



Clarksdale Municipal School District
cmsdschools.org

ELEMENTARY STUDENT HANDBOOK

2023-2024



Superintendent

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STUDENT/PARENT HANDBOOK 2023-2024

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Toya Harrell-Matthews, Ph.D.



Dear Parents and Students,

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.

This handbook is provided to assist parents and students to better understand the policies and procedures of the Clarksdale Municipal School District. Cooperation between home and school is critically important to a successful school experience. Our goal is to perform the WILDCAT WAY!!

Additionally, the handbook is a source of information for answers to frequently asked questions. The handbook can be found on the school district's website, <https://www.cmsdschools.org/>, and a hard copy can be requested from your child's school. We look forward to serving the students in our community this year.

Sincerely,

Toya Harrell-Matthews, Ph.D.
Superintendent

"Every STUDENT: Every NEED"

Clarksdale Municipal Public School District Elementary Handbook

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CLARKSDALE MUNICIPAL SCHOOL DISTRICT

2023-2024 School Calendar

CLARKSDALE MUNICIPAL SCHOOL DISTRICT



2023-2024 SCHOOL CALENDAR

Aug 1-4	Staff Development
Aug 7	FIRST DAY OF CLASSES
Sept 4	Labor Day
Oct 11	63% Day
Oct 13-16	Fall Break
Nov 20 - 24	Thanksgiving Break
Dec 18 – Jan. 1	Winter Break
Jan 2	Staff Development
Jan 3	CLASSES RESUME/STUDENTS RETURN
Jan 5	END OF FIRST SEMESTER
Jan 8	SECOND SEMESTER BEGINS
Jan 15	Dr. Martin Luther King Jr. Holiday
Feb 14	63% Day
Feb 19	President's Day Holiday
Mar 11–15	Spring Break
Mar 29	Good Friday
April 1	Easter Holiday
May 20	Seniors Last Day
May 23	Last Day of Classes
May 28	Teacher Last Day
June 19	Juneteenth

School Hours

Elementary 7:30 A.M. – 2:45 P.M. Middle 8:00 A.M. – 3:45 P.M.
Intermediate 7:30 A.M. – 2:45 P.M. High School 8:00 A.M. – 3:45 P.M.

July '23						
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GRADING PERIODS

FIRST SEMESTER
1 Aug 7 – Oct 9
2 Oct 9 – Jan 5

SECOND SEMESTER
3 Jan 6 – Mar 19
4 Mar 20 – May 23

Student/Staff
Holiday

Semester
Starts/Ends

Staff Development

60% Day

Nine Wks Testing

CLARKSDALE MUNICIPAL PUBLIC SCHOOL DISTRICT

MISSION

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

VISION

To produce students who can compete globally and succeed in a diverse society.

CORE VALUES

Integrity-emphasizing honesty and exhibiting strong moral principles

Respect-accepting others despite their differences, building relationships that increase trust, safety, and wellbeing

Individuality-celebrating the intrinsic worth of each individual

Empowerment-growing in strength and confidence to make a positive difference in one's own life and to contribute to a larger good

Innovation-choosing to do things differently to create value for our students, staff, families, and community

Wellness-prioritizing decisions that have a positive effect on the physical, mental, and emotional health of our stakeholders

GOALS

Goal 1: Student achievement will increase.

Goal 2: Provide safe and orderly climate in every school.

Goal 3: Maintain a yearly fund balance of 15% of the operational budget.

Goal 4: Increase parental and community engagement. individual development of every student.

ADMISSIONS

1. In accordance with the laws of the State of Mississippi, in order to be admitted to pre-kindergarten students must be 4 years of age on or before September 1 of the current school year. Kindergarten students must be 5 years of age on or before September 1 of the current school year. First grade students must be 6 years of age on or before September 1 of the current school year.
2. A certified birth certificate or documentation as permitted by MS Code 37-15-1 should be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. The principal or his/her designee must verify the birth certificate.
3. Student must present an up-to-date original immunization record.
4. If a student is transferring into a Clarksdale Municipal School from a school accredited by a state or regional accrediting agency a report card or transfer papers from the previous school attended will be used for temporary class placement.
6. Students transferring into a Clarksdale Municipal School from a non-accredited school or home schooling must be given appropriate placement tests (grades K-5) as determined by school officials.
7. A copy of the student's Social Security Card is requested.
8. Students will be enrolled in the Clarksdale Municipal School District only if they are residing with their parent or legal guardian and said parent **or** legal guardian resides within the Clarksdale Municipal School District. The Clarksdale Municipal School District will not recognize or accept guardianship papers for health and school purposes only. Partial guardianship of the student by a resident within the district will not be recognized as meeting full legal guardianship. ([See Policy JBC](#))

VERIFICATION OF RESIDENCY REQUIREMENTS

Definition of Residence for School Attendance Purposes: The student physically resides full time week days/nights and weekends at a place of abode located within the limits of the Clarksdale Municipal School District.

1. The parent(s) or legal guardian(s) of a student seeking to enroll must provide the Clarksdale Municipal School District with a current utility bill (within 60 days) and at least one of the items numbered (1) through (9) below as verification of their address. A document with a post office box as an address will not be accepted.
 - (1) Mortgage documents or property deed
 - (2) Apartment or home lease (signed original)
 - (3) Utility bills
 - (4) Driver's license
 - (5) Filed Homestead Exemption Application form
 - (6) Voter precinct identification
 - (7) Automobile registration
 - (8) Affidavit and/or personal visit by a designated school official
 - (9) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
2. If you are the legal guardian/custodian of the student, you must also provide documentation titled "Letters of Guardianship" or a custodial court order issued by a judge appointing you as guardian.
3. If you cannot meet the requirements for residency, you must meet with the Superintendent's designee to determine whether your child will be eligible for enrollment under an Affidavit of Residency. Both the parent and the resident must be present at the meeting and provide the documentation required in item 1.
4. If the Clarksdale Municipal School District receives a complaint regarding the residence of a student, the district is required to take action to further verify legal residency including, but

not limited to, follow-up visits to the resident's address by school officials.

5. At any time that a student's address changes, the parent/guardian must provide the new address information to the school's office. The school will **NOT** be held responsible for information not received as the result of incorrect or outdated address information.
6. Students who have been expelled from a school in another district may not enroll in school in the Clarksdale Municipal School District until the expulsion timeframe has been expired.

[\(See Policy JBC\)](#)

RELEASE OF STUDENT INFORMATION

DIRECTORY INFORMATION

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 to colleges, military organizations, prospective employers, and other legitimate groups determined to operate in the student's best interests. A parent may request that directory information about his/her child be withheld from release by submitting a written request to the principal within ten (10) days of the first official day of the year stating that identifiable information regarding the student be deleted from school publications and/or social media.

[\(See Policy JRA\)](#)

ATTENDANCE

Punctual and regular attendance is of paramount importance to a student's academic success. Each student should attend school each day. When it is necessary for a student to be absent from school, the parent or legal guardian is requested to telephone the school on the day of the student's absence.

[School Board policy JBD](#) establishes guidelines regarding student absence from school. Parents and students are advised that the following requirements will be followed according to the policy:

1. A student must bring in the doctor or parent note within two days of returning to school in order for the absence to be excused.
2. A parent or guardian may send a note for up to five (5) days of excused absences per year. Subsequent absences due to illness require a doctor's excuse in order to be excused.
3. A doctor's excuse must be turned in the day the student returns to school and must be a signed original or a copy faxed directly to the school from the doctor's office.

When a doctor's excuse for a chronic health condition covers multiple absences, it must be updated each semester to reflect the student's current medical condition.

When a student is absent, tardy, or suspended they will be given the opportunity to make up any missed assignments. It is the responsibility of the student to obtain any assignment missed. The student will have the same number of days that they were absent to make up the assignment, i.e. one (1) day absent will be given one day to make up the assignment, etc. If the assignment is not made up in the time allowed, the student will receive a grade of zero for the assignment.

ABSENCES

The Clarksdale Municipal School District supports the belief that the instructional program is the most critical element in a child's education. Regular attendance is extremely important to student progress and achievement. School attendance is ultimately the responsibility of the student and the student's family.

A student may not participate in a school-sponsored activity (play in or practice) unless the student was in attendance 100% of the day.

When a student is absent from school, whether the absence is for a full or partial day, the student should return to school with documentation regarding the reason for the absence. Absences will be recorded in the following ways:

EXCUSED: Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the superintendent or his designee:

- Personal illness;
- Death in family or serious illness;
- Observance of religious holidays of a student's own faith;
- School-related field trips or educational activities approved by the district and/or building administrator;
- Any special circumstances, such as court summons, family emergencies, weather extremes, which require immediate action and which the school principal deems excused. The student may make up work prior to the absence. Exams will not be given early. Excused absences as approved by the state.
- Students participating in 4-H and FFA organized sponsored events will be excused for up to five (5) events per academic year.
- An excuse must be provided in writing to the superintendent by the Extension Agent or high school Agricultural instructor of FFA advisor.
- For students who are officially employed to serve as State Capital for the Mississippi House of Representatives or Senate, the absences will be exceeded.

UNEXCUSED: An absence is considered unexcused if a parent note is not received **within two (2) days of the child's return to school or a doctor's excuse received the day the student returns**; if the documentation is unacceptable; or, if the absence is the result of Out of School Suspension.

The Clarksdale Municipal School District adheres to the Mississippi Compulsory School Attendance Law (MS Code §37-13-91) which states "when the child has accumulated five (5) unlawful absences during the school year of public school in which the child is enrolled, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer." Law enforcement officials are authorized to investigate all cases of nonattendance and unlawful absences by compulsory school age children and to

bring legal action against the parent/guardian. See also policy. [\(See Policy JBA\)](#)

ARRIVAL/DISMISSAL

We wish to provide the safest climate that we can for the students, faculty, and staff members of Clarksdale Municipal Schools. Parents and visitors are required to enter through the front entrance doors and check in with the office.

- A. Elementary students are to arrive **no earlier** than 7:00 a.m. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by the school bus.
- B. The school day begins at 7:37 a.m. and ends at 2:45 p.m.
- D. No student check-outs are allowed after 2:15 p.m.
- E. Students are to leave the school campus at the end of the school day unless under the direct supervision of a teacher. The school will not assume responsibility for any child remaining on campus after the end of the school day without approval.
- F. Parents should not leave or pick up students at the classroom door without a pass from the office, including the opening and closing of the school day.
- G. For the safety of your child, transportation changes must be in writing and received by 10:00 a.m. Faxed letters and phone calls will **not** be accepted.
- H. It is imperative that all procedures for arrival and dismissal are followed.

TARDY TO SCHOOL

All students are responsible for being on time each school day for each class. Excessive tardiness cannot be tolerated. The teacher will maintain an accurate accounting of tardies for each student. Any student not in class by 7:37 a.m. shall be considered tardy and must be signed in by his/her parent in the office and obtain a pass to enter the classroom.

A student is tardy to school if he/she arrives at school after the tardy bell has rung. Tardies to first period may be excused if:

- a. CMSD transportation is late or other school related actions.
- b. a student has a doctor/dentist appointment and presents a doctor/dentist excuse upon checking in
- c. special circumstances such as a natural disaster, weather related, etc.

RELEASE OF STUDENTS DURING THE DAY

In the event circumstances make it necessary for a student to check out of school before the end of the school day, a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parent/guardian of the student with photo ID;
- person listed on Emergency Contact Card must be at least 21 year of age, with photo ID;
- law enforcement officer;
- authorized worker from the Department of Human Services (DHS)

The person checking out the student must go through the office, where they will show identification and sign for the release of the student. Non-custodial parent rights are protected unless legal papers are on file that restricts these rights. Check outs are to be made before 2:15. Requests for dismissal after 2:15 may be denied.

EARLY DISMISSAL FROM SCHOOL

Early dismissal is discouraged as check-outs interrupt the instructional climate in the classroom. Check-outs are governed by the same guidelines as excused and unexcused absences. (See Release of Students during the Day.)

PERFECT ATTENDANCE

Perfect attendance in the Clarksdale Municipal School District is defined as attendance on every scheduled school day where a student is considered in attendance for 63% of the day. Absences for portions of the day may affect whether a student receives perfect attendance.

MAKE-UP WORK

Any student who is absent from school will have the opportunity to make up the work he/she has missed during the absence. It is the responsibility of the student to obtain all missed work.

The students have the same number of days that they were absent to make up work. For instance, if a student is absent one (1) day they will have one (1) day to make up work; if they are absent two (2) days they have two (2) days to make up work. The student will not be afforded more than 5 days to make up work.

PARENT PORTAL

The Clarksdale Municipal School District is proud to provide parents with Active Parent, a website where you can view your child's grades, attendance, etc. To access the Active Parent portal go to the school district's website at <https://www.cmsdschools.org/> and click on the Registration Link icon.

Cognia

The Clarksdale Municipal School District is accredited by Cognia through the Southern Association of Colleges and Schools division. Accreditation examines the whole institution – the programs, the cultural context, the community of stakeholders – to determine how well the parts work together to meet the needs of students.

To earn/renew accreditation, the district undergoes a rigorous process of self-assessment in relation to a research-based set of quality standards. We update our vision and goals, meet with stakeholders, scrutinize student achievement data, and prepare an improvement plan that is regularly monitored and evaluated. Every five (5) years, a Cognia External Review Team conducts an on-site audit, evaluates the effectiveness of the districts continuous school improvement efforts, and makes recommendations for future growth. Parents and interested community members can learn more about accreditation at <https://www.cognia.org/>

BUS

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 they are 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 any body part or item from the school bus nor are they to yell from the school bus.

CAFETERIA

The Clarksdale Municipal School District participates in the National School Breakfast and Lunch Programs. We believe that a well-fed student is healthier and learns better. We provide foods that meet federal and state nutritional guidelines.

Breakfast

Breakfast is served at 7:00 each morning in the school cafeteria. Breakfast meets the National School Breakfast Program requirements and is available 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-descript packaging such as clear plastic bags and containers, and plastic or Styrofoam cups. Lunch meets the National School Lunch Program requirements and is available to all students.

Competitive Foods and Smart Snacks

United States Department of Agriculture 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 (1) 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 with the School Food Service Administrator at the district office. 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 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 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.

[\(See Policy JGHR\)](#)

CARE OF SCHOOL PROPERTY

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

[\(See Policy JCBD\)](#)

CELL PHONE/ELECTRONIC DEVICES

Cell phone/electronic devices are prohibited on school grounds, buses, and/or other vehicles provided by the school district at all times. When a student is in possession of a device, disciplinary actions can be imposed pursuant to [school board policy JE](#).

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 their work confiscated, will receive a grade of zero on the work, will have their parent/guardian notified, and will be subject to any other disciplinary action allowed by the district's conduct code and discipline procedures.

CHILD FIND

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 of 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 of students with disabilities.

CLOSING OF SCHOOL FOR EMERGENCY REASONS

Upon application from the school board, the superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers, or because of any other emergency necessitating the closing of the school. The superintendent is hereby authorized to close schools and offices or dismiss them early in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

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

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

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

[\(See Policy EBBB\)](#)

COMPLAINT PROCEDURES

The Clarksdale Municipal School District takes all concerns and complaints seriously. The district values the concerns of our parents, staff, students and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall

be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally and at the lowest level possible.

Students are encouraged to use the Student Complaint/Concern Form available from any teacher, counselor, or the office. See Appendix C for a sample Harassment/Bullying Incident Form. ([See Policy JDDA](#))

CONTACTING PARENTS

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. The Clarksdale Municipal School District uses an automated school-to-parent communication service to place calls to parents announcing emergency preparedness procedures and to inform parents of upcoming school events such as statewide testing, fund-raisers, and PTO meetings. Parents may opt to receive this communication by phone or email.

DELIVERIES TO SCHOOL

To prevent interruption to the educational process and disruption in the classroom caused by items being delivered to students, the delivery of flowers, candy, balloons, gifts, etc. from a parent or other individual to a student is **NOT** permissible. Individual birthday parties and/or birthday celebrations are not allowed.

DRESS CODE

Appropriate school dress helps promote the best learning situation. One's dress and general appearance are a factor in the way a person conducts him/herself. The way a student dresses directly reflects the home, school, and community.

Any type of attire which attracts undue attention to the wearer and thus causes a

disturbance in the school is not acceptable. Flip flops are discouraged as injuries may result.

Students are not allowed to wear on campus:

1. sunglasses, unless under a doctor's prescription
2. hats, caps, head coverings, sweatbands, or curlers
3. see-through garments
4. clothing not worn in the proper position or unfastened
5. shirt or blouses that expose the midriff while sitting or standing
6. short shorts, compression shorts/pants, or clothing with writing across the seat
7. patches, emblems, or advertisements of a suggestive, obscene, or indecent nature, profanity, alcoholic beverages, tobacco, or drugs. This includes rebel flags.
8. clothing or lack of clothing that is disruptive
9. jewelry that contains inappropriate content
10. shoes with taps, cleats, spikes, space for wheels, or wheels (**No slippers, slides, Crocs, Yeezy Foam runners**)
11. pants worn below the hips, or so that they expose undergarments
12. skirts/dresses and shorts that are shorter than finger-tip length.
13. tank tops having less than 2 inches of fabric covering the shoulders
14. wallet chains and large chains are worn as jewelry
15. jeans with holes may be worn if no skin is showing, which will be subject to appropriateness by Administration.

Any student dress that is distracting to students or teachers should be brought to the attention of the administration.

**** All clothing such as coats, sweaters, jackets, hats, etc. SHOULD BE LABELED with the student's name.**

DYSLEXIA

It is the policy of this district to comply with all requirements of the dyslexia screening and therapy required by law and the Mississippi Department of Education.

Therefore, this district will ensure that students will receive dyslexia screening by a screener approved by the State Board of Education in the spring of kindergarten and the Fall of Grade 1.

The component of the screening must include:

- Phonological and phonemic awareness
- Sound symbol recognition;
- Alphabet knowledge;
- Decoding skills;
- Encoding skills; and
- Rapid naming.

If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. Subsequent dyslexia evaluations may be administered by licensed professionals, including psychologists, psychometrists, and speech language pathologists licensed in accordance with law and the Mississippi Department of Education where applicable.

If a student fails the screener, the school district, in its discretion, may perform a comprehensive dyslexia evaluation; such evaluation must be administered by any of the licensed professionals identified above.

If a parent or legal guardian of a student who fails the dyslexia screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by any of the licensed professionals identified above.

The resulting diagnosis of the subsequent evaluation shall be accepted by the school district for purposes of determining eligibility for placement within a dyslexia therapy program within the current school or to receive a Mississippi Dyslexia Therapy Scholarship for placement in a dyslexia program in another public school or nonpublic school. Dyslexia Scholarships are available for students in grades 1 through 12 who have been properly screened and diagnosed with dyslexia.

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

Legal Reference: Mississippi Code of 1972 Annotated Section '37-173-15

EMERGENCY DRILLS

Each school shall have a current disaster plan and will conduct regular safety/emergency drills to include but not be limited to bomb threat, earthquake, fire, and tornado. The principal will be responsible for conducting drills in accordance with the [Mississippi School Safety Manual](#).

FERPA

The Family Educational Rights and Privacy Act (FERPA) 20 USC §1232g affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's 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 high school level. Students to whom the rights have transferred are "eligible students". These rights are as follows:

- Parents or eligible student 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 their record 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 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;
- 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 the 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. After parents and eligible students have been notified, they will have two (2) weeks to advise the school district in writing to the Superintendent's office of all items they refuse to permit the district to designate as directory information. ([See Policy JRAB](#))

FIRST AID AND EMERGENCY PROCEDURES

In the event of an illness, accident or emergency in the classroom, on the campus, or any area of the school, the following procedures shall be followed:

1. The person responsible shall notify the office and the nurse. (Principal, Assistant Principal, Secretary)
2. The injured party will not be moved unless they are in a life-threatening situation.
3. The office or nurse will notify the paramedics (if necessary).

4. The office or nurse will make every effort to notify the parent/guardian.
5. If treatment beyond the ability of the paramedic is required, arrangements will be made to transport the injured party to the appropriate facility.
6. Emergency first aid treatment for minor injuries will be obtained in the office and/or the school nurse's clinic. (Minor cuts, scrapes and bruises, etc.)
7. In the event the injured or sick need to rest or remain still while waiting, he/she will be placed in the nurse's room with appropriate supervision.
8. An Accidental Injury Report will be submitted to the office.

FOOD AND DRINK

Students are permitted to eat breakfast, lunch, and snacks in designated areas of the school. Healthy food choices are encouraged. Fast Food may not be delivered or brought in for lunch. Food or drinks may not be taken out of the cafeteria or commons.

Students are permitted to carry water with them during the school day provided that it is in a closed container. No other beverages are permitted, including coffee or energy drinks.

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.

GIFTED PROGRAM

Clarksdale Municipal School District supports gifted education as an integral part of the district's overall educational offering. The district will include provisions for the needs of gifted students.

Clarksdale Municipal School District will conduct an annual screening for all second-grade students

within the district. The screening of second grade students will be one of the methods used to identify potential recipients of gifted education services.

Clarksdale Municipal Schools recognizes the Regulations for the Gifted Education Program in Mississippi, 2006, and will remain in compliance.

Clarksdale Municipal Schools recognizes Gifted Education as an integral part of the district's overall educational offering; therefore the following programs are offered:

- Identification of intellectually gifted students' grades 2nd – 8th
- Potentially disadvantaged gifted students
- Potentially twice-exceptional students

[See Policy IDE](#) for more information.

INSURANCE

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 families.

INTERVENTION PROCESS FOR ACADEMICS AND BEHAVIOR

The Mississippi Department of Education requires that each school has an instructional model designed to meet the needs of every student. One aspect of the model includes three tiers of instruction: Tier I: ALL students receive high quality classroom instruction and supports for academics and behavior, Tier II: ALL students receive high quality classroom instruction and supports for academics and behavior with supplemental instruction for identified skill deficits, and Tier III: ALL students receive high quality classroom instruction and supports for academics and behavior with intensive intervention for multiple identified skill deficits. Teachers will use progress monitoring information to a) determine if each student is making adequate

progress; b) identify any student as soon as he or she is falling behind; and c) modify instruction early enough to ensure that every student master essential skills. Monitoring of student progress is an on-going process that may be measured through informal classroom assessment, benchmark testing, and large-scale assessments.

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a teacher support team in accordance with the process developed by the Mississippi Department of Education (MDE). 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 designate by the TST, and
- Supported by data regarding the effectiveness of interventions

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two (2) weeks. No later than eight (8) 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(s) 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:

1. Grades K-3: A student has failed one (1) grade.
2. Grades 4-12: A student has failed two (2) grades.
3. 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
4. A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment; or
5. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act.

MEDICAL INFORMATION

Asthma and Anaphylaxis Child Safety Act

The school board of each local public school district and the governing body of each private and parochial school or school district shall require students with asthma to have a School Asthma Plan on file and permit students the self-administration of asthma and anaphylaxis medication. '37-11-71

In accordance with the Mississippi Asthma and Anaphylaxis Child Safety Act, the school board of each local public school district and the governing body of each private and parochial school or school district shall adopt a policy authorizing a school nurse or trained school employee to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.. MS Code 37-11-71 ([See Policy JGCDA](#))

Each school may maintain a supply of auto-injectable epinephrine prescribed by a doctor in the name of the school system or the individual school to be maintained for use when deemed necessary. Schools that maintain a supply of auto-injectable epinephrine shall require at least one (1) employee to receive training from a registered nurse or a licensed medical physician in the

administration of auto-injectable epinephrine. MS Code 37-11-71

COMMUNICABLE DISEASES (Policy JGCC)

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

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 a parent/guardian contacted. It is **important** that the school have the correct, current telephone numbers where a parent/guardian or designee can be reached. The school personnel can only administer simple first aid at school

HEAD LICE (Policy JGCC)

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. ' 41-79-21 (1999)

IMMUNIZATIONS AND VACCINATIONS (Policy JGCB)

It is unlawful for any child to attend school without first meeting the State of Mississippi's vaccination requirement. '41-23-37 Every student must present a certificate of immunization compliance from his/her doctor or from the health department. Certificates of vaccination shall be issued by local health officers or physicians on forms specified by the Mississippi State Board of Health. These forms shall be the only acceptable means for showing compliance with these immunization requirements, and the responsible school officials shall file the form with the child's record.

If a child shall offer to enroll at a school without

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

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

Failure to enforce the provisions of this Section shall constitute a misdemeanor and upon conviction be punishable by fine or imprisonment or both. ' 41-23-37 (1983) [\(See Policy IGCB\)](#)

MEDICATION TAKEN AT SCHOOL

If a student has to take medicine during the school day, the parent **MUST** bring the medicine to school. **No student is to keep medication in his possession at school or carry medicine to school on the bus.** If a student is in possession of medication (over the counter or prescription), he/she will be subject to disciplinary action.

School personnel will only dispense medicine that 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. The school district employs school nurses; however, there is not a nurse for every school site. The district will do its best to ensure 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. [\(See Policy IGCD\)](#)

MESSAGES/SCHOOL TELEPHONES

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.

PARENTAL SUPPORT

There is greater potential for a student's success when there are open lines of communication between home and school. Parents should feel free to call or visit the schools at any time. There are established procedures in place for classroom visits and conferences 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 name and number 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.

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, their child, or any other students.

PARENT/TEACHER CONFERENCES

If parents wish to have a conference with a teacher or administrator, they may call the school and a convenient time will be arranged. Conferences between parents and teachers are encouraged. Conferences will be scheduled before or after school or during the teacher's planning period.

PHYSICAL EDUCATION

The Mississippi Healthy Schools Act mandates:

- 150 minutes per week of physical activity-based instruction K-8
- 45 minutes per week of health education, K-8
- Requires ½ Carnegie Unit of physical education for graduation, 9-12
MS Code 37-13-134

[\(See Policy ICI\)](#)

PROXIMITY TO CAMPUS

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 policy may transport a student to the detention center. Every effort will be made to contact the parent/guardian when a student has been arrested.

- 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
- 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.

SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of the Clarksdale Municipal School District to provide education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Individuals with Disabilities

Act. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Due process rights to students with disabilities and their parents, as set forth under Section 504, the Americans with Disabilities Act, and Individuals with Disabilities Act will be enforced.

Ms. Bridney Skipper, has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Clarksdale Municipal School District's non-discrimination policies, the filing of grievances, and requests for grievance procedures regarding discrimination on the basis of disability. [\(See Policy IDHBB\)](#)

Ms. Bridney Skipper
526 S. Choctaw
Clarksdale, MS 39571
662-627-8500

SCHOOL BOARD MEETINGS

The Clarksdale Municipal School District operates under the governance and guidance of a Board of Trustees. Regular meetings of the Board of Trustees are generally held on the 3rd Thursday of every month at 5:00 p.m. at the school district's Central Office. These meetings are open to the general public. Persons wishing to address the Board of Trustees must request to do so in writing in advance of the meeting. Student matters and personnel matters are treated confidentially and are therefore not addressed in open session.

SPECIAL EDUCATION

Mississippi law mandate free appropriate public educational services and equipment for exceptional children in the age range three (3) through twenty (20) for whom the regular school programs are not adequate and to provide, on a permissive basis, a free appropriate public education, as part of the state's early intervention system in accordance with regulations developed in collaboration with the agency designated as lead agency under Part C of the Individuals with Disabilities Act.

The Clarksdale Municipal School District will provide special education programs in accordance with provisions of the Mississippi Code, and with applicable federal legislation and regulations, including the Education of All Handicapped Children Act of 1975, the Rehabilitation Act of 1973 and the State Department of Education Plan for special education. ([See Policy IDDE](#))

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.

TEXTBOOKS

Textbooks/E-books 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 spaces are provided at some CMSD schools. Students who damage or destroy books/e-readers 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 the book or e-reader. ([See Policy ICFA](#))

WITHDRAWAL FROM SCHOOL

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

- The student's parent/guardian must be present at the school to withdraw a student.

- The parent/guardian must know the name and location of the new school and complete the necessary paperwork.
- The principal, counselor, teachers, and MSIS personnel must sign off on the withdrawal form.

GRADING POLICY

Report card grades are computed in the following manner:

The average for each nine weeks will be determined by weighing the average of all test scores at a rate of 50% and weighing the average of all assignment (homework, class work, and independent work) grades at a rate of 50%.

The average for each semester and the school year will be determined as follows:

1. The semester average will be determined by the average of both nine weeks' grades.
2. The yearly average will be an average of the final grade for the two semesters.

EXPLANATION OF GRADES FOR K – 12th

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

Transfer 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.

Each progress report will include a conduct grade, which represents the teacher's evaluation of the student's conduct in class.

EXPLANATION OF CONDUCT GRADES

E = Excellent
G = Good
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

For students who receive instruction through the regular education program but an alternate or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individualized Education Program (IEP). Grades given will be based on the mastery of objectives/benchmarks outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. The student's progress report and report card will reflect that these grades are based on objectives/benchmarks outlined on the student's IEP. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s).

[\(See Policy IHAA\)](#)

HONOR ROLL REQUIREMENTS

SUPERINTENDENT'S HONOR ROLL (Grades K-12)

A student must be on grade level in all subjects. All numerical grades on the report card should be A's.

PRINCIPAL'S HONOR ROLL (Grades K-12)

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 (Grades K-12)

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.

KINDERGARTEN PHILOSOPHY AND GOALS

The kindergarten program shall reflect an 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 involving problem-solving, decision-making, questioning, evaluating, and discovering.

The realistic goals for kindergarten education are as follows:

- Develop a positive self-concept
- Intensify intellectual growth
- Enlarge world of people, experiences, ideas, and things
- Increase competence and skills in reading, writing, listening, thinking, and speaking
- Increase the skills involved in physical coordination
- Increase competence in dealing with emotional feelings and social situations
- Develop cooperative trusting relationships
- Develop natural curiosity and creative potential

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

- Children learn as total persons (emotionally, physically, and intellectually)
- Children go through similar stages of development, but at individual rates
- Children learn through their senses (hearing, seeing touching, tasting, and smelling)
- Children learn through active involvement (exploring, playing, manipulating, and problem-solving)
- Children learn through attitudes as well as through content; therefore, attention should be given to methods, emotional climate, environment, and teacher-child interaction.

- 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.

The Kindergarten Readiness Assessment (MKAS²) 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-old student 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 3rd grade.

Parent/teacher conferences shall be conducted two (2) 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.

MISSISSIPPI ACADEMIC ASSESSMENT PROGRAM (MAAP)

The Mississippi Academic Assessment Program (MAAP) is designed to measure student achievement on the Mississippi College- and Career-Readiness Standards (MS CCRS) for English Language Arts, Mathematics, and Science to provide valid and reliable results to guide instruction through data driven instruction.

MKAS2 – Pre-K and Kindergarten Readiness Assessment

- Pre- and Post-test required for all Pre-K and kindergarten students.

Mississippi Academic Assessment Program (MAAP)

- Grades 3-8, English Language Arts and Mathematics
- Grades 5-8, Science

National Assessment of Education Progress (NAEP)

- Assessment in grades 4, 8, and 12 in reading, mathematics, science, and foreign language
- School sampling

English Language Proficiency Test (ELPT)

- Assessment administered to all served English Learners (EL)

PROMOTION AND RETENTION

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.

Kindergarten students must score 70% or higher on the kindergarten exit exam to be promoted to first grade.

For a student to be promoted to the next grade in grades 1 through 4, 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.

A student who scores at the lowest two achievement levels in reading on the established state-wide assessment for 3rd grade will not be promoted to 4th grade unless the student qualifies for a good cause exemption.

For a student to be promoted from grade 5 to grade 6, 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.

REPORT CARDS/PROGRESS REPORTS

Report Cards are issued each nine-week intervals. Mid-term reports are issued at 4½ 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.

ACCEPTABLE USE POLICY

The Clarksdale Municipal School District is pleased to offer students and staff members access to the district's computer resources including the Internet. The use of technology is an integral part of the mission of the Clarksdale Municipal School District.

To make sure that all members of the Clarksdale Municipal School District community are aware of these rules for technology use, the school district asks that each student's parent or guardian:

1. Read the district acceptable use policy <https://tinyurl.com/cmsdaup>
2. Discuss the importance of adhering to the district's acceptable use policy.
3. Contact the Director of Information and Technology Services if there are any questions.

Ms. Amanda Bell
526 S. Choctaw
Clarksdale, MS 38614
(662) 627-8500

BULLYING

The Board of Trustees of the Clarksdale Municipal School District prohibits bullying or harassing behavior of students, school employees, or volunteers. (HB 263- A) The Clarksdale Municipal School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

1. 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 education, including but not limited to 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.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school. (HB 263 - 6)

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 a disruption to the operation of 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 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. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited. (HB 263 - B)

The Clarksdale Municipal School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

"Reasonable action" includes, but is not limited to, promptly reporting bullying or harassing behavior

to a teacher, principal, counselor, or other school employee.

These procedures shall be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. For procedures to report a complaint, [see Policy JDDA](#).

BUS CONDUCT

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

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

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

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

While riding a school bus, students must conform to all rules of conduct as established by Policies [JCA, JCB, JCBD, JCB, JCBF, and JCDAD] and the student code of conduct adopted by their schools. The principal shall provide to each

student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

Loading and Unloading:

Be at your assigned loading zone on time.

Exercise extreme caution in getting to and from your assigned bus stop.

Look in both directions before stepping from behind parked cars.

Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.

Do not play on or near the road while waiting for the bus to arrive.

Look in both directions before crossing any roadway.

Never walk on the road when there is a sidewalk or pathway.

Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.

Wait until the bus comes to a complete stop before trying to load and unload.

Use the handrail while getting on and off the bus.

If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.

When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

Riding the Bus

Do not distract the driver's attention other than when necessary.

1. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
2. Keep head, hands, and articles inside the bus.
3. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
4. Do not use profane language or make obscene gestures.
5. Do not fight or scuffle.
6. Be courteous to and follow the instructions of your bus driver and safety patrol.

7. Do not strike or threaten the bus driver.
8. Do not make excessive noise.
9. Do not throw objects inside or outside the bus.
10. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
11. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
12. Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," ' 97-32-25 thru 97-32-29. [\(For details refer to sample policy JCB - Code of Conduct.\)](#)

DRUGS AND ALCOHOL

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law shall be subject to automatic suspension and recommendation for expulsion by the Superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in Policy JCAA Policy. In the event of violation of this policy, all reporting requirements of Policy JCBE shall be applicable. [\(See Policy JCDAC\)](#)

SUSPENSION/EXPULSION

As provided by statute, the superintendent has the power, authority, and duty to delegate student disciplinary matters to appropriate school personnel. ' 37-9-14 (r)

The superintendent and principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the

superintendent or principal, renders that pupil'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, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence. The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. ' 37-9-71 [\(See Policy JDD\)](#) and [Policy JDE](#)

DUE PROCESS FOR SUSPENSION/EXPULSION

A student who has been suspended for more than ten (10) days or expelled has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians, or attorneys for the student or for the Board. The following procedures provide notice and the opportunity to be heard in such matters.

The superintendent of schools and the principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or on school property, as defined in the Mississippi Code of 1972 Section 37-11-29, on the road to and from school, or at any school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil'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, or for any reason for which such pupil might be suspended, dismissed or

expelled by the school board under state or federal law or any rule, regulation or policy of the school district.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to

- a due process hearing,
- be represented by legal counsel, to present evidence and,
- cross-examine witnesses presented by the district.
- The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence. The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing.

All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

The superintendent or designee shall establish procedures for informal and formal hearings consistent with this policy.

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817) ([See Policy JCAA](#))

IN-SCHOOL DETENTION/SUSPENSION

In-School detention/suspension (ISD) is a disciplinary measure used for minor rule infractions and is an alternative to out of school suspension. The principal or assistant principal are the only individuals authorized to assign a student to ISD. 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.

CORPORAL PUNISHMENT

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

The policy of the Clarksdale Municipal School District 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. Corporal punishment will be administered by the 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 the child. No student will be allowed to return to class until a parent/guardian has come to the school to assist in arriving at a satisfactory solution to the problem.

If parents have not filed an object within two (2) weeks from the day a student enters school, the school will operate according to the laws of the State of Mississippi and the board policies of the Clarksdale Municipal School District. A written objection must be filed **each school year.** ([See Policy JDB](#)) and ([Policy JCD2](#))

DISCIPLINE PLAN

1. The superintendent shall develop a discipline plan which, upon board approval, shall be implemented and distributed to each student enrolled in the district. The parents, legal guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline plan.
2. All discipline plans shall include, but not be limited to, the student code of conduct required by Policy JCB - Code of Conduct and the following statements:
 - a. A parent, guardian or custodian of a compulsory-school-age child enrolled in this District shall be responsible financially for his or her minor child's destructive acts against school property or persons.
 - b. A parent, guardian or custodian of a compulsory-school-age child enrolled in this District may be requested to appear at school by the school attendance officer or an appropriate school official, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
 - c. Any parent, guardian or custodian of a compulsory-school-age child enrolled in this District who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
 - d. A parent, guardian or custodian of a compulsory-school-age child enrolled in this district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon them under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to

exceed an amount as provided by law.

4. This District shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such a child has been removed by court order or decree.
5. A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian, or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

The board shall have its discipline plan and student code of conduct legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. ([See Policy JDA](#))

CLASS I DISCIPLINE INFRACTIONS

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:

- Verbal assault on another student (bullying included)
- Being in possession of gambling paraphernalia
- Use of profane language
- An inappropriate public display of affection (stroking, kissing, touching, etc.)
- Cutting detention hall
- Dress code violation
- Cutting class
- Possession of electronic devices (iPods, CD players, cell phones, etc.)

- Other misconduct which the principal or his/her designee may deem to fall in this category.

AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS I DISCIPLINE INFRACTIONS

- Warning from teacher during a teacher-student conference and/or parent contact
- Referral to counselor with parent contact
- One (1) or two (2) days of in-school suspension (depending on the severity); parents are notified as to the behavior and the consequences of further misconduct
- One (1) or two (2) days of after-school detention (depending on the severity); parents are notified as to the behavior and the consequences of further misconduct
- Conference with administrator, teacher, parent, and student
- Two (2) to three (3) days of out of school suspension
- Possessions/use of electronic devices at school is: 1st offense – confiscation and returned to parent; 2nd offense – confiscation returned to parent at the end of the school year. Refusal to give electronic device to CMSD employee is 5 days out of school suspension or other appropriate actions as deemed necessary by the principal.

NOTE: Any student receiving out of school suspension 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

Class II acts of misconduct include those student infractions which are somewhat more serious than Class I and their effect on the safe and orderly process of school program. 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
- 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 their 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 (10) 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) days suspension pending a recommendation for expulsion
- Loss of privileges to all school activities (i.e., field trips, assemblies, athletic events, etc.)
- Parents/guardians and/or students will be responsible for total restitution for any injury to others requiring medical attention, items, stolen or damaged
- Other appropriate actions as deemed necessary by the principal

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 conduct involving their child. Parents who willfully fail to attend a properly notified conference may be guilty of a misdemeanor. MS Code Ann. § 37-11-53.

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 (10) 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

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.

- Habitual violations of Class I and/or II discipline infractions (three or more violations)

- Unauthorized possession, use, or distribution of drugs or alcohol and other related paraphernalia
- Possession or use of tobacco products and paraphernalia
- Fighting (three or more students involved)
- Stealing
- Bullying
- Extorting
- Arriving on campus or at a Clarksdale Municipal School District function under the influence of drugs or alcohol
- Habitually visiting other schools without permission/trespassing
- Use of obscene manifestations or sexual propositions (verbal or written) toward another person
- Defiance/insubordination or use of obscene language to any Clarksdale Municipal School District employee
- Threatening assault or intimidating a district employee or a student (bullying-gang related included but not limited to)
- 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
- Vandalizing school property (non-gang or gang related)
- Assault or threatened assault upon Clarksdale Municipal School District employees
- Possession or threat of possession of firearms or any other weapon (real or replica)
- Making a bomb threat or setting off a fire alarm
- Use of fireworks
- Any misconduct which the principal or their designee may deem to fall in this category.

Gang insignia, signs, symbolic dress, drawing, pictures, or gang related activity will not be tolerated. The 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 action.

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. Setting off a fire alarm will result in disciplinary action.

AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS III DISCIPLINE INFRACTIONS

- Suspension from school for ten (10) days or recommendation for long-term placement at the alternative school.
- Parents/guardians and/or students will be held liable for total restitution for any injury to others requiring medical attention, items stolen or damaged
- Loss of privileges to all school activities (i.e., field trips, assemblies, athletic events, etc.)
- 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 ten (10) days and may cause for a recommendation for expulsion).

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

RESTRAINT AND SECLUSION POLICY

The Clarksdale Municipal School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Miss. Code Ann. §37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to

effectively debrief students after the use of restraint or seclusion.

In any situation in which a student is a danger to themselves or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

Restraint

Physical restraint is an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. When physical restraining for students who are a danger to themselves or others, staff should take precautions necessary to ensure the safety of the student and the staff members engage in restraining the student.

- Physical restraints that restrict the flow of air are prohibited in all situations
- Use of mechanical restraints is prohibited, except by law enforcement
- Use of chemical restraints is prohibited

Seclusion

The use of seclusion occurs in a specially designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of their behavior. ([See Policy ICBA](#))

SEARCH AND SEIZURE

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.

SEXUAL HARASSMENT

Requirements

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

Searches Permitted

- Person, possessions, and lockers
- Desks, other school property
- Vehicles
- Canine searches
- Group searches
- Strip searches

Disciplinary Action

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

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 as a result of the search. [\(See Policy JCDA\)](#)

Students in the Clarksdale School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Students are encouraged to report any incidents of sexual misconduct to a teacher or administrator. Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Any student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or expulsion from school.

Reporting, Investigation, and Sanctions

This complaint procedure shall provide a process for filing, processing, and resolving complaints on such matters. 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. Within 5 days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals' offices and from the Title IX Coordinator.

1. Within 2 days from receipt of the written complaint, the Title IX Coordinator shall notify the respondent
2. Within 5 days, the respondent shall be required to respond in writing to the Title IX Coordinator.
3. Within 5 days from receipt of the respondent's response, the Title IX Coordinator shall provide an initial response to the complainant

- and respondent, stating initial conclusions of fact and proposed action, if any.
4. Within 5 days of receiving the initial response, the complainant or respondent may request, in writing, a hearing on the matter.
 5. Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student's principal, or employee's supervisor, superintendent and other appropriate witnesses, if applicable.
 6. Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be before an unbiased panel of 3-5 District employees.
 7. Within 5 days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.
 8. Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, principal or supervisor and superintendent.
 9. If the complainant or respondent is not satisfied with the decision, he/she may request a review by the superintendent. The request for such a review must be made in writing to the Title IX Coordinator within 5 days of receipt of the Panel's decision.
 10. Upon receipt of a request for review by the superintendent, the Title IX Coordinator shall notify the superintendent of such request and submit to the superintendent the record of the hearing, the Panel decision and all related documents.
 11. Within 10 days of notice of request for review, the superintendent shall review the record and Panel decision and shall issue a decision. The superintendent may concur in the findings and recommendations of the Panel or may make alternate findings and recommendations. The superintendent shall have his decision provided to the Title IX Coordinator, complainant, respondent and the principal or supervisor within the 10-day period.
 12. Within 5 days of the receipt of the superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review by the school board to the Title IX Coordinator.
 13. Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing school board to be held at the Board's next regular or special meeting, but in no event more than 30 days from such request. The Title IX Coordinator shall provide the board members with copies of the hearing record, all investigation reports, the Panel decision, the superintendent's decision and all related documents.
 14. Within 30 days of the request for review, the board shall review the hearing record, all investigation, all reports, the Panel decision, the superintendent's decision and all related records. The review is not a hearing, and no party has the right to present further witnesses or other evidence or to examine any witness or party. However, the board may, in its discretion, permit statements of limited duration from the complainant or his representative and the respondent or his representative. All usual rules of board procedure shall apply. Furthermore, the board may, in its discretion, require that the review be conducted in closed or executive session.
 15. Within 10 days of the review, the board shall issue a final written decision. The board may concur in the findings of the superintendent and direct that the recommended actions be taken or may make alternate findings and direct appropriate actions be taken by the superintendent or other appropriate administrator. The decision of the board is final.
[\[See Policy JB\]](#) and [\[Policy JB-P\]](#)
- REF: Title VII of the Civil Rights Act of 1964, as amended, Section 703.
- REF: Title IX of the Education Amendments of 1972. (Title IX contact person- Director of Federal Programs (662) 627-8500

CODE OF CONDUCT

Good student conduct and discipline are basic to the ability of the school to offer a productive learning environment. Students and parents/guardians 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 school grounds, at all school-related activities, and going to and from school.

Students in the Clarksdale Municipal 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

[\(See Policy JCB\)](#)

STUDENT CODE OF CONDUCT

The Board of Trustees has adopted these standards expecting the support of parents/guardians 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/guardians are requested to encourage their children to participate 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 student the training and opportunity to take their place in a democratic society. On rare occasions, principals may make exceptions to these guidelines for special events, i.e., 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 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/guardians. 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.

[\(See Policy JCA\)](#)

VIRTUAL LEARNING STUDENT CONDUCT

CMUSD students will be expected to demonstrate appropriate behavior while participating in virtual classes. Parents should monitor their child's digital activity and learning.

- 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.
- Students should find a quiet place in the home to login to class daily.
- Respect each student's right to learn.
- Demonstrate respect towards the teacher.

- When students are attending a live session, they must mute their microphone so that no student's background noise interferes with instruction.
- Have paper, pencil, and any other supplies ready to use for class.
- Written or verbal dialogue within the classroom will be appropriate grade level language; "text language" is unacceptable. Any form of profanity/vulgarity is prohibited.
- 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.
- 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.

APPENDIX A – STATE LAW STATUTES

SECTION 8 OF SENATE BILL 2239 – FAILURE TO ATTEND A SCHEDULED CONFERENCE

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE CODE

SEC. 37-13-91. Compulsory school attendance requirements generally; enforcement of law.

- (1) This section shall be referred to as the "Mississippi Compulsory School Attendance Law."
- (2) The following terms as used in this section are defined as follows:
 - a) "Parent" means the father or mother to whom a child has been born, or the father or mother by whom a child has been legally adopted.
 - b) "Guardian" means a guardian of the person of a child, other than a parent, who is legally appointed by a court of competent jurisdiction.
 - c) "Custodian" means any person having the present care or custody of a child, other than a parent or guardian of the child.
 - d) "School day" means not less than five (5) and not more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.
 - e) "School" means any public school in this state or any nonpublic school in this state which is in session each school year for at least one hundred eighty (180) school days, except that the "nonpublic" school term shall be the number of days that each school shall require for promotion from grade to grade.
 - f) "Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.
 - g) "School attendance officer" means a person employed by the State Department of Education pursuant to Section 37-13-89.
 - h) "Appropriate school official" means the superintendent of the school district, or his designee, or, in the case of a nonpublic school, the principal or the headmaster.
 - i) "Nonpublic school" means an institution for the teaching of children, consisting of a physical plant, whether owned or leased, including a home, instructional staff members and students, and which is in

session each school year. This definition shall include, but not be limited to, private, church, parochial and home instruction programs.

- (3) 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, except under the following circumstances:
- a) When a compulsory-school-age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
 - b) When a compulsory-school-age child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.
 - c) When a compulsory-school-age child is being educated in a legitimate home instruction program the parent, guardian or custodian of a compulsory-school-age child described in this subsection, or the parent, guardian or custodian of a compulsory-school-age child attending any nonpublic school, or the appropriate school official for any or all children attending a nonpublic school shall complete a "certificate of enrollment" in order to facilitate the administration of this section. The form of the certificate of enrollment shall be prepared by the Office of Compulsory School Attendance Enforcement of the State Department of Education and shall be designed to obtain the following information only:
 - i. The name, address, telephone number and date of birth of the compulsory-school-age child;
 - ii. The name, address and telephone number of the parent, guardian or custodian of the compulsory-school-age child;
 - iii. A simple description of the type of education the compulsory-school-age child is receiving and, if the child is enrolled in a nonpublic school, the name and address of the school; and
 - iv. The signature of the parent, guardian or custodian of the compulsory-school-age child or, for any or all compulsory-school-age child or children attending a nonpublic school, the signature of the appropriate school official and the date signed.
 - v. The certificate of enrollment shall be returned to the school attendance officer where the child resides on or before September 15 of each year. Any parent, guardian or custodian found by the school attendance officer to be in noncompliance with this section shall comply, after written notice of the noncompliance by the school attendance officer, with this subsection within ten (10) days after the notice or be in violation of this section. However, in the event the child has been enrolled in a public school within fifteen (15) calendar days after the first day of the school year as required in subsection (6), the parent or custodian may at a later date enroll the child in a legitimate nonpublic school or legitimate home instruction program and send the certificate of enrollment to the school attendance officer and be in compliance with this subsection.
 - vi. For the purposes of this subsection, a legitimate nonpublic school or legitimate home instruction program shall be those not operated or instituted for the purpose of avoiding or circumventing the compulsory attendance law.
- 4) An "unlawful absence" is an absence during a school day by a compulsory-school-age child that is more than thirty-seven percent (37%) of the instructional day, as fixed by the school board for the school at which the compulsory school-age child is enrolled, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. This subsection shall not apply to children enrolled in a nonpublic school. Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee:
- a) An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district or

- his designee. These activities may include field trips, athletic contests, student conventions, musical festivals, and any similar activity.
- b) An absence is excused when the absence results from illness or injury which prevents the compulsory school-age child from being physically able to attend school.
 - c) An absence is excused when isolation of a compulsory school-age child is ordered by the county health officer, by the State Board of Health, or appropriate school official.
 - d) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory school-age child. The immediate family members of a compulsory school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
 - e) An absence is excused when it results from a medical or dental appointment of a compulsory school-age child where an approval of the superintendent of the school district or his designee is gained before the absence, except in the case of emergency.
 - f) An absence is excused when it results from the attendance of a compulsory school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
 - g) An absence may be excused if the religion to which the compulsory school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
 - h) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence, but the approval shall not be unreasonably withheld.
 - i) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory school-age child's nonattendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
- 5) Any parent, guardian, or custodian of a compulsory school-age child subject to this section who refuses or willfully fails to perform any of the duties imposed upon him or her under this section or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with Section 97-5-39. Upon prosecution of a parent, guardian, or custodian of a compulsory school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a prima facie case that the child's parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian, or custodian of the requirement for the child's enrollment or attendance.

MS ADULT TOBACCO USE ON EDUCATIONAL PROPERTY ACT OF 2000

The act known and cited as “Mississippi Adult Tobacco Use on Educational Property Act of 2000” prohibits the use of tobacco on school property or at school-related events.

DEFINITIONS

1. Adult: any natural person at least 18 years old.
2. Minor: any natural person under the age of 18 years old.
3. Person: any natural person.
4. Tobacco product: any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
5. Educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term “educational property” shall not include any 16th Section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance

PENALTY FOR VIOLATION

No person shall use any tobacco product on any educational property as defined in this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows:

1. For the first conviction, a warning;
2. For a second conviction, a fine of \$75; and
3. For all subsequent convictions, a fine not to exceed \$150 shall be imposed. MS Code §97-32-25- 97-32-29 (2000)

The Clarksdale Municipal School District prohibits the use of smokeless tobacco products on district property, including in buildings, on grounds, and in district-owned vehicles.

PREVENTION OF SCHOOL VIOLENCE ACT

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY MS Code 97-37-17

"EDUCATIONAL PROPERTY"

A public or private school building, bus, campus, grounds, recreational area, athletic field or other property owned or actually used or operated for school purposes.

"STUDENT"

A minor or adult enrolled in or suspended or expelled within the last 5 years from a public or private school, college or university.

FELONY

\$5,000 and/or 3 years for possession of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess same.

MISDEMEANOR

\$1,000 and/or 6 months for possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving), any sharp-pointed or edged instrument (except instruction supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), or to causing, encouraging or aiding a minor to possess same.

No student may possess or carry, openly or concealed, a gun, rifle, pistol or other firearm on school property if the firearm is in a vehicle and the person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

Exceptions to the weapons prohibition include weapons used only for educational or school-sanctioned ceremonies, carried by persons as authorized by law, kept in a home school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a "legitimate weapon related sports activity."

DISTURBANCE BY TUMULTUOUS OR OFFENSIVE CONDUCT

MS Code 97-35-9

A person who willfully disturbs the peace of any family or person by an explosion of gunpowder or other explosive substance, or by loud or unusual noise, or by any tumultuous or offensive conduct, shall be punished by fine or imprisonment, or both; the fine not to exceed one hundred dollars, and the imprisonment not to exceed six months in the county jail.

DISTURBANCE BY ABUSIVE LANGUAGE OR INDECENT EXPOSURE

MS Code 97-35-11

Any person who enters the dwelling house of another, or the yard or curtilage therefore, or upon the public highway, or any other place near such premises, and in the presence or hearing of the family or the possessor or occupant thereof, or of any member thereof, makes use of abusive, profane, vulgar or indecent language, or is guilty of any indecent exposure of his or her person at such place, shall be punished for a misdemeanor.

PUBLIC PROFANITY OR DRUNKENNESS

MS Code 97-29-47

If any person shall profanely swear or curse, or use vulgar and indecent language, or be drunk in any public place, in the presence of two (2) or more persons, he shall, on conviction thereof, be fined not more than one hundred dollars (\$100.00) or be imprisoned in the county jail not more than thirty (30) days or both.

DISTURBANCE IN PUBLIC PLACE

MS Code 97-35-13

Any person who shall enter any public place of business of any kind whatsoever, or upon the premises of such public place of business, or any other public place whatsoever, in the State of Mississippi, and while therein or thereon shall create a disturbance, or a breach of the peace, in any way whatsoever, including, but not restricted to, loud and offensive talk, the making of threats or attempting to intimidate, or any other conduct which causes a disturbance or breach of the peace or threatened breach of the peace, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not more than five hundred dollars (\$500.00) or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

DISTURBANCE OF THE PEACE

MS Code 97-35-14

(1) Any person who disturbs the peace, or the peace of others, by violent, or loud, or insulting, or profane, or indecent, or offensive, or boisterous conduct or language, or by intimidate, or seeking to intimidate any other person or persons, or by conduct either calculated to provoke a breach of the peace, or by conduct which may lead to a breach of the peace, or by any other act, shall be guilty of a misdemeanor, and upon

conviction thereof, shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment in the county jail not more than six (6) months, or both.

(2) The provisions of this section are supplementary to the provisions of any other statute of this state.

STATE STATUTES PERTAINING TO BULLYING OR HARASSING BEHAVIOR

1. **Cyberstalking** – Miss. Code Ann. § 97-45-15: Unlawful to use electronic mail or other communication for threats, repeated harassment, knowingly making false statements intended to threaten, terrify or harass, **or to knowingly permit an electronic device under the person's control to be used for any purpose under the statute.** Felony – up to 2 years imprisonment, \$5,000 fine.
2. **Obscene Electronic and Telecommunications** – Miss. Code Ann. § 97-29-45: Unlawful to: make obscene, lewd or lascivious comments, requests, proposals or suggestions with intent to abuse, annoy, intimidate, threaten terrify, or harass; fail to disclose identity in a telecommunication with intent to annoy, abuse, intimidate or harass; repeated telecommunications intended to harass; **knowingly permit a computer or telephone under a person's control to be used for any purpose prohibited under this statute.** First Offense: Up to 6 months imprisonment, \$500 fine
3. **Posting Injurious Messages** – Miss. Code Ann. § 97-45-17: Unlawful to post a message through use of any communication, including the Internet or a computer or other electronic communications (e.g. text messaging) for the purpose of causing injury to a person. Felony – up to 5 years imprisonment, \$10,000 fine
4. **Threatening a Student** – Miss. Code Ann. § 97-11-20: Unlawful to intimidate, threaten, or coerce by force or threats of force any student for the purpose of interfering with the right of student to attend classes. Misdemeanor: Up to 6-month imprisonment, \$500 fine
5. **Photographing or Filming in Violation of Expectation of Privacy** - § 97-29-63: Unlawful to film, photograph, record another person in a place where the person is in a state of undress and has a reasonable expectation of privacy (e.g. bathroom, locker room). Felony: Up to 5 years imprisonment, \$5,000 fine
6. **Online Impersonation** – Miss. House Bill 552: Unlawful to knowingly and without consent impersonate another actual person through or on an Internet website or by electronic means for purposes of harming, intimidating, threatening or defrauding another person. Misdemeanor: Punishable by a fine of not less than \$250 nor exceeding \$1,000 or by imprisonment for not less than 10 days nor more than one year, or both.
7. **Accessory Crimes/Directing or Causing a Minor to Commit a Felony** –
 - *Accessory Before the Fact: Miss. Code Ann. § 97-1-3:* Every person who is an accessory to a felony, before the fact, shall be deemed a principal and shall be punished as such.
 - *Accessory After the Fact: Miss. Code Ann. § 97-1-5:* Every person who knowingly helps conceal, aid or assist a felon with intent to help the felon avoid arrest, conviction or punishment. Penalty: Up to 5 years imprisonment or \$1,000 fine.

Directing/Causing Minor to Commit a Felony - § 97-1-6: Any person over the age of 17 who shall direct or cause any person under the age of 17 to commit a crime which would be a felony if committed by an adult commits a felony. Penalty: Felony, up to 20 years imprisonment, \$10,000

APPENDIX B – STUDENT FORMS

MEDICAL AUTHORIZATION FORM

CLARKSDALE MUNICIPAL SCHOOL DISTRICT PARENT AUTHORIZATION AND INDEMNITY AGREEMENT

The undersigned parent/s or guardian/s of _____, a minor child, has requested personnel of this school district to administer prescription medicine to this student. This request has been made for my/our convenience as a substitute for parental administration of this medicine. It is understood that school personnel administering the medicine will not have to have medical or nursing training.

I /We forever release, discharge and covenant to hold harmless the School District, its personnel and Board of Trustees from any all claims, demands, damages, expenses, loss of services and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss or damages of any kind resulting from the administration of the prescription medicine.

The undersigned agree to repay the school district, its personnel or Trustees any sum of money, expenses, or attorney's fees that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child as a result of the administration of medicine.

I have read the foregoing release and indemnity agreement and fully understand it.

Executed this the _____ day of _____, 20_____.

Parent or Guardian

Witness

Parent or Guardian

Witness

HARASSMENT/BULLYING INCIDENT REPORT FORM



[Insert School Name]

Harassment/Bullying Incident Report Form

Date: _____ Time: _____ Room/Location: _____

☐ Staff ☐ Student(s) Initiating Bullying/Harassment

Grade: _____

Class: _____

Grade: _____

Class: _____

Grade: _____

Class: _____

☐ Staff ☐ Student(s) Affected:

Grade: _____

Class: _____

Grade: _____

Class: _____

Type of Harassment alleged:

☐ Racial ☐ Sexual ☐ Religious ☐ Other _____

Check all spaces below that apply. Inappropriate behaviors observed by adult witnesses include:

☐ Name Calling	☐ Spitting	☐ Stalking
☐ Demeaning comments	☐ Inappropriate gesturing	☐ Stealing
☐ Staring/leering	☐ Damaging property	☐ Writing/graffiti
☐ Shoving/pushing	☐ Threatening	☐ Hitting/kicking
☐ Hitting/ridiculing	☐ Flashing a weapon	☐ Inappropriate touching
☐ Intimidation/extortion	☐ Cyberbullying	☐ Other _____

Describe the incident:

☐ Yes, the incident involved physical injury ☐ No, physical injury was not involved

Names of witnesses: _____

Physical evidence: ☐ Graffiti ☐ Notes ☐ E-mail ☐ Web sites _____
☐ Video/audiotape ☐ Other _____

Staff Signature: _____ Title: _____

Parent(s) Contacted: Date: _____ Time: _____

Administrative action taken:

APPENDIX A

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of the reporter/person filing the report: _____

Note: reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior ☐ Reporter (not the target) ☐

Check whether you are a: ☐Student ☐Staff member (specify role) _____
☐Parent ☐Administrator ☐Other (specify) _____

Your contact information/telephone number: _____

3. If student, state your school: _____

4. If staff member, state your school or work site: _____

5. Information about the incident:

Name of Target (of behavior) _____

Name of Aggressor (person who engaged in the behavior) _____

Date(s) of Incident(s) _____

Time When Incident(s) Occurred _____

Location of Incident(s) (be as specific as possible) _____

6. Witnesses (list people who saw the incident or have information about it)

Name _____ ☐Student ☐Staff ☐Other _____

Name _____ ☐Student ☐Staff ☐Other _____

Name _____ ☐Student ☐Staff ☐Other _____

7. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used) Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

8. Signature of Person Filing this report: _____ **Date:** _____
(Note: reports may be filed anonymously)

9. Form Given to: _____ **Position:** _____ **Date:** _____

Signature: _____ **Date received:** _____

APPENDIX A

II. INVESTIGATION

Investigator(s) _____ Position(s) _____

Interviews:

☐ Interviewed aggressor Name _____ Date _____

☐ Interviewed target Name _____ Date _____

☐ Interviewed witnesses Name _____ Date _____

☐ Interviewed witnesses Name _____ Date _____

☐ Interviewed witnesses Name _____ Date _____

Any prior documented incidents by the aggressor? ☐ Yes ☐ No

If yes, have incidents involved target or target group previously? ☐ Yes ☐ No

Any previous incidents with findings of BULLYING RETALIATION ☐ Yes ☐ No

Summary of investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

Finding of bullying or retaliation:

☐ Yes

☐ No

☐ Bullying

☐ Incident documented as _____

☐ Retaliation

☐ Discipline referral only _____

Contacts

☐ Target's parent/guardian Date _____ ☐ Aggressor's parent/guardian Date _____

☐ District Equity Coordinator Date _____ ☐ Law Enforcement Date _____

Action Taken

☐ Loss of privileges ☐ Detention ☐ Suspension

☐ Community service ☐ Education ☐ Other _____

Describe Safety Planning:

Follow-up with target: scheduled for _____ Initial and date when completed _____

Follow-up with aggressor: scheduled for _____ Initial and date when completed _____

Report forwarded to Principal: Date _____

Report forwarded to Superintendent: Date _____

(If principal was not the investigator)

Signature and Title: _____

Date: _____