

# **CRYSTAL SPRINGS MIDDLE SCHOOL**



**2023 – 2024 STUDENT HANDBOOK**  
FOR STUDENTS, PARENTS, TEACHERS, AND ADMINISTRATORS

**CRYSTAL SPRINGS MIDDLE SCHOOL**  
2092 South Pat Harrison Drive  
Crystal Springs, Mississippi 39059  
(601) 892-2722 - Main Office

**PRINCIPAL**

Mr. Jeremy Knott

**ASSISTANT PRINCIPALS**

Mr. Attarius Norwood

**FACULTY AND STAFF**

Mrs. Trina Haynes – Counselor  
Ms. Andrea Lewis – Business Manager

**BOARD OF EDUCATION**

Mrs. Dale Granger  
Mr. A. L. Evans  
Mrs. Debra Sturgis Stamps  
Mrs. Helen Sandifer  
Mr. Terry Munn

## **INTRODUCTION AND MISSION STATEMENT**

The faculty, staff, and administration of **CRYSTAL SPRINGS MIDDLE SCHOOL** would like to welcome you to the 2023 -2024 school year. We solicit your cooperation, help, and constructive suggestions in making this a pleasant and rewarding school year. We wish you the best of luck in all your academic and extracurricular activities.

This handbook is presented to you in hopes that it will help you have a happy and profitable school year. It does not contain the solution to all your problems, but it does contain rules, policies, regulations, and helpful suggestions for you and your parents. It has been published with the belief that it will result in a readier adjustment for middle school students to the life of this school, and better understanding and cooperation on the part of all parents as we attempt to educate their children.

### **BEARCAT MISSION STATEMENT**

**The Mission of Crystal Springs Middle School is to prepare and deliver a quality learning experience so all students can reach their academic growth goals and be successful in their future endeavors.**

### **OUR BELIEFS**

Crystal Springs Middle School has established several beliefs that we feel are essential to accomplishing our mission. We believe:

- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students need to apply their learning in meaningful contexts.
- Commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- Students learn best when they are actively engaged in the learning process.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement of the expectation for their learning.

### **MESSAGE TO PARENTS/GUARDIANS**

The purpose of this handbook is to give parents a better understanding of middle school policies. This understanding between school and home offers the child a better opportunity to become a happier and more worthwhile citizen. This handbook attempts to be explicit with directions, which should be followed to improve communications between home and school. Please keep this handbook in a convenient place.

Thank you for giving us the opportunity to work with your child this year. Let us assure you that we want them to succeed in all their classes and be happy, secure, and healthy individuals. ***You can be a tremendous help by following these suggestions:***

1. Help your child get to school by 7:40 a.m. each day.
2. Please do not deliver your children to the school before 7:15 a.m. Also, please have your children picked up by 3:00 p.m. unless they are participating in a supervised extra-curricular activity. **Teachers are not on duty before or after these times.**
3. Make certain no days are missed from school without an excusable reason. A note regarding any medical problems your child has should be sent to the principal at the beginning of school or when the condition occurs.
4. **If a student is checked in after 11:30 or checked out before 1:30, that student will be unexcused for the day according to the state's 63% attendance rule.**  
**NO STUDENTS ARE ALLOWED TO CHECK OUT AFTER 2:00 PM.**
5. If a child is not present for a day, then the following day please send a note to the office with the date and reason for the absence. Parents must sign a child in if they are late or sign a child out before the child leaves campus if leaving early.
6. Be aware of the dress code and insist that your child follows the dress code. Students not in the dress code will not be allowed to attend class.
7. Do not go to the teacher's classroom without a pass from the office.
8. Come for a teacher-parent conference on request or schedule conferences when you have concerns.
9. Check for and sign your child's student weekly folders. Provide all necessary learning materials such as pencils, paper, notebooks, etc.
10. Encourage your child to develop and maintain good study habits at home and at school.
11. Children who attend resource classes should be encouraged to keep up with classroom and homework in the regular classroom.
12. Get to know as many of your child's teachers as possible and work closely with them.
13. Be an active member of your Parent Teacher Organization (PTO). Support the school by attending all extra-curricular events.
14. Never say negative things about a teacher or administrator in your child's presence.

### **NOTICE OF NON-DISCRIMINATION**

The COPIAH County School District adheres to a policy of non-discrimination in educational programs, activities, and employment. The district strives affirmatively to provide equal opportunity for all as required by Title IX and by Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against the handicapped. If you have any questions or concerns, please contact the Copiah County School District's office in Hazlehurst, MS at 254 West Gallatin Street. The phone number is 894-1341.

### **OFFICE HOURS**

For your convenience the school office will be open Monday – Friday from 7:15 a.m. until 4:00 p.m. The main office telephone number is (601) 892-2722. The office fax number is (601) 892-9949.

## **SCHOOL DAY HOURS**

The school day begins at 7:45 a.m. and ends at 2:45 p.m. **No students are to arrive on campus before 7:15 a.m. The school will not be responsible nor held accountable for any students arriving prior to 7:15 a.m.**

## **ADMITTANCE TO THE SCHOOL BUILDING**

Upon arriving at school (**after 7:15 a.m.**), students will be admitted into the building. All students must go directly to the cafeteria to receive breakfast. **Breakfast will close at 7:40.** After breakfast, students are to report directly to their designated grade-level hallway. A time limit is established so that **all** students will have ample opportunity to eat.

**Students arriving late (after 7:40 a.m.), by means of walking or parent drop-offs, should report directly to class.**

## **DISMISSAL**

5<sup>th</sup> Grade Car Riders and Walkers -2:45 p.m. (Use Thomas Rd.)

6<sup>th</sup> – 8<sup>th</sup> Grade Car Riders and Walkers – 2:45 p.m. (Front of School)

5<sup>th</sup>- 6<sup>th</sup> Grade Bus Riders – 2:50 p.m.

7<sup>th</sup> & 8<sup>th</sup> Grade Bus Riders–2:55 p.m.

**Parents/guardians who fail to pick up their child at the end of the day will be referred to the Department of Human Services and/or local law enforcement officials for child neglect.**

## **ENROLLMENT OF NEW STUDENT**

In order to enroll at Crystal Springs Middle School, the following documents must be filled out and presented to the school office:

- **Immunization Record** – Each student enrolled must present an original Mississippi Certificate of Compliance (Form 121) regarding vaccinations. This form can be obtained from the State Health Department. **All students entering 7<sup>th</sup> grade will be required to show proof of a recent Tdap vaccination on an updated original MS Form 121.**
  
- **Residency Requirements** – One document from each group is required. Proofs must show physical address and no post office box address will be acceptable. Proofs must be current.
  - A. Group One:**
    - Mortgage documents or property deed.
    - Apartment or house rental / lease agreement  
***(Original Documents Only and No Receipts)***
    - File Homestead Exemption Form
  
  - B. Group Two:**
    - Utility bill dated within the last two months or utility deposit receipt  
***(No Cellular Phone Bills)***
  
  - C. Group Three:**
    - Driver's license
    - Voter's registration card
    - Automobile registration
    - Affidavit of residency and / or personal visit by a designated school official
    - Certified copy of filed petition for guardianship if pending, and final decreed when granted
    - Any documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district, and, in the case of a student living with a legal guardian who is a bona fide resident of the Copiah County School District.
  
- **Birth Certificate** – Each child enrolled must submit a certified birth certificate.
  
- **Social Security Card** – Each child must submit his/her Social Security Card at the time of registration.
  
- **Student Withdrawal Form** – Transfer students must submit a withdrawal form/report card from the previous school attended.
  
- **Declaration of Legal Residence Form** – This form is required for all students to have on file. A separate form is required for each child that is enrolling in CSMS.

## **REGISTRATION**

All students are required to register every school year with new proofs of residency. Items needed for registration:

- **Declaration of Legal Residence Form-** A separate form is required for each returning student each year.
- **7<sup>th</sup> Grade Students-** All students entering 7<sup>th</sup> grade will be required to show proof of a recent Tdap vaccination on an updated original Mississippi Certificate of Compliance Form No. 121.
- **Residency Requirements** – One document from each group is required. Proofs must show physical address and no post office box address will be acceptable. Proofs must be current.

### **Group One:**

- Mortgage documents or property deed.
- Apartment or house rental / lease agreement  
***(Original Documents Only and No Receipts)***
- File Homestead Exemption Form

### **Group Two:**

- Utility bill dated within the last two months or utility deposit receipt  
***(No Cellular Phone Bills)***

### **Group Three:**

- Driver's license
- Voter's registration card
- Automobile registration
- Affidavit of residency and / or personal visit by a designated school official
- Certified copy of filed petition for guardianship if pending, and final decreed when granted
- Any documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district, and, in the case of a student living with a legal guardian who is a bona fide resident of the Copiah County School District.

## **CHANGE OF ADDRESS**

If at any time during the school year you have a change of address or telephone number, it is of extreme importance that you report this to your child's teacher or the office. Three new proofs of residency will be required for a change of address.

## **WITHDRAWAL OF STUDENTS**

A student withdrawing from Crystal Springs Middle School to attend another school should follow the procedures listed below:

1. Advise counselor or principal of a student's intention to withdraw.  
Secure a withdrawal form from the Counselor.
2. Secure report cards and progress sheets from all teachers and turn in all textbooks to the homeroom teacher and secure book card. Return completed form to the Counselor and pay fines and fees owed.
3. The County Attendance Officer will be notified of all "dropouts". A signed letter from a parent or guardian indicating their permission to "dropout" must be presented.
4. **Cumulative records will be sent to the new school.**

## ATTENDANCE POLICIES

### EXCUSED ABSENCES/TARDIES

An absence or tardy shall be excused if it meets one of the following:

1. Attending an authorized school activity approved by the Superintendent or Principal.
2. Illness or injury (Physician's statement may be required).
3. Isolation of child by the State Board of Health, County Health Department or school official.
4. Death or serious illness of member of the immediate family.
5. Medical/Dental appointment of child by prior approval of school administrator (Physician's statement may be required).
6. Required presence of child in a court proceeding.
7. Religious observance with prior approval of school administrator.
8. Valid Educational Opportunity with prior approval of school administrator.

Occasionally, there are times when circumstances demand that students miss classes for matters other than those listed above. **Therefore, in an effort not to punish students for circumstances beyond their control, written excuses from parents will be accepted for four (4) days per semester (Semester 1: August – December / Semester 2: January – May) provided it is not an attempt to protect the child from disciplinary measures for truancy or other violations of policies set forth by the school.** All other absences will require formal documentation or other proof, as the principal deems necessary.

**(Below you will see an example of the note to send.)**

August 17, 2021

Dear \_\_\_\_\_,

Please excuse \_\_\_\_\_ absence from school or his/her tardy to school on Wednesday, August 16, 2020.

REASON: \_\_\_\_\_

Signed: \_\_\_\_\_

## **UN-EXCUSED ABSENCES**

All absences resulting from suspension will be considered unexcused. Any absence for any reason other than those above is considered unexcused. **Students with more than five (5) un-excused absences will be reported to the attendance counselor.**

## **EXCESSIVE ABSENCES/TARDY**

Once a student accumulates twelve (12) absences/tardy during the school year (excused or unexcused), the student and his/her parent(s) or guardian(s) may be required to appear before an attendance committee appointed by the principal. The student will be given an opportunity to justify absences. If he/she fails to do so to the satisfaction of the committee, the student will be notified that six (6) additional absences could result in loss of credit for all courses in which excessive absences occurred.

1. The principal shall implement a procedure for monitoring and reporting absenteeism in accordance with state law and board policy. This procedure should ensure that students do not accumulate excessive absences in courses in which grades/units are given. Letters will be mailed to parents monthly.
2. At the beginning of the school year, the principal or teacher will verbally explain this policy to all students. All new students enrolled after the start of the year will be given a copy of the policy during new orientation.

## **EARLY CHECKOUT POLICY**

- Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out. **Students will only be released to authorized persons listed on the information card.** Appropriate picture identification may be required to check out a student. **For safety of students, no checkouts will be conducted after 2:00.**
- In the event the child's parents are divorced and the parent with custody does not want the other parent to pick up the child, the school will attempt to notify said parent. The school cannot deny a parent access to his/her child unless there is a court order prohibiting one parent access to the child. If such a court order exists, it should be brought to the office in order that a copy may be made and inserted in the child's cumulative folder.
- Early checkouts due to a medical appointment will be excused (and work can be made up) if a doctor's excuse is presented the day after the early checkout. No late medical excuses will be accepted for early checkouts.
- An absence due to early checkouts will keep a student from having perfect attendance. Only early checkouts due to a doctor's or dentist's appointment will not count towards an absence. A reasonable amount of time will be considered excused before and after a medical or dental appointment.

**A student must be present 63% of the school day in order not to receive an absence for that day.**

## TRUANCY

Students are truant if they are absent from class (whether they are on campus or not) or if a student leaves campus without proper authorization.

## MAKEUP WORK

The student is responsible for the work missed. Make up work must be completed within three days. If the work is not made up, a zero will be given for work missed. Students who have an excused absence will not be penalized in their work provided they make up the work missed.

## CHANGING CLASSES

Students are expected to move promptly to their classes. Students should always walk to the right side of the hall. The halls will be closely monitored to ensure that there is no pushing, punching, excessively loud talking, running, or loitering. Students who are in the halls during classes are expected to have on an orange vest or hall pass at all times. Any student in the hall without a vest and hall pass will be considered skipping class.

## TARDY PROCEDURES FOR BEGINNING OF SCHOOL DAY

1. Parents will be required to sign-in any student that is late to school unless the tardy is because of a bus getting to school late.
2. An acceptable tardy excuse must be presented to determine if the tardy is to be excused. Generally, the same guidelines are used for tardies as for absences. However, for those students eligible to ride a bus, "car trouble" shall not be excused.
3. Failure to present an acceptable excuse will result in the tardy being unexcused.
4. An unexcused tardy will keep a student from having perfect attendance.

**A student must be present 63% of the school day in order not to receive an absence for that day.**

## TARDINESS TO CLASS

Students are given ample time to report to class. If a student reports to class after the tardy bell rings, the consequences for tardiness to class are listed below.

|                                 |   |
|---------------------------------|---|
| 1 <sup>st</sup> unexcused       | Verbal Warning  |
| 2 <sup>nd</sup> unexcused       | Parent Phone Contact or Conference  |
| 3 <sup>rd</sup> unexcused       | 1 Day In-School Suspension  |
| 4 <sup>th</sup> unexcused       | 2 Days In-School Suspension   |
| 5 <sup>th</sup> unexcused       | 3 Days In-School Suspension   |
| 6 <sup>th</sup> unexcused       | 3 Days In-School Suspension   |
| 7 <sup>th</sup> unexcused tardy | <b>and any following will result in the student being assigned an Out of School Suspension and parent will be required to meet with administration upon student's return.</b> |

## **CURRICULUM OBJECTIVES**

Our curriculum is based on the Mississippi College and Career Ready Standards. Students are required to pass essential core skills in each subject regardless of individual differences. Several programs, such as computer - with emphasis in Language Arts, Math, and Reading, are offered for enrichment. Also, gifted, and special education classes are offered to enhance the capabilities of all students.

**Eighth graders will obtain one (1) credit for taking the following subjects:**

|   |  |
|---|--|
| <b>Common Core 8<sup>th</sup> Grade Math - 1 Credit</b> | <b>Mississippi Studies - 0.5 Credits</b> |
| <b>Cyber Foundations – 1 Credit</b>                     | <b>World Geography – 0.5 Credits</b>     |

### **THE GRADING SYSTEM**

All grades will be recorded numerically (e.g., report card grades, daily grades, and permanent record grades). The grading scale is as follows:

|   |   |            |                |
|---|---|------------|----------------|
| A | = | 90 – 100   | Superior       |
| B | = | 80 - 89    | Above Average  |
| C | = | 70 - 79    | Average        |
| D | = | 65 - 69    | Below Average  |
| F | = | 64 & Below | Unsatisfactory |

Students will be issued a computer report at the end of each nine-week session. Daily work will consist of homework, class work, class participation, oral presentations, single objective skill tests or other work as determined by the teacher. A minimum of 12 daily grades and 4 test grades will be recorded each nine week period.

**The average daily grade will be determined as follows:**

|                   |                |
|-------------------|----------------|
| <b>Daily Work</b> | <b>66 2/3%</b> |
| +                 | +              |
| <b>Major Test</b> | <b>33 1/3%</b> |

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|                            |             |
|----------------------------|-------------|
| <b>Average Daily Grade</b> | <b>100%</b> |
|----------------------------|-------------|

**The nine weeks average will be determined as follows:**

|                            |                 |
|----------------------------|-----------------|
| <b>Average Daily Grade</b> | <b>66 2/3%</b>  |
| +                          | +               |
| <b>Nine Weeks' Test</b>    | <b>33 1/3 %</b> |

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|                   |             |
|-------------------|-------------|
| <b>Nine Weeks</b> | <b>100%</b> |
|-------------------|-------------|

The average daily grade, nine weeks test, and nine weeks average will be recorded appropriately.

## **EXEMPTIONS**

Students in Grades 5<sup>th</sup> – 8<sup>th</sup> may be exempted from their **fourth nine weeks' test** provided they have at least a 90 average for the year in each subject and have no more than five (5) absences for the year. Students eligible for exemption may take the nine weeks tests, their grades will be determined as usual.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued at nine-week intervals. Progress reports are issued and should be signed by the parent and returned to school. Those parents desiring a conference concerning these reports should contact the office or make a request in writing on the returned progress report. Report cards will not be given to someone other than the parent or guardian. Parents or guardians must send written permission for someone else to pick up their child's report card.

## **5<sup>th</sup> - 8<sup>th</sup> HONOR ROLL**

### **Honor Roll:**

All academic grades for each student must be B's.  
All grades must range from 80 to 89.

### **Principal's Honor Roll:**

All academic grades for each student must be A's and B's. All grades must range from 80 to 89 and 90 to 100.

### **Superintendent's Honor Roll:**

All academic grades must be an A. All grades must range from 90 to 100.

## **HOMEWORK**

Students are responsible for homework, which will be given Monday through Thursday.

## **PROMOTION-RETENTION POLICY GRADES 5<sup>th</sup> -8<sup>th</sup>**

Promotion and retention shall be based upon the mastery of grade level standards. To be promoted to the next grade, a child must receive a grade average of 65 or higher in core subjects.

**PE and Band are not considered academic subjects.**

## **EXTENDED SCHOOL YEAR**

Students who score below 65 in (1) core subject class will be required to complete an extended school year session. The students will be required to master the essential grade-specific standard(s) from the Mississippi College and Career Ready Standards. Once a student has completed his/her standard(s) with a passing score, they will then be allowed to advance to the appropriate grade. If a student does not master his/her standard(s) with a passing score, they will be retained to their current grade.

## **MTSS/ TEACHER SUPPORT TEAM POLICY**

In accordance with district and state policy, Crystal Middle School must work to meet student needs and improve the academic and behavioral achievement of students through a three-tiered model. Students are consistently monitored and provided instruction and/or intervention as needed to support learning.

The tiers are described as follows:

Tier 1: Quality classroom instruction based on MS College and Career Ready Standards

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions specifically designed to meet the individual needs of students

## HOMECOMING KING & QUEEN / HOMECOMING COURT

Students that have an interest in joining the Homecoming Court will adhere to the following guidelines:

The homecoming court will consist of 5<sup>th</sup> – 8<sup>th</sup> grade students. Interested students should submit the required interest form. After the interest form deadline, students will be screened using the following guidelines.

- The student should have an overall “C” average or better.
- The student must be passing all subjects at the 4-week progress report period. If the nominations are held prior to progress reports, the student must have passed all classes the previous year.
- The student should have NO major discipline referrals for the current academic school year.

After the screening process is complete, the students will have an opportunity to campaign during times designated by the homecoming chair.

After campaigning, the student body will be given a ballot to vote. After voting has concluded, the homecoming court will be finalized.

**Voting will determine two girls and boys to represent students in grades 5<sup>th</sup> - 7<sup>th</sup> and four girls and boys for 8<sup>th</sup> grade.**

**Homecoming King & Queen- 8<sup>th</sup> graders** that are on the finalized homecoming court will be eligible to be Homecoming King and Queen. **Prior to the homecoming game, the nominated 8<sup>th</sup> graders will conduct a 2<sup>nd</sup> round of campaigning and the student body will vote to determine the Homecoming King and Queen.**

The 8<sup>th</sup> grade boy and girl receiving the most votes will be crowned Homecoming King/Queen at the homecoming game, during halftime.

**Homecoming Dutch and Duchess: 7<sup>th</sup> graders** that are on the finalized homecoming court will be eligible to be Homecoming Dutch and Duchess. **Prior to the homecoming game, the nominated 7<sup>th</sup> graders will conduct a 2<sup>nd</sup> round of campaigning and the student body will vote to determine the Homecoming Dutch and Duchess.**

The 7<sup>th</sup> grade boy and girl receiving the most votes will be crowned Homecoming Dutch/Duchess at the homecoming game, during halftime.

## **AWARDS DAY/HONORS**

The school recognizes students who have exemplified excellence in the academics and those who have displayed discipline and leadership in extracurricular activities. Awards Day will be conducted at the end of the school year.

### **HONOR ROLL**

Awards will be presented to students who maintain Honor Roll 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine weeks.

### **PRINCIPAL'S LIST**

Awards will be presented to students who maintain Principal's List 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine weeks.

### **SUPERINTENDENT'S LIST**

Awards will be presented to students who maintain Superintendent's List 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine weeks.

### **OVERALL HIGHEST AVERAGE**

This award will be presented to the student maintaining the highest overall average in their grade.

### **SUBJECT AREA HIGHEST AVERAGE**

Awards will be presented to the students maintaining the highest averages in their grade. One award will be presented for each subject or department.

### **MOST IMPROVED AWARD**

Awards will be presented to the students who have shown great improvement in behavior or academic work. Limit one per period per teacher.

### **PERFECT ATTENDANCE**

Students maintaining perfect attendance up to Award's Day will be presented a perfect attendance award.

### **CITIZENSHIP**

Each teacher may present up to six Citizenship Certificates to students who exemplify model behavior and outstanding citizenship.

### **PARTICIPATION AWARD**

Awards will be presented to students who participate in clubs.

### **MAAP AWARD**

Awards will be presented to students who scored proficient, advanced or a perfect score on the Mississippi Academic Accountability Program.

## **CLUBS**

The following Clubs are offered at Crystal Springs Middle School:

BETA Club  
Student Council

## **ASSEMBLIES**

At all times during an assembly, the student's behavior should be refined and courteous. An indication of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impressions made by the school. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

## **CAFETERIA**

Student behavior should be based on courtesy and cleanliness, leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria unless authorized by an administrator. All food items should be purchased when going through the line initially.

## **EMERGENCIES**

If a student is injured or becomes ill during the school day, he/she should come to the office and his/her parents will be notified. The school must be able to contact the parent/guardians or a designated adult. **PARENTS MUST PROVIDE THE SCHOOL OFFICE WITH CORRECT, UP-TO-DATE, TELEPHONE NUMBERS.** Only simple first aid is administered at school. If the parents cannot be reached in the event of a severe accident, the student will be carried to a local doctor.

## **DRILLS**

Drills for emergency situations will be practiced at regular intervals. Students should move quietly and hurriedly to their designated areas. His/her teacher will give complete instructions to the students.

## **INSURANCE**

Student insurance will be selected each season. These premiums will be collected at school and given to this agency for processing. Money orders should be made payable to the agency. Students not covered by any kind of insurance are encouraged to participate. All students will be issued an application at the beginning of the school year.

## **MEDICATION POLICY**

Medication can only be administered in accordance with district policy by the principal or his/her designee. The following guideline must be followed:

- The parent must bring the medication to the school with a written consent form signed by the parent and doctor. This includes over the counter medications as well.
- The Medication Administration Form must be on file in the principal/nurse's office. Medication will be returned home until form is received.
- Upon administering the medication, the child's name, date, time, name of medication and dosage shall be recorded.
- All medication (prescription or over the counter) **MUST** be in the original container bearing the child's name, the doctor's name, date of issuance, dosage and time to be given. Medications received in zippered bags **WILL NOT BE ALLOWED!**

## **SOLICITATION**

Students may not solicit from individuals or businesses for any school activity except when authorization has been given by a principal. In cases of solicitation of a business, students will be given written credentials signed by the principal. Students are not to sell articles or objects to fellow classmates.

## **BOOK BAGS/PACKS**

Students wishing to use a backpack must use a **CLEAR OR MESH** backpack. Any non-clear book bag will be taken up. Someone from the student's sign out card must come to the office to retrieve it.

## **TEXTBOOKS: LOSS AND CARE**

A student who loses a textbook during the year will be issued a new book only after he/she has paid the replacement price for the lost book. Students will be reimbursed at the end of the school term for any lost book that has been found and returned in the condition in which it was issued.

## **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. All staff members, students, and parents are encouraged to take personal pride in our physical facilities and assume responsibility for their upkeep. Any damage to, or defacing of, school property by individuals is regarded, not only as a serious crime against the citizens of this state, but a major deterrent to learning by our boys and girls. Therefore, the following policy is issued:

"If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or person or persons in loco parentis shall be liable for all damages." **(Mississippi State Code #37-11-19)** Citizens, students, and members of the police department are urged to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the principal of the school every incident of vandalism known to him or her, and if known, the names of those responsible. School officials are urged to sign criminal complaints and to press charges against perpetrators of vandalism against school property. Students who vandalize and destroy school property will be required to pay for losses or damages. If students willfully destroy property, suspension and subsequent expulsion may be necessary. If a student should damage something by accident it should be reported to a teacher or the office immediately.

## **BIRTHDAY AND VALENTINE'S DAY**

We do not accept student deliveries of flowers, balloons, or candy for a student's birthday or Valentine's Day. Students are not permitted to have a birthday party at the school or bring treats, food items, or drinks.

## **TELEPHONE**

Students will not be allowed to use the phone. Students will not be called out of class to answer a phone call, unless permission is given for students to use the phone by office personnel. A school representative will call you in case of illness/emergency.

## **VISITORS**

Crystal Springs Middle requires all visitors on the campus to use the front entrance door to enter the school and report to the office for permission to be on campus. No person other than students, teachers, and other school personnel shall be permitted on the grounds of or in any part of the school building other than the office of the principal during school hours. If granted approval, a visitor's pass will be issued from the office.

Parents or guardians of children enrolled in the school may not interrupt the instructional day. Appointments must be scheduled through the office with the administrator's or teacher's approval.

In order to maintain a normal classroom atmosphere, students will not be allowed to bring a visitor, relative, friend, or child to school for any part of the school day. All visitors are required to use the front entrance and stop by the office to request a visitor's pass.

### **TRANSPORTATION FOR ATHLETICS AND FIELD TRIPS**

Students must be in attendance the entire school day in order to participate in extra-curricular activities or have prior permission from the principal.

The school provides transportation for events sponsored by the school. Only participants and their sponsors are to ride these buses and each student is to return by bus, unless the parents request in person and writing that the student will return with him/her.

### **BUS REGULATIONS**

**School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district. Elementary students who live more than one mile from school will be transported.**

According to Mississippi State Law (House Bill No. 893) it is unlawful for anyone other than a student scheduled to ride a bus to be a passenger thereon without permission of local school authorities. Penalty for violation for adults include a fine up to \$500 and/or a prison term up to six months. For a person under 17 who violates this law penalty will be determined by the Youth Court.

**Please help your child/children become familiar with these rules:**

1. Be at your assigned loading zone on time.
2. If you must walk to the bus stop where there are no sidewalks, face the traffic so that drivers can see you and you can see them.
3. Don't play on or near the road while waiting for the bus to arrive.
4. If you must cross the road to enter the bus, do not cross until the bus arrives and the Safety Patrol flags you across. Look both ways before crossing.
5. If it is necessary to cross the road after being discharge from the bus, wait until the Safety Patrol has given you the signal to cross the road. Always cross in front of the bus.
6. When you must cross the road, always cross in front of the bus.
7. Wait until the bus comes to a complete stop before trying to load or unload.
8. Use the handrail while loading and unloading.
9. When leaving the bus after arriving to school, move away from the unloading zone to your assigned place as quickly possible, but do not run.
10. Students shall not board or get off buses at any place other than his/her school and the regular loading place near the student's home.

***However, we ask that parents refrain from making bus changes for the first 2 weeks of school unless some extenuating situation (such as a family emergency) dictates that a child temporarily (1-3 days) ride home on a bus other than his/her originally scheduled bus. Parents must make this request in writing with a contact phone number included to an elementary administrator or the director of transportation. All bus changes should be made before 12:00.***

11. Students shall not eat or drink on the bus.
12. Fighting, physical or verbal abuse, smoking, drinking, and the use of profane language will not be permitted on school buses.
13. No one except school students, drivers, and school officials are to ride school buses, except in a case of school employees who may ride by obtaining special permission from the school transportation supervisor.
14. Petting among students is not permitted on the bus.

15. Throwing any object on the school bus will not be tolerated. (Examples: shooting spit balls with rubber bands or bobby pins.)
16. Students will not get on or off a bus while the bus is in motion nor shall students be permitted to move from one seat to another.
17. Students shall not mar nor deface school buses. Parents can, by law, be held responsible for this type of destruction and shall pay for damages.
18. Students who live on roads that have retraces shall get on at stops whereby it shall not necessitate crossing the road to get on the bus.
19. The bus driver is responsible for the safety and conduct of all students who ride the bus. He has the authority to assign each student a place to sit.
20. The breaking of any of these rules will result in suspension from riding the bus for a period of time. Riding a school bus is a privilege not a right.

All school bus concerns should be directed to Mr. Gerome Leflore, Transportation Director for Copiah County Schools - phone 892-4711.

### **ALTERNATE BUS**

It is the transportation department's policy to permit students to ride an alternate bus in the afternoon only if there is an emergency.

### **PHYSICAL EDUCATION**

Students will participate in Physical Education. Statements from the family physician giving the student's disability and recommending that he/she be excused from physical education will be honored. Students are required to wear gym athletic shoes on PE days.

### **EXTRACURRICULAR ACTIVITIES REQUIREMENTS**

Extracurricular activities are reviewed as an extension of the school day. All rules governing regular school day activities apply to all extracurricular activities at home or away. Students must be in attendance the entire school day in order to participate in extracurricular activities or have prior permission from the principal. Students who do not meet the following requirements will be pulled from the extracurricular activity in which they are participating. This includes all sports and cheerleading. Students must meet the academic and conduct requirements in order to participate in any extracurricular activities.

Regulations are guided by the Mississippi High School Activities Association. This handbook does not contain all rules and regulations governing all co-curricular activities. The coaches will administer those rules and expectations to the students and parents. Students are expected to adhere to them.

### **BAND**

Seventh and eighth-grade students are required to pay an annual band fee. If students participate in band for the 1<sup>st</sup> three nine weeks, they will not be allowed to drop band the 4<sup>th</sup> nine weeks of school.

### **ATHLETIC ACTIVITIES**

Students that have elected to participate in an in-season sport will not be allowed to participate in off-season activities in another sport until the in-season sport selected has been completed. Students who have voluntarily quit or been dismissed for disciplinary reasons will not be allowed to practice in another sport until the season of the sport the player quit or was dismissed from is completed.

## **ELIGIBILITY FOR ATHLETICS**

To be eligible to participate in middle school athletics, a student must attend the school in the school district of which his parents are actual bona fide residents. Each student athlete must have a birth certificate on file in the counselor office. Each Head Coach must maintain a file on each athlete with proof of insurance, parental consent form and physical examination. To be eligible for participation as a seventh grader a student must be promoted from sixth to seventh grade and for participation as an eighth grader a student must be promoted from seventh to eighth grade. Seventh grader must not have reached 14 years of age prior to August 1<sup>st</sup>. Eighth grader must not have reached 15 years of age prior to August 1<sup>st</sup>. Players cannot be transferred back to junior high/middle school team once he/she plays on the high school varsity or "B" team.

Eligibility is determined on a per semester basis. **A student must maintain a grade point average of at least a 70 or "C" average in order to participate in interscholastic sports/activities and maintain a standard of conduct and behavior.** Grade point averages will be calculated at the conclusion of the first semester using the semester averages of any four courses the student is taking. Students who do not have a 70 or "C" average for the first semester will be ineligible for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for any four classes that meet regularly. A student who does not have an average of at least a 70 or "C" average, will be ineligible for fall semester. Therefore, a student shall not be permitted to participate who is not passing the work at the level required by CSMS. The student must be on track to be promoted to be eligible.

If seventh and eighth grade students are permitted to play on a high school team; they must meet the same eligibility rules as high school pupils. If these pupils are allowed to play on a high school team in any sport, they shall not be allowed to participate on a junior high or grade school team in the same sport at the same time or at a later date.

## **ATHLETIC CONDUCT POLICY**

For any athletic events and all extracurricular activities before, during and after at the school or off campus, students are under the joint jurisdiction of school officials and law enforcement officers. Students and fans that fail to act in a responsible manner and choose not to respond properly to school officials will be asked to leave the school grounds. In addition, students shall be subject to disciplinary action by the school administration. We trust that this type of conduct and embarrassments will never take place at any Crystal Springs Middle School activities.

- The following will not be allowed at school activities: Intimidation threats, fighting, and harassment of game officials, coaches, teachers, players, students or guest.
- Insulting, abusive and obscene language will not be tolerated.
- Persons having artificial noisemakers and persons making disruptive noises or any other disruption of the athletic program will be asked to leave the grounds.
- No loitering on school grounds will be allowed.
- Persons caught in the act of damaging, destroying, or stealing private property will be arrested and prosecuted.
- The possession of illegal drugs, alcoholic beverages, fireworks, or other illegal objects or weapons is prohibited.
- If students are inappropriately dressed at games, they will be asked to leave.

## **ADMISSION PRICES TO ATHLETIC EVENTS**

Basketball, Football and Track - \$5.00

## **RESPONSIBILITIES OF A STUDENT AT CRYSTAL SPRINGS MIDDLE SCHOOL**

1. Attend school daily and be prompt.
2. Wear the school uniform daily.
3. Respect the administration, teachers, building, and self.
4. Be prepared to work every day.
5. Participate in class activities.
6. Do homework nightly.
7. Move quickly from class to class. Enter the room and start to work immediately.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT SYSTEM**

In an effort to promote positive behavior in our students, Crystal Springs Middle School has adopted the Positive Behavioral Interventions and Supports System, also known as PBIS. This program outlines expectations that call for students to:

- P.** – Practice Safety
- A.** – Act Responsibly
- W.** – Work Towards Success
- S.** – Show Respect

**BEHAVIORAL EXPECTATIONS** have been established for classrooms, hallways, bathrooms, the cafeteria, computer labs, the gym, the playground, the office, and arrival and departure. Students earn opportunities for “special days” or uniform passes when expectations are met.

## **BOYS DRESS CODE POLICY**

- **Khaki or Navy trousers or shorts (Knee Length or not more than 4” above the knees).**
- **Solid White, Solid Navy, or Red Shirts.**
- Shirts must be collared or shirts may be round or v-collared with no writing. A brand logo may be appropriate if logo is small. (1 inch or so) The cost of the shirt does not mean that it is appropriate. Also, plaid or striped shirts are not appropriate for dress code.
- With Navy Trousers/shorts, a white or red shirt can be worn.
- With Khaki trousers/shorts, navy, white, red shirt can be worn.
- **Sagging trousers are not permitted/pants legs should not be rolled up or tied.**
- No undershirts shall be worn without an outside shirt over the undershirts.
- Shirts shall be buttoned or zipped.

## **GIRLS DRESS CODE POLICY**

- **Khaki or Navy Trousers, Skirts, Jumpers or Shorts (Knee length or not more than 4” above the knees.) are appropriate.**
- **Solid Navy, Solid White, or Solid Red Shirts/Blouses.**
- Shirts must be collared or shirts may be round or v-collared with no writing. A brand logo may be appropriate if logo is small. (1 inch or so) The cost of the shirt does not mean that it is appropriate. Also, plaid or striped shirts are not appropriate for dress code.
- With navy trousers, skirts, jumpers or shorts, a white or red shirt/blouses can be worn.
- With khaki trousers, skirts, jumpers or shorts, a navy, white or red shirt/blouse can be worn.
- Dresses, shorts, and skirts should be no shorter than 4” above the center point of the knee. This includes any slits or other forms of attire (ex. skirts).
- Tights, Spanx, jeggings, etc. are not considered uniform or should not be worn in place of pants, skirts or shorts.
- No undershirts may be worn as outerwear garments. (Tank tops)
- No tank tops or spaghetti straps are to be worn.
- No see-through clothing may be worn unless with a slip.
- Extremely low cut and/or tight blouses are not acceptable apparel.

## **STUDENT'S PERSONAL APPEARANCE (DRESS CODE)**

All students are expected to observe certain minimum standards of personal appearance, hygiene, and sanitation. The guidelines are to assist students, teachers, parents, and administrators toward a better understanding of what is expected in personal appearance.

1. All students are expected to observe certain minimum standards of personal appearance, hygiene, and sanitation. The guidelines are to assist students, teachers, parents, and administrators toward a better understanding of what is expected in personal appearance.
2. No artificial mouthpieces (grills, gold plates, caps, etc.)
3. Boys/Girls no visible body piercing.
4. Hats, caps, bandanas, do-rags, headscarves or head coverings shall not be worn.
5. Shirts advertising alcoholic beverages, tobacco, or those with obscene or questionable printing on them will not be permitted. (This should not be an issue since this only pertains to those days a student has earned a uniform pass)
6. Hair shall be free from obvious odors, maintained clean in quality and neat in appearance.
7. Hair combs and other objects should not be worn in hair.
8. Hair shall not be groomed in class.
9. Shoes with laces must be tied. If shoes have straps, they must be strapped
10. Shoes may be of your choice, but must fall within the dress code guidelines.
11. Socks must be worn and be easily seen.
12. No house shoes, beach shoes, shower shoes, high/spike heels, heels, platform shoes or sandals without backs, slippers, or flip flop shoes are allowed. Shoes must be a matching pair. No shoes with rollers will be allowed.
13. Cleanliness of both dress and body is mandatory.
14. Midriffs shall not be exposed.
15. All fasteners designed for use with an article of clothing will be used at all times with the exceptions of the top button of the collar.
16.           Suspenders and overalls are to be worn on the shoulders.
17. Sagging trousers are not permitted. Pants must fit at the waist and be no more than one size too big or one size too small.
18. Coats or Sweatshirts may be worn but do not take the place of uniform shirts unless they fall in line with dress code colors and style.
19. Any other item the principal deems inappropriate.

## SPIRIT DAY

If allowed by an administrator, students will be able to wear jeans on Fridays or other designated days. Jeans must be worn with a uniform short. Jeans with hole/rips are not allowed (even if tights are underneath).

## DRESS CODE POLICY PROCEDURES FOR STUDENTS

1. ALL TEACHERS will monitor whether their students are out of dress code.
2. The office will make a **PHONE CONTACT** with the parent(s), guardian(s), or anyone on the student(s) emergency card to make them aware of the violation.
3. After the phone contact by the administration, **every uniform violation from the student will be a referral and sent to the office.**

**NO STUDENT WILL BE ALLOWED TO ATTEND CLASS WHILE OUT OF UNIFORM, UNLESS THEY HAVE PRIOR APPROVAL FROM ADMINISTRATION.**

## DISCIPLINE POLICY

- I. **Student Behavior Objectives:** The Copiah County Board of Education believes that learning is enhanced when orderly conditions exist and where there is mutual respect between teachers and students. Therefore, the behavioral objectives of our students will be:
  1. No disruptions in a teacher's right to teach.
  2. No disruptions in a student's right to learn.
  3. Respect for oneself and others.
  4. Respect for the property of others.
  5. Respect for the safety and well-being of oneself and others.
  6. Self-discipline and control.
  7. Respect for the law as it relates to freedom of speech, assembly, and privacy.
  8. Say "Please" when asking for something.
  9. Say "Thank You" when receiving something.

THESE OBJECTIVES SHALL BE CONSISTENT THROUGHOUT THE COPIAH COUNTY SCHOOL DISTRICT. In order to obtain the previous listed objectives, the Board has directed the Superintendent and his staff to draw up guidelines for district-wide disciplinary practices for the Board's approval and adoption.

- II. **Discipline Guidelines:** The following guidelines are to be followed in the district-wide disciplinary practices:
  1. Realizing that the best type of discipline is self-control, teachers should try to instill in each student the desire to be a good school citizen. Emphasis should be placed on what students are doing right and recognition and reward for good behavioral conduct.
  2. Punishment for rules infraction should be fair and commensurate with the severity of the infraction. As a general rule, the procedures as established under the

Guidelines for K-3 and 4-12, should be followed. When other measures have been tried and have not resulted in correct behavior, corporal punishment may be administered under the safeguards:

- A. The type of corporal punishment permitted is paddling of the buttock that does not result in physical harm to the student.
  - B. Paddling may be done only by the Principal, the student's teacher in the presence of the principal, or by someone specifically designated by the Principal.
  - C. In all other instances, staff members should keep their hands off students unless physical restraint is required to prevent harm to or from other individuals.
3. The Copiah County School Board of Education does not condone group or class punishment for the actions of one or two students. It is the responsibility of the Principal and teacher to see that this provision is followed as intended.
  4. As stated in the District's Student Code of Conduct Policy, appropriate State and Federal regulations will be followed regarding suspension/expulsion of a student with disabilities.
- III. Rules concerning student conduct and discipline are established by student handbooks and by School Board Policy. Based on the severity of the offense and the number of previous infractions, penalties for disciplinary offenses will result in the following consequences for students failing to follow the established rules and regulations:
1. Verbal reprimand by the teacher.
  2. Student/Parent/Teacher Conference
  3. Morning Detention / After-School Detention
  4. In-School Suspension
  5. Corporal Punishment
  6. 1-day to 9-days suspension from school.
  7. Alternative School Assignment / Expulsion

### **IN-SCHOOL SUSPENSION**

In-school suspension offers students an opportunity to keep up with their assignments while being removed from social interaction with peers. Absences resulting from the in-school suspension program will not be computed as part of the total number of days used in determining whether or not a student receives credit in a course or courses. Students who are placed in the in-school suspension room must actively work on learning materials during their placement. Students receiving discipline referrals while in the in-school suspension room will be suspended from school for 1 to 3 days, depending on the severity of the incident. Failure to report to the assigned detention, reporting late, failing to stay busy on lessons, or creating any disturbance will elevate the punishment to a higher level.

## **ACTS OF STUDENT MISCONDUCT AND CONSEQUENCES**

The acts of misconduct include behaviors in the classroom, on school grounds, or any other times or places the school has jurisdiction.

**Excessive minor offenses will automatically move the student to a higher level.**

### **GROUP I - ACTS OF MISCONDUCT**

- 1-1 Insubordination and non-compliance: class or hallways misbehavior and/or etc.
- 1-2 Uniform / dress code violation (sagging pants)
- 1-3 Bodily contact (not a fight such as pushing or shoving)
- 1-4 Public display of affection
- 1-5 Tardy or not reporting directly to authorized destination
- 1-6 Skipping class
- 1-7 Cheating or plagiarism
- 1-8 Other misbehavior as designated by the administrator

### **CONSEQUENCES FOR GROUP 1A OFFENSES**

- |                              |   |
|------------------------------|---|
| 1. Parent Conference/Contact | 4. After-school detention                         |
| 2. Morning Detention         | 5. Out-of-School Suspension ( <b>1 – 3 days</b> ) |
| 3. ISS – 1 to 2 days         | 6. Corporal Punishment                            |

## **GROUP 1A - POSSESSION OR USE OF ANY ELECTRONIC DEVICES**

**The school requests that students not bring any electronic devices to school with them.** This includes cell phones, smart watches, iPads, iPods, radios, sound producers, beepers, Fitbits, cameras and other communication devices are forbidden on campuses. The use of one of these devices is prohibited, unless specifically requested by a teacher with administration's approval. Any use by students in a classroom for educational purposes will be monitored by the teacher.

**NON-COMPLIANCE WITH THE ABOVE GUIDELINES WILL RESULT IN THE FOLLOWING CONSEQUENCES.**

### **CELL PHONE POLICY**

**1<sup>st</sup> Offense-** The device will be confiscated, and a property receipt will be given to the student. The device will be placed in the office for 15 days or pay a fee of \$15.00. Parents must pick up the device.

**2<sup>nd</sup> offense** – The device will be confiscated, and a property receipt will be given to the student. The device will be taken and placed in the office for 20 days or pay a fee of \$20.00. Parents must pick up the device.

**3<sup>rd</sup> offense or any subsequent offense** – The device will be confiscated, and a property receipt will be given to the student. Students will receive 2-3 days of suspension and the parent must pick up the device after 90 days or at the end of the school year (whichever is greater).

**ANY VIDEO, IMAGE, PICTURE, TEXT AND/OR MESSAGE CAPTURED OR SENT BY AN ELECTRONIC DEVICE ON SCHOOL PROPERTY UNLESS AS PART OF AN EDUCATIONAL PURPOSE AND WITH ADMINISTRATION'S APPROVAL IS DEEMED INAPPROPRIATE AND CAN RESULT IN A SUSPENSION OF UP TO 9 DAYS AND A PLACEMENT IN ALTERNATIVE SCHOOL.**

## **GROUP II - ACTS OF MISCONDUCT**

- 2-1 Insubordination and/or non-compliance with a disruptive behavior
- 2-2 Harassment, intimidation, or threatening other students
- 2-3 Physical contact (minor fight)
- 2-4 Initiating, inciting, or deliberately provoking a fight
- 2-5 Inappropriate language (Minor offensive language)
- 2-6 Not staying for detention
- 2-7 Leaving the classroom or school without permission
- 2-8 Distributing or sale of materials unauthorized by school administration
- 2-9 The possession or use of tobacco products of any form (includes Vaping)
- 2-10 Drawings that represent gang signs or symbols
- 2-11 Trespassing by suspended students
- 2-12 Gambling
- 2-13 Other misbehavior as designated by the administrator

### **CONSEQUENCES FOR GROUP II OFFENSES**

- |  |  |
|--|--|
| 1. Parent Conference/Contact           | 3. ISS – 1 to 3 days                     |
| 2. Detention (Morning or After School) | 4. Out-of-school suspension (1 – 5 days) |

## **GROUP III - ACT OF MISCONDUCT**

- 3-1 Open defiance of administrators, teachers, or staff members / Disorderly Conduct  
*(includes arguing and talking back)*
- 3-2 Vandalism including criminal damage to school or the personal property of others  
*(punishment includes restitution)*
- 3-3 Fighting – physical conflict between two or more individuals
- 3-4 Use, possession, or delivery of fireworks
- 3-5 Abusive language - Profane, obscene, indecent, immoral, seriously offensive language to include gestures, propositions, or exhibitions also include vulgar and/or possession/distribution of obscene pictures/devices
- 3-6 Theft or possession of stolen property *(restitution for stolen or damaged property must be made before the student may return to school)*
- 3-7 Indecent exposure
- 3-8 Assault on another student
- 3-9 Consecutive use of tobacco products of any form (includes vaping)
- 3-10 Other misbehavior as designated by the administrator

### **CONSEQUENCES FOR GROUP III OFFENSES**

- 1. 3-10 days Out-of-School Suspension/Parent Conference
- 2. Alternative Assignment
- 3. Possible recommendation of expulsion for habitual behavior

## **GROUP IV - ACTS OF MISCONDUCT**

- 4-1 Assault on or the threatening of an administrator, teacher, or staff member
- 4-2 Possession, use or being under the influence of alcohol, look-alike substances, or altering chemicals or drugs
- 4-3 Possession of or under the influence of any controlled substance/alcoholic beverage
- 4-4 The use of a weapon, possession of a weapon, possession of and/or concealing of a look-alike weapon/ammunition including use of fireworks or smoke bombs
- 4-5 Gang fighting (defined as more than 3 people involved in a fight)
- 4-6 Setting off fire alarms falsely, false all calls
- 4-7 Unauthorized entrance into school building
- 4-8 Sex offenses
- 4-9 Arson or Bomb threats
- 4-10 Arson
- 4-11 Other misbehavior as designated by the administrator

## **CONSEQUENCES FOR GROUP IV OFFENSES**

**Nine (9)** day suspension with recommendation for expulsion. Length of expulsion will be determined by Copiah County School Board. Students with five (5) level two (2) referrals or higher will have their discipline file reviewed by a committee consisting of the Principal, Assistant Principal, and two (2) of the student's current teachers. This committee will determine if an alternative placement should be recommended at that time. (**See pages 129 – 135 of Copiah County Schools Board Policy**)

**When the principal determines that alternative placement is necessary for behavior modification, it will be assigned as follows:**

## **CONSEQUENCES FOR GROUP IV OFFENSES (continued)**

### **First Assignment:**

Forty-five (45) days (9 weeks) in alternative education. At the end of twenty (20) days a first assignment to Alternative School, the student's behavior record shall be reviewed. The assignment may be reduced if agreed upon by the Alternative School principal, the sending principal, and the Superintendent of Education.

A first assignment may be assigned up to one school year if it is determined to be of severe in nature and or the LRE (Least Restrictive Environment) by the Superintendent or his designee.

### **Second Assignment:**

Number of days determined by the principal but not less than forty-five (45) days. Parent or legal guardian must attend conference with student and principal or his designee. Student will be subject to extended Alternative placement, suspension, or

expulsion.

A second assignment may result in the student being assigned up to one school year if it is determined to be of severe in nature and or the LRE (Least Restrictive Environment) by the Superintendent or his designee.

**Third Assignment:** Conference with superintendent or his designee. Subject to expulsion proceedings.

### **BOMB THREATS**

Participating in or causing a disturbance at school or school-related activities- riot, group/gang –fights, bomb threats, or similar disturbances.

#### **Disciplinary Actions for behaviors/infractions listed above:**

Expulsion- Expulsion is defined as the COMPLETE LOSS OF PRIVILEGES IN THE K-12 Program. While on expelled or suspended status, a student is not allowed to enter the campus or building of any Copiah County school during or outside of school hours, nor may the student attend any school-related activity on or off the school property.

### **ALTERNATIVE SCHOOL PLACEMENT**

When the principal determines that alternative placement is necessary for behavior modification or is in the best interest of the student's educational needs, the following guidelines will be used:

- A. Any student who is assigned to the Alternative School for disciplinary purposes will be considered on probation. Any infraction of the rules during this time will cause the student to be subjected to further disciplinary procedures (extended time, suspension, or possible expulsion). During this time the student cannot attend any school functions.
- B. All students being considered for assignment to the Alternative School shall be provided due process and the principal shall notify parents. After hearing the evidence the principal shall then determine the type of assignment, if any.
- C. Any student assigned to Alternate School shall be provided a curriculum of study that will consist of one of the following:
  1. Course work provided by Alternative classroom teachers designed to ensure that the student has ample opportunity to keep up with the course work being provided in the regular classroom from which the student has been removed.
- A. Regular instruction will be provided in English, Reading, Math, Science, and Social Studies. **The student's general educators will report to the alternative school setting to check in with the students to clear misconceptions and offer guidance.**
- B. Any compulsory-school-age child who becomes involved in any criminal or violent behavior shall be removed from the Alternative School and, if probable cause exists, the case shall be referred to Youth Court.
- C. While in attendance at the Alternative School for disciplinary infractions, each student shall be counseled in detail about the student behavioral objectives contained in this policy.
- D. As a matter of reference, the following examples are given for major and minor infractions. This is not intended as an inclusive list. Other examples may be found within this handbook. Classification of the offense is the responsibility of the administrative staff.

### **EXAMPLES OF MINOR OFFENSES:**

- \* Talking in class without permission
- \* Leaving seat without permission
- \* Eating in Class
- \* Chewing gum
- \* Tardiness
- \* Running in hallway

### **EXAMPLES OF MAJOR OFFENSES**

- \* Fighting (see details under student conduct)
- \* Leaving school property without permission
- \* Cutting Class
- \* Stealing
- \* Destruction of property of others
- \* Profanity
- \* Possession of tobacco products
- \* Gambling (ex: rolling dice, flipping, etc.)

The Student Code of Conduct is also an integral part of this discipline policy. Also, each school has its own rules and regulations, which are also approved by the Copiah County Board of Education. A copy of these will be given to every student and parents are required by law to sign a statement verifying notice of the plan.

### **PARENTAL RESPONSIBILITIES**

Section 31-11-53 of the Mississippi State Code sets forth the following responsibilities for parents and legal guardians:

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district:
2. Shall be responsible financially for his/her minor child's destructive acts against school property or persons.
3. May be requested to appear at school by an appropriate school official for a conference regarding acts of the child.
4. Who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.
5. Shall be responsible for any criminal fines brought against such student for unlawful activity, as defined in Section 37-11-29 of the Mississippi Code occurring on school grounds.

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/her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Three Thousand Five Hundred Dollars (\$3,500.00). Section 37-11-29 defines unlawful activity as follows:

- \* Possession or use of a deadly weapon
- \* Possession, sale, or use of any controlled substance
- \* Aggravated assault
- \* Simple assault upon any school employee
- \* Rape
- \* Sexual Battery
- \* Murder
- \* Violent act as defined in Section 43-24-605

Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such district. The action authorized in this section shall be in addition to all the other actions which the school is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including parents, for damages to which such minor or other person would otherwise be liable.

**MS Code Section 37-11-18** - Expulsion of student possessing controlled substance or weapon committing violent act on school property - Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion (for a period of not less than one year) by the superintendent or principal from such school. Such expulsion shall take effect immediately subject to the constitutional rights of due process.

**MS Code Section 97-37-13** - Deadly weapons, weapons and cartridges not to be given minor or intoxicated person - It shall not be lawful for any person to sell, give or lend to any minor under eighteen (18) years of age or person intoxicated, knowing him/her to be a minor under eighteen (18) years of age or in a state of intoxication, any deadly weapon, or other weapon the carrying of which concealed is prohibited, or pistol cartridge, and on conviction thereof, a fine shall punish him not more than One Thousand Dollars (\$1,000.00), or imprisoned in the county jail not exceeding one (1) year or both. The Copiah County Board of Education strictly prohibits any weapons on school grounds unless carried by a Uniformed Officer or the instructor of a Hunter Safety Program. Knives, razors, shotguns, rifles, pistols, BB guns, brass, or metallic knuckles are examples of such weapons. This listing is given only for example and is not intended as a complete listing. THIS PROHIBITION APPLIES TO ALL PARTIES ENTERING SCHOOL PROPERTY.

**MS Code Section 37-11-59** - Failure of parent, guardian, or custodian to attend school conferences, penalty. Any parent, guardian, or custodian of a compulsory-school-age child who fails to attend a conference to which a parent, guardian, or custodian has been summoned shall be guilty of a misdemeanor and upon conviction shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).

## **PARENT/ TEACHER CONFERENCES**

In an effort to communicate with parents, we welcome conferences set up between the teacher and parents. Many times this is the only way for us to communicate. Below are some guidelines for parent/teacher conferences:

1. Please call and make an appointment through the front office. Parents who come to the school requesting a conference that has not been scheduled will not be allowed a conference until one is scheduled with the teacher.
2. Please try not to miss a conference, if possible.
3. Please remember that conferences are aimed at trying to improve student performance or behavior. We are looking for solutions or conveying information not trying to lay blame.
4. Parents or guardians are expected to attend conferences that are requested by the administration or other school personnel.
5. **Failure to attend school conferences** and to cooperate in the implementation of the discipline policy constitutes educational neglect and may result in criminal charges, penalties, and/or referral to the Department of Human Services. Parents may be liable for payments of damages resulting from destructive acts by a child against school property and/or person and for criminal fines for unlawful activity by a child on school property or at school related activities.

## **STUDENT CODE OF CONDUCT**

Students in the Copiah County School District are expected to conduct themselves in such manner as to bring credit to the school and the community. It is the purpose of this school system to provide the best quality education for the students of the District. It is essential to this goal that an atmosphere conducive to learning be maintained in all of the schools of the School District at all times. It is essential that the policies and rules governing student conduct be understood and followed at all times without exception.

### **RULES OF CONDUCT**

1. Students of the Copiah County School District are expected to conduct themselves at all school activities in such a manner as to promote the development of the School District rather than inhibit it.
2. A teaching situation, which is conducive to learning, must be maintained at all times. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent directly to the principal's office. The student will be given an opportunity to give his/her version of the situation. If the student is found guilty of the offense, the principal shall determine if it is a minor or major infraction and appropriate discipline shall be administered.
3. Any student who uses vulgar language toward a teacher or threatens, intimidates, or assaults a teacher, administrator, or other staff member will be subject to expulsion.
4. Any student who starts a fight or other disturbance or who participates in one will be subject to disciplinary action as defined in the discipline policy. Obstructing the pathway of any employee or security officer (by gathering around a fight or in any fashion) who is attempting to break up a disturbance will result in severe disciplinary action and student will be subject to expulsion.
5. Section 37-11-18 of the Mississippi Code - Expulsion of student possessing controlled substance or weapon or committing violent act on school property.

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the Superintendent or Principal from such school. Such expulsion shall take effect immediately (for a period of not less than one year) subject to the constitutional rights of due process. Violations shall be immediately reported to the appropriate law enforcement agency. The School District will cooperate to the fullest extent possible in the prosecution of such offense.

6. It is policy of the Copiah County School District that the use of profanity, cheating, stealing, and gambling can never be tolerated as acceptable behavior. Such offenses shall be considered to be major offenses and appropriate disciplinary action, as determined by the administration, shall be administered.
7. Radios and/or sound producers and beepers or other communication devices are forbidden on all campuses of the School District unless specifically requested by the teacher in charge. No vehicles will be allowed to pass through the campus or park on campus with loud, disruptive sound producing equipment. Administrative staff will assign penalties as deemed necessary.
8. Possession or use of tobacco in any form by students is strictly prohibited on all school grounds at all times. Violation of this policy shall be considered a major offense.
9. Public Display of affection between students is strictly prohibited at all times on school grounds. Any type of sexual activity is strictly prohibited and any violations thereof shall result in participants being subject to expulsion.
10. Proper dress, as determined by the Principal, shall be maintained at all times.
11. The possession or use of alcohol by any student of the Copiah County School District is strictly prohibited on any of the campuses of the School District. This 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 and while participating in or going to or from any school activity. Any student violating the provisions of this policy shall be subject to disciplinary action no less than that described for major offenses and possible expulsion depending on the circumstances.
12. The above rules and regulations governing conduct shall apply on all buses of the Copiah County School District. Student cooperation is imperative to maintain order and discipline on school buses primarily from the standpoint of safety. Students who do not conduct themselves properly as set forth in such rules and regulations as may be formulated governing school buses will not be allowed to ride the bus. Violation of these rules and such other rules as may be formulated governing riding the bus may also result in disciplinary action. The bus driver is responsible to the School District to maintain order on the bus and insure maximum safety at all times. He/she is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus. The Principal of each school or their designee will be responsible for discipline students reported to him/her by the driver.

### **DUE PROCESS**

When a student is subjected to disciplinary action by means of suspension, the student will be afforded the safeguards of Due Process as required by law. In all cases the student shall be given oral or written notice of the charges against him/her, and if the charges are denied, the student shall be given an explanation of the evidence the school officials have against the student, and the student will be given the opportunity to present his/her side of the case. The student shall be first told what he/she is accused of doing and what the basis of the accusation is. This should normally precede the disciplinary action. However, a student may be immediately

removed from school if the student's conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, or damages school property. In such instances, the necessary notice and hearing should follow as soon as practicable after the removal of the student from the school.

### **EXPULSION AND SUSPENSION**

From time to time, it may be necessary to suspend or expel a student when other means of discipline do not seem to be effective or when the student poses a danger to other students. The following is a guide for the school administration to use during this process.

Definition of Terms:

- A. Suspension is defined as the denial of school attendance for any period of up to ten days during the school year.
- B. Long-term Suspension is the denial of school attendance for any period in excess of ten days during the school year.
- C. Expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next school year or any permanent denial of school attendance.

Students under suspension or expulsion or assigned to Alternative School for disciplinary reasons shall not trespass upon any school campus operated by the Copiah County School District or enter into any building owned or operated by the Copiah County School District except for a pre-arranged conference with the school administrator. In addition, students under suspension or expulsion or assigned to Alternative School for disciplinary reasons shall not attend extracurricular functions on any campus. A student may be placed on suspension for committing any of the offenses set forth in the policy governing student conduct or for any good cause as determined by the principal, assistant principal, Superintendent of Education or other appropriate school administrator. Students may be expelled for committing any of the offenses set forth in the policy governing student conduct and discipline or for any good cause as may be determined by the Copiah County Board of Education. Some examples of rules infractions, which could result in suspension or expulsion, are given in this policy and other policies related to discipline and also in the student handbook at each school. Suspension and expulsion are options that the administration may use when it is deemed to be in the best interest of all students.

In the event of a recommendation of expulsion, the Superintendent of Education shall arrange for a meeting with the Board of Education of Copiah County, Mississippi, to hear the matter. The Superintendent shall, as soon as reasonably possible, upon receipt of a recommendation for expulsion, give such student and his/her parent or guardian any notices due which are consistent with federal and state Due Process requirements at least five days prior to any such hearing. The Due Process hearing shall be conducted within ten days of the notice of expulsion or long-term suspension, where possible, when the student, parent, or guardian requests such hearing.

Such a hearing request must be made within five days after receipt of notice of the expulsion or long-term suspension. Said student shall remain on suspension until such hearing is held if, in the opinion of the Superintendent of Education, the student's presence in school would be a disruptive influence to the educational process.

1. The principal or his/her designee may suspend students for a period not to exceed five days. The principal, with the approval of the Superintendent of Education, may suspend students for a period not to exceed ten school days. A student facing suspensions shall be given oral or written notice of the charges against him by the principal or his/her designee. If the student denies the charges he/she shall be given an explanation of the evidence that the principal or his/her 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 or guardian of the student shall be notified in writing within twenty-four hours of such suspension, giving the reasons thereof.
2. If a student is sent home during normal school hours, a parent or guardian shall be

notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent or guardian has first been notified.

3. Any suspension in excess of ten days may be given only by action of the Board of Education, 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.
4. Students suspended from school must return to school accompanied by a parent of guardian.
5. Principals shall make a written report of each suspension to the Superintendent of Education each week, including the name of the student, address, name of parent or guardian, and a statement of the reasons for the suspension including date time, and place.
6. Special Education students shall be controlled by applicable state and federal regulations. Before a special education student is placed in an alternative program, Written Prior Notice for IEP Revision is given to the parent and the IEP Committee will agree upon the services to be provided at this school. Before the disabled student is returned to his/her school, another IEP meeting is held.
7. If there is a disagreement as to the appropriate placement of a disabled student, the student's parents will be notified in writing of their right to a SPED impartial Due Process hearing.

The above regulations governing student conduct are given in the way of a guideline, and shall not be a limitation on the right of a Principal or Superintendent of Education, or the Board of Education to initiate suspension, expulsion, or other disciplinary proceedings based on other grounds.

## **COPIAH COUNTY SCHOOL DISTRICT INTERNET ACCEPTABLE USE POLICY**

The Copiah County School District is pleased to offer its students, faculty, and staff access to the Internet by the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

### **Overview**

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

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA. These guidelines are provided so that you, the user, and/or the parent of the

user is aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Copeiah County School District user violates any of these provisions, his or her account will be terminated and future access could be 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 understands (s) their significance.

## **Copeiah County School District Internet Terms and Conditions of Use**

### **Personal Safety**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors, or any others including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to Copeiah County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.

### **Illegal Activity**

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

### **System Resource Limits**

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

### **User Rights**

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore Copeiah County School District may restrict users' right to free speech for valid educational

reasons. Copiah County School District will not restrict users' right to free speech based on disagreement with the opinions expressed by users.

2. Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of the school administration.
3. Users should not expect files stored on school-based computers to remain private. Authorized staff will periodically inspect folders and logs of network usage and will be kept at all times. Routine review and maintenance of the system may indicate that the user has violated this policy, school codes, municipal law, state law, or federal law. Parents of minor users shall have the right to inspect the contents of users' files.
4. Copiah County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

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

### **Consequences for Failure to Follow Terms and Conditions**

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

When using the Copiah County School District system, it may seem as though these policies could be easily broken and the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

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

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

**DEFINITIONS** - Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act 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, 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 disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

## **PROCEDURES FOR PROCESSING A COMPLAINT**

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report within five (5) days such conduct to a teacher, principal, counselor, or other school officials. The Copiah County School District encourages the prompt reporting of such activities. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the person accused of bullying, the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation.

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

If the victim is not satisfied with the decision of the district official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall allow the victim and parents to appear before the Board to present reasons for dissatisfaction with the superintendent's decision.

**An asbestos Surveillance Letter will be included.**



**5**

**Advanced**

**4**

**Proficient**

**3b**

**Passing**

**3a**

**2b**

**Basic**

**2a**

**1b**

**Minimal**

**1a**

**What is an Academic Growth Goal?**

Each bearcat's academic growth goal is one level up from their current performance level.

| Current Performance Level | Academic Growth Goal |
|---------------------------|----------------------|
| 5                         | 5                    |
| 4                         | 4/5                  |
| 3b                        | 4                    |
| 3a                        | 3b                   |
| 2b                        | 3a                   |
| 2a                        | 2b                   |
| 1b                        | 2a                   |
| 1a                        | 1b                   |