**

The Yazoo County Board of Education understands the technological world that our students are living in and we encourage the use of technology in the proper forum. However, cell phones on school campuses create problems that were unheard of just a few years ago. (i.e. texting, pictures posted on the internet, videos posted on the internet, cheating, etc.) We solicit the support of parents and students to abide by the policy the school board has established. Office phones are available for emergency phone calls and students can be reached by parents through the office.

## **CELL PHONE POLICY**

Board Policy states that students may possess cell phones or electronic devices and accessories at school prior to the instructional day and at the end of the instructional day. The cell phone policy is as follows:

- 1<sup>st</sup> Offense—phone is taken up and a parent has to come pick it up. The parent is notified at this time of second offense consequences.
- 2<sup>nd</sup> Offense—phone is taken up and will not be returned until the end of the school year. If a student refuses to surrender the cell phone, the student will be suspended until a parent accompanies the student back to school and surrenders the cell phone to the principal.

## **FIGHTING**

The penalty for being involved in a fight, defined as an exchange of physical blows, (hitting, slapping, pushing, and shoving) is as follows:

1. Law enforcement personnel will be called. Students must go before the Youth Court Judge.
2. Five days of out-of-school suspension.
3. Recommendation for expulsion for the first offense is possible depending on the circumstances.

The penalty for students who strike/hit another student is the same as the steps 1 through 3 above. If more than two students are involved in a fight, all involved will be suspended out-of-school for 5 days and sent to the superintendent's office.

In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so, are violations of the no fighting policy. They constitute the offense "party to affray" and disciplinary action may result. In more severe cases, prosecution may be an alternative.

Students who instigate fights, but are not actively involved, (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in a fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, fighting will not be tolerated on the campus, on the school bus, or at any sanctioned event.

## **STUDENT RESTRICTIONS**

Possession of the following items on school property is prohibited:

Radios	fingernail files	playing cards	gang paraphernalia
Tape players	knives	noise-making devices	gambling paraphernalia

CD players	any type of weapon	illegal drugs	drug paraphernalia
headphones	personal defense spray	tobacco in any form	pornographic materials
matches	tops/toy weapons	alcoholic beverages	electronic cigarettes
cigarette lighters			

1. Students are not permitted to sell or trade any item at school without permission from the principal.
2. Students are not permitted to sit on the tops of desks or tables in the school building.
3. Students are expected to properly dispose of all garbage and litter.

School personnel will not be held responsible for prohibited items which have been confiscated.

The school utilizes discipline forms whenever a student violates any of the rules and regulations of the school. A copy of this form indicating the violation and action taken is sent home with the student. THE COPY SENT HOME IS FOR PARENTAL NOTIFICATION. IT IS THE RESPONSIBILITY OF THE STUDENT TO DELIVER THE PARENTAL NOTIFICATION TO HIS/HER PARENT OR GUARDIAN.

### **STUDENT ORGANIZATION FUNDRAISING**

Any student that has not paid for the fundraising merchandise on the day it is due, will be dropped from the organization and the money will be collected through the office.

## **YAZOO COUNTY SCHOOL DISTRICT MANDATORY DRESS CODE**

The construction shall be of wash-n-wear or permanent press fabric. No component of the dress code/outerwear may be of denim or jean material.

**SHIRT:** Button-Up Oxford Cloth Shirt or “Knit Polo Style” 2-3 button shirt

- Collared oxford shirt or collared polo style shirt must be worn at all times
- Solid white or navy polo
- Solid white oxford cloth
- Pointed collar or rounded collar
- Long or short sleeve
- With or without pockets
- No visible emblem
- Must be tucked in (K-3 exempt)
- Solid white or solid navy undershirts or turtlenecks may be worn under the polo style shirt or oxford shirt

**Sweatshirts** (must have a ribbed collar, waist and wrists)

- Shirt collar must be visible
- Solid white or navy
- No pockets or hoods
- No ruffles, pleats, lace, trim, etc.
- No visible emblem

**Sweaters/Vests**

- Solid white or navy
- Cardigan/Vest (button-up) or pullover – plain front
- No hoods
- No visible emblem

**Coats/Jackets**

- No logo jackets (NCAA, NBA, NFL, M & M, etc.)
- Must not be oversized
- No trench coats allowed
- Students may wear school approved letter jackets/school logo

**TRADITIONAL STYLE Pants/Cropped Pants** (no shorter than 6” above the ankle)

- Solid khaki (tan) or navy
- No visible emblem
- Cuffed or un-cuffed, properly hemmed (no frayed, sagging, oversized, extremely tight fitting, zip-off pants, low-riders, bell bottoms, cargo pants, warm-ups, wind suits, etc.
- Length shall not exceed the bottom of the shoe
- K–3 students may wear pull-up pants/shorts with elastic waistband

**TRADITIONAL STYLE Walking Shorts**

- Solid khaki (tan) or navy
- No visible emblem

- Cuffed or un-cuffed, properly hemmed
- Pleated or un-pleated
- Must fit at the waist and have a front waistband and belt loops
- No stretch fabric, cargo shorts
- Length shall not exceed 2" above or below the knee

#### Jumpers/Skirts/Skorts/Dresses

- Solid khaki (tan) or navy
- Regular/straight/box pleat styles
- No visible emblem
- No stretch fabric
- Length shall not exceed the top of the kneecap

#### Overalls

- Not allowed

#### Belts

- Solid brown, black or navy
- Length cannot exceed the buckle by more than six (6) inches
- Belt buckle cannot exceed two (2) inches by three (3) inches
- Must be worn with pants and shorts (K-3 exempt)

#### Shoes

- No shower shoes, slippers, house shoes, beach shoes

#### Socks/tights

- If worn, solid white, navy, khaki, black, or brown
- No visible emblem

#### School Spirit Days

- To be determined by the principal
- School logo may be worn

### GENERAL CONSIDERATIONS

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, or shall not violate health and safety rules of the school. The guidelines for dress and grooming are provided to assist parents and shall apply to all students. Student's dress and grooming shall be neat, clean, and follow the general guidelines below. **The principal shall have the final decision about the appropriateness of all components of the mandatory dress code.**

- Shirts are to be worn tucked into pants, skirts, shorts, or skorts.
- The length of the shorts, skorts, skirts, and jumpers shall not exceed the top of the kneecap.

- The construction shall be of wash-n-wear or permanent press fabric.
- Students are prohibited from wearing additional “patches”, pins, tattoos, visible body piercing other than the ear lobe, ornate or cumbersome earrings or jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, non-school group affiliated or distractive which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or any item which may distract from the educational process.
- Students may not wear sweatshirts, sweaters, vests, jackets or coats around the waist, neck, shoulders, etc.
- Head coverings, including but not limited to caps, hats, bandannas, “doo” rags, hair curlers, sunglasses, headbands, or any “gang” symbols are prohibited.
- All clothing is to fit appropriately. Oversized and extremely tight fitting clothing is prohibited.

### **Specific Rules of Student Dress Code**

Students are to be in compliance with the mandatory dress code before entering the building and at all times on campus; from arrival through departure. Bus students must be in compliance at all times on the bus. Additionally, students are to be groomed and dressed neatly. **The principal will determine what constitutes distracting influences in matters of dress and grooming and reserves the right to make modifications as needed.** All components of dress are to be worn in keeping with the intent of the overall dress code. Circumventing the policy is prohibited. If a style of dress or appearance is, in the opinion of the administration, disruptive to the educational process, constitutes a potential threat to the safety or health of the student or other persons, or contradicts the intent of the policy, it shall not be permitted.

### **Dress Code Violation Consequences**

- 1<sup>ST</sup> offense – Student corrects problem or reports to In-School Suspension (ISS).
- 2<sup>nd</sup> offense – Student corrects problem or reports to ISS until the student is in compliance. Parent is contacted.
- 3<sup>rd</sup> offense - Overnight suspension & suspension continues until parent returns to the school with the child.
- 4<sup>th</sup> offense – Any offense after the 3<sup>rd</sup> offense will result in a major discipline referral.

## **STUDENT CONDUCT AFTER SCHOOL/OUT-OF-TOWN SCHOOL SPONSORED ACTIVITIES**

Students traveling in private vehicles to after school activities held either at the high school or out-of-town will be the responsibility of their parents. However, once on school property whether at the high school or an event at another school in which the high school is a participant, the students are under the jurisdiction of the school district. Students traveling under school official's supervision (regardless of means of transportation) are subject to all of the school district's rules and regulations. *Students should be aware that they and/or their baggage is subject to search before, during and/or after any school-sponsored trip.* School rules apply to any off-campus events regardless of where they are held.

The Mississippi High School Activities Handbook states that the superintendent, principal, coach or other representative of the school shall be responsible for the conduct of those connected with their school, both at home and on trips.

## **SMOKING**

Students are not allowed to smoke on campus or buses, or have tobacco in their possession on campus or buses (Federal & State Law).

## **GANGS**

Gang activity will not be tolerated in school or on school grounds. Gang dress and symbols are unacceptable in school or on school grounds.

## **INTERROGATIONS AND SEARCHES**

Interrogations and searches of students will be conducted in accordance with federal and state laws, statutes, and school board policies.

### **Section I: DESKS AND LOCKERS**

Desks and lockers are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is a reasonable basis to do so, and in those cases, the student or a third party shall be present.

### **Section II: AUTOMOBILES**

The school retains authority to inspect students' automobiles used as transportation to school whether on or off school property. When a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student vehicle, the student may be required to open the automobile, including the trunk, for further inspection.

### Section III: SEARCH OF STUDENTS

A student's person and/or personal affects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult witness present. It will be an extremely rare situation that requires a more intrusive search of a student's person than a pat down. Only if extreme emergency conditions exist, and only upon prior approval by the central office, shall a more intrusive search be conducted. If a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

#### **Use of Police**

It is the philosophy and belief of the YAZOO COUNTY SCHOOL DISTRICT that the responsibility for managing student discipline violations rests with the faculty, staff, and administration. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of a person or property appear to be in jeopardy, the building level administrators will not hesitate to call the police and initiate arrest and prosecution proceedings.

### **STUDENT DETENTION AND SUSPENSION**

In-School Suspension—In the In-School Suspension (ISS) is designed to minimize the need for out-of-school suspension except when presence will lead to violence or further disruption. The ISS classroom students will be required to complete schoolwork and complete all work assigned by the ISS monitor.

Out-of-School Suspension— is the denial of the privilege of attending school. Students under suspension shall not be present upon any school grounds or property or attend any school sponsored activity or event except for a prearranged conference with the principal. Students under suspension who are on school property or attending a school-sponsored event or activity may be suspended for additional days or may be prosecuted for criminal trespass.

In the case of suspension, the parent and/or guardian shall be notified in writing within 24 hours of such suspension and advised of the reason thereof. If a student is to be sent home during normal school hours, a parent and/or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours until a parent and/or guardian has first been notified.

When unacceptable behavior cannot be corrected by the resources of the school, the board hereby authorizes the school principal or designee, to suspend any student for



violation of any published rule or regulation or for any act of misconduct or insubordination as a final effort to influence the student's behavior.

## **DUE PROCESS**

Students facing suspension shall be given oral or written notice of charges against him/her by the principal or his designee.

If the student denies the charges, he/she shall be given an explanation of the evidence that the principal or his designee has against him/her and shall be given an opportunity to present his/her side of the story.

In all cases of suspension, the parent and/or guardian appointed by the Chancery Court shall be notified in writing within 24 hours of such suspension giving the reason thereof.

Suspension in excess of 10 school days may be given only by the action of the Board of Trustees and then only after such student has been afforded notice, opportunity of a hearing, and other procedural rights consistent with state and federal due process requirements.

A student may request a hearing before the District Disciplinary Committee regarding his/her penalty. Students on suspension for 5 or more days must return to school accompanied by a parent and/or guardian before he/she will be readmitted to school.

A student must complete the suspension before he/she receives credit for previous work done. A second semester suspension, if it occurs at or near the end of the semester, may be completed during the summer. If a student transfers to another school because of suspension, they must serve their suspension before they can re-enter any classes in the Yazoo County School District. Student transfers will not be used to circumvent consequences resulting from suspensions.

During the time a student serving a suspension or expulsion, he/she will not be allowed to participate in or attend extracurricular activities, including graduation, athletic events, band, any school functions, etc.

## **LOST OR STOLEN PROPERTY**

All articles which are found should be taken to the principal's office immediately. Lost and/or stolen items should be reported to the teacher immediately. Articles left unclaimed at the end of the school year will be donated to a charity or similar organization.

## **RELEASE TIME FOR STUDENTS**

Eleventh and twelfth grade students may be dismissed at the beginning of the **LAST PERIOD** of the school day provided they have a signed note from the employer verifying employment and a notarized permission slip from a parent granting the student permission to leave school for work. Freshmen and sophomore students must remain at school the entire day unless they are properly checked out by an authorized person on the notarized check out forms filed in the office.

This handbook does not contain all the rules and regulations governing all co-curricular activities. It is the student's and or parent's responsibility to obtain those rules and regulations from the leaders and sponsors and adhere to them.

## **EMERGENCY DRILLS**

Emergency drills will be held regularly as specified in the School Board Policy and State Board of Education regulations. All students will comply with established evacuation procedures and the specified instructions of staff personnel.

## **BOARD POLICIES**

### **DUE PROCESS/JCAA**

When a student is confronted with disciplinary action, the Board and its administrators shall afford him/her the safeguards of due process as required by applicable law.

In any case, the student must be made fully aware of his/her rights and must be given an opportunity to present his/her side of the case prior to any action being taken by school officials. The superintendent of schools and the principal of a school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed or expelled by this school board. However, such action of the superintendent or principal shall be subject to review by and the approval or disapproval of this school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent or guardian of the child shall be advised of this right to a hearing by the superintendent or principal and the proper form shall be provided for requesting such a hearing. S37-9-71

LEGAL REF.: Mississippi Code, S37-7-301 (e); S37-9-71;  
Goss v. Lopez, 419 U. S. 565 (1975);  
U.S. Constitution, Amendment XIV;  
Wood v. Strickland, U.S. 95 S. Ct. 992 (1975)

### **SMOKING AND OTHER USES OF TOBACCO (Policy GBRM)**

No person shall use any tobacco product on any educational property. "Educational property" means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$ 75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$ 150.00) shall be imposed.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for

hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this article are enforced. MS Code of 1972 97-32-29, 97-32-27

No person shall permit smoking within any indoor facility owned or leased or contracted for, and utilized, by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children. No person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted for, and utilized by, such person for the provision of regular or routine health care or day care or early childhood development services.

Any failure to comply with a prohibition in this section shall be considered to be a violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both, as determined by the Secretary. Each day a violation continues shall constitute a separate violation. Pub. L. 89–10, title IV, §4303, as added Pub. L. 107–110, title IV, §401, Jan. 8, 2002, 115 Stat. 1774.)

**HOUSE BILL 641**—establishes the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.
- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under the Act shall be recorded as being fined for civil violation and not for violating a criminal statute.

## **INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS**

(Board Policy JCAB)

### **Searches**

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Lockers shall be opened or other searches conducted by not less than two members of the professional staff.

### **Interrogations**

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

*CROSS REF.:* LDAJA—Interrogations and Investigations by Police

*LEGAL REF.:* In re Gault, 87 S. Ct. 1428 (1967);  
Tinker v. Des Moines, 393 U.S. 503 (1969);  
Terry v. Ohio, 392 U.S. 1 (1968);  
People v. Corey, 250 Cal Rptr. 359 (Cal. App. 1988)

### ***ADDENDUM: Guidelines Which Support Reasonable Search***

- School officials must not act as governmental or police agents, or have same to help in the search without a search warrant.
- All searches must be conducted to maintain discipline, health, safety, and the welfare of the students in order to provide an atmosphere conducive to learning.
- School lockers and desks are not in the exclusive possession of the student, and the student, therefore, has no reasonable expectation of privacy.
- Parents have a right to expect safeguarding of their children, and school officials have a duty to search if necessary.
- Reasonable suspicion must be established for the search, and the search must not be excessive in terms of the nature, age, and sex of the infraction.

*REF.:* New Jersey v. T.L.O., 469 U.S. 325 (1985)

## **DISMISSAL PRECAUTIONS**

### **Dismissal from School**

1. No student shall leave school without permission from the principal or his designee.
2. Students shall be allowed to be dismissed from school for personal illness or bona fide emergency. Students must secure a dismissal permit from the attendance office, and a parent or guardian appointed by the Chancery Court contacted before they will be allowed to leave school.
3. Students having an appointment with a doctor or dentist or for other valid reasons may be dismissed from school as follows:
  - a. A parent or guardian appointed by the Chancery Court may personally come to the school and dismiss a student.
  - b. The student may present a doctor's or dentist's appointment card to the attendance office and receive a dismissal permit.
  - c. The student may present a note from a parent or guardian appointed by the Chancery Court to the attendance office containing the reason for dismissal, time of dismissal, and phone number where the parent and/or guardian appointed by the Chancery Court can be contacted, in order to receive a dismissal permit.
  - d. All dismissal permits must be obtained from the attendance office before 8:00 a.m. on the day of dismissal.
  - e. The dismissal permit is to be used as the written excuse, but must be signed by a parent, guardian appointed by the Chancery court, doctor or dentist in order to be valid.
  - f. Dismissal permits shall be issued for the last period of the day for doctor's or dentist's appointments or other valid reasons provided the above procedure is followed.
  - g. If a note of appointment card cannot be verified, school officials reserve the right to refuse the issuance of a dismissal permit.
  - h. Work must be made up if a dismissal for any of the reason causes a student to miss classwork, tests, etc.
4. Any student leaving school on school related business must first obtain written permission from his/her teacher and then personally signed out at the attendance office. Upon return to school, the student must personally sign in.

5. No student shall leave school without a dismissal permit or without signing out at the attendance office.
6. Dismissal requests during the last period of the day shall receive strict scrutiny by the attendance office due to abuse of the dismissal privilege.

### **AUTOMOBILE USE/JGFF**

Driving on school roads and parking on school property is a courtesy offered to students and others by the school board.

The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day.

Violators may be charged with trespassing and/or vehicles towed at others' expense.

The administration obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety. The district shall not assume any responsibility for damage to vehicles.

Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.

Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary action.

Cross Ref.: Policy JCDA – School Searches

### **SCHOOL PARKING REGULATIONS**

All students who bring a vehicle on campus must register the vehicle with the school and students must display a current decal at all times. Please see the parking contract for detailed regulations.

## YAZOO COUNTY HIGH SCHOOL PARKING CONTRACT/DECAL

# \_\_\_\_\_

LAST NAME	FIRST NAME	MIDDLE	
GRADE			
ADDRESS		TELEPHONE #(S)	
CAR MAKE	MODEL	COLOR	YEAR
TAG #			

### SCHOOL PARKING REGULATIONS

1. No parking spaces are guaranteed.
2. It is considered a privilege to drive and park on school grounds. Regulations for parking are strictly enforced. Suspension of driving and parking privileges and disciplinary action may occur when violations of these regulations occur. Students applying for and receiving parking decals fully understand their responsibility in following these rules.
3. All automobiles parked on school grounds must be registered with the school and students must display a current decal at all times.
4. All student drivers must be properly licensed and have current automobile insurance coverage.
5. There is to be no loitering in the parking lot. The parking lot is a restricted area with no students allowed in the area during school hours without express permission of the school's administration.
6. The speed limit at all time in all areas of the school campus is 5 miles per hour. Reckless driving on school grounds will not be tolerated.
7. Parking decals are non-transferable and must be displayed at all times hanging from the front rearview mirror with the DECAL NUMBER displaying toward the outside of automobile.
8. Persistent tardiness to school can result in the driving privileges being suspended or permanently revoked.
9. **This shall serve as notice the Yazoo County High School and the Yazoo County School District Board of Trustees is not liable for any vandalism to, or theft from vehicles parked on school property.**

**I have read and understand the rules regarding student driving, parking responsibilities and the use of the parking lot at YCHS. If I fail to abide by the parking regulations or commit any traffic violations on campus, it may result in suspension of my parking privileges, towing of my vehicle at my expense and/or school disciplinary action being taken against me.**

\_\_\_\_\_/\_\_\_\_\_  
License\*\*  
Student's Signature/Date

**\*\*Attach copy of Driver's**

## **DRUG USE: YAZOO COUNTY SCHOOLS/JCDAC**

The provisions of this policy statement shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district as defined by the laws of the State of Mississippi, and while participating in or going to or coming from any school function sponsored by this principal or other authority of this district.

## **POSSESSION OF DRUGS OR ANY CONTROLLED SUBSTANCES**

No student attending school in the Yazoo County School District shall be permitted to carry on his person or have in his possession in any way controlled substances prohibited by federal and state law; alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, look-alike drugs, substance ingredient or compound which may cause the person to be under the influence thereof, and no person shall use the same at any time while subject to the rules and regulations of the school district.

## **LIMITATIONS OF THIS POLICY**

This policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. However, the student, parent, and school personnel must adhere to the rules and regulations governing medication as outlined in Board Policy: "JGCA – Administering Medication in School" for this limitation to apply.

## **PENALTIES**

Any student violating any of the provisions of this policy statement shall at the sole discretion of the principal involved and the superintendent of schools, be automatically suspended for a period of ten (10) days, and may be expelled in the sole and absolute discretion of the school board. Depending upon the circumstances, the student may be turned over to law enforcement authorities for criminal prosecution. In all such cases of a student found in possession of any substances labeled as "drugs or drug paraphernalia," the parent or legal guardian must be notified immediately.

## **DISSEMINATION OF THIS POLICY**

The Yazoo County School Board mandates that this policy be disseminated to all students, parents and school personnel at the beginning of each school year in whatever manner deemed appropriate by the principal of each school.

## **WEAPONS ON SCHOOL PREMISES/JCDAE**

The Yazoo County Board of Education prohibits the possession of pistols, firearms, and any other device/object which is capable of causing bodily harm to another person. This policy applies to all students, parents, and school personnel, as well as, the general public.



The restrictions on weapons not only applies to the school grounds; it applies to buses, school functions (whether at home, in transit, or at another location), and it applies to any situation or circumstance that directly involves the school.

The only exception to this policy is a duly authorized law officer. Anyone having a valid permit to carry a firearm other than an officer of the law shall not be allowed the right to have in his/her possession that weapon which the permit applies on school premises as defined above.

## **PENALTIES FOR VIOLATING THIS POLICY**

Students will be suspended immediately, and may be expelled if the evidence warrants such action. The length of expulsion for a student who is determined to have brought a gun to school is a period no less than one year, except that the chief administrating officer of the Yazoo County School District shall be allowed to modify such expulsions on a case by case basis to accommodate students with disabilities. LEGAL REF.: *No Child Left Behind, Gun-Free Schools*

Any student who brings a firearm or weapon to school must be referred to the appropriate criminal justice and/or juvenile delinquency system.

Staff members will be suspended until an investigation into the matter is concluded. If the evidence clearly indicates that the staff member willfully violated this policy, the staff member's contract shall be terminated at that time, and the incident may become a part of the staff member's record.

Anyone not considered school personnel who violates this policy shall be prosecuted to the full extent of law.

LEGAL REF.: *Tinker v. Des Moines*, 393 U.S. 503 (1969); 37-7-301 (e) 37-9-71

## **COMPULSORY SCHOOL ATTENDANCE/TRUANCY-JBAC**

### **TRUANCY**

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has 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. ' 37-13-91 (2) (f)

A "truant" is a student who is absent without a valid excuse as identified in Policy JBA, Compulsory School Attendance.

"Truancy" also includes absence without permission from any class, study hall or school-related activity for which a student is scheduled during the school day.

Disciplinary action shall be taken against students who are truant. Continued truancy may lead to academic failure, placement in the alternative school program and/or suspension or expulsion from the regular and/or alternative school programs.

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

The Mississippi Public School Accountability Standards for this policy are standards 10.  
LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards*

CROSS REF.: Policies JBA Compulsory School Attendance

JCD Alternative School Program

An "unlawful absence" is an absence for an entire school day or during part of a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. For purposes of reporting absenteeism under subsection (6) of this section, if a compulsory-school-age child has an absence that is more than thirty-seven percent (37%) of the instructional day, as fixed by the school board for the school at which the compulsory-school-age child is enrolled, the child must be considered absent the entire school day.

***As interpreted by the Mississippi Department of Education, each student must be present for 63% of his or her individual instructional day as fixed by the local school board for each individual school in order to be considered in full day attendance. (MDE District Memo Implementation of House Bill 1530, Kent 5/17/13)***

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

- a.) An absence is excused when the absence results from the compulsory-school-age child's attendance of an authorized school activity with the prior approval of the superintendent of the school district or his designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
- b.) An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
- c.) An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer or by the state board of health.
- d.) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family member of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- e.) An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district or his designee is gained prior to the absence, except in the case of emergency.

- f.) An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or administrative tribunal if such child is a party to the action or under subpoena as a witness.
- g.) An absence may be excused if the religion, to which the compulsory-school-age child or such child's parents adhere, requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
- h.) An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of such absence must be gained from the superintendent of the school district or his designee prior to the absence but such approval shall not be unreasonably withheld.
- i.) An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of Section 97-5-39, MS Code of 1972.

If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year, the principal or school superintendent shall report such absences to the school attendance officer of the youth court. § 37-13-91

LEGAL REF.: Mississippi Code 37-13-91

**The Superintendent delegates the authority to report excessive absences to the School Attendance Officer to the building Principal at each campus.**

**Therefore, each student must be present for 63% of his or her individual instructional day as fixed by the local school board for each individual school in order to be considered in full day attendance.**

# Compulsory School Attendance Referral Process

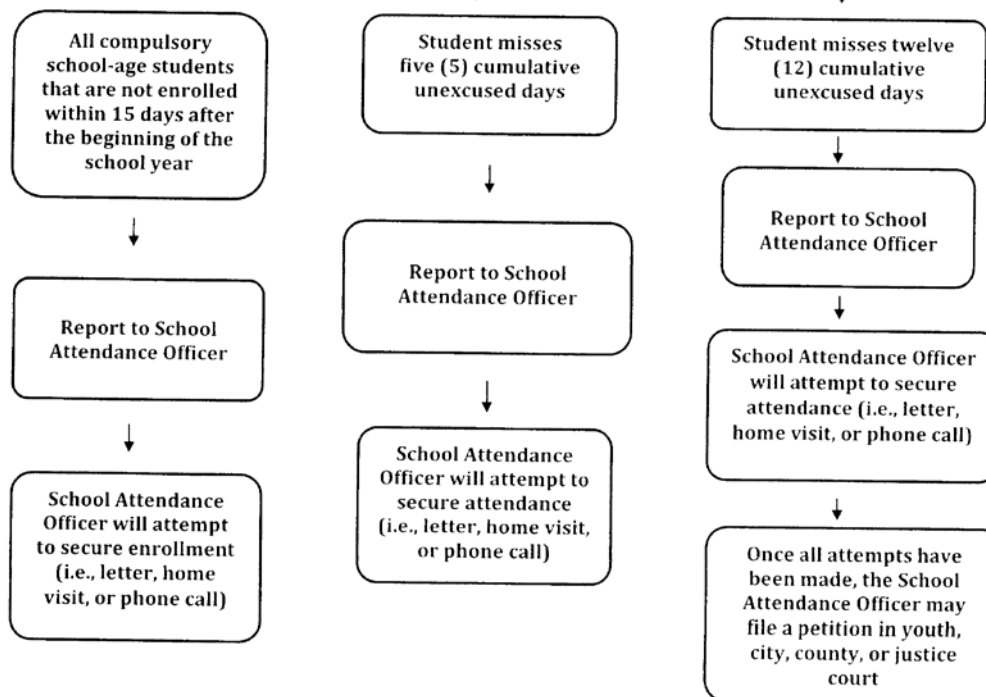
37-13-91 (6)

Mississippi law requires all individuals between the ages of six (6) and seventeen (17) to enroll in and attend school. This law also applies to all five-year-old students enrolled in a full-time public kindergarten program.

## Required Demographics for Reporting Unexcused Absences at 5 and 12 Days

- ✓ Student's Name, Date of Birth, MSIS or SSN, Grade, Gender
- ✓ Parent's/Guardian's Name, Contact Information including phone numbers
- ✓ Unexcused Absences-including out-of-school suspension days (suspensions are to be reported to the school attendance officer as they occur)
- ✓ **Must be signed by superintendent or designee**

All Referrals must be made within two (2) school days or five (5) calendar days, whichever is less by the  
**SUPERINTENDENT OR DESIGNEE**



Suspensions are unexcused absences and must be reported as they occur.

In-school suspensions should not be considered absent.

June 2010

## **Philosophy of Gifted Education**

It is the belief of Yazoo County School District that intellectually gifted students need more challenges than are provided in the regular classroom atmosphere.

Our district believes gifted students' potential must be enhanced through avenues of exploration.

After individual determination of each child's strengths, needs, and interests, strategies and units are developed to motivate and empower each to achieve his/her maximum academic potential.

These teaching strands provide opportunities for higher-level thinking, objective decision-making, critical thinking, leadership, and creative problem solving.

Strategic instruction is carried out so that the student's independent study skills and academic knowledge base will serve him/her in every aspect of life.

The Yazoo County School District is dedicated to the guidance and motivation of gifted students through a student sensitive, quality education.

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## **Gifted Referral Process for Yazoo County**

1. Students may be referred for the GEP program by any interested party.  
(parent, teacher, student, self, or other)
2. The necessary screening is administered (the Raven for all 1<sup>st</sup> graders and the SAGES for 2<sup>nd</sup> - 5<sup>th</sup> graders) to see if the student is a candidate to continue the process.
3. Information is gathered about the student on the referral form where 3 criteria must be met.
4. The Local Survey Committee meets to determine the need to continue the process.
5. The Gifted Pupil Personal Data Sheet and Parental Rights forms are sent home.
6. The school psychologist will administer an appropriate test to the student.
7. The Local Survey Committee meets to approve the eligibility determination of the child into the GEP.
8. An assessment report is written by the GEP teacher for all students tested whether they are ruled eligible or ineligible.
9. The parents are notified of the child's testing being completed and the eligibility outcomes. They are invited to come for a conference to view the psychologist's report and are informed about the aspects and curriculum of the gifted program.
10. Parents who are not in agreement with the school based committee decision to remove a student from the gifted program will present their concerns, orally or in writing, to the principal of the school. The principal and parent will attempt to

resolve the issue informally. If the parents are not satisfied with the action taken by the principal, the parents shall within five (5) school days after the meeting with the principal, put their concerns in writing and present them to the gifted contact person, Dr. Tom Taylor. The gifted contact person will schedule a meeting of the Local Survey Committee (LSC) within five (5) school days or a timeframe agreed upon by the parents. Parent will be extended an invitation to attend the LSC meeting. The LSC will render a written decision based on the information shared during the meeting.

## **CHARACTERISTICS OF THE GIFTED AND TALENTED**

### **General Characteristics**

- They typically learn to read earlier with a better comprehension of the nuances of the language.
- They commonly learn basic skills better, quicker, and with less practice.
- They are better able to construct and handle abstractions than their age mates.
- They take less for granted, seeking the “hows” and “whys”.
- They display a better ability to work independently at an earlier age and for longer periods of time than other children.
- They can sustain longer periods of concentration and attention.
- They frequently have seemingly boundless energy, which sometimes leads to a misdiagnosis of “hyperactive”.

### **Creative Characteristics**

- They are fluent thinkers, able to produce a large quantity of possibilities, consequences, or related ideas.
- They are flexible thinkers, able to use many different alternatives and approaches to problem solving.
- They are original thinkers, seeking new, unusual, or unconventional associations and combinations among items of information.
- They are elaborative thinkers, producing new steps, ideas, responses or other embellishments to a basic idea, situation, or problem.
- They have a high level of curiosity about objects, ideas, situations, or events.
- They often display intellectual playfulness. They fantasize and imagine readily.

### **Learning Characteristics**

- They often read a great deal on their own, preferring books and magazines for youngsters older than they.
- They take great pleasure in intellectual activity.
- They have well developed powers of abstraction, conceptualization, and synthesis.
- They have rapid insight into cause-effect relationships.
- They are often skeptical, critical, and evaluative. They are quick to spot inconsistencies.
- They show a ready grasp of underlying principles and can often make valid generalizations about events, people, or objects.
- They readily perceive similarities, differences, and anomalies.

### **Behavioral Characteristics**

- They exhibit an intrinsic motivation to learn, find out, or explore and are often very persistent.
- They have a longer attention and concentration span than their peers.
- They are more independent and less subject to peer pressure than their age mates.
- They have a highly developed moral and ethical sense.
- They often exhibit daydreaming behavior.
- They may seek to conceal their abilities so as not to “stick out”.

## **ASSISTANCE FOR STUDENTS WITH SPECIAL NEEDS**

### **DISTRICT POLICY**

The Yazoo County School Board adheres to a policy of non-discrimination in educational programs, activities and employment and strives affirmatively to provide equal opportunity for all as required by ***Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped.***

Yazoo County School District has standardized procedures to ensure that:

- all students can be successful in their learning, and
- all students receive a free and appropriate public education.

### **ESTABLISHMENT AND PROCEDURES OF TEACHER SUPPORT TEAMS**

State Board Policy IEI

MDE shall require an instructional model designed to meet the needs of every student.

The model shall consist of three tiers of instruction.

Tier I: Quality classroom instruction based on MS Curriculum Frameworks

Tier II: Focused supplemental instruction

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

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

The Yazoo County School District has established Teacher Support Teams at each school. The primary purpose of a Teacher Support Team (TST) is to design instructional interventions and strategies for those students who are not successful with Tier I and II academic and/or behavioral interventions. The Teacher Support Team (TST) reviews referrals from teachers who have implemented Tier I and II interventions and appropriate academic gains are not reached and/or maintained by the student. The Teacher Support Teams reviews all documentation and conducts prescreening to ensure that

appropriate Tier III interventions are designed based on individual student needs. If Tier III interventions are unsuccessful or insufficient gains are noted, then the Teacher Support Team will request a referral to the Internal Review Committee. The Internal Review Committee will review all documentation to ensure that appropriate interventions and resources have been utilized effectively.

Any student who is suspected of having a disability or significant academic and/or behavioral difficulties should be brought before the Teacher Support Team for review. The Teacher Support Team will then make a recommendation to ensure that the student weaknesses and needs are identified and addressed through regular education. If a parent(s) of a student request an evaluation, then Yazoo County School District requests that they submit the request in writing to the student's school. Once the request is received, the school has 10 school days to gather all documentation and submit to Child Study. Child Study will review the information and then schedule a Local Survey Committee (LSC) meeting with the parent(s) within 15 school days of receiving the request to discuss information that was gathered and recommendations. Written documentation of the parent's request, information reviewed, and decisions/recommendations of the Local Survey Committee must be kept on file at each school.

For a full and detailed explanation of the policies and procedures of the Teacher Support Team, refer to ***Yazoo County School District's Three-Tier Procedures Manual***.

## **NOTIFICATION OF RIGHTS AND DUE PROCESS PROCEDURES**

### **Under the provisions of *SECTION 504 OF THE REHABILITATION ACT OF 1973 AND POLICIES OF THE YAZOO COUNTY SCHOOL DISTRICT***

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights. You have a right to

- have your child take part in, and receive benefits from public education programs without discriminations, because of his/her handicapping condition. Students enrolled in self-contained special education classes are not included in the rank-in-class computation;
- have the school district advise you of the rights under federal law;
- receive notice with respect to the identification, evaluation, or placement of your child;
- have your child receive a free appropriate public education in facilities which are comparable to those provided to non-handicapped students;
- have evaluation, educational, and placement made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options;
- have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district.

If you disagree with any of the decisions made concerning the identification, evaluation, or placement of your child, you have the following due process rights:



- examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement;
- appeal the decisions regarding your child's eligibility and the appropriateness of the 504 Plan to the district's 504 Compliance Officer
- file a formal grievance (complaint) with the district's 504 Compliance Officer who may be reached at 662-746-4672.
- request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to the district's 504 Compliance Officer.

## **SPECIAL EDUCATION RULING**

Special education students are responsible for adhering to the same rules of conduct as non-disabled students. State and federal regulations related to students with disabilities will be followed when implementing discipline procedures.

## **SERVICES FOR SPECIAL EDUCATION STUDENTS**

### **Free Appropriate Public Education**

The school is committed to serving students with disabilities. The school board has adopted a full service goal policy that proposes to provide full educational opportunities to all students with disabilities between the ages of three to twenty-one (21). The opportunities will be provided in accordance with applicable state and federal laws and court decisions.

### **Child Find**

It is the policy of the District that the district-wide child identification, location, and evaluation process in Yazoo County be ongoing. Local school district personnel are continuing the search for students with disabilities in the age range birth through 20 years of age. Early identification of children in need of special education services is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to determine present and futures program needs as progress is made toward the goal of providing a free appropriate public education to all children with disabilities. The child-find coordinator works with the local Head Start, Welfare, Health and Mental Health agencies, as well as local education agencies, physicians, licensed day care providers, local juvenile correctional facilities, and other individuals to identify and locate children out of school and in school who may be in need of special education services. Information which could identify an individual child will be maintained by this agency and will be provided to other agencies only in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. If you have questions regarding the collection, maintenance, and use of data about your child, you may contact: Mrs. Delorris Smith, Child-Find Coordinator Yazoo County School District, 94 Panther Drive, Yazoo City, MS 39194 Phone: (662) 746-4672. The child-find coordinator is responsible for district-wide coordination of the planning and

implementation of child identification, location, and evaluation efforts of children (birth through 20) who have disabilities (regardless of the severity of the disability), and who are in need of special education and/or related services. If at any time, an individual suspects that a student residing in Yazoo County Schools has a disability, please call 662-746-4672 so that the Child Find process may begin. Following implementation of the Three-Tier Intervention Process (except for those students who have chronic health problems that adversely affect their education performance and for whom interventions would not change the status of the impairment), if the intervention process is unsuccessful, it is the responsibility of the child-find coordinator to ensure that the referral-to-placement procedures are followed. These procedures include:

- Prior to evaluation, a copy of “Procedural Safeguards” is given to parents.
- District personnel explain to parents the “Procedural Safeguards.”
- No testing will be conducted without parental consent.
- If it is determined that a comprehensive assessment is warranted, students will be evaluated in all areas related to the suspected disability by qualified personnel.
- Parents will be notified to participate in the meeting to determine whether the child has a disability.
- If found to have a disability, an Individual Education Plan (IEP) is developed for the student and written parental permission is obtained prior to the provision of special education and/or related services.
- IEPs of all students receiving special education services are reviewed at least once a year.
- The student’s eligibility status will be reevaluated at least once every 3 years.

#### **GRADUATION POLICY FOR STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

The Yazoo County School District’s students with disabilities and their parents/guardians shall be given the option for the student to work toward a high school diploma, shall be given the option to work toward a high school diploma (traditional, career pathway or district option), an occupational diploma or a certificate of life skills completion. This decision will be determined at the student’s *Individual Education Plan (IEP)* meeting prior to his/her entering the ninth grade. When considering the occupational diploma as an option, the IEP Committee must include a school counselor. The IEP shall thereafter reflect the option selected by the IEP Committee and shall specify whether the student is seeking a high school diploma, an occupational diploma or a certificate of life skills completion.

Students with disabilities will be issued a regular education high school diploma, an occupational diploma or a certificate of life skills completion as follows:

1. Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the Yazoo County School District. Special education and related services will be provided to assist a student in reaching his/her goal based on the student’s IEP.
2. Students who choose the occupational diploma will be required to complete the criteria as designated in the occupational diploma curriculum requirements.

3. For those students pursuing a certificate of life skills completion, a curriculum of basic life skills will be utilized for instructional purposes. Transition services will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for post-secondary activities specific to the student. As determined appropriate by the IEP Committee, transition services may include instruction in functional academics and community experiences.

## **HEALTH SERVICES**

### **FOR PARENTS AND GUARDIANS**

The following requirements are intended to protect your child. Please help us to help you by following these regulations.

#### **MEDICATION**

Do not send medicine to school without completing a medication form. Medication forms are provided in the office for this purpose. **MEDICATION WILL NOT BE GIVEN BY SCHOOL PERSONNEL WITHOUT THIS COMPLETED FORM. THIS APPLIES TO NON-PRESCRIPTION DRUGS, AS WELL.**

**ALL MEDICATION MUST BE IN A PROPERLY LABELED BOTTLE OR CASE WITH THE PRESCRIPTION LABEL MATCHING YOUR DOCTOR'S FORM.**

**DO NOT SEND PRESCRIBED OR NON-PRESCRIBED MEDICATION WITH A STUDENT.**

#### **HEALTH SCREENING**

All students are eligible for certain types of screening: vision, hearing, height, and weight in grades K-6. If you do not want your child/children to participate in the screening process, **you must notify the principal in writing within the first week of school.**

#### **MEDICAL HISTORY**

Your school nurse needs to know all medical problems or allergies that your child may have in order to provide the proper treatment, if necessary. **Medical History Forms must be completed on each child.** These forms will be provided during registration, and also will be in the principal's office for parents who enroll their child/children after the registration period.

**INHALERS AND EPI-PENS NEED TO BE AT SCHOOL THE FIRST DAY WITH COMPLETED MEDICAL FORMS IN HAND. THESE ITEMS SHOULD BE LEFT AT SCHOOL AT ALL TIMES.**

If additional information or explanation is needed, please contact your school nurse, Marie Zollicoffer.

Linwood Elementary	673-9191	Bentonia-Gibbs	755-2518
Yazoo Co. Middle School	746-1596	Yazoo County High	746-1492

### **FIRST AID AND MEDICATION**

Minor first aid is provided in the nurse's station. If a student becomes ill, the office will contact the parent or guardian. Students must obtain a hall pass from the classroom teacher before going to the nurse or office. If a student becomes ill, **REPORT TO THE OFFICE IMMEDIATELY.**

All pupils dismissed because of an emergency will be sent home immediately or to a doctor only after parents have been notified. If the school is unable to contact either parent, and the emergency warrants such, the school reserves the right to take the pupil to a competent doctor or hospital.

### **CHILD ABUSE POLICY**

It shall be the policy of the Yazoo County School District for all employees to be aware of any suspected child abuse within the district.

Each district employee has a responsibility to observe students closely, watching for sudden changes in behavior. Remember that you only have to suspect abuse. You are required by law to report any signs of abuse to your immediate superior. If you hear mention of possible child abuse, you must report this, as well.

Once the information is reported to your superior, it is out of your hands. Under no circumstances are you allowed to become involved in the incident except to report it.

Your principal, in turn, reports the information of the superintendent who will turn all information over to the proper authorities.



## **Yazoo County School District Internet Acceptable Use Agreement**

**(Please read this document carefully before signing.)**

Internet access is now available to students and teachers in the Yazoo County School District.

We are very pleased to bring this access to Yazoo County School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote education excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to the following:

- 1) Electronic mail (e-mail) communication with people all over the world
- 2) Public domain software and graphics of all types for school use
- 3) Discussion groups on a plethora of topics ranging from culture to the environment to music to politics
- 4) Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students
- 5) Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Yazoo County School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Yazoo County School District user violates any of these provisions, his or her account will be terminated and future access denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Internet--Terms and Conditions of Use**

- 1) **Acceptable Use**--The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique

resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Yazoo County School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

- 2) **Privileges**--The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Yazoo County School District staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Yazoo County School District may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) **Network Etiquette**--You are expected to abide by the generally accepted rules of network etiquette. These include, but not limited to, the following:
  - a) Be polite. Do not get abusive in your messages to others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c) Illegal activities are strictly forbidden.
  - d) Do not reveal your personal address or phone numbers of students or colleagues.
  - e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - g) All communications and information accessible via the network should be assumed to be private property.
  - h) Social Networking such as FACEBOOK shall not be communicated between students and school staff.
- 4) Yazoo County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Yazoo County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Yazoo County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) **Security**--Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- 6) **Vandalism**--Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

## INTERNET USE AGREEMENT

### STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name (please print): \_\_\_\_\_

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

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

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Yazoo County School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Yazoo County School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):

\_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

### Sponsoring Teacher

(Must be signed if the applicant is a student)

I have read the Internet Use Agreement and agree to promote THIS agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print):

\_\_\_\_\_

Teacher's Signature: \_\_\_\_\_



## **Internet Safety Policy (C.I.P.A.) Yazoo County School District**

### **Introduction**

It is the policy of Yazoo County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the

**Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].**

### **Definitions**

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

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

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

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Yazoo County School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Coordinator or designated representatives.

The Technology Coordinator or designated representatives will provide age appropriate training for students who use the Yazoo County School Internet facilities. The training provided will be designed to promote the commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. Cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

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

### **Adoption**

This Internet Safety Policy was adopted by the Board of Yazoo County School District at a public meeting, following normal public notice, on June 5, 2012.

CIPA definitions of terms:

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE:** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS:** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

## **FEE POLICY**

1. This school board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:
  - a. Supplemental instructional materials and supplies, excluding textbooks;
  - b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
  - c. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.
2. All fees authorized to be charged under this policy, except those fees authorized under subsection (1) (c) of this policy, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following.

## **FINANCIAL HARDSHIP WAIVER POLICY**

All fees authorized to be charged under subsections (a) and (b) of the Fee Policy above shall be charged only upon the following conditions:

1. Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
2. Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means.
3. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
4. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under section C of the Fee Policy above.

In no case shall the inability to pay the assessment of fees authorized under the provisions of the Fee Policy above result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancement.

**CONFIDENTIAL**  
**FINANCIAL HARDSHIP WAIVER APPLICATION**

To apply for financial hardship waiver, carefully complete this form and return to \_\_\_\_\_. If you need help with this form, please call \_\_\_\_\_.

Student Name \_\_\_\_\_ School \_\_\_\_\_

Student ID Number \_\_\_\_\_ Dollar amount of this waiver \$ \_\_\_\_\_

Explain in detail your reason for applying for this waiver: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST ALL HOUSEHOLD MEMBERS				MONTHLY INCOME			
Name of Adults				Monthly Earnings from All work before Deductions	Monthly Welfare Payments, Child Support and/or Alimony	Monthly Payments from Pensions, Retirement, Social Security	All Other Income Received Last
Last	First	Social Security Number					
Month Head of Household	1.	_____	_____ / / _____	_____	_____	_____	_____
	2.	_____	_____ / / _____	_____	_____	_____	_____
	3.	_____	_____ / / _____	_____	_____	_____	_____
	4.	_____	_____ / / _____	_____	_____	_____	_____
	5.	_____	_____ / / _____	_____	_____	_____	_____
	Name of Children	Age	School Attending				
	6.	_____	_____	_____	_____	_____	_____
	7.	_____	_____	_____	_____	_____	_____
	8.	_____	_____	_____	_____	_____	_____
	9.	_____	_____	_____	_____	_____	_____
	10.	_____	_____	_____	_____	_____	_____
	11.	_____	_____	_____	_____	_____	_____
	12.	_____	_____	_____	_____	_____	_____

Total Monthly Income \_\_\_\_\_

Do you receive food stamps: \_\_\_\_\_ Food Stamp Case Number \_\_\_\_\_

Do you receive AFDC? \_\_\_\_\_ AFDC Case Number \_\_\_\_\_

List any and all other aid you receive from any source. \_\_\_\_\_

\_\_\_\_\_  
Your relationship to student? \_\_\_\_\_

**CERTIFICATION**

This application is made with full knowledge that the law provides penalties for making false statements or concealing material facts to obtain the benefits of this waiver.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
PRINTED NAME OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
WORK PHONE

**OFFICE USE**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Information verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Notification of Rights The Family Educational Rights and Privacy Act (FERPA)**

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **The Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs and
- Sports activity sheets, such as for 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 three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Yazoo County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing upon registration each new school year. Yazoo County School District has designated the following information as directory information:

**-Student's name**

**-Address**

**-Telephone listing**

**-Dates of attendance**

**-Grade Level**

**-Participation in officially recognized  
activities and sports**

**-Weight/height of athletic team members**

**-Degrees, honors, and awards received**

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

- Yazoo County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. The District will make this

notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920



## PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Yazoo County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes'
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Yazoo County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the School Official. The School Official will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I, \_\_\_\_\_ (parent's name), give my consent for  
\_\_\_\_\_  
\_\_\_\_\_ (child's name) to take the  
Survey on or about \_\_\_\_\_ (date).

(Parent's signature)

Please return this form no later than \_\_\_\_\_(date) to the following school official:

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## Policy JDDA: Bullying

The Yazoo County School District is committed to taking reasonable and appropriate steps to prevent a student from being subjected to bullying by other student(s). Any student who feels they are being subjected to bullying tactics from another student shall report the incident(s) to the person in authority – teacher, coach, administrator, bus driver, or other staff member. These reports shall be forwarded to the appropriate administrator. The administrator shall investigate the report and take immediate corrective action steps with the offending party(s) as deemed necessary. If needed, the party being bullied will be offered measures that are deemed appropriate to solve their problem; i.e. counseling, transfer to another class, transfer to another bus, etc. Students who are found guilty of bullying shall be given the following discipline:

1. Warning – 1<sup>st</sup> offense – notify parents
2. Suspension – 2<sup>nd</sup> offense
3. Alternative School – 3<sup>rd</sup> offense
4. Expulsion – subsequent offenses

Parents are encouraged to bring bullying offenses to the attention of school officials, if the child is reluctant to do so.

### Bullying Defined:

- (1) “Bullying or harassing behavior” is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:
  - (a) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
  - (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits. For purposes of this section, “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.
- (2) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
- (3) No person shall engage in any act or reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.
- (4) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- (5) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

Reference: SB 2015 (April 2010)

## **STUDENT BULLYING**

The Yazoo County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Yazoo County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, 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 Yazoo County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

**YAZOO COUNTY SCHOOL DISTRICT  
BULLYING REPORT FORM**

**Date Form Completed** \_\_\_\_\_

**Date Incident Reported** \_\_\_\_\_

**Date Incident Occurred** \_\_\_\_\_

**Person Reporting Incident** \_\_\_\_\_

**Person Reporting To** \_\_\_\_\_

**Witnesses to Incident** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Finding & Conclusion** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Remarks** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **BOARD POLICY: EBBD EMERGENCY CLOSINGS/DELAYED START**

### **EMERGENCY CLOSINGS/ DELAYED START**

Upon application from the school board, the superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers, or because of any other emergency necessitating the closing of the school.

The superintendent is hereby authorized to close schools and offices or dismiss them early in event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

It is understood that the superintendent will take such action only after consultation with transportation, emergency management, and weather authorities. The superintendent shall notify the school board of the decision to close the schools. Parents, students, and staff members shall be informed how they shall be notified in event of emergency closings, early dismissals, or delayed start.

When the superintendent declares a delayed start due to inclement weather conditions, typically a one or two hour delay, employees and students are expected to report to school at the delayed start time. (Example: On a 2 hour delay, if the school would normally start at 8:00 a.m., students and faculty would report at 10:00 a.m.; 7:30 start would report at 9:30 a.m.)

Information on closing and delays by the district will be announced on the district website or other internet outlets, selected radio, and television stations before 6:00 a.m. No announcement means schools will operate on a normal schedule.

### **Extreme Weather Conditions:**

In cases of a severe weather alert, such as a tornado, hurricane, or snow/ice warning being issued by the National Weather Service, the superintendent of schools or designee shall notify each principal and necessary administrators.

Children will be retained in the school buildings until it is deemed safe to dismiss them, unless they are picked up by their parents. Pupils will not be allowed to use the telephone during severe weather alerts except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions.

However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year, unless the school board of the local school district submits a plan to alter the school term that is approved by the State Board of Education under the authority of Section 37-13-63(2). 37-13-65

## DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. 37-13-63

Each school in the district presently has a weather radio. 37-11-6

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards*

CROSS REF.: Policies EBBA School Safety Plan

EBBB Homeland Security

A SAM AIM System “All-Call” from each principal will be sent to parents prior to 6:00 a.m. explaining school status, weather permitting.

## ABSTINENCE-ONLY SEX EDUCATION: ICG

### Belief

The **Yazoo County School Board** believes that every student has the right to accurate information concerning the prevention of pregnancy and sexually transmitted infections.

The **Yazoo County School Board** is committed to fostering community partnerships that educate both students and parents about this important topic. This School District seeks to affirm its commitment to creating healthy and responsible teens in this School District by fully complying with the Mississippi Code of 1972, Annotated, Section 37-13-171, and by:

- Adopting educational programs designed to help students and parents take action to reduce rates of teen birth and sexually transmitted infections and integrating such programs into already established classes, and
- Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence-Only” education programs.

The district shall utilize an age-appropriate, evidenced based, medically accurate, Abstinence-Only curriculum from the list of curricula approved and recommended by the Mississippi Department of Education (MDE), including as one choice the curricula of Abstinence-Only developed by the Mississippi Department of Human Services and the Mississippi Department of Health, if such curricula are on the MDE’s approved curriculum list.

### **Abstinence-Only Education**

The **Yazoo County School Board** adopts a Mississippi Department of Education approved “Abstinence-Only Education Curriculum” and

1. Requires the implementation of such program and curriculum in the **Yazoo County School District** in the 7<sup>th</sup> grade effective at the beginning of the 2013-2014 school year,
2. Requires boys and girls in the 7<sup>th</sup> grade to be separated into different classes when sex-related education is discussed or taught,
3. Prohibits any teaching that abortion can be used to prevent the birth of a baby, and
4. Prohibits instruction and demonstrations on the application and use of condoms.

### **Definition**

**Abstinence-Only education** includes any type of instruction (in the 7<sup>th</sup> grade) that teaches some or all of the following:

- the social, psychological, and health gains to be realized by abstaining from sexual activity, and the likely negative psychological and physical effects of not abstaining;
- the harmful consequences to the child, the child's parents and society that bearing children out of wedlock is likely to produce, including the health, educational, financial and other difficulties the child and his or her parents are likely to face, as well as the inappropriateness of the social and economic burden placed on others;
- that unwanted sexual advances are irresponsible and teaches how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances;
- that abstinence from sexual activity before marriage, and fidelity within marriage, is the only certain way to avoid out-of-wedlock pregnancy, sexually-transmitted diseases and related health problems;

- the current state law related to sexual conduct, including forcible rape, statutory rape, paternity establishment, child support and homosexual activity; and
- that a mutually faithful, monogamous relationship in the context of marriage is the only appropriate setting for sexual intercourse.

No program of instruction under this Abstinence-Only curriculum may include anything that contradicts excluded components specified in state law. The instruction program may include a discussion on condoms or contraceptives, but only if that discussion includes a factual presentation of the risks and failure rates of those contraceptives.

### **Parent's Rights**

Each school providing instruction or any other presentation on human sexuality in the classroom, assembly or other official setting shall be required to provide no less than one (1) week's written notice thereof to the parents of children in such programs of instruction. The written notice must inform the parents of their right to request the inclusion of their child for such instruction or presentation. The notice must also inform the parents of the right, and the appropriate process, to review the curriculum and all materials to be used in the lesson or presentation. Upon the request of any parent, the school shall excuse the parent's child from such instruction or presentation, without detriment to the student.<sup>3</sup>

### **Procedures**

The superintendent, or his/her designee, shall establish procedures to support this policy. The Superintendent will provide the **Yazoo County School Board** with an annual report on the outcomes of the Abstinence-Only education program. If funding is available, this report shall include quantitative as well as qualitative analysis of the program and shall include the perspective of students, teachers, and parents/guardians.

### **Review of Policy**

This policy will be reviewed on an on-going basis in accordance with the Board's policy review process. This policy shall comply with all applicable provisions of the Mississippi Code of 1972, Annotated, including but not limited to 37-13-171, 37-13-173, 37-13-175, as amended and with all other applicable federal and state laws.

### **No Child Left Behind Requirement**

No Child Left Behind prohibits the use of funds authorized under this Act to be used to:

1. Develop or distribute material, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual,
2. Provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence, and
3. Operate a program of contraceptive distribution in schools.

Legal Ref: MS Code 37-13-171, 37-13-173, 37-13-175



### **CHILD NUTRITION UPDATES**

1. A no charge meal policy on any meal. Federally funded programs cannot accrue debt; therefore, students and adults are not allowed to charge meals.
2. Taking food off school premises. In order to protect the reputation of the child nutrition personnel, MDE recommends the implementation of the following preventive policies:
  - a. School employees shall not purchase food or other items from vendors who deliver to the food service program,
  - b. Food, leftovers, and scraps shall not be taken from the school premises by school employees except in a school owned vehicle for the purpose of disposal (or taken off the school premises without permission),
  - c. Child nutrition employees are discouraged from using large purses and from carrying large bags and packages from the premises,
  - d. School employees are prohibited from taking cooked or uncooked food from the cafeteria.