



# Student Handbook

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Richland High School



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Greetings RANGER NATION!

On behalf of Richland High School, also referred to as the illustrious Ranger Nation, I would like to present this year's student handbook. Richland High School is home to some 775 students and 100+ staff members. For the 23-24 school year, Richland High School is coming off its most successful academic year in school history, and the "B" rating is just a small indication of things to come. Here, we have an unwavering commitment to continuous improvement to building a school culture that accounts for the different needs, diversity, and socioeconomic status of every child.

Due to the efforts of the Rankin County School District, R.H.S. has undergone significant renovations and improvements over the past four years. A massive renovation project has resulted in the new R.H.S. Performing Arts Center, a facility that allows for fine arts performances and faculty gatherings. The centerpiece of the campus is the state's only fire academy. This building contains a bay area with locker units for the students to experience a state-of-the-art fire station facility. Other upgrades include security perimeters with controlled access, cafeteria redesign, and expansion, new agriculture building, as well as improvements to the existing classrooms. The result is one of the most beautiful campuses in the state of Mississippi.

We will seek to strengthen and maintain the relationships within the school environment and between the families of our students, thus continuing the vision of creating a standards-based, student-centered learning environment that takes shareholder input into account while attempting to enhance the student experience. R.H.S. is committed to continuously improving its distinguished Title I designation. Additionally, we aim to improve our practices relative to our Model P.B.I.S. School designation. We will continue to build more significant partnerships with the city of Richland. Through these partnerships, the community can assist in the nurturing of the students in a holistic environment complete with in-school factors and between-school factors.

An essential operating principle for this year involves providing experiences and opportunities. For the 23-24 school year, we have implemented a FLEX Block schedule to give students opportunities for further academic growth and exposure to experiences that help to build skills and healthy habits for living. After all, our focus is and remains on the whole child. We hope you find this a valuable knowledge resource to help each student become their best and reach their ultimate potential. At R.H.S., our staff is dedicated to providing students with educational experiences that are second to none. I expect a great year at Richland High School. We are focused and already on the journey to our "A" rating. It's our time! It's our year!

B.E.S.T regards  
Marcus Stewart, Ed.D  
Principal

*A special thank you goes to Tiffany Johnson, Nicole Matthews, and Joycelyn Haygood-McDavid for their many hours of dedication and diligence in producing this handbook.*



# Welcome to RHS

Richland High School

1202 US 49 S | Richland, MS 39218 | 601-939-5144

## Meet Our Admin Team



**Dr. Marcus Stewart**  
Head Principal  
mar102@rcsd.ms



**Heather Bryan**  
Assistant Principal  
9th & 10th Grade  
heather.bryan@rcsd.ms



**Dr. Thomas Dudley**  
Assistant Principal  
7th & 8th Grade  
thomas.dudley@rcsd.ms



**Corey Yates**  
Assistant Principal  
11th & 12th Grade  
corey.yates@rcsd.ms

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## Counseling, Athletics, & Transportation



**Michelle Cresap**  
9th & 10th Grade  
michelle.cresap@rcsd.ms



**Tiffany Johnson**  
7th & 8th Grade  
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**Gabrielle Sutherland**  
11th & 12th Grade  
gab200@rcsd.ms



**Todd Montgomery**  
Athletic Director  
todd500@rcsd.ms



**Matt Quick**  
Transportation Director  
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Rankin County  
School District

TRADITION OF EXCELLENCE

## RANKIN COUNTY SCHOOL DISTRICT 2023–2024 DISTRICT CALENDAR AEA-E

### 2023

July 4 .....Independence Day  
July 25-27.....New Teacher Orientation  
Aug 1-4 .....Staff Development  
Aug 7.....First Day of School  
Sept 4.....School Holiday / Labor Day  
Sept 6 .....Progress Reports  
Oct 5 .....End of 1st 9 weeks (43 days)  
Oct 6, 9 .....School Holiday / Fall Break  
Oct 10 .....Elementary Parent/Teacher Conference / Secondary Staff Development / Student Holiday  
Oct 11 .....Start of 2nd 9 Weeks  
Oct 12 .....Report Cards  
Nov 8 .....Progress Reports  
Nov 20-24 .....School Holiday / Thanksgiving Break  
Dec 18-22 .....Exams  
\*Dec 22 .....Reduced Day (60% day) / End of 2nd 9 weeks (48 days)  
Dec 25-29 .....School Holiday / Christmas Break

### 2024

Jan 1-5 .....School Holiday / Christmas Break  
Jan 8 .....Staff Development / Student Holiday  
Jan 9 .....Students Return / Start of 3rd 9 Weeks  
Jan 11 .....Report Cards  
Jan 15 .....School Holiday / Martin Luther King, Jr Day  
Feb 7 .....Progress Reports  
Feb 19 .....School Holiday / Presidents Day  
Mar 8 .....End of 3rd 9 Weeks (42 days)  
Mar 11-15 .....School Holiday / Spring Break  
Mar 18.....Start of 4th 9 Weeks  
Mar 21 .....Report Cards  
Mar 29 .....School Holiday / Easter Break  
Apr 1 .....School Holiday / Easter Break  
Apr 17 .....Progress Reports  
May 17, 20-23 ...Exams  
\*May 23 .....Reduced Day (60% day) / Student Last Day / End of 4th 9 Weeks (47 days)  
May 24 .....Last Teacher Day  
May 27.....Memorial Day

\*Denotes Reduced Day

A | B SCHEDULE  
2023 / 2024

**AUGUST**

Monday	7   A	14   B	21   A	28   B
Tuesday	8   B	15   A	22   B	29   A
Wednesday	9   A	16   B	23   A	30   B
Thursday	10   B	17   A	24   B	31   A
Friday	11   A	18   B	25   A	

**SEPTEMBER**

Monday		4   HOLIDAY	11   A	18   B	25   A
Tuesday		5   A	12   B	19   A	26   B
Wednesday		6   B	13   A	20   B	27   A
Thursday		7   A	14   B	21   A	28   B
Friday	1   B	8   B	15   A	22   B	29   A

**OCTOBER**

Monday	2   B	9   HOLIDAY	16   A	23   B	30   A
Tuesday	3   A	10   Student Holiday	17   B	24   A	31   B
Wednesday	4   B	11   B	18   A	25   B	
Thursday	5   A	12   A	19   B	26   A	
Friday	6   HOLIDAY	13   B	20   A	27   B	

**NOVEMBER**

Monday		6   B	13   A	20   HOLIDAY	27   B
Tuesday		7   A	14   B	21   HOLIDAY	28   A
Wednesday	1   A	8   B	15   A	22   HOLIDAY	29   B
Thursday	2   B	9   A	16   B	23   HOLIDAY	30   A
Friday	3   A	10   B	17   A	24   HOLIDAY	

**DECEMBER**

Monday		4   A	11   B	18   A	25   HOLIDAY
Tuesday		5   B	12   A	19   B	26   HOLIDAY
Wednesday		6   A	13   B	20   A	27   HOLIDAY
Thursday		7   B	14   A	21   B	28   HOLIDAY
Friday	1   B	8   A	15   B	22   A	29   HOLIDAY

Updated: April 13, 2023



A | B SCHEDULE  
2023 / 2024

JANUARY

Monday	1   HOLIDAY	8   Student Holiday	15   HOLIDAY	22   B	29   A
Tuesday	2   HOLIDAY	9   B	16   B	23   A	30   B
Wednesday	3   HOLIDAY	10   A	17   A	24   B	31   A
Thursday	4   HOLIDAY	11   B	18   B	25   A	
Friday	5   HOLIDAY	12   A	19   A	26   B	

FEBRUARY

Monday		5   B	12   A	19   HOLIDAY	26   B
Tuesday		6   A	13   B	20   B	27   A
Wednesday		7   B	14   A	21   A	28   B
Thursday	1   B	8   A	15   B	22   B	29   A
Friday	2   A	9   B	16   A	23   A	

MARCH

Monday		4   A	11   HOLIDAY	18   B	25   A
Tuesday		5   B	12   HOLIDAY	19   A	26   B
Wednesday		6   A	13   HOLIDAY	20   B	27   A
Thursday		7   B	14   HOLIDAY	21   A	28   B
Friday	1   B	8   A	15   HOLIDAY	22   B	29   HOLIDAY

APRIL

Monday	1   HOLIDAY	8   A	15   B	22   A	29   B
Tuesday	2   A	9   B	16   A	23   B	30   A
Wednesday	3   B	10   A	17   B	24   A	
Thursday	4   A	11   B	18   A	25   B	
Friday	5   B	12   A	19   B	26   A	

MAY

Monday		6   A	13   B	20   A	
Tuesday		7   B	14   A	21   B	
Wednesday	1   B	8   A	15   B	22   A	
Thursday	2   A	9   B	16   A	23   B	
Friday	3   B	10   A	17   B		

Updated: April 13, 2023

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# RICHLAND HIGH SCHOOL

## 2023 – 2024 Bell Schedule

### Regular Schedule

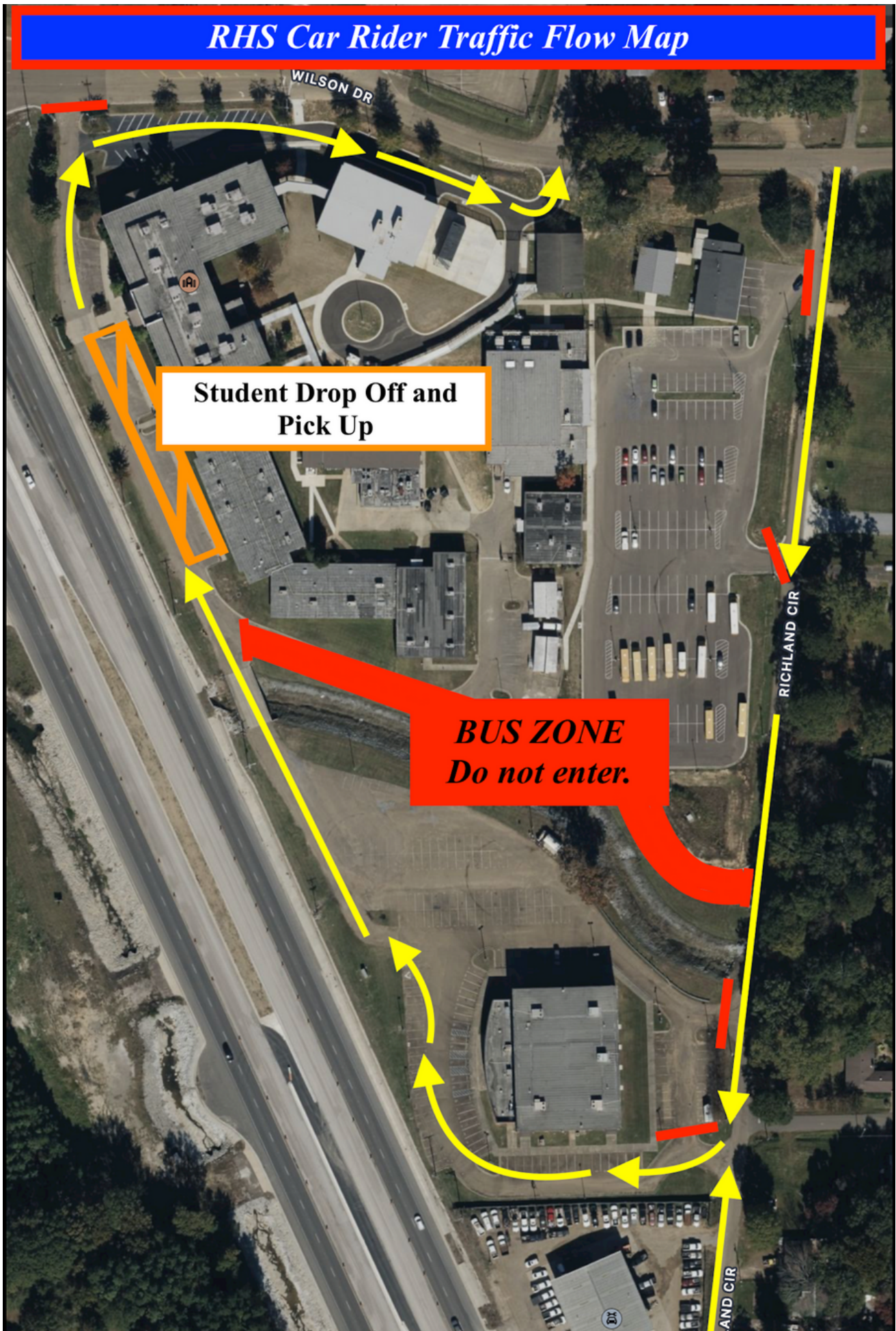
Breakfast/Ranger Block	7:20 a.m. – 7:40 a.m.
First Block	7:45 a.m. – 9:32 a.m.
Second Block	9:37 a.m. – 11:15 a.m.
Third Block	11:20 a.m. – 1:23 p.m.
Fourth Block	1:28 p.m. – 3:06 p.m.

### FLEX SCHEDULE

Breakfast/Ranger Block	7:20 a.m. – 7:40 a.m.
First Block	7:45 a.m. – 9:10 a.m.
Flex Block	9:15 a.m. – 9:55 a.m.
Second Block	10:00 a.m. – 11:25 a.m.
Third Block	11:30 a.m. – 1:35 p.m.
Fourth Block	1:40 p.m. – 3:06 p.m.



## *RHS Car Rider Traffic Flow Map*





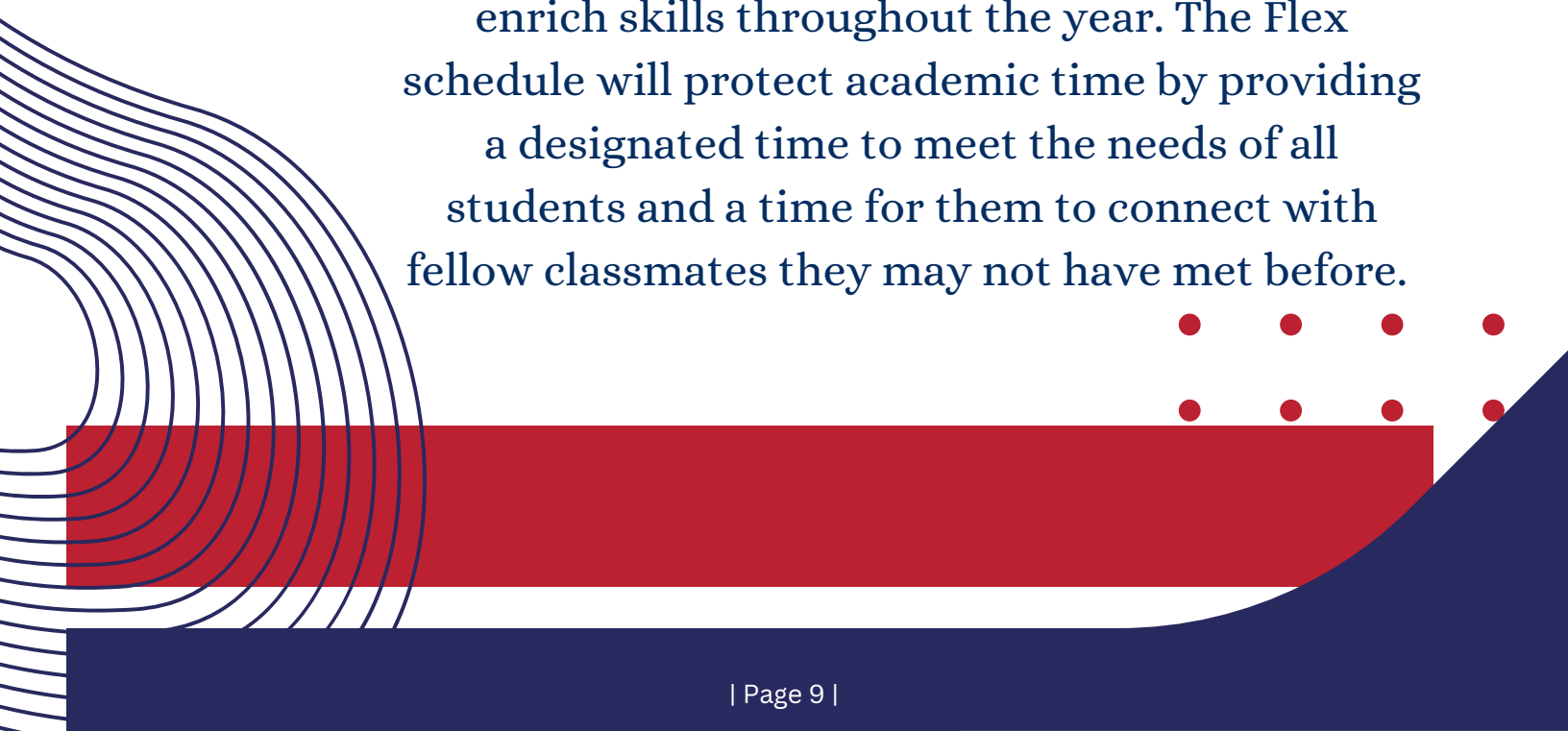
## *What is FLEX?*

It is a flexible time of day designed to give students time for extra help or enrichment opportunities. Students can catch up on missing work or pursue topics/activities that interest them. Wednesdays will be for remediation and enrichment. Thursday will focus on interest clubs and SEL activities.

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## *Why FLEX?*

Students, parents, and teachers have identified the need for a structured time for remediation, time to bond and connect as a school, and time to enrich skills throughout the year. The Flex schedule will protect academic time by providing a designated time to meet the needs of all students and a time for them to connect with fellow classmates they may not have met before.





## Grading and Assessment Systems

The primary purpose of assessment is to improve the quality of teaching and learning. Consequently, teachers shall employ formative assessment strategies for the purpose of adjusting ongoing instructional procedures to improve the learning progress of students. Summative assessments shall also be used to measure a student's progress toward or degree of accomplishment relative to stated goals and objectives (standards) for a subject. Both types of assessments shall be factored into the grade received, with primary weight being on summative assessments and denoting the degree of mastery learning of material presented.

A standard numerical grading system shall be implemented and maintained in the district. Grade frequencies shall be as follows:

A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = 0-59

\* This grading scale shall be applied when calculating grade point averages for all students graduating after July, 2009; hence, it is being applied retroactively.

### PLAGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Grades shall be indicative of progress towards or degree of accomplishment relative to grade level standards and objectives of the subject and shall represent only quality of assignments completed or not completed. Grades shall be recorded no less than bimonthly and shall be listed by standard with a description of the assignment/assessment. A record of assignments pursuant to evaluation of progress toward set standards may be recorded and filed for use in parent-student conferences. Actual grades may be recorded in the grade book for reference with parents at conferences; even if teachers maintain overall averages within an attainable passing range, a curve will not be used in grading.

Since learners only progress effectively when they complete work assigned, students are expected to complete all assignments. Hence, teachers shall pursue work not turned in prior to assigning term grades, exacting a reasonable penalty for late work when appropriate. When a student does not turn in an assignment prior to the end of a term, a grade of zero may become part of the average for that term. Students with any missing work noted prior to the end of any grading period will be ineligible for exemption from taking exams.

Teachers are expected to reteach students according to substandard or failing formative and/or summative work. Teachers will select which assignments qualify for a redo opportunity with the exception of term/semester exams or Dual Enrollment/Advanced Placement courses that are considered college caliber courses and are guided by external institutions. Principals shall work with grade levels or departments to develop consistency in redo procedures at the school level. Students must go through teacher prescribed remediation before being permitted to redo work. The opportunity to redo can be rescinded if a student abuses the opportunity. Since students have this option for grade improvement, no extra credit will be assigned or awarded.

Assignments of term, semester, and final grades shall be made as follows. Teachers shall adhere to district or school prescribed weighting for competency areas.



## Graduation Requirements

Students in Rankin County School District shall graduate from this district utilizing Mississippi Department of Education (MDE) graduation options listed in the Mississippi Public School Accountability Standards (MPSAS) and by meeting all other requirements as defined by the Mississippi Department of Education. The superintendent or designee shall establish procedures to support this policy. Please refer to the current Rankin County School District Student Handbook for specific information regarding graduation.

Any person who has withdrawn from high school before graduation may be granted a diploma from the Mississippi public high school that the person last attended if the person has:

- Completed all requisite graduation course work requirements and has achieved the equivalent requirements a passing score on an assessment reasonably comparable to the respective assessments that would qualify the person for high school graduation as such assessments existed at the time that the student would have graduated;
  - Made a request to the public high school district that the person last attended in Mississippi that includes relevant transcripts of coursework completed.
- The Mississippi Public School Accountability Standards for this policy are standards 14 and 21.

### ADDITIONAL REQUIREMENTS

Each student graduating from a secondary school in the district shall have earned at least two of the last four Carnegie units at the school granting the diploma. No more than four units earned in summer school programs may be counted toward graduation requirements, with a limit of earning one unit per summer session.

For students entering ninth grade in 2018-19 school year and thereafter:

- It is **STRONGLY** encouraged that all students take a math or science course during the senior year.

For students who entered ninth grade prior to the 2018-19 school year:

- Students must take a math or science course during the senior year.

### DISTINGUISHED SERVICE GRADUATE

Rankin County School District believes students must gain a sense of connection to the larger community in order to become prepared for responsible citizenship. This can be done effectively through service learning opportunities. Hence, RCSD offers students the chance to earn the designation of “Distinguished Service Graduate” on a voluntary basis. Graduating seniors that document 200 volunteer hours qualify for this distinction. Each high school will provide and collect forms for documenting service and will inform students of the specific guidelines. Students in grades 9-12 should document 50 plus hours of volunteer service each year. Seniors meeting the specified hours will receive a certificate, have the distinction marked on the diploma, and be recognized at the school graduation or awards ceremony.



## Graduation Exercises

High school graduation exercises will be held on such dates as designated by the Rankin County Board of Education in the school calendar. Only those students who have completed all graduation requirements as specified by the Board of Education and MS Board of Education may participate in graduation exercises.

In addition, all students participating in graduation exercises shall have complied with all rules and regulations inclusive of, but not limited to, required attendance at practice for graduation exercises, dress in designated attire, and such other written or oral rules and regulations of the principal which may be deemed appropriate. Failure to timely complete all graduation practices and requirements of the principal shall be grounds for denial to participate in the graduation ceremony, which is a privilege, rather than a right.

Preparation for graduation ceremonies shall be scheduled in a manner that assures that graduating seniors will be absent from classes no more than three days. (Districts Meeting the Highest Levels of Performance are exempted.)

Legal Reference: MS Public School Accountability Standards

## Valedictorian and Salutatorian

The criteria for selection of the valedictorian and salutatorian will be based on all credit courses taken towards graduation. The student having the highest and second highest grade point average during his/her school period shall be recognized as Valedictorian and Salutatorian, respectively. A student must have attended the respective RCSD high school for a minimum of four semesters, which is inclusive of their senior year (not including summer school), and must be completing a 4-year course of study, to be considered for valedictorian or salutatorian. To be eligible for the valedictorian or salutatorian, the student should have started ninth grade during the same cohort year as the graduating class.

## Transfer Students

In the event that number grades are not sent from a prior school and verification is present that efforts have been made to secure the number grades and these efforts have been unsuccessful, then transfer students' grades will be averaged using the midpoint grade (i.e., A=95, B=85, C=75, D=65, F=55). Grades/credits earned through home schooling and non-accredited schools will not count towards Valedictorian and Salutatorian.

## Grade Point Average

The grade point average will be calculated at the end of semester 2 to determine the top two students.

## Co-Valedictorians and Salutatorians

In selecting the valedictorian, if the grade point average of the top graduates is the same or is a difference of less than .03, then co-valedictorians will be named.

In selecting the salutatorian, if the second highest grade point average – after the valedictorian's average is determined – is the same or is a difference of less than .03, then co-salutatorians will be named.

When co-valedictorians and co-salutatorians are named, they will be honored in alphabetical order.





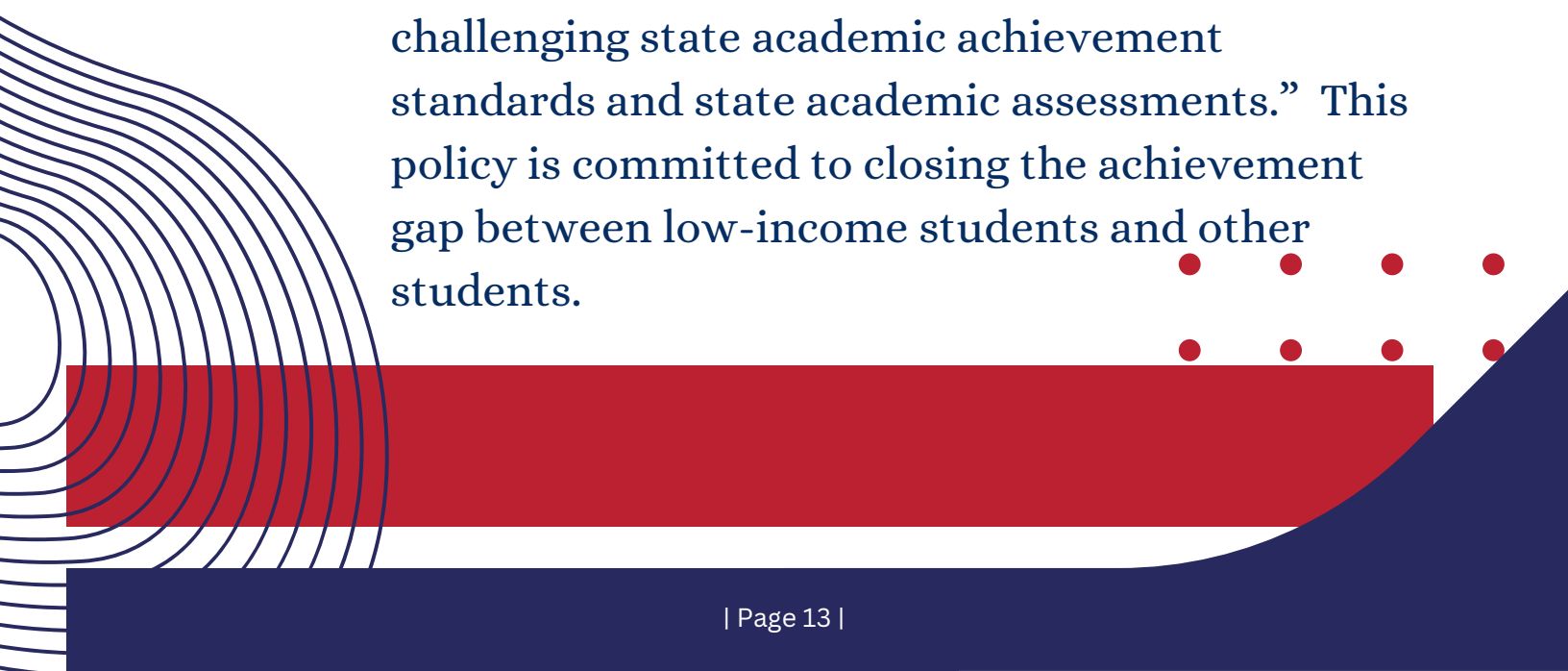
## *TITLE I School*

Richland High School is a Title I school meaning that it receives supplemental federal funds to assist in meeting student's educational goals. For the entire school to qualify for the Title I funds, at least 40% of students must enroll in the free and reduced lunch program.

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## *Purpose of TITLE I?*

According to the U.S. Department of Education the purpose of Title I funding, "is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments." This policy is committed to closing the achievement gap between low-income students and other students.



## **Technology and Instruction/Electronic Information Resources**

### **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. 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 may 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 calendar three 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 (including the power adapter and cable) to the school administrator.

### **REPOSSESSION**

If the user does not fully comply with all terms of this Agreement and the RCSD Technology Handbook, including the timely return of the property, RCSD 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 RCSD or upon withdrawal from RCSD.

## **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.

## **FEES FOR DEVICE USE**

### **Use and Maintenance Fees**

- Parents/guardians shall pay a non-refundable annual fee of \$50 for student use of devices in grades 7-12. A fee of \$25 will be assessed to the parents/guardians of students in grades PreKindergarten - 6. This fee is a classroom/home maintenance fee and will be assessed once per school year.
- The annual fee is by device.
- The annual fee can be paid online through a link on the district's website.
- 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).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the person the device is issued to may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.
- Students withdrawing from the district must have all outstanding device fees paid before withdrawing from school.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

### **Damaged Devices**

Any damage must be reported to school authorities immediately. Power adapters and sleeves must be returned or paid in full.





**Deductibles:**

- First damage occurrence: \$50.00 deductible to cover damage.
- Second damage occurrence: \$50.00 deductible plus 25% of the repair cost to repair the laptop and possible loss of take home privileges.
- Third damage occurrence: \$50.00 deductible plus 50% of the repair cost to repair the laptop and loss of take home privileges.
- Fourth damage occurrence: Fair market value to repair or replace the laptop or tablet.

**AND CARE**

- Keep the device in the district-issued or approved sleeve and case.
- Keep the device and sleeve free of any writing, drawing, stickers, or labels that are not applied by RCSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not remove the district provided case.

**POWER MANAGEMENT**

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it.
- All class work missed because of uncharged batteries must be made up on a student's own time.

**TRANSPORT**

- Transport the device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when 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 RCSD 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, staff, and student tech team members will be the only individuals to submit RCSD technology work orders or call the RCSD 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 area at their school. An authorized individual will contact the technology department for additional assistance as needed.

**USE OF PERSONAL LAPTOPS AND TABLETS**

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. If a parent refuses a device for home use, the student will be allowed to check out a device at school for use in class. 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.



## **Student Schedules**

Students will not be permitted to change schedules without the approval of the principal and parents. Before a student schedule can be changed, a schedule change request form must be completed. Absolutely no changes will be made after the first two weeks unless it has been determined by the administration that the best interest of the student will be served.

Pre-registration is held during the second semester of each school year. Each student is given the opportunity to select the subjects for the following year. The courses and teachers for the following year are selected by the administration on this basis. Changes of schedule will occur only under the following circumstances:

1. The course is dropped from the master schedule
2. Errors are made in scheduling
3. Conflicts in classes occur

Each high school student's annual program of study should be designed to complement the four-year educational plan that the student develops with career aspiration in mind. This educational plan should be updated annually in cooperation with parents or guardians and counselor. The plan will be based on the student's educational and career goals and must meet or exceed state graduation requirements. Students will be encouraged to take as full a course load as can be handled by the individual.

## **Parent Teacher Conferences**

Parent teacher conferences are a short meeting between the parent and teacher to discuss academic performance and school experience. These meetings help you understand what your child is learning at school, their academic and social-emotional progress, and what you can do to support them. If your child is having particular difficulties, parent-teacher conferences also give you and the teacher time to plan how you can both help them best.

Meetings with parents/caregivers will, upon request, occur in-person on a mutually agreeable date and time. Please contact your child's teacher to schedule a meeting.

## **Parent/Teacher/ Student Organization(PTSO)**

The PTSO gives parents, teachers and students the opportunity to work together to supplement and enrich the educational experience. The organization acts as an extension of the school. They help with everything from fundraising to helping teachers and staff get additional supplies. It is a great way to get involved in the school, meet other parents and families as well as administration and staff and find ways to help out and make the school experience even better while aiding your community at the same time.

**PTSO President- Rhonda Anderson**  
**email: rhsptso2019@gmail.com**

## **Vehicles on Campus**

Driving on school roads and parking on school property is a courtesy offered to students and others by the Board. The parking facilities of the District are to be used for school purposes only. School purposes include attendance at school or other school activities which occur before or after the regular school day. Violators may be charged with trespassing and/or vehicles towed at owner expense.

The principal shall establish rules and regulations to assure traffic safety and to set procedures for student use of private vehicles.

The District shall not assume responsibility for damage to vehicles.

Students shall be responsible for locking their vehicles upon arrival as the District shall assume no responsibility for any loss. Students shall not sit in or upon vehicles on the school campus. Student automobiles are subject to administrative searches.

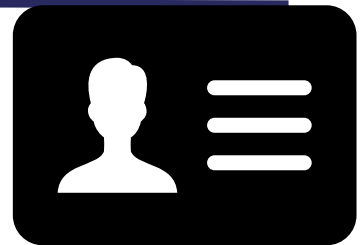
Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school, or other disciplinary action.



# ***Student IDs***

“School Identification (ID) cards, when issued and worn, are a form of access control that ensures individuals on school property are easily identified. Credentials for faculty, staff, and visitors play a key role in identifying persons during emergencies. Emergency responders, parents, and students need a way to rapidly identify authorized personnel. Identifying visitors in the building during an emergency is also critical for evacuation and threat identification. School photo identification cards provide security benefits such as easily distinguishing visitors or unauthorized personnel from students and faculty. At a glance faculty, security, or students can tell if someone is where they are supposed to be. IDs must be worn around the neck at all times.

## ***What if I lose my ID?***



Students who lose or forget their ID must report it to the front office to receive a temporary one. If the ID is lost the student may purchase a replacement in the front office at the cost of \$5. Additional lanyards and protective covers are available in the front office also.

Students who fail to comply with wearing their IDs violate the dress code and will receive disciplinary actions determined by administration.

## **Attendance, Tardiness, and Excuses**

### **Policy Code: JBD**

The Board recognizes that regular attendance is important if students are to attain maximum benefit from the educational process and develop good work habits that carry over into their adult life. Parents and students are expected to abide by the Compulsory School Attendance Law. When absences do occur, school personnel will classify the absence as excused or unexcused.

According to Mississippi Law, a student shall be counted present for average daily attendance record keeping purposes if he/she is present for 63 percent of the day. Tardies will be considered when determining perfect attendance and exemption status.

### **Excused Absences**

The following will constitute a valid excuse for temporary non--attendance of a compulsory school age student enrolled in school, provided satisfactory evidence of the excuse is provided to the principal of the school:

1. Personal illness; or
2. Serious illness in the family; or
3. Death in the family; or
4. Special permission of the principal  
(obtained in ADVANCE IN PERSON BY THE PARENT OR LEGAL GUARDIAN).

Excused absences are granted once the written notes from parents/guardians or medical/dental excuses are received by the school. These written notes must be received on the day of return to school if the absence is to be excused. After a maximum of 3 excused days absent per nine weeks based on parental notes, a doctor's excuse will be required for excusing an absence. Excused absences by parent note are not to exceed 10 days per year. Exceptions can be made by the principal when extreme circumstances arise. Students who are absent for all or part of a day must have an admit to class before re-entering each class missed.

### **Extended Absences**

When a student is absent for more than five (5) consecutive days, the following guidelines must be followed:

1. If the student intends to receive an excused absence, he/she, upon returning to school, must present a statement from a licensed physician certifying specific dates missed due to the medical condition.
2. The student anticipating an extended absence due to a medical reason must notify his/her counselor prior to the absence in order that orderly academic progress may be made during the absence.
3. Failure to comply with either of the above guidelines may result in an unexcused absence.

### **Official Absences:**

Absences that are incurred due to school--related functions may be excused as OFFICIAL if prior permission has been obtained from the principal. If an official absence has been granted, the student must:

1. Obtain assignments before scheduled absences and
2. Submit completed assignments to appropriate teachers as directed or upon date of return.

NO BUSINESS ENGAGEMENTS OR MEDICAL APPOINTMENTS SHOULD BE MADE DURING SCHOOL HOURS EXCEPT IN CASE OF AN EMERGENCY.

### **MAKEUP WORK:**

Students who receive an excused or unexcused absence will not be penalized in grading, provided they make--up the work missed. All work must be made up two days prior to each progress report and term grading period. A reasonable penalty for late work may be assessed. Students with any missing work will be ineligible for exemption from taking exams.



### **UNEXCUSED ABSENCES:**

An unlawful or unexcused absence is an absence during a school day that is not due to a valid excuse. Students shall be allowed to make up work. Any student who has accumulated 5 unexcused days absent during the school year will be reported to the truancy officers. This report must be made within 2 school days or within 5 calendar days, whichever is less. An accumulation of unexcused absences may be (1) factor in determining promotion or retention of a student.

### **ATTENDANCE REQUIREMENT FOR RECEIVING A GRADE:**

Students on A/B and 4 x 4 block schedule (grades 7-12) can miss no more than 10 days total (excused or unexcused) in a course that is scheduled all year and can miss no more than 5 days in a course that is scheduled for one semester. In addition, students in grades 7-12 must be in attendance at least 70 percent of a class period to be considered present. An accumulation of unexcused absences may be one (1) factor in determining promotion or retention of a student. In grades K-6, students can miss no more than 20 days total (excused or unexcused) per year. An accumulation of unexcused absences may be one (1) factor in determining promotion or retention of a student. Exceptions may be made when circumstances warrant such and will be based on the approval of the local school administration after consideration of the student's scholastic record and causes of absence.

Progress reports sent to parents shall indicate grades and the attendance record of the student to date.

Students in grades 7-12 who exceed this standard may not, pending appeal, receive a grade or Carnegie unit in the course. A notation of inadequate attendance (IA) will be recorded on the report card and on the transcript if the student is passing the course.

Students may, pending appeal, be required to make up class time on an hour-for-hour basis in order to remove the IA status. If a student is failing a course the actual failing grade will be posted on the report card and the transcript. If the principal determines that credit should be withheld based on attendance, the parent will have (5) days to appeal the principal's decision. Appeal procedures will be reviewed annually and published in the Student Handbook.

### **THE WRITTEN EXCUSE:**

The student must present a signed written excuse from a parent (to include a signed school generated Parent Excuse Form), guardian, or doctor on the day the student returns to school unless permission to be absent was granted by school officials before the absence occurred.

The written excuse should contain:

1. The date written
2. Full name of the student
3. The date(s) the student was absent
4. The cause of the absence
5. The signature of the parent, guardian, custodian, or doctor
6. The phone number where parent, guardian, or custodian can be reached

The principal or designee has the authority to determine the absence type based on the sufficiency and validity of information received.

### **TARDINESS**

Promptness is a virtue that becomes a habit. The Board encourages development of this habit. Students are expected to be in class on time. Makeup opportunities for students with excessive absences and/or tardies will be arranged in a way deemed appropriate by the school administrator.





**TARDINESS TO CLASS:**

A student is tardy for class if he arrives in the class after the class period has officially begun or the bell has sounded. The tardy must be recorded by the principal or his designee prior to the admittance to class. Tardies to school and class may be excused or unexcused at the discretion of the principal or his designee.

Any student who receives an unexcused tardy for being late to school or for being late to class may be disciplined in a manner deemed appropriate by the principal or his designee. Tardies to school and class will be counted per semester of the school year and all tardy reports will be kept on file in the principal's office.

**PERFECT ATTENDANCE:**

Perfect attendance is defined as being present 100% of the time that school is in session while the student is enrolled in the district. Any tardy, absence, or early dismissal makes the student ineligible for the recognition. School related absence for official school sponsored activities will not count as an absence.

**EARLY DISMISSALS:**

Due to safety precautions, no student dismissals will be allowed during the last 30 minutes of the school day. Additionally, students will not be dismissed while a district or state test is being administered so that distractions and potential test security violations can be avoided. These testing dates are listed on the district web calendar at [www.rcsd.ms](http://www.rcsd.ms) and will include nine weeks tests, semester exams, and all state mandated tests.

**VIRTUAL LEARNING ATTENDANCE**

**(Applicable IF RCSD opts to offer Virtual Learning):**

Based on Mississippi State Board of Education policies related to virtual instruction, students participating in virtual learning will be provided daily synchronous/interactive instruction, as well as asynchronous instruction, as appropriate, and may be required to login to the online classroom for each class/block in order to establish face-to-face contact for attendance purposes. In addition, the students' attendance will be verified by their participation in real-time virtual interactive and/or independent assignments/activities during the school day and by making adequate progress toward the completion of the daily assignments through the district-selected Learning Management System. In the case of unplanned/unforeseen virtual learning, students without access to technology will complete daily assignments toward attendance as noted in State Board Policy and corresponding procedures, provided the students have been identified by the school prior to the asynchronous learning.

*Cross Reference: Policy IAC Virtual Learning Days*

*LEGAL REFERENCE: MS Code 37-13-91 as amended by House Bill 1530, Regular Session 2013;  
Board of Trustees of the Pascagoula Municipal Separate School District v. T.H., a Minor;  
Warren County Board of Education v. Wilkinson, 500 S. 2d 455 (Miss. 1986)  
State Board of Education Policy*

**Attendance Policy Appeal Procedures:**

Once a student has exceeded the maximum number of days allowed, he/she may not be awarded credit for the course or be promoted to the next grade level. At this time, the student will automatically be referred to the Teacher Support Team. Parents are encouraged to provide additional information regarding the reasons for absences.



### **Attendance Policy Appeal Procedures:**

Once a student has exceeded the maximum number of days allowed, he/she may not be awarded credit for the course or be promoted to the next grade level. At this time, the student will automatically be referred to the Teacher Support Team. Parents are encouraged to provide additional information regarding the reasons for absences. The appeals process is as follows:

- The appeal must be directed to the school principal, must explain the circumstances that led to the absences, and must include sufficient documentation.
- The principal shall forward the appeal to the Teacher Support Team.
- The Teacher Support Team will then schedule a meeting with the parent(s) regarding the student's attendance.

If the student was absent due to a long term illness, a letter from the attending physician explaining the nature and length of the illness may be appropriate to assist the Teacher Support Team. Documentation from a physician or officer of the court must be original and may be subject to verification. A fax originating from the appropriate office will be accepted.

Appeals not granted by the school's Teacher Support Team will be reviewed by a District Attendance Committee composed of teachers and administrators at the end of each semester. Upon completion of the review, the parent/legal guardian will be notified of the decision.

Makeup opportunities for students with excessive absences and / or tardies will be arranged in a way deemed appropriate by the school administrator.

### **Truancy**

#### **Policy Code: JBAC**

A concentrated effort will be made to prevent and remedy truancy in its early stages. Truancy is established if the student is out of school without permission. School personnel will cooperate with the parents and attendance officers in this endeavor.

If a compulsory school age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a student has accumulated five (5) unexcused absences during the school year, the principal shall report such absences to the school attendance officer within two (2) school days or five (5) calendar days, whichever is less. The method prescribed by the State Department of Education shall be followed when reporting such unlawful absences. Forms designated for that purpose by the district shall be used.

The parents, guardian or custodian of a compulsory age child is expected to enroll said child in school unless the child is determined by school officials to be incapable of school attendance as based upon medical documentation, a handicapping condition, or documentation that the child is enrolled in a legitimate home instruction program as accepted by school attendance officer. Parents, guardians or custodians failing to comply with compulsory attendance laws will be subject to punishment within the provision of Section 97-5-39, Mississippi Code of 1972.

Any out of school suspension or student expulsion shall be reported to the attendance officer as they occur.

Truancy shall be recorded as unexcused absences.

*Legal Reference: MS Code 37-13-91, 37-13-92*





## **Dismissals**

### **Policy Code: JGFC**

No school or grade may be dismissed before the regular hour for dismissal without the prior approval of the superintendent.

No student may be permitted to leave school before the regular hour for dismissal without the prior approval of the principal.

No student may be permitted to leave school prior to the dismissal hour at the request of, or in the company of anyone other than a school employee, police officer, court official, parent or legal guardian of the child, unless the permission of the parent or legal guardian has been secured. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon thereafter as possible.

Effective with the 2020-2021 school year and beyond, graduating seniors will be required to be at school or attend through approved distance learning options from the student's first scheduled class through the conclusion of the student's academic day and any activity periods. Graduating seniors are provided this early release option to allow enrollment in only those courses needed for graduation, provided they meet the MDE requirements for early release.

## **Bullying**

### **Policy Code: JDDA**

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

The Board of Trustees of the Rankin County School District prohibits bullying or harassing behavior of students, school employees, or volunteers. It is the intent of the Board and the administration to maintain an educational and work environment free from bullying and harassing behavior.

This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person with a complaint to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including consideration by the school Board

### **I. Definitions**

Bullying or harassing behavior is hereby defined as 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 reasonably certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. Incidents involving hazing and intimidation are also prohibited as these can cause bodily danger, physical harm or personal degradation.

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 inappropriate bullying or harassing behavior.

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



Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence 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.

Every student within the Rankin County School District shall have the right to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Rankin County School District defines "reasonable actions" including but not limited to promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

## II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed such or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall immediately report such conduct and the name of the alleged offender to a teacher, principal, counselor or other school official. If a report is made to the teacher or counselor or other school official, such person shall immediately notify the principal who shall immediately notify the superintendent or his/her designee.

The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred and shall be confirmed by letter or in writing to the principal and county superintendent.

The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. All teachers, employees, volunteers or students shall be required to fully cooperate with all school officials investigating the complaint and answer truthfully all inquiries relative thereto. The principal shall provide a form for this purpose. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the board chairman or president.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official or superintendent's designee will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses, but formal rules of evidentiary procedure need not be strictly adhered to. All findings related to the complaint will be reduced to writing. The District official conducting the investigation or the superintendent's designee shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. Each teacher, principal or employee of the school shall cooperate fully with such investigation and the superintendent or his/her designee and failure to do so shall constitute grounds for disciplinary action up to and including termination.



If the victim is not satisfied with the decision of the district official or the superintendent's designee, he/she may submit a written appeal to the superintendent. Such appeal by the aggrieved party shall be filed within five (5) working days after receipt of the results of the initial decision. The superintendent or his/her designee will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent or his/her designee or assistant superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent or his/her designee, a written appeal may be filed with the Board by presentation to the administrative secretary to the superintendent or president or assistant superintendent or his designee. Such appeal shall be filed in the office of the superintendent within ten (10) working days after receipt of the decision of the superintendent. The Board shall, as soon as convenient or within thirty (30) working days allow the aggrieved party and parents as appropriate to appear before the Board in executive session to present reasons for dissatisfaction with the decision of the superintendent or his/her designee. The Board shall provide a written decision by mail to the appealing party at the appealing parties last known address within thirty (30) working days following the appealing party or victim's appearance before the Board.

At any stage of the proceeding the alleged victim or aggrieved party may be represented by an attorney of his/her own choosing and expense.

Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

*REFERENCE: Mississippi Code Ann. §37-11-67 and § 37-11-69*

## **Cell Phone/Electronic Devices**

### **Policy Code: JE (6/26/2019)**

The Board specifically finds in its discretionary judgment that to maintain an appropriate educational and learning environment for the students and teachers that it is in the best interest of the students, the learning process, and environment of the school district that these rules and policies be hereby adopted and disseminated:

The use of any electronic communication devices including, but not limited to, cellular phones, personal digital assistance devices, lasers, related communication products or devices, or other electronic items by students is prohibited during the administration of scheduled statewide tests and in any classroom setting or instructional setting or endeavor of the school district or other prohibited setting as determined by the principal or County Superintendent of Education located upon any campus of the Rankin County School District, except when used in conjunction with direct teacher supervision of students or instruction and at the request of the teacher or principal.

Any student violating this policy (by use of such device in an instructional or educational setting, gymnasium or classroom setting or interior building setting where students may be instructed or supervised) shall be subject to having such equipment or communication device or cellular telephone temporarily confiscated by any school official (the principal or his/her designee or authority) and/or temporary or permanent suspension from the possession of such device for the remainder of the school year.

Consequences for possession of a cell phone and/or other prohibited electronic equipment:

1st offense \$15.00 fine or phone held 5 school days in the office



2nd offense \$25.00 fine or phone held 10 school days in the office

3rd offense \$35.00 fine or phone held 20 school days in the office

4th offense The cell phone and/or other electronic device will remain in the office until the end of the school year.

**Any electronic communication device used during any administration of statewide tests will be confiscated for the duration of the school year and may result in suspension of the student from the regular school environment for the remainder of the year and possible placement into the alternative school setting.**

Provided further that for sufficiently documented safety or medical or health reasons, the principal of each school upon approval of the County Superintendent of Education shall have discretion and authority to grant exceptions to this policy.

### **Dress Code for Students**

**Policy Code: JCDB (7/19/2023)**

The Board encourages students to be dressed and groomed in a manner which reflects good taste, decency, and pride in appearance as this will contribute to the maintenance of a proper learning environment and will portray a favorable image of the individual and the school.

Safety, health, sanitation, individual dignity, respect for the educational process, and a non-disruptive learning environment provide the basis for the dress code. If the clothing, hair, cosmetics, jewelry, or general appearance of a student constitutes a health threat or possible distraction to the educational process, the teacher may counsel with the student about the attire or grooming.

The principal or his designee may take disciplinary action as appropriate to maintain standards of dress and grooming in the school, which shall include, but not be limited to, suspension from classes or school or expulsion. The principal shall have the discretion and final authority in declaring whether or not clothing or grooming is in violation of this dress code. Compliance with this student dress and grooming code shall be the responsibility of the individual and parents to comply within guidelines established and this policy.

- A Rankin County School District provided form of I.D. must be worn at all times by students enrolled in all RCSD middle and high schools.
- Sunglasses, hats, caps, headbands, curlers, or other headgear shall not be worn in the buildings, unless prescribed by a doctor.
- Shoes or sandals shall be worn at all times. No roller shoes of any type are permitted.
- Clothing, including face masks/coverings, with suggestive, obscene, or disruptive, or vulgar designs, pictures, symbols, slogans, or statements that cause a disruption to or detract from the educational process are not permitted. This shall include, but not be limited to: nude/semi-nude figures; pictures or logos of alcoholic beverages or cigarettes, obscene gestures or words, or words/pictures that depict prohibited substances or actions; gang marks, drawings, designs or emblems; figures in sexually suggestive postures.
- No see-through clothing or halter tops shall be worn. Shirts/blouses must cover the stomach and top of the shoulders.
- Shorts may be worn by students in grades K-4 as long as such does not constitute, in the sole discretion of the principal, a possible disruption to the educational process is uninterrupted.



- Clothing in grades 5-12 shall not be excessively low or loose fitting in front, back, under the arms, or around the waist, so as to reveal the chest, the entire shoulders, the mid back area, or lower body areas.
- Dresses and skirts shall not be more than or shorter than six inches while standing from the middle of the kneecap in grades 5-12.
- Hemmed shorts may be worn in grades 5-12 if they are not shorter than six inches while standing from the middle of the kneecap.
- No skirts, dresses, or shorts shall be split to such length or worn in such a way as to reveal a student's undergarments.
- No shorts worn by any student shall be so short in length or so wide as to leg circumference as to reveal a student's undergarments.
- No clothing worn by any student in grades 5-12 shall be so tight-fitting so as to reveal the outline of undergarments or contour of the body, which may create a distraction to the educational atmosphere of the school district, with the exception of school uniforms approved by school administration.
- Leggings may be worn in grades 5-12 with such over-garments that are not shorter than six inches from the middle of the kneecap.
- Jewelry worn in such a manner that the instructional environment, safety and/or health of a student may be jeopardized is forbidden, as determined in the discretion of the principal.
- Any dress or personal appearance that the administration has evidence is disruptive, inappropriate, or presents a safety hazard to student or as a possible disruption to the educational/instructional process will be dealt with on an individual basis according to the discretion of the principal.

- If the message of a piece of clothing or mask is at issue, the principal shall not discipline the student based on the viewpoint expressed absent actual evidence of disruption, or evidence-based anticipation of disruption to the educational environment.
- If a student disciplined under this policy believes their clothing expression has been targeted based on its viewpoint, then the student may appeal a decision to the school board to be heard by the school board or its designated hearing officer at or before the next meeting of the school board.

## **Student Conduct**

**Policy Code:** JCA (9/14/1994)

The Board acknowledges that students must learn acceptable behavior patterns to enable them to be responsible, self-disciplined, contributing members of society. It shall be the responsibility of the superintendent to develop student codes of conduct, in consultation with teachers, school personnel, students, and parents/guardians, as all contribute to the maintenance of a climate conducive to learning. The student codes of conduct/discipline plan shall be included in the student handbook or similar publications and the parent/guardian shall sign a statement verifying that they have been given notice of the district discipline/conduct policies. Annually, the official discipline/conduct policies shall be reviewed to insure compliance with applicable statutes, case law, and state and federal guidelines.

The conduct/discipline plan of the district shall include, but not be limited to:

- 1. Specific grounds for disciplinary action
- 2. Procedures to be followed for acts requiring discipline
- 3. An explanation of student rights and responsibilities





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

The parent, guardian, or custodian of a student in the district shall be financially responsible for any destructive acts of the minor child against school property or persons and any criminal fines brought against such student for unlawful activity occurring on school grounds. Further, a parent, guardian, or custodian can be required to attend a discipline conference regarding these acts when properly notified by an appropriate school official.

Every student within the Rankin County School District shall have the right to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Rankin County School District defines “reasonable actions including but not limited to promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

*Legal Reference: MS Code §37-11-55, §37-11-53, §37-11-57, §37-11-69*

## **Student Conduct in School/Code of Conduct**

**Policy Code: JCB (7/22/2020)**

Each student will be responsible for providing a positive, safe, and healthy educational environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others. The accomplishment of this objective will entail the following:

1. Each student will bear the responsibility for his or her own conduct, including responsibility for neatness and cleanliness of personal attire and hygiene.
2. Each student will respect the rights of other students, teachers, administrators and other school personnel and visitors as human beings and fellow citizens of the school community.
3. Each student will respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings and furnishings, and the personal property of others and obey all state laws pertaining thereto.
4. Each student will refrain from violating all state laws, school discipline codes, or city ordinances and will refrain from:
  - a. using profanity or inappropriate language.
  - b. fighting or making threats.
  - c. creating disturbances.
  - d. carrying any weapon or any instrument which could be used as a weapon on school grounds or at school functions.
  - e. intentionally injuring another person or acting in such a negligent or indifferent manner as to expose others to risk or danger of harm or injury.
  - f. using threats or intimidation against any other person.
  - g. denying others the use of school facilities or buildings.
5. Each student will respect the health and safety of others and will refrain from:



- a. smoking or using; possessing on their person, in their automobile or vehicle, or in their locker; or transmitting tobacco, electronic cigarettes, vapors, spice on campus or at extracurricular activities.
- b. using, possessing, transmitting, or being under the influence of any alcoholic beverage.
- c. using, possessing, transmitting, or being under the influence of any narcotic substance, illegal or prohibited drug, or controlled substance as defined by state law.
- d. engaging in gambling or extortion.
- e. engaging in theft.
- f. assaulting or attempting assault of another person.
- g. producing excessive noise.
- h. engaging in any other unlawful activity.
- i. making suggestive sexual remarks to other persons, students, or teachers or engaging in any type of conduct or action relative in any way to sex or sexual advances or sexual threats or gestures to or in the presence of another person while at school, on the bus, or attending a school related activity or function of any type at any location.
- j. exposing one's self sexually by the removal of clothing or the wearing of see through clothing or clothing that is otherwise inappropriate or which might jeopardize the enhancement of the educational process or learning environment.
- k. showing disrespect to or failing to obey instructions or request of his/her/or a teacher, principal, or other school authority figure employed by the Rankin County School District, including bus drivers.

6. Each student will respect the educational process and learning environment of others by refraining from:

- a. tardiness.
- b. being absent from school for reasons that are unexcused or for reasons not associated with sickness, injury or death in the family unless excused in advance by the principal.
- c. any activities which diminish the rights of others and the opportunity for other students to receive an education and obtain the maximum benefit from a public education. A student who enhances their educational performance or allows other students to enhance their educational performance through any dishonest means shall be given a zero and is subject to suspension or expulsion for the remainder of the year.

Note: During times of pandemic, epidemic, or community spread of communicable disease, face masks/coverings will be required on buses since social distancing is not possible and may be required on school campuses. Face masks/coverings must follow the requirements of JCDB Dress Code for Students.

It shall be the responsibility of the superintendent and principals to develop such further rules and regulations as necessary to insure that students conduct themselves in a manner conducive to the best interest of the school and it shall be the responsibility of the students to obtain and follow such rules, oral or written, upon request and in an expedient, efficient, and timely manner.

### **Conduct at Extracurricular Activities**

When attending extracurricular activities, students are expected to follow the rules and regulations established for operation of the schools. Students failing to do so will be subject to disciplinary action in accordance with District policy.





## **Internet/Technology Acceptable Use Policy**

**Policy Code:** IJBB (3/10/2021)

### **INTERNET ACCESS**

Rankin County School District (RCSD) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Rankin County School District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the RCSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. RCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Access will be restricted as required to comply with the Children's Internet Protection Act. Web browsing may be monitored and records retained to ensure compliance.

Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a technology work order to review the site.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. Rankin County School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

### **RCSD NETWORK RULES**

- The person to whom an RCSD network account is issued is responsible at all times for its proper use.
- Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with RCSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.
- Any district employee who uses the RCSD network inappropriately is subject to disciplinary action, including dismissal.
- Under no conditions should a RCSD network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.
- Schools may supplement any provisions of the District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District AUP.
- Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.
- Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.



## **ACCEPTABLE USE OF TECHNOLOGY (not all inclusive)**

A responsible user of the technology will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using RCSD technology.

## **UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)**

- Violating any state and/or federal law (i.e., copyright laws).
- Using profanity, obscenity, or other language that may be offensive to others.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Student information shall be posted only with written parent/guardian permission.

- Forwarding personal communication without the author's prior consent.
- Using the Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering the files of another user.
- Viewing or taking the files of another user.

## **USE OF OUTSIDE EMAIL CLIENTS & STIPULATIONS FOR USING DISTRICT EMAIL CLIENT AS DISTRICT REPRESENTATIVE**

(Teachers, Administrators, Managers, etc.)  
Use of "Internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers is allowed at this time. The District does not block use of Internet mail accounts, but any "OFFICIAL" communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be via the district's e-mail system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics, and the like.

## **FILTERING**

An Internet filter is in place for Rankin County School District. This filter is a critical component of the RCSD network as well as Children's Internet Protection Act (CIPA) compliant since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials



This filter is updated on a daily basis in order to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students will be supervised at all times by a teacher while using the Internet. All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request.

Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

## **USE MONITORING**

All data transferred and/or transmitted over the RCSD network and/or on RCSD issued devices can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music, and other digital or electronic files. If a particular user continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual will be reported to the Principal of the school and the RCSD Central Office.

## **TECHNOLOGIES COVERED**

RCSD may provide the privilege or Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more.

The Acceptable Use Policy applies to both District-owned technology equipment utilizing the RCSD network, the RCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. Thus AUP also applies to privately-owned devices accessing the RCSD network, the RCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. RCSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

## **EMAIL**

Employee and student RCSD email is the property of RCSD. It is the responsibility of the employee and student to maintain this email account appropriately.

Users should refrain from using district email for personal business. Users should not sign up for subscriptions of memberships for sites not directly related to RCSD business using RCSD email accounts.

## **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the RCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or laptop they are using might be infected with a virus, they should alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.



## **ONLINE ETIQUETTE**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

## **PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

## **PERSONAL SAFETY**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

## **CYBER BULLYING**

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action described in RCSD Policy IJB – CIPA Policy - Acceptable Use. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

## **SOCIAL MEDIA**

The District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and agree to abide by the Social Media guidelines. See RCSD Policy GABB - Staff Conduct with Students.



## **LIMITATION OF LIABILITY**

RCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While RCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

RCSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the RCSD network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy as part of the district's Technology Handbook before Internet or network access shall be allowed.

*LEGAL REFERENCE: MS Code 11-46-9*

## **Technology and Instruction/Electronic Information Resources**

**Policy Code:** IJ (3/10/2021)

### **TERMS**

All users of district provided laptops, tablets, or other personal computing devices will comply at all times with the Rankin County School District (RCSD) Technology Handbook 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, the RCSD Technology Handbook policies, 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. 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 may 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 calendar three 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 (including the power adapter and cable) to the school administrator.

## **REPOSSESSION**

If the user does not fully comply with all terms of this Agreement and the RCSD Technology Handbook, including the timely return of the property, RCSD 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 RCSD or upon withdrawal from RCSD.

## **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.

## **FEES FOR DEVICE USE**

### **Use and Maintenance Fees**

- Parents/guardians shall pay a non-refundable annual fee of \$50 for student use of devices in grades 7-12. A fee of \$25 will be assessed to the parents/guardians of students in grades PreKindergarten - 6. This fee is a classroom/home maintenance fee and will be assessed once per school year.
- The annual fee is by device.
- The annual fee can be paid online through a link on the district's website.

- 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).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the person the device is issued to may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.
- Students withdrawing from the district must have all outstanding device fees paid before withdrawing from school.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

## **Damaged Devices**

Any damage must be reported to school authorities immediately. Power adapters and sleeves must be returned or paid in full.

### **Deductibles:**

- First damage occurrence: \$50.00 deductible to cover damage.
- Second damage occurrence: \$50.00 deductible plus 25% of the repair cost to repair the laptop and possible loss of take home privileges.
- Third damage occurrence: \$50.00 deductible plus 50% of the repair cost to repair the laptop and loss of take home privileges.
- Fourth damage occurrence: Fair market value to repair or replace the laptop or tablet.

## **HANDLING AND CARE**

- Keep the device in the district-issued or approved sleeve and case.



- Keep the device and sleeve free of any writing, drawing, stickers, or labels that are not applied by RCSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not remove the district provided case.

## **POWER MANAGEMENT**

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it.
- All class work missed because of uncharged batteries must be made up on a student's own time.

## **TRANSPORT**

- Transport the device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when 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 RCSD 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, staff, and student tech team members will be the only individuals to submit RCSD technology work orders or call the RCSD 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 area at their school. An authorized individual will contact the technology department for additional assistance as needed.

## **USE OF PERSONAL LAPTOPS AND TABLETS**

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. If a parent refuses a device for home use, the student will be allowed to check out a device at school for use in class. 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.





## School Searches

**Policy Code:** JCDA (11/14/2018)

Students possess the right to be free of unreasonable searches and seizures under the fourth amendment to the Constitution of the United States. Balanced against this right is the school officials' desire to create and maintain a safe and drug free environment consistent with the educational mission of the school. School officials have a duty to use reasonable discretion and judgment to the extent economically practical, and within their authority to protect the health, safety and welfare of all students under their authority.

Students shall not bring to school items, materials, objects, weapons, knives or substances (i.e. drugs, alcohol, cigarettes) which would tend to be considered as harmful or dangerous or as may disrupt the educational function or process of the school if such were known to the general population of the school or public or which are prohibited by school board policies or local rules or by law or common sense. Examples of such items or objects or of substances in this category include but are not limited to: weapons, ammunition, clubs, explosives, firecrackers, knives, guns, replicas of guns, dangerous or pointed or simulative objects, alcoholic beverages, tobacco products and/or nonprescription drugs or "scheduled substances" as defined by law, or drug paraphernalia or prescription drugs which have not been first carried to and approved by the Principal to the parent(s) in writing.

Reliable circumstances, comments from credible sources, or observed student behavior which may place the safety or health of students or school staff at risk or which could result in substantial property damage also shall constitute "sufficient reason" as probable cause, for school or police officials to conduct a thorough search of all persons or school property or individual property found on campus.

A bomb threat, drug possession (or alcohol or weapon possession) are examples of such an emergency. A valid or credible report of a gun in one's possession or control of an object that resembles a gun is another example. A valid report of drugs or alcohol in one's possession or control is another example. Where "reasonable suspicion" exists, school district administrators shall have a discretion to conduct a search of said properties or persons, in accord with the law and the need to protect students, staff and visitors.

### STUDENT PROPERTY SEARCHES

School authorities are authorized to conduct reasonable searches of students or their property when "reasonable suspicion" (a suspicion based upon factors for which there is a valid reason to believe that a violation of school policy or the law is likely to have – more likely than not – occurred) and facts and reliable reports indicate that a particular student is or has been in possession or control of an item or a substance that represents a violation of school policy or school rules or of the law or that a substantial threat to school decorum and peace or safety exist. Student property shall include, but not be limited to, purses, bookbags, pockets, clothing, bags and vehicles parked on or near the school campus. School authorities reserve the right to conduct random or directed sniff searches with animals of school property, student property and student-driven vehicles where "reasonable suspicion" exists to do so and to utilize detection devices such as metal detectors at all times and without "reasonable suspicion," and to call upon the expertise of and cooperate with law enforcement in this regard.



With regard to possession of items that may constitute a violation of law, or school policy or rules, school authorities may wish in their discretion to summons or call the appropriate law enforcement agencies in the interest of preserving the integrity of the educational mission of the school and the safety of all on the premises.

#### LOCKERS AND OTHER SCHOOL PROPERTY SEARCHES

Lockers and other storage spaces are provided to students for their temporary use and convenience, but ownership and property interests is retained at all times in the Rankin County School District. These storage areas remain school owned property and, as such, are subject to periodic inspections and search by school authorities, without notice. The purpose of such inspections is not to collect evidence of wrong doing on the part of a single student without “reasonable suspicion”, but rather to allow school authorities responsible for the educational mission of the school, the opportunity to confirm that lockers are being used in a positive, safe, legal manner consistent with good school decorum and to promote the health, safety, and welfare of all students. Students are therefore warned in advance by this policy and otherwise not to store items in these school owned lockers or cabinets which they do not want to bring to the attention of school or law enforcement authorities, or which may be illegal, dangerous or in possible violation of school board policy or school rules. All students and parents/guardians requesting use of school-owned lockers do hereby give this consent to school district administration to randomly examine the contents of any locker applied for or assigned to any student for purposes of the safety and health of all students at any time.

#### THE PROCEDURE FOR LOCKER/SCHOOL PROPERTY SEARCHES IS AS FOLLOWS:

(a) Accordingly, students and parents/guardians are hereby notified that the principal or designee shall maintain a list of all locker assignments and retain either a master key or combinations to all lockers before issuing a copy key or lock combination to the student. The principal or designee shall inform the student at time of assignment of the right of school to conduct periodic random inspections or inspections based upon “reasonable suspicion” as defined, as such locker privilege is discretionary with the principal and may be revoked at any time with or without cause. The school locker shall remain the property of the RCSD, subject to full discretion of the administration to allow temporary and non-exclusive use thereof by the student(s)

(b) At the time a student is assigned a locker or other storage space, he or she may be informed that school authorities are authorized by this policy and empowered to conduct random periodic inspections of school lockers and contents and that each student shall be responsible for the contents and held accountable for all content therefore, as students are not given exclusive privileges to use the property as such privilege is discretionary with the principal and may be revoked at any time with or without cause.

(c) Students also will be informed of the following locker regulations:

1. Each student is responsible and solely accountable for the contents of the locker assigned to them and shall not share his/her key or lock combination with others and shall not change the lock or combination for any reason without the written consent of the principal.



2. Each student is to keep his/her locker locked at all times with only the lock and key provided by the school principal upon initial assignment, with school district and officials being allowed by this policy to retain an assigned duplicate key or master lock combination.

3. No student shall be allowed to give other students or persons access or a key or the combination code to their individual locker, and student(s) shall not make duplicate keys without written permission of the principal.

4. For the safety and health and best interests of all students, each student desiring use of a school owned locker shall hereafter, sign, along with parent(s) or guardian(s), Been deemed to have consented to an examination or search of the locker by the school district administration thirty (30) days after public approval of the first reading of this policy by the school board.

## STUDENT SEARCHES

The procedures for searching the person or property of the individual students shall be as follows:

(a) Searches or inspections of students or their property will be authorized by the principal or his designee only.

(b) A student may be searched by school authorities when school authorities have “reasonable suspicion”, as previously defined, that the search is likely to produce evidence or items or objects or substances that the student has in his or her possession or control that is prohibited by school board policy or rules or by law, as set forth above in this policy. Such search of the student or his/her property shall be conducted in a reasonable manner and in private where possible with a witness or witnesses of the same gender as the student. In the event the student has given additional verbal or written consent to the search, such fact shall be noted in the official report of the principal or school official relative to the student or the investigation or examination.

(c) Searches based upon “reasonable suspicion” should be no more intrusive than necessary to discover that for which the search was instigated.

(d) Searches based upon “reasonable suspicion” may include, if school authorities think advisable under the circumstances , a frisk or pat-down of student clothing. Frisk or pat-down searches should be conducted by a member of the same sex as the student and in the presence of another staff member and at all times in private where practical (except in exigent or emergency type circumstances).

(e) Locker or personal vehicle searches shall be conducted in the presence of another staff member and in the presence of the student responsible for the contents of the locker, if practical, in the discretion of the principal.

(f) At no time should school officials conduct a search which requires a student to remove more clothing than his shoes or jacket unless the student consents verbally or unless in the discretion of the principal there exists an emergency constituting a threat or danger to the health, welfare or safety of the student, other students or staff or faculty. If school authorities are convinced that a more intrusive search is required to expose contraband or potential weapons, they should advise the proper law enforcement agency and/or the student’s parents, when practical, as soon as possible, of the grounds for their suspicion and conduct the search either with police participation or parental consent, if practical, under the circumstances.

## POLICE NOTIFICATION

(a) Student searches which disclose evidence of school misconduct, policy or school rules violations, but not criminal misconduct, should be treated according to applicable school board policies or local school rules or procedures regarding expected conduct.



(b) In the event that a student search discloses evidence of unlawful activity, the principal shall report such activity or acts to the appropriate law enforcement officials as required by law. If law enforcement officials are notified, the student's parents should be advised of this fact as soon thereafter as possible or practical as law enforcement may direct.

#### NOTICE OF POLICY

Students and parents/legal guardians are hereby and will be provided notice of the district search policies via student handbook distributed to all students and by public adoption of this policy at a public school board meeting. A copy of said policy shall also be reasonably available for review in the county superintendent's office and/or principal's office and on the on-line website or at the specific request of a student or parent or in the school library or office of the principal. This policy shall be deemed effective thirty (30) days from the date of the first reading of approval by the school board.

*LEGAL REFERENCE: Zamora v. Pomeroy 639 F. 2nd. 662 (10thDir. 1981); Horton v. Goose Creek Independent School District, F. 2nd470 (5thCir. 1982), cert. denied, 103 S. Ct. 35 (1983); New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L. Ed. 2nd720 (1985); Tarter v. Raybuck, 742 F. 2nd977 (6thCir. 1984), cert. denied, 105 S. Ct. 1749 1985; MS Code 37-11-29.*

