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STUDENT

# HAND BOOK

**CLARKSDALE**  
MUNICIPAL SCHOOL DISTRICT

*Education of Our Children is Our*  
**TOP PRIORITY**

526 S Choctaw Street., P.O. Box 1088, Clarksdale. MS 38614  
Phone: 662.627.8500 - Fax: 662.624.9405 - [www.cmsdschools.org](http://www.cmsdschools.org)

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## MISSION STATEMENT

*The Clarksdale Municipal School District will provide innovative and quality educational programs that focus on the individual development of every student.*

## DISTRICT GOALS

**Goal 1:** Student achievement will increase each year

**Goal 2:** There will be a safe and orderly school climate in every school

**Goal 3:** An increasing number of students will experience a positive K-12 education

**Goal 4:** The School District will maintain a sound financial fund balance

Dear Parents and Guardians,

Welcome back to another school year in the Clarksdale Municipal School District. The CMSD is preparing for a great year for you and your children. Our faculty and staff are dedicated to providing a high-quality education and a safe learning environment for every student.

The Student Handbook is a source of information for answers to frequently asked questions. There is an online version of the Student Handbook on the school district website, <https://www.cmsdschools.org/>. We look forward to serving the students in our community this year.

Joe Nelson, Ph.D.  
Superintendent

## **NON-DISCRIMINATION STATEMENT**

The Clarksdale Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Dr. Shanta Rhodes – Title IX Coordinator  
526 South Choctaw Street  
Clarksdale, MS 38614  
662-627-8500, ext. 1019

– 504 Coordinator  
526 South Choctaw Street  
Clarksdale, MS 38614  
662-627-8500

## **Clarksdale Municipal School District Information**

Clarksdale Municipal School District  
Mailing Address: P.O. Box 1088  
Physical Address: 526 S. Choctaw Street  
Web Address: [www.cmsdschools.org](http://www.cmsdschools.org)  
Phone 662.627.8500, Fax 662.624.9405

### **Board of Trustees**

**Delores S. Harris**, President  
**Joan Morris**, Vice President  
**Dr. Zedric Clayton**, Secretary  
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### **Central Office Administration**

**Dr. Joe Nelson**, Superintendent of Education

**Dr. Toya Harrell-Matthews**, Assistant Superintendent

**Dr. Shanta Rhodes**, Assistant Superintendent

**Amanda S. Bell**, Director of Technology

**Jessica Pulley**, Business Manager

**Wilma McIntosh**, Director of Food Service

**Stephanye Moton**, Director of Special Services

**Rosalyn Griffin**, Human Resources Director

## Clarksdale Schools Listing/Contact Information

### **Clarksdale High School**

Grades 10-12  
Herbert Smith, Principal  
1101 Wildcat Drive  
Phone 662.627.8530

### **Carl Career Technical Education Center**

Shirlaurence Fair, Director  
1050 Walnut Street  
Phone 662.627.8580

### **J.W. Stampley 9<sup>th</sup> Grade Academy**

Grade 9  
Christopher Turner, Principal  
Principal 301 Washington Avenue  
Street  
Phone 662.627.8570

### **W. A. Higgins Middle School**

Grades 7-8  
Dr. Valeree Ellis-Barnes,  
1749 Chestnut  
Phone 662.627.8550

### **Oakhurst Intermediate Magnet Academy**

Grades 5-6  
Damian Collins,  
Principal 120 West  
Second Street  
662.627.8560

### **Booker T. Washington Elementary, International Studies Magnet School**

Grades PK-4  
Brenda Miller, Principal  
1800 Sunflower  
Extended  
662.627.8567

### **George H. Oliver Elementary School, Visual and Performing Arts Magnet School**

Grades PK-4  
Shawneequa Beal, Principal  
871 Ritchie Avenue  
662.627.8605

### **Heidelberg STEAM Magnet Elementary School**

Grades PK-4  
LaJeuna Crenshaw, Principal  
801 Maple Street  
662.627.8577

### **Kirkpatrick Health and Medical Science Magnet Elementary School**

Grades PK-4  
Adrienne Hudson,  
Principal  
1101 Smith Street  
662.627.8588



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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#) or you may reach us at 526 S. Choctaw Street, Clarksdale, MS 38614.

## **Clarksdale Municipal School District**

526 Choctaw Street P.O. Box 1088

Clarksdale, Mississippi 38614

(662) 627-8500

Fax (662) 627-

**Dr. Toya Harrell-Matthews,**  
Assistant Superintendent, Operations and Support

**Dr. Shanta Rhodes,**  
Assistant Superintendent, Instruction and Federal Programs

### **PARENTS RIGHT-TO-KNOW**

Dear Parents/Legal Guardian:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Clarksdale Municipal School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a school that receives funds under this part shall provide to each individual parent the following:

1. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

If you have questions, please feel free to contact the principal of the school.

Sincerely,

Joe Nelson, Superintendent

**Insert McKinney-Vento Form (NEW)**

## **ENROLLMENT/WITHDRAWAL INFORMATION**

### **Clarksdale Municipal School Enrollment/Admission**

#### **Verification of Residence**

Students who attend school in the Clarksdale Municipal School District must be residents of the school district and live within the designated boundaries of the school district. In accordance with state law, the district may request verification of residence for all enrollees. Students enrolling in kindergarten must be age five (5) on or before September 1st of the school year. Students who have been expelled from school in another Mississippi school district or from a school district in another state may not enroll in school in the Clarksdale Municipal School District even when residence is verified until the expulsion timeframe has expired. Upon enrollment, parent(s) must provide at least 2 forms of the following valid items.

- Filed Homestead Exemption Application form
- Mortgage documents or property deed
- Apartment or home lease
- Utility bills (not more than 60 days old)
- Driver's license with current address
- Voter precinct identification
- Automobile registration
- Affidavit and/or personal visit by a designated school district official (renewed every 30 days)
- Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
- Certified copy of filed petition for guardianship if pending and final decree when granted

At any time that a student's address changes, the parent/guardian must provide the new address information to the principal and/or counselor's office. The school will NOT be held responsible for information not received as the result of incorrect or outdated address information.

#### **Non-Compliance Enrollment Procedures**

Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. {37-15-1}

#### **Age Requirements**

Pre-k students must be four (4) years of age on or before September 1 of the current school year in order to enroll in the Pre- kindergarten program.

Students must be five (5) years of age on or before September 1 of the current school year to enroll in Kindergarten and six (6) years of age on or before September 1 of the current school year to enroll in first grade.

#### **Immunizations**

The State of Mississippi requires that all students are properly immunized against childhood diseases. Parents must make sure their children are properly vaccinated and must produce the evidence of the vaccinations in order for students to enroll in school. Students enrolling in the Clarksdale Municipal School District must present a Mississippi Certificate of Compliance (121 Form) verifying vaccinations. Students enrolling for the first time or enrolling by transfer from a school within the State of Mississippi must have a copy of the certificate of compliance form. Students may be tentatively enrolled until the cumulative folder is received.

#### **Permanent Records – Family Educational Rights & Privacy Act**

A permanent record of each student's educational history is kept on file at the school. Parents have a right to inspect their child's record within a reasonable period of time upon an official request being made.

Note: Federal law states that an educational agency or institution may transfer a student's education record, on request to a school in which a student seeks or intends to enroll, without written consent of student or parents, if the agency or institution includes a notice in its policies and procedures as formulated under Section 99.5. "This is your notification that should your

child enroll in another school or school system, his/her cumulative record will be sent to the school upon our receipt of notification of the student's enrolling in said institution." (Federal Register, Volume 41, No. 118, Thursday, June 17, 1976, Section 99:34 (a) (1)(ii).

### **Child Custody**

In all cases regarding child custody, the Clarksdale Municipal School District requires an official copy of the custody order to be on file at the school. The school district will abide by the requirements of the custody order in dealing with any issues requiring contact with the parent or guardian or instances relating to provision of records, the allowance of school visitation, and/or checking a student in or out of school.

### **Withdrawal Information**

Students withdrawing or transferring to another school must proceed as follows:

- A. The student's parent/legal guardian must be present at the school to withdraw a student.
- B. The parent or guardian must know the name and location of the new school and complete the necessary paperwork.
- C. The principal, parent/guardian, counselor, teachers, and MSIS personnel must sign off on the withdrawal form.

### **Academic Calendars and School Schedules**

Every school in the district abides by the board approved 2021-2022 School Calendar. The standard school day for elementary students must consist of a minimum of 330 minutes of instruction. The school year is built to address the requirement for students to attend school at least 180 days per year.

In the Clarksdale Municipal School District, we are moving toward longer hours of instruction in order to arrive at the levels of improvement our students need to succeed in school and beyond. Our goal in this is to effectively address the issues of low student performance and low school achievement that have plagued us in the past.

### **Attendance Policy**

The Mississippi Code of 1972, Section 37-13-91 states school attendance is compulsory for students under the age of seventeen. Regular school attendance is the responsibility of each student and his/her parents or guardians. Parents who do not ensure their children are enrolled in and regularly attending school can face legal penalties and/or fines. School districts are required to report irregularities in attendance to the attendance officers. Only those parents who have enrolled their children in a non-public school or those who can show documentation that their child is withdrawn from school and enrolled in a home-schooling program may be excluded from having absences reported. Unless dire circumstances exist, any absences of more than twenty **(20)** or more unexcused absences in any full-year course and ten **(10)** or more unexcused absences in any half-year course will result in non- promotion.

Pursuant to Mississippi Code 37-13-91, a parent, guardian or custodian of a compulsory-school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic school for the period of time that the child is of compulsory-school- age. Mississippi Code Section 37-9-14(2)(u) states that School District Superintendents are "to comply in a timely manner with the compulsory education reporting requirements prescribed in Section 37-13-92(6)." The State Department of Education shall prescribe a uniform method for schools to utilize in reporting the unlawful absences to the school attendance officer.

1. An unlawful absence is an absence by any compulsory school-age child missing for thirty-seven (37%) or more of a school day, in which the absence is not due to a valid excuse for temporary nonattendance.
2. An unlawful absence is an absence by any compulsory school-age child who is removed from school for days missed as a result of disciplinary suspension. Absences due to suspension or expulsion shall not be excused by the school district superintendent, or his designee. A student that is absent due to suspensions or expulsions shall not be reported as truant.

Based on Section 37-13-91(6), the school district superintendent or his/her designee, shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the MDE School Compulsory/Attendance officer. Therefore, pursuant to Section 37- 13-85(o), provides that the MDE shall adopt any other policies that the office deems necessary for the enforcement of the Mississippi Compulsory School Attendance Law; however, the policies or guidelines shall not add or contradict with the requirements of Section 37-13-91. The superintendent, or his designee, also shall report

any student suspensions or student expulsions to the school attendance officer when they occur and code them as “unexcused absences”. However, these absences will not be counted towards a student being identified as truant. ***For the purpose of determining and reporting attendance, a pupil must be present for at least sixty-three percent (63%) of his/her instructional day, as fixed by the local schoolboard, and defined by the student’s schedule, in order to be considered in full-day attendance.***

### **Absences/Tardies**

Absences/tardies from school can affect a student’s progress and his/her ability to pass a class or grade. Absences should be handled immediately and in no case later than the first day back to school after an absence.

Students will be counted tardy if they arrive to school seven (7) or more minutes late at the beginning of the school day. If a student is absent/tardy from school, the parent must do one of the following:

- ▶▶ Call the school each day the student is absent/tardy, OR
- ▶▶ Come to the school and verify absence/tardy,
- ▶▶ Write an acceptable note within 7 days after the absences giving a contact number, date, student’s name, reason for absence, contact number and signature of the parent/guardian to explain the absence or tardy the principal or designee will call to verify.

After five (5) unexcused absences, a letter from the Superintendent or MDE Truancy Attendance Officer will be delivered to the home of the student by the MDE Truancy Attendance Officer.

### **Types of Absences/Tardies:**

Excused Absences/Tardies - are defined as absences/tardies due to personal illness, illness in the family, death in the family, or extreme emergencies.

Unexcused Absences/Tardies - Absences/tardies from class or school that are not excused by the principal or designee. An unexcused absence/tardy means the student receives a grade of zero per assignment each day he/she is unexcused.

Unexcused tardies from class will be handled in the following manner:

On the first tardy, the student will be given a warning by his/her teacher

On the second tardy, the student’s parent/guardian will be called

On the third tardy, the student will have to stay after school 15 minutes with his/her teacher

Subsequent tardies will be deemed as a habitual violation and as such will be treated as a Class I Discipline infraction whereas the student will be subjected to follow the authorized disciplinary consequences for Class I Discipline

**Admittance Slip** - Following all absences/tardies from school, the student must secure an admission slip to return to class.

**Checking In/Checking Out** - Lack of attendance at school can have a major negative impact on a student’s success.

Checking students in late or checking them out early should only be done in unavoidable or emergency situations.

Instruction continues when students are tardy or miss a class. Any student who leaves school during the day for an appointment or because of illness must check out in the office prior to leaving the school. Attendance is marked in each class so a student may be listed as absent in the periods he/she missed. Students are at a deficit when they are not allowed to be present for a full day of instruction. No student will be released unless one of the following has occurred:

- Parent/guardian has contacted the school to arrange for release.
- Parent/guardian/or designee picks up the child from school.

**Perfect Attendance:** A student is considered for perfect attendance if they do not miss any days from school. The entire day is considered 100% of the day. Absences for portions of the day may affect whether a student receives perfect attendance.

### **Emergencies/Illness**

If a student becomes ill during the school day, upon notifying the teacher, the student is to report to the principal’s office to have his/her parents contacted. It is URGENT that parents provide the school with correct, current telephone numbers where they or a designee can be reached. The school personnel can only administer simple first aid at school.

### **Medications for Students**

If a child has to take medicine during the school day, he/she is not to transport the medicine to and from school; however, the parent **MUST** bring the medicine to the school. The only time school personnel is to administer medicine is when it is prescribed by a doctor, in the original container, contains explicit written directions on the label and/or if the specific directions are on file at the school. Medication dispensed at school may only be dispensed with the medicine in its original container showing the directions for dispensing. The school district employs school nurses; however, there is not a nurse for every school site. The district will do its best to be sure that whenever possible, medication to be given at school is dispensed by a nurse. In the absence of the availability of the nurse, medicine may only be dispensed by the principal's designee. All medication is kept in locked storage.

### **Weather Emergency Drills**

Weather conditions are constantly monitored to ensure that we are doing everything possible to protect the safety of our students. Throughout the school year, disaster drills are conducted at each school site to ensure that students and staff know what to do in the case of a true weather emergency. In rare instances, it may be necessary to dismiss school earlier than normal or to cancel school to ensure that our students have the greatest chance to be protected from a weather emergency. The district uses an Emergency Notification Network to get the word out about changes in the time/dates of school operations.

### **Bus Transportation**

Transportation to and from school is offered to every student within the Clarksdale Municipal School District who resides more than one (1) mile from the school he/she is to attend. Riding a school bus is a privilege. Therefore, students who do not demonstrate appropriate behavior and those who interfere with the safe operation of a school bus or the attention of the bus driver may lose their privilege to ride the bus. Please address this matter with your students. At all times, students on the school bus are to be seated and are not to dangle body parts or items from the school bus nor are they to yell from the school bus.

The CMSD bus fleet will adhere to social distancing guidelines while transporting students. This will reduce the capacity of our buses tremendously. Bus capacity will be limited to 30 students. One student per seat and each student will sit by the window of their seat. Routes will be modified to accommodate social distancing protocols. Our transportation department will ensure cleaning protocols are conducted daily after routes are completed. These protocols are subject to change based on revised guidance from the Mississippi Department of Health and the Centers for Disease Control. The district will develop procedures to address procedures for students who have underlying health issues.

**Student Government** - Those individuals who become great leaders have usually had opportunities throughout their childhood and young adult lives to serve in leadership capacities and to understand the processes of group dynamics, order, and discipline. Such opportunities are afforded to our students through our student government organizations. There are specific rules governing the student government organizations that are available at the school through the administration and/or organization sponsor. These rules are strictly adhered to when selecting students for participation in student government.

### **Cheating**

Cheating is considered to be a very serious offense. Therefore, students should not be involved in any form of academic dishonesty. They should not take part in aiding someone to cheat or cheat themselves on class work, tests, or assignments. Any student who is found to be cheating will have his/her work confiscated, will receive a grade of zero on the work, will have their parents notified, and will be subject to any other disciplinary action allowed by the district's conduct code and discipline procedures.

### **Telephone Messages for Students**

Interruptions to classroom instruction are kept to a minimum. Unless there is an emergency, students will **NOT** be called from class to receive phone calls in the office. Instead, callers may leave messages for students with the office and they will ensure that messages will be given to the students.

### **Parent Visitation**

Parents are welcomed and encouraged to visit the school at any time; however, they must report to the front office first to obtain a visitor's pass before going to any other part of the building. Parents are NOT allowed to interrupt instructional time to speak to a teacher or their child or any other student. ***Please note there may be restrictions for the 2021-2022 school year***

*due to COVID-19.*

### **Receiving Gifts at School**

The delivery of flowers, candy, balloons, or other gifts to a classroom from a parent or other individual to a student is NOT permissible. Individual birthday parties and/or birthday celebrations are not allowed.

### **Textbooks/EBooks**

Textbooks/Ebooks have been selected for courses offered in the Clarksdale Municipal School District from a state approved list of books. Textbooks and/or e-books are provided to all students **free of charge**. Students are expected to care for their textbooks and/or electronic devices properly and to bring them to school each day (school level where electronic devices are taken home). Lockers and storage space are provided at some CMSD schools. Students who damage or destroy books/electronic devices will be charged a repair fee. If a damaged book or e-reader cannot be repaired, students will be charged the full cost for the replacement of a book or e-reader.

### **Visitors on Campus**

Visitors on every campus must enter through the main office. Each visitor must secure a visitor's pass to be anywhere in the school beyond the office. Even brief visits to a campus require this procedure. This measure is intended to ensure that our campuses are safe and that anyone in the school who is not a student or an employee has been admitted using established procedures. Following this procedure protects your child and others.

### **Webpage**

The Clarksdale Municipal School District's web address is [www.cmsdschools.org](http://www.cmsdschools.org). Please regularly check this website for current information about the school district. Each school in CMSD has its own web page that can be accessed from the district's web site. This is part of a continuing effort to improve communication and to keep everyone informed about what is going on at the schools in the district.

### **Insurance for Students**

School day insurance is available for purchase for any student attending the Clarksdale Municipal School District. Packets describing the vendor, coverage options and premium costs are sent home with each student at the beginning of the school year. With the high costs of medical services, having school day insurance coverage is another way that families can protect their children and their finances.

### **Parental Communications to School Officials**

There is greater potential for a student's success when there are open lines of communication between the home and school. Parents should feel free to call or visit the schools at any time. There are established procedures for classroom visits and conferences in place to ensure that teachers may spend their time delivering instruction. Phone calls are welcome. However, when a parent wishes to speak to a teacher during class time, parents will be asked to leave their names and numbers for a return call to occur during the teacher's conference period or the next day if the conference period has passed when the call is received. It is helpful for the school to know of any special circumstances/requirements for students to ensure that the items receive the proper attention and response. When there is a doctor's order or medical report that will help the school know of recommendations concerning a student, please make sure that it is received by the school as soon as possible. If phone access is not available, you may write a note and send it to the school's principal, counselor, or your child's teacher.



## **Child Nutrition/Food Services Program**

The Clarksdale Municipal School District participates in the National School Lunch and School Breakfast programs. We believe that a well-fed child is healthier and learns better. We provide foods that meet federal and state nutrition guidelines. For school year 2021-2022, all students are eligible to receive free breakfast and free lunch under the Community Eligibility Provision.

### **Applications for Free/Reduced Meal Prices**

Meal applications will not be handed out nor collected for the 2021-2022 school year. All students are automatically eligible for free meals with the Community Eligibility Provision. Parents will receive notification at the beginning of each year the Clarksdale Municipal School District participates in the Community Eligibility Provision. The Clarksdale Municipal School District has the right to end its participation in the Community Eligibility Provision and begin the collection of household meal applications at any time with prior notification to households.

### **Breakfast**

Breakfast is served at 7:00 each morning in the school cafeteria. Breakfast meets the National School Breakfast Program requirements and is available free to all students.

### **Lunch**

The Clarksdale Municipal School District has a closed lunch period which means that students are not allowed to leave the school campuses for lunch. Students who choose to bring their own lunches may eat in the cafeteria and purchase only milk to drink. All food items including snacks brought into the cafeteria from home should be in non-descriptive packaging such as clear plastic bags and containers, and plastic or Styrofoam cups. Lunch meets the National School Lunch Program requirements and is available free to all students for the 2021-2022 school year.

### **Competitive Foods and Smart Snacks**

The United States Department of Agriculture recently passed regulations prohibiting the sale or purchase of foods that do not meet Federal or State beverage and vending regulations during the school day and 30 minutes after the close of school. No food items are to be sold on the school campuses for one hour before the start of any meal service period. Please contact the School Food Service Administrator for more information on these regulations.

### **Food Allergies and Disabilities**

All students with a medically diagnosed food allergy or food-related disability, such as diabetes mellitus I or II, are required to have a physician's statement on file at the District office with the School Food Service Administrator. A new physician's statement is required at the beginning of each school year. No food substitutions will be made without a verifiable physician's statement and proper forms that have been filled out and returned to the School Food Service Administrator. Parents are responsible for notifying Administrators and School Nurses if students require medications pertaining to food allergies or disabilities. The School Food Service Administrator can be reached at 662-627-8500 for questions related to the above.

### **Student Fees, Fines, and Charges**

While public education is offered free to each student, there are reasonable and customary fees charged to cover supplementary materials and supplies. The state of Mississippi has passed a policy allowing a waiver of fees to students who meet certain hardship criteria. Hardship waiver forms may be requested from the principal's office.

### **Care of School Property**

The school buildings and the fixtures they contain are provided at a great expense by parents, the taxpayers. Students should not only refrain from defacing or destroying school property, but should make every possible effort to encourage his/her peers to care for school property. Any student causing damage to school property either intentionally or through neglect will be liable for such damages.

**Fundraising** – Fundraising of any type must be approved in advance by the superintendent. Fundraising involving the sale of food items must be consistent with the new requirements for healthy foods and may not occur during the times that the school lunch and breakfast programs are in operation, including the times immediately before and after the operation times.

**ELIGIBILITY RULES REGARDING STUDENT  
PARTICIPATION IN INTERSCHOLASTIC SPORTS AND  
EXTRACURRICULAR ACTIVITIES**

**Athletic Programs**

The Clarksdale Municipal School District participates in athletic programs sanctioned by the Mississippi High School Activities Association. In order for a student to participate in an athletic program, the student must meet the requirements of the **No Pass - No Play Rule**. MHSAA requires school districts and student athletes to demonstrate good sportsmanship at all times and to meet all other requirements established in the MHSAA Rulebook.

**Academic rules for students participating in Activities:**

To be eligible for athletics and activities students must pass five credits toward graduation with one year of six credits. The 5 units, with a grade of 70 or better, will be averaged as a whole and the overall average must be 75 or higher in order to maintain eligibility. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible. This will be done on a yearly basis.

A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the last semester of the previous year, by passing 5 units with a 75 average the first semester of the current year or 2.0 if on a 10 point grading system or modified 10 point grading system. This will be done in order to keep the student on track for graduation.

Students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible.

All entering ninth graders will be required to have a minimum of 24 Carnegie units or pass 6 units of credit during the school year with a 75 average or better in order to maintain eligibility. Those students who opt out of the Mississippi schools curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits, one of those four years of eligibility. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

**Section C. General Eligibility Rules, Junior High/Middle Schools**

1. To be eligible to participate in interschool Junior High/Middle activities, a contestant must:
  - a. Be a bona fide student having enrolled not later than the fifteenth day of any semester of participation, carry four basic courses\* and deport himself satisfactorily.
  - b. A pupil must attend school in the school district of which his parents are actual bona fide residents.

- c. Must pass their grade level by achieving at least an average of 75 or 2.0, if the school district is on a 10 point grading system or modified 10 point grading system, in four basic courses\* with a grade of 70 or better in each course the previous year, in order to be eligible to participate during the present year beginning with the 7<sup>th</sup> grade.
- d. To be eligible for participation as a seventh grader a student must be promoted from sixth to seventh grade and for participation as an eighth grader a student must be promoted from seventh to eighth grade.
- e. A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four basic courses with an overall average of 75 or 2.0 if the school system is on a 10 point grading system or modified 10 point grading system.
- f. The instructional program of the district is based on an instructional management plan/system which defines core objectives, standards of mastery, and criteria for the academic promotion/progression of students from one grade level to the next. The criteria prohibit the retention of students for extracurricular purposes.
- g. Have on file with the Executive Director at least 15 days prior to the first game or contest the eligibility list giving all information on the form required by the Director.
- h. Age: Seventh grader must not have reached 14 years of age prior to August
  - 1. Eighth graders must not have reached 15 years of age prior to August 1. Ninth graders must not have reached 16 years of age prior to August 1.
- i. **Birth Certificates Required:** Seventh, eighth, and ninth graders shall not be eligible to participate until a certified copy of the student's birth certificate, issued by the Bureau of Vital Statistics in the state in which he was born, has been presented to the Principal or his designee of the school. Date of birth and birth certificate number shall be listed on eligibility list (form 1) along with other information the first time a pupil's name is submitted to the state office.
- j. Students must have been examined by a physician and have been declared physically fit. Nurse practitioners may give physicals to athletes provided they are doing so in compliance with state law and are operating under proper approved protocols. A physician or nurse practitioner must sign the certificate.
- k. A player shall not play in more than four quarters per week in football.
- l. Players cannot be transferred back to the junior high/middle school team once he/she plays on the high school varsity or "B" team.

- *Basic courses - Any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement.*

**Summer School Credits:** An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholastic eligibility of students. The completion of a full unit, major subject, during a summer school shall be classed as passing one major subject for one unit of credit and not as passing two major subjects for one half units each. Accredited correspondence courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school.

*b. Exceptions to Rule (1) may be made by the Executive Director in the following cases:*

1. Students that have been tested, screened, and placed in a TMR or EMR Special Education program.
2. Students that have been tested, screened, and placed in accordance with their IEP in a Special Education Program approved by the State Department of Education will be ruled eligible with the following requirements:
  - a. Make satisfactory progress in their course work.
  - b. Maintain attendance according to district policy.
  - c. Be assigned a date of entering the ninth grade corresponding to other students of that age.
  - d. Be subject to all other rules and regulations of the MHSAA.

# Clarkdale Municipal School District

## Technology Handbook

### Policy and Procedures for Onsite and Offsite

#### **Technology Goals and Overview**

The focus of the 1:1 Device Distribution Initiative at Clarkdale Municipal School District is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, success and excellence in education require that technology be efficiently integrated throughout the educational program.

Increasing access to technology is essential for the future. The primary learning tool of these 21st-century students in grades PreK-2 is the Apple iPad. In grades 3-12, the primary learning tool is the Google Chromebook. The individual use of these devices is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. The proper usage of individual devices encourages students to solve problems and think critically by stimulating analytical thinking.

The policies, procedures, and information contained in this document apply to all Chromebooks and Apple Devices used within Clarkdale Municipal School District and include any other device the Administration considers falling under the umbrella of this policy in addition to the district's Acceptable Use Policy. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

To enable all Clarkdale Municipal School District students and employees with the ability to meet and exceed the standards put forth by the CMSD school board by supporting the efficient use of technology. The support of the district's technology has moved forward in the following ways:

- By building and maintaining a district network of size and capability to allow continuous use of internet resources for education.
- Maintaining the district's presence and use of Google Apps for Education ("GAFE") and the services that come with it.
- Fostering the use of devices to access the internet through the purchasing and maintenance of such devices that take advantage of GAFE.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Provide greater access to digital content in a variety of formats and modes.

#### **Distribution**

- The Chromebook and/or iPad issued to each student is an educational tool and should only be used in that capacity.
- In order to issue a Chromebook and/or iPad, parents/guardians and students must sign the appropriate use and responsibility waiver form.
- Clarkdale Municipal School District may revoke or suspend privileges based on academic and behavioral standards.
- The Building Principal or their designee has the right to impose restrictions deemed necessary to protect the use and care of the Chromebooks and/or iPads.

#### **Internet**

The current district-wide internet safety usage policy applies.

#### **Email**

The Clarkdale Municipal School District Technology Department will provide individual email accounts to students for educational purposes only.

#### **Inspection**

Onsite Inspection: Teachers will constantly monitor and inspect the device for any damages. Offsite

Inspection: Parents will be financially responsible for any damages to the device.

#### **Responsibility**

- If the device is stolen it will be reported to the local police authorities, the building administrator in your K- 12 school, and district personnel immediately.
- Replacement costs and/or the repair for deliberate/negligent/careless damages are the sole responsibility of the undersigned student and/or parent/guardian.
- Parents or guardians have the right to refuse to allow their students to take a computer home. **(See opt in/out form)**
- The device is in the possession of the student but regulated entirely by the school. Likewise, students are solely responsible for the content and activities performed on their Chromebook and/or iPad, regardless of who completed said activities.

#### **Title**

CMSD 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 district's Acceptable Use Policy and all District policies and procedures.

#### **Handling and Care of the device (Onsite and Offsite)**

Mishandling or not taking care of the device in the possession of the student will result in a Class I Disciplinary Infraction. Repeated/habitual offences will result in Class II and Class II Disciplinary Infractions. Please see student handbook for more information.

- Keep the device in the district-issued or approved sleeve and case.
- Keep devices and sleeve free of any writing, drawing, stickers, or labels that are not authorized by CMSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not operate or have food or drinks around the device. Exposure to food and beverages can have damaging effects on the workings of a 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 Asset Tags or other identifying stickers/tags on the device

#### **Transport**

- Transport devices 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.

#### **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.
- Students will not be permitted to have cords extending across classrooms if devices are not properly charged upon arrival to school daily. (This is a safety risk that should not occur).
- Devices with no battery life must be charged in the classroom in a spot designated by the teacher. The student forfeits the use of the device for the entire time it takes to charge the device and use a paper/pencil or desktop computer until their device charged.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

#### **Device Usage**

CMSD may provide users with devices or other devices to promote learning outside of the classroom. Users, whether district employees or students, should abide by the same Acceptable Use Policy when using school devices off the school network as on the school network. Users are expected to treat the devices with extreme care and caution; these are expensive devices that the CMSD is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users will be financially accountable for any damage resulting from negligence, misuse, or loss. The use of District issued devices off the CMSD network will be monitored.

- Students are responsible for the proper care and return of the device each day. The device is to remain in their carrying cases (if provided) at all times, except when being charged or used.
- Devices are strictly used for educational purposes.
- The device is strictly for the use of the student to whom it is assigned.
- For safety purposes, the device should not be used while in transit in the hallways, before/during/after practices or at games, on athletic fields, and at other extracurricular activities.

#### **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities. **ALL ACTIVITIES ARE MONITORED.**
- Follow the same guidelines for respectful, responsible behavior online that I am 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 I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.
- Not to be swapped device with or used by another student who may have left theirs at home.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit [www.common sense media.org](http://www.common sense media.org) for further information.

#### **School Usage**

- The device has to be used at school **for academic purposes only.**
- The teacher in each classroom is solely and completely responsible for determining what activities are allowed on the devices
- The teacher in each classroom reserves the right to suspend device privileges for any reason they deem necessary.
- Students will not use the device for online/app games, instant messaging, chat rooms, or online forums unless part of a school project and with the teacher's consent.
- Students are **prohibited from listening to music** on the Chromebook and/or iPad.
- The use of Facebook, Twitter, Instagram, Kik, TikTok, and **ANY OTHER** form of social media is **explicitly prohibited on the device.**
- Students will not use the device webcam to photograph any other student or teacher unless for academic purposes, and only with the other person's consent and the consent of the teacher
- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students will not use the device microphone to record any other student or teacher unless for academic purposes, and only with the other person's consent.
- School Staff or Faculty may issue head/earphones to allow students to view and listen to educational audio/visuals.

#### **Device Policy Terms**

Parents of students who are assigned a take home device shall pay a non-refundable \$25 annual charge. Users will comply at all times with the 1:1 Device Distribution Policy and the CMSD Acceptable Use Policy 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.

Students who leave CMSD during the school year must return the device, along with any other issued accessories, at the time they leave the district. The device and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will not be refunded.

#### **In-School Devices (Grades PreK-12)**

- Assignment of Devices - Students will be assigned the same device every day.
- If a student damages the assigned device, he or she will be assessed fees associated with the kind of device issued

#### **Unlawful Appropriation**

Failure to timely return the property and the continued use of it for non-school purposes without the CMSD's consent may be considered unlawful appropriation of the district's property.

#### **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.
- Any attempt to "jailbreak" or remove the CMSD profile could result in disciplinary action.
- Students are responsible for the safety and security of the device and any activity on the device.
- No software shall be installed except by an authorized member of the Clarksdale Municipal School District Technology Department. Students will not attempt to install or download software not approved for District use. Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.

- All software loaded on the device be installed by district personnel and/or be district approved.
- Students may not delete, move or rename any folders or files that they did not create or that they do not recognize.
- Students will not download streaming video, music or participate in any task which would require excessive amounts of bandwidth while connected to the school network unless the task is teacher sanctioned.
- Students will not reset the configuration of the device.

#### **Inappropriate Content**

- Inappropriate content is not allowed on any device.
- In addition to the specific content mentioned below, teachers and administrators reserve the right to judge the appropriateness of the content.
- Students must first ask permission from the technology team, who must receive permission from a building level administrator before adding ANY extra content to devices. Extra content includes, but is not limited to audio/video files, photographs, and games.
- **The viewing of any images related to weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions.**
- The above imagery should likewise be left out of any and all permanent user interface images, including but not limited to e-mail backgrounds, screensavers, wallpapers, and startupmenus.

#### **Inappropriate Content Consequence Ladder**

Inappropriate content on the student device will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.

1. First Time- Student will receive a verbal warning and parent/guardian will be notified.
2. Second Time- Supervised network and device usage and **mandatory** counseling with school counselor or third-party counseling services
3. Third Time- Removal of network access, district Chromebook, and resources.
4. Fourth Time- Student will receive a disciplinary referral (Class I Discipline Infraction- *Other misconduct which the principal or his/her designee may deem to fall in this category*) (Board Policy Code: JDA)
5. Fifth Time – Student will receive a disciplinary referral (Class II Discipline Infraction – *Habitual violations of Class I Infractions (three or more)*) (Board Policy Code: JDA)

**\*Severity clause\*** - The teacher/administrator reserves the right to take away any device privileges for the class in cases of extreme inappropriate use or repeated and habitual inappropriate use.

#### **Repossession**

If the user does not fully comply with all terms of this Agreement and the CMSD Student Technology 1:1 Device Distribution Policy and the CMSD Acceptable Use Policy, including the timely return of the property, CMSD shall be entitled to declare the user in default and go to the user's place of residence, or other location of the property, to take possession of the property.

#### **Device Damage and Loss Assessments**

Both the Chromebooks and Apple iPads are the property of Clarksdale Municipal School District. Teachers, Parents or Guardians of CMSD Students are loaned these devices as a part of the 1:1 Initiative in our district that allows student and teacher access to textbooks and other educational materials and websites that support 21st Century Learning and Engagement.

The following is the CMSD Acceptable Use Policy governing the issuance of Chromebooks and/or iPads for our district. Anyone who wishes to take possession of these devices must agree to the following policy prior to being issued Chromebooks and/or iPads for teacher/student use.

- CMSD will pay for normal wear and tear for devices
- CMSD Technology Department will work with the device distributor/manufacture to determine what is considered normal wear and tear.
- Students/Parents will pay for any other damages sustained to devices.

#### **Hardware/Software Repair**

- Students are responsible for immediately reporting any hardware or software difficulties to a teacher or available administrator.
- Technology Staff will analyze and fix the problems and escalate the issues that require the

distributor/manufacturer's support.

- Do not attempt to remove or change the physical structure of any devices, including keyboard keys, screen, casing, etc. Doing so will void the warranty on normal wear and tear, and families will be responsible for the cost of repair or replacement.
- Loaner devices may be issued to students when their school-issued device is being repaired.
- A student borrowing a device will be responsible for any damages to or loss of the loaned device. All rules in this policy apply to the loaner equipment.
- Devices on loan to students having their school-issued device repaired may be taken home on a case-by-case basis.
- A member of the Technology Department will contact the school's administrator/teacher when a student's device is repaired and available to be picked-up.
- All repairs and replacements MUST go through the CMSD Technology Department. Student should report any and all issues, problems, etc. to the classroom teacher or building administrator.
- If software problems occur, students are responsible for taking the following measures:
  1. Refer to Device Troubleshooting Guide for iPads or Chromebooks
  2. Restart the system.
  3. Tell a teacher or available administrator (Helpdesk Ticket)

### **Digital Citizenship (Guidelines of a Responsible Digital Citizen)**

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources; I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### **Terms of Agreement (End of Year Device Collections)**

- The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by CMSD or upon withdrawal from CMSD.
- Devices should be free of stickers or any other personalized material.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

### **Use and Maintenance Fees**

- Parents/guardians shall pay a non-refundable annual fee of \$25 plus deductibles per damage incident.
- The premium is by device and covers electrical surges, drops or falls, or part (manufacturer) damage.
- The deductible is by an incident (i.e., 1st damage, 2nd damage) AND by incident type (i.e., cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or damaged as a result of irresponsible behavior, the parent will be responsible for the replacement cost. A police/sheriff/SRO report will be required for all stolen devices.
- The district may disable the device remotely to protect the device and/or data on the device.
- Chromebooks and/or iPads are for school use and should be used according to the Acceptable Use Policy.
- Device must be kept in the possession of the person assigned the device
- If a device is damaged in the school setting, the damages should be reported to the nearest school official (teacher, administrator, SRO, etc.). A statement should be taken from the reporting student and a written referral should be



attached if the damages are assumed to be the result of negligence by a student other than the child to whom the device is issued. Damages are then assessed according to the appropriate disciplinary actions as determined by the school administration.

#### Deductibles:

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement	
Factory Defects	\$0 (No Charge)	
Power Adapter + Cord	\$25 (All Devices)	
Accidental damage of Chromebook	\$115	
Accidental damages of iPads	\$115	
Liquid damage to device/Negligence	\$150.00	
Lost or Stolen Teacher Devices	\$325 Replacement Fee	
Lost or Stolen Student Devices	iPad- \$413.00	Chromebook- \$418.00

- Clarksdale Municipal Schools will issue a bill for deliberate negligent and/or careless damages (non-warranty damage) in a timely manner in response to the Chromebook and/or iPad repair.
- Any student who has deliberately or accidentally damage a Chromebook and/or iPad will have their Chromebook and/or iPad privileges revoked and/or suspended.
- Any and all damage(s) bill(s) must be paid before a replacement Chromebook and/or iPad can be issued.
- **Onsite:** Students will be able to check out a replacement device from the library each day and return the device each day upon payment of the deductible until the repaired device is returned to the student.
- **Onsite:** The replacement device will be checked in and out daily during the school day.
- **Offsite:** If student damages device, parents should notify the building administrator immediately. The building administrator will assess the device's damage and determine which category the damaged device falls in. All damages should be reported to the technology department.
- If the total cost to repair the device exceeds the fair market value, then the total replacement fee will be assessed and take home of device privileges will be removed.

#### Loss, Theft or Full Damage

##### **It is imperative that a lost or stolen device must be reported immediately.**

- If a device is damaged, lost, or stolen, the student or parent/guardian shall immediately notify the school administration. At that time the parent/guardian will be advised to file a police report. Once a police report is filed, the CMSD, in conjunction and with police or sheriff, will deploy location software that may aid authorities in recovering the device.
- If a device is lost or damaged as a result of deliberate/negligent/careless or misuse irresponsible behavior, the student/parent/guardian will be responsible for the Full Fair Market Value replacement cost of the device and must be treated under the applicable Clarksdale Municipal School District Department policies.
- If a device is stolen or lost, at school it is the responsibility of the student to report the incident to the nearest school official or adult. A written referral should be completed by the teacher or school official to whom the incident is initially reported. Additionally, a police report should be filed with the school's SRO and the local police department. A copy of both reports should be turned in at the CMSD Central Office along with the Los/Stolen Fees of \$295.
- In the event that a device is damaged the device user will be assessed a fee based on the chart listing replacement cost attached to this document. If the damage is not listed, then the cost of repair will be based on the total cost of the parts to repair.

#### Damaged devices

Any damage must be reported to the school authorities immediately. The power adapters and sleeve must be returned or paid in full.

### **Damages due to Repeated Accidental Damages**

Repeated occurrences of accidental damages within a single school term will be deemed negligence and will then follow the policy for negligent use.

### **Negligence**

Negligence will be assessed based on the appearance of excessive water damage, shattered screens that cause Spider Webbing that cannot occur in an accidental dropping of devices, and/or shattered/crushed cases.

Negligence will be assessed by the school technology teams and investigated by the District Technology Department.

### **Repeated Negligence of Devices**

If negligence is assessed for a 2nd time in the same school term, no new device will be issued until the following/new school term.

### **Failure to Pay for Damages/Loss**

In the event that lost/stolen or damaged, fees are not paid in an academic year, students may not receive a release of grades or transcripts until all fees are paid. Graduating seniors must also clear said debt prior to being allowed to receive their diploma or final transcripts.

Participation in graduation ceremonies may also be restricted, as all fees and debts must be cleared prior to participating in said events.

Students who register for the upcoming school term who do not pay a prior debt will not receive a new class schedule and no new device will be issued in the new academic year until all outstanding fees are paid in full.

### **Student Device User Agreement**

As a borrower of a CMSD device:

- I have signed and will follow the policies established in the CMSD Acceptable Use Policy.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

### **Guidelines for Proper Care**

1. I shall not loan the device to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the device by the technology department.
3. I will not write on or place any labels or stickers on the device.
4. I shall give proper and due care to the device at all times, including but not limited to the following:
  - a. Keeping food and drink away from the device.
  - b. Not exposing the device to extreme heat or cold.
  - c. Not attempting to repair a damaged or malfunctioning device.
  - d. Not upgrading the device operating system unless directed by District IT staff.
  - e. Using the appropriate device, A/C adapter to charge the device.
5. I shall provide proper security for the device at all times including, but not limited to, the following:
  - a. Not leaving the device unattended in an unlocked classroom or extra-curricular activity.
  - b. Not leaving the device in an unlocked vehicle.

### **Device Management**

1. I shall not sync the device to personal or school computers.
2. District purchased software will be installed on to student devices.
3. To protect the students and the district from the loss of a device, all protection services must remain on at all times.

### **Acceptable/Responsible Use Policy (Computer System Use Regulations)**

All use of the Clarksdale Municipal School District's computer system shall be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

### **Technologies Covered:**

This Acceptable Use Policy applies to both school-owned technology equipment utilizing the CMSD network, the CMSD internet connection, and/or private/internet connection assessed from school-owned devices at any time. This AUP also applies to privately-owned devices access the CMSD network, the CMSD internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, CMSD will seek to provide access to them. The policies outlined in this document cover ALL available technologies now and, in the future, not just those specifically listed or currently available.

The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD- ROM devices, tape drives, server mainframe and personal computers, the Internet and other internal or external networks.

- i. **Acceptable Use:** Access to the District's computer system shall be (1) for the purpose of education or research and be consistent with the educational objectives of the Clarksdale Municipal School District or (2) for legitimate school business
- ii. **Privilege: The use of the District's computer system is a privilege, not a right.**
- iii. **Unacceptable Use:** Each user is responsible for his or her actions on the computer system.

Prohibited conduct includes, but is not limited to:

- any use not meeting the terms and conditions of 1 and 2 above is unacceptable
  - using the network or any computing device for any illegal activity, including violation of copyright or other contracts, violating the privacy of another person, or accessing or transmitting any material in violation of any federal, state, or local law or CMSD policy. This includes, but is not limited to, the following copyrighted material; **threatening, obscene, or pornographic material, material protected by trade secret, computer viruses, Trojans, or other potentially damaging files.**
  - using any software or hardware to bypass the network and filter systems
  - sending, receiving, viewing, or downloading illegal material via the computer system.
  - unauthorized downloading of software.
  - downloading copyrighted material for unauthorized use.
  - using the computer system for commercial or private advertising.
  - wastefully using resources, such as file space.
  - gaining unauthorized access to data, computer resources, or entities.
  - posting material authorized or created by another without his or her consent.
  - assessing, submitting, posting, viewing, publishing, or displaying any obscene, pornographic, profane, threatening, illegal, or other inappropriate material.
  - using the computer system while access privileges are suspended or revoked.
  - vandalizing the computer system, including destroying data or disrupting the system by creating or spreading viruses, Trojans, or other malicious files, or taking apart the computer without authorization to do so.
  - failing to follow school district regulations related to the security of computer systems, and user accounts and passwords.
  - failing to safeguard confidential data that one has access to through the computer system, or allowing unauthorized persons to access confidential data or data they are not permitted to access.
  - making unauthorized changes to the operating system, network configuration, or other system setting on school district computers.
  - using an unauthorized computer or electronic devices on school property
  - installing unauthorized software applications or programs on school district computers.
- iv. **Safety and Privacy:** CMSD has a legal obligation to protect the personal data of our students and staff. It is important that all Internet users maintain personal safety and privacy while accessing the Internet. Users will not violate the privacy of other persons. Students will not reveal their name and personal information with others on the Internet, unless the communication has been coordinated by a parent or teacher. Students will not meet in person with someone they first "met" online. Internet access from outside the school is the domain of the parents and/or guardians. CMSD may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student/staff device at any time for any reason related to the operation of the district. The Technology Department uses monitoring software that allows them to view the student screens and activity.
  - v. **Social Media and Netiquette Policy:** This policy is to enable the efficient, effective, and safe use of social media and to ensure that all student users of social media platforms are aware of what is deemed acceptable and unacceptable use and to adhere to all limitations. The definition of social media regarding this policy is the use of online channels for sharing and communication through social networking platforms such as Facebook, Twitter, Instagram, SnapChat, YouTube, and TikTok. Social media can include, but not limited to text, video, images, podcast, and other multimedia communications or back-channel chats.

CMSD understands the importance of the use of technology and recognizes the need to use social media platforms to interact with other peers to enhance communications. However, communication methods can increase the risk of misinformation, inappropriate communication, unprofessional behavior and negative. **(Policy Code: IJA- Internet Etiquette)**

Each user is expected to abide by generally accepted rules of etiquette, including the following guidelines:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.

- Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about themselves or others. School email addresses may only be posted when working with school related projects.
  - Users shall respect the computer system's resource limits.
  - Users shall not post chain letters or download large files.
  - Users shall not use the computer system to disrupt others.
  - Users shall not read, modify or delete data owned by others.
  - User shall not post comments or any type of material on social networking sites or blogs that could be viewed as bullying or harassing another member/peer of the Clarksdale Municipal School District's community.
  - Users shall not use social media to express opinions or encourages other students/peers to incite violence or to break the law.
- vi. **Cyberbullying:** Cyberbullying can lead to legal consequences and in some cases can be considered a crime. CMSD strictly prohibits Cyberbullying and fully recognizes its duty to protect all of its staff and students and to provide safe, healthy environment to everyone. Cyberbullying should be reported immediately to the building principal or School Resource Officer. Cyberbullying consists of but not limited to, acts as students such as intimidation, threats, and coercion. **(Board Policy JDDA)**
1. **Steps for Reporting Cyberbullying Incidents**
    1. Take a screenshot
    2. Email it to building administrator and/or School Resource Officer
    3. Do not reply or share information with other students
    4. Continue your work until the office, administrator, School Resource Officer reaches out to you for your statement or interview.
- vii. **Liability:** The District makes no warranties for the computer system it provides. The District shall not be responsible for any damages to the user from use of the computer system, including loss of data, non- delivery or missed delivery of information, or service interruptions. The School District denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the District for any losses, costs or damages incurred by the District relating to or arising out of any violation of these procedures. The School District expressly disclaims any liability resulting from any of the following:
- i. Financial obligations resulting from the use of the School District accounts to access the Internet or any other financial obligation entered into on behalf of the School District by an unauthorized individual.
  - ii. Damage to property used to access School District computers, networks, equipment or online resources.
  - iii. Information received through School District computers, equipment, online resources or networks.
  - iv. Damages, injuries or improper communications resulting from contact between individuals, including students, through the Internet, E-mail, or use of School District equipment, computers or systems.
- viii. **Security:** Computer system security is a high priority for the School District. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
- ix. **Vandalism and Unauthorized Changes:** Intentional destruction or disruption of any part of the computer system through creating, spreading or downloading computer viruses or by any other means is prohibited. Taking apart the computer without authorization to do so is also prohibited. Making unauthorized changes to the operating system, network configuration, or other system settings is prohibited. Installing unauthorized software applications or programs on School District computers is prohibited. **(Board Policy JCBD)**
- x. **Telecommunications System and Use of Automated Calling System:**
1. The district maintains a telecommunications system that has the following features/capabilities:
    - i. A phone in every classroom. To ensure our students are not interrupted during class time, this phone is accessed from within the district system only. Callers from outside the district cannot dial the classroom directly.
    - ii. Voicemail box for all staff.
  2. **Use of Automated Calling System (Student Information System and School Status):**
    - i. Only the Superintendent, Assistant Superintendent, and Director of Technology or designees are authorized to make all-District calls.
    - ii. Only principals are authorized to make all-school calls except in emergency situations.
    - iii. Messages to specific groups within a school must be authorized by the principal.
    - iv. Automated calls should not be used more than once a week except in emergency situations. Principals should utilize other means of communication via the website or schools' Facebook page.
- xi. **Electronic Mail and Collaborative Content:** The School District's electronic mail system is owned and controlled by the School District. The School District may provide electronic mail to aid students and staff in fulfilling their duties, and as an educational tool. Electronic mail is not private. Student's electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School District. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
- xii. **Google Apps for Education:** The district utilized Google Apps for Education which is a collaborative web-based software that both staff and students use to access web sites or tools that allow communication, collaboration, sharing, and messaging among

users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

1. **Children's Online Privacy Protection Act of 1998 (COPPA):** Students 13 years or younger require verifiable parental consent to receive an email address or have access to digital resources, and content offered by Clarksdale Municipal School District.

xiii. **Bring Your Own Device (BYOD), Student-Owned Electronic Device Use & Personally Owned Devices:** BYOD, Student-owned electronic devices, and personally owned devices are strictly prohibited. Users are only authorized to use computer systems owned/purchased by the district. BYOD is classified as cell phones, tablets, computers, wireless APS, etc. The District is committed to providing students and staff with a safe, secure, and positive learning and working environment. The use of BYOD on school property can compromise or interfere with this goal. **(Board Policy JDA)**

1. Due to the increasing growth and use of electronic devices, the District, building administrators, and teachers reserve the right to control the time, place, and manner in which devices are used. For more information, see section under Teacher's Responsibilities.

2. **Access Internet Resources on a personal electronic device:**

All buildings have a Guest wireless network. Any wireless network outside of "CMSD\_GUEST" is reserved for district electronic device use only and should not be accessed by non-district electronic devices. Staff and students using their personal electronic device may use the Guest wireless network for instructional and administrative purposes. Staff or students using any network owned by the district should still comply with the rules and regulations outlined in this policy.

xiv. **Charges:** The School District assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

xv. **Student Responsibilities:** Under the Children's Internet Privacy Act or CIPA, the district is required to restrict minors' access to Internet-based content and materials. The District has licensed several commercial internet filtering packages to meet or exceed the CIPA requirements for student protection. **For more information, see the District's Technology Measure Protection policy, the Internet Filtering Policy, and visit <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>.**

1. Students using Internet/Wi-Fi owned by the district are still required to follow all the rules and guidelines outlined in this policy. If students use their personal device and use their own data plan (3G/4G/5G), they will not be filtered by the district's CIPA-compliant, filtering systems. Parents and students should understand that inappropriate use of the Internet using a personal data plan will be subject to disciplinary actions as outlined and referenced in the Student Handbook.

xvi. **Teacher Responsibilities:** Teachers and other employees are expected to be role models and to demonstrate the highest examples of professionalism and conduct. No employee should expose the school district to risk by their conduct, actions, or inaction. Employees are expected to abide by all policies of the school district and the state of Mississippi. They are also expected to comply with all aspects of applicable local, federal, and state laws. Teachers will provide students with a sequential, structured approach to gaining the skills which will allow them to become independent, responsible users of the Internet. In all cases, teachers will make reasonable effort to ensure that students are directed to sites with age and topic appropriate materials and resources. Below are the guidelines for each grade levels and Special Education:

1. Grades Pre-K-4<sup>th</sup>
  - a) Teachers will actively supervise student use of the Internet. Students will access only Internet resources previously explored by the teacher.
  - b) Electronic devices at elementary schools will need to be concealed (backpack or handbag) and turned off and should not be used at all during the daily operations, during other school-sponsored, and during supervised group activities during the day. (ex. Award programs, field day, trips, or events, or other ceremonies such as transitional).
2. Grades 5<sup>th</sup> – 6<sup>th</sup>
  - a) Teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will experience guided practice leading toward gaining skills to become independent and responsible users of the Internet. Teachers will explore the Internet site before directing students to that site.
  - b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.
3. Grades 7<sup>th</sup> – 8<sup>th</sup>
  - a) Teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student-initiated information, search activities, and provide support for students as they begin to assume responsibility for becoming independent users of the Internet.
  - b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.

4. Grades 9<sup>th</sup> – 12<sup>th</sup>
  - a) Teachers will provide guided practice and model appropriate use of the Internet. In addition, students will participate in independent Internet use with teachers serving as advisors and providing monitoring of such use, as appropriate.
  - b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.
5. Special Education and English Language (EL) Learners
  - a) Access is based on individual student needs. If use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Individual Education Plan (IEP), or as a part of a 504 plan, the use of such device must be documented within the student's IEP or 504 plan and communicated to building administration and staff. Special education students will still follow the rules and regulations as outlined in this policy.
  - b) Access is based on individual student needs. If use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Language Service Plan (LSP), or suggested by the district's EL Coordinator, the use of such device must be documented within the student's LSP plan and communicated to building administration and staff. English Language students will still follow the rules and regulations as outlined in this policy.

xvii. **Consequences for Violations:** Any violation of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit and/or reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The School District reserves the right to limit or remove any user's access to the School District's Internet access at any time for any reason. Habitual cyberbullies will be referred to law enforcement officials (**See Disciplinary Infractions**).

xviii. **Terms of Use:** CMSD reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action such as suspensions or expulsion from school, for violation of this policy. Additionally, all handbook regulations apply to the usage of the CMSD network, Internet, and electronic resources.

xix. **Enforcement:** Software will be installed on CMSD's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity, to protect children, and to comply with the provisions of the Children's Internet Protection Act (CIPA). The online activities of minors may also be monitored through a multitiered level of content filtering. All internet content filtering policies and decisions are enforced from a technological standpoint by the Clarksdale Municipal School District technology department.

This is in accordance with the following school board policies:

Policy Code: IJ – Technology and Instruction/Electronic Information Resources

Policy Code: IJA- Internet Etiquette

Policy Code: IJ-E (1) – Internet Network Access Agreement

Policy Code: IJ-E (2) – Internet Parent Consent Agreement

Policy Code: IJ-R- Internet/Technology Acceptable Use Policy

Policy Code: JRA- Student Directory

Policy Code: JDDA- Bullying

Policy Code: JRAB- Compliance with FERPA

Policy Code: JE – Cell phone/Electronic Devices

Policy Code: JCBD – Vandalism/Destruction of Property

Policy Code: JDA Disciplinary Infractions

### Parent/Guardian Consent and Release for Video/Audio Conferencing

This parental consent form is provided to both inform you and to request your permission for your child/children to participate in video/audio conferencing for the purpose of distance learning opportunities with his/her teacher and/or class during the closure of Clarksdale Municipal School District ("CMSD").

- During video/audio conferences, students and sometimes members of the student's household may be visible/audible to other participants (students and CMSD staff) in the conference session using available technology. It is also possible that others in the participant's household may see or hear the participants. However, parents agree to provide, to the extent possible, a private location within the household for video/audio conferencing. As the parent or legal guardian of Student, I hereby consent to the participation of Student in video conferencing with teachers, students, and others. The video conferencing may take place via Google Meet or some other platform or service.
- I agree and understand that the CMSD, its officers, agents, employees, students, assigns, and licensees (collectively referred to as "CMSD") is not responsible or liable for the content of the communications delivered via video conference. Further, CMSD makes no promises or guarantees as to the availability, quality, or security of the video conferencing service or the content delivered.
- I further agree and understand that the participation in the video conferences is strictly voluntary.
- In the course of the video conference, CMSD may collect information about the Student, including but not limited to name.
- I acknowledge that CMSD may in its sole discretion, but is not required to, record any such video conferences.
- I further hereby perpetually and irrevocably grant to CMSD the absolute right, permission, and license to record Student's likeness and/or voice as used in any video conference with still photography, film, videotape, digital recording or storage device and to edit such still photographs, film, videotape, or digital files at CMSD's discretion, and to use, reproduce, display, and/or distribute, and/or to make derivative works from any of them for educational purposes.
- I do hereby waive any right to inspect or to approve the still photographs, films, videotapes, digital files or presentations or the editorial or printed matter that may be used in conjunction therewith. I further waive any claim that I have or may have with respect to the eventual use to which any of the aforementioned materials are or may be applied. Such still photographs, films, videotapes, or digital files may be used at CMSD's sole discretion, with or without my name, alone or in conjunction with any other material of any kind or nature.
- I further expressly agree that the foregoing release is intended to be as broad and inclusive as is permitted by the laws of the State of Mississippi and any applicable federal law, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- I acknowledge that I have read and understand these terms. I am signing or executing the release freely and voluntarily.

In place of a signature, you may respond to the electronic form sent by your school.

Signature	_____	Date	_____
Student's Name	_____	Grade	_____
Relationship	_____		

## ACADEMICS

The Clarksdale Municipal School District operates on the highest level of academic excellence. The following letter and grade scale conversion has been adopted by the Clarksdale Municipal School District and will be used to calculate grade averages for all students.

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

### Honor Roll Qualifications

**Superintendent's List** - a student must be on grade level in all subjects. All numerical grades on the report card should be A's. **Principal's List** - a student must be on grade level in all subjects. All numerical grades on the report card should be A's and B's. **Honor's List** - a student must be on grade level in all subjects. All numerical grades on the report card should be B's.

**Note:** Elective courses will NOT be averaged with academic courses to calculate and determine Honor Roll status.

### Report of Progress

Report cards are issued each nine week interval. Mid-term reports are issued at 4 1/2 week intervals. Parents are encouraged to call or come by the school office if they do not receive a report card or progress report at the designated time intervals.

### Transfers and Grades:

When a student transfers from another school system, the grades earned at the previous school will be converted to the numerical values of the Clarksdale Municipal School District. Students from other school districts with different grading scales enrolling in this District will have grades transferred into the District according to the District's scale. Grades at the time of enrollment will be identified as the alpha grade from the sending school, based on the sending school's grading scale. The alpha grade at the time of enrollment will then be converted to the CMSD alpha scale, and then assigned the CMSD numeric correspondent. The following scale will be used in transferring grades:

A+ = 99	B+= 89	C+ =79	D+= 69
A = 95	B =85	C =75	D- +60
A- =90	B- =80	C- =70	F =59

### Determining Term Grades and Final Grades

**Term Grade Computation** A numerical term grade will be determined by weighing the average of all test scores at a rate of 50% and weighting the average of all assignment (homework, class work, and independent work) grades at a rate of 50%.

**Semester Average Computation-** A semester average will be determined at the end of each semester by weighting the average of the two term grades at a rate of 50%.

### Grade Calculations

**The term (nine weeks)** average will be determined by calculating the assignment grades, daily grades, and test grades together. The assignments and daily grade weight are calculated at 50% of the grade and the test grade weight is 50% of the calculation: **Example:**

$$\begin{aligned} &\text{Daily Grades- } 85, 80, 90, 70, 98, 86, 93, 99, 99 \\ &\text{Daily Grade average} - 800 \text{ divided by } 9 = 88.9 \text{ or } 89 = 50\% \\ &\text{Test Grades} - 80, 95, 70, 95, 80 \\ &\text{Test Grade average} - 420 \text{ divided by } 5 = 84 = 50\% \\ &\text{Term average} = 50\% \text{ of } 89 \text{ (Daily Average)} + 50\% \text{ of } 84 \text{ (Test Average)} \\ &\quad .50 \times 89 + .50 \times 84 \end{aligned}$$

$$44.5 + 42$$

$$87$$



**The semester average** will be calculated by averaging the two (nine weeks) grades at a rate of one-half each.

Term One Average – 83

Term Two Average – 90

Average of Terms One and Two – 86.50

Semester Average-87

**Final Grade**

The final grade is the average of semesters one and two.

# Kindergarten Requirements

## Kindergarten

### Kindergarten Philosophy and Goals

The kindergarten program shall reflect and understanding of child development principles. These principles shall be embodied in the curriculum design and general learning environment. The instructional delivery is to be organized around learning centers, where opportunities are provided for children to acquire skills and concepts that include problem-solving, decision-making, questioning, evaluating, and discovering.

The realistic goals for kindergarten education are as follows:

1. Develop a positive self -concept.
2. Intensify intellectual growth.
3. Enlarge world of people, experiences, ideas, and things.
4. Increase competence and skills in reading, writing, listening, thinking, and speaking.
5. Increase the skills involved in physical coordination.
6. Increase competence in dealing with emotional feelings and social situations.
7. Increase competence in self-direction and independence.
8. Develop cooperative, trusting relationships
9. Develop natural curiosity and creative potential.

Learning Principles Effective educational planning for young children considers knowledge of human growth and development. The learning principles that guide this planning include the following:

1. Children learn as total persons (emotionally, socially, physically, and intellectually).
2. Children go through similar stages of development, but at individual rates.
3. Children learn through their senses (hearing, seeing, touching, tasting, and smelling).
4. Children learn through active involvement (exploring, playing, manipulating, and problem-solving).
5. Children learn through attitudes as well as through content; therefore, attention should be given to methods, emotional climate, environment, and teacher-child interaction.
6. Children learn through play; therefore, sensitivity to the value of play is required, for it is through play that children create their own meaning and learning schemes. Play is the work of the child.

### **Drop-off and Pick-up**

Parents who transport their children to and from school are expected to have them at school on time and to pick them up on time. Elementary students are to arrive at school no earlier than 7:00 am and should be picked up by 2:45 pm.

### **Student Promotion**

Successful mastery of the content and skills expected at grade level determines the rationale for promotion from one grade to the next. Mastery of the core skills at the minimum level is defined as a demonstrated competence at the 60% level of unit work. Kindergarten students must score 60% or higher on the kindergarten exit exam in order to be promoted to the first grade.

### **Kindergarten Readiness Assessment (MKAS<sup>2</sup>)**

The Kindergarten Readiness Assessment will provide parents, teachers, and early childhood providers with a common understanding of what children know and are able to do upon entering school. The Kindergarten Readiness Assessment will also be used to measure how well Pre-K programs prepare four-year-olds to be ready for kindergarten based upon the Mississippi Early Learning Standards for Classrooms Serving Four-Year-Old Children. The primary purpose of the Kindergarten Readiness Assessment is to improve the quality of classroom instruction and other services provided to students from birth to 3<sup>rd</sup> grade.

### **Entry Requirements**

All incoming kindergarten students are required to have the original copy of the certified birth certificate, the 121-immunization record, and 2 proofs of residency.

### **Required Teacher/Parent Conferences**

Parent/teacher conferences shall be conducted two times during the school year to inform parents and guardians of the child's progress. If documented attempts to meet with parents or other responsible persons fail, telephone conferences can be substituted.

## ELEMENTARY & INTERMEDIATE SCHOOL

### School Hours

**6:45 AM - 4:00 PM – Administrators**

**7:15 AM- 3:15 PM Teachers**

**7:30 AM - 3:00 PM Non-Certified Personnel**

**7:30 AM- 2:45 PM – Students**

**7:37 AM Tardy**

### Drop-off and Pick-up

Parents who transport their children to and from school are expected to have them at school on time and to pick them up on time. Elementary students are to arrive at school no earlier than 7:00 am and should be picked up by 2:45 pm.

### STUDENT PROMOTION

Successful mastery of the content and skills expected at grade levels determines the rationale for promotion from one grade to the next. Mastery of the core skills at the minimum level is defined as a demonstrated competence at the 60% level of unit work. The following standards have been established to give each student a clear opportunity to be successful at the next grade level.

**90-100-A**

**80-89-B**

**70-79-C**

**60-69-D**

**59-Below-F**

The school board recommends that a student spend no more than six (6) years in the elementary grades of one through six.

Grade One: To be promoted to the second grade, the student must successfully complete State and district objectives in reading, language arts, science, social studies, and mathematics with a grade average of 60 in each subject.

Grade Two: To be promoted to the third grade, the student must successfully complete State and district objectives in reading, language arts, science, social studies, and mathematics with a grade average of 60 in each subject.

Grade Three: To be promoted to the fourth grade, the student must successfully complete State and district objectives in reading, language arts, science, social studies, and mathematics with a grade average of 60 in each subject.

**Beginning in the 2018-2019 school year, a student scoring at the lowest two achievement levels in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to the 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.**

Grade Four: To be promoted to the fifth grade, the student must successfully complete State and district objectives in reading, language arts, science, social studies, and mathematics with a grade average of 60 in each subject.

Grade Five: To be promoted to the sixth grade, the student must earn a passing grade of 65 or above in each of the major subjects which would indicate a mastery of 60% or better of the core objective. Grade Six: To be promoted to the seventh grade, the student must earn a passing grade of 65 or above in each of the major subjects which would indicate a mastery of 60% or better of the core objectives.

## MIDDLE SCHOOL

### Middle School time:

7:00 AM - 4:30 PM - Administrators 7:30 AM- 4:15 PM Teachers

7:45 AM – 3:45 PM Non-Certified Personnel

8:00 AM - 3:45 PM – Students

8:07 AM Tardy *Any student arriving after 8:03 must be signed in by a parent/guardian before being admitted to class*

### Drop-off and Pick-up at W. A. Higgins Middle School

Parents will drop-off and pick-up their children in front of the main building.. During the following hours no other vehicles should enter the front parking lot: 7:00 a.m. to 8:30 a.m. and 3:15 p.m. to 4:30 p.m.

### STUDENT PROMOTION

#### Grading Scale

90-100-A

80-89-B

70-79-C

60-69-D

Below-F

### Section II: MIDDLE SCHOOL

Grade Seven: In order to be promoted to the eighth grade, a student must: earn a passing grade of 60 or above in each of the major subjects which would indicate a mastery of 60% or better of the core objectives and 60% mastery in two of three electives as set forth by the Mississippi College and Career Readiness Standards used by the district.

Grade Eight: In order to be promoted to the ninth grade, a student must: earn a passing grade of 60 or above in each of the major subjects which would indicate a mastery of 60% or better of the core objectives and 60% mastery in two of three electives as set forth by the State Curriculum Frameworks used by the district. If the eighth course earns a Carnegie Unit a 60% is mastery.

#### Grade Calculations

**The term (nine weeks) average** will be determined by calculating the assignment grades, daily grades, and test grades together.

The assignments and daily grade weight are calculated at 50% of the grade and the test grade weight is 50% of the calculation:

#### Example:

$$\begin{aligned} &\text{Daily Grades- } 85, 80, 90, 70, 98, 86, 93, 99, 99 \\ &\text{Daily Grade average} - 800 \text{ divided by } 9 = 88.9 \text{ or } 89 = 50\% \\ &\text{Test Grades} - 80, 95, 70, 95, 80 \\ &\text{Test Grade average} - 420 \text{ divided by } 5 = 84 = 50\% \\ &\text{Term average} = 50\% \text{ of } 89 \text{ (Daily Average)} + 50\% \text{ of } 84 \text{ (Test Average)} \\ & .50 \times 89 + .50 \times 84 \\ & 44.5 + 42 \\ & 87 \end{aligned}$$

**The semester average** will be calculated by averaging the two (nine weeks) grades at a rate of one-half each.

Term One Average – 83

Term Two Average – 90

Average of Terms One and Two – 86.50

Semester Average-87

### Final Grade

The final grade is the average of semesters one and two.

# HIGH SCHOOL

## New High School Hours:

7:00 AM - 4:30 PM -

Administrators 7:30 AM- 4:15

PM Teachers

7:45 AM - 3:45 PM Non-Certified Personnel

8:00 AM - 3:45 PM – Students

8:07 AM Tardy *Any student arriving after 8:03 must be signed in by a parent/guardian before being admitted to class*

## Drop-off and Pick-up at Clarksdale High School

Parents will drop-off and pick-up their children in the student parking lot ONLY. The front parking lot is for school bus loading/unloading and faculty parking only. During the following hours no other vehicles should enter the front parking lot: 7:00 a.m. to 8:30 a.m. and 3:15 p.m. to 4:30 p.m. For safety purposes the front parking lot will be reserved for school buses and faculty parking only.

In an effort to encourage students to take more rigorous courses, the grading system will be as follows:

1. All courses at Clarksdale High School are considered Regular courses unless classified as an Honors/Advanced course. Regular courses will be based on a four (4) point scale.
2. Honors/Advanced courses will be based on a five (5) quality point grading scale. Those courses include the following:

## Honor Roll Qualifications

- **Superintendent's List** - a student must be on grade level in all subjects. All numerical grades on the report card should be **90-100** or higher.
- **Principal's List** - a student must be on grade level in all subjects. All numerical grades on the report card should be **80-100** or higher.
- **Honor's List** - a student must be on grade level in all subjects. All numerical grades on the report card should be an overall average of **80-89** or higher.

## Grade Calculations

The term (nine weeks) average will be determined by calculating the assignment grades, daily grades, and test grades together. The assignments and daily grade weight are calculated at 50% of the grade and the test grade weight is 50% of the calculation: **Example:**

Daily Grades- 85, 80, 90, 70, 98, 86, 93, 99, 99

Daily Grade average – 800 divided by 9 = 88.9 or 89 = 50%

Test Grades – 80, 95, 70, 95, 80

Test Grade average – 420 divided by 5 = 84 = 50%

Term average = 50% of 89 (Daily Average) + 50% of 84 (Test Average)

.50 x 89 + .50 x 84

44.5 + 42

87

**The semester average** will be calculated by averaging the two (nine weeks) grades at a rate of one-half each.

Term One Average – 83

Term Two Average – 90

Average of Terms One and Two – 86.50

Semester Average-87

## Final Grade

The final grade is the average of semesters one and two.

### **Class Ranking/Grade Point Average/Quality Point Average**

Class ranking for graduation will be determined by the Quality Point Average (QPA) of the Carnegie Units attempted through the end of the second semester of the senior year. Class rankings will be utilized to determine the Valedictorian, Salutatorian, and Honor Graduates. Class Rank Quality Point Averages (QPA) will be extended to the ten-thousandth decimal place (4 places to the right of the decimal). Should an absolute QPA tie exist, the students' cumulative numeral Grade Point Average (GPA) in Algebra I, Biology I, English II, and U. S. History will be used to break the tie. This numerical GPA will be extended to the ten- thousandth decimal place (4 places to the right of the decimal). Should a tie exist after this method, the numerical GPA in Algebra I, Biology I, English II, and U. S. History will be extended as many places necessary to break the tie. The Class Valedictorian will be awarded to the student earning the highest QPA as determined by the procedure above. The Class Salutatorian will be awarded to the student earning the second highest QPA as determined by the procedure above. Honor Graduates status will be awarded to those students earning a QPA of 3.0 or higher AND completes a program of study containing Honors/Advanced Courses as indicated below:

#### **Graduation w/ Distinction**

A graduate of distinction must have an overall grade point average of 3.5 or higher and successfully complete a minimum of five or more Honors or Advanced courses.

An Honor graduate must have an overall grade point average of 3.0 or higher. The student must meet the twenty-six credit graduation requirement and complete a minimum of three or more Honor, Advanced courses or dual enrollment courses.

Each year during the second semester of school, each student is given a choice card on which to select a program of study for the following year. Counselors are available to work with parents to assist in planning the program of study.

### **Schedule Changes**

No schedule changes will be made unless in the case of one of the following:

- The course was completed in summer school
- Inadequate student enrollment for a particular course
- An error was made in the student's schedule

### **Early Daily Dismissal for seniors:**

For early release, students must have met College or Career Readiness Benchmarks (ACT subscores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency). Alternately, a student must meet ALL the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

Only seniors in good academic standing with state assessment will be eligible for early dismissal at the end of the 5<sup>th</sup> block. Seniors who have not passed assessments or who have not met all credits requirements will stay until the end of each school day for remediation and tutoring. After passing all state assessments and/or meeting all credit requirements, schedules **WILL NOT** be changed.

### **Early Graduation Recommendation for seniors:**

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:

- a. 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 that as such assessments existed at the time that the student would have graduated; and
- b. Made a request to the public high school district that the person last attended in Mississippi that includes relevant transcripts of course work completed.

# Mississippi Diploma Options

**Begins with incoming freshmen of 2018-2019**

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>See the Mississippi Public School Accountability Standards for implementation options.</li> </ul>
Technology or Computer Science	1	
Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math I-III</li> <li>Alternate Algebra</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology</li> <li>Alternate Science II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History</li> <li>Alternate Social Studies</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health</li> </ul>
The Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV</li> </ul>
Electives	2	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Academic Assessment Program-Alternate Assessment (MAAP-A) and achieve a level of Passing or Proficient.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.



## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology
Social Studies	3½	• 1 World History • ½Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
CTE & Technical	4	• Mustcomplete a four-course sequential program of study
Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience
  - Earn a State Board of Education-approved national credential
  - One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam

### ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I +two (2) additionalmath coursesabove Algebra I
Science	3	• Biology +two(2) additionalsciencecoursesabove Biology
Social Studies	3½	• 1 World History • ½Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	7 ½	• Mustmeet two(2) advancedelectives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges or IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One dual credit course with a C or higher in the course

### DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I +two (2) additionalmath coursesabove Algebra I
Science	4	• Biology +two(2) additionalsciencecoursesabove Biology
Social Studies	4	• 1 World History • ½Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	8	• Mustmeet two(2) advancedelectives of the College Preparatory Curriculum(CPC)requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

### Additional Requirements

- Earn an overall GPA of 3.0.
- Two (2) elective courses must meet MS IHL CPC recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore as defined by IHL.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One dual credit course with a B or higher in the course

## **STUDENT PROMOTION**

### **Section III:**

### **HIGH SCHOOL**

The following promotion standards must be met at the high school beginning with the 9<sup>th</sup> grade class of 2008-2009.

Freshman:	A student having earned a minimum of 6 Carnegie units to be promoted to the 10 <sup>th</sup> grade.
Sophomore:	A student having earned a minimum of 12 Carnegie units to be promoted to the 11 <sup>th</sup> grade.
Junior:	A student having earned a minimum of 18 Carnegie Units to be promoted to the 12 <sup>th</sup> grade.

#### ***Students must earn 6 Carnegie units each year to be promoted to the next grade.***

Mastery of designated student objectives is required as well. A student must pass grade level English to be eligible for classification in the next grade. High school students must pass subject area tests in Biology, English II, Algebra I, and U.S. History to be eligible for graduation.

Students entering Clarksdale High School from outside the district must meet the graduation requirements set forth by the Mississippi Department of Education as well as the Board of Trustees of Clarksdale Municipal School District.

Students entering Clarksdale High School from outside the district should be aware that credits earned in another state may not count toward promotion, classification (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades), or graduation.

Graduation requirements to earn the standard diploma include having earned a minimum of twenty-four (24) Carnegie Units **and** the passage of all required courses and state tests in the Subject Area Testing Program.

Each student receiving a high school diploma must earn the minimum number of Carnegie units as specified by the local school board of education in accordance with the Mississippi Department of Education and must pass all required courses and high school exit examinations.

#### **Exam Exemptions-Clarksdale High School only**

The privilege of exam exemption applies at the end of the Fall (December) and Spring (May) grading period. Students may be exempt from their exam if:

- o A student who has a 90 or above average for the term in that course, has no more than two excused absences, has no in-school or out-of-school suspensions, or has no Class II Disciplinary Infractions or Class III Disciplinary Infraction (Seniors Only).

#### **Dual Enrollment**

Legislation: Senate Bill 2761 (2003 Legislative Session)

AN ACT TO AMEND SECTION 37-101-15, MISSISSIPPI CODE OF 1972, TO PROVIDE THAT STATE INSTITUTIONS OF HIGHER LEARNING MAY ESTABLISH DUAL ENROLLMENT PROGRAMS FOR QUALIFIED HIGH SCHOOL STUDENTS, AND SHALL ENTER AN ARTICULATION AGREEMENT TO FULLY RECOGNIZE CREDIT RECEIVED BY SUCH STUDENTS; AND FOR RELATED PURPOSES.

Dual Enrollment is a program that allows high school students to simultaneously earn college or vocational credit toward a postsecondary diploma at a Mississippi public institution that will also count toward a high school diploma.

The local school boards of public-school districts and the Board of Trustees of State Institutions of Higher Learning are authorized to establish a dual enrollment program under which high school students meeting the requirements prescribed in this section may enroll at an institution of higher learning in Mississippi while they are still attending high school and enrolled in high school courses, with tuition and costs to be paid by grants, foundations or other private sources. Students may be admitted to enroll in university-level courses under the dual enrollment program if they meet the following

recommended admission requirements

### **Community and Junior College Programs**

- Students must have completed a minimum of fourteen (14) core high school units;
- Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript, a home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, affidavit to meet the requirement; and
- Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian or custodian's written recommendation to meet the requirement.
- Students must have a minimum of 17 ACT sub score in English to enroll in English Composition I and a minimum of 19 ACT sub-score in math with two years of Algebra, having earned a "C" or better to enroll in College Algebra.

### **Institutions of Higher Learning**

- Students must have completed a minimum of sixteen (16) core high school units;
- Students must have a 2.5 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, affidavit to meet the requirement of this paragraph; and
- Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian or custodian's written recommendation to meet the requirement of this paragraph.
- Students may be considered for the dual enrollment program that have not completed the minimum of sixteen (16) core high school units if they have a minimum ACT score of thirty (30) or the equivalent SAT score, and have the required grade point average and recommendations prescribed above.
- Acceptance is based upon each individual schools' requirements.

### **Admission Standards Mississippi Institutions of Higher Learning**

You can gain admission to a Mississippi University by meeting any of the following criteria:

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

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

## **Carl Keen Career and Technical Education Center (Carl Keen CTE)**

The vision of Carl Keen Career & Technical Education Center (Carl Keen CTE) is to develop students who are highly skilled and career ready. The mission of Carl Keen CTE is to prepare students for today's global workforce by providing real life work experiences, career certifications, and innovative technology in a student-centered learning environment. All students enrolled at Carl Keen CTE must follow the Clarksdale Municipal School District Student Handbook as well as CTE Center guidelines. It is imperative that students as well as their parents become familiar with the CTE guidelines outlined in this handbook.

### **Notice of Equal Opportunity Non-Discrimination Agreement**

Clarksdale Municipal School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in the treatment of individuals, or in any aspect of their operations. Clarksdale Municipal School District's Carl Keen Career and Technical Education (CTE) Center does not discriminate in enrollment or access to any of the programs available: Automotive Service, Culinary Arts, Health Science Core and Healthcare Clinical Services, Sports Medicine, Teacher Academy, and Simulation and Animation Design (VR). The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Carl Keen CTE also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Acts Right of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, Complaints, or requests for additional information regarding these laws may be forwarded to Dr. Shanta Rhodes, Title IX Coordinator, 526 Choctaw Street, P.O. Box 1088, Clarksdale, MS 38614, Phone: 662-627-8500, Email: [srhodes@cmsd.k12.ms.us](mailto:srhodes@cmsd.k12.ms.us); , Section 504 Coordinator, 662-627-8500, 526 Choctaw Street, P.O. Box 1088, Clarksdale, MS 38614, Phone: 662-627-8500.

### **Career Technical Education Programs and Career Technical Student Organizations**

Carl Keen CTE will work collaboratively with the Clarksdale High School to ensure that students have the opportunity to take classes at the CTE Center and stay on track to meet high school graduation requirements. Presently, all occupational programs at Carl Keen CTE require a two- year commitment. Students can earn 2 Carnegie units per year and for a total 4 Carnegie Units for completion of an occupational program. Carl Keen CTE will follow a block schedule and students will report to the CTE center for two class periods. No credit is awarded for an incomplete year or failing grade in a course. Carl Keen CTE currently offers six CTE programs along with six career technical student organizations (CTSO.)

It is expected that each student participating in an occupational program becomes a member of a CTSO. Membership requirements and fees are outlined in each course syllabus. CTSO members often meet to complete additional work outside normal school hours.

<b>CTE Occupational Program</b>	<b>Career and Technical Student Organization</b>
Automotive Service Technology I and II	Skills USA
Culinary Arts I and II	Family Career and Community Leaders of America (FCCLA)
Health Science Core and Health Science and Clinical Services	Health Occupation Students of America (HOSA)
Health Science Core and Sports Medicine	
Teacher Academy I and II	Educators Rising
Simulation and Animation Design (VR)	Technology Student Association (TSA)
	National Technical Honor Society (NTHS)

## **CTE Entrance Requirements and Lab Fees**

Carl Keen CTE has an open admissions policy provided guideline requirements for the program of interest have been met. (See program requirements below) All first year students interested in enrolling in a CTE program should complete a student interest survey at the feeder school. The enrollment committee screens all applications, including non-traditional, ELL, and students with disabilities.

Minimum Requirements for enrolling in a program:

- Minimum 2.5 GPA and/or 8.0 TABE Score for Math and Reading Levels
- Successful completion of Algebra I (B) and Biology I (B) is recommended for Health Science

The program instructor and CTE Counselor will submit a recommendation for student placement based on academic performance, discipline, and attendance. All programs at the Carl Keen CTE Center require lab fees. See the CTE course syllabus for detailed explanations. In addition to basic fees, Health Science students must purchase clothing considered to be uniforms. Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- CTSO membership dues
- Lab uniform and student organization attire
- Materials for a class project that the student keeps
- Fees for field trips, damaged textbooks, and school-owned equipment

## **Returning Students**

Students returning for the second year of an occupational program will receive top priority in program placement. To be eligible to return to an occupational program for the second year, a student must have achieved a passing grade for the first year, be in good academic standing, and meet attendance/discipline requirements.

## **CTE Administration/Guidance Services/Student Services**

The CTE Director serves as administrator at the CTE center and is responsible for all vocational education programs in the district. Carl Keen Career Counselor provides a full range of guidance services to the students enrolled in occupational programs. This service includes: Career and college information, individual and small group counseling, job placement assistance, assessment, consultation, and referrals. The student service coordinator is a certified teacher who provides additional academic support, remediation, and support services to special population students.

## **Discipline at the CTE Center**

The CTE Director is primarily responsible for the enforcement of student discipline. Students who fail to observe the CMSD standard of conduct will be referred to the CTE Director for appropriate action. Refer to the discipline section of this handbook for examples of offenses that would require student discipline.

The goal of Carl Keen CTE is to provide students with a foundation that will enable them to use abilities and talents in a real world situation. Every work situation has a number of written rules-violations of which can cause serious problems. Disciplinary measures will be administered to fit school violations and offenses. In case of violations of the Carl Keen CTE rules and regulations, every attempt will be made to discuss the infraction and impress on the student the seriousness of the offense. If discussion and counseling do not resolve the problem; or if the offense is of very serious nature the director will recommend suspension. In all cases, the suspension will be effective at both the CTE Center and the "feeder" school. Should a student receive disciplinary action for violating rules and conduct during a field trip or career technical student organization competition, the student will not be allowed to participate in future events.

## **CTE Lab and Workshop Safety**

The safety of our students and instructors is of paramount consideration in the learning process. First, we do not want our students or instructors injured; secondly students should learn safe work practices and procedures so their entrance into the world of work will be smooth and accident free. Safety is an integral part of each program curriculum. Every student must take a safety test related to their program and score 100% before being allowed to use any equipment in the lab or classroom. We strive to comply with all

aspects of the OSHA code and accepted industrial safety standards. All students are expected to follow all safety rules.

The individual instructor will have the discretion to determine if jewelry can be worn in the classroom lab. Students will receive a detailed Safety Manual which will be required reading and the contents of it will be covered in orientation.

### **Campus Entrance/Exit**

If students are given permission to leave a teacher's classroom, they must have an official hall pass stating the time and place of departure, intended destination, and the teacher's signature. Students must visit the CTE Office to obtain a hall pass to return to feeder school for any reason. All staff members and students will be held accountable for adhering to the issuance and possession of hall passes.

### **Visitors**

Parents are welcome to visit the Carl Keen CTE Center. All visitors must first report to the main office to sign in, provide identification and obtain a pass. Visitors must return to sign out prior to leaving the building. Visits to individual classrooms during instructional time are permitted only with the Director's approval, and such visits are not permitted if their duration or frequent visits interfere with the delivery of instruction or disrupt the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

### **CTE Student/Parent Conferences**

Conferences may be held as needed and may be scheduled to include a counselor or administrator. Contact the counselor or the director to arrange conferences in which one or both are to be included. Conferences with parents or other individuals shall be scheduled during the teacher's planning time or after school at 3:30pm. Individuals coming to the school for a conference must report to the office before going to the conference. Parents are encouraged and invited to visit the CTE Center. Parents may call the CTE Counselor's office at 662-627-8580 and make an appointment to talk about their child (s) progress.

## **SPECIAL PROGRAMS**

### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement Program (AP) was designed by the College Board to give high school students an opportunity to enroll in college-level courses during their junior and senior years in high school (or even earlier). Because the AP curriculum and exams are standardized nationwide, AP gives students an opportunity to complete coursework that is recognized by a majority of the U.S. colleges and universities as a measure of a student's ability to handle the rigor of college work. All AP courses offered by the district are authorized by the College Board and are taught by AP certified teachers. AP courses offered by the district are weighted on the Honors/Advanced quality point grading scale. All students enrolled in AP courses in the district are required to take the AP exam.

The district participates in the Mississippi Department of Education (MDE) AP Test Fee Reduction Program, which provides funding to defray the cost of AP exam for low-income students.

### **EXCEPTIONAL EDUCATION PROGRAM**

The Office of Exceptional Education is charged with ensuring compliance with the Individuals with Disabilities Education Act (IDEA) 2004) in the identification and evaluation (Child Find), eligibility an individualized education programming for students with disabilities. It also is responsible for ensuring compliance with Section 504 of the Rehabilitation Act of 1973. Section 504 provides the services and aids necessary for students with disabilities to participate in and benefit from public instruction. In addition, the Office provides a variety of support services to students with disabilities and regular education students. These services include: Psychological services including pre-school and school-age assessment, Social work, Speech/language evaluation and therapy, Physical therapy, Occupational therapy, Augmentative communication, Assistive technology, Special medical needs, Behavioral intervention, Homebound education, Student intervention and support and School support for students with disabilities.

### **ENGLISH LANGUAGE LEARNER (ELL) PROGRAM**

The Clarksdale Municipal School District provides services to ELL students at select school sites and transportation is provided. For information regarding this program, please contact the Federal Programs Director.

**Note:** Mississippi no longer uses the Stanford English Language Proficiency Test as the state assessment.

Mississippi has now joined the World-Class Instructional Design and LAS Links. LAS Links materials will be

used for the proficiency assessment of our ELL students.

### **DISTRICT/SCHOOL RESPONSE TO INTERVENTION – Multi-Tiered System of Supports**

If a student is not successful after planned and implemented interventions at the school, he/she should be referred to the district Teacher Support Team. Additional information regarding the Teacher Support Team process may be requested from the district TST contact person(s).

MDE requires that each school has an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

**Tier 1:** ALL Students receive High Quality Classroom Instruction and supports for Academic and Behavior

**Tier 2:** All Students receive High Quality Classroom Instruction and supports for Academic and Behavior with Supplemental Instruction for identified skill deficits

**Tier 3:** ALL Students receive High Quality Classroom Instruction and supports for Academic and Behavior with Intensive Intervention for multiple identified skill deficits

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST; and
- supported by data regarding the effectiveness of interventions.

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

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

All students in Kindergarten and grades 1 through 3 shall be administered a state-approved screener within the first 30 days of school and repeated at mid-year and at the end of the school year to identify any deficiencies in reading. In addition to failure to make adequate progress following Tier 1 and Tier 2, students will be referred to the TST for interventions as specified in Response to Intervention guidelines developed by MDE if any of the following events occur:

- a. Grades K-3: A student has failed one (1) grade;
- b. Grades 4-12: A student has failed two (2) grades;
- c. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year;
- d. A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment; or
- e. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act.

### **MAGNET SCHOOLS**

We are pleased to offer a choice among four (4) high quality elementary Magnet Schools in our district's (1) intermediate school, (1) middle school, (1) 9th grade academy, and (1) high school. To learn more about these programs please visit our website at [www.cmsdschools.org](http://www.cmsdschools.org).

## JROTC PROGRAM

JROTC teaches high school students leadership, citizenship, and character education skills that could help at-risk students to stay in school and enhance their success after high school (MDE, Office of Policy, Business and Support Services). The purpose of JROTC is to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The JROTC units in our schools provide wellness and physical fitness instruction, support healthy lifestyle choices, and support student behaviors that contribute to safe school environments. *In Mississippi, JROTC can serve as a substitute for the physical education credit graduation requirement.*

## GIFTED

The Clarksdale Municipal School District provides a program of enrichment for intellectually gifted students in second through sixth grade. The classes are called “LEAD” and serve second through eighth grade students at each school. Students spend five hours per week in the gifted enrichment program and the rest of the week in their general education classrooms. Mississippi Department of Education gifted regulations and state mandates require that intellectually gifted students in grades two through six be provided services by a teacher with a gifted endorsement for a minimum of five hours per week. Intellectually gifted students in seventh and eighth grade are also served five hours per week in CMSD.

## STAGE 1: REFERRAL

Referral for the gifted education program is based on consideration of performance in the regular classroom, potential ability, test performance, intellectual characteristics, creativity, and/or leadership potential. While grades and/or achievement test scores might be an indicator of giftedness, by MDE Regulations, neither classroom behavior, grades, or achievement test scores may be used to eliminate a student from the identification process.

As mandated in MDE Gifted Regulations, the Clarksdale Municipal School District follows the state minimal scale/percentile score criteria on all referral measures. *(Note: This is required in the new regulations and must be approved by our school board.)*

There are two types of gifted referral processes:

D Type One – The Mass Screening Referral Process addresses those students who are mass screened for gifted eligibility. D Type Two – The Individual Referral Process addresses those students who are individually referred for gifted eligibility.

### Type One: Mass Screening Referral Process

A normed group measure of intelligence will be administered to all first-grade students in the mass screening referral process to assist in identifying students in underrepresented populations. All students who obtain a full scale/composite score at or above the 90<sup>th</sup> percentile shall move forward in the referral process.

In addition to the normed group measure of intelligence obtained in mass screening, a student shall satisfy two of the following criteria before moving forward to Stage 2 of the identification process, LSC Review of Referral Data:

1. a score at or above the superior range on a normed published characteristics of giftedness checklist,
2. a score at or above the superior range on a normed published measure of creativity,
3. a score at or above the superior range on a normed published measure of leadership,
4. a score at or above the 90<sup>th</sup> percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test,
5. a score at or above the 90<sup>th</sup> percentile on a normed measure of cognitive ability,
6. a score at or above the 90<sup>th</sup> percentile on an existing measure of individual intelligence that has been administered within the past twelve months, and/or
7. other measures that are documented in the research on identification of intellectually gifted students.

### Type Two: Individual Referral Process



This process involves students who are individually referred for gifted eligibility. Any student who does not meet the minimum acceptable criteria (score in the 90th percentile) on the normed group measure of intelligence during the Mass Screening Referral Process and does not qualify for the Emerging Potential for Gifted criteria, can be referred by anyone for the Individual Referral for Screening Process. The individually referred student shall not be excluded from the referral process by his or her performance on the normed group measure of intelligence administered during the Mass Screening Referral Process.

All students in grades served by the program comprise the initial screening pool of potential recipients for gifted education services. A student may be referred for consideration, pending documentation of the above criteria, by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted. A referral must be initiated by written request to the teacher of the gifted. The person initiating the referral shall sign the referral form and date it. Once the student is referred, the district personnel shall collect the data required to satisfy the referral criteria. Once a referral form has been initiated, signed, and dated, only the LSC or parents can stop the identification process.

Students participating in the Individual Referral Process shall satisfy three of the following criteria before moving forward to the LSC Review of Referral Data Stage:

1. a score at or above the 90th percentile on a group measure of intelligence that has been administered within the past twelve months,
2. a score at or above the superior range on a normed published characteristics of giftedness checklist,
3. a score at or above the superior range on a normed published measure of creativity,
4. a score at or above the superior range on a normed published measure of leadership,
5. a score at or above the 90th percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test,
6. a score at or above the 90th percentile on a normed measure of cognitive ability,
7. a score at or above the 90th percentile on an existing measure of individual intelligence that has been administered within the past twelve months, and/or
8. other measures that are documented in the research on identification of intellectually gifted students.

#### **STAGE 2: LSC REVIEW OF REFERRAL DATA**

Once the referral data have been collected, the LSC shall review all data and make one of the following recommendations:

1. the student has satisfied minimal criteria on at least three measures and should move forward to the assessment stage, or
2. the student has not satisfied minimal criteria on at least three measures, however, the LSC feels strongly that additional data should be collected and the student reconsidered at that time, or
3. the student has not satisfied minimal criteria on at least three measures and the identification process should stop.

#### **Provisions for Emerging Potential for Gifted Populations**

At this point the LSC shall make the decision as to the possibility that the student could be eligible for consideration as a candidate for an emerging potential for gifted assessment. If it is believed that the student might have emerging gifted potential, then the Emerging Potential for Intellectually Gifted Assessment Checklist will be completed for possible use during the assessment process. The Emerging Potential for Gifted category makes provisions for factors that exist and may put the student at a disadvantage when inappropriate instruments are used during the assessment process.

#### **STAGE 3: PARENTAL PERMISSION FOR TESTING**

If a student meets the criteria for referral, the Gifted Local Survey Committee will recommend individual assessment to determine eligibility for an “Intellectually Gifted” ruling. Written parental permission for testing must be obtained before any individual testing is initiated and parents will be notified in writing of their rights under FERPA.

#### **STAGE 4: ASSESSMENT**

District personnel shall review and compile all data available on the student. This data shall be made available to a licensed examiner who will administer an individual test of intelligence.

In no case will the examiner be related to the student being tested. The examiner shall review all available data on the student to select the most appropriate test of intelligence. Standard operating procedures will be followed during the selection and administration of all assessments as reflected in the examiner’s manuals.

A student must score at or above the 91st percentile composite/full scale or the 91st percentile on approved subtests (as per publisher) in order to satisfy eligibility criteria.

Identification criteria, as approved by the MDE on the Clarksdale Municipal School District Gifted Education Program Proposal, must be satisfied for a student to be ruled eligible by the LSC for the intellectually gifted education program.

#### **STAGE 6: LSC ELIGIBILITY DETERMINATION**

Once the Assessment Report is finalized, the LSC shall meet to review all data and determine if eligibility criteria have or have not been satisfied. The LSC shall rule that the student is or is not eligible for the intellectually gifted program

#### **Parental Notification**

Parents of each student tested will be notified in writing about the results of their child's assessment for the intellectually gifted program and their rights under the Family Education Rights and Privacy Act (FERPA). District personnel shall offer to explain any of the results about which the parents have questions.

#### **OUT-OF-STATE GIFTED ELIGIBILITIES**

As each state has a unique set of eligibility criteria for placement in a gifted program, a student moving to Mississippi with a gifted eligibility from another state must satisfy Mississippi eligibility criteria before being considered for placement in the gifted program. The eligibility ruling from another state may be used to initiate the referral process in Mississippi.

There is no temporary placement in the gifted program while the student goes through the eligibility process within the district.

#### **PLACEMENT IN THE GIFTED PROGRAM**

Once a student is ruled eligible for placement in the gifted program, the parent has the right to agree to placement or withhold placement of the child in the program. Written parental permission must be obtained before the child can be placed in the program.

# UNIFORM POLICY GRADES PRE-K-12

## General Guidelines

No students' appearance should cause a distraction to such an extent that it violates another student's right to an education. All students are expected to observe minimum standards of hygiene, sanitation, and personal appearance. All students are expected to be in uniform each day unless specifically instructed differently by the building principal. The Board of Trustees approved the following recommendations for clothing to be worn in elementary, middle, and high school of the Clarksdale Municipal School District.

1. Uniforms should be color-coordinated clothing.
2. The following regulations will be followed for shirts/tops:
  - A. Shirts/tops must be light **blue or navy blue** (\*No Logos, Stripes, or Emblems)
  - B. Shirts/tops must have a collar.
  - C. Shirts/tops may not be sleeveless.
  - D. Shirts/tops must cover the body and be tucked in throughout the school day.
  - E. No shirts/blouses/hoodies should be worn over the uniform shirt.
3. The following regulations will be followed for pants/skirts/shorts/skorts/jumpers:
  - A. Pants/skirts/shorts/jumpers may be **khaki or navy blue**.
  - B. No logos/emblems shall be on the clothing.
  - C. Pants must be worn at the waistline and should not be worn below or on the buttocks or hip area. **Sagging pants will not be tolerated!** School officials may use fasteners and string to assist students in keeping pants at the waistline.
  - D. A belt must be worn if there are belt loops. The belt must be navy, khaki, or black in color.
4. No warm up pants, sweat pants, or wind pants are allowed.
5. **No DENIM of any color** is permitted.
6. Furthermore, the following general regulations apply:
  - A. Headwear should be as follows:
    - 1) Students are permitted to wear hats during inclement weather provided these hats are removed upon entering the building. No caps, hats or headwear shall be worn inside the building. (Penalty: Confiscation.)
    - 2) Students will wear only plain white tee-shirts or undershirts beneath their school uniform shirt. (No black, red, or other colored t-shirts should be worn).
  - B. Due to safety concerns, proper shoes must be worn at all times. Only closed-toed shoes are permitted. Flip-flops are not considered proper shoes.
  - C. Immodest clothing will not be tolerated. Clothing must not contain holes, torn spots, or frays. **Students should not wear clothing that is not tight or too loose.**
  - D. Skirts and shorts should be of a length that when a student's arms are extended downward by the sides in a natural position and the shorts are at the proper position at the waist, the length of the skirt, shorts, etc. must be as long as the longest fingertip.
  - E. Any student who has a beard or mustache must keep it neatly trimmed.
  - F. Female students must wear age-appropriate undergarments and the front of the clothing should not be worn so that it becomes immodest.
  - G. Undergarments should not be visible at any time.
  - H. No halters or halter dresses may be worn.
  - I. Hair must be properly groomed.
  - J. Sunglasses will not be worn in the building. (Penalty: Confiscation)
  - K. Female students must wear age-appropriate undergarments and the front of the clothing should not be worn so that it becomes immodest.
  - L. Undergarments should not be visible at any time.
  - M. No halters or halter dresses may be worn.

- N. Hair must be properly groomed.
- O. Sunglasses will not be worn in the building. (Penalty: Confiscation) No gang related clothing or jewelry shall be worn by any student.

Absolutely no body-piercing will be allowed (i.e. tongue, nose, lip, cheeks, etc.) Small earrings worn in the ears by young ladies are the only acceptable form of body-piercing. **No earrings are to be worn by male students.** Any student who violates the uniform policy will be corrected upon entering the school building. If the student cannot correct his/her uniform before entering the school, his/her parent/guardian will be contacted and asked to bring the necessary clothing.

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# STUDENT CODE OF CONDUCT

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## RULES FOR STUDENT CONDUCT Board Policy – JCA

The Board of Trustees has adopted these standards expecting the support of parents and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of the teachers and principals in charge of their educational program. Parents are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program.

The standards of dress, grooming, and discipline with appropriate methods of enforcement and appeal, have been established to provide an environment and conditions whereby the school district's educational program can be so planned, adopted, and conducted as to provide each child the training and opportunity to take his/her place in a democratic society. On rare occasions, principals may make exceptions to these guidelines for special events, e.g., for school spirit events, as part of a reward system, for more formal events, or whatever the principal deems necessary.

Disciplinary action will consist of procedures set forth by classroom or school-wide discipline plans, isolation, detentions, corporal punishment under existing school policy, loss of privileges, denial of participation in school activities, probation or a combination of any one or more of such actions, including appropriate constructive assignments, depending on the seriousness and the circumstances of the offense, and the attitude of the student. In implementing conduct and personal appearance regulations, it should be kept in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions, and on school buses. The superintendent or principal of any school may suspend any student from school for good cause, but such suspension shall be reported promptly to the Board of Trustees. The superintendent or the principal of a school shall have the power to suspend a student for any reason for which such student might be suspended, dismissed, or expelled by the Board of Trustees.



## STUDENT CONDUCT FOR VIRTUAL LEARNING

CMSD Students, you will be expected to demonstrate appropriate behavior while participating in virtual classes. Listed below are expectations for our students for the first nine weeks of virtual classes.

Parents, we appreciate your support as you monitor your child's digital activity and learning.

1. When students are in front of the camera on their device, they must be appropriately dressed.

Please do not wear pajamas, hair bonnets, hair scarves, or doo rags to class.

2. Students should find a quiet place in the home to login to class daily.

3. Respect each student's right to learn.

4. Demonstrate respect towards the teacher.

5. When students are attending a live session, you must mute your microphone, so no student's background noise interferes with instruction

(remember there are going to be MANY students in each class online at the same time).

6. Have paper and pencil and any other supplies ready to use for class.

7. Written or verbal dialogue within the classroom will be appropriate grade level language; "text language" is unacceptable. Any form of profanity/vulgarity is prohibited.

8. Inappropriate behavior will result in the student being muted, the parent being contacted and may result in immediate removal up to and including alternative placement, expulsion and/or referral to law enforcement.

9. Students should not have any other electronic devices in use while in class (cellphones, games etc.)

The Clarksdale Municipal School District Student Code of Conduct applies to student behavior through virtual learning. We look forward to the opportunity we have to build stronger relationships between school and home. Please contact us if you have questions or need assistance as we navigate this new adventure, we are here to help!



# DISCIPLINE POLICIES

## CODE OF CONDUCT

### Board Policy – JCB

Good student conduct and discipline are basic to the ability of the school to offer a productive learning environment. Students and parents have a responsibility to know and respect the rules and regulations of their school. Students are responsible for conducting themselves in a manner appropriate for good citizenship. School personnel are authorized to hold every student strictly accountable for misconduct in class, on the school grounds, at all school-related activities, and going to and from school.

Students in the Clarksdale School District are expected to:

- \* Attend all classes daily and be punctual
- \* Come to class prepared and have appropriate working materials
- \* Be respectful of all persons and property
- \* Display appropriate Behavior at lunch and in assemblies
- \* Refrain from profane or inflammatory statements
- \* Behave in a safe and responsible manner
- \* Accept responsibility for their own work and behavior
- \* Abide by the rules and regulations of the school and classroom
- \* Refrain from eating, drinking, and chewing gum

The Clarksdale Public School system should adhere to all policies and procedures of the MS School Safety Act as set forth in Senate Bill 2239, which establishes the "Mississippi School Safety Act of 2001."

## CMSD DISCIPLINE LADDER

### Board Policy - JDA

## CLASS I DISCIPLINE INFRACTIONS

### Board Policy - JDA

Class I discipline infractions include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the learning environment to the extent that the classroom teacher needs administrative support to correct the problem. The following is a non-inclusive list of Class I infractions:

- o Verbal assault on another student (bullying included)
- o Being in possession of gambling paraphernalia
- o Use of profane language
- o An inappropriate public display of affection (stroking, kissing, touching, etc.)
- o Cutting detention hall
- o Dress code violation
- o Cutting class
- o Possession of electronic devices (I-pods, CD players, cell phones, etc.)
- o Other misconduct which the principal or his/her designee may deem to fall in this category

### AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS I DISCIPLINE INFRACTIONS

- o Warning from teacher during a teacher-student conference and/or parent contact
- o Referral to counselor with parent contact
- o One (1) to two (2) days of In-school Suspension (depending on the severity); parents are notified as to the behavior and the consequences of further misconduct
- o One (1) to two (2) days of After-school Detention (depending on the severity); parents are notified as to the behavior and the consequences of further misconduct
- o Conference with administrator, teacher, parent, and student
- o Two (2) to (3) Three days of Out of School Suspension
- o **Possession/use of electronic devices at school is: 1st Offense – confiscation and returned to parent; 2<sup>nd</sup> Offense – confiscation returned to parent at the end of the school year.**
- o **Refusal to give electronic device to CMSD employee is 5 days out-of-school**
- o **Other appropriate actions as deemed necessary by the principal**

**NOTE:** If a student is suspended (OSS), he/she is not allowed on the property of the Clarksdale Municipal School District without supervision nor is that student to be in attendance at any school-related function. Failure to adhere to this may lead to more serious charges being lodged against the student. Every attempt will be made to notify parents.

## **CLASS II DISCIPLINE INFRACTIONS**

### **Board Policy - JDA**

*Class II acts of misconduct include those student infractions, which are somewhat more serious than Class I and in their effect on the safe and orderly process of school programs. The following is a non-inclusive list of Class II infractions.*

- Habitual violations of Class I Infractions (three or more violations)
- Unauthorized leaving of the classroom (teacher has not given the student verbal or written permission)
- Gambling
- Bullying -
- Fighting (minor or little injury)
- Conspiring to or creating a disturbance in the classroom, on the bus, on school property, or at any school function
- Habitually leaving the school campus/cutting class or visiting another school during school hours without proper permission
- Vandalism, stealing, malicious mischief (gang association or affiliation)
- Trespassing (unauthorized presence of a student on school grounds before, during, or after school: This would also cover being at school while already under suspension, in-school, or out of school)
- Inappropriate touching/fondling of another person
- Possession of fireworks
- Possession of propane lighters or matches
- Use of obscene manifestations or sexual propositions (verbal or written) toward another person
- Other misconduct which the principal or his/her designee may deem to fall in this category

#### **AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS II DISCIPLINE INFRACTIONS**

- After-school detention (minimum of one (1) hour)
- Suspension from school three (3) to five (5) days based on the previous suspension (unless fighting is involved and the second offense could be a ten day suspension with a recommendation for expulsion)
- Suspension from school five (5) to ten (10) days based on previous suspension and student goes before the Disciplinary Committee
- Ten (10) day suspension pending a recommendation for expulsion
- Parents and/or students will be responsible for total restitution for any injury to others requiring medical attention, items, stolen or damaged.
- Parents will be held financially responsible for a child's destructive acts toward school property or persons. The school may require parents to attend a disciplinary conference related to inappropriate misconduct involving their child. Parents who willfully fail to attend a properly noticed conference may be guilty of a misdemeanor. **MS Code Ann. § 37-11-53.**
- Loss of privileges to all school activities (e.g. field trips, assemblies, athletic events, etc.)
- Other appropriate actions as deemed necessary by the principal
- The penalty for being involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, kicking, or shoving) will result in one of the following consequences: Three (3) to five (5) days of Out of School Suspension; Five (5) to ten (10) days of Out of School Suspension (OSS), or ten days of Out of School Suspension with recommendation for placement at the Alternative School and/or expulsion. Those students who hit other students, and there is no response from the other student could be subject to 5 days suspension or recommendation for expulsion. Students who do not fight back may not be subject to punishment. Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.

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

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those involved in the fight. ***FIGHTING WILL NOT BE TOLERATED ON ANY CAMPUS, ON ANY SCHOOL BUS, OR AT ANY SCHOOL SANCTIONED ACTIVITY.***



### CLASS III DISCIPLINE INFRACTIONS

#### Board Policy - JDA

*Class III acts of misconduct include those student infractions, which seriously disrupt the learning process, endanger or seriously affect other students, and perhaps violate the law. The following is a list of Class III infractions. Note that the list is not all inclusive and other infractions may also be considered at this level.*

- o Habitual violations of Class I and II Discipline Infractions (three or more violations) o Unauthorized possession, use, or distribution of drugs or alcohol and other related paraphernalia
- o Possession or use of tobacco products and paraphernalia
- o Fighting (three or more students involved)
- o Stealing
- o Bullying
- o Extorting
- o Arriving on campus or at a Clarksdale Municipal School District function under the influence of drugs or alcohol
- o Habitually visiting other schools without permission/trespassing
- o Use of obscene manifestations or sexual propositions (verbal or written) toward another person o Defiance/insubordination or use of obscene language to any Clarksdale Municipal School District employee
- o Threatening assault or intimidating a district employee or a student (bullying–gang related included but not limited to)
- o Intentional burning or attempting to burn Clarksdale Municipal District property, or the property of a Clarksdale Municipal School District employee, or that of another student
- o Vandalizing school property (non-gang or gang related)
- o Assault or threatened assault upon Clarksdale Municipal School District employees
- o Possession or threat of possession of firearms or any other weapon (real or replica)
- o Making a bomb threat or setting off a fire alarm
- o Use of fireworks
- o Gang insignia, signs, symbolic dress, drawing, pictures, or gang related activity will not be tolerated. The School District shall ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action.
- o Any student who sets off a fire alarm or activates a teacher emergency intercom button is not only interrupting instruction, but is creating a false emergency that could endanger everyone in the school.
- o Any misconduct which the principal or his/her designee may deem to fall in this category.

### AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS III DISCIPLINE INFRACTIONS

- o Suspension from school ten (10) days or recommendation for long-term placement at Ombudsman
- o Parents and/or students will be liable for total restitution for any injury to others requiring medical attention, items, stolen or damaged
- o Loss of privileges to all school activities (e.g. field trips, assemblies, athletic events, etc.)
- o Other appropriate actions as deemed necessary by the principal

School officials should immediately seek help from the CMSD Police Department and/or the Youth Court (proper reports should be filed as required by law and the student may be suspended for up to 10 days and may cause for a recommendation for expulsion).

It is the responsibility of the principal and/or his designee to notify the student and parent in regard to any special stipulations regarding discipline. These items include being on school property, make-up work, and if days missed count total.

### WEAPONS AND VIOLENT ACTS

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any instrument considered to be dangerous and capable of causing bodily harm, or who commits a violent act <sup>1</sup> on Educational Property, as defined in the Mississippi Code 97-37-17 should be subject to automatic expulsion by the superintendent or principal from such school. Such expulsion should take effect immediately subject to the constitutional rights of due process. <sup>2</sup>

<sup>1</sup> A violent act is one defined as an act punishable as a felony and/or misdemeanor and is prohibited by the Mississippi Code. <sup>2</sup> (See page 36 of the Mississippi Code for Rights of Due Process.

## **BOMB THREATS**

### **Board Policy – EBBCA**

The personnel of the district shall cooperate fully with the police in planning and carrying out the procedures for dealing with bomb threats. All personnel, including office staff and custodians, shall be given instructions for carrying out their responsibilities in the event of such a situation.

The following procedures shall be used as guidelines:

1. The safety of students and personnel shall be of primary concern;
2. Identification of person or persons making the threat is of prime importance;
3. Immediate reporting of an incident to the superintendent's and chief of police offices must be made;
4. The principal will make the decision to evacuate, complying with any directions given by the superintendent or any order given for evacuation by the police;
5. Establish staff responsibilities for searching the building. The request of an employee to refuse to participate in a search shall be honored; and,
6. Students shall not be dismissed from school until the end of the school day. Instead, if evacuated, they shall remain in designated areas until the principal and police are satisfied that no danger exists. Teachers shall remain with their students and be responsible for them.

## **NOTICE OF UNANNOUNCED SEARCH POLICY**

### **Board Policy – JCDA**

The Fourth Amendment to the United States Constitution and Article 323 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

## **1. REQUIREMENTS**

All searches must be pre-approved by the superintendent, principal, assistant principal, and/or acting principal. No other District employee may authorize a search except where an emergency situation exists.

At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student. No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

## **2. SEARCHES PERMITTED**

Searches are permitted as follows:

- A. **PERSON, POSSESSIONS and LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.
- B. **DESKS, OTHER SCHOOL PROPERTY:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
- C. **VEHICLES:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

- D. **CANINE SEARCHES:** The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
- E. **GROUP SEARCHES:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.
- F. **STRIP SEARCHES:** No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

### 3. **DEFINITIONS**

- A. "Reasonable in scope" means that the degree of the intrusion must be consistent with the objective of the search. Factors to be considered in whether the scope of a search is reasonable include, but are not limited to, the following:
  - 1. The student's age, maturity, and sex;
  - 2. The nature or level of seriousness of the suspected violation; and
  - 3. The intrusiveness of the search, e.g. a canine search is less intrusive than a locker search; a locker search is less intrusive than a "pat down;" etc.
- B. "Reasonable suspicion" refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable suspicion to support a search exists shall be made on a case-by-case basis with due consideration of all circumstances. In all cases, "reasonable suspicion" must be supported by facts.

Factors to be considered in making this determination include, but are not limited to, the following:

- 1. The reliability of the information indicating that evidence of a violation may be discovered;
  - 2. The existence of reasonable suspicion that such evidence will be discovered;
  - 3. The individualization of the suspicion toward the person to be the subject of the search;
  - 4. The prevalence or seriousness of the problem to which the search is directed;
  - 5. The exigency of the circumstances; and
  - 6. In some circumstances, the student's history and record in school.
- C. An "emergency situation" exists if the destruction of evidence or use of contraband is an immediate possibility. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a search.

### 4. **DISCIPLINARY ACTION**

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law, the student will be subject to disciplinary action as provided by District policy.

### 5. **POLICE SEARCHES**

School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

LEGAL REF.: New Jersey v. T.L.O., 469 U.S. 325 (1985); Horton v. Goose Creek Independent School Dist., 690 F.2d 470 (5th Cir. 1982), cert. denied, 103 S.Ct. 35 (1983); Tarter v. Raybuck, 742 F.2d 977 (6th Cir. 1984), cert. denied, 105 S.Ct. 1749 (1985)

### **PROXIMITY TO A CAMPUS POLICY**

A principal or principal's designee may discipline a student for dangerous or violent acts or the sale of controlled substances if such acts are committed away from the school or school related activities by recommending assignment of said student to the alternative school, if there is a showing that the non-school related conduct of the student has a direct and negative effect upon the learning environment of the school and/or constitutes a threat to the safety of the student or others. Any student, parent, or guardian aggrieved by the decision of the principal or principal's designee shall be entitled to due process pursuant to the District's existing policy on short and/or long term suspension.

After an arrest of a student or expressed permission from a youth court designee, a security officer or the city police may transport a student to the detention center. Every effort will be made to contact the parent/guardian when a student has been arrested.

1. If the student is otherwise legally enrolled in school, the principal or principal's designee may suspend the student for up to ten (10) days and make a recommendation to the Superintendent that the student be expelled, or
2. If the student is not enrolled but subsequently attempts to enroll in the school, the principal or principal's designee may disallow enrollment of the student.

### **PHYSICAL RESTRAINT POLICY**

When it becomes necessary, the Board approves the use of physical restraint for students who are out of control when that behavior becomes a danger to him/herself or someone else, or involves the destruction of property. Physical restraint may be used on any school property or anywhere the District has supervisory responsibility to diffuse the danger.

### **POSSESSION/USE OF TOBACCO AND TOBACCO PARAPHERNALIA POLICY**

#### **Board Policy – GBRM**

Through policy, Clarksdale Municipal School District enforces a tobacco-free environment. Therefore, the schools will provide a program presenting the harmful effects of tobacco on the body.

The use of any tobacco products in school buildings, on school grounds, or while operating school owned equipment is prohibited. The total ban on tobacco is the strongest statement Clarksdale Municipal School District can make to show students, employees, and visitors its concern for their health and well-being.

### **ILLEGAL DRUGS POLICY**

#### **Board Policy – JCDAC**

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board (Mississippi code 37-11-18). Possession (actual or constructive) or use/consumption of illegal drugs within the Clarksdale Municipal School District shall result in an immediate ten (10) day out- of-school suspension and recommendation for expulsion.

### **WEAPONS-FREE SCHOOL POLICY**

#### **Board Policy-JCDAE**

The Clarksdale Municipal School District Board of Education recognizes that the possession of firearms or other weapons on school premises or at school function by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors, and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of

whether such person possesses a valid permit to carry such pistols, firearms, or weapons:

#### WEAPONS

No student, employee, or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law.

##### A. DEFINITION OF PROHIBITED WEAPONS

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

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

##### B. PERMITTED USES

The superintendent or principal, as appropriate and in his discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

#### **PERSISTENTLY DANGEROUS SCHOOLS OR UNSAFE SCHOOL OPTION**

Under the No Child Left Behind Act of 2001, states receiving Title I funding are required to develop and implement a statewide policy which provides that a student who attends a persistently dangerous elementary or secondary school as determined by the state in consultation with a representative sample of local school districts, or who becomes a victim of a violent criminal offense, as determined by state law, while in school or on the school grounds, will be allowed to attend a safe public elementary or secondary school within the Clarksdale Municipal School District, including a public charter school.

The Mississippi State Board of Education defines a persistently dangerous school as one that:

- a) A "persistently dangerous school" is a public school other than a charter school in which the conditions during the past two school years continually exposed its students to injury from violent criminal offenses and it is:
  - (i) an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two consecutive school years; or
  - (ii) an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1000 (7.5 or more per 100 students) in two consecutive school years
- (b) "Violent criminal offenses" are the following crimes reported in the Mississippi Student Information System:

**Simple or Aggravated Assault** as defined in Section 97-3-7 of the Mississippi Code Annotated 1972, as amended, **Homicide** as defined in Sections 97-3-19, 97-3-27, 97-3-29, 97-3-31, 97-3-35, 97-3-37, and 97-3-47 of the Mississippi Code Annotated 1972, as amended,

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

**Rape** as defined in Sections 97-3-65 and 97-3-71 of the Mississippi Code Annotated 1972, as amended, **Robbery** as defined in Sections 97-3-73, 97-3-77 and 97-3-79 of the Mississippi Code Annotated 1972, as amended,

1. **Sexual Battery** as defined in Section 97-3-95 of the Mississippi Code Annotated 1972, as amended, **Mayhem** as defined in Section 97-3-59 of the Mississippi Code Annotated 1972, as amended, **Poisoning** as defined in Section 97-3-61 of the Mississippi Code Annotated 1972, as amended, **Extortion** as defined in Section 97-3-82 of the Mississippi Code Annotated 1972, as amended, **Stalking** as defined in Section 97-3-107 of the Mississippi Code Annotated 1972, as amended,

and **Seizure and Forfeiture of Firearms** as defined in Section 97-3-110 of the Mississippi Code Annotated 1972, as amended. Students and employees may possess weapons on school grounds only when the weapons are used for valid educational purposes or school-sanctioned ceremonies.

2. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law.

C. **PENALTIES FOR VIOLATIONS**

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

Any employee who violates this policy will be subject to disciplinary action in accordance with school board policy.

Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to filing criminal charges, may be taken as necessary.

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

D. **REPORTING VIOLATIONS**

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

E. **NOTICE**

A copy of MS Code § 97-37-17 shall be posted in public view at each school in the district.

LEGAL REF.: MS Code § 97-37-17 (1995) CROSS REF.: Policies JCBE - Unlawful or Violent Acts

**FIGHTING**  
**Board Policy - JCBE**

Altercations, whether verbal or physical, are extremely disruptive to the educational processes and will not be tolerated. Fighting is defined as an act of aggression in which a person kicks, or attempts to kick, hits, or attempts to hit, or strikes another in an attempt to injure or do bodily harm. "Hitting back" is the same as fighting. The minimum penalty is the same whether or not the student allegedly started the fight or did not start the fight. The severity of the fight may result in additional or increased consequences.

**BUS DISCIPLINE POLICY & PROCEDURES**  
**Board Policy - JCDAD**

The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student or disorderly conduct or misconduct. All district rules apply to students en route to and from home and school; this includes bus stops.

**Severe Clause** - *Any student reported for fighting and/or possessing, using or under the influence of alcohol, tobacco, or drugs will receive the corresponding punishment listed elsewhere in this handbook*

**SEXUAL HARASSMENT POLICY**  
**Board Policy - GBR; GACN; JB-P**

The policy of the School Board of the Clarksdale Municipal School District forbids discrimination against any student, employee, or applicant for employment on the basis of sex. The School Board will not tolerate sexual harassment activity by any of its employees or students. **Sexual harassment** is a form of sex discrimination and violates both federal and state laws, including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment on the basis of race, religion, national origin and sex. Title XI prohibits discrimination on the basis of sex in an educational institution that receives federal funds. In addition to civil law, some forms of sexual harassment may constitute a sexual crime or child abuse under the Mississippi State Criminal Code. Individuals who harass may be personally liable under civil suits, particularly Title IX and 1983

actions. Sexual harassment is unwanted sexual or gender-based behavior of a verbal, visual, or physical nature that occurs when one person has formal or informal power over the other when the behavior interferes with learning opportunities or creates an intimidating, hostile or offensive educational environment.

***Examples of behaviors that can be sexual harassment if unwanted:***

- Direct or indirect threats or bribes for unwanted sexual activity
- Sexual innuendoes and comments
- Asking or commenting about the sexual activities of a person
- Humor or jokes about sex or females/males in general
- Making sexually suggestive remarks, gestures, or jokes, or remarks of a sexual nature about the appearance of a person
- Pestering a person for dates or sexual behavior
- Sexual touching, pinching, brushing, or patting
- Displaying offensive sexual illustrations in the school
- Graffiti about the sexuality of a person
- Spreading rumors about the sexuality of a person
- Name calling or the use of profanity/slang with sexual connotations
- Insulting and belittling a person—sexual ridicule
- Letters, notes, telephone calls or materials of a sexual nature
- Stalking a person either inside or outside the institution
- Attempted or actual sexual assault

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem and can have a negative impact on performance in class. It can make an individual feel angry, powerless and fearful. It can also cause dysfunction and pain in those who are the objects of sexual harassment and those who are not directly sexually harassed but are observers. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases it is the effect and characteristics of the behavior, not the intent of the person who is alleged to have harassed that determines whether the behavior constitutes sexual harassment. **Sexual harassment in the Clarksdale Municipal School District will not be tolerated and, when observed, should be reported to the school administration.**

## **VANDALISM POLICY**

### **Board Policy – JCBD**

Any student who willfully destroys, cuts, defaces, damages or injures any school building, equipment or other school property, or private property on school grounds, shall be subject to suspension or expulsion and his/her parents, legal guardians or custodians shall be liable for all damages.

#### **Liability for Damages**

The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property.

#### **Reporting Vandalism**

Citizens, students, and law enforcement are urged by the board to cooperate in reporting any incidents of vandalism of District property and the name(s) of the person(s) believed to be responsible. All District employees shall notify the principal of the school when they have knowledge that an act of

vandalism has or may have occurred. The principal shall notify the superintendent or his/her designee of all reports of vandalism.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He/she is further authorized to delegate authority to perform these functions.

## **SPECIAL EDUCATION DISCIPLINARY APPLICATION**

Special education students' disciplinary infractions will be handled according to state and federal rules regarding their disabilities.

### **DISCIPLINE CONSEQUENCES POLICY Board Policy - JDA**

#### **General Guidelines for Detentions, Suspensions and Expulsions**

1. The term "suspension" as used herein shall be defined as the denial of the privilege of attending school in the CMSD imposed after due process upon any student of the District at the direction of the principal of the school in which the student is enrolled or his/her designee but shall not include in-school detention, as that term is defined hereinafter.
2. An out-of-school suspension may be either "short term suspension" which is a suspension of duration of ten school days or less or a "long term suspension" which is a suspension of duration of more than ten school days.
3. The term "expulsion" as used herein shall be defined as a long-term out-of-school suspension for a duration equal to the remainder of the school year and thereafter unless allowed to reenter the school district.
4. For purposes of suspension, expulsion, or in-school detention (as that term is defined hereinafter), the term "school day" as used herein shall be defined as any day on which the school from which a student is suspended or expelled is open for regular classroom attendance by students and shall specifically exclude Saturdays, Sundays, and other days when the school is actually closed to students for regular classroom attendance.
5. The term "in-school detention" as used herein shall be defined as the denial of the privilege of attending the regular classes of a student and his/her being required to attend a special class monitored by a CMSD employee and to study and work on his/her homework and other assignments of that student's regular classes. Procedures for Short-Term Suspensions (ten school days or less), shall not in any way affect or relate to in-school detention which is addressed by other rules and regulations issued by the District.
6. Students who have been suspended or expelled from any school within the District shall not trespass upon any school campus while serving said suspension or expulsion except for a pre-arranged conference with a principal or other school administrator. Additionally, while serving a suspension or expulsion, students are prohibited from attending any day or night functions occurring on any school campus of the District.
7. No student shall be sent home prior to the end of any school day without the student's parent or guardian being notified before the student is dismissed. If the parent or guardian cannot be contacted, the student shall be kept at the school until the end of the school day. However, if the principal or his/her designee believes that the student's continued presence in the school presents a danger to the student or to other persons or property or if the student poses an ongoing threat of disrupting the academic process, the principal will contact the appropriate authority to transport the student to the detention center. In the event the student is summarily suspended from the school campus, any necessary due process procedures will follow as soon as practical.
8. All principals shall make a written report of each suspension and expulsion to the Superintendent of the District on the first day of each week of the school year with the report including the name of each student suspended or expelled, a statement for the reasons for the suspension or expulsion of each student, the length and date(s) of each suspension or expulsion, and the race and sex of each student suspended or expelled.
9. Any student returning to any school subsequent to a suspension must return to his/her school accompanied by a parent or guardian for a meeting with the principal or his/her designee before the student will be readmitted to the school.
10. Each school principal or his/her designee shall distribute a copy of the school district's Code of Conduct to each student enrolled in the district and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district.
11. The policy shall not apply to any "disabled student" as the Individuals with Disabilities Education Act or similar enactments define that term to the extent that it conflicts with those laws.
12. Effects of Suspension--Student suspensions whether it is ISS or OSS are serious offenses that can jeopardize a student's participation in school activities or functions. As stated in the school constitution, elite contest rules, and student handbook, suspensions may result in students not being able to hold a student body or class office, participate in homecoming, be in the elite contest, serve as cheerleader, or participate



in competitions for the remainder of the school year. Copies of the CHS Constitution, Cheerleader Constitution, and elite contest rules are on file in the principal's office.

### **In School Suspension**

In-school Suspension (ISS) is an alternative to out of school suspension (OSS). Failure to abide by the rules and regulations of ISS will automatically result in OSS.

### **Referral Process**

The principal and/or assistant principal are the **ONLY** person authorized to assign a student to ISS. Referrals are either given to the ISS monitor or placed in his/her mailbox at the end of the day, unless the student is assigned during the school day.

### **Daily Procedures**

Any student who has been assigned to ISS is to report to the ISS classroom immediately upon his/her arrival to school. Tardy to ISS will automatically warrant an additional day for each day the student is tardy unless the student receives an excused admittance from an administrator. **A day absent from school is NOT considered a day served in ISS.**

The first assignment of the day is for the student to copy the ISS rules and procedures. Upon completion, a student may begin his/her regular classroom assignments given by the regular classroom teacher or the ISS monitor.

Teachers of students assigned to ISS are required to send assignments each day. If a student is assigned ISS during the school day, the teacher **MUST** provide assignments by the end of their planning period or by the end of the school day for the following day. The ISS monitor will report to an administrator if the teacher fails to send assignments.

The only time a student is allowed to leave ISS is to go to the restroom. Student must use the nearest restroom to the ISS room. At no time is the student to leave ISS without permission and a valid pass from the ISS monitor.

Students will not eat lunch with the regular students. The ISS monitor will escort the students to the cafeteria after all other students have eaten.

Students will be dismissed by the ISS monitor at the end of the day.

Students will not be allowed to participate in any school function/activity while assigned to ISS. Students must serve the assigned number of days and complete **ALL** assignments prior to being released from ISS.

If a student has exhibited good behavior and followed all rules and procedures, the ISS monitor may request early release from the principal or assistant principal who assigned the student to ISS. Once all assignments have been completed, the

student will complete the "IN SCHOOL SUSPENSION CLEARANCE FORM" and have it signed by the ISS monitor and verified by the administrator who assigned the student to ISS. The ISS monitor is responsible for checking the student's work and assisting him/her in the completion of any and all clearance information.

### **In-School Detention/Suspension (ISD) 7-12**

In-School Detention/Suspension is a disciplinary measure used for minor rule infractions. ISD in our school district is provided at the local middle and high school sites for grades 6-12. Students placed in ISD **will be given assignments by their regular classroom teachers and will receive a grade based on the completion of that assigned work.** ISD will be held during regular school hours. Rules will be distributed to students who are assigned to ISD. Violation of these rules may result in additional days being added to the original suspension and/or Out of School Suspension. Days assigned to ISD will be counted present at school, but may be counted absent from class for exemption purposes

### **Rules for In-School Detention:**

- A. Students must have all books and materials necessary to complete work assignments when they enter the ISD room.
- B. Students must be in correct seat by the tardy bell.

- C. Students must raise hand for permission to speak, sharpen pencil, or get out of their seat.
- D. No talking during the school day without permission.
- E. There will be one restroom break in the morning and one in the afternoon. The only exception to this rule is for students on list for medical issues. If possible, students will be escorted to the restroom.
- F. ISD students will be escorted to the Cafeteria at the appropriate time. No talking on the way to or from nor during lunch.
- G. Sleeping, chewing gum, eating candy, or making unnecessary noise will not be permitted.
- H. Students will not disturb other students in any manner. (Keep hands to self.)
- I. Students will maintain a good posture with their desk flat on the floor.
- J. Students will not turn around in seats, pass notes, or make any type of gestures.
- K. No insubordination will be permitted.
- L. Students must dress according to dress code.
- M. There will be no grooming of face or hair.
- N. Sunglasses, hats, gloves, radios, or other music players will not be permitted.
- O. All regular school rules will also be enforced.
- P. Any student written up while in ISD may receive 1 to 5 days OSS depending on the severity of the offense.
- Q. Students will be accountable for any writing on or destruction of cubicles, desks, or any other school property.

### **Out-of-School Suspension and Expulsions Board Policy - JDD & JDE**

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

A student who has been suspended or expelled or otherwise denied admission to attend school shall not trespass upon any school campus, athletic facility, or school bus while serving said suspension or expulsion except for a pre-arranged conference with a principal or other school administrator or while assigned to attendance in the district's alternative school program. Additionally, while serving a suspension or expulsion, a student is prohibited from attending any day or night functions occurring on any school facility of the district.

### **Due Process Board Policy – JCAA**

The issue of students' rights is not a matter that the Clarksdale Municipal School District takes lightly. In matters regarding suspension, expulsion, or denial of admission, a student has a right to due process. Every student is entitled to due to be treated fairly and according to allowable policy. The board policy referenced above gives the specific steps to be followed to ensure that the right to due process has not been violated.

### **Corporal Punishment Board Policy - JDB**

The law of the State of Mississippi holds that the teacher is in the same relationship to the child as a parent during the hours in which a child is in school.

The policy of CMSD is to administer corporal punishment as a measure of last resort, then only after due consideration. Infliction of petty punishment is inconsistent with the best educational practices and is not conducive to good teacher-parent relationship. The teacher shall have another adult employed by the school as a witness. The adult will be principal, assistant principal or such person designated by the principal. A written record of corporal punishment shall be turned in at the end of the school session to the school principal.

Parents who do not feel that corporal punishment should be used with their child must come to the school office and sign

a form stating their objection and giving a daytime telephone number. They will be called to come to the school should a major disciplinary problem arise with their child. No student will be allowed to return to class until his/her parent has come to the school to assist in arriving at a satisfactory solution to the problem.

If parents have not filed an objection within two weeks from the day a child enters school, the school will operate according to the laws of the State of Mississippi and the policies of the CMSD Board. A written objection must be filed **EACH SCHOOL YEAR.**

## **STUDENT BULLYING**

### **Board Policy- JDDA**

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

it takes place off property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Clarksdale Municipal School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Ref: SB 2015; Miss. Code Ann. §37-7-301 (e)

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

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

### **Definitions**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

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

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such

class as a whole.

### **Procedures for Processing a Complaint**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. 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. 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.

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

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

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

### **SECTION 504 PROCEDURES (STUDENTS)** **Board Policy-IDDHB**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school system. To ensure the district's compliance with Section 504 as it applies to students with handicaps, the following procedures have been adopted.

1. If a student claims that he/she has been subjected to discrimination on the basis of a handicapping condition, in violation of Section 504 of the Rehabilitation Act of 1973, or if the district has reason to believe that a student has a handicap which substantially limits the student's ability to learn (and the student is ineligible for services under IDEA), the district shall convene a team of people who are knowledgeable of the student's educational needs to review and consider all pertinent information related to the suspected handicap. This meeting shall be convened within ten (10) days after the district receives a written statement describing the specific discriminatory conduct or the district becomes aware of the student's handicap affecting the student's ability to learn.
2. The team described in paragraph 1 above shall determine whether the student is handicapped under Section 504 and whether that handicap substantially limits the major life function of learning. If such a determination is made, the team must further determine what accommodations are required on behalf of the district to allow the student an equal opportunity to participate in school and school-related activities. If the student's parents disagree with the district's conclusion and recommendations, the parents shall be informed of their right to ask for an impartial hearing to decide the matter. Hearing requests shall be made in writing to the superintendent giving specific reasons describing the discriminatory actions by the district and why the district's accommodations are not appropriate.
3. An impartial hearing shall be held within ten (10) days of receipt of the written request. The district shall obtain as a hearing officer an individual who is not an employee of the district and who is knowledgeable of

Section 504. The parent and student may take part in the hearing and have an attorney represent them at their own expense. The district also may be represented by counsel.

4. The hearing officer shall conduct the hearing so as to give the parents an opportunity to present evidence supporting their claim that their child has been subjected to discriminatory treatment in violation of Section 504. The district shall be given the opportunity to present evidence supporting its position with respect to the student. A tape recording of the hearing will be made by the district, a copy of which will be provided the parents.
5. The hearing officer shall make a decision within ten (10) days after the conclusion of the hearing. The decision shall be given in writing to the district's 504 coordinator and the parents.
6. If either party is aggrieved by the action of the Hearing Officer, an appeal may be taken to the board of trustees of the district at its next regularly scheduled meeting. The board, in its discretion, may allow a statement to be made by the parents and a representative of the district. The decision of the board shall be final.
7. The district shall publish its policy of nondiscrimination on the basis of handicap and shall inform parents of their rights under Section 504, including the right to examine records relevant to their child, the right to an impartial hearing with representation by legal counsel at their expense, and the district's review procedure.
8. The Director of Elementary Curriculum, Section 504 Coordinator for the district may be contacted at phone number (662) 627-8500. LEGAL REF.: Section 504 of the Rehabilitation Act of 1973 CROSS REF.: Policies IB - Instructional Goals IDDF - Special Education Programs JAA - Equal Educational Opportunities

#### **SEXUAL HARASSMENT**

The policy of the Clarksdale Municipal School District is to provide an environment that is free from all forms of discrimination, including sexual harassment. The district superintendent and Board Members shall ensure a workplace free from sexual harassment that may include, but is not limited to, requests for sexual favors, unwelcome sexual advances, threats, bodily contact, or other deliberate verbal or physical conduct of a sexual nature. Also included are remarks, gestures, physical contact, display or circulation of written or electronic materials, pictures or objects derogatory to any employee. This Policy is not merely limited to the Clarksdale

Municipal School District; the policy also applies to the selection of suppliers, grantees, sub-contractors, vendors and contractors where applicable.

#### **State & Federal Laws**

#### **MISSISSIPPI SCHOOL SAFETY ACT OF 2001**

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

#### **MS CODE #97-32-29 - TOBACCO USE PROHIBITED ON ANY SCHOOL PROPERTY**

No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction, and a fine not to exceed \$150 shall be imposed for subsequent violations.

For the purposes of this Act, school property means any public-school building or bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities are exempt from this Act.

This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.

Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

# CMSD Alternative Education Program



## Purpose

The purpose of alternative education is to accommodate behavioral and academic needs of children and adolescents that cannot be adequately addressed in a traditional school environment. In addition, alternative education provides direct social, emotional, and behavior management instruction to students.

## Mission

The mission of an alternative education program is to promote academic success, modify behavior, and facilitate employability and functional skills attainment, as well as to support career and character education development in an environment that differs from the traditional school setting and offers a more conducive setting for learning. Through ongoing direct instruction, guidance, and monitoring, students will be provided support with the goal of returning the student to a comprehensive school environment with the necessary abilities of function therein.

## Ombudsman-Education Service Provider for Alternative Education

<b>VISION</b>	Ombudsman believes all students have value, can learn and can develop their inherent talents to become contributing members of society.
<b>MISSION</b>	Our mission is to provide personalized, evidence-based educational services for nontraditional learners in collaboration with families and public-school districts.
<b>CORE FOUNDATIONS</b>	Ombudsman helps students establish a foundation of success they can build upon for the future. A low student-teacher ratio lets students and teachers focus on building positive relationships that are vital for promoting high levels of academic, social and behavioral growth. And a blended learning model integrates technology into classwork to put students at the center of the instructional process.

Ombudsman offers program options customized to meet school districts' needs for alternative education, credit recovery, dropout prevention and dropout recovery for middle and high school students who, for a variety of reasons, haven't been successful in a traditional education setting. Some students lack the number of credits typical for their age group; some are off track to graduate due to issues such as poor attendance or academics. Students who have been suspended, expelled or adjudicated can also benefit from Ombudsman, as can those who are English Language Learners and students who have Individualized Education Programs (IEPs).

**Ombudsman** has been providing alternative education services to students in the Clarksdale Municipal School District since 2010. Over the years, Ombudsman has served over 320 students with approximately 126 students earning high school diplomas.

The **CMSD Alternative Education** program is located at the Thomas E. Shaw, School of Excellence. The hours of operation are 8:00 a.m.-2:00 p.m. The staff provides the model of instruction for students that is adopted by the district.



