

**TISHOMINGO COUNTY**  
*SPECIAL MUNICIPAL SEPARATE*  
**SCHOOL DISTRICT**  
2020/2021

**STUDENT HANDBOOK**

**[www.tcsk12.com](http://www.tcsk12.com)**

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**Tishomingo County Special Municipal Separate School District**

**Central Office**

**1620 Paul Edmondson Drive**

**Iuka, MS 38852**

**Phone: (662) 423-3206**

**Fax: (662) 424-9820**

Mrs. Christie Holly, Superintendent	(O) 662-423-3206	662-424-9820 FAX
Mr. Cliff Nunley, Curriculum/SPED	(O) 662-423-3206	662-424-9820 FAX
Mr. Joel Robertson, Human Resources/ Board Clerk/E-Rate	(O) 662-423-3206	662-424-9820 FAX
Mrs. Katie C. Crane, Federal Programs/Testing	(O) 662-423-3206	662-424-9820 FAX
Amy Cornelius, Food Service Director	(O) 662-423-3206	662-424-9820 FAX
Melanie Robinson, Financial Director	(O) 662-423-3206	662-424-9820 FAX
Kristy Counce, Technology Director	(O) 662-438-8159	662-424-9820 FAX
Mr. Jackie Beals, Transportation/Accreditation/ Title IX/Homeless Liaison/Youth Court Liaison/ Foster Care Liaison	(O) 662-438-8159	662-424-9820 FAX
Nelda Degraw, Student Information System	(O) 662-423-3206	662-424-9820 FAX

**Belmont High School**

Mr. Jeff Boren, Principal (K-12)	(O) 662-454-7924	662-454-7611 FAX
Mr. Andy Deaton, Asst. High Principal (5-8)	(O) 662-454-3844	
Mrs. Sheree Randolph, Asst. Principal (K-4)	(O) 662-454-3379	

P. O. Box 250  
9 School Drive  
Belmont, MS 38827

**Burnsville School**

Mrs. Lorie McCalmon, Principal (K-8)	(O) 662-427-9226	662-427-9521 FAX
Mr. Jonathan Jones, Asst. Principal	(O) 662-427-9226	

23 Washington Street, Hwy. 72 East  
Burnsville, MS 38833

**Iuka Elementary School**

Mr. Josh McClung, Principal (K-4)	(O) 662-423-9290	662-423-7315 FAX
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1500 Old Whitehouse Road  
Iuka, MS 38852

**Iuka Middle School**

Mr. Jeremy Reece, Principal (5-8)	(O) 662-423-3316	662-423-2426 FAX
Mrs. Chrystal Smith, Asst. Principal	(O) 662-423-3316	

507 West Quitman Street  
Iuka, MS 38852

**Tishomingo Elementary School**

Mr. Brenton (BJ) Nunley, Principal (K-8)	(O) 662-438-6800	662-438-6321 FAX
Mr. Jody McClung, Asst. Principal	(O) 662-438-6800	

P. O. Box 90, 34A Monroe Street  
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**Tishomingo County High School**

Mr. Pete Howell, Principal (9-12)	(O) 662-423-7300	662-423-7307 FAX
Mrs. Monica Moss, Instructional Specialist/Asst. Prin.	(O) 662-423-7300	
Mr. Dax Glover, Asst. Principal	(O) 662-423-7300	

701 Hwy. 72 West  
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**Tishomingo County Career and Technical Center**

Mr. John-Grady Taylor, Director  
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(O) 662-438-6689

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**Alternative School Supervisor**

Mr. Van D. Roberts  
P. O. Box 90, 34A Monroe Street  
Tishomingo, MS 38873

(O) 662-438-6800

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**TISHOMINGO COUNTY SCHOOLS CALENDAR (170 Revised) - 2020-2021**

August	11	<b>Staff Development (No Students)</b>
	12	<b>Staff Development (No Students)/New Staff Orientation</b>
	13	<b>Staff Development (No Students)</b>
	14	<b>Staff Development (No Students)</b>
	17	<b>Staff Development (No Students)</b>
	18	<b>Staff Development (No Students)</b>
	19	<b>Staff Development (No Students)</b>
	20	First Day for Students
September	7	Labor Day Holiday
	24	Progress Reports
October	12	<b>Staff Development (No Students)</b>
	21	End of First Nine Weeks (43 Student Days/51 Teacher Days)
	29	Report Cards
November	23-27	Thanksgiving Holidays
December	3	Progress Reports
	22	60% Day for Students / 60% Day for Teachers
	23-Jan.6	Christmas Holidays
January	7	<b>Staff Development/ (No Students)</b>
	8	<b>Staff Development/ (No Students)</b>
	11	Students Return
	13	End of Second Nine weeks (42 Student Days/44 Teacher Days)
	13	End of First Semester (85 Student Days/95 Teacher Days)
	18	Martin Luther King, Jr. Holiday
	21	Report Cards
	21	Report Cards
February	18	Progress Reports
March	8-12	Spring Holidays
	23	End of Third Nine Weeks (43 Student Days) (43 Teacher Days)
April	1	Report Cards
	2	Good Friday Holiday
	22	Progress Reports
May	21	TCHS Graduation
May	21	End of Fourth Nine Weeks (42 Student Days)/60% Day for Students
	22	Belmont Graduation
	24-28	<b>Staff Development (No Students)</b>
	26	Report Cards Mailed
	31	Memorial Day Holiday
June	1-2	<b>Staff Development (No Students)</b>
	2	<b>Staff Development/60% Day for Teachers</b> (49 Teacher Days)/End of Semester for Teachers (92 Teacher Days)
	7	Report Cards Mailed

Make-Up Days: All make up days (if needed) will be added in June

## FOREWARD

### **SCHOOL BOARD POLICY SUPERSEDES THIS HANDBOOK**

The purpose of this handbook is to supply students, teachers, and parents with the necessary information they will need as they attend Tishomingo County Schools. **This is not a complete school policy manual.**

This handbook should be helpful to all students. In it you will find requirements for graduation, school regulations, rules governing attendance and other important information. This handbook will be discussed during the first day of school. Parents are urged to read this handbook. If you have questions or comments, you are urged to contact a teacher, principal, assistant principal, or counselor concerning any phase of our program. The 18/19 Student Handbook was originally approved by the Tishomingo County Special Municipal Separate School District Board of Education on June 19, 2017. Changes made will be Board Approved and Students will receive notification.

## **REGISTER / ENROLL / WITHDRAW** (*Policy JBC & JBCE*)

### **DISTRICT PROCEDURES TO REGISTER/ENROLL A STUDENT** (*Policy JBC*)

#### **1. Explanation of the enrollment procedure for initial enrollment:**

- A. A parent or legal guardian should contact the school counselor to request enrollment and a registration packet.
- B. A parent or legal guardian must provide the necessary documentation in order for documentation to be complete.
- C. Students entering kindergarten must be 5 years old on or before September 1<sup>st</sup>.
- D. School tours are available upon request.

#### **2. Documentation required of the parent or legal guardian each school year at the time of registration:**

*(Policy JBC)*

1. Provide two proofs of residency (forms of verification of address) from the list below (Post Office Boxes will not be accepted.);
  - a) Home Mortgage Documents or Property tax receipt
  - b) Apartment or Home Lease (hand written rent receipt must be notarized)
  - c) Current Utility Bills: (Water, Electric, TV, Phone (no cell phone will be accepted, bill must be for a land line or internet service))
  - d) Driver License or Firearms Permit
  - e) Current Automobile Registration
  - f) Document from a government agency that proves residency in our district
  - g) Other document: This must be an official document that objectively and unequivocally establishes that the parent or guardian resides in the school district, and CANNOT be an envelope showing the address.
    1. Student's birth certificate and Social Security card
    2. Certification of Immunization Compliance Form 121 (This form may be obtained from the health department or your pediatrician). \*Out of state transfers must take the out of state immunization record to the Tishomingo County Health Department to be issued a Mississippi Immunization Form.
  - a) If divorced, a copy of custody papers must be provided to show physical custody of the student.

#### **3. District Procedure to Withdraw a Student** (*Policy JBCE*)

1. The parent or legal guardian must contact the school counselor on the day of withdrawal.
2. The parent or legal guardian must sign a withdrawal form provided by the school counselor.
3. The student must return all textbooks and library books to the media center.
4. A record of student's grades and services received will be provided to the parent or legal guardian at the time of withdrawal.
5. If the student is moving out of state, a copy of the immunization records will be provided.
6. The Principal/Counselor must sign the withdrawal form.
7. Upon withdrawal to Homeschool, parent/guardian must register student with the School Attendance Officer.
8. Official records will be sent to the new school upon a formal request.

9. A student who withdraws with consecutive unexcused days or has consecutive unexcused days and is withdrawn by the school, the withdrawal is to be posted on the first day after the student's last day in attendance.
10. The school must report all compulsory age students to the school attendance officer serving the school district.

## **TRANSFER STUDENTS** (*Policy JB CD*)

### **TRANSFER STUDENTS**

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll. ' 37-15-9 (3)
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such a record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)
4. Unless a transfer student is tested in the manner provided in item 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended. ' 37-15-33
5. All students seeking to transfer from any non-accredited school, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. ' 37-15-33

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. ' 37-15-31 (1) (c)
7. A student release from the school district where the parents live and the Tishomingo County School Board has accepted them.
8. A valid court order establishing guardian/custody of the student.
9. Papers from a lawyer showing that an adult who resides in Tishomingo County has a process in place for a chancery judge to order guardian/custody to the adult requesting a child to be registered. Before registering the child the next school year, a copy of the judge's order granting guardian/custody must be placed in the student's folder.

### **IN DISTRICT STUDENT TRANSFERS**

#### **K-8**

The assignment of students to a school attendance zone shall be made on the basis of residency of students. Tishomingo County Special Municipal Separate School District shall use the electronic School Zone database for determining In-District School Zones. In-district transfers to a school other than the designated attendance zone will only be considered upon parent or guardian request made to the school board based upon one of the following:

1. A student requires a course of study not offered at the school, such as special education, etc.
2. A student has an emotional or medical condition, which would be adversely affected by a move to another building and the condition is verified by a psychologist's or physician's statement, respectively.
3. A change of environment for the student has been recommended by the court, police, juvenile court, Department of Human Services, or school administration.

In-district transfers will only be considered by the School Board and can only be granted when deemed necessary by the Board of Education (based upon one of the above circumstances).

If a student has been attending a school in a zone other than the zone in which he/she resides, the student will be allowed to continue to attend the same school.

1. The student's siblings who live in the same household will be allowed to attend the same school.
2. If a student changes residencies, the student may continue attending the original school.
3. At any time, a student may transfer to the zone in which he/she resides, but said student must remain at that school for the remainder of his/her educational career.

### **High School Students**

Once a student who resides within Tishomingo County has attended a high school within Tishomingo County, he/she has determined his/her home school. Once a student's home school has been determined, the student will only be allowed to transfer from his/her home school ONE time.

The high school student will be permitted to transfer immediately upon clearing any fees, fines, books, lpad, etc. with the school in which he/she is transferring from, but must complete a Student Transfer Request Form for School Board Approval.

Tishomingo County Special Municipal Separate School District is only responsible for providing bus transportation for students who are residing in the school zone they are attending.

### **PROCEDURES FOR REQUESTING A STUDENT TRANSFER**

This policy affects any student transferring into the district on 03/16/15 or later. This policy does not affect existing approved transfers before 03/16/15.

A parent/guardian of the child must complete a Request for Student Transfer form completely and honestly. Incomplete and/or incorrect information will lead to denial of this request.

For out-of-district transfers, a release from the school district in which the child is zoned to attend must be attached to the Request for Student Transfer form, and must pay tuition of \$300.00 per year for the first child. If the parent/guardian has more than one (1) child transferring, the cost will be \$500.00/year total.

Out-of-state transfers must have a release from the school district in which the child is zoned to attend, and must pay tuition of \$300.00 per year for the first child. If the parent/guardian has more than one (1) child transferring, the cost will be \$500.00/year total.

The Request for Student Transfer form and attachments for Transfer Requests for all grades (K-12) must be submitted to the district's central office.

### **MHSAA OUT-OF-STATE RULING FOR 2015/2016 AND BEYOND**

The Mississippi High School Activities Association has issued the ruling that all students that have their legal residence as an out-of-state address will be deemed ineligible for the 2015/2016 school year and beyond.

### **OUT-OF-DISTRICT/OUT-OF-STATE STUDENTS**

This policy affects any student transferring into the district on 03/16/15 or later. This policy does not affect existing approved transfers before 03/16/15.

If a student's parent(s) or legal guardian(s) is a bona fide resident of Tishomingo County, the Board of Trustees of Tishomingo County School District must accept the student.

Out of District/Out of State transfer requests shall be granted temporarily by the Superintendent, until the next school board meeting, at which time the school board would officially approve or deny the request. The student must meet the following in order for the transfer to be considered:

- Student must be in good standing in the resident district
- Student must have a record of good conduct
- Principal verification of student's record before approval of the transfer request.
- Student must present an accurate and complete Release form furnished by the sending school district and submit it to the receiving school district.

If a student is approved to transfer into the school district, they shall pay out-of-district/out-of-state tuition as follows:

1. Any out-of-state and any out-of-district applicant will pay \$300.00 per year for the first child. If the parent/guardian has more than one (1) child transferring, the cost will be \$500.00/year total.
2. Tuition must be paid before the student enrolls in school or admission will be denied. This tuition must be paid at the central office located at 1620 Paul Edmondson Drive, Iuka, MS 38852.

Students who live more than 30 miles from the student's home school may transfer, as per state law. Students of full-time employees of the district may transfer. Tishomingo County School District is only responsible for providing bus transportation for students who are residing in the school zone they are attending.

Any out-of-district transfer must not participate in any competitive sport for one full year, per Mississippi High School Activities Association. Any out-of-district/out-of-state transfer will be allowed to participate in other clubs, etc., but cannot hold office or take a position from any in-county student for one full year upon transferring.  
MHSAA

#### OUT-OF-STATE RULING FOR 2015/2016 AND BEYOND

The Mississippi High School Activities Association has issued the ruling that all students that have their legal residence as an out-of-state address will be deemed ineligible for the 2015/2016 school year and beyond.

## **DISTRICT RATING**

Tishomingo County School District is rated "A" by the statewide accreditation system.

## **VISION STATEMENT** (*Policy BA*)

Together we strive to prepare every student to be productive citizens by ensuring excellence.

## **FEDERAL PROGRAM GUIDELINES** (*Policy IEA*)

**Building Leadership Teams:** The following schools have Building Leadership Team's (BLT's) containing Statements of Purposes, By-Laws, and Documentation of Activities, located within the local school office: Belmont High, Burnsville Elementary, Iuka Elementary, Iuka Middle, Tishomingo Elementary.

## **PHILOSOPHY** (*Policy IAB*)

The Tishomingo County School System exists to serve its students by:

- Helping them grow intellectually, socially, emotionally, morally, physically, aesthetically.
- Providing resources and guidance in preparing for their futures.
- Modeling skills and behavior necessary to lead successful and productive lives.
- Allowing for individual differences and helping the students use their abilities to the fullest extent.

A successful educational program is a cooperative effort involving the students, faculty, administration, parents, and community. To promote growth, there must be a dedication to professional development among the staff members and community support for the education of the youth of the school and community.

The aim of Tishomingo County Schools is to create an atmosphere that encourages students to learn and practice the skills and attitudes that will enable them to become productive members of society.

The staff, administration, and faculty of Tishomingo County Schools regard education of the whole child as their mission:

1. Intellectually
  - a. To foster a desire for knowledge and self improvement.
  - b. To develop the basic skills that are essential to education: reading, effective oral and written communications, computing, following spoken and written directions, and computer literacy.
  - c. To provide a broad-based curriculum to meet individual learning differences.
  - d. To provide varied instructional methods to accommodate different learning styles.
  - e. To develop the ability to locate and interpret information.
  - f. To provide a curriculum and learning resources to meet the needs of students to become problem solvers and independent thinkers.
  - g. To motivate each student to achieve to his/her fullest potential.
  - h. To incorporate technical skills and concepts into the academic curriculum.
2. Socially, Morally, and Emotionally
  - a. To emphasize the value and dignity of each individual in the school.
  - b. To develop positive self-concept in students.
  - c. To develop self-discipline, integrity of character, and a sense of responsibility for one's own actions.
  - d. To develop respect for law and order and the rights of others.

- e. To provide opportunities for self-expression.
  - f. To involve students in decision making.
  - g. To encourage an awareness of the individual worth of different nationalities, races, and creeds,
  - h. To promote good citizenship qualities.
3. Physically
- a. To develop an awareness of personal health and safety.
  - b. To provide opportunities to develop physical fitness.
  - c. To acquaint students with basic health and safety habits through units of study.
4. Aesthetically
- a. To encourage creativity in art, music, and oral communications.
  - b. To encourage the development of the talents of individual students.

## **MOTTO**

Together We Can Succeed



## **BELL SCHEDULES**

### **BELMONT HIGH SCHOOL BELL SCHEDULE**

7:50-9:20	1st Block
9:20-9:30	Break
9:34-11:06	2nd Block
11:10-1:16	3rd Block
1:16-1:26	Break
1:30-3:04	4th Block
Lunch	
1st Wave	11:06-11:36
2nd Wave	11:38-12:02

### **BELMONT MIDDLE SCHOOL BELL SCHEDULE**

7:50-8:37	1st period
8:39-9:26	2nd period
9:26-9:36	Break
9:39-10:26	3rd period
10:28-11:15	4th period
11:17-12:24	5th period
12:26-1:13	6th period
1:13-1:24	Break
1:27-2:14	7th period
2:17-3:04	8th period

### **BURNSVILLE SCHOOL BELL SCHEDULE**

7:20-7:50	Breakfast
7:50-8:42	1st period
8:45-9:37	2nd period
9:40-10:32	3rd period
10:35-11:57	4th period/Lunch
12:00-12:52	5th period
12:55-1:47	6th period
1:47-2:02	5-8 Break
2:05-3:05	7th period

### **IUKA MIDDLE SCHOOL BELL SCHEDULE**

1st Bell	7:30
5-Minute Warning	7:50
1st Period	7:55-8:45
2nd Period	8:50-9:35
3rd Period	9:40 - 10:30
4th Period	10:35 - 12:10
5th Period	12:15 - 1:00
6th Period	1:05 - 2:05
7th Period	2:10 - 3:15
No checkouts permitted after 2:45	

**TISHOMINGO COUNTY HIGH SCHOOL BELL SCHEDULE**

7:50-9:24	1st Block
9:24-9:34	Break
9:38-11:12	2nd Block
11:16-1:16	3rd Block
1:20-3:04	4th Block
CTC Lunch	10:58-11:12 (CTC is Grab & Go)
1st Lunch	11:21-11:48
2nd Lunch	11:48-12:15
3rd Lunch	12:15-12:42
4th Lunch	12:42-1:09

**TISHOMINGO MIDDLE SCHOOL BELL SCHEDULE**

7:50-8:10	1st period
8:45-9:35	2nd period
9:35-9:50	Break
9:55-10:45	3rd period
10:50-11:40	4th period
11:45-1:15	5th period
1:20-2:10	6th period
2:10-2:25	Break
2:20-3:20	7th period

## EQUAL OPPORTUNITY (*Policy JAA*)

No person shall, on the basis of sex, race, handicap, religion or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any other program or activity operated by the Tishomingo County Schools.

## COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

(*Policy JRAB*)

In accordance with the policy of the Tishomingo County Special Municipal Separate School District Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

### Disclosure

School officials are regularly asked to balance the interests of safety and privacy for individual students. While the *Family Educational Rights and Privacy Act (FERPA)* generally requires schools to ask for written consent before disclosing a student's personally identifiable information to individuals other than his/her parents, it also allows schools to take key steps to maintain school safety. Understanding the law empowers school officials to act decisively and quickly when issues arise.

Under FERPA, school officials may disclose any and all education records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the *Individuals with Disabilities Education Act*, to another school or postsecondary institution at which the student seeks or intends to enroll. While parental consent is not required for transferring education records, the school's annual FERPA notification should indicate that such disclosures are made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing. See 34CFR 99.31(a)(2) and 99.34(a).

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

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

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

### Request to Amend a Record

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

### Filing a Complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

[NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.]

### Health or Safety Emergency

In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of student or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR 99.31(a)(10) and 99.36. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

### Law Enforcement Unit Records

Many school districts employ security staff to monitor safety and security in and around schools. Some schools employ off-duty police officers as school security officers, while others designate a particular school official to be responsible for referring potential or alleged violations of law to local police authorities. Under FERPA, investigative reports and other records created and maintained by these "law enforcement units" are not considered "education records" subject to FERPA. Accordingly, schools may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without parental consent. See 34 CFR 99.8. While a school has flexibility in deciding how to carry out safety functions, it must also indicate to parents in its school policy or information provided to parents which office or school official serves as the school's "law enforcement unit". (The school's notification to parents of their rights under FERPA can include this designation. As an example, the U.S. Department of Education has posted a model notification on the Web at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>)

### Security Videos

Schools are increasingly using security cameras as a tool to monitor and improve student safety. Images of students captured on security videotapes that are maintained by the school's law enforcement unit are not considered education records under FERPA. Accordingly, these videotapes/electronic storage devices may be shared with parents of student whose images are on the video and with outside law enforcement authorities, as appropriate. Schools that do not have a designated law enforcement unit might consider designating an employee to serve as the "law enforcement unit" in order to maintain the security camera and

determine the appropriate circumstances in which the school would disclose recorded images. Tishomingo County School District has some security cameras on each campus.

#### **School Resource Officers**

School Resource Officers are located within the school district and they serve under the direction of the Tishomingo County School Campus Policy Department Police Chief in conjunction with the school principal on the campus where the officer is stationed. The Tishomingo County School Campus Policy Department Police Chief serves as the lead for the "Law Enforcement Unit".

#### **Personal Knowledge or Observation**

FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation, and not from the student's education records. For example, if a teacher overhears a student making threatening remarks to other students, FERPA does not protect that information, and the teacher may disclose what he/she overheard to appropriate authorities.

### **DEFINITIONS**

For the purpose of this regulation, the school district has used the following definitions of terms:

Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - a. It was made as a personal memory aid;
  - b. It is in the sole possession of the individual who made it; or
  - c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier: Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

### **ANNUAL NOTIFICATION**

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their FERPA rights. This student handbook, which is available online at [www.tcsk12.com](http://www.tcsk12.com) or by request, serves as notification. The student handbook and all FERPA information can be made available during student registration or anytime during the school year, via request at the student's school. Parents and students must sign receipt by signing that each has read and understands the information contained within the student handbook.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained, upon request.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

### **LOCATIONS OF EDUCATION RECORDS**

Cumulative School Records  
Cumulative School Records (Former Students)  
Health Records  
School Transportation Records  
Speech Therapy Records  
Psychological Records

### **PROCEDURE TO INSPECT EDUCATION RECORDS**

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

### **FEES FOR COPIES OF RECORDS**

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

FERPA requires the school district to provide copies of records:

- h) When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
- i) At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
- j) At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

### **DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (*NOTE: A district may designate all, some, or none of this information as directory information.*)

- The student's name, address, and telephone number;
- The names of the student's parents;
- The student's date and place of birth;
- The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- The student's photograph;
- The student's electronic mail address;
- The student's dates of attendance; and
- The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first month of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

### **USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - Establish the student's eligibility for the aid,
  - Determine the amount of financial aid,
  - Establish the conditions for the receipt of the financial aid, or
  - Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

- A specification of the records to be released;
- The reasons for the disclosure;
- The person, organization, or the class or organizations to whom the disclosure is to be made;
- The parent's or eligible student's signature; and
- The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

#### **RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS**

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

- The name of the person or agency that made the request;
- The interest the person or agency had in the information;
- The date the person or agency made the request; and
- Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

- Requests for access or access granted to the parent of the student or to an eligible student;
- Request for access granted to officials of the school district who have a legitimate educational interest in student.
- Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent
- Requests for, or disclosure of, directory information designated for that student; or for



- Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

## **PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

### **First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

- Provide the requester a copy of the questioned record at no cost;
- Ask the requester to initiate a written request for the change; and
- Follow the procedure for a second level decision.

### **Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

- inaccurate and why;
- Is misleading and why; and/or
- Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

### Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include: The school district's decision that the record is correct and the basis for the decision;

- A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
- Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
- Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

### Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

- If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
- If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - a. The school district's decision that the record is correct and will not be changed;

- b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
- c. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

Any person may file a complaint with the Department of Education, if the school district violates the FERPA

## **STUDENT HEALTH SERVICE INOCULATIONS** (*Policy JGCB*)

This school board has the power, authority and duty to require those vaccinations specified by the state health officer as provided in Section 41-23-37. ' 37-7-301 (i).

Whenever indicated, the state health officer shall specify such immunization practices as may be considered best for the control of vaccine preventable diseases. A listing shall be promulgated annually or more often, if necessary.

Except as provided hereinafter, it shall be unlawful for any child to attend any school, kindergarten or similar type facility intended for the instruction of children (hereinafter called "schools"), either public or private, with the exception of any legitimate home instruction program as defined in Section 37-13-9, for ten (10) or less children who are related within the third degree computed according to the civil law to the operator, unless they shall first have been vaccinated against those diseases specified by the state health officer.

A certificate of exemption from vaccination for medical reasons may be offered on behalf of a child by a duly licensed physician and may be accepted by the local health officer who, in his opinion, such exemption will not cause undue risk to the community.

Certificates of vaccination shall be issued by local health officers or physicians on forms specified by the Mississippi State Board of Health. These forms shall be the only acceptable means for showing compliance with these immunization requirements, and the responsible school officials shall file the form with the child's record.

If a child shall offer to enroll at a school without having completed the required vaccinations, the local health officer may grant a period of time up to ninety (90) days for such completion when, in the opinion of the health officer, such delay will not cause undue risk to the child, the school or the community. No child shall be enrolled without having had at least one (1) dose of each specified vaccine.

Within thirty (30) days after the opening of the fall term of school (on or before October 1 of each year) the person in charge of each school shall report to the county or local health officer, on forms provided by the Mississippi State Board of Health, the number of children enrolled by age or grade or both, the number fully vaccinated, the number in process of completing vaccination requirements, and the number exempt from vaccination by reason for such exemption.

Within one hundred twenty (120) days after the opening of the fall term (on or before December 31), the person in charge of each school shall certify to the local or county health officer that all children enrolled are in compliance with immunization requirements.

For the purpose of assisting in supervising the immunization status of the children the local health officer, or his designee, may inspect the children's records or furnish certificates of immunization compliance by the school.

It shall be the responsibility of the person in charge of each school to enforce the requirements for immunization. Any child not in compliance at the end of ninety (90) days from the opening of the fall term must be suspended until in compliance, unless the health officer shall attribute the delay to lack of supply of vaccine or some other such factor clearly making compliance impossible.

## **SCHOOL ADMISSION** (*Policy JBC*)

### **RESIDENCE VERIFICATION PROCEDURE**

All students currently enrolled in Tishomingo County Schools must have on file Residency Registration and Documentation. All students must provide this information yearly before being enrolled in Tishomingo County Schools. Residence for school attendance purposes means the legal residence of the student's custodial parent or legal guardian. The Office of the State Auditor mandates residency requirements and these documents must be on file before a child is officially enrolled in our district. All proofs must contain the student's physical address, date of proof, and must be the most current.

Each new or continuing student that has changed residence must establish his/her residency in the following manner:

#### **A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)**

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 8 below as verification of their address, except that a document with a post office box as an address will not be accepted.

1. Apartment or Home Lease (handwritten rent receipt must be notarized)
2. Current Automobile Registration
3. Current Document from Government Agency proving residency in our district (DHS, Social Security.
4. Current Utility Bills: Water, Garbage, Electric, TV, Phone (no cell phone-must be landline or internet service)
5. Driver's License or Firearms Permit (Only one can be accepted)
6. Affidavit and/or Personal Visit by a Designated School District Official

#### **B. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:**

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.
2. The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
  - a. Death or serious illness of the child's parent(s) or guardian(s);
  - b. Abandonment of the child;
  - c. Child abuse or neglect;
  - d. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
  - e. Students enrolled in recognized exchange programs residing with host families.
3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child (a valid court order establishing guardian/custody of the student or papers from a lawyer showing that an adult who resides in Tishomingo County has a process in place for a chancery judge to order guardian/custody to the adult requesting a child to be registered. Before registering the child the next school year, a copy of the judge's order granting guardian/custody must be placed in the student's folder)
4. The school district may require additional documentation and verification at any time.
5. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

6. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedence over any procedure contained herein.

## **USE OF TOBACCO AND SMOKING DEVICES** (*Policy JCDA*)

### **USE OF TOBACCO**

Tishomingo County Special Municipal Separate School District is a tobacco free district. Violations of this policy are subject to the following reprimands:

1 <sup>st</sup> OFFENSE	2 days of in-school detention
2 <sup>nd</sup> OFFENSE	3 days of in-school detention; parents notified
3 <sup>rd</sup> OFFENSE	15 days alternative school; parents notified
4 <sup>th</sup> OFFENSE	30 days alternative school; parents notified
5 <sup>th</sup> OFFENSE	45 days alternative school; parents notified

Possession of matches or lighters will be treated the same as the tobacco policy.

### **NON-SMOKING POLICY**

The Tishomingo County School District is dedicated to the good health of its students and faculty. Being the number one cause of preventable death in the United States, smoking poses significant health hazards to students, faculty, staff, and visitors. In order to promote good health, the Tishomingo County School District will provide a smoke-free environment, including E-Cigarettes, in the school district's buildings and vehicles. Effective on and after August 1, 1992, smoking in school buildings and vehicles is prohibited:

1. This policy applies to all faculty, staff, students, and visitors.
2. There will be no exceptions to this policy.
3. Smoking, including E-Cigarettes, Vaping, and Juul Products, and any use of tobacco is prohibited on all school campuses by all individuals.

## **STUDENT DRUG AND ALCOHOL TESTING** (*Policy JCDA*)

### **SUBSTANCE ABUSE POLICY**

During the 2006-2007 school year, Tishomingo County Special Municipal Separate School District will implement a random testing substance abuse policy.

### **STUDENT DRUG TESTING PROGRAM**

The Tishomingo County Special Municipal Separate School District Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of this school district, has adopted the following policy for drug testing of students participating in competitive extracurricular activities and those who have on-campus parking privileges.

### **PURPOSE AND INTENT**

Substance abuse is a serious threat to the school system, its students, visitors, and its employees. Use of illegal and performance-enhancing drugs by students significantly affects the health and safety of the using student, the student's classmates, and the school community, as well as undermining the educational process. A drug testing program is an appropriate precaution to safeguard students and participants in the school community from the dangers of illegal drug use and the misuse of legal drugs.

Two groups of students are included in the random drug testing program – those who participate in Competitive Extracurricular Activities and those who have on-campus Parking Privileges. In addition to the random drug testing

program, the District may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol.

The purposes of this policy are:

- (a) to educate students about the serious physical, mental and emotional harm caused by illegal drug use;
- (b) to create and maintain a safe, drug-free environment for all students on campus or at school sponsored functions;
- (c) to encourage any student with a dependence on, or in addition to, alcohol or other drugs to seek help in overcoming the problem;
- (d) to reduce the likelihood of incidents of accidental personal injury to students and/or damage to property;
- (e) to minimize the likelihood of school property being used for illicit drug activities; and
- (f) to protect the reputation of the school system and its students.

This policy does not supersede or replace any other existing policy of the district prohibiting any drug use, possession, sale, or distribution of illegal drugs, but is an additional and complementary measure to prevent and/or deter drug use.

#### Definitions

- (a) Authorized, Trained School Employee – A principal, coach, assistant coach, or other school official or designee who has been trained for at least one hour on alcohol misuse and an additional one hour on controlled substance misuse. The training will cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and other prohibited substances. Documentation of training attendance shall be maintained by the Drug Program Coordinator.
- (b) Competitive Extracurricular Activities – Any school sanctioned or sponsored extracurricular activity for students in grades 7 – 12 inclusive involving competition, comparison, or judging of the individual(s) or groups with other individual(s) or groups, which include, but are not limited to athletic programs, cheerleading, band, academic teams, choir, or career technical competitors.
- (c) Drug Program Coordinator – An employee of the District, appointed by the Board, to be responsible for the overall implementation of this program.
- (d) Drug Test – A scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs, or the metabolites thereof performed by an independent testing laboratory.
- (e) Drug Testing Agent – The licensed and qualified independent agent or medical office selected by the Board to carry out the screening of students.
- (f) Illegal Drugs – Any substance that an individual may not sell, possess, use, distribute or purchase under either federal or Mississippi law. The term includes, but is not limited to, all scheduled drugs as defined by Sections 41-29-113, 41-20-114, 41-29-115, 41-29-117, 41-29-119, and 41-29-121, MS Code of 1927, and all prescription drugs being used for an abusive purpose.
- (g) Medical Review Officer – A licensed physician employed by the Drug Testing Agent responsible for interpreting and evaluating the data generated from screenings.
- (h) Parking Privilege – The privilege of a student to driver a vehicle on school property and/or park in any parking space on school property or otherwise park on property owned or under the control of the District.
- (i) Performance-enhancing Drugs – Anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability, but the term does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased over the counter.

#### SUBSTANCE SCREENING

- (a) Pre-participation screening – Drug testing may be required for students before being allowed to participate in competitive extracurricular activities and before being allowed parking privileges. Such testing may be included with a physical examination required under other applicable rules and regulations. Before participation in competitive extracurricular activities is permitted or parking privileges are extended to any student, such student and his/her parent or guardian will be required to sign the competitive extracurricular activity/student parking privilege consent and release form, which authorizes drug testing

under this program. A student will not be allowed to participate in any competitive extracurricular activity or exercise parking privileges if the student refuses to submit to the testing or if the student or parent fails to execute the applicable consent and release form.

- (b) Participation Screening – Once a student is a participant in any competitive extracurricular activity or is exercising parking privileges, such student will be subject to random unannounced drug tests. The drug program coordinator will provide a master list of all students subject to random testing to the drug testing agency. The drug testing agency will produce from the master list random sample lists of students and present whose names appear on the random sample lists will be notified and required to report to the designated sites for testing immediately. Each time a random test is conducted, the foregoing procedure will be used, and all students will have an equal chance of being chosen for a random test each time the test is given. The fact that a student was selected for one random screening does not eliminate that particular student from the master list to be used in the next random screening.
- (c) Return-to-Participation Screening – All students who have been suspended from participation in competitive extracurricular activities or whose parking privileges have been suspended for violations of this Policy will be required to provide a negative screening prior to reinstatement and will be subject to unannounced screenings for a period of time of no more than 36 months thereafter.
- (d) Reasonable Suspicion Screening – All students in the District will be required to submit to screening whenever an authorized trained school employee observes circumstances or receives information which provides reasonable suspicion to believe that the student has used alcohol or another prohibited substance, or has otherwise violated this policy. The authorized trained school employee's determination that reasonable suspicion exists will require the student to undergo an alcohol or drug screening. The authorized trained school employee requesting a reasonable suspicion screening shall prepare and sign a written report explaining the circumstances and evidence upon which the employee has relied. This written documentation shall be prepared within twenty-four hours of the testing and in all circumstances before the results of the tests are released.

#### SCREENING PROCEDURES

- (a) General – A professional testing laboratory chosen by the District will administer the drug testing. The testing laboratory must use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and use proper laboratory control scientific testing. Students may be screened for saliva, or urinalysis testing procedures or a combination thereof. All urine specimens that test positive for prohibitive substances will be confirmed by a gas chromatography/mass spectroscopy (GC/MS) or other appropriate confirmation process.
- (b) Collection Sites – The drug program coordinator will designate collection sites for student screening. Screening shall be conducted on-site at the student's home school, when feasible.
- (c) Collection Procedure – The Board, the drug testing agent, and its laboratory will develop and maintain a documented procedure for collecting, shipping and accessing urine and other specimens. A tamper-proof sealing system, identifying numbers, labels, and seal shipping containers will also be used for specimen transportation. The Board, the drug testing agent, and its laboratory will utilize a standard custody and control form for all student screenings. The school will provide instructions and training emphasizing the responsibility of the supervisory personnel to protect the integrity of the specimen and to adhere to appropriate collection procedure. In addition, in order to protect the reasonable privacy interests of those being screened, all screening involving a urinalysis will be monitored by a school official of the same gender as the student being screened and shall allow each student providing a urine sample a private location in which to provide the sample that is not in plain view of the employee or other students. The designated school official may, however, monitor the provision of the sample if he or she reasonably believes there have been attempts to alter any sample.
- (d) Evaluation and Return of Results – The Drug Testing Agent will transmit in writing, the results of the test to the Medical Review Officer. The Medical Review Officer will be responsible for reviewing test results of the students who have tested positive for prohibited substances. Upon confirmation of a positive test, the Medical Review Officer shall notify the Drug Program Coordinator. Upon notification, the Drug Program Coordinator shall contact the local school principal and the principal shall discretely request the student in question to come to the principal's office. The student in presence of the principal shall contact the Medical Review Officer regarding the test results. Any unreasonable delay by the student may be viewed

as a waiver of this meeting. If, after examination of the results and conferring with the student, the Medical Review Officer is of the opinion the student has violated this Policy, the Medical Review Officer will promptly report to the Drug Program Coordinator the name of the student and the official results of the test. The Drug Program Coordinator will contact the principal and the principal will schedule an in-person conference with the student and the student's parent or legal guardian to discuss the Medical Review Officer's report and the disciplinary action to be taken.

- (e) Request for Retest – The student and/or parent/guardian may request a retest of any specimen or split specimen within seventy-two (72) hours of notification of a positive screening. Any request for a retest must be submitted in writing to the Medical Review Officer, and any such retest will be at the expense of the requesting party.
- (f) Confidentiality – All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through this Policy are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with the competitive extracurricular activity/student parking privilege consent and release form and as provided by applicable law. It is the responsibility of the principal to maintain the confidentiality of all documents relating to student screenings and to implement procedures to prevent the unauthorized release of such information. The medical review officer and the principal shall maintain individual student screening results for a reasonable period of time.

## VIOLATIONS

Any student who tests positive or violates this Policy shall be subject to the following minimum consequences, in addition to any other penalties provided under School Board Policy; and the principal of the student's local school, in conjunction with the drug program coordinator, may impose a more severe penalty for violation if circumstances so warrant:

- (a) First Violation – Upon the first violation of this Policy, a student will be suspended from participating in any competitive extracurricular activity and/or parking privileges for a period of thirty (30) days from the date of student notification of a positive drug screen by the drug program coordinator. Before the suspended student can be reinstated to any competitive extracurricular activity and/or resume parking privileges, such student must (1) test negative for any prohibited substance, and (2) have undergone a mandatory alcohol/drug education program with the school counseling staff.
- (b) Second Violation – Upon the second violation of this Policy, the student will be suspended from participating in any competitive extracurricular activity and/or parking privileges for a period extending for one full calendar year from the date of student notification of a second positive screen by the drug program coordinator. Before the suspended student can be reinstated to any competitive extracurricular activity and/or parking privileges, such student must (1) test negative for any prohibited substance, and (2) have undergone a mandatory alcohol/drug education program with the school counseling staff, and (3) be evaluated by a certified substance abuse counselor who may recommend a substance abuse management plan. Such substance abuse management plan shall be optional and all costs associated with its implementation shall be borne by the student or parent/guardian.
- (c) Third Violation – For a third violation of this Policy, the student will be permanently excluded from participating in any competitive extracurricular activity, and will be permanently ineligible for parking privileges.
- (d) Reasonable Suspicion Violation – Any student who shall be found guilty of a violation of the reasonable suspicion provision of this Policy shall be subject to such disciplinary action as may be appropriate, up to and including expulsion.

## MISCELLANEOUS

- (a) Costs – all costs associated with the initial screening and any other costs associated with the implementation of this program, unless specifically prescribed herein, shall be borne by the Board. Once a student is found in violation of policy, said student is responsible for costs of all alcohol and drug tests required by the district for reinstatement of parking privileges and being permitted to participate in extracurricular activities.



- (b) Appeal – if a student is dissatisfied with the findings of the drug program coordinator or wants to provide additional facts or information that are relevant to the application of this Policy, or the consequences proposed by the drug program coordinator, such student or parent/guardian may present all such facts, circumstances, contentions, or requests in writing to the Board within seventy-two (72) hours of notice of action taken under this Policy. Any removal of privileges provided for by this Policy shall continue in full force and effect while such review is pending. The Board may review all relevant materials and reconsider any consequences imposed. The decision of the Board shall be final.
- (c) Searcher – Any teacher or administrator who has reasonable suspicion that a student or students are in possession of alcohol or illegal drugs, or other items harmful to the student or students or to the welfare of the student body, is authorized to search the person of such student(s) when on school property, at a school function, or when under the care, custody, or supervision of the District.

#### REASONABLE SUSPICION PROCEDURES

1. A school employee determines a student may be exhibiting symptoms of drug or alcohol use or has received information regarding use
2. Student is taken to principal (or designee) and principal (or designee) observes student – principal (or designee) determines student is exhibiting symptoms or has reliable information
3. Principal (or designee) contacts Drug Testing Coordinator
4. Principal (or designee) may contact Youth Court Judge
5. Principal (or designee) contacts the guardian of the student. If he/she fails to reach a guardian, the principal (or designee) will take the student to luka Medical Clinic. If principal (of designee) reaches the guardian, the guardian may:
  - a. Check out student and then take student to luka Medical Clinic for testing
  - b. Meet student and principal (or designee) at luka Medical Clinic for testing [principal (or designee) must take student in school vehicle in this case]
6. Once test has been administered, student is returned to regular activities at school until test results are returned (will be about 3 day turnaround)
7. Principal (or designee) contacts Drug Testing Coordinator that testing was completed

Failure by a student to submit to reasonable suspicion drug test within the 24-hour timeframe will cause the student to be reverted to the Student, Alcohol and Other Drugs section of the School Board Policies.

## **ALCOHOL AND OTHER DRUGS** *(Policy JCDAC)*

### Illegal Drugs and Alcoholic Beverages

Any student who uses, sells, buys, or possesses illegal drugs and/or alcoholic beverages and/or inhalants at school, at a school function, or while participating in or going to or from any school activity sponsored by this school district and while under the supervision and direction of any employee or agent of the school district, or who is under the influence of such illegal drugs or alcoholic beverages at such times and places, will be immediately suspended by the principal for three (3) days with assignment to the Alternative School for thirty (30) days for a first offense, suspended for three (3) days with assignment to the Alternative School for ninety (90) days for a second offense, and recommended to the School Board for expulsion, unless good cause to the contrary can be shown, for a third offense. For the protection of our students and the smooth operation of our schools, the Administration and Board of Trustees will strictly enforce this Policy and will report to the appropriate law enforcement officials any evidence of violation(s) of applicable laws for whatever action they deem appropriate. Drug offenders will be advised of available rehabilitation and counseling services.

### Prescription Drugs and Over the Counter Drugs

Any student who uses, sells, buys, or possesses prescription or over-the-counter drugs at school, at a school function, or while participating in or going to or from any school activity sponsored by this school district and while

under the supervision and direction of any employee or agent of the school district, or who abuse (taking more than prescribed on the package/container) or distribute over-the-counter drugs (such as aspirin, Tylenol, diet tablets, caffeine tablets, etc.) may be subject to any of the following disciplinary actions at the discretion of the school administration:

- In-school detention for not less than three (3) days and up to seven (7) days
- Suspension for three (3) days and receive fifteen (15) days in alternative school
- Suspension for three (3) days with assignment to alternative school for thirty (30) days
- Suspension for three (3) days with assignment to the alternative school for ninety (90) days
- Recommended to the School Board for expulsion, unless good cause to the contrary can be shown

This policy is for the sole and exclusive protection of the pupils of this school district and their general welfare and nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

### **COMMUNICABLE DISEASE** (*Policy JGCC*)

This school board has the power, authority and duty to exclude from the schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. ' 37-7-301 (h)

The Tishomingo County Special Municipal Separate School District will work cooperatively with the Mississippi Health Department to prevent, control, and contain communicable disease in schools; and in order to accomplish this purpose, the School District will enforce the following policies with respect to communicable diseases:

- a. Students are expected to be in compliance with the required immunization schedule. The building principal is required under Section 41-23-37 to exclude children from school attendance who are out of compliance with the immunizations required by this act. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Immunization Assessment Program forms, to provide for preventable communicable disease control.
- b. The Superintendent has the authority and obligation under the Mississippi State Board of Health Rules and Regulations Governing Reportable Diseases to exclude a student or employee from school when reliable evidence or information from a qualified source confirms his/her having a communicable disease or infection that is known to be spread by any form of casual contact (The New England Journal of Medicine Feb. 6, 1986, p. 346) and is considered a health threat to the school population. Such a student or employee shall be excluded unless his physician approves school attendance or the condition is no longer considered contagious.
- c. When reliable evidence or information from a qualified source confirms that a student/employee is known to have communicable disease or infection that is known not to be spread by casual contact (The New England Journal of Medicine, Feb. 6 1986 p.346), i.e. HIV infection, Hepatitis B, and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis by a review panel to ensure due process. (Protocol and review panel membership outlined in Appendix A.)
- d. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.
- e. Irrespective of disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or other body fluids within the school setting or on school buses. School personnel will be trained in the proper procedures for handling blood and body fluids; and these

procedures will be strictly adhered to by all school personnel. (For additional information refer to Appendix B. This additional information is not policy but routine procedures.)

- f. Every reasonable effort shall be made to maintain the privacy and confidentiality of any student or employee known to have a communicable disease or infection that is known not to be spread by casual contact. The number and identity of persons who are made aware of the infected person's condition shall be determined by the School Board, in consultation with the Superintendent, and shall be restricted to those needed to assure proper care of the infected person and to detect and control situations where the potential for transmission may increase, such as a bleeding injury.
- g. Instructions on the principal modes by which communicable diseases, including, but not limited to Human Immunodeficiency Virus (HIV) are spread and the best methods for the restriction and prevention of these diseases will be taught to students when an appropriate curriculum is developed, with in-service education provided to all staff members.
- h. If it is determined that a student or employee does have a communicable disease or infection that is known not to be spread by casual contact, the School Board shall hold such public meeting or meetings as it deems appropriate to educate school personnel, students, school patrons, and the general public about the particular disease or infection involved, the decision the School Board has made, the reasons for such decision, and all other relevant considerations.
- i. This policy shall be interpreted and enforced in such a manner as to comply with any and all applicable state and federal laws and regulations concerning privacy of the individual and prohibiting discrimination against individuals with disabilities.
- j. Descriptions and Procedures. It is our goal to provide a healthy environment for all students. To enable us to achieve this, the following guidelines are presented. These guidelines are based on recommendation from the Mississippi State Department of Health, Division of Epidemiology and Community Health Services.

First Aid: First aid will be rendered at school for minor illnesses and injuries. In serious illnesses/injuries, an attempt will be made to notify the child's parent/guardian. If the parent cannot be reached and the situation warrants, the nearest ambulance service will be phoned. (Nurses will not transport the student to the hospital, nor is it recommended that other school staff do so.) The proper first aid will be administered and the child made as comfortable as possible until he/she is released to the care of the ambulance staff. As the child's parent/guardian, you will be responsible for any financial expenses incurred for medical costs associated with ambulance or medical doctor. An ambulance will be called only in extreme situations.

Asthma: Students requiring an inhaler for asthma may carry it in his/her pocket, but should not leave the inhaler in his/her locker. Parents are required to complete the form labeled *Authorization for Medications to be Taken During School Hours*. An additional inhaler should be kept at school with a designated staff member or the school nurse. Sharing or playing with inhalers is prohibited.

Fever: Parents will be asked to pick up any student with a temperature of 100 degrees (F) or greater. The student should remain at home as long as he/she has a temperature of 100 degrees (F) or greater.

Vomiting/Diarrhea: Parent will be notified to pick the student up from school.

Chicken Pox: Student may return to school when lesions have scabbed over and he/she has been free of fever for two days. All sores should be crusted and dry with no new ones forming.

Conjunctivitis "Pink Eye": Students may return to school when their eyes have stopped draining and proof of treatment can be provided.

Fifth Disease: Students with fifth disease may attend school, since by the time the rash begins they are no longer contagious.

Scabies "Itch": Students may return to class as soon as treatment as prescribed by doctor has been done.

Ringworm on Body: Students may return to class after first treatment with anti-fungal cream has begun. Students will be required to bring a note stating name of medication and date medication started.

Ringworm on Scalp: Scalp ringworm does not respond to over-the-counter medicines, therefore, students must see a doctor for prescribed treatment. As soon as treatment is started, the child may return to school with a note from the doctor stating what medicines are used in treatment, how often, and a doctor's release date to return to school. (Scalp ringworm will require medication by mouth)

Impetigo: The student may return to class 24 hours after treatment has been started. Parent should send a note to state what the treatment is. Any oozing lesions must be covered with a bandaid.

COVID-10: Refer to the current COVID-19 Handbook

Other Infectious and Contagious Diseases: A student known to have German or Red measles, mumps, meningitis, whooping cough, hepatitis or tuberculosis (TB) may not attend school until he/she provides a statement

Rationale - based upon the best available current medical findings.

In adults and adolescents, the Human Immunodeficiency Virus (HIV) which may eventually cause AIDS is transmitted through sexual contact and direct blood to blood exposure to infected blood or blood products.

Children who have acquired the HIV have become infected perinatally from infected mothers, from receiving a transfusion of blood or blood products that contained the virus, and, with respect to older children, from sexual activity or from contaminated needles during intravenous drug abuse.

None of the identified cases of HIV infection in the United States are known to have been transmitted in the school, day-care, or foster-care setting, or through other casual person-to-person contact. Based on current evidence, casual person-to-person contact as would occur among school children is not considered a risk. However, studies of the risk of transmission between preschool-aged children and neurologically disabled children who lack control of their body secretions are limited. Based on experience with other communicable diseases, a theoretical risk for transmission may exist among these children.

The Centers for Disease Control (CDC), the Mississippi Department of Health and the Mississippi Department of Education make the following recommendations:

- a. For most infected school aged children, the benefits of an unrestricted setting would outweigh the risks of their acquiring potentially harmful infections in the setting and the apparent nonexistent risk of transmission of the Human Immunodeficiency Virus (HIV). These children should be allowed to attend school.
- b. Generally school employees, including personal service and food service staff, do not need to be restricted from work if HIV infected unless there is evidence that other infection or illness exists that may be spread by casual contact in the school setting or the illness precludes them from performing the functions for which they were employed

## HEAD LICE (*Policy JGCC*)

Head Lice: Parents will be notified to pick up students found to have evidence of lice in the form of the louse or nit (unhatched louse). Students with lice will not be permitted to remain in the classroom. Before returning to the classroom, the following conditions must be met: (1) Proof of medically approved treatment must be provided and, (2) No nits or live lice should be visible on reexamination. 1997 Legislative House Bill #154 states that any student found to have head lice on three (3) consecutive occasions in one school year must be referred to the health department. The school nurse shall have the authority to permit a student to return to school, if the student has "no bugs" and is determined to be "not contagious". This policy encompasses the Child Development Center Program through 12<sup>th</sup> grade.

Head lice are a common problem in school children in Mississippi Schools. Although they do not transmit any human diseases, they are a considerable nuisance, and require conscious effort on the part of school officials and parent to control. It should be understood that head lice can only be controlled in schools, not eliminated; they will occur sporadically, and recur even after control efforts. The goal of efforts is to reduce the problem and its impact, and minimize spread.

### CONTROL METHODS:

#### 1. IDENTIFYING INFESTED CHILDREN

By Screening: It is important to establish a regularly scheduled screening program for all students in grades K-6 and for older age groups if the problem arises. The school nurse, teachers, or other staff should do screening after they have been instructed the technique. The recommended times for the screenings are at the beginning of the school year, and after winter and spring breaks. Screening should occur more often if infested children are found.

By Individual Case: Throughout the year, any student suspected of having head lice (usually because he/she is scratching his/her head often) should be examined by the school nurse if present in the school that day. The child's teacher or other personnel (e.g. principal, teacher, counselor, secretary) should perform the examination if the school nurse is unavailable. If evidence of infestation is seen and the school nurse is unavailable, the teacher should refer the student to another "confirming" examiner. If one child in the classroom is found to be infested, the whole class should be screened. All siblings of the infested child who are enrolled in the school should be checked. Many times more than one child in the same family may be infested and all need to be sent home at the same time.

#### 2. HANDLING OF INFESTED CHILDREN

Removal: Any child found to be infested with nits or lice should be removed from the classroom as soon as possible. Children who are found to be infested with live lice should not return to the classroom until they have been treated. The infested child's parent / guardian should be notified that the child has been found to have head lice and must receive the proper treatment and removal of nits before returning to school. Care must be taken not to embarrass or stigmatize the child.

Return to School: The child should return to school as soon as the parent / guardian provides evidence of treatment such as a note from the parent describing the treatment (e.g. "Johnny was treated with XYZ shampoo according to the package directions on date [*give date of treatment*]") or by presenting the empty container, with the label intact, of the product used. The treatment should be an approved medical treatment and not a home remedy. The child must report directly to the school office when returning to school. THE FOLLOWING CONDITIONS MUST BE MET BEFORE THE CHILD IS ALLOWED TO RETURN TO THE CLASSROOM: (1) PROOF OF TREATMENT AS DESCRIBED ABOVE, (2) NO NITS AND NO LIVE LICE SHOULD BE VISIBLE ON REEXAMINATION. The reexamination to allow the student to return to school should be done by the school nurse if available or by other staff members (e.g. principal, teacher, counselor, secretary) who have been trained to screen for head lice.

The School Nurse shall have the authority to permit a student to remain at school, if the student has "no bugs" and is deemed to be "not contagious".

## STUDENT RECORDS *(Policy JR)*

### EVIDENCE OF AGE AT TIME OF ENROLLMENT

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

1. A certified birth certificate;
  - A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
  - An insurance policy on the child's life which has been in force for at least two (2) years;
  - A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
  - A passport or certificate of arrival in the United States showing the age of the child;
  - A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
  - If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. ' 37-15-1 (2002)

### PERMANENT RECORDS

The permanent record provided for above shall be kept, while it is active, in the attendance center office in a fire resistant container. The permanent record shall be considered active: (a) if the student is enrolled in the school; or (b) if he has withdrawn or has been expelled and the students of the class of which he was a member shall not have reached the time of graduation. At the point of the student's graduation or at the time when the student would normally have graduated had he not withdrawn or been expelled from school, the student's permanent record shall become a part of the permanent binder in the central fire resistant depository or stored digitally as designated and provided by the school board of the school district, or as an alternative method, the records may be maintained in fire resistant storage at the school last attended by the student. The permanent binding and preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records. ' 37-15-2

### CUMULATIVE FOLDERS

The cumulative folders provided for above shall be kept in the school wherein the pupils are in attendance. Both the permanent records and the cumulative folders shall be available for inspection by public and private school officials, including public school teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public. Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1232. The records shall be kept for each pupil throughout his entire public school enrollment period.

In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transferred. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film or microfilm, which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district. ' 37-15-3

## EXPULSION RECORDS

For the purpose of providing notice to public and private school officials, both within and outside the boundaries of the state, of the expulsion of any public school student, the State Department of Education may develop a central reporting system for maintaining information concerning each expulsion from a public school. In establishing and maintaining the reporting system, the department may require each school district to report, within a certain period of time after an expulsion, as established by the department, information such as the following:

- 1 the name of the student expelled;
- 2 the date the student was expelled;
- 3 the age of the student at the time of expulsion;
- 4 the school from which the student was expelled;
- 5 the reason for the expulsion, including a detailed description of the student's act or acts;
- 6 the duration of the period of expulsion, if not indefinite; and
- 7 any other information that the department deems necessary for school officials in a public or private school, where a student is seeking enrollment, to determine whether or not a student should be denied enrollment based upon a previous expulsion.

Any information maintained by the department under the authority of this section shall be strictly confidential. The information shall be available to school officials at a public or private school only upon their request and only when a student seeks enrollment or admission to that school. In no case shall the information be made available to the general public. ' 37-15-3

## DISTRICTWIDE REPORTS

The school board of this school district, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis. Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of this school board. All supporting documents necessary to compile such district-wide reports, except as delineated below may be destroyed after three (3) years following the academic year for which the report was made upon approval of the school board of this school district. ' 37-15-46.

## PHOTOGRAPH STATEMENT

There are times that pictures/videos will be made and put in the local newspapers/television or used for public relations reasons. There are also times that pictures will be used on the school's website (world wide web-internet). If a parent/legal guardian does not want their child's picture taken or used, the parent/legal guardian should visit the principal's office and fill out the appropriate paperwork.

## DISPOSAL OF RECORDS

The superintendent of this school district shall have the authority, with the approval of the school board of this school district spread upon its minutes, to dispose of the following records:

1. After five (5) years:
  - Bank statements
  - Canceled warrants and pay certificates
  - School board paid bills
  - Bids received, either accepted or rejected, for supplies, materials, equipment and construction
  - Depository receipt warrant
  - School board claims dockets, where claims are recorded on the minutes of the board
  - Original of school board's orders after such orders have been recorded in the minute book
  - Canceled bonds and coupons
  - Tax collector's reports of tax collection to superintendent of schools or the administrative superintendent

Transportation records.

2 After three (3) years:

- Teacher contracts, computed from the expiration date thereof
- Bus purchase documents
- Teachers' registers, principals' reports and other evidence necessary to prepare the reports to the State
- Board of Education

3. After a period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.

4. After two (2) years: Proofs of Residency Records, must maintain current year and previous year.

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation. ' 37-15-8

## **STUDENT DIRECTORY INFORMATION** (*Policy JRAA*)

### **DIRECTORY INFORMATION DATA**

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (NOTE: A district may designate all, some, or none of this information as directory information.)

- The student's name, address, and telephone number;
- The names of the student's parents;
- The student's date and place of birth;
- The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- The student's photograph;
- The student's electronic mail address;
- The students dates of attendance; and
- The most recent educational institution the student attended prior to the student enrolling in this school district

### **STUDENT RECRUITMENT**

As authorized under the National Defense Authorization Act for Fiscal Year 2001, public schools are required to provide the military with the same access to secondary school students and directory information about such students as it provided to post-secondary institutions and prospective employers, unless the school board formally adopts a policy that restricts or denies access to such information by military recruiters. This school board adopts the following to address this issue.

The Tishomingo County Special Municipal Separate School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the United States armed forces and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

### **GENERAL PROVISIONS**



Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or the consent of the student if 18 years of age or older.

The superintendent or designee shall determine when recruitment meetings are to take place and shall take appropriate steps to ensure that such meetings do not interfere with the proper and orderly operation of the schools in the district.

Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student/s and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the school board by filing a written request with the superintendent.

## ANNUAL NOTIFICATION

This student handbook serves as annual notification that the following information:

- The type of records kept;
- The procedure for inspecting and copying these records;
- The right for interpretation;
- The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
- The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

## EXCLUSIONS

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal or superintendents office by the parent, student 18 years of age, or emancipated student within two weeks after being notified of any or all of the items they refuse to permit the district to designate as directory information about the student.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone, except in health and safety emergencies.

## EXCEPTIONS TO PRIOR CONSENT

The district may disclose personally identifiable information without prior consent under the following conditions:

- To personnel within the district who have legitimate educational interests;
- To personnel of an education service district or state regional program where the student is enrolled
- or is receiving services;
- To personnel of another school, another district or institution of postsecondary education where the student seeks or intends to enroll;
- To personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state legal requirements of the district;
- To personnel determining a financial aid request for the student;
- To personnel conducting studies for or on behalf of the district;
- To personnel in accrediting organizations fulfilling accrediting functions;
- To comply with a judicial order or lawfully issued subpoena;
- For health or safety emergency;
- By request of a parent of a student who is not 18 years of age;
- By request of a student who is 18 years of age or older or emancipated;
- Because information has been identified as "directory information."

## ADMINISTERING MEDICATIONS TO STUDENTS *(Policy JG CDC)*

### ADMINISTERING MEDICATION

The school principal, or their designee, may administer prescription/over-the-counter medicines to students in their charge only under the following conditions:

1. Parents must request in writing that such service be provided and complete the necessary forms which will be kept on file by the principal or designee.
2. Medicines must be brought to the principal or designee by the parents in the original container with a prescription label attached containing the name of the prescribing physician, name of the medicine, dosage and instructions for administration. The instructions should be specific, such as "before meals" or "with food" etc.
3. All medication will be kept in a secure designated location. Access to all stored medication will be limited to the principal or designee who will witness the administration of the medication.
4. No more than a forty-five (45) school day supply of medication will be stored at school. The school principal or designee should return to the parent or destroy with permission of the parent, any unused, discontinued or out-of-date medication. Medicine which is not picked up by the parent within a seven (7) period of notification by school authorities will be destroyed by the principal or designee in the presence of a witness.
5. Emergency medical information form should be completed for every student. Parents not providing this information will be contacted by the principal or designee.
6. The following procedures will be followed in case of a medical emergency as may be deemed appropriate:
  - a. Notify the School Nurse
  - b. Notify Parent/Guardian

## SELF-ADMINISTRATION OF ASTHMA AND ANAPHYLAXIS MEDICATIONS

*(Policy JG CDA)*

### Self-Administration of Medication of Asthma/ Anaphylaxis Medications

The school board this public school district permits the self-administration of asthma and anaphylaxis medication pursuant to the requirements of this policy. A student with asthma and/or anaphylaxis is entitled to possess and self-

administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

1. The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
  - a. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;
  - b. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
  - c. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - i. That the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;
    - ii. The name and purpose of the medication;
    - iii. The prescribed dosage for the medication;
    - iv. The times at which or circumstances under which the medication may be administered; and
    - v. The period for which the medication is prescribed.
    - vi. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.
4. If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.
5. The school board authorizes the school nurse or trained school employee to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

## **STUDENT HEALTH SERVICES – MEDICINES** (*Policy JGCD*)

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils. Medication shall be provided or administered to a student by the school nurse.

## **VISITORS TO THE SCHOOLS** (*Policy KM*)

### **VISITORS TO THE SCHOOLS**

Due to COVID-19, beginning in the fall of the 2020-2021 school year, NO VISITORS will be permitted in the school buildings before, during, or after school. When parents/designees arrive on campus to pick up students, parents/guardians/designees should contact the school office by phone (information posted outside of the buildings and on school websites) and speak to the office staff. Further instructions will be given at that time. At no point are parents or other visitors allowed to enter the buildings. This policy is in response to the COVID-19 pandemic. For more information, please reference The Tishomingo County COVID-19 Handbook and Parent Quick Guide.

## **EARLY RELEASE FOR SENIORS** (*Policy IDAEA*)

Attendance for Seniors. To be considered as having attended school for a full day, a student must be present 63% of his/her instructional day as fixed by the Board.

A senior's instructional day shall be defined by his/her schedule, and must include instructional classes for two (2) block periods. With permission from the parent/guardian, a senior may leave school at the end of his/her instructional day.

The Parent Permission Form must be signed and all conditions listed on the permission form must be met.

## **EVACUATION** (*Policy EBBD*)

If deemed necessary, students from any campus will be evacuated by buses and/or other vehicles or picked up by parents or guardians.

An evacuation route plan for the evacuation of school buildings in the event of fire, tornado, or other unforeseen disturbance can be found in the individual classrooms of the schools. Each student will be made aware of this plan

## **HAZARDOUS MATERIALS** (*Policy EM*)

### **AHERA COMPLIANCE NOTIFICATION**

In accordance with AHERA regulations, school districts are required to perform several activities with regards to Asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are required to provide notification to all parents, teachers, and employees of our ongoing management of ACM's.

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

A copy of this surveillance report, along with a copy of the management plan, and all supplementary information are located in the building principal's office at each school.

An individual school's asbestos plan is on file in the office of each school and a copy of each school's asbestos plan is on file in the district office at 1620 Paul Edmondson Drive in Iuka, MS. We will provide an update once a year, or more, if there are actions taken on the asbestos (i.e. Inspections, surveillance, response actions, etc.).

## **MEDICAL EXAMS FOR ATHLETES** (*Policy JGD*)

Middle and high-school students wishing to participate in athletics must have a physical examination and receive certification from a physician stating that the student is in excellent health to participate in the athletic activity. This certification must be signed and dated by the physician and submitted to the principal. The physical examination must be during the current school year and must be submitted prior to practice or competition (MHSAA guidelines).

## **CONCUSSION MANAGEMENT AND RETURN TO PLAY** (*Policy JGEB*)

- The Board of Trustees of this school district adopts this concussion management and return to play policy that includes the following guidelines:

- Parents or guardians shall receive and sign a copy of the concussion policy before the start of the regular school athletic event season.
- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting shall be removed immediately from the practice or game. The athlete shall not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he or she is normal.
- The athlete shall be evaluated by a health care provider working within the provider's scope of practice.
- If an athlete has sustained a concussion, the athlete shall be referred to a licensed physician, preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion shall be returned to play only after full recovery and clearance by a healthcare provider.
- Return to play after a concussion should be gradual and follow a progressive return to competition.
- An athlete shall not return to a competitive game before demonstrating that he or she has no symptoms in a full supervised practice.
- Athletes shall not continue to practice or return to play while still having symptoms of a concussion.
- The superintendent/designee shall develop procedures to support this policy and the staff shall implement.

## **STUDENT TRANSFER FROM NON-ACCREDITED PROGRAMS**

*(Policy JBCDE)*

All students seeking to transfer from any school, public, private or homeschool within or outside of the boundaries of the State of Mississippi, to a public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of each public school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of administration of such test. No transfer of a pupil shall be affected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited.

No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to, had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of the school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made. ' 37-15-33

Out-of-State students are not permanently enrolled until a copy of the student's birth certificate has been received (60 days allowed).

## **MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION** *(Policy JT)*

### **ACADEMIC REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

It is the intent of the Tishomingo County Special Municipal Separate School District School Board that participation in all school activities serve to promote academic achievement and excellence in education. The board endorses the no pass / no play standards for athletes and the establishment of similar rules and regulations by the schools for student participation in school clubs and organizations. The board is cognizant of the fact that standards prescribed by the Mississippi Department of Education for accreditation are intended to establish minimum requirements. The same is true of the Tishomingo County Special Municipal Separate School District School Board of Education. Only minimum standards will be established by the local school board.

When a student's GPA falls below a 2.0 on a 4.0 scale, the student will be suspended from extracurricular activities.

#### MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION

All athletes, band members and cheerleaders and any sport/activity that falls under the jurisdiction of MHSAA must comply with the standards stated in the Mississippi High School Activities Association Handbook.

#### MHSAA OUT-OF-STATE RULING FOR 2015/2016 AND BEYOND

The Mississippi High School Activities Association has issued the ruling that all students that have their legal residence as an out-of-state address will be deemed ineligible for the 2015/2016 school year and beyond.

#### MHSAA

According to the Tishomingo County Board decision, any student participating in virtual learning for the 2020-2021 school year, will NOT be permitted to participate in extracurricular activities- this includes but is not limited to athletic sports.

### MIDDLE SCHOOL STUDENTS PARTICIPATING ON HIGH SCHOOL TEAMS

If middle school students are permitted to participate on a high school team, he/she must meet the same eligibility rules as high school students. He/she cannot participate on a high school team and also participate on a middle school team of the same sport.

### STUDENT TRANSPORTATION *(Policy EDA)*

Transportation will be provided for students who live within the Tishomingo County School District, according to the approved regulations of the Division of Transportation of the State Department of Education, applicable laws, and within the financial means of the School District. Transfer students may ride school buses if they meet the bus on its regular route. A student's privilege to ride a bus depends upon good behavior. When a student vandalizes a school bus, the student and/or parents/guardians are responsible for paying damages to the Tishomingo County School District. The resolution mapping school attendance zones and district provided transportation for out-of-district and out-of-zone students is filed at the Tishomingo County Chancery Clerk's Office. The transportation director utilizes an electronic program in conjunction with the filed mapping in determining school zones.

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, transporting from one school or facility to another, school-sponsored field trips that are extensions of classroom learning experiences.

Transportation will be provided for homeless students to and from the student's school of origin (within the district). School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the board.

Students living within specified attendance boundaries shall receive transportation services to their respective schools. In addition, students, including those receiving special education, may be eligible for transportation for health or safety reasons.

### INSURANCE

Students participating in athletics, shop or chemistry lab classes must have school insurance or must have a written statement from their parents stating that they have sufficient coverage. Accident insurance will be available to all students who wish to be covered. Soon after school begins, parents will be given information and the opportunity to choose which coverage, if any, they wish for their child.

## **DRESS CODE** (*Policy JCDB*)

**DRESS CODE** In order to promote a good learning environment, students should present themselves appropriately dressed and groomed at all times. It is felt that to some degree dress and grooming have a bearing on behavior and the learning environment of the school. It is presumed that parents and students will accept the basic responsibility of adhering to good taste in the student's dress and appearance. All students are expected to be neat, well groomed and appropriately dressed at school and school activities.

Attire considered inappropriate and in violation of the dress code includes but is NOT limited to the following:

- Hats, caps (unless required by Vo-Tech or class activities that will be outside for an extended time), headscarves, boggins (except when weather appropriate and worn outside only), headbands, rollers and sunglasses; OR any other headwear which may interrupt the educational process will not be permitted at the school.
- Midriff or halter-tops, muscle shirts, tank tops, sleeveless t-shirts (boys), or see-through clothing (including mesh shirts).
- Shorts, skirts or dresses shorter than the tip of the longest finger of the down stretched hand or shorts that are considered inappropriately tight by school officials.
- Backless dresses
- Clothing advertising drugs, alcohol, tobacco products or obscene slogans and gestures.
- Any style clothing tending toward immodest, indecent or risqué in appearance.
- Clothing that exposes undergarments.
- Sagging pants
- Chains or spiked jewelry
- Jeans/pants with holes above the longest finger of the down stretched hand.
- Boxer shorts, cutoffs or PE shorts.
- Spandex shorts, cycling shorts, and bicycle pants.
- Fraternity/sorority jerseys or shirts.
- Shoes must be worn at all times.
- Students must wear clothing in the manner in which it is designed to be worn unless directed to do otherwise by the administration.
- Pierce jewelry is limited to ears only.
- Any other clothing, attire or accessories that disrupt the educational environment or threaten school safety is prohibited.
- Masks will be provided for each student and faculty member. TCSD encourages all faculty, staff, and students to wear masks at all times. Students may wear a mask from home as long as the mask does not violate the school's dress code. For more information, please reference The Tishomingo County COVID-19 Handbook and the Parent Quick Guide regarding masks and facial coverings.

Principals/assistant principals may handle infractions as follows:

- First Offense - Correct the infraction immediately and follow up with parent/guardian notification.
- Second Offense - Correct the infraction immediately and assign one (1) day in-school detention on the next available day.
- Third Offense - Correct the infraction immediately and assign three (3) days of in-school detention.
- Fourth Offense - Correct the infraction immediately and assign fifteen (15) days of Alternative School.

\*A principal/assistant principal can suspend a student immediately if he or she feels the infraction is severe enough to skip the above steps recommended for handling infractions to the dress code.

## **INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY** (*Policy IJ-R*)

### **INTERNET ACCESS:**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Tishomingo County School District (TCSD). We are very pleased to bring this access to TCSD and believe the Internet offers vast, diverse and unique

resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

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 the 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 matter 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.

#### **NETWORK RULES:**

Tishomingo County School District provides adequate Wi-Fi on all campuses. This includes a wireless access point in every classroom and academic area. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by TCSD. The use of Wireless Hot Spots is prohibited on all TCSD campuses. These include but are not limited to Cell Phones and Mi-Fi devices that can be used as personal Wireless Access Points.

Tishomingo County School District provides an Ethernet network to every classroom and academic area. These Ethernet ports are put in place to connect TCSD owned desktop computers, printers, etc. to the TCSD network. Students and Employees are prohibited from plugging any device not owned by TCSD into Ethernet ports. These include, but are not limited to laptops, desktops, printers, media players (i.e. Apple TV, Amazon Fire, Roku) and gaming consoles. Virtual Assistants, such as Amazon Alexa or Google Home, are not allowed to be used in classrooms or school buildings.

Tishomingo County School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

#### **ACCEPTABLE/UNACCEPTABLE USES OF TECHNOLOGY:**

Tishomingo County School District technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Students are prohibited from installing ANY software on district owned computers or mobile devices.

Employees are allowed to install software that has been approved by the District Technology Department.

Improper use of any computer, mobile device, or the network is prohibited. This includes but is not limited to the following:

- Accessing, transmitting or retransmitting:
  - 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 Mississippi State Department laws, policies or regulations
  - Copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or other material that is inappropriate to minors
  - Any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or any similar materials
  - Language that may be considered offensive, defamatory, abusive or any forms of cyber bullying



- Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks
- Information that harasses another person or causes distress to another person
- Using the network in such a way that would disrupt the use of the network by other users
- Participating in chat sessions outside of classroom activities
- Installing software not approved by Technology Department
- Downloading files from the Internet that do not relate to classroom activities or administrative tasks
- Purchasing or selling goods and/or services via the Internet
- Disclosing, using, disseminating or divulging personal and/or private information about himself/herself, minors or any others including personal identification information
- Attempting to bypass the TCSD Content Filter
- Attempting to “hack” network resources including, but not limited to servers, switches, access points, routers, computers, mobile devices, and printers

### **DIGITAL CITIZENSHIP:**

Tishomingo County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyber bullying awareness and response.

### **EMAIL:**

Tishomingo County School District provides a Google Apps for Education (@tcsk12.com) account for student and employee email services. TCSD creates and manages account information (Login/Password). Employees and Students are responsible for maintaining the information inside their account (Emails/Contacts). TCSD does not archive employee or student email. Student email accounts are restricted to prevent sending emails or receiving emails outside of the tcsk12.com domain. Only grades 9-12 have access to email accounts. All grades K-12 use an email address to access their Google Suite accounts such as Google Classroom, Drive, Docs, etc.

Tishomingo County School District allows outside email (i.e. Yahoo, Outlook, etc.) to be used on the network, but official Teacher to Parent, Teacher to Student, or Staff to Staff email must be communicated using tcsk12.com email account.

TCSD does maintain the right to access employee or student email if deemed necessary, with Superintendent permission only.

### **SECURITY:**

Tishomingo County School District has measures in place to protect end users on our network through the use of Firewalls, Content Filters, and Malware/Antivirus software. These measures are not always 100% effective and users should take reasonable safeguards against security threats over the TCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should not share personal information over the TCSD network.

In the event a user feels their device has been compromised or infected, they should immediately notify the

Technology Department. Employees and Staff are never to attempt to remove a virus or malware on their own. This includes deleting files, downloading Malware/Virus removal tools, or installing Antivirus software.

### **MONITORING:**

Tishomingo County School District has the ability to monitor data transmitted over the TCSD network at any time. Data transferred can be tracked and identified and users held liable if their use of the network violates established policies, regulations, or laws. The content filter used at TCSD has the ability to flag and notify the Technology Department if a user searches for or accesses sites that contain certain keywords. Computers that continue to be flagged for inappropriate sites can be remotely monitored and screen captured or recorded. Data stored on devices owned by TCSD are the property of TCSD. This data includes, but is not limited to email, text documents, images, music, and other digital or electronic files.

**LIMITATION OF LIABILITY:**

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.

The Tishomingo County Special Municipal Separate School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The TCSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. TCSD specifically disclaims any responsibility for the accuracy of information obtained through its services. Tishomingo County School District will not disclose personal information about students on websites - such as their full name, addresses, telephone number, or social Security Number.

**EXCEPTION OF TERMS AND CONDITIONS:**

These guidelines are provided so that you, the user and /or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a TCSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

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

All terms and conditions as stated in this document are applicable to the TCSD. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Mississippi, and the United States of America.

**STUDENT:**

I (user name please print) \_\_\_\_\_ understand and will abide by the terms and conditions of the Network system. I understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

\_\_\_\_\_  
**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are under the age of 18 a parent or guardian must also read and sign this agreement.

**PARENT OR GUARDIAN:**

As the parent or guardian of this student I have read the terms and conditions of Network access. I understand that this access is designed for educational purposes and TCSD has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for TCSD to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent or Guardian** (please print) \_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

*Tishomingo County School District will not disclose personal information about students on websites - such as their full name, addresses, telephone number, or social security number.*

## **EXEMPTIONS** (*Policy IDAF*)

### **GRADES K-8**

The yearly course average grade will be calculated by adding the first semester grade with the second semester grade and then dividing by two.

### **GRADES 9-12**

State Board Rule 36.4: Beginning with school year 2018-2019, all students enrolled in an end of year course SATP test course (Algebra I, English II, Biology I, U.S. History) for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course. (Scale scores will be converted to 100point scale for averaging purposes)

The course average grade for courses earning one (1) Carnegie unit will be calculated by adding the first nine (9) weeks average grade with the second nine (9) weeks average grade and then dividing by two. This calculation method will be used for all credit bearing courses with the exception of SATP courses, beginning in the 2018/2019 school year (Algebra I, English II, Biology I, U.S. History). This average will carry 75% of the overall final average for a SATP course (Algebra I, English II, Biology I, U.S. History). The remaining 25% of the final average will comprise the state assessment score.

The course average grade for courses earning a half (1/2) Carnegie unit will be the nine (9) weeks average grade for the course.

### **5-8 EXEMPTIONS**

Due to COVID-19, in 2020-2021, there will be no exam exemptions based upon attendance. The following conditions will apply to determine exemption status:

- Any student who has served In-School Suspension (ISS), has served AfterSchool Detention/Saturday detention, has had Out-of-School Suspension (OSS), or has been placed in Alternative School will not be eligible for exemption.

All 5-8 students can be exempt from the fourth nine weeks examinations according to the following requirement:

- Students must have an average of 80 or above in order to be exempt from final exams.

### **9-12 EXEMPTIONS**

Due to COVID-19, in 2020-2021, there will be no exam exemptions based upon attendance. The following conditions will apply to determine exemption status:

- Any student who has served In-School Suspension (ISS), has served AfterSchool Detention/Saturday detention, has had Out-of-School Suspension (OSS), or has been placed in Alternative School will not be eligible for exemption.

All 9-12 students can be exempt from the fourth nine weeks examinations according to the following requirement:

- Students must have an average of 80 or above in order to be exempt from final exams.

## **GRADUATION CEREMONY AND PRACTICE** (*Policy IHF*) **HIGH SCHOOLS**

1. Tishomingo County School District's formal graduation ceremonies are limited to honoring seniors who have successfully completed the above prescribed graduation requirements. Any student who fails to meet the graduation requirements shall not be permitted to participate in the graduation exercises.
2. Seniors who complete graduation requirements at the end of summer school will be awarded a diploma at that time.
3. Seniors graduating through correspondence courses will be presented a diploma upon completion of said correspondence work.
4. Students who have completed satisfactorily the requirements of the curriculum for special education will be awarded a high school certificate; students who have satisfactorily completed the Mississippi Department of Education Occupational Diploma Curriculum will receive an Occupational Diploma. These students will be permitted to participate in the formal graduation ceremony.
5. To be eligible for valedictorian or salutatorian of the senior class, a student must have attended the same high school in Tishomingo County his/her junior and senior years.
6. To be eligible as an honor student, student must have been enrolled at same school in Tishomingo County the beginning of his/her senior year.
7. The graduation ceremony is not a right of students but a privilege granted by the school. All school rules and policies apply to graduating seniors.
8. All fees and fines must be paid before students will be allowed to participate in the graduation ceremony.
9. To be eligible for Valedictorian or Salutatorian, a student must be enrolled in the 4-year cohort (as defined by the Mississippi Department of Education) of the current graduating class.

### **EARLY GRADUATION** (*Policy IFG*)

Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program. Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition to graduate early.

Students pursuing early graduation are required to meet with their high school counselor and principal with parents/guardians present during their Junior year. It is the responsibility of the student and/or parent/guardian to request the meeting in a timely manner in order to meet instructional requirements in the student's academic schedule.

With administrative approval, students may petition the counselor's office for early graduation. Students beginning their fourth year of high school and classified as a junior may graduate with his/her senior class if all academic requirements are met. If a student plans to graduate early or is classified as a fourth year junior, they would not be eligible for participate in the following:

- Homecoming Court (Maid or Escort)
- Who's Who (Senior-specific nominations)
- Hall of Fame
- Senior Awards (including special recognitions given to traditional Seniors, such as class officers and other elections/awards)
- Valedictorian and Salutatorian and Historian (when applicable)
- Top Five graduates
- STAR Student or High ACT

The student will be allowed to participate in other school-sponsored senior activities.

### **SUBJECT AREA TESTING GRADUATION REQUIREMENTS** (*Policy IHF*)

#### Rule 36.4 Assessments Required for Graduation

1. All students enrolled in one of the four end-of-course Subject Area Test courses must pass the course and participate in the applicable end-of-course Subject Area Test in order to earn the Carnegie Unit.
2. Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one of the following options:

- § Passing the applicable end-of-course Subject Area Test, or
  - § Using options outlined in State Board Policy 3804, or
  - § Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four end-of-course Subject Area Tests as provided to school districts by the Mississippi Department of Education. (Students must be enrolled in order to utilize this option.)
3. Beginning with school year 2015-2016, in addition to number two (2) above, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test.
  4. Beginning with school year 2018-2019, all students who are enrolled in an end of course Subject Area Test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course.
  5. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2018-2019, will be offered opportunities to retake the test.

Archived Information Regarding State Board Policy 3803 for Students Graduation Prior to School Year 2014-2015: Academic end-of-course tests were phased in during the 2001-2002 school year to replace the (FLE) as a requirement for graduation.

1. Students who began 9th grade PRIOR to 1999-2000 must pass the Functional Literacy Examination (FLE).
2. Students who began 9th grade in the school year 1999-2000 must pass the Functional Literacy Examination (FLE) plus the Subject Area Test in U.S. History.
3. Students who began 9th grade in the school year 2000-2001 must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History and English II.
4. Students who began 9th grade in 2001-2002 must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History, English II, and Biology I.
5. Students who began the 9<sup>th</sup> grade in 2002-2003 must pass the end-of-course Subject Area Tests in U.S. History, English II, Biology I, and Algebra I. Students who began 9<sup>th</sup> grade in 2003-2004 and each year thereafter must pass all required end-of-course Subject Area Tests in U.S. History, English II, Biology I, and Algebra I.

Rule 36.5 Additional Assessment Options for Meeting End-of-Course Subject Area Test Graduation Requirements.

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

While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test one time. Specifically, students may meet the graduation requirement outlined in State Board Policy 3803 by attaining any one of the measures outlined below for each of the subject area tests listed.

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

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

### 3. English II

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

### 4. U.S. History

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

## **HONOR ROLL AND HONOR GRADUATES** (*Policy IHEA*)

The following policy has been created to establish class ranking, honor graduates, and valedictorian & salutatorian in all TCSD high schools for the graduating classes beginning in the 2014-15 school year and thereafter.

Class Ranking, Honor Students, and Valedictorian & Salutatorian will be calculated in the same manner using all High School courses a student attempted.

### **Class Ranking**

In order to encourage students to take rigorous coursework, the following courses will be weighted more in figuring class ranking: all Advanced Placement courses, all Dual Credit courses, Physics, Calculus, Engineering II, and Health Science II.

### **Honor Roll**

Students who have no grades less than 90 will be named to the All A's Honor Roll

Students who have no grades less than 80 will be named to the A/B Honor Roll

### **Honor Graduates**

Eligible students will be considered honor graduates if they have an overall average of 90 or above on all High School coursework attempted, including 8<sup>th</sup> grade courses carrying Carnegie units, attempted.

To be eligible to be an honor graduate, students must be continuously enrolled in the TCSD high school they are graduating from since September 1<sup>st</sup> of the current school year.

Each high school has the option of recognizing High Honor Graduates.

Each high school has the option of recognizing a Historian as the student with the 3rd highest GPA.

### **Valedictorian and Salutatorian**

The valedictorian shall be the eligible student with the highest-class ranking.

The salutatorian shall be the eligible student with the 2<sup>nd</sup> highest-class ranking.

To be eligible for valedictorian and salutatorian, students must be continuously enrolled in the TCSD high school they are graduating from since September 1<sup>st</sup> of their two previous years of enrollment. In calculating GPA for students transferring into TCSD, his/her grades will fall under the TCSD weighted policy and not under the weighted policy from the school in which the student transferred.

In the case of a tie for valedictorian or salutatorian, the highest numerically average figured to the fourth decimal for all courses taken during the current year will determine who will be awarded the honor. If a tie still exists, the student who has taken the most courses from the list of courses with additional weights will determine who receives the honor. If a tie still exists, the student who has earned the most Carnegie units will be awarded the honor.

To be eligible for Valedictorian or Salutatorian, a student must be enrolled in the 4-year cohort (as defined by the Mississippi Department of Education) of the current graduating class.

### **Credit for Advanced Placement Classes**

Any Student who takes an Advanced Placement Class and has a grade of 65 or above will receive a high school advanced placement credit. Students who are interested in a college credit should meet with his/her counselor.

### **Grade Averaging**

Teachers may give bonus points on tests (assignments); however, more than 100 cannot be recorded in SAMS (the district student database). The student may bank the points and apply to a test (assignment) grade that is below 100. These points should be used during the nine weeks grading period in which they were earned.

The method of determining grade averages for test exemption is on file in the office of the Principal.

## **DUAL ENROLLMENT** (*Policy IDAG*)

For information regarding available College credit, please contact High School counselor for requirements

## **GRADING SCALE** (*Policy IHA*)

### **(GRADES K-12)**

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## **ARRIVAL AND DEPARTURE TIMES**

No student is to be on campus earlier than 7:20 a.m. and no later than 3:15 p.m. Exceptions to this will be made if a student has ridden to school with a school employee.

## **AUTOMOBILES** (*Policy JGFF*)

### **HIGH SCHOOLS**

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

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

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

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

Students shall not sit in or upon vehicles parked on the school campus.

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

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

Student automobiles are subject to administrative searches.

Students who bring their automobiles to school will park only in the student designated parking area.

All students entering or leaving campus in their autos are required to travel in a slow, safe manner at all times.

Any misuse of the automobile policy could result in the loss of the privilege of driving to school.

Once on campus, students should lock their autos and not return to them until leaving campus for the day.

The only time a student may return to his/her automobile is with office permission.



Students who provide their own transportation to and from school are under the same regulations as students who ride a bus.

Once on campus, the student may not leave without permission from the principal's office.

Also, each driver must adhere to the following:

- Have a valid driver's license
- May only drive a properly tagged vehicle
- Drivers of motorcycles must have an "E" endorsement on their driver's license and must wear a helmet
- All vehicles must carry insurance
- All vehicles/drivers must be in compliance with applicable state laws
- Obtain a parking permit from office

Students must get out of the vehicle immediately upon arrival on campus. Students **cannot** return to the parking lot during the school day without office permission.

Violators of this policy, unsafe driving to school, unsafe driving on school campus, or unsafe driving leaving school can result in the loss of the privilege of being permitted to drive a vehicle to and from school. This decision is at the discretion of the principal.

Students wishing to drive to and from the Career & Technical Center must have documented permission (document provided by school upon request) from the high school being attended and the Career & Technical Center. The document must contain a Notary Public stamp. Students may not transport other students to and from the career & technical center unless both students live within the same household.

#### MOTOR VEHICLES ON SCHOOL PROPERTY

Motor Vehicles shall be permitted only on streets, drives and designated parking areas of the properties owned by the Tishomingo County Special Municipal Separate School District. No motor vehicles (except authorized service vehicles) shall be allowed on any other areas of the School District properties.

#### STUDENT PARKING DECALS

Any student who drives a vehicle on a Tishomingo County School District campus must have a Tishomingo County School District Parking Decal. The decal may be purchased at the student's local high school office for a fee of \$5.00.

An additional decal is required for students who drive to the Career and Technical Center and these decals may be purchased at the Career and Technical Center for a fee of \$3.00.

**Middle school students are NOT permitted to bring automobiles on campus.**

### **AUTOMOBILES** (*Policy INB*) **CAREER & TECHNICAL CENTER**

In order to drive to the Career & Technical Center, students must have a permission form signed and returned to the center before driving. You will then be issued a driving permit (\$3.00 fee). Your Permit must be displayed at all times when you are driving to or from the Career & Technical Center.

The following is a partial list of reasons to be allowed to drive:

1. Live closer to the Career & Technical Center than you do to your home school.
2. Bring your vehicle to have it checked or worked on at the Career & Technical Center.
3. Bring a project to be worked on at the Career & Technical Center.

4. Have an appointment that cannot be met at another time.
5. Attend a contest or school activity that is after school or would require someone to pick you up after hours.

## **AUTOMOBILE REGISTRATION / DRIVING** *(Policy INB)*

### **CAREER & TECHNICAL CENTER**

All drivers must possess a valid Mississippi driver's license and proof of insurance before they are allowed to drive to the vocational center.

1. Each student who intends to drive from his/her respective school to the career & technical center must complete a notarized driving permit and register his/her vehicle with the career & technical center office.
2. Any time a student changes vehicles during the course of the year the student must register the new vehicle with the career & technical center office. Failure to do so can and may result in loss of driving privileges.
3. Each student who intends to drive from his/her respective school to the career & technical center must acquire a parking permit. The permits can be acquired in the career & technical center office when proper paperwork is completed. (e.g. – notarized driving form, driver's license, insurance card, vehicle registration form)
4. Students who drive to the career & technical center must arrive before or as the shuttle bus from his/her respective high school arrives. Failure to do so can and may result in loss of driving privileges.
5. All student vehicles must display a Tishomingo County Career & Technical Center Parking Permit when:
  - a. Leaving the high school.
  - b. Arriving at the Career & Technical Center.
  - c. Parked at the Career & Technical Center.
  - d. Returning to the high school.
6. Student vehicles entering the career & technical center campus without a permit will be subject to the following disciplinary action:
  - a. 1<sup>st</sup> offense – loss of driving privileges for 5 days 2 Days ISD during Career & Technical Center Period
  - b. 2<sup>nd</sup> offense – loss of driving privileges for 10 days and 3 days of ISD
  - c. 3<sup>rd</sup> offense – loss of driving privileges for 20 days and 5 days ISD
  - d. 4<sup>th</sup> offense – loss of driving privileges for the remainder of the semester or 9 weeks, whichever is the greater amount of time and 5 days of ISD
  - e. 5<sup>th</sup> offense – loss of driving privileges for the remainder of the year and 5 days ISD.

(Note: Any and all disciplinary measures are subject to change by the administration as deemed appropriate.)
7. Students are not allowed to ride with other students to or from the career & technical center under **any** circumstances with the exception of siblings living in one household who fill out the proper paperwork. Students who allow others to ride with them will be subject to the following disciplinary action.
  - a. 1<sup>st</sup> offense – loss of driving privileges for the remainder of the year and 3 days ISD.
  - b. If the offense occurs within three weeks of the end of the school year students will be assigned to ISD for a period of time to be determined by the Director or designee and may be refused driving privileges during the next school year.
8. Students who ride with another student to or from the career & technical center are subject to the following disciplinary actions.
  - a. 1<sup>st</sup> offenses – loss of driving privileges for the remainder of the year if the student has driving privileges.
  - b. 1<sup>st</sup> offense – 3 days ISD if the student does not have driving privileges.
  - c. 2<sup>nd</sup> offense – 5 days ISD.
  - d. Further offenses – disciplinary action will increase in severity at the discretion of the career & technical center director.
  - e. If the first offense occurs within three weeks of the end of the school year students will be assigned to ISD for a period of time to be determined by the Director or designee.
9. Student driving permits may be revoked if the student receives a moving violation while in transit to or from the career & technical center. (e.g. – speeding ticket)
10. Student driving permits can and may be revoked at any time by the career & technical center director or other Tishomingo County Schools' administrators.

11. Student driving permits may be revoked at the request of a parent.
12. By accepting the permit as applied for, the owner and operator agrees that when the vehicle is located on the property of the career & technical center, the director or designee, in accordance with policies and procedures of the Tishomingo County School District and Mississippi statute, may search the vehicle and its contents.

## **ATTENDANCE POLICY** (*Policy JBD*)

### **Beginning with the 2020 – 2021 school year, attendance shall be collected as follows:**

- For in-person attendance, consistent with existing regulations, a student will be marked present or absent.
- For virtual (online/distance learning) attendance, the student shall be marked present or absent based upon daily engagement. For a student to be marked present when attending virtual school, the virtual school teacher shall make one-on-one contact with a student/parent for the day to confirm their presence and document daily engagement consistent with the district's policy. The district requires 240 minutes of instruction per day.
- The TCSD will utilize Asynchronous Online Mode (Digital-Virtual), Asynchronous Offline Mode (Digital-Virtual), and Asynchronous Offline Mode (Learning Packets) as needed for student attendance and instruction. (Asynchronous instruction is defined as instruction that does not require having the instructor and student engaged at the same time.)

#### **Distance Learners Attendance:**

1. Attendance for Distance Learners will be checked each day based on two factors:
  - a. LMS (Learning Management System)
    - i. Distance Learning students will be required to log into the appropriate LMS (Google Classroom or Canvas) daily.<sup>3</sup>
    - ii. Distance Learning students will be required to complete the assigned daily assignments that Traditional student was assigned no later than 9:00 p.m. daily.
    - iii. Teachers will check the access report each day of Distance Learning students to see if they have participated in class assignments and the appropriate work has been completed/uploaded.
  - b. Completion of these factors will result in the Distance Learning student being counted present.
2. Teachers will mark Distance Learning students present or absent each day in SAMs (student information system).
  1. Attendance will be reported in MSIS monthly.
  2. All tests will be taken by Distance Learners in person on their appropriate school campus on Fridays or designated days by the district/school.
  3. Distance Learning students that complete the same amount of work as the on-campus Traditional students in the same timeframe will be awarded the same number of instructional hours as their on-campus constituents.

#### **Traditional Learners Attendance:**

1. Attendance for Traditional students will be checked by teachers each day based upon physical attendance at the student's school campus at the operational times designated in policy.

- a. Traditional students will be physically present at school on Mondays-Thursday/designated days by the school/district
- b. Hours at school reported by daily attendance and check-in/check-out documentation
  - i. Report attendance in SAM's daily
  - ii. Report attendance to MSIS monthly
- c. Students enrolled in traditional school who are quarantined will automatically move from traditional students to virtual (distance learning) students.
- d. Students enrolled in traditional school will learn virtually on Fridays/designated days by the district (Digital-Virtual or Learning Packets).
  - i. Teachers will be required to make contact with all traditional students/parents on their Distance Learning day for attendance purposes. This can be done through School Status or Remind.
  - ii. Traditional students must upload completed assignments for their Distance Learning day into the appropriate LMS on their Distance Learning day for instructional minutes and attendance no later than 9:00 p.m.
  - iii. Traditional students who fail to respond to teachers and/or who do not upload completed assignments in the appropriate LMS by the deadline will be absent.
  - iv. Traditional students who must utilize learning packets on their Distance Learning day due to lack of internet connectivity must respond to teacher communication on their Distance Learning day and turn in their completed packets on Monday to be counted as present.
  - v. Attendance will be reported in SAM's daily
  - vi. Attendance will be reported to MSIS monthly

## 2. Virtual (Distance Learning) Students – Digital learning mode Monday through Thursday

- a. Students receive instruction and complete assignments through Distance Learning online Monday through Thursday
  - i. Students will be required to log into their appropriate LMS each day and upload completed assignments no later than 9:00 p.m. each day.
  - ii. Failure to log into the appropriate LMS each day and/or failure to upload completed assignments by the deadline will be considered absent for the day.
    - 1. Report attendance in SAM's daily
    - 2. Report attendance to MSIS monthly
- b. Distance Learning students will attend school in person on Fridays to their respective school of enrollment and complete tests/projects and allow time for remediation as needed.
- c. Additional assignments will be online on Fridays for completion. The above requirements must still be met for those assignments.
- d. Hours at school reported by daily attendance and check-in/check-out documentation
  - vii. Report attendance in SAM's daily
  - viii. Report attendance to MSIS monthly

The daily instructional minutes need not be consecutive but shall occur within the same day. When dually enrolled, the student may be counted present at Belmont High School/Tishomingo County High School if the student is following the attendance guidelines of the dual credit course. Absences from traditional and virtual school shall be entered as either excused or unexcused consistent with definitions defined in Miss. Code Ann. § 37-13-91 and Miss. Admin. Code 7-3:30.2, State Board Policy Chapter 30, Rule 30.2. Unexcused absences from traditional and virtual school will result in the same reporting

## ABSENCES

When absent from school, it is required the student bring to the office a note from home stating the guardian was aware of the student's absence. This note must be brought within **two (2)** days upon the student's return to school.

The following information is required on all absentee notes:

- student's name
- guardian signature
- date of guardian signature
- guardian acknowledgement of absence
- date(s) of absence

An absence can be excused by administrators without written documentation

In 2020-2021, virtual/distance learning absences are when a student fails to log in or make contact with his/her teacher for the day AND fails to complete the assignments for the day by the designated time.

Any time a student plans an extended absence from school, the administration and teachers should be notified of this as early as possible

### EXCUSED/UNEXCUSED ABSENCES (K-12)

A student will be given an excused absence on a parent note for **three (3)** occurrences per semester. Each parent note will apply to each occurrence (i.e. if a student is out for three days, each day will require a parent note to be excused without other acceptable documentation).

In 2020-2021, virtual/distance learning absences are when a student fails to log in or make contact with his/her teacher for the day AND fails to complete the assignments for the day by the designated time.

After that, a student must have documentation as defined below, to receive an excused absence.

- Tishomingo County School District adheres to the Mississippi Compulsory School Attendance Law (MS Code 1972 Annotated, Section 37-19-91) which states "when the child has accumulated five (5) unlawful absences during the school year of public school in which the child is enrolled, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer."
- Five (5) or more unexcused absences deems a student as truant and results as the student being reported as such to the attendance officer.
- After twelve (12) or more unexcused absences, the attendance officer will petition the court for excessive absences.
- An excused absence is one which results from a personal illness/injury, medical or dental appointment, isolation ordered by county health officer or appropriate school official, death or serious illness involving an immediate family member (sibling, parent, grandparent), observances of religious holidays of a student's own faith (requires prior approval); or circumstances such as court ordered appearances, family emergencies, extreme weather, etc. that require immediate attention and that the school principal deems necessary.
- An absence is considered unexcused if proper documentation is not received within **two (2)** days of the student's return to school; if the documentation is unacceptable; or, if the absence is the result of Out of School Suspension.
- When students are sent home by the school nurse, the absence is considered excused for that day only.
- Students participating in school-approved or school-sponsored activities are considered present.
- Written documentation concerning an absence must be provided to the school office **within two (2) days** of the student's return to school.
- Written documentation from a doctor/dentist/court officer/etc. must contain dates of service in order for the date(s) of the absence to be excused.

- a) Upon reaching eight (8) unexcused absences during the 9 weeks, the parent shall meet with the Principal and Counselor to develop a plan of attendance for the student. The plan will determine future consequences and guidelines to improve student attendance.
- b) Failure of the parent to meet with school officials will result in after-school detention for the student as set and determined by the Principal until the meeting occurs.

## **TARDINESS**

All students are required to get to school and class on time. TARDINESS prevents students from achieving all that is academically possible. Parents are encouraged to make sure that their children are prompt.

Students that check-in late or out early will be given a tardy for that particular class (by that class period teacher) if they miss 1/2 or less of that class period/block (late in/early out). Students that miss more than 1/2 of a particular class/block will be counted as absent for that period, but will be allowed to enter the classroom for the remainder of the class. This policy is on a semester by-semester basis. Students are to report to the appropriate class immediately upon checking in. Students are required to sign-in when arriving late and sign-out when leaving early - failure to do so may result in disciplinary action.

Students who are habitually tardy will be subject to the consequences outlined on the following discipline ladder:

1 <sup>st</sup> TARDY (in a particular class)	Teacher records tardy
2 <sup>nd</sup> TARDY	Teacher records tardy; student warned, & K-4 parents notified
3 <sup>rd</sup> TARDY	Teacher records tardy; student warned, & K-4 parents notified
4 <sup>th</sup> TARDY	One day In-School Detention (grades 5-12) & In-School Detention or After-School Detention for every tardy thereafter per semester; K-4 students lose break/recess and continue to do so for every tardy thereafter per semester

### **THEREAFTER**

- Any student who is present at school but does not attend detention during break will have to make up that break in detention plus an additional break. If a student who is present at school fails again to attend detention at break, that student will be assigned one day of In-School Detention. If a student is late for In-School Detention, he/she will not be admitted and will be assigned two In-School Detentions.
- If a student is tardy due to a doctor/dentist appointment, the student must bring an excuse from the doctor the next day for the tardy to be removed.
- Students who lose a break due to a tardy will makeup the work missed because of that tardy. The work will be completed while remaining inside during the break the student is missing.

## **MAKE-UP FOR ABSENCES** (*Policy JBD*)

If a student is absent, he/she shall be allowed to make-up any test(s) and/or other schoolwork missed during said absence(s). It will be the responsibility of the STUDENT to contact EACH of his/her teachers to arrange for any/all make-up work, tests, and/or exams.

When a student misses a test or any other assigned work due to an absence, the student will have the same number of days to make up the work as the number of days for which he/she was absent. If the work/test was assigned PRIOR to the absence(s), the student will be expected to take the test or have the assigned work on the day that he/she returns to school. (Example: A test is assigned for Friday on Wednesday and the student is absent on Friday. The student will be expected to take the test/work on the next day that he/she is present).

If a student fails to comply with the above, the student will receive a zero (0) on ALL work missed. Again, ALL make-up work should be scheduled at the convenience of the teacher.

This policy also applies to students who missed work, tests, and/or exams due to suspension.

## **ATTENDANCE REPORTING** (*Policy JBD*)

In order for a student in grades K-11 to be considered as having attended school for a full day, the school board specifies that each student must be present for sixty-three percent (63%) of his or her individual instructional day as fixed by the local school board for each individual school.

## **ATTENDANCE DEFINITIONS** (*Policy JBD*)

### Full Day Attendance:

When a K-11 student is present for 63% of his or her individual instructional day as fixed by the local school board for each individual school.

### Instructional Day:

The school board defines an instructional day for each individual school as the entire school day a school is in session. (Beginning at the first instructional bell, until the last instructional bell at the end of the day.)

### Seniors:

To be considered as having attended school for a full day, a student must be present 63% of his/her instructional day as fixed by the Board. A senior's instructional day shall be defined by his/her schedule, and must include instructional classes for two (2) block periods. With permission from the parent/guardian, a senior may leave school at the end of his/her instructional day.

### Unlawful Absence:

An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

## **PERFECT ATTENDANCE** (*Policy JBD*)

Perfect Attendance is awarded to any student who is present 63% of his/her instructional day, as fixed by the Board, for the entire school year. Missing school for any school-approved activity **shall not** count against perfect attendance.

## **DROPOUT PREVENTION PROGRAM** (*Policy JQH*)

This board will comply with all applicable provisions of the Mississippi Code of 1972, Annotated as amended including but not limited to Section 37-13-80, Dropout Prevention, Assistance to certain local school districts to establish program of educational accountability and assessment of performance; personnel appraisal and compensation system for school employees; programs to prevent dropouts, and the Mississippi Public School Accountability Standards and with all other applicable federal and state laws.

Each school district shall implement a dropout prevention program approved by the Office of Dropout Prevention of the State Department of Education by the 2008-2009 school year.

It is the intent of the Legislature that, through the statewide dropout prevention program and the dropout prevention programs implemented by each school district, the graduation rate for cohort classes will be increased to not less than eighty-five percent (85%) by the 2018-2019 school year. The Office of Dropout Prevention shall establish graduation rate benchmarks for each two-year period from the 2008-2009 school year through the 2018-2019 school year, which shall serve as guidelines for increasing the graduation rate for cohort classes on a systematic basis to eighty-five percent (85%) by the 2018-2019 school year.

In grades 5-7, students must have passing grades in Language Arts and Math to be promoted to the next grade. If a student fails both Social Studies and Science, he/she shall not be promoted to the next grade.

In grade 8, students must have passing grades in Language Arts and Math to be promoted to the next grade. If a student fails both Social Studies and Science, he/she will not be promoted to the next grade.

No nine-week average shall be greater than 100.

**"The district shall have at its discretion the ability to accept/deny credits from other school systems. An administrative team comprised of the superintendent, the curriculum director, the special education director (as needed), and school administration/counselor shall determine grade placement in extenuating circumstances. Such circumstances may include (but are not limited to) the following:**

- Students entering the Tishomingo County School District from other accredited schools with enough allowable credits to justify grade placement
- Sufficient academic data to justify grade placement for students in extenuating circumstances that have been proven to enhance student dropout from high school"

#### **SATP/HIGH SCHOOL STATE TESTING**

See Subject Area Testing Graduation Requirements (Policy IHF)

### **PROMOTION AND RETENTION** (*Policy IHE*)

Promotion and retention shall be based upon the mastery of objectives.

1. Each district school board shall establish standards for graduation from its schools which shall include as a minimum:
  - a) Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
  - b) Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board.
2. A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board.
3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation.

#### **Grades K-4**

1. Minimum of eight (6) daily grades in each subject each nine (9) weeks.
2. Minimum of four (3) test grades in each subject each nine (9) weeks.
3. In computing nine (9) weeks averages, daily grades will count 30% and test grades will count 70%.
4. The semester average will be the average of the two nine (9) weeks averages.
5. The yearly average will be the average of the two semester averages.
6. In grades K-2, students must pass Reading and Math to be promoted to the next grade.
7. In grades 3-4, students must pass Reading, Math, and English to be promoted to the next grade. If student fails both social studies and science, he/she shall not be promoted to the next grade.
8. **In grade 3, students who do not meet the 3<sup>rd</sup> Grade Reading Gateway Test cut score requirements beginning in the Spring of 2015 WILL NOT be promoted to 4<sup>th</sup> grade, unless the student meets the good cause exemptions for promotion.**

Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

9. Grades must be entered into the computer system on a weekly basis.
10. No nine-week average shall be greater than 100.

#### **Grades 5-8**

1. Minimum of eight (6) daily grades in each subject each nine (9) weeks.
2. Minimum of four (3) test grades in each subject each nine (9) weeks.
3. One (1) nine (9) weeks exam shall be given each nine (9) weeks.
4. In computing nine (9) weeks averages, daily grades will count 35%, test grades will count 50%, and the nine (9) weeks exam will count 15%.



5. The semester average will be the average of the two nine (9) weeks averages.
6. The yearly average will be the average of the two semester averages.
7. In grades 5-7, students must have passing grades in Language Arts and Math to be promoted to the next grade. If a student fails both Social Studies and Science, he/she will not be promoted to the next grade.
8. In grade 8, students must have passing grades in Language Arts and Math to be promoted to the next grade. If a student fails both Social Studies and Science, he/she will not be promoted to the next grade.
9. Grades must be entered into the computer system on a weekly basis.
10. No nine-week average shall be greater than 100.

#### **Grades 9-12 (4x4 Block Schedule Courses)**

1. Minimum of eight (8) daily grades in each subject each nine (9) weeks within the block course (full credit courses and half (½) credit courses).
2. Minimum of four (4) test grades in each subject each nine (9) weeks within the block course (full credit courses and half (½) credit courses).
3. One (1) nine (9) weeks exam shall be given each nine (9) weeks. For a full credit block course, this will be considered a Mid-Term and a Final. The Mid-Term assessment shall cover content presented during the first nine (9) weeks of the block. The Final assessment shall cover content presented during the second nine (9) weeks of the block. For a ½ credit block course that lasts for a nine (9) weeks, one (1) nine weeks exam will be given as a Final assessment.
4. In computing nine (9) weeks averages for half (½) credit block courses, daily grades will count 35%, test grades will count 50%, and the nine (9) weeks exam will count 15%. This will be the yearly grade average for the course.
5. The end-of-course average for a full credit block course will be the average of the two nine (9) weeks averages.
6. Each student must meet End-of-Course state testing requirements in Algebra I, Biology I, English II, and U.S. History from 1877 for graduation.
7. Grades must be entered into the computer system on a weekly basis.
8. No nine-week average shall be greater than 100.
9. State Board Policy Rule 36.4: Beginning with school year 2018-2019, all students enrolled in an end-of-year course SATP test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course. (Scale scores will be converted to 100-point scale for averaging purposes)

Any Mississippi public school student who fails to pass a required end-of-course SATP test, prior to year 2018-2019, will be offered opportunities to retake the test.

### **SPECIAL EDUCATION STUDENTS**

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

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

## **DISMISSALS (CHECK-OUT) (*Policy JGFC*)**

### **Departure from School**

Any student who wishes to leave school must check out through the principal's office. The following procedure will be used:

- Phone Check Out (9-12 Only)- limited to Parent/Guardian only.
- In-Person Check Out (K-12) - Parent/Guardian or those listed on Student Data Sheet/Blue Card.

Any student leaving the school grounds during the school day for any reason must sign out in the office after receiving permission. When a student signs out— he/she must leave campus at that time. If the student returns back to campus that day, he/she must sign back in.

Students leaving school without signing out will be subject to discipline. Students are not allowed to sign anyone other than himself/herself out. (Siblings may be an exception)

Parents of students in grades K-8 - must either pickup the student in person, call notifying the school (principal or principal's designee) allowing a non-guardian to pickup their child, or must fill out the student pickup/checkout card (provided by the school during registration) authorizing individuals who can come to the principal's office of the school to checkout their child.

### **Grades K-12**

- Any student riding the school bus must have permission from the parents (verbal or in writing provided to the principal, principal's designee, or bus driver) for their child to get off the school bus at any other location other than the student's regular drop-off.
- NOTES WILL NOT BE ACCEPTED FOR CHECKOUTS.
- Any student leaving the school grounds during the school day for any reason must be signed out in the office AFTER RECEIVING PERMISSION FROM PARENTS AND SCHOOL OFFICIALS.
- Abuse of checkout privileges may result in requiring parents to come to school to checkout students.
- The administration retains the right to require any parent to come to school to checkout a student.
- The administration reserves the right to deny checkout privileges at any time he/she deems the safety of the child is a factor.

### **Full Day Attendance**

When a K-11 student is present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school. **See COVID-19 Handbook for more information specifically related to attendance.**

### **Instructional Day**

**The school board defines an instructional day for each individual school as the entire school day a school is in session for traditional students and 240 minutes of engagement for virtual students. See COVID-19 Handbook for more information regarding the definition of the instructional day.**

### **Seniors**

Attendance for Seniors. To be considered as having attended school for a full day, a student must be present 63% of his/her instructional day as fixed by the Board. A senior's instructional day shall be defined by his/her schedule, and must include instructional classes for two (2) block periods. With permission from the parent/guardian, a senior may leave school at the end of his/her instructional day.

The Parent Permission Form must be signed and all conditions listed on the permission form must be met.

### **Errands**

No student shall be sent from school to perform an errand or to act as a messenger without the consent of the principal. If students are to be used in this capacity, the principal must have the written consent of the child's parent or guardian on file.

### **Grades 9-12 Additional Information**

A parent may check his/her child out by phone only five (5) times per semester. After five times, the parent must come by the school to check his/her child out. If a student is caught having someone other than a parent to check him/her out by phone, he/she will jeopardize his/her privilege to check out by phone for the remainder of the year. Any suspicious phone calls will be verified by the school.

### **Seniors**

Attendance for Seniors. To be considered as having attended school for a full day, a student must be present 63% of his/her instructional day as fixed by the Board.

A senior's instructional day shall be defined by his/her schedule, and must include instructional classes for two (2) block periods. With permission from the parent/guardian, a senior may leave school at the end of his/her instructional day.

The Parent Permission Form must be signed and all conditions listed on the permission form must be met.

## **GUIDELINES FOR GIFTED EDUCATION PROGRAM — GEMS** (*Policy IDE*)

### **Mission Statement**

The mission of Tishomingo County Schools' Gifted Education Program is to identify and serve the intellectually gifted student. By participating in the GEP, students will develop individual talents both educationally and emotionally through a qualitatively differentiated curriculum in a safe environment.

Mississippi Code Sections 37-23-171 through 37-23-181 shall be known and may be cited as the "Mississippi Gifted Education Act of 1989." Its purpose is to provide for a uniform system of education for gifted children in the public schools of Mississippi. State policy requires all districts to mass screen one grade level each year to assist in identifying gifted students. If a student does not meet criteria for entrance into the gifted program, the following may occur. The student may be re-tested one time, but not in the same school year as the initial testing occurred.

All state guidelines concerning gifted education are to be followed and will be considered a part of this document although they are not present.

A reassessment to determine if each student shall continue in the gifted program will occur at least once a year. A committee made up of the gifted teacher, designated administrative representative, and one additional certified employee would conduct the reassessment. Students shall not be removed from the gifted program based upon the academic success or lack thereof in the regular education program. Students *may be removed* from the gifted program due to a lack of progress in the program or unsatisfactory participation in the program. If the committee determines a student should be removed from the gifted program, the parent(s) must be notified and given the opportunity to meet with the committee before the student is removed. If the parent does not agree with the student being removed from the program, the parents may request an appeal to the local school board. Students will remain in the gifted program until the appeal process is concluded. The appeal will follow the parental/community appeal policy.

### **Parental/Community Appeal Process**

If a parent or a community member would like to appeal the decision of the school district's superintendent, a district administrator, school administrator, or a committee comprised of an administrator or their designee, they have two options for appeal.

*Option 1.* The parent or community member must appeal to the school district's superintendent, at which time the superintendent may grant a hearing or defer the appeal directly to the school board. If the superintendent grants a hearing, the parent or community member will be contacted and a meeting will be arranged.

*Option 2.* If a parent or community member is not satisfied with the decision of the school district's superintendent or if the school district's superintendent defers a decision to the school board, a hearing with the Tishomingo County School Board will be granted. The request to appeal a decision to the school board must be submitted to the school district's superintendent's office in writing specifically identifying a particular decision or course of action all relating to the same incident. The parent will then be notified by the superintendent's office as to when the hearing will occur. The school board may decide to hold a special meeting to address the hearing or to hold the hearing during the next regular school board meeting. If the request is not received before the agenda has been set for the next school board meeting, the hearing may be delayed to the following regular meeting. The school board is not required to hold a special meeting for the hearing. The school superintendent or the designee of his/her choice will present the issue to the board. The school board can grant an appeal and then deny the parent or community member the opportunity to present their argument. Otherwise during the hearing, the parent(s) or

community member will be given no more than 15 minutes to present their argument. All information presented must be relevant to the specific decisions being appealed. The school board may enter into an executive session at any time during the hearing. The school board may delay their decision until the next school board meeting if more time is needed to reach a decision or gather pertinent information. The school board will determine to grant or deny the appeal by a simple majority vote.

Parents and community members who wish to appeal the decision of a teacher, coach, bus driver, or any other school employee must first appeal the decision to the administrator or supervisor of that employee and receive a decision concerning the appeal before appealing a decision to the superintendent or school board.

If multiple parents or community members wish to appeal a decision, the superintendent will work with the group to identify a spokesperson for the group. The school board will only be required to allow the spokesperson of the group to present the group's argument.

Once a specific appeal has been denied, other appeals of a very similar nature may be denied in writing by the board without a hearing.

If a parent or community member fails to appear at a hearing, the school board may still overturn the decision of the school employee after reviewing the issue.

The school board is not required to grant another hearing if the parent or community member fails to appear at a hearing. However, tragic circumstances or uncontrollable situations will be taken into consideration if reliable evidence is provided. If a parent or community member requests to reschedule a hearing, the request must be provided no later than the day before the meeting.

#### **SEE ALSO "REFERRAL TO PLACEMENT GUIDE"**

### **SPECIAL EDUCATION GRADING AND GRADUATION** (*Policy IDDF*)

#### **GRADING**

- Each student with a disability in the Tishomingo County School District will receive grades fairly reflecting the student's achievement on the instructional level on which he/she is functioning. A high grade does not necessarily mean that a disability no longer exists. A high grade should accurately reflect that, based on what is expected of a child with a given ability, he/she is performing well. Actual grading will reflect the familiar A, B, C, D, and F grading pattern based on the Tishomingo County grading system. If a student with a disability attends a regular classroom, the regular education classroom teacher will assign the letter grade for that class. If the student attends a special education class, the special education teacher will report the grades. Each nine weeks the parents/guardians of all students with a disability will receive copies of the IEP Special Education Service Goal pages that denote programs.
- Any student with a disability in the Tishomingo County School District who does not meet course requirements, even though the modifications necessary to adjust for the student's disability have been made, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function socially, emotionally, educationally in a regular education classroom class with supplementary aids and services, the student should be removed from that class and placed appropriately with a revision of the IEP.
- It may be necessary to provide extra help to a student with a disability or make modifications in the regular education program if a student with a disability is to be successful. The special and regular education teachers must work together so that the special education teacher will know how to reinforce/tutor the student with a disability when the student begins to falter. The special education teacher should provide assistance to the regular education teacher if there is a need for modification of the educational program to insure the success of the student. Although modifications may need to be made, the student should be judged to be successful (graded) in that regular education class in the same manner as other regular education students.

#### **GRADUATION**

Students who are disabled shall be issued diplomas or certificates as follows:

1. For every student receiving Special Education services, there will be consideration, during the IEP Review/Revision session prior to the student's entry into ninth grade, as to this student's possibilities for achieving sufficient Carnegie units to earn a regular diploma.
2. Students with a disability may enroll in an occupational course of study aimed at obtaining an occupational diploma. The student must have an approved portfolio containing a collection of evidence of the student's knowledge skills and abilities related to the occupational core curriculum. The primary postgraduate goal for students enrolled in the occupational course of study is competitive employment. A total of 21 credits must be earned.
3. Students who have successfully completed special education and/or regular education credits may obtain a graduation certificate based on their completion of IEP goals and benchmarks. The IEP will reflect this. The instruction will be aimed toward individual and career & technical needs.
4. Students may enroll in an academic course of study to pursue a Mississippi High School Diploma. If the student is to pursue a regular diploma, the IEP will reflect this and special education services will be provided to assist the student in reaching this goal. Every student receiving a regular diploma must meet the subject area test (SATP) requirements & will have met all requirements of the state Accreditation Commission and the Tishomingo County School District.
5. At least annually, the student's IEP will be reviewed and revised as his/her current achievement and needs dictate. The possibility for change from regular diploma to occupational diploma or certificate or vice versa will remain open. Special education credits earned in the occupational or certificate program of study will not count toward an academic diploma if they choose to switch.
6. Every student who completes an approved course of study on or before age twenty-one will receive a diploma or certificate and will be permitted to participate in graduation exercises with no special mention.
7. Every student receiving a diploma will have met requirements of the State Accreditation Commission and his/her local School District.

**Note: Beginning with the 2017-2018 School Year, entering 9<sup>th</sup> graders will not be eligible for the Mississippi Occupational Diploma Pathway. Amended 37-16-11 SB 2432**

## **AMERICANS WITH DISABILITIES ACT (NON-DISCRIMINATION)** (*Policy IDDH*)

The Tishomingo County Special Municipal Separate School District adheres to the provisions under Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794. The district does not discriminate in admission or access to, or treatment or employment in, its programs and activities. The district's 504 coordinator is Mr. Cliff Nunley, who coordinates efforts to comply with this Act.

## **EMERGENCY DRILLS** (*Policy EBBC*)

*Due to COVID-19, the following emergency drills will be conducted as they are feasible throughout the school year with social distancing and other precautions taken into consideration:*

1. Bus Evacuation Drills
2. Fire Drills
3. Tornado Drills
4. Lock Down Drills
5. Bomb Search Drills
6. Intruder/Violent Incident Drills
7. Active Shooter Drills

## **DELIVERIES TO STUDENTS** (*Policy EL*)

The School Board has the responsibility to adopt policies that enhance the safety and learning environment for all students. The Administration and Board have determined that accepting balloons and other gifts for students at school campuses is a hindrance to the educational program. The safety of students as they transport these balloons from school is a great concern. Also, the self-esteem of many students who do not receive gifts at school may be adversely affected. Therefore, the Board adopts the following policy:

In an effort to provide the best educational environment for all students, the Tishomingo Special Municipal Separate School District **does not allow balloons and other gifts to be delivered to the schools.** This policy became effective at the beginning of the 1997-1998 school year.

**Due to COVID-19, NO VISITORS will be allowed on campus at anytime.**

## **TEXT BOOKS** (*Policy ICFA*)

### **TEXTBOOKS**

Textbooks are furnished by the State of Mississippi and are paid for by taxpayer's money. Books will be issued by the teacher to each student for courses requiring textbooks each year. The student will be held responsible for the loss or damage of the textbooks issued to them. If a book is lost or damaged, that book must be paid for before another one is issued. Since each school is limited to the number of textbooks available to them, it is important that each student exercise care and caution to books provided for them.

Students will not be issued report cards until all fines have been paid.

### **LOST BOOKS**

If a textbook is lost, the student should make every attempt to locate the book. If the book is not found, the student should report the lost book to the teacher so that a book check may be done. If the book is not found, the lost book must be paid for before another book is issued. **LOST TEXTBOOKS ARE THE RESPONSIBILITY OF THE STUDENT.**

## **FOOD SERVICE POLICIES AND MEAL PRICES** (*Policy JGHR*)

The Tishomingo County School District recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn. The district's Child Nutrition department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year in accordance with FNS Instruction 796-2 (Rev. 3) which lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses or meals charged cannot be paid with Child Nutrition Funds. Unpaid charges place a financial strain on the Child Nutrition department and on the district's operating budget. To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, these procedures for charged meals have been established.

### **CHARGED MEALS:**

- Adults are not allowed to charge meals or solicit food from students.
- Students will be able to charge up to a maximum of \$5.00.
- Charging a reimbursable meal will result in a negative balance on the student's account until funds are added to the student's account.
- Under no circumstances will a student with a negative account balance be allowed to purchase extra food items until the student's account is in good standing.
- Once a student reaches the maximum \$5.00 charge limit, parents will be notified to bring the student's account in good standing. Student accounts over the maximum \$5.00 charge limit will be sent to the Superintendent for collection.
- When a student brings money, that money will first be applied to the purchase of a reimbursable meal; any remainder money will then be applied to negative balances on the student's account.

Free and Reduced Meal Applications can be completed any time during the school year. **A new application is required each year.** Applications are sent home with students at the beginning of the school year. Applications are also available online at [www.heartlandapps.com](http://www.heartlandapps.com)

Payments may be made on line at [myschoolbucks.com](http://myschoolbucks.com)

## **Lunch and Breakfast Prices** *(Policy JGHR)*

School Lunch:	Full Price	\$2.50
	Reduced Price	\$.40
	Adult Lunch	\$3.25
	Extra Milk	\$.40
	Juice	\$.35
	Entrée	\$1.25
	French Fries	\$.60
	Rolls	\$.25
	Crackers (2 Pkg.)	\$.25
	Baked Potato	\$.75
	Fruit/Vegetable	\$.50
	Cheese Portion	\$.25
	Chips	\$.50
	Ice Cream	\$.50 & \$1.00
	Bottled Water	\$.25 & \$.50
School Breakfast:	Full Price	\$1.00
	Reduced Price	\$.30
	Adults	\$2.00
	Br. Entrée	\$.75

Teachers will be allowed to purchase items as a separate unit. Three items will be charged for the adult meal price.

Breakfast Entrée	\$.75
Lunch Entrée	\$1.25
Fruit/ Vegetable	\$.50
Bread	\$.25
Dessert	\$.40
Baked Potato	\$.75
Tea	\$.50

The Tishomingo County School District Wellness Policy encourages students and staff to participate in school meal programs, as well as, encourages students and school staff to provide/bring healthy foods/snacks during the school day. We must stay in compliance with these policies. This institution is an equal opportunity provider.

## **SCHOOL LIBRARIES** *(Policy IFBD)*

This board recognizes that school libraries are essential to academic development and high levels of student achievement. The importance of the school library should never be underrated in the school setting nor its importance to the total educational program. Students are highly encouraged to make effective use of books and other library materials for both course requirements and recreational reading. The library is staffed by a full-time librarian and/or student assistants to help in location and selection of library materials.

## **9-12 STUDENT CLASSIFICATIONS** *(Policy IEDB)*

Classification of Students.

Freshmen:	Those who have successfully completed the eighth grade.
Sophomores:	Those who have successfully completed 5 units of credit.
Juniors:	Those who have successfully completed 10 units of credit.
Seniors:	Those who have successfully completed 15 units of credit

Beginning with the 2017-2018 Senior class, students will be classified under the following parameters:

Senior – 19 or more Carnegie units (credits)

- Junior – at least 14 Carnegie units (credits)
- Sophomore – at least 8 Carnegie units (credits)
- Freshman – less than 8 Carnegie units (credits)

The following enrollment requirements will be used for high school students:

- Freshmen, Sophomores, and Juniors must be actively enrolled in four (4) courses each semester.
- Seniors must be actively enrolled in two (2) courses each semester.

In order for a Senior to participate in extracurricular activities (i.e. athletics, clubs, drama, etc.), he/she must be actively enrolled in two (2) courses each semester.

## **PARENTAL INVOLVEMENT POLICY** (*Policy LA*)

It is our belief that parental interest and guidance in the promotion and reinforcement of learning in the home are major factors needed to ensure successful school experiences. The Tishomingo County School District endorses the parental involvement goals of Title I and encourages the regular participation of parents of Title I eligible children to join the district-wide effort of all parents at all schools, as well as community members to work cooperatively to improve educational opportunities. In this policy, the word “parent” includes guardians and family members involved in the supervision of the child's education.

The Title I policy is developed jointly with Title I parents and will be reviewed and revised, as appropriate, at the annual meeting each year.

The District will:

1. Assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
2. Build schools' and parents' capacity for strong parental involvement through district-wide activities that will include an annual district-wide parental involvement meeting to inform parents of the results of state assessments from a district perspective.
3. Parental involvement activities will be correlated with activities for parental growth provided by our Families First Resource Center.
4. Use parent surveys and group discussions to evaluate the effectiveness of the parental involvement policy in relation to improving student achievement and school/district resources.
  - a) The evaluation will evaluate the level of participation by parents of diverse background and
  - b) Be used to implement more effective strategies to improve and increase parental involvement.

## **SCHOOL SEARCHES** (*Policy JCDA*)

### **PERSON, POSSESSIONS, LOCKERS**

Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.

### **DESKS, OTHER SCHOOL PROPERTY**

Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.

### **VEHICLES**

Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.



## **CANINE SEARCHES**

The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

## **GROUP SEARCHES**

Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.

## **USE OF METAL DETECTORS**

In an effort to promote the safety of the students, teachers, administrators, and other employees of each campus, and to discourage violation of state law and school board policy, metal detectors either stationary or hand held, may be used on a random basis at each school site in this school district.

The principal in each school, and the chief administrator in each facility, shall be responsible for utilizing the metal detectors in a random manner, and in such a way as not to discriminate on the basis of race, color, age, or sex.

If a stationary metal detector is activated, the person involved shall be subject to a further examination by a hand held detector in order to pinpoint the specific location of the object activating the detector. That person will then be requested to produce the object for inspection.

If the person declines to do so, and (a) if such person is a student, the student's parent(s) or guardian(s), shall be requested by phone to come to the school and participate in the further inspection; and if such student continues to refuse to produce the object for inspection, appropriate disciplinary action, including possible expulsion, shall be taken; (b) if such person is a school district employee, appropriate disciplinary action, including possible termination, shall be taken; and (c) if such person is a visitor, such person shall be denied admittance to the school building or facility.

Any student or employee who feels aggrieved by the action taken shall have the right to appeal to the school board.

## **PHOTOGRAPH STATEMENT** (*Policy JR*)

There are times that pictures/videos will be made and put in the local newspapers/television or used for public relations reasons. There are also times that pictures will be used on the school's website (world wide web-internet). If you do not want your child's picture taken or used, please come to the office and fill out the appropriate paperwork.

## **BRING YOUR OWN DEVICE (BYOD) – STUDENT POLICY** (*Policy JE*)

Students who are offered the opportunity to participate in the 1:1 Ipad Initiative are not permitted to bring or use his/her own device for instructional purposes. Alternate use will be determined at the local school level.

### Purpose Statement

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Tishomingo County Schools are committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

The purpose of the following policy is to authorize students to bring their own technology devices to school for use in our classrooms under certain strict conditions. Tishomingo County Schools will now be incorporating the use of such items as personal laptops, tablets, and smartphones with browsing capabilities and/or educational apps and software. As with other personally owned items, the schools shall not be held liable for the loss, damage, misuse, or theft of

personally owned devices brought to school. Students bring their own devices to use at Tishomingo County Schools do so at their own risk.

In addition to the BYOD Policy, TCSD Students are required to follow the Acceptable Use Policy with their own personal devices at all times while under the school's supervision.

### Introduction

It is the policy of the Tishomingo County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

This policy is not intended as a requirement that any student bring personal technology to school. All students will continue to be able to utilize school equipment. No student will be left out of the instruction process.

A personal device is defined as one with:

1. Academic applications and functions
2. Online capabilities
3. Digital, audio and/or video recording

Examples of a personal device shall include but are not limited to: iPads, iPhone, iPods, Nooks, Kindle, Kindle Fire, and other tablet PCs; laptop computers; camcorders; and digital cameras.

Students are granted the limited right to use their personally owned technology resources in the Tishomingo County Schools upon return of this signed Tishomingo County Schools Bring Your Own Device (BYOD) Policy.

Access to the District's wireless network, including the Internet, shall be made available to students, and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost to the District;
2. Does not unduly burden the District's computer or network resources;
3. Has no adverse effect on an employee's job performance or on a student's academic performance

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

Users are responsible for all activities conducted when using personal devices and accounts.

Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.

Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.

It is highly recommended that all students permanently and legibly label their personal device with their first and last name. This should be placed on the device itself and the cover as well.

### Definitions

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

### **Campus Use (During School Hours)**

School hours- for this policy, school hours begin when a student arrives on school campus till that student leaves the school campus or until after 3:30 PM.

Teachers, administrators, or other supervising school employees may add any additional reasonable restrictions or deny the use of personal devices while students are under their supervision.

Students are prohibited from making phone calls during school hours on their own personal devices and using personal devices during break and lunch, without the permission of a teacher or administrator.

Personal devices used on the school campus during school hours are not permitted to connect to the Internet through a 3G, 4G or other content service providers. Personally owned devices must access the Internet via the school's content filtered wireless network.

Personal devices are permitted primarily for educational use with limited personal use. Students may not play games, sext, or access any social networks while at school during school hours. Students may not bully, taunt, send vulgar images, or use inappropriate language towards another person.

Students may not download any copyrighted material such as movies, music, or software without permission from a teacher, or administrator.

Students are responsible for and may be disciplined for any inappropriate disruptions caused by their personal devices.

Personal devices are not allowed in alternative school or in-school detention, unless specifically permitted by the teacher for instructional purposes.

Any attempt, including, but not limited to the use of Tishomingo County School's technology resources to purposefully access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Tishomingo County Schools is prohibited.

Also restricted is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, Fanfic, and chat rooms. Use must be consistent with the Mission Statement of Tishomingo County Schools and reflect the accepted standards expressed in that Mission Statement.

Users of the Internet will not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or Computer Teacher. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.

Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.

Students may not use any means to access restricted sites.

Students may not post images of students, teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.

Students may not use the cameras on their personal devices unless given permission by and under the direct supervision of a teacher or administrator.

All accessories, cases, screen wallpaper and backgrounds must be school-appropriate.

Streaming videos from the Internet or YouTube is permitted only with the direct permission of the teacher.

Any recording device, including but not limited to Tablets, iPads, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.

### **Campus Use (After School-Hours)**

TCSD Students on our campuses or other school campuses during after-school hours beginning at 3:30PM for sporting events, practices, and all other activities are still under the supervision of the Tishomingo County School District and are required to follow all school board policies.

Teachers, administrators, or other supervising school employees may add any additional reasonable restrictions or deny the use of personal devices while students are under their supervision.

Personal devices used on the school campus after school hours are permitted to connect to the Internet through a 3G, 4G or other content service providers.

Students may not bully, taunt, send vulgar images, or use inappropriate language towards another person. Students may not illegally download any copyrighted material such as movies, music, or software.

Any attempt to access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Tishomingo County Schools is prohibited.

Also restricted is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, Fanfic, and chat rooms.

Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.

Students may not use any means to access restricted sites.

Students may not post images of students, teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.

Students may not use the cameras on their personal devices for any inappropriate reasons or actions.

All accessories, cases, screen wallpaper and backgrounds must be school-appropriate.

Streaming videos from the Internet or YouTube may not contain inappropriate material of any kind, including but not limited to inappropriate language, inappropriate images, inappropriate content, have an inappropriate intent, or be used for an inappropriate reason.

Any recording device, including but not limited to Tablets, iPads, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.

### **School Sponsored Trips, Field Trips, Athletic trips, Bus Transportation, and All Off Campus School Supervised Activities**

The school bus is school property and while on the school bus, students are considered at school. Personal devices shall be allowed on school field trips/off campus school activities and events. When a student is under the supervision of a school employee, the student is considered at school; therefore, these guidelines apply.

Personal devices used on school buses, field trips, or any other off campus school supervised activities are permitted to connect to the Internet through a 3G, 4G or other content service providers with the permission of the supervising school employee.

Teachers, administrators, or other supervising school employees may add any additional reasonable restrictions or deny the use of personal devices while students are under their supervision.

Students are prohibited from making phone calls on their own personal devices without the permission of a teacher or administrator.

Students may not bully, taunt, send vulgar images, or use inappropriate language towards another person. Students may not illegally download any copyrighted material such as movies, music, or software.

Any attempt to access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Tishomingo County Schools is prohibited.

Also restricted is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, Fanfic, and chat rooms.

Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.

Students may not use any means to access restricted sites.

Students may not post images of students, teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.

Students may not use the cameras on their personal devices for any inappropriate reasons or actions.

All accessories, cases, screen wallpaper and backgrounds must be school-appropriate.

Streaming videos from the Internet or YouTube may not contain inappropriate material of any kind, including but not limited to inappropriate language, inappropriate images, inappropriate content, have an inappropriate intent, or be used for an inappropriate reason.

Any recording device, including but not limited to Tablets, iPads, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.

#### Vandalism

Vandalism will result in immediate disciplinary action by the Administration. Vandalism is defined as any malicious attempt to harm or destroy any part of Tishomingo County School's technology resources or personal technology items belonging to another student or teacher. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the Tishomingo County Schools network.

#### Plagiarism

Plagiarism will result in immediate, severe disciplinary action by the Administration. Plagiarism is an act of literary theft, an act of academic dishonesty. Plagiarism is defined as the act or instance of using or closely imitating the language, work product and/or thoughts of another author without authorization obtained or credit given. It involves

the passing off or submission of another author's work as one's own. This includes, but is not limited to, submitting assignments digitally or via hard copy.

All of the following are considered plagiarism:

- Turning in someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words by copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up a majority of your work whether you give credit or not.

(The above examples and further definitions can be found at [Plagiarism.com](http://Plagiarism.com))

#### Disclaimer

Tishomingo County Schools will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the device accepts personal responsibility for actions on the Internet.

Tishomingo County Schools is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

#### Consequences of Inappropriate Behavior

Any user who does not comply with these guidelines may lose the privilege of bringing their device for a period of time, that period of time to be set at the sole discretion of the school principal. Students and parents may also be required to participate in a meeting with the principal to discuss the use of technology at school. Students who have repeated or severe infractions of the policy will be subject to disciplinary action. Violations of federal and state regulations, such as sending threatening email and accessing or distributing obscene material, will be reported to and dealt with by the governing law enforcement agency. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Inappropriate Behavior will be referred to the Principal or his/her designee for disciplinary action.

\*If the behavior is severe and jeopardizes the safety and welfare of the student and/or other students, suspension can occur with the first offense and be immediate.

## **STUDENT DISCIPLINE** (*Policy JD*)

An organized disciplinary program supports teachers' efforts to teach and addresses the growth of positive student attitudes and behavior. The board has responsibility and authority to establish school rules and procedures for the purpose of maintaining a non-disruptive educational environment.

The discipline policies of this District are in compliance with both federal and state law.

#### **DISCIPLINE PLAN**

Discipline is the responsibility of every student, teacher, and administrator. It is characterized by a process of education designed to improve and perfect behavior, and its goal is obedience to rules and regulations based on a high degree of self-discipline.

It is our policy that students shall respect authority which includes conformity to school rules and regulations as well as those provisions of law that apply to the conduct of juveniles. Democracy requires respect for the rights of others, and it is our wish that student conduct shall reflect consideration for the right and privileges of others. A high personal standard of courtesy, decency, morality, clean language, honesty, and a wholesome relationship with others shall be maintained. Respect for property and pride on one's achievement shall be expected of all students. Every student who shows that he or she has a sincere desire to remain in school, is diligent in studies, and wants to profit by educational experiences will be given every opportunity to do so and will be assisted in every way possible by school personnel.

When students fail to exercise self-discipline, it becomes the responsibility of school personnel to take steps to alter behavior. When it is possible, classroom teachers are expected to take care of discipline; but when teachers want or need assistance, students will be sent to the assistant principal's office or the principal's office or the principal's designee. Since discipline is the responsibility of the principal, it is he/she who is the final authority within the school. Disciplinary techniques may be many and varied. Each person responsible may have his/her own methods and practices. Some of the practices that may be used in our schools are special assignments, reprimand, detention hall, in-school detention, after school detention short-term suspension, long-term suspension, punishment, alternative school and recommended expulsion. Our practices are not limited to these, and there are no automatic penalties for any offense.

The principal and assistant principal or designee will institute the appropriate disciplinary action including; but not limited to, special assignments, reprimand, detention hall, in-school detention, after school detention, short-term suspension, long-term suspension, corporal punishment, alternative school and recommended expulsion of any student for disorderly conduct or misconduct including but not limited to the following:

1. Fighting
2. Theft
3. Harassment, intimidation, threats
4. Display of affection (in the school building or school property)
5. Improper language
6. Throwing objects
7. Possession or use of tobacco products
8. Use or possession of drugs or alcohol (Drug offenders will be advised of available rehabilitation and counseling services)
9. Vandalism – private or school
10. Gambling
11. Weapons (knives, firearms, or any other weapons)
12. Pornographic materials
13. Fireworks, explosives, or incendiary materials.
14. Possession of any material, which is punishable by law
15. Improper and disorderly conduct, which is disruptive in any school facility or on any school property.
16. Any other offense punishable by law. Corporal punishment may be used in cases where it is deemed as the most appropriate means of dealing with a particular student's behavior.

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 may be subject to automatic suspension by the superintendent or principal from such school. Such suspension shall take effect immediately subject to the constitutional rights of due process.

It should be kept in mind that the primary responsibility of conduct rests with the student and parent. However, administrators and teachers shall hold students to strict account for disorderly conduct at school or any school function, to and from school, on the playground, or any place under school supervision. Teachers and administrators have the power to discipline any and all students in a reasonable and acceptable manner.

The superintendent or principal is authorized to institute appropriate disciplinary action, including immediate suspension if warranted, on any student for disorderly conduct or misconduct of any nature.

"The superintendent of a school district and the principal of a school shall have the power to suspend a pupil for good cause or for any other reason for which the pupil might be suspended, dismissed, or expelled by the board of trustees. Such action by the superintendent or principal shall be subject to review by and with the approval or disapproval of the board of trustees." (MS Code – Section 37-9-71)

### **CORPORAL PUNISHMENT**

Reasonable corporal punishment of a non-disabled student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

1. School personnel is prohibited from using corporal punishment on any student with a disability. A student with a disability is any student who has an IEP or Section 504 plan.
2. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
3. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
4. Corporal punishment may be administered by the school principal, assistant principal, or a teacher.
5. When corporal punishment is administered, it shall be done in the presence of another school employee.

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action, which may be filed against such school personnel.

A public school teacher, assistant teacher, principal, assistant principal, or other school personnel shall not be granted immunity from liability for the use of corporal punishment on a student with a disability.

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.



Corporal punishment means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee. ' 37-11-57 (1997)

**BUS DISCIPLINE:** Bus discipline rights to ride a school bus is contingent upon good conduct:

While on the Bus:

- The driver is in full charge of the bus and the students. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.
- Upon boarding the bus, students shall immediately be seated and remain in that seat for the remainder of the route, unless given permission by the driver to change seats.
- The driver may assign seats on the bus, and students shall sit in their assigned seat.
- Students shall be courteous to the driver and to fellow students.
- Students shall not mark on or otherwise deface the bus.
- Students are not to tamper with mechanical equipment, accessories, or control of the bus.
- Students are to refrain from loud talking, excessive noise, and unnecessary movement, which can divert the driver's attention and may result in an accident.
- Students shall assist in keeping the bus safe and clean at all times.
- Students are not to throw litter of any kind on the floor of the bus, as a bag or box is provided for trash.
- Students shall keep all body parts and clothing inside the bus at all times.
- Students shall never leave the bus through the rear door, except during an emergency situation.
- The driver will not let students off the bus at places other than the regular bus stop, at home or at school unless by authorizations of the parent or school official.
- In case of a road emergency involving the bus, or the bus and another vehicle, the students are to remain in the bus, unless given other instructions by the drivers.

The following improper behavior can result in suspension of riding privileges and suspension from school:

- Insolence, not following driver's instructions, vulgar actions or gestures, obscene or profane language, fighting, punching, shoving, other disruptive and disturbing actions, and possession of unacceptable items (radios, lighters, matches, cell phones, etc.).
- Possession or use of tobacco products.
- Throwing articles or objects in or from the bus.
- Blocking the aisle in any manner.
- Occupying more space in a seat than is needed, and refusing to allow another passenger to sit down.
- Sexual harassment in any form, including but not limited to words, gestures, or actions
- Any form of sexual activity, whether consented by all parties involved or not.
- Disrespect toward the bus driver or other students
- Should the conduct of a student on the bus endanger the safety and welfare of other individuals, and the offending student fails to cease such conduct when requested to do so by the driver, it shall be the duty of the driver to report to the principal of the school the student attends as soon as possible.
- Students shall not have in their possession any weapons, fireworks, glass containers, live animals, water guns, squirt bottles, or helium filled balloons.
- Eating and drinking are prohibited on the bus.
- Students are to remain in their seats until the bus has come to a complete stop before standing, entering the aisle and attempting to leave the bus at school or at their bus stop.

Bus Discipline Measures: In order to be uniform district-wide in disciplinary action related to student misbehavior on a school bus, the following actions will be taken:

1. 1<sup>st</sup> Offense – Warning
2. 2<sup>nd</sup> Offense – Three (3) days off the bus
3. 3<sup>rd</sup> Offense – Five (5) days off the bus

4. 4<sup>th</sup> Offense – Ten (10) days off the bus
5. 5<sup>th</sup> Offense – Twenty (20) days off the bus

Bus disciplinary action will be on a semester-by-semester basis beginning 2009/2010 school year

If the behavior is severe and jeopardizes the safety and welfare of the student and/or other students, suspension can occur with the first offense and be immediate. When a student vandalizes a school bus, the student and/or parents/guardians are responsible for paying damages to Tishomingo County School District.

Written notice of the action taken by the Principal shall be furnished to the parents or guardian, the Director of Transportation and/or the Superintendent; however, such notice need not precede the action of the Principal.

Any complaints of students, parents, or drivers not specified in these regulations shall be reported to the Principal or Director of Transportation.

When actions taken by the driver or other school employees are not supported by the parent or guardian, the proper channel for the hearing of the issues shall be as follows:

At the request of the parent or guardian, the Principal will schedule a meeting to review the facts and to hear the various viewpoints of the student, parent and driver. After reviewing the facts and hearing all viewpoints, the Principal will make a decision as to the disposition of the case. Should the parent or guardian feel that a fair decision was not made, an appeal may be made to the Director of Transportation, who will establish a committee to review the case and make recommendations to the Superintendent for final decision.

Students who have violated school policy in which disciplinary action is determined as necessary shall be subject to any of the following disciplinary actions by the superintendent, principal, assistant principal, or licensed designee:

Verbal Correction	Special Assignments
Detention	Corporal Punishment
In-School Detention	Short-Term Suspension
Long-Term Suspension	Alternative School
Recommended Expulsion	After School Detention

The local school administration has the authority to determine the appropriate disciplinary action on a case-by-case basis.

## RULES OF CONDUCT

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

Students must conform to the rules of conduct to be eligible to ride a bus, including but not necessarily limited to the following:

### 1. Loading and Unloading

- Be at your assigned loading zone on time.
- Exercise extreme caution in getting to and from your assigned bus stop.
- Look in both directions before stepping from behind parked cars.
- Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- Do not play on or near the road while waiting for the bus to arrive.
- Look in both directions before crossing any roadway.
- Never walk on the road when there is a sidewalk or pathway.

- Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
- Wait until the bus comes to a complete stop before trying to load and unload.
- Use the handrail while getting on and off the bus.
- If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
- When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

## 2. Riding the Bus

- Do not distract the driver's attention other than when necessary.
- Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
- Keep head, hands, and articles inside the bus.
- Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
- Do not use profane language or make obscene gestures
- Do not fight or scuffle.
- Be courteous to and follow the instructions of your bus driver and safety patrol.
- Do not strike or threaten the bus driver.
- Do not make excessive noise.
- Do not throw objects inside or outside the bus.
- Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
- Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual
- Discrimination/Harassment - Title IX Procedures.
- Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," ' 97-32-25 thru 97-32-29. (For details refer to sample policy JCB - Code of Conduct.)

## Other General Rules:

- Ø The driver is in full charge of the bus and the students. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.
- Ø Upon boarding the bus, students shall immediately be seated and remain in that seat for the remainder of the route, unless given permission by the driver to change seats.
- Ø The driver may assign seats on the bus, and students shall sit in their assigned seat.
- Ø Students shall be courteous to the driver and to fellow students.
- Ø Students shall not mark on or otherwise deface the bus.
- Ø Students are not to tamper with mechanical equipment, accessories, or control of the bus.
- Ø Students are to refrain from loud talking, excessive noise, and unnecessary movement, which can divert the driver's attention and may result in an accident.
- Ø Students shall assist in keeping the bus safe and clean at all times.
- Ø Students are not to throw litter of any kind on the floor of the bus, as a bag or box is provided for trash.
- Ø Students shall keep all body parts and clothing inside the bus at all times.
- Ø Students shall never leave the bus through the rear door, except during an emergency situation.
- Ø The driver will not let students off the bus at places other than the regular bus stop, at home or at school unless by authorizations of the parent or school official.
- Ø In case of a road emergency involving the bus, or the bus and another vehicle, the students are to remain in the bus, unless given other instructions by the drivers.

## RESPONSIBILITIES

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus.

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

The principal will be responsible for disciplining students reported to him by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor.

### **DETENTION OF STUDENTS** (*Policy JDC*)

Detention of students for disciplinary purposes is permissible. The superintendent and principal shall establish guidelines for detention. All detention shall be supervised by district personnel. The planning and scheduling of students to be kept after school in detention should reflect this district's philosophy of student-centered instruction and his/her individual worth.

Any student who is assigned to detention and fails to appear without a doctor's excuse, must have an extra day assigned to him/her. If a student does not appear after 2 days and does not have a doctor's excuse, he/she will be suspended from school for 3 days. While a student is in detention, he/she cannot participate in extra-curricular activities during the school day. While a student is in detention, the student is not counted absent from school and the teacher will send the student's work to detention for the student to complete.

If a student is assigned to In-school detention, he/she is responsible for the following:

1. Getting on the shuttle bus to travel to the detention site
2. Carrying all textbooks to detention
3. Completing all assignments that are sent to detention
4. Following directions of the detention teacher

Misbehavior at detention will result in a parent/guardian being called to pick up the student, resulting in out-of school suspension.

### **ALTERNATIVE SCHOOL** (*Policy JCD*)

Tishomingo County Schools have access to our own K-12 Alternative School located at the Tishomingo County School District, located on the campus of the Tishomingo Elementary/Middle School. As a final attempt before expulsion, students can be referred to attend the Alternative School due to discipline problems.

### **CARE OF SCHOOL PROPERTY** (*Policy JCBD*)

Students are expected to do their individual part in caring for the buildings, school buses, and school grounds. The care given to school property is a reflection of the type of students that are enrolled in the school. School spirit and pride are evidenced by the proper use of furniture and instructional equipment. It will be the policy of the school system to require any student to pay for damage to buildings, equipment, or buses when it is determined that any such damage was caused by carelessness or neglect. We need the cooperation of each student to do his/her part to help us maintain a clean and attractive campus.

### **STEALING AND VANDALISM** (*Policy JCBD*)

Stealing and vandalism are violations of the State of Mississippi. Severe disciplinary action will be taken against offenders, including suspension and/or recommended expulsion.

## **VIOLENT ACTS** (*Policy JCBE*)

1. Any student on school property, at school functions, or on school buses, who commits a violent act or verbally threatens the safety of others will, after due process, be subject to suspension by the principal or designee.
2. If the principal or designee deems it appropriate, he/she may recommend to the superintendent that the student be expelled.
3. The superintendent who receives a recommendation for expulsion will present the recommendation to the Board of Trustees, or based on the particular circumstances, assign other disciplinary action or alternative placement.
4. The Board of Trustees has the sole and absolute discretion to expel a student.
5. **Fighting.** Tishomingo County Schools do not tolerate fighting which is defined as: the encounter between 2 or more persons with blows, slaps, shoves, kicks, pushes, and or touching of another person with anger with/without instrument other than hand, fist, parts of the body, and including any overt act of any person against another person when the other person does NOT retaliate. Students who direct physical violence toward another student will be strictly disciplined as described below. If the administration can determine that the student acted only in self-defense, a modification in the disciplinary action assignment may occur. Self-defense is defined as a student acting with reason to protect himself from bodily harm and having no part, verbally or physically, in creating the situation. Students who have violated school policy in which disciplinary action is determined as necessary shall be subject to any of the following disciplinary actions by the superintendent, principal, or assistant principal: Verbal Correction, Special Assignments, Detention, Corporal Punishment, In-School Detention, After School Detention, Short-Term Suspension, Long-Term Suspension, Alternative School, or Recommended Expulsion. The local school administration has the authority to determine the appropriate disciplinary action on a case-by-case basis. Students guilty of inciting a fight or other disruptive behavior will be disciplined by appropriate measures, which may include suspension from school. The local school administration has the authority to determine the appropriate disciplinary action on a case-by-case basis. It is our desire that students treat each other with dignity and respect.

## **PHYSICAL DISABILITY PARKING SPACES**

Spaces for handicap parking are provided at each school location. Please do not park in these spaces unless you need a special assistance spot.

## **BULLYING** (*Policy JDDA*)

Tishomingo County Special Municipal Separate School district does not permit bullying in any fashion, including, but not limited to race, color, creed, sex, disability, religion or marital status.

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

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

## **HARASSMENT PROHIBITED** (*Policy JB*)

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

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

Reports of harassment of any manner should be immediately reported to school officials of authority.

## **DUE PROCESS / RIGHT TO APPEAL** (*Policy JCAA*)

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

### **APPEAL OF INITIAL DECISION**

#### **STEP ONE: INITIAL INFORMAL HEARING**

Applies to:      Suspensions of 10 days or less  
                     Suspensions of 11 days or more  
                     Recommendations of Expulsions  
                     Denials of admission

#### **STEP TWO: APPEAL**

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

#### **STEP THREE: REVIEW BY THE SUPERINTENDENT**

Applies to:      Expulsions  
                     Denials of admission

#### **STEP FOUR: REVIEW BY THE BOARD**

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

## **EQUAL EDUCATIONAL OPPORTUNITIES** (*Policy JAA*)

No person shall, on the basis of sex, race, handicap, religion or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any other program or activity operated by Tishomingo County School District LEGAL REF: Mississippi Code 37-15-35 and 1972 Educational Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI, 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84. School Board

policies follow federal laws related to nondiscriminatory practices in the operation of the schools, as pursuant to standard 3-1, Requirement #5.

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

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

## **EQUIVALENCE AMONG SCHOOLS**

The Tishomingo County Special Municipal Separate School District offers a diversified educational program compatible with the needs of the community and standards of the state. The overall organizational plan of the district will be designed to facilitate the philosophy of educating every child, each to his or her fullest capacity, and to provide high quality schoolwork and experiences for all students.

## **WEAPONS** (*Policy JCDAE*)

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law. No student, employee or visitor may possess or carry any weapon within a vehicle brought onto school property, except as provided by law: No student may possess or carry any weapon within a vehicle brought onto school property. Employees and visitors may lawfully possess or carry a firearm within a vehicle brought onto school property; however, the firearm may not be brandished, exhibited or displayed in a careless, angry or threatening manner. No employee or visitor may possess or carry any other type of weapon within a vehicle brought onto school property.

## **DEFINITION OF PROHIBITED WEAPONS**

Prohibited weapons include, but may not be limited to, the following:

1. Gun, rifle, pistol, other firearm
2. Firecrackers
3. Illegal Drugs
4. Dynamite cartridge, bomb, grenade, mine or other explosive
5. BB gun, air rifle, air pistol
6. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
7. Slingshot
8. Leaded cane, blackjack
9. Metallic or other artificial knuckles
10. Razors, razor blades
11. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
12. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)

## **PENALTIES FOR VIOLATIONS**

Any student who violates this policy may be suspended and recommended for expulsion in accordance with policy.

Any person violating this policy may be subject to criminal action and penalties as provided in Miss. Code Ann. ' 97-37-17.

## **REPORTING VIOLATIONS**

Violations of this policy shall be reported to the appropriate law enforcement officials in accordance with Policies JCBF.

### **3<sup>RD</sup> GRADE READING GATE** (*Policy ICHI*)

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

Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

### **STUDENT CONDUCT** (*Policy JCA*)

Misconduct on school property as defined in 37-11-29 of the Mississippi code of 1972 as amended as follows:

1. Possession or use of a deadly weapon as defined in Mississippi code 97-31-1;
2. Possession, sale or use of any controlled substance;
3. Aggravated assault as defined in Mississippi code of 1972 as amended 97-3-7;
4. Simple assault upon any school employee, as defined in Mississippi code of 1972 as amended 93-3-7;
5. Rape as defined under Mississippi law;
6. Sexual battery as defined under Mississippi law;
7. Murder as defined under Mississippi law;
8. Kidnapping as defined under Mississippi law;
9. Touching, fondling, handling, etc. a child for lustful purposes as defined in 97-5-23 of Mississippi code of 1972 as amended.
10. If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, such pupil shall be liable for suspension or expulsion and such pupil's parents or guardians or person who has custody shall be liable for all damages caused by such students.
11. If any pupil shall report to another by any means that a bomb or other explosive device has been or is to be placed or secreted in any place, knowing that such report is false, such pupil shall be subject to suspension or expulsion.

In the event that the misconduct listed herein results in charges being brought against the pupil in youth court, justice court, county court or circuit court or any other court for a felony or an offense which would be a felony if committed by an adult, the suspension will continue until the charges are dismissed by an adjudication of not guilty or a dismissal by the appropriate officials and in the event of a conviction or adjudication of guilty, may result in expulsion of the pupil.

In the case of offenses which amount to a misdemeanor and any misconduct, including disruptive behavior, the pupil may be suspended or assigned to the alternative school for such period of time as in the judgment of the principal or superintendent, is appropriate for the misconduct, subject to the right of the pupil to a due process hearing before the school board as herein set out.

Any student who uses, sells, buys, or possesses prescription or over the counter drugs at school, at a school function, or while participating in or going to or from any school activity sponsored by this school district and while under the supervision and direction of any employee or agent of the school district, or who abuse (taking more than prescribed on the package/container) or distribute over-the-counter drugs (such as aspirin Tylenol, diet tablets, caffeine tablets, etc.) may be subject to any of the following disciplinary actions at the discretion of the school administration:

1. In-school detention for not less than three (3) days and up to seven (7) days



2. Suspension for three (3) days and receive fifteen (15) days in alternative school.
3. Suspension for three (3) days with assignment to alternative school for thirty (30) days.
4. Suspension for three (3) days with assignment to the alternative school for ninety (90) days.
5. Recommended to the School Board for expulsion, unless good cause to the contrary can be shown.

This policy is for the sole and exclusive protection of the pupils of this school district and their general welfare and nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

## **CONFERENCES**

Positive communication between parents and teachers is essential for student success. Teachers will be available to meet during their planning periods and after school. We ask that parents call ahead to schedule conferences so that classes are not interrupted.

## **FIELD TRIPS** (*Policy JFC*)

### **(OFF-CAMPUS STUDENT EDUCATIONAL ACTIVITY)**

Due to COVID-19 **ALL** elected field trips have been suspended for the 2020-2021 school year. Upon reinstatement of this ruling, the following will apply:

All off-campus student educational activities require the approval of the principal and the superintendent or designee. Accompanying the request for approval must be information specifying those students who are to participate in the activity and the basis for their participation. In addition, the request must include the

- specific reference to the curriculum;
- source of payment for the off-campus educational activity;
- method of transportation;
- beginning and ending times and dates;
- names of school personnel to attend;
- names of additional chaperones;
- method of financing adult/parent participation; and
- other pertinent information.

Such requests must be submitted prior to the off-campus educational activity. Parents and guardians must sign the Permission Slip in advance of the off-campus educational activity.

## **P.E. (Physical Education)** (*Policy ICI*)

As part of Mississippi Department of Education's commitment to health and nutrition, each student is required to participate in P.E. While in the Gymnasium or Activity Building, students may choose to wear shoes during activities. However, these shoes must be clean and not the same shoes worn to school. This is for the protection of the floor surfaces in our buildings. Refer to COVID-19 Handbook for additional information regarding physical education classes.

## **PHONE CALLS AND MESSAGES**

Students are not allowed to make general phone calls from school. Students will not be allowed to phone home for permission to go home with a friend or make other such arrangements. If a student becomes sick, the school nurse or school staff member will phone the parent or guardian. Classes will not be interrupted to give messages to students.

## **ACADEMIC ACHIEVEMENT** (*Policy JF*)

Consistent recognition of student accomplishments promotes positive attitudes and motivates teaching and learning. The district's administrative staff shall develop and implement a system of recognition and rewards for students.

Criteria used in the evaluation process to determine a student's grade must be supported by rationale. The criteria is as follows:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. Methods of evaluation:  
Grades will reflect some combination of the areas listed below:
  - a) Class work
  - b) Homework
  - c) Test scores
  - d) Participation
  - e) Skill application
  - f) Preparation for class
3. The effect of absence on grades
4. Procedures for making up assigned work and tests
5. Other criteria as may be approved by the superintendent and school board

## PROGRESS REPORTS

Progress reports are given to ALL students at the mid-point of each nine- week grading period. This report is given to allow parents an opportunity to address academic problems before they become chronic. Active Parent is a computer-based program that allows parents to view their child's grades. Parents can access the program through the district's website ([www.tcsk12.com](http://www.tcsk12.com)).

## REPORT CARDS

Report cards are given to all students at the end of each nine- week grading period. Dates are noted on the calendar. If your child fails to bring home a report card, we encourage you to call the school and request one. The final report card may be picked up by the parent or guardian or mailed to those who provide a self-addressed stamped envelope. Students may purchase envelopes at school. Final report cards will be held until all textbooks, library books, and book fines have been returned or cleared.

## **WEATHER-RELATED SCHOOL CLOSINGS** (*Policy EBBD*)

In case of inclement weather, school closings will be announced by 6:00 a.m. whenever possible. Tune your radio to THE BEE (95.3), FUN91 (91.9), or tune your television to WTVA or WLOV for information on school closings. The district will also use the automated call system when possible to call each parent/guardian's primary number. Social media outlets will also be utilized (Facebook and twitter).

The Tishomingo County Special Municipal Separate School District Board of Education has given the Superintendent of Education of Tishomingo County Special Municipal Separate School District the authority to dismiss school during inclement weather or other good cause situations.

## **CORRESPONDENCE WORK** (*Policy IDCH*)

Correspondence work will be approved only on an educationally justifiable need basis. All correspondence work must be pre-approved by the counselor and principal. A student may apply only one correspondence course toward completing high school graduation requirements.

## **SUSPENSIONS** (*Policy JDD*)

Suspensions from school result from serious offenses at school or school functions. A student who is suspended is not to be on campus at any time and may not attend any extra-curricular activities during the suspension. This includes ball games and all other extra-curricular activities after school hours.

## **CHANGING OF SCHEDULE** (*Policy JBCCC*)

### **First Semester Course**

A student or his/her guardian may request said student be withdrawn from a first semester course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the school principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

### **Yearlong Course**

A student or his/her guardian may request said student be withdrawn from a yearlong course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the school principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

### **Second Semester Course**

A student or his/her guardian may request said student be withdrawn from a second semester course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the school principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

### **Career and Technical Center (CTE) Courses**

A student or his/her guardian may request said student be withdrawn from a CTE course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the student's high school principal and Career and Technical Center Principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

### **Traditional/Virtual Changes**

See COVID-19 Handbook for more information regarding changing modes of learning during the 2020-2021 school year.

## **HOMEWORK** (*Policy IB*)

The amount of homework students are assigned will be directly related to the student's grade level. Homework will be assigned for the following purposes:

1. To provide extra practice in classroom skills.
2. To provide reinforcement for students experiencing difficulties.
3. To provide an opportunity for students to learn good work habits.

The district believes learning is important and should continue after school hours. Daily homework should not be viewed as punishment, but rather as a way to encourage and extend learning. Parents can do their part to improve homework when they:

- (a) Cooperate with the school to make homework effective.
- (b) Provide their child with suitable study conditions; such as a desk or table, good lighting, books, and needed supplies.
- (c) Reserve a time for homework with no distractions.

Please reference the COVID-19 Handbook regarding virtual and traditional expectations for assignments and graded material.

## **STUDENT HEALTH SERVICES** (*Policy JGC*) (STUDENT ILLNESS)

Each school has a full-time nurse on staff. If a student becomes ill or is injured at school, the principal should be notified and parents will be called. Parents must fill out authorization and consent forms (located at each school) for medication to be taken during school hours. For COVID related information, please reference the COVID-19 Handbook.

## **HOMELESS CHILDREN AND YOUTH** (*Policy JQN*)

Homeless Liaison – Mr. Jackie Beals

The Tishomingo County School District shall provide all services of the district to homeless children and youth with no discrimination or identification. The Tishomingo County School District shall comply with all provisions of the McKinney-Vento legislation and shall follow Mississippi Department of Education Guidelines concerning the McKinney-Vento Homeless Education Dispute Resolution Procedures.

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

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

## **ATHLETIC PASSES** (*Policy DK*)

### **REGULAR SEASON ATHLETIC PASS**

Tishomingo County School District offers season athletic passes at each local high school that allows entry into all regular season athletic events held at the high school in which the pass is purchased. Adult passes are \$100 each and student passes are \$50 each.

### **SENIOR CITIZEN – DISABLED VETERAN ATHLETIC PASS**

Tishomingo County School District offers Senior Citizens 65 years of age and older and Disabled Veterans an Athletic Pass for \$25 each, which allows the holder entrance into all regular season athletic events in Tishomingo County. Applicants must provide a proof of residence in Tishomingo County. Senior Citizens must provide proof of age at time of purchase. Disabled Veterans must provide proof of disability from the Office of Veteran Affairs. Senior Citizen and/or Disabled Veteran Athletic Passes may be purchased at any elementary, middle, or high school within Tishomingo County School District.

## **ATHLETIC TICKET PRICES** (*Policy DK*)

At Gate Cost for All District High School Athletic Events in Tishomingo County School District:  
\$7.00 per Student                      \$7.00 per Adult

All Student Pre-Sale High School Athletic Events in Tishomingo County School District:  
\$5.00 per student

At Gate Cost for Middle School Athletic Events in Tishomingo County School District:

\$3.00 per student

\$4.00 per Adult

All District Middle School Tournament Athletic Events:

\$5.00 per person

\*Any child who is less than school age, shall be admitted free

\*\*MHSAA authorizes ticket prices during playoff events.

## ACT TEST DATES

TEST DATE	REGISTRATION DEADLINE	LATE FEE REQUIRED
Sept 12, 2020	August 14	August 15-28
Sept. 19, 2020	August 14	August 15-28
October 24, 2020	September 17	September 18-25
February 6	January 8	Jan 19-15
Apr 17, 2020	March 12	Mar 13-26

## SERVICE ANIMALS *(Policy IDDHE)*

The Tishomingo County School District does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Mississippi and federal law concerning the rights of persons with guide or assistance dogs.

With proof of current vaccinations, the District will permit such animals on school premises and on school transportation. For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability."

The federal regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do the work or perform tasks for the benefit of the individual with a disability."

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets, but may do the following:

- Assist individuals who are blind or have severe sight impairment as “seeing eye dogs” or “guide dogs.”
- Alert individuals with hearing impairments to sounds
- Pull wheelchairs or carry and pick-up items for individuals with mobility impairments and
- Assist mobility impaired individuals with balance

Animals whose sole function is to provide comfort or emotional support DO NOT qualify as service animals under the Americans with Disabilities Act. Any animal not considered a service animal under this policy is strictly prohibited from being present on campus unless approved in writing by the principal.

The District shall not assume or take custody or control of, or responsibility for, the care or feeding of any service animal. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up and stain removal.

If, in the opinion of the building principal or his or her designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from the District premises immediately.

In providing accommodations for students, the parent of a child with such illness or disability, the teacher or teachers of the student and the appropriate school administrator shall meet and develop a written 504 plan consistent with the provisions of Chapter 23, Title 37, Mississippi Code of 1972, that would permit the use of service dogs in the school facility. Also, in providing accommodations for students, the teacher or teachers of the student and the appropriate school administrator shall develop a plan designed to educate the other students of the appropriate behavior in the presence of such dogs, as well as the proper handling of such dogs in the presence of those students who may have an allergic reaction to the dog and the reasonable care to be taken in efforts to prevent contact by students who are allergic with such dogs.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the building principal or his or her designee and an alternative plan will be developed with appropriate District staff.

Such plans could include the reassignment of the person having custody and control of the animal to a different classroom. If an individual or school transportation suffers an allergic reaction to a service animal, an alternate transportation plan will be developed in coordination with appropriate school, District, and transportation staff and the parent/guardian of the student.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, the staff member assigned to the student's classroom, the student's parent and guardian, as well as the animal's wonder and any other person who will have custody and control of the animal, will be required to sign a document stating that they have read and understood this policy.

The Superintendent or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog in District facilities and on school transportation vehicles.

Legal References: Mississippi Code of 1972

Federal regulations under the Americans with Disabilities Act: 28 CFR Part 35

## **WITHDRAWAL FROM CLASS – STUDENT/GUARDIAN REQUEST** (*Policy JB CD*)

This policy does not pertain to Dual Credit Courses.

### **First Semester Course**

A student or his/her guardian may request said student be withdrawn from a first semester course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the school principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

### **Yearlong Course**

A student or his/her guardian may request said student be withdrawn from a yearlong course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the school principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

### **Second Semester Course**

A student or his/her guardian may request said student be withdrawn from a second semester course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the school principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

### **Career and Technical Center (CTE) Courses**

A student or his/her guardian may request said student be withdrawn from a CTE course without penalty, if the student/guardian completes the withdrawal process through the school counselor on or before the tenth (10) day of school of the current school year. After the tenth (10) day of school of the current school year, the student must have approval of the student's high school principal and Career and Technical Center Principal to change a schedule. If the schedule change is denied, the student must complete the course in its entirety and will receive the grade earned.

## **TITLE IX COORDINATOR/HOMELESS, YOUTH COURT, & FOSTER CARE LIAISON**

### **Contact Information**

Mr. Jackie Beals  
1620 Paul Edmondson Drive  
Iuka, MS 38852  
Office Phone: 662-423-3206  
Fax: 662-424-9820  
Email: jbeals@tcsk12.com

## **ABSTINENCE-ONLY SEX EDUCATION** (*Policy ICG*)

The Tishomingo County Special Municipal Separate School District School Board believes that every student has the right to accurate information concerning the prevention of pregnancy and sexually transmitted infections. The Tishomingo County Special Municipal Separate School District School Board is committed to fostering community partnerships that educate both students and parents about this important topic.

This School District seeks to affirm its commitment to creating healthy and responsible teens in this School District by fully complying with the Mississippi Code of 1972, Annotated, Section 37-13-171, and by:

- Adopting educational programs designed to help students and parents take action to reduce rates of teen birth and sexually transmitted infections and integrating such programs into already established classes, and

- Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence-Only” education programs.

The district shall utilize an age-appropriate (7<sup>th</sup> & 8<sup>th</sup> grade), evidenced based, medically accurate, Abstinence-Only curriculum from the list of curricula approved and recommended by the Mississippi Department of Education (MDE), including as one choice the curricula of Abstinence-Only developed by the Mississippi Department of Human Services and the Mississippi Department of Health, if such curricula are on the MDE’s approved curriculum list.

Parents must give consent for his/her student to participate within the Abstinence-Only Sex Education Program.

## **PARENTS’ RIGHT TO KNOW UNDER THE EVERY STUDENT SUCCEEDS ACT**

### **(ESSA) (*Policy GAR*)**

Parents have the right to request information on the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **TITLE I FUNDS (*Policy GAR*)**

The Tishomingo County Municipal Separate School District prohibits the use of Title I, Part A funds to pay the salary of any teachers who do not meet state certification/licensing requirements and any paraprofessionals who do not meet Title I requirements.

### **Participation by Homeschool Students (*Policy JTAD*)**

The Tishomingo County School District Board of Education recognizes its legal responsibility to ensure that all children of compulsory school age have the opportunity to receive an education that is adequate and equivalent to that which they are entitled under the law. Therefore, the board follows state statutes in cooperating with parents who choose to educate their children in an approved homeschool program.

The state of Mississippi does not have a law granting homeschooled students the right to participate in extracurricular activities or academic programming provided by the district. Therefore, Tishomingo County School District does not allow participation for homeschooled students in these activities.

The superintendent is charged with the responsibility of developing the necessary regulations to govern student transfers from homeschool programs to public schools.



## GRADUATION REQUIREMENTS STANDARD 14 (*Policy IHF*)

### DISTRICT OPTION

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the Mississippi Curriculum Frameworks. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools of Mississippi. (See SB Policies 2902 and 2903.) Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

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

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sub>1</sub>	English I English II
MATHEMATICS	4 <sub>2</sub>	Algebra I or Integrated Math I
SCIENCE	3 <sub>3</sub>	Biology I
SOCIAL STUDIES	3	1 World History <sub>4</sub> 1 U.S. History <sub>4</sub> 1/2 U.S. Government 1/2 Mississippi Studies <sub>5</sub>
HEALTH	1/2 <sub>6&amp;7</sub>	Contemporary Health <sub>10</sub>
BUSINESS and TECHNOLOGY	1 <sub>8</sub>	1 Information and Communication Technology (ICT) II or 1 Science, Technology, Engineering & Mathematics (STEM) or 1 Technology

		Foundations or 1/2 Keyboarding and 1/2 Computer Applications <sup>11</sup>
THE ARTS	1	Any approved 500.000 course
ELECTIVES	4 1/2 <sup>9</sup>	
TOTAL UNITS REQUIRED	21	

**Mississippi Public School Accountability Standards, 2015** <sup>41</sup>

1. Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four (4) English courses required for graduation; however, these courses may be included in the four and one-half (4 1/2) general electives required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit-bearing English course is taken in the same school year. MYP-English I and MYP English II are accepted in lieu of the English I and English II requirements for students enrolled in the IB program.
2. Compensatory Mathematics and any developmental mathematics course may not be included in the four (4) mathematics courses required for graduation; however, these courses may be included in the four and one-half (4 1/2) general electives required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit-bearing Math course is taken in the same school year. Beginning school year 2004-2005 for all entering eighth graders, at least one (1) of the four (4) required mathematics courses must be higher than Algebra I or Integrated Math I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Integrated Math II, Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC, and AP Statistics. Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. One (1) of the four (4) required mathematics units may be in Architecture & Drafting if the student completes the two-course sequence for Architecture & Drafting I & II. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to

Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra are no longer available after the 2013-2014 school year. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8 (with Integrated Math I), and CCSS Math Grade 8 (with Algebra I/Traditional). MYP Geometry, MYP Algebra II, IB-DP Mathematics I, IB-DP Mathematics II, IB-DP Mathematical Studies I, IB-DP Mathematical Studies II are allowable mathematics courses higher than Algebra I for IB students.

3. One (1) unit may be in Concepts of Agriscience or Introduction to Agriscience, and a second unit may be earned by completing two (2) of the following three (3) courses: Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two (2) units may be in the following courses if the student completes the required course sequence ending with Healthcare & Clinical Services II, Aquaculture II, Forestry II, Robotics/Engineering II, Polymer Science II or Careers in Polymer Science, Horticulture II or Horticulture Landscape and Turf grass, Engineering II or Applied Engineering Concepts, Health Sciences II or Workplace and Employment Skills in Health Sciences. The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Polymer Science II, and Robotics/Engineering II. IB-DP Physics I, IB-DP Physics II, MYP Chemistry, and IB-DP Chemistry may be accepted as allowable lab-based physical science courses for students enrolled in the IB program. MYP Biology and IB-DP Biology I may be accepted in lieu of the Biology I requirement for students enrolled in an IB program. Effective with school year 2013-14, up to two (2) of the three (3) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, and one-half (1/2) credit shall be awarded for Botany, and one-half (1/2) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit. **Mississippi Public School Accountability Standards, 2015 42**
4. **Based on the 2011 Mississippi Social Studies Framework**, A.P. World History can be accepted in lieu of the required World History from the Age of Enlightenment to Present course. A.P. United States History can be accepted in lieu of the required U.S. History from Post-reconstruction to Present course. A.P. Government and Politics: United States can be accepted in lieu of the required United States Government course. IB-DP History of the Americas I is accepted in lieu of the required U.S. History course for students enrolled in the IB program. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U.S. Government is accepted in lieu of the required Government course for students enrolled in the IB program.
5. The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half (1/2) unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other one-half (1/2) unit social studies course. Effective with eighth graders of school year 2013-14, Mississippi Studies and Geography may be taken in the eighth grade for Carnegie unit credit.
6. Credit earned in Healthcare & Clinical Services I/Health Science I may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (1/2) Carnegie unit in Health.
7. Successful completion of JROTC I and JROTC II may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (1/2) Carnegie unit in Health beginning in the 2010-2011 school year and thereafter, when instruction includes all health components in the JROTC curriculum.
8. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one (1) unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational). Information & Computer Technology (ICT) II may be accepted in lieu of Computer Discovery. A Carnegie unit earned for Science, Technology, Engineering, & Mathematics (STEM) in the 8th or 9th grade meets this graduation requirement. Technology Foundations replaces Computer Discovery, Keyboarding and Computer Applications and meets this graduation requirement when taken in grades 8-12. MYP Computer Discovery may be accepted in lieu of Computer Discovery for students enrolled in an IB program.

9. Elective units in physical education include participation in interscholastic athletic activities, band, performance choral, dance and JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.
10. Comprehensive Health or Family and Individual Health meet this requirement if taken prior to the 2014-2015 school year.
11. Computer Discovery meets this requirement if taken prior to the 2012-2013 school year. **Mississippi Public School Accountability Standards, 2015 43**

## **GRADUATION REQUIREMENTS STANDARD 14** (*Policy IHF*)

### **STANDARD OPTION**

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

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Frameworks*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See SB Policies 2902 and 2903) Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

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

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

<b>CURRICULUM AREA</b>	<b>CARNEGIE UNITS</b>	<b>REQUIRED SUBJECTS</b>
<b>ENGLISH</b>	<b>41</b>	English I English II
<b>MATHEMATICS</b>	<b>42</b>	Algebra I or Integrated Math I
<b>SCIENCE</b>	<b>43</b>	Biology I
<b>SOCIAL STUDIES</b>	<b>4</b>	1 World History4 1 U.S. History4 1/2 Geography4 1/2 U.S. Government 1/2 Economics5 1/2 Mississippi Studies4
<b>HEALTH and PHYSICAL EDUCATION</b>	<b>17&amp;8</b>	1/2 Contemporary Health and 1/2 Physical Education9&11
<b>BUSINESS and TECHNOLOGY</b>	<b>110</b>	1 Information and Communication Technology (ICT) II or 1 Science, Technology, Engineering & Mathematics (STEM) or 1 Technology Foundations or 1/2 Keyboarding and 1/2 Computer Applications10
<b>THE ARTS</b>	<b>1</b>	Any approved 500.000 course

ELECTIVES	511	
TOTAL UNITS REQUIRED	24	

1. Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four (4) English courses required for graduation; however, these courses may be included in the five (5) general electives required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit-bearing English course is taken in the same school year. Accelerated English 9 can be accepted in lieu of English I. Accelerated English 10 and AP English Language Composition can be accepted in lieu of English II. Beginning school year 2010-2011 for all entering ninth graders, English I is a required prerequisite course for English II. English I may not be taken after a student completes English II.
2. Compensatory Mathematics, Introduction to Engineering, and any developmental mathematics course may not be included in the four (4) mathematics courses required for graduation; however, these courses may be included in the five (5) general electives required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit-bearing Math course is taken in the same school year. Math 8 cannot be taken after Algebra I or Integrated Math I. Beginning school year 2007-2008 for all entering eighth graders, at least two (2) of the four (4) required mathematics courses must be higher than Algebra I or Integrated Math I. Effective with ninth graders of 2010-2011, Survey of Mathematical Topics may not be included in the two (2) math courses higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I or Integrated Math I are: Geometry, Integrated Math II, Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC, and AP Statistics. Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. MYP Geometry, MYP Algebra II, IB-DP Mathematics I, IB-DP Mathematics II, IB-DP Mathematical Studies I, and IB-DP Mathematical Studies II are allowable mathematics courses higher than Algebra I for IB students. One (1) of the four (4) required mathematics units may be in Architecture & Drafting if the student completes the two-course sequence for Architecture & Drafting I & II. One (1) of the four (4) required mathematics units may be in Survey of Mathematical Topics; however, this course does not meet the mathematics requirement for admission to institutions of higher learning. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra, Transition to Algebra, and Survey of Mathematical Topics are no longer available after the 2013-2014 school year. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8 (with Integrated Math I), and CCSS Math Grade 8 (with Algebra I/Traditional). Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit. Effective with 7th graders of 2012-13, Pre-Algebra, Algebra I, Biology I, ICT II (Information & Communication Technology), and first-year Foreign Language may be taken in the 7th grade for Carnegie unit credit provided the course content is the same as the high school course. Effective with 8th graders of 2012-2013, STEM (Science, Technology, Engineering, & Mathematics) and second-year Foreign Language may be taken in the 8th grade for Carnegie unit credit provided the course content is the same as the high school course. Effective with 8th graders of 2013-2014, Introduction to Agriscience may be taken for Carnegie unit credit provided the course content is the same as the high school course.
3. One (1) unit may be in Concepts of Agriscience or Introduction to Agriscience, and a second unit may be earned by completing two (2) of the following three (3) courses: Science of Agriculture Plants, Science of Agriculture Animals, and Science of Agricultural Environment. Two (2) units may be in the following courses if the student completes the required course sequence ending with Healthcare & Clinical Services II, Aquaculture II, Forestry II, Robotics/Engineering II, Polymer Science II or Careers in Polymer Science, Horticulture II or Horticulture Landscape **Mississippi Public School Accountability**

**Standards, 2015** 45 and Turf grass, Engineering II or Applied Engineering Concepts, Health Sciences II or Workplace and Employment Skills in Health Sciences. Beginning school year 2008-2009 for all entering eighth graders, one (1) unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Polymer Science II, and Robotics/Engineering II. IB-DP Physics I, IB-DP Physics II, MYP Chemistry, and IB-DP Chemistry may be accepted as allowable lab-based physical science courses for students enrolled in the IB program. MYP Biology and IB-DP Biology I may be accepted in lieu of the Biology I requirement for students enrolled in an IB program. Effective with school year 2013-14, up to two (2) of the four (4) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, one-half (1/2) credit shall be awarded for Botany, and one-half (1/2) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.

4. **Based on the 2011 Mississippi Social Studies Framework**, A.P. World History can be accepted in lieu of the required World History from the Age of Enlightenment to Present course. A.P. United States History can be accepted in lieu of the required U.S. History from Post-reconstruction to Present course. A.P. Government and Politics: United States can be accepted in lieu of the required United States Government course. A.P. Macroeconomics or A.P. Microeconomics can be taken in lieu of the required Economics course. A.P. Human Geography can be accepted in lieu of the required Geography course. MYP World Geography is accepted in lieu of the required Geography course for students enrolled in the IB program. IB-DP History of the Americas I is accepted in lieu of the required U.S. History course for students enrolled in the IB program. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U.S. Government is accepted in lieu of the required Government course for students enrolled in the IB program. Effective with eighth graders of school year 2013-14, Mississippi Studies and Geography may be taken in the eighth grade for Carnegie unit credit.
5. Credit earned for Business Fundamentals or Business Fundamentals II may be accepted in lieu of one-half (1/2) unit in Economics.



6. The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half (1/2) unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other one-half (1/2) unit social studies course.
7. Credit earned in Healthcare & Clinical Services I, Health Sciences I, or Theory and Application of Health Sciences I may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (1/2) Carnegie unit in Health.
8. Successful completion of JROTC I and JROTC II may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (1/2) Carnegie unit in Health beginning in the 2010-2011 school year and thereafter.
9. Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014- 2015 school year. The graduation requirement for one-half (1/2) unit in physical education may include participation in interscholastic athletic activities, band, dance and JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.
10. Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one (1) unit in a technology-rich academic or career technical course related to their program of study. Effective with school year 2012-2013, a Carnegie unit credit for ICT II (Information & Communication Technology) may be awarded to 7th grade students. Effective with school year 2012-2013, a Carnegie unit credit for STEM (Science, Technology, **Mississippi Public School Accountability Standards, 2015** 46 Engineering, & Mathematics) may be awarded to 8th grade students. ICT II may be accepted in lieu of Computer Discovery. A Carnegie unit earned for STEM in the 8th or 9th grade meets this graduation requirement. Technology Foundations replaces Computer Discovery, Keyboarding, and Computer Applications, and meets this graduation requirement when taken in grades 8-12. MYP Computer Discovery may be accepted in lieu of Computer Discovery for students enrolled in an IB program. Computer Discovery meets this requirement if taken prior to the 2012- 2013 school year.
11. Only one (1) elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, dance or JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 24 required state units. If a local district has graduation requirements above the state requirements, they may award additional credits as outlined in the local Board policy. **Mississippi Public School Accountability Standards, 2015** 47

## **GRADUATION REQUIREMENTS STANDARD 14** (*Policy IHF*)

### **CAREER PATHWAY OPTION SENIORS OF SCHOOL YEAR 2011-2012(and thereafter) (Entering eleventh graders in 2010-2011 and thereafter)**

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

Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	41	English I English II
MATHEMATICS	32	Algebra I or Integrated Math I
SCIENCE	33	Biology I
SOCIAL STUDIES	34, 5	1 U.S. History 1/2 U.S. Government 1/2 Mississippi Studies
HEALTH or PHYSICAL EDUCATION	1/26	1/2 Contemporary Health or 1/2 Physical Education10
CAREER and TECHNICAL	47	(Selected from Student's Program of Study)
BUSINESS and TECHNOLOGY	18	Technology Foundations, Information and Communication Technology (ICT) II, Science, Technology, Engineering, and Mathematics (STEM), or Computer Applications and Keyboarding
ELECTIVES	21/29	Courses selected from the student's approved program of study
TOTAL UNITS REQUIRED	21	

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

1. Compensatory English, Compensatory Reading, and Compensatory Writing shall not be included in the four (4) English courses required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit-bearing English course is taken in the same school year. The two (2) additional English credits must be from the student's program of study which includes Technical Writing, Creative Writing, English III, English IV, or any college-level dual credit courses.
2. Compensatory Mathematics may not be included in the three (3) mathematics courses required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit-bearing Math course is taken in the same school year. Math 8 cannot be taken after Algebra I or Integrated Math I. For students pursuing the Career Pathway Graduation Option, at least one (1) of the required mathematics courses must be above Algebra I or Integrated Math I and selected from the student's program of study. The allowable mathematics courses that can be taken which are higher than Algebra I or Integrated Math I are: Geometry, Integrated Math II, Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC, and AP Statistics, or any college-level dual credit courses. Survey of Mathematical Topics, Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra are no longer available after the 2013-2014 school year. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8(with Integrated Math I), and CCSS Math Grade 8(with Algebra I/Traditional).
3. For students pursuing the Career Pathway Graduation Option, at least one (1) of the required science courses must be above Biology I and selected from the student's program of study. If a student's program of study allows, one (1) unit may be in Concepts of Agriscience (AEST). A second science unit may be earned by completing a two-course sequence selected from the following options: Science of Agricultural Animals, Science of Agricultural Plants, or Science of Agricultural Environment. Two (2) units may be in the following courses if the student completes the two-course sequence: Healthcare & Clinical Services I & II, Health Science I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Polymer Science I & II; and Engineering I & II. Effective with school year 2013-14, up to two (2) of the three (3) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, and one-half (1/2) credit shall be awarded for Botany, and one-half (1/2) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.
4. AP U.S. History is accepted in lieu of the required U.S. History Post-reconstruction to Present. The third social studies credit should be selected based on the student's program of study.
5. The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half (1/2) unit social studies course may be accepted.  
**Mississippi Public School Accountability Standards, 2015** 49 An out-of-state student who transfers after the junior year may substitute any other one-half (1/2) unit social studies course. Credit earned for Business Fundamentals or Business Fundamentals II may be accepted in lieu of one-half (1/2) unit in Economics. Effective with eighth graders of school year 2013-14, Mississippi Studies, Geography and Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.
6. Credit earned in Healthcare & Clinical Services I/Health Science I may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (1/2) Carnegie unit in Health. Interscholastic athletic activities, band, and ROTC, if they meet the instructional requirements specified in the *Fitness through Physical Education Framework*, may also be accepted.
7. Career and Technical Education (CTE) courses must be based on the student's program of study and should include dual credit/dual enrollment options as found in Section 37-15-38 of the *Mississippi Code of 1972*.

8. Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one (1) unit in a technology-rich academic or career technical course related to their program of study.
9. Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.
10. Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014-2015 school year.

## **Occupational Diploma** (*Policy IHF*)

Note: Beginning with the 2017-2018 School Year, entering 9<sup>th</sup> graders will not be eligible for the Mississippi Occupational Diploma Pathway. Amended 37-16-11 SB 2432

The requirements for an Occupational Diploma are as follows:

1. The Tishomingo County School District shall offer students with disabilities the option to earn an Occupational Diploma. The local school board shall make provisions for each student to participate in general, career/technical, and special education courses, as appropriate, for meeting graduation requirements. Any student with a disability completing these requirements shall be awarded an Occupational Diploma.
2. Each student completing the program must have an approved Occupational Portfolio containing a collection of evidence of the student's knowledge, skills, abilities, and employment competencies.
3. The individualized education program (IEP) committee shall select a program of study leading toward the regular High School Diploma, the Occupational Diploma, or the Graduation Certificate, and document this decision on the IEP developed during the student's ninth grade year, or the IEP developed during the year prior to the student's sixteenth birthday, whichever occurs first. This decision must be reviewed annually.
4. Each local education agency shall develop procedures for ensuring that students may select and move between courses of study leading to the regular high school diploma, the Occupational Diploma, the Graduation Certificate and the GED, as appropriate.
5. Nothing contained in this rule shall be construed to limit or restrict the right of a student with a disability solely to the Occupational Diploma. When there is indecision regarding which diploma option would be most appropriate for a student, the IEP committee is strongly encouraged to select the higher of the options being considered.
6. The junior high school shall distribute to parents of eighth grade students with disabilities information explaining the Occupational Diploma exit option.

### **Occupational Diploma Criteria**

Criteria for awarding the Occupational Diploma is as follows:

1. Student must have a disability as defined by the Individuals with Disabilities Education Act.
2. Student must earn a minimum of 21 required course credits outlined in the Tishomingo County School District Special Education and regular curriculum.
3. Passing grades in all required courses.
4. The objectives of the IEP should include, but are not limited to, the targeted objectives from the occupational course of study.
5. Student must successfully complete the approved Occupational Portfolio as per State Department of Education guidelines. The following are minimum requirements:
  - a. As each content standard is taught in the core curriculum courses, items of evidence representative of the student's level of acquisition of the content standard must be collected by that teacher and documented in the portfolio. Items of evidence must be included in the student's portfolio for all content standards. A single item of evidence may be used to document more than one content standard and in more than one core curriculum course.
  - b. In the tenth grade, the student must have successful experience and acceptable work performance evaluations in three to six school-based enterprise experiences, six to eight job shadowing experiences, or a combination of the above for a minimum total of 30 hours. This requirement can be waived in lieu of

a minimum of 30 hours of other work experiences if agreed upon by the IEP committee. The substituted work experience must be documented and noted in the student's portfolio.

- c. In the eleventh grade, the student must have successful experience and acceptable work performance evaluations in two to four community-based work training experiences with a minimum total of 30 hours. This requirement may be waived if the student successfully completes a planned sequence of courses (from a career/technical education course of study) in his chosen career/technical education field that designates the student as a "program completer"
  - d. Each student must have documented evidence of a minimum of 540 hours of successful paid employment while enrolled in the Career/Technical Cooperative Education Program by the end of his senior (exiting) year.
  - e. An exit IEP committee meeting must be held before the student graduates to evaluate the accomplishment of the goals and objectives of the IEP and completion of all requirements for the Occupational Diploma. At this meeting, the student will present his or her Occupational Portfolio for review by the IEP committee. Content standards without documentation indicate a need for instruction that must be addressed by the student's IEP committee before the student will be considered a candidate to receive the Occupational Diploma.
  - f. The final Occupational Portfolio will be reviewed and approved prior to graduation by the principal or his/her designee.
6. If a student chooses to change to the Occupational Diploma program in the senior year, regardless of the number and type of credits previously earned, the student must meet the twelfth grade requirement for Career/Technical Cooperative Education to receive the Occupational Diploma. For these students, additional course work and/or community based work training experience may be required. The IEP committee decision regarding the number of community-based work training experiences the student participates in should be based on the student's individual needs. The student's IEP committee must evaluate each decision on a case-by-case basis.

## Mississippi Diploma Options - Beginning with Incoming Freshmen of 2018/2019

*(Policy IHF)*

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

### TRADITIONAL DIPLOMA OPTION Requirements

- Student must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:

English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I

Social Studies	3½	<ul style="list-style-type: none"> <li>• 1 World History</li> <li>• 1 U.S. History</li> <li>• ½ U.S. Government • ½ Economics</li> <li>• ½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5½	
<b>Total Units Required</b>	<b>24</b>	

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

### ALTERNATE DIPLOMA OPTION Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
  - All students are required to participate in the Mississippi Assessment Program- Alternate Assessment (MAAP-A) with a score TBD.
  - Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn
    - Have a 2.5 GPA
    - Passed or met all MAAP assessments
- requirements for graduation
- On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

English	4	• Alternate English Elements I-IV
Mathematics	4	• Alternate Math Elements I-III • Alternate Algebra Elements
Science	2	<ul style="list-style-type: none"> <li>• Alternate Biology Elements</li> <li>• Alternate Science Elements II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>• Alternate History Elements (Strands: U.S. History and World History)</li> <li>• Alternate Social Studies Elements (Strands: Economics and U.S. Government)</li> </ul>
Physical Education	½	
Health	½	• Alternate Health Elements
Art	1	
Career Readiness	4	• Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	• Life Skills Development I-IV (Strands: Technology, Systems, Personal Care,

		and Social)
Additional Electives	2	
<b>Total Units Required</b>	<b>24</b>	

the Alternate Diploma.

## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma must identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

### CAREER AND TECHNICAL ENDORSEMENT

English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3 1/2	• 1 World History • 1/2 Economics • 1 U.S. History • 1/2 Mississippi Studies • 1/2 U.S. Government
Physical Education	1 1/2	
Health	1 1/2	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 1/2	
<b>Total Units Required</b>	<b>26</b>	

### ACADEMIC ENDORSEMENT

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - • One CTE dual credit or earn articulated credit in the high school CTE course
  - • Work-Based Learning experience or Career Pathway Experience
  - • Earn a State Board of Education- approved national credential

#### Additional Requirements

English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra

		I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	1½	
Health	1½	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7½	• Must meet CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

- Earn an overall GPA of 2.5.
  - Courses must meet MS IHL college preparatory curriculum (CPC) requirements.
  - Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non- remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
  - Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following: · One AP course with a C or higher and take the appropriate AP exam

## DISTINGUISHED ACADEMIC ENDORSEMENT

- · One Diploma Program-IB course with a C or higher and take the appropriate IB exams
- · One academic dual credit course with a C or higher in the course

### Additional Requirements

English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	1½	
Health	1½	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	



- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL  
CPC-recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - · One AP course with a B or higher and take the appropriate AP exam
  - · One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - · One academic dual credit course with a B or higher in the course

## PERSONAL DATA FORM

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_

ENROLLED GRADE \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ RACE \_\_\_\_\_

SEX MALE FEMALE

HIGH SCHOOL \_\_\_\_\_

CAREER & TECHNICAL COURSE: \_\_\_\_\_

WAVE: \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>

NAME OF PARENT / GUARDIAN: \_\_\_\_\_

ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

NAME OF PARENT / GUARDIAN: \_\_\_\_\_

ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

PARENT / GUARDIAN EMPLOYER \_\_\_\_\_

EMPLOYER PHONE \_\_\_\_\_

PARENT / GUARDIAN EMPLOYER \_\_\_\_\_

EMPLOYER PHONE \_\_\_\_\_

NAME OF FRIEND OR RELATIVE OTHER THAN PARENT/GUARDIAN THAT WE CAN  
CONTACT IN THE CASE OF AN EMERGENCY:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

AT THE TISHOMINGO COUNTY CAREER & TECHNICAL CENTER, THIS IS MY

FIRST YEAR \_\_\_\_\_

SECOND YEAR \_\_\_\_\_

THIRD YEAR \_\_\_\_\_

FOURTH YEAR \_\_\_\_\_

THIS YEAR, I AM ENROLLED IN:

\_\_\_\_\_ INFORMATION TECHNOLOGY I & II

\_\_\_\_\_ INSTALLATION & SERVICE/INDUSTRIAL MAINTENANCE

\_\_\_\_\_ HEALTH SCIENCES I & II

\_\_\_\_\_ AUTOMOTIVE SERVICE I & II

\_\_\_\_\_ COLLISION REPAIR I & II

\_\_\_\_\_ TEACHER ACADEMY

\_\_\_\_\_ CULINARY ARTS I & II

\_\_\_\_\_ ARCHITECTURAL DESIGN/DRAFTING II

\_\_\_\_\_ WELDING I & II

\_\_\_\_\_ AGRICULTURAL & ENVIRONMENTAL SCIENCE TECHNOLOGY

\_\_\_\_\_ CAREER PATHWAYS EXPERIENCE

\_\_\_\_\_ ENGINEERING I & II

HAVE YOU EVER TAKEN ANOTHER TRADE HERE AT THE TISHOMINGO COUNTY CAREER & TECHNICAL  
CENTER OTHER THAN THE ONE YOU ARE NOW ENROLLED IN?

\_\_\_\_\_ NO

\_\_\_\_\_ YES

PLEASE LIST

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## DOCTOR CONTACT INFORMATION FORM

TISHOMINGO COUNTY CAREER & TECHNICAL CENTER  
P. O. BOX 890  
TISHOMINGO, MS 38873

Dear Parent:

Sometimes an accident occurs on campus, in the shops, or attending class trips, which requires immediate first aid. If the parent cannot be contacted, delay in treatment could be serious. When this happens the school needs permission from the parent or legal guardian for the principal, instructor, secretary, or school nurse to carry the child to the nearest doctor, without the school or doctor being held responsible.

The following permission blank is for the immediate benefit of your child.

Name of Student \_\_\_\_\_

Name of Doctor \_\_\_\_\_

Doctor's Phone Number \_\_\_\_\_

Parent's Home Phone \_\_\_\_\_

Father's Business Phone \_\_\_\_\_

Mother's Business Phone \_\_\_\_\_

Unusual Health Condition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of parent or guardian

Date

## STUDENT INSURANCE INFORMATION FORM

Student's Name: \_\_\_\_\_

Career & Technical Course: \_\_\_\_\_

The Tishomingo County Career & Technical Center must determine the insurance coverage of all students in attendance. Please answer the following questions.

Do you have School Insurance?                      ☐ NO  
   ☐ YES, GO TO 1.

Do you have Accident Insurance other than School Insurance?  
☐ YES, GO TO 2.  
☐ NO, GO TO 3. .

1. If you have School Insurance, your Principal must sign in the following space.

Home School\_\_\_\_\_

The above-named student is covered by School Insurance.

\_\_\_\_\_  
Signature of Principal

2. If you have Accident Insurance other than School Insurance, please give the following information.

Parent/ Guardian\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Name of Insurance Company\_\_\_\_\_

Insurance Policy Number\_\_\_\_\_

Does this insurance policy cover accidents and is it a family policy that will cover the student?

☐ YES                      ☐ NO

3. If you do not have School Insurance or other Accident Insurance, please complete this section.

Parent/Guardian\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

City, State, Zip\_\_\_\_\_

I do hereby agree that the Tishomingo County Career & Technical Center or instructor will not be held liable for any accident occurring at the Tishomingo County Career & Technical Center.

\_\_\_\_\_  
Signature of Parent/Guardian

## **DISTRICT ALCOHOL AND DRUG TESTING CONSENT FORM**

### **TISHOMINGO COUNTY SCHOOL DISTRICT COMPETITIVE EXTRACURRICULAR ACTIVITY/STUDENT PARKING PRIVILEGE CONSENT AND RELEASE FORM**

I have read and understand the Tishomingo County School District Drug Testing Program for students participating in Competitive Extracurricular Activities and the Program. I understand that the Program prescribes Drug Testing, and I agree to submit to those tests at any time as a condition for my initial or continued participation in Competitive Extracurricular Activities or to utilize Parking Privileges. I specifically consent and agree to submit urine, breath, hair, and/or blood samples for testing to determine the existence of prohibited substances. I authorize any laboratory or medical provider to release test results to the Board, the Medical Review Officer, the Drug Program Coordinator, to persons providing counseling as required by the Program and Program Coordinator, to person providing counseling as required by the Program and to local school officials who have a need to know. I also expressly authorize the Board and/or the Medical Review Officer to release any test-related information, including positive results (a) as directed by my specific, written consent authorizing release of the information to an identified person, (b) to the court or attorneys representing any party in any lawsuit, grievance, or other proceeding initiated by or on behalf of myself, and/or (c) under compulsion of law. I understand that my refusal to submit to testing for the use of prohibited substances will prohibit me from my initial and continued participation in the Competitive Extracurricular Activities offered by the Tishomingo County School District and will render me ineligible for Parking Privileges. I understand that it is a privilege, not a right, to be allowed to operate a motor vehicle and to park on Board owned properties and to participate in the competitive Extracurricular Activities offered by the Tishomingo County School Board, and that I must comply with the terms and conditions of the Policy in order to be offered the privilege to participate in these events.

This document will remain in effect and serve as my continued consent and release while I am a student in the Tishomingo County Schools, unless and until revoked by me and parent/guardian in writing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DRIVING PERMIT FORM

### TISHOMINGO COUNTY CAREER & TECHNICAL CENTER

JOHN-GRADY TAYLOR – DIRECTOR

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_ PERIOD: 1<sup>ST</sup> ( ) 2<sup>ND</sup> ( ) 3<sup>RD</sup> ( )

TRADE AREA \_\_\_\_\_

#### STATEMENT OF POLICY CONCERNING DRIVING:

- Students who drive will be under the same regulations as those who ride a bus.
- Once on campus, you will not leave without permission of the director.
- Students will park in designated parking area.
- Students may not sit in parked cars during the day.
- Students will allow no other students to ride with them at any time, for any reason.
- Students entering and leaving campus will travel in a slow, safe manner at all times.
- Students will arrive and leave the Career & Technical Center at the designated time.
- Students will drive in a safe manner and in accordance with the state laws at all times.
- Students will acquire a driving permit that must be visible at all times

*I agree to follow the above policies. I realize breaking any of the policies will result in loss of driving privileges.*

\_\_\_\_\_  
Student's Signature

Director \_\_\_\_\_

Principal \_\_\_\_\_

Instructor \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian (MUST BE NOTARIZED)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Sibling Rider Forms can be obtained in the office of the vocational center. All permits will be issued from the vocational center office after proper documentation has been provided. The director reserves the right to deny any and all permit applications.



## STUDENT HANDBOOK MEMORANDUM OF UNDERSTANDING SIGNATURE FORM

### Parents/Guardians:

Please read this handbook carefully. This page **MUST** be SIGNED and RETURNED to the school. Thank you for your assistance.

### The Tishomingo County Special Municipal Separate School District Board of Education

I have been provided electronic access to and/or a hardcopy of the Student Handbook and understand the policies outlined.

I give permission for:

- ☐ Internet/Network Access
- ☐ Participation in Surveys
- ☐ Visitation of Local Businesses
- ☐ Pictures for Yearbook & Newspapers
- ☐ Pictures and name posted on School Social Media/Websites
- ☐ Participation in Videos/Live Broadcast Events
- ☐ Participation in Alcohol & Drug Testing
- ☐ Participation in Videos
- ☐ Permission to be contacted at the phone numbers and/or other electronic means provided for various legitimate informational and emergency purposes.

I am aware of the following:

- ☐ FERPA Compliance
- ☐ Child Internet Protection Act (CIPA)
- ☐ AHERA (Asbestos) Policy
- ☐ Socialization/Fraternization Policy
- ☐ Release of Student Information
- ☐ Student Records
- ☐ School Board Policies are available online at [www.tcsk12.com](http://www.tcsk12.com) or by visiting any school/district office.

At Tishomingo County School District (TCSD), we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Drive, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At TCSD, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21<sup>st</sup> century digital citizenship skills. Student email

accounts are restricted to prevent sending emails or receiving emails outside of the tcsk12.com domain. Only grades 9-12 have access to email accounts. All grades K-12 use an email address to access their Google Suite accounts such as Google Classroom, Drive, Docs, etc.

I give permission for the Tishomingo County School District to create/maintain a G Suite for Education account for my child.

Full Name of Student \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# TECHNOLOGY & INSTRUCTION/ELECTRONIC INFORMATION RESOURCES

*(Policy (POLICY IJ))*

## **TERMS**

All users of the district provided laptops, tablets, or other personal computing devices will comply at all times with the Tishomingo County School District (TCSD) School Board policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

## **TITLE**

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and all District policies and procedures.

## **LOSS, THEFT OR FULL DAMAGE**

If a device is stolen, the employee or parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report through campus police. Once a police report has been filed, the district, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported within three calendar days to a district school administrator, the employee or parent/guardian will be responsible for full replacement cost.

If a device is damaged, lost or stolen as a result of irresponsible behavior, the user or the parent shall be responsible for the full replacement cost. The user or the parent/guardian will be responsible for full replacement cost of the device if not reported to district personnel within three calendar days of missing or damaged device.

In the event that a device is damaged, lost or stolen, the user will be assessed a deductible for the repair or replacement of the device for the first occurrence per device. A chart listing replacement cost is included in this policy.

Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator. If devices are not returned, charges will be filed with local authorities.

## **REPOSSESSION**

If the user does not fully comply with all terms of this Agreement and the TCSD School Board policies, including the timely return of the property, TCSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

## **TERMS OF AGREEMENT**

The user's right to use and possession of the property terminates not later than the last day of enrollment unless earlier terminated by TCSD or upon withdrawal from TCSD.

## **UNLAWFUL APPROPRIATION**

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## **MySchoolBucks**

The district will use MySchoolBucks to offer online payment options for technology fees. The parent / guardian would be charged a 3.95% fee to use the online option; this fee is paid directly to MySchoolBucks when the online payment is made. Parents may still pay directly to the school in cash or check and will not be charged the 3.95% fee; only payments processed through the online portal will be charged 3.95% convenience fee.

## **FEES FOR DEVICE USE**

### Use and Maintenance Fees

1. Parents/guardians shall pay a non-refundable annual fee as follows for student use of devices:

One Student	\$35
<b>If you have more than one child in <u>grades 5-12 only</u>, then the fee will be:</b>	
Two Students	\$30 per child
Three Students	\$25 per child
Four or more Students	\$20 per child
2. The annual fee is by device.
3. The annual fee must be paid immediately upon registration each school year.
4. For damage that occurs to any district device (students and employees) there will be a required deductible to cover damage by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
5. If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the person the device is issued to shall be responsible for the replacement cost. A campus police report will be required for all stolen devices.
6. District may disable the device remotely to protect the device and/or data on the device.
7. Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

## HANDLING AND CARE

1. Keep the device in the district-issued approved sleeve.
2. Keep the device and sleeve free of any writing, drawing, stickers, or labels that are not applied by TCSD.
3. Use the device on a flat, stable surface.
4. Do not place books on the device.
5. Do not have food or drinks around the device.
6. Wipe surfaces with a clean, dry soft cloth.
7. Avoid touching the screen with pens or pencils.
8. Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

## DAMAGED DEVICES

Any damage must be reported to school authorities immediately. Power adapters and sleeves must be returned or paid in full.

DEDUCTIBLES:

DAMAGE:	LOST OR STOLEN:
1 <sup>ST</sup> Incident:     \$70.00	1 <sup>ST</sup> Incident:     \$70.00
2 <sup>nd</sup> Incident:     \$90.00	2 <sup>nd</sup> Incident:     \$100.00
3 <sup>rd</sup> Incident:     \$100.00	3 <sup>rd</sup> Incident:     \$200.00
4 <sup>th</sup> Damage Occurrence: Actual cost to replace the device.	4 <sup>th</sup> Damage Occurrence: Actual cost to replace the device.

## POWER MANAGEMENT

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of each school day.

- Devices with little or no battery life must be charged in the classroom or at a provided charging station. When charged in the classroom, the student may be required to forfeit use of the device for the entire time it takes to charge it. A student must be present when charging the device at a provided charging station.
- All class work missed because of uncharged batteries must be made up on a student's own time.
- Students may also bring a teacher approved small portable charging device to assist with charging during school hours.

### **TRANSPORT**

- Transport the device in its protective sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight if left in a vehicle.

### **MONITORING AND SUPERVISION**

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
- Any attempt to "jailbreak" or remove the TCSD profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the device and any activity on the device.

### **USER DATA**

All users are responsible for keeping backups of important data. If a device has to be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of this process.

### **HELP AND SUPPORT**

Each school will have a designated technology support person. Teachers and staff will be the only individuals to submit TCSD technology work orders or call the TCSD Technology Help Desk. Students will contact their teachers as a first level of support. If the student needs additional assistance, they will visit the designated technology support person at their school. An authorized individual will contact the technology department for additional assistance as needed.

### **USE OF PERSONAL LAPTOPS AND TABLETS**

In grades where students are issued a laptop or tablet by the district, students will not be allowed to use their personal laptops or tablets in place of a district device. The goal of the 1:1 initiative is to provide every student with the same device. The district is not able to provide support or install software on personal devices; therefore the use of personal devices is not a viable alternative to a district provided device.

Failure to abide by board policy and administrative regulation governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violation may result in disciplinary action up to and including suspension or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

## **NETWORK RULES {Policy IJ-E(1)}**

Tishomingo County School District provides adequate Wi-Fi on all campuses. This includes a wireless access point in every classroom and academic area. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by TCSD. The use of Wireless Hot Spots is prohibited on all TCSD campuses. These include but are not limited to Cell Phones and Mi-Fi devices that can be used as personal Wireless Access Points.

Tishomingo County School District provides an Ethernet network to every classroom and academic area. These Ethernet ports are put in place to connect TCSD owned desktop computers, printers, etc. to the TCSD network. Students and Employees are prohibited from plugging any device not owned by TCSD into Ethernet ports. These include, but are not limited to laptops, desktops, printers, media players (i.e. Apple TV, Amazon Fire, Roku) and gaming consoles.

Tishomingo County School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

**STUDENT:**

I (user name please print) \_\_\_\_\_ understand and will abide by the terms and conditions of the Network system. I understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

**User Signature:** \_\_\_\_\_

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

If you are under the age of 18 a parent or guardian must also read and sign this agreement.

**PARENT OR GUARDIAN:**

As the parent or guardian of this student I have read the terms and conditions of Network access. I understand that this access is designed for educational purposes and TCSD has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for TCSD to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent or Guardian** (please print) \_\_\_\_\_

**User Signature:** \_\_\_\_\_

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

## **CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY** (*POLICY IJB*)

It is the belief of the Tishomingo County Special Municipal Separate School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of Tishomingo County Special Municipal Separate School District to:

- A. prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; &
- D. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

### **Definitions**

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

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

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

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

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Tishomingo County Special Municipal Separate School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring**

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the district's commitment to:

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

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



## PROMISE OF CONDUCT AND PERFORMANCE SIGNATURE FORM

Tishomingo County Special Municipal Separate School District

(These promises are voluntary commitments made by individuals to themselves and to others.)

### AS A STUDENT

I promise to:

- Attend school regularly and come prepared
- Work hard to do my best in class and school work
- Help to keep my school safe by obeying school and bus rules
- Ask for help when I need it
- Respect and cooperate with other students and adults
- Believe that I can and will learn

I need:

- Teachers and school staff who care about me
- People who believe I can learn
- Schools that are safe
- Respect for my culture and me as an individual
- A family and community that support me
- Time with caring adults

Student Signature: \_\_\_\_\_ Homeroom: \_\_\_\_\_

### AS A PARENT/CARING ADULT

I promise to:

- Have high expectations for my child as an individual
- Help my child attend school and be on time
- Find a quiet place for school work
- Help my child learn to resolve conflicts in a positive way and develop positive behaviors
- Communicate and work with teachers and school staff to support and challenge my child
- Respect school staff and the cultural differences of others
- Talk with my child about his/her school activities every day
- Encourage my child to read at home and monitor TV viewing
- Volunteer time at my child's school when possible

I need:

- Teachers and support staff who respect my role as a parent/caring adult
- Clear and frequent communication with school
- Respect for my culture, respect for me and my children as individuals
- A community that supports families

Parent/Caring Adult Signature: \_\_\_\_\_

### AS STAFF/ADMINISTRATOR

I promise to:

- Believe that each student can learn
- Show that I care about all students and help them to grow to their fullest potential
- Have high expectations for myself, students, and other staff
- Communicate and work with families to support students' learning
- Show respect for each child and family and their cultural differences

- Provide a safe environment for learning
- Seek ways to involve parents in the school program
- Demonstrate professional behavior and a positive attitude

I need:

- Students who are ready and willing to learn
- Respect and support from students, their families, and other staff and administration
- Students who respect and are obedient to school staff and rules
- Assistance from staff and administrators in removing barriers which prevent me from doing my best for students
- Respect and support from the community
- Parents who stay in touch with teachers to monitor students' behavior and achievement

Staff Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

## **LITERACY BASED PROMOTION** (*Policy ICHI*)

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

This district shall comply with all requirements of the Act, including, but not limited to:

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

Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

**Social Promotion** – A student may not be assigned a grade level based solely on age or any other factor that constitutes social promotion.

### **Public School Requirements**

If a K - 3 student has been identified with a substantial deficit in reading, the teacher will immediately, and with each quarterly progress report, notify parents or legal guardians of the following in writing:

- Determination of a substantial deficit in reading;
- Description of student services and supports presently provided;
- Description of proposed supplemental instruction and support to remediate the student's deficit areas;
- Strategies for parents to use to help students at home; and,
- Notification that student will not be promoted to 4th grade if reading deficiency cannot be remediated by the end of 3rd grade

Provide intensive reading instruction and immediate intervention to each K - 3 student who exhibits a substantial deficiency in reading at any time.

The intensive reading instruction and intervention must be documented for each student.

Grades K-3 in an **individual reading plan**, including, at a minimum, the following:

- a) The student's specific, diagnosed reading skill deficiencies as determined (or identified) by diagnostic assessment data;
- b) The goals and benchmarks for growth;
- c) How progress will be monitored and evaluated;
- d) The type of additional instruction services and interventions the student will receive;
- e) The research-based reading instructional programming the teacher will use to provide reading instruction, addressing the areas of phonemic awareness, phonics, fluency, vocabulary and comprehension;
- f) The strategies the student's parent is encouraged to use in assisting the student to achieve reading competency; and,
- g) Any additional services the teacher deems available and appropriate to accelerate the student's reading skill development.

### **Good Cause Exemptions**

A 3rd grade student who fails to meet the academic requirements for promotion to the 4th grade may be promoted for good cause:

- a) Limited English Proficient students who have had less than two (2) years of instruction in English Language Learner program;
- b) Students with disabilities whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
- c) Students with a disability who participate in the state annual accountability assessment and who have an IEP or Section 504 plan that reflects that the student has received intense remediation in reading for two (2) years but still demonstrates a deficiency in reading **OR** was previously retained in Kindergarten or First, Second or Third grade;
- d) Students who demonstrate an acceptable level of reading proficiency on an alternative assessment approved by the State Board of Education; and

e) Students who have received intensive intervention for two (2) or more years but still demonstrate a deficiency in reading, and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria.

### **CURSIVE WRITING GUIDELINES** (*Policy IC*)

The cursive writing curriculum will be taught as part of the 3rd Grade curriculum.

The assessment will be given for the first time to students in Grade 4.

A rubric will be used to score the assessment. A student that does not score passing on the 4th grade assessment will be given remediation again in Grade 5 and will be given 2 opportunities to retake the assessment during the year of 5th grade.

Exemptions to the above guidelines:

1. Any student with an SCD ruling will be exempt from taking the cursive writing assessment.
2. Any medical condition that would impede the student's ability to take the assessment will be excused or exempt from the passing of the assessment.
3. Any student that has a IEP or 504 may be exempt if the IEP team deems appropriate as long as the student has documented proof that remediation with the student has been unsuccessful. (i.e. time with interventionist or time outside regular classroom instruction)

### **INTERNATIONAL/FOREIGN EXCHANGE STUDENTS** (*Policy JFABB*)

It is the intent of the Tishomingo County Special Municipal Separate School District to participate in the foreign exchange program whereby students from foreign countries are allowed temporary enrollment in this school district to enhance cultural exchange. In order to facilitate placement of foreign exchange students in the school district, the following criteria will be considered by the building principal upon request of any application.

1. The number of foreign exchange students in the Tishomingo County School District shall not exceed two (2) in any one school year.
2. All foreign exchange students must meet Mississippi public school enrollment standards, including immunization requirements.
3. Only foreign exchange students considered as juniors can apply for enrollment in Tishomingo County School District.
4. For consideration, a foreign exchange student, host family or company representative must secure tentative approval by July 20.
5. A formal application for enrollment must be approved by the building principal prior to August 1 of the school year in which the student plans to attend and the application must be for the entire school year. Approval is at the discretion of the high school principal.

6. An approved foreign exchange student is limited to one (1) school year of enrollment in Tishomingo County School District.
7. Foreign exchange students must register by August 15 and no foreign exchange student can enroll at the beginning of the second semester. The individual applications will be considered for selection in the order corresponding to the dates of the applications with the earliest applications considered first.
8. Those companies that do not adhere to this policy will not be considered. Only placement agencies appearing on the National Association of Secondary School Principals list will be eligible to submit applications.
9. Each student application form shall clearly indicate the English language proficiency of the student and state number of years (hours per week and number of weeks per year) devoted to the study of the English language. In cases when the student is enrolled and is unable to understand English language as used in the classrooms, the school district reserves the right to deny the enrollment.
10. Since the intent of the foreign exchange student program is the cultural exchange between students of the United States and students of other nations, foreign exchange students should not enroll in Tishomingo County School District expecting to receive a graduation diploma from this district or participate in a graduation ceremony. Foreign exchange students may earn Carnegie units\* for the courses taken while they are enrolled in the schools of this district if they receive a passing grade in the courses.
11. All applications and/or agencies applying for enrollment and admission will be individually responsible to ensure that all requirements of the Immigration and Naturalization Service are met.
12. All applications shall have attached a resume of the host family with whom the student will be living during the school year. The resume shall contain the names of all adult members of the host family and their addresses and telephone numbers where they may be reached during and after school hours. The names and ages of all children in the home should also be included in the resume.
13. It is the responsibility for the foreign exchange agency to secure, transfer, and have validated all records that are required by the foreign exchange student's home country. The school counselor will provide only a record of credits earned at the high school in which the student was enrolled.
14. Foreign exchange students are not eligible for awards/honors including (but not limited to) the following:
  1. Homecoming Court (maid or escort)
  2. Academic awards
  3. Class officer or any other elected/appointed student office
  4. Elected officer of any club or sport
15. Foreign exchange students will not be enrolled in state subject area tested courses.

\*CARNEGIE UNIT: A standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding of one Carnegie unit indicates that a minimum of 140 hours of instruction has been provided in regular and laboratory classes

over a school year; awarding of 1/2 Carnegie unit indicates that a minimum of 70 hours has been provided. (Mississippi Public Schools Accountability Standards, 2007)

During the 2020-2021 school year, MDE requires 240 minutes of instruction each day for students. In Carnegie unit courses, a minimum of 90 hours of instruction is required for a full credit course and a minimum of 45 hours of instruction is required for a half-credit course.

## 2020-2021 Statewide Testing Calendar

# 2020-2021 Statewide Testing Calendar

Test Name	Details	Testing Window			Testing Population	
		Start Date	Finish Date	Maximum Duration in Minutes	Grade Levels	Re-tester
Kindergarten Readiness Assessment (KRA) <i>*The pretest must be given the first 30 days of the student entering school.</i>	Pretest*	8/1/2020	10/2/2020	41	PK-K	No
	Posttest	3/8/2021	4/30/2021	41	PK-K	Yes
3rd Grade MS Academic Assessment Program ELA	Initial	3/29/2021	4/23/2021	127	3	No
3rd Grade Reading Alternative Assessment	1st Retest	5/10/2021	5/14/2021	127	3	Yes
3rd Grade Reading Alternative Assessment	2nd Retest	6/21/2021	7/9/2021	127	3	Yes
MS Academic Assessment Program for Biology and U.S. History	Fall	11/9/2020	1/15/2021	Unlimited	9-12	No
MS Academic Assessment Program for English II & Algebra I		11/9/2020	1/15/2021	207-257	English II, Algebra I	No
MS Academic Assessment Program for ELA & Math		3/29/2021	5/14/2021	207-257	3-8, English II, Algebra I	Yes
MS Academic Assessment Program for Grade 5 and Grade 8 Science	Spring	3/29/2021	5/14/2021	180	5 & 8	No
MS Academic Assessment Program for Biology and U.S. History		3/29/2021	5/14/2021	Unlimited	9-12	Yes
<b>Special Populations</b>						
MS Academic Assessment Program - Alternate	Fall 4 x 4 only	12/6/2020	12/10/2020	Unlimited	SCD EOC	No
	ELA & Math	3/1/2021	5/7/2021	Unlimited	SCD 3-12	Yes
	Science	3/1/2021	5/7/2021	Unlimited	5, 8, 11	Yes
English Language Proficiency Test	English Learners	TBD	TBD	TBD	K-12	No
		Fall 2020 Junior Special	9/22/2020	9/22/2020	175	Spring 2020, 11th
	Fall 2020 Junior Special Make-up	10/6/2020	10/6/2020	175	Spring 2020, 11th	No
		Test Window 1-Paper	2/23/2021	2/23/2021	175	11
	Test Window 1-Accommodations	2/23/2021	3/5/2021	175	11	No
	Test Window 1-Online	2/23/2021	3/4/2021	175	11	No
	Test Window 2-Paper	3/23/2021	3/23/2021	175	11	No
	Test Window 2-Accommodations/Online	3/23/2021	4/2/2021	175	11	No
	Test Window 3-Emergency Make-up	4/6/2021	4/6/2021	175	11	No
	Test Window 3-Online/Accommodations	4/6/2021	4/16/2021	175	11	No

ACT

Please refer to the ACT Schedule of Events for specific online and accommodation testing days.

The Fall 2020 Junior Administration is only for juniors who did not test in spring 2020. This is not an additional opportunity for anyone who successfully tested as a junior in spring 2020.

Key TBD - To be determined

March (Gru) is 2/16/2021; Easter is April 4, 2021; Spring Break is usually March 8-12, 2021 for central/northern regions; Coastal Spring Break is TBD.

Please see K-3 Assessment Key Dates document for further information on all dates related to the Literacy-Based Promotion Act.

[Link to K-3 Assessments Key Dates](#)

MSOE: Office of Student Assessment

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Revised July 9, 2020