

# JEFFERSON DAVIS COUNTY SCHOOL DISTRICT



## Jefferson Davis County School District Student/Parent Handbook 2024-2025

ELEMENTARY SCHOOL STUDENT HANDBOOK

**Bassfield**

**Prentiss**

**Superintendent of Education: Mr. Isaac Leon Haynes, Jr.**

**District Directory Information****Mr. Isaac Leon Haynes, Jr., Superintendent of Education**

P.O. Box 1197, 1025 Third Street

Prentiss, MS 39474

Office: 601-792-4267

Fax: 601-792-2251

**Board of Education**

Shari Bryant, District 1

Nadine Thompson, District 3

Yvon Norwood, District 5

Bobby Wilson, Vice President District 2

Shonda Burre, President, District 4

**ADMINISTRATION****Deputy Superintendent Instructional Programs and Operations**

Dr. Jason McLeod

**Assistant Superintendent, Director of Exceptional Education, DTC and Title IX Coordinator**

Dr. Subrina Mason

**Director of Federal Programs**

Devonshae Harrien

**Chief Financial Officer**

Markeshia Hammond

**Human Resource/Accountant**

Brenda Walker

**Director of Technology**

Dr. Rena Hilton

**Director of Food and Nutrition**

Latrice Williams

**Athletic Director**

Lance Mancuso

**Chief of Police**

Chief Anthony Sims

**JEFFERSON DAVIS COUNTY SCHOOLS****Carver Elementary School**

Vanessa Brown, Principal

**381 Williamsburg Road, P. O. Box 460**

Bassfield, MS 39421 Phone: 601-943-5251

**J.E. Johnson Elementary School**

Johnnel Stewart, Principal

**150 J. E. Johnson Road P. O. Box 1408**

Prentiss, MS 39474 Phone: 601-792-8338

**Jefferson Davis County Middle School**

Dr. Crystal Haynes, Principal

**2429 Mississippi Ave.**

Prentiss, MS 39474 Phone: 601-792-1450

**Jefferson Davis County High School**

Dr. Spurgeon Banyard, Principal

**891 Bass-Burkett Road, P.O. Box 370**

Bassfield, MS 39421 Phone: 601-943-5391

**Dennis W. Fortenberry Career Center**

Shelia Jefferson, Director

**Hwy 42 East, P.O. Box 70**

Carson, MS 39427 Phone: 601-792-5005

**Alternative School/Academic Success Center**

Mr. Willie Armstrong, Director

**11 Vo-Tech Road**

Carson, MS 39427 Phone: 601-792-4888

**Transportation**

Terry Hathorn

**1750 N. John Street**

Prentiss, MS 39474 Phone: 601-792-5659

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**Jefferson Davis County School District**  
 P.O. Box 1197 - 1025 Third Street  
 Prentiss, Mississippi 39474-1197  
 PHONE (601) 792-4267 FAX (601) 792-2251



Superintendent of Education: Mr. Isaac Leon Haynes, Jr.

July 18, 2024

Dear Parents/Legal Guardian:

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

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

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

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

If you have questions, please feel free to contact Ms. Devonshae Harrien, at the following phone number (601) 792-2703.

Sincerely,

Mr. Isaac Leon Haynes, Jr.  
 Superintendent of Education

### MISSION OF THE DISTRICT

The Jefferson Davis County School District promotes a rigorous, safe, and nurturing environment in which students are empowered to achieve their full intellectual and social potential by combining high standards, discipline, and character education, with a commitment to individualism, creativity and diversity as students prepare to contribute to our global society.

### VISION STATEMENT

Students in the Jefferson Davis County School District will achieve life-long learning, reach proficiency in academic areas, and contribute to our community in a positive manner.

### DISTRICT GOALS 2024-2025

Jefferson Davis County School District will:

1. Improve the reading levels and literacy levels of all students.
2. Continue to increase attendance, decrease tardiness and lower student dropout rates.
3. Implement programs and activities to improve student test scores statewide.
4. Create a climate of high expectations for all students, staff and parents to ensure college and career readiness through innovative technological advances.

## **DISTRICT HIGHLIGHTS**

### **Curriculum Enhancements**

- Reading Programs (Curriculum Development Teams)
- Assessment(s) Uniform for District
- Scientific Research Based (Renaissance Learning, Compass Learning and NWEA)
- Depth of Knowledge/Differentiated Instruction
- Remedial/Recovery Efforts
- District Wide Assessment for Math, Science, Language Arts, and Writing, MAPP (Universal Screening, State Practice Assessment, Accelerated Reader (AR) and TABE (middle & high school)
- Gifted Education in Grades 2-6
- Tech Prep in Grades 7-12
- Band in Grades 6-12
- Senior Exit project
- Fresh Start Academy

### **Technology**

- School and District Wide Internet Accessibility
- IC III Certification for Teachers and then for Students

### **Partnership Activities/Community and Parent Involvement**

- Parent Connect Ed.
- Parent Academy(ies)/Workshop(s)
- Newsletter/The Prentiss Headlight/Info
- Active PTA
- Booster Clubs
- Teacher and Staff Appreciation Programs/Recognition
- Teacher and Student Incentive Programs
- Collaborative Mental Health Services
- Improve Relationship between Business and Industry
  1. Chamber of Commerce
  2. Grandparent's Day
  3. Run for the Roses
  4. Relay for Life
  5. Red Ribbon Week
  6. Community Relations Luncheon

### **Co-Curricular Activities**

Spelling Bee  
Athletics

Science Fair  
Reading Fair

**NOTICE  
DRUG FREE SCHOOLS**

The JEFFERSON DAVIS County School Board resolves to have the most Drug Free School environment possible. The District and School Board through its Administration and Police Department will vigorously seek out those who use, sell or come to school under the influence of drugs or alcohol. Students who violate the School District Policies in regard to use, possession, or sale of drugs will be subject to the strongest discipline to include alternative school placement and expulsion. The District will be using its own drug dog to conduct drug searches on a regular basis at all of its schools.

**Model Notification of Rights under FERPA  
For Elementary, Middle and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are the following:

(1) The right to inspect and review the student's education records within 45 days of the day the school receiving a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

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



### **Emergency Closing of School**

The Superintendent of Education, with the approval of the JEFFERSON DAVIS County Board of Education, is authorized to close all schools in the system because of the death, resignation, or sickness of any employee or employees or because of any other emergency necessitating the closing of the schools. The Superintendent may close schools or dismiss them early in the event of hazardous weather or other emergencies which threaten the safety or health of students or employees of the schools. Make-up days due to unscheduled closure of the schools shall be set at the discretion of the JEFFERSON DAVIS County Board of Education in order to meet state requirements of days in session.

### **Organization Of The District/Grievances And Conflict Resolution**

The Jefferson Davis County School District operates two school zones, one center for technical education, and an alternative school at the Vocational Center. Schools are under the direct supervision and control of the principal, who acts as final authority in all matters at the school. Parents/Guardians/Students who are aggrieved by a school decision or action should present their grievance in writing to the principal. Any parent further aggrieved may appeal, in writing, to the Jefferson Davis County School Board. The grievance must be set forth in writing so that there is clarity in managing the grievance and so that an appropriate response may be given. In cases where a grievance is submitted, the appropriate administrator shall provide a response and document such response in a timely manner.

### **Family Safety Information**

The safety of each child is a primary concern of the Jefferson Davis County School District. Our school district has spent considerable time and effort planning and practicing safety and security measures appropriate for dealing with major critical incidents. Every school has a school safety plan. Teachers, staff, and students participate in appropriate training covering a variety of potential crises. The school district employs School Resource Officers that are assigned to all schools. The school district works closely with city and county law enforcement, the Emergency Management Agency, and other public safety departments.

We ask our families for support and assistance with our safety plan. At the beginning of the school year, review the student handbook with your children. Make sure they know the expectations the school has for their academic and social behavior. Talk to your children about the things they like at school, as well as the things that may cause them some concern. Talk to school personnel about these concerns so that they may be addressed. During the year you may hear your children discussing various drills that may occur on campus. We regularly participate in fire and weather drills, as well as lockdown and evacuation drills. It is important that you provide the school with up-to-date phone numbers and addresses, as well as vital medical information. In the event a crisis should occur at school, please be aware of the following procedures:

- Tune into the following media: WDAM-TV, and WJDR 98.3 FM. They will notify the community of school closings and possible evacuation sites.
- Please do not call the school. We will need to keep communication lines open for emergency responders.
- Please do not come to the school unless instructed to do so by the media. It is important to keep roadways clear for emergency responders.
- If the school is in a lockdown, students will stay on campus in a secure classroom. Teachers and school personnel have received extensive training in lockdown procedures. No one will be allowed to enter during lockdown.
- If the school must be evacuated, students will be evacuated to an alternate location, which will be released to you through media resources.
- No student will be released until everyone is accounted for and the superintendent's office authorizes the release.
- No student will be released until the authorized parent or legal guardian signs him or her out.

It is important that you trust and work with your school and emergency personnel in the event of a crisis so that these individuals can accurately implement the procedures that they have trained on throughout the year. Thank you!

### **General District Information/Policies**

#### **The School Day for District Schools**

The following school day times are followed at the schools in the school district in accordance with the varying class schedules and bus route plans for the centers:

<u>School</u>	<u>Classes begin</u>	<u>Classes end</u>
Carver Elementary	8:00 a.m.	3:00 p.m.
J.E. Johnson Elementary	8:00 a.m.	3:00 p.m.
Jefferson Davis County Middle School	8:00 a.m.	3:00 p.m.
Jefferson Davis County High School	8:00 a.m.	3:20 p.m.

\* A student is tardy to school if the student arrives any time after the tardy bell for first period or after the student's first class begin. Any student who is tardy to school MUST and report to the appropriate office before going to his/her assigned class.

### **Operation of the District on a Non-Discriminatory Basis**

The Jefferson Davis County School District offers educational/vocational opportunities on a non-discriminatory basis in compliance with the requirements of the following federal civil rights legislation: Title VI, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Public Law 108-446 of 2004. Further, the Jefferson County School District offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, or disability. Upon request, a copy of the Jefferson Davis County Board of Education's policy regarding compliance with these federal legislative mandates may be obtained from the Office of the Superintendent or any other school district administrative office.

The Jefferson Davis County School District will not discriminate on the basis of disability in admission to, access to, or employment in its programs and activities or in the treatment of the individual to the extent provided by law.

Dr. Su'Brina Mason, Director of Exceptional Education has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Jefferson Davis County School District's nondiscrimination policies, the filing of grievances, and the requests for copies of grievance procedures covering discrimination on the basis of disability: She may be reached at (601) 792-5441.

The Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices of the school district. To ensure the district's compliance with Section 504 as it applies to students with handicaps, the district has adopted specific policies regarding procedures in the event an individual wishes to file a complaint or grievance. This established procedure is available to the public upon request and is posted in administrative offices.

### **Title IX**

The Jefferson Davis County School District is committed to compliance with the *Title IX of the Education Amendments of 1972*. The School District's Title IX Compliance Officer is Dr. Su'Brina Mason whose address is Jefferson Davis County School District, Post Office Box 1197, Prentiss, MS 39474 and whose office is located at 1025 Third St, Mississippi. The School District has a Grievance Procedure which is used to report possible gender inequity in respect to the School Districts sports offerings.

### **Title IX Grievance Procedure**

1. When any person believes his or her rights under *Title IX* have been violated he or she must state *in writing* the nature of the complaint with the Title IX compliance officer who will respond to said complaint within ten (10) school days;
2. If the complaining party is not satisfied with the *Title IX* Compliance Officer's response, the complaining party may appeal to the Superintendent of Education within ten (10) school days *in writing*;
3. The Superintendent of Education will respond to the complaining party's appeal within ten (10) school days;
4. If the complaining party is not satisfied with the Superintendent of Education's response, the complaining party may appeal to the Jefferson Davis County Board of Education within ten (10) school days *in writing*;
5. The Jefferson Davis County Board of Education will make a final decision on the complaint at the next regularly scheduled Board of Education meeting.

### **Enrollment of Students**

In order for a child to enroll in the Jefferson Davis County School District, the student's parents/guardians must provide the information listed below each year. Upon receipt of this information, the school administration will make the appropriate classroom assignment.

1. Two proofs of the child's residence in accordance with the Student Verification of Residence Policy and state law.
2. A CERTIFIED birth certificate for the child.
3. A proper immunization report issued through the family physician or through the health department.
4. Evidence of the student's social security number.
5. A student not living with a parent must present official documentation as to guardianship status.  
Failure to present the required documents at the time of registration will result in the student being denied enrollment.

A child must have reached the age of five (5) on or before September 1 of the year of enrollment in order to enroll in the district's kindergarten program. In order for any child to enroll in first grade, the child must have reached the age of six (6) on or before September 1 of the year of enrollment. Board Policy- JBC

### **Residence with Legal Parent/Guardian Affidavit Required**

Any new student entering the Jefferson Davis County School District must reside with his/her natural parent(s) or a court-approved legal guardian who resides in the Jefferson Davis County School District in order to be enrolled in any school in the

Jefferson Davis County School District. Requests are reviewed on a case-by-case basis; however, the District generally will not accept a new student who does not meet this requirement. The superintendent may grant a temporary enrollment under certain circumstances.

### **Verification of Student Residence Required**

The Mississippi State Board of Education adopted a verification of student residence policy on April 20, 1990. The definition of student residence for school attendance purposes is that the student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district. This policy requires that all school districts absolutely verify a student's residence for determination as to whether the student may legally attend a school in the district.

The Jefferson Davis County School District must verify residence on each student to be enrolled. Post office box numbers are not acceptable for verification purposes. A street address/name must be provided. Two current proofs of residence are required each year of the current school year. Home visits may be made to verify residence by a Compliance Officer. Documentation may include:

- |                                    |                              |
|------------------------------------|------------------------------|
| 1.) Filed homestead exemption form | 4.) Mortgage documents       |
| 2.) Lease agreements               | 5.) Utility bills            |
| 3.) Tax receipts                   | 6.) Other Official Documents |

#### **Driver licenses will not be accepted.**

Any student whose residence is not cleared through the district using the proper procedure as adopted by the state board will be denied enrollment. When questions arise regarding a student's legal residence, the school may request additional confirmation of information in order to meet the requirements of state law. Such additional confirmation may include but not be limited to the requirement that the parent/guardian present a car tag receipt from the Jefferson Davis County Tax Assessor. Board Policy- JBC

#### **Request for Transfer Between District's**

**Jefferson Davis County School District has a "no release policy", with regards to children that live in Jefferson Davis County. Students that live in Jefferson Davis County School District will not be allowed to attend schools in surrounding counties except required by law. Board Policy- JBCDA**

#### **Student Transfers into the District**

Any student transferring into the district must provide sufficient proof of residence in accordance with the Student Verification of Residence Policy (Board Policy JBC). Additionally, students must meet the requirements of state law as they pertain to transfers. All transfers from out of the district must be approved by both the Jefferson Davis County School Board and by the school board of the student's home district according to law.

The district does not accept students from schools or programs (including tutorial, home-study, or correspondence) that are not accredited by the state or regional agency without first administering standardized tests and/or special tests to determine proper placement of students and/or the validity of Carnegie units being presented for graduation. The district office should be contacted regarding transferring students and the appropriate Application for Transfer must be completed.

The district does not accept students who have been expelled from another school/school district until such time as the expulsion period assigned by the other school/district has ended. Any student transferring into the JDCSD who was in an alternative school program in the transferring district will automatically be placed in the JDCSD alternative program until such time as JDCSD personnel can make a decision as to proper placement.

#### **Students Transferring into the District who reside out of the District**

Parents/Guardians of students approved to transfer into the Jefferson Davis County School District under the provisions and procedures set forth in Sections 37-15-29 and 37-15-31 of the Mississippi Code of 1972, Annotated, as amended, shall be required to submit a tuition payment to the Office of the Superintendent at the beginning of each school year or at the time the student is approved to attend school in Jefferson Davis County. Board Policy- JBC

If the Jefferson Davis County School District's Board of Education acts to accept an out-of-district student when properly released from the resident district, such approval shall be with the stipulation that the parent/guardian shall be responsible for transportation of the student to and from the school of attendance in Jefferson Davis County.

The tuition payment requirement shall not apply to those students who live out of the district but who attend a JEFFERSON DAVIS County School and whose parent(s) are employed as either certified or non-certified personnel and who have been approved to attend a JEFFERSON DAVIS County school under the provisions of Section 37-15-31 (Subsection 1 a & b) Mississippi Code of 1972, Annotated as amended. Board Policy- JBC

### **Transfers and Proper Withdrawal from School of Attendance**

When a student transfers either from or within the district, **he/she must properly withdraw from the school he/she is leaving.** Withdrawal shall be processed through the principal's office and all books, fines, or other obligations that the student has with the transferor school must be cleared before the student will be considered properly withdrawn.

### **Student Change of Address or Other Personal Information**

The importance of emergency information of each student cannot be over-emphasized. The school must have accurate access to a student's home address, names of responsible parties, and telephone numbers where those parties may be reached at any time when the student is at school. Parents must notify the school when there is a change of address or any change in the above-stated information.

### **McKinney-Vento**

To be in compliance with the federal law, McKinney-Vento, Jefferson Davis County School District has a policy to support students in grades K-12 who are lacking a fixed, regular, and adequate nighttime residence. Money has been designated in the Title I, Part A CFPA to assist the needs of these students. For more information on this policy, refer to the Jefferson Davis County School District's website under the heading of Academic Office and Federal Programs or request a copy of the policy from your child's school. Board policy JQN

### **School Records**

Transcripts or student records will be released to other agencies if students or parents sign a written request for such release to be made and/or according to state law and/or federal regulations. A student or his/her parent(s) or legal guardian(s) may view his/her personal school record upon request made to the appropriate school principal. Any corrections needing to be addressed may be presented to the principal in writing and will be considered for correction. In the event of student transfer, a student's transcripts or records will be forwarded to the receiving school upon receipt of a proper request from the receiving school.

Section 9528 of the ESEA, 20 U.S.C § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub.L. No. 107-107), require LEAs to:

\* Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and

\* Provide students' names, addresses, and telephone listings to military recruiters when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

A student and his/her parent(s) or legal guardian(s) have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of the Family Education Rights and Privacy Act (FERPA). The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Copies of School Records**

The schools of JEFFERSON DAVIS County shall furnish one free copy of school records/transcripts to graduates. Thereafter, an administrative fee of \$1.00 per copy of official records may be charged.

### **Special Programs and Services in the District**

#### **CHILD NUTRITION PROGRAM - APPLICATIONS AND OPERATIONS**

**The Child Nutrition Program will require all families to have a lunch application on file. This application is necessary part of the District's effort to continue to serve free meals to all students. Lunch applications will be distributed to all students on the first day of school. These are family application. Only one application is required per family.**

**If parents do not wish to send the application by the child, the application can be mailed to Child Nutrition, P.O. Box 1197, Prentiss, MS 39474.**

**Child Nutrition's goal is to provide nutritional meals to our students. Child Nutrition will create menus which provide students with approximately one-third of the Recommended Dietary Allowance (RDA) which includes a variety of offerings students will like to eat.**

**Special Diet Requirements:**

- Regulations permit substitutions for children with special needs.
- A statement from a physician supporting a student's condition and prescribed substitution must be submitted to the Child Nutrition Department as soon as diagnosed.
- A medical statement for food allergies is required for each school year.

USDA allows one meal per student for reimbursement. Meal prices are as follows:

Adult Breakfast	\$ 2.84	Adult Lunch	\$ 4.84
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**BOARD POLICY**

The JEFFERSON DAVIS County School District, in compliance with USDA (United States Department of Agriculture) regulations has adopted the following policies in connection with the Child Nutrition Program:

**1. CLOSED CAMPUS - Students are not allowed to leave during their lunch break, or are they allowed to send for other purchased food items during lunch. This includes any food related events held prior to 1:00 p. m.**

**2. NO CARBONATED beverages (packaged in any form) are allowed in the cafeterias under any circumstances by student or adult.**

**3. Any extra sales offered from the Child Nutrition Department as defined by USDA are: any food items which are nutrient dense, or a part of the daily menu requirement.**

**\* Milk/milk products (ice cream) must meet USDA standards and are the only extra sales items sold to students without the purchase of a school meal in Elementary and High School only.**

**\* Extra sales for elementary/high school students are allowed only after a meal is purchased (in accordance with USDA standards).**

\* All schools have to implement the *offer versus serve* provision in which five (5) meal components are offered. Students can choose all 5 of the lunch components but must choose a minimum of three (3) meal components in order for it to be considered a reimbursable lunch. Students are offered four meal components at breakfast and may choose all four but must choose at least three components to be considered a reimbursable meal. Students who receive a tray are allowed to purchase extra items. Students who bring their lunch are allowed to purchase milk.

\* All Faculty/Adults who purchase a meal and choose to add an extra entrée **will be charged** for an additional entrée.

\* Adults may pay cash on a daily basis or payment may be made in advance by the week, month, or year. Balances for unused meals will rollover until funds have been used.

**THE FOLLOWING POLICIES ARE STRICTLY ENFORCED IN ACCORDANCE WITH THE JEFFERSON DAVIS COUNTY SCHOOL DISTRICT WELLNESS POLICY:**

1. All class celebrations are to be held after breakfast and one hour prior to lunch and after the last lunch period is over.
2. Healthy (nutrient dense) food selections are strongly encouraged for snacks, party food, fundraisers, and all food sales.
3. The sale of candy is discouraged, since it is unhealthy.
4. All food sold must be nutrient dense. (See Wellness Policy for guidance.) The district offers advanced pay methods in addition to daily payment of lunch adult and breakfast prices.

**PAYMENT PROCEDURES:**

- Personal checks cannot be cashed.
- Checks will be accepted for breakfast and lunch sales only.
- Credit/charge for breakfast and lunch is prohibited.

**Note:**

\* The Child Nutrition Department accepts personal checks for payment of meals; if a check is returned from the bank, for any reason, the check will be re-deposited onetime only.

\* All second returned checks will result in loss of checking privileges.

\* All NSF checks must be cleared in a timely fashion or the check will be turned over to the bad check unit of the District Attorney's Office.

## Guidance Programs

The district's guidance program is part of the total educational process. School counselors hold the philosophy that all individuals are important, that they are responsible for their own behavior, and that they can plan for their future when given specific assistance. **Guidance services are available in each school in the JEFFERSON DAVIS County School District. Counselors may help students with personal, educational, or vocational problems. Information is kept in confidence.**

## School Visitation/Conferences (Blue Chair)

The acronym "Blue" representing Building, Learning, Understanding, and Enthusiasm, will be the theme for this proposal. Parents and school patrons are encouraged to visit the schools; however, such visitation must be appropriate and properly scheduled. Teachers are allocated time to meet with parents and parents should contact the principal or assistant principal if they desire a conference.

When a parent is contacted for a conference pertaining to academic concerns, it is the parent's responsibility to attend the conference in order to benefit the child's progress. (Section 37-11-53) Classroom visits by school-aged students shall not be allowed in any of the county's schools. Other persons wishing to visit a school or specific class **MUST REPORT TO THE SCHOOL'S ADMINISTRATIVE OFFICE UPON ARRIVAL AND RECEIVE PROPER CLEARANCE.** Excessive visitation is discouraged.

## Library Services

Library services are available at each school for student research and study. Teachers and students are encouraged to make use of the school libraries. Arrangements for special use of library materials should be made with the librarian in charge of the library area.

## ***GIFTED EDUCATION PROGRAM***

### Mississippi Gifted Education Act

"The Mississippi Gifted Education Act mandates that each public school district within the state provide gifted education programs for intellectually gifted students in grades 2-6. These programs must be designed to meet the individual needs of gifted students and shall be in addition to and different from the regular program of instruction provided by the district." Artistically, creatively and academically gifted programs are optional and subject to the approval of the State Board of Education.

## PHILOSOPHY

The philosophy of the program for Parachute in JEFFERSON DAVIS County believes that intellectually gifted students deserves a challenging curriculum that will enable each student to reach his/her potential in life based on that student's interests, gifts, dreams, goals and talents. We believe that effective instruction is created in an environment that not only permits learners to interact with their gifted peers, but also nurtures self-directed learning, flexibility, decision making, thinking skills, and divergent thinking. This classroom environments nurtures the cognitive (thinking), affective (social and emotional) needs, and values. It is the hope of the program that our culturally diverse students will develop a lifelong passion for imaginative and autonomous learning. In turn, these students will enrich our community through the contributed of their abundant lives.

## OUR MISSION

The mission of the JEFFERSON DAVIS County School District's Parachute (Intellectually Gifted) Program is to offer differentiated learning experiences to the intellectually gifted students that will meet their special needs.

### Goals of the Parachute Program are as follows:

- To provide students with those activities which emphasize the process of learning rather than content; divergent thinking rather than convergent; exploration of ideas through creative problem solving; and reasoning skills
- To provide students with a diversity of learning experiences, including instructional methods, materials, and activities
- To provide opportunities for the students to grow in their understanding of themselves and others

## REFERRAL POLICY FOR Parachute

Placement of gifted students is governed by specific state mandated policies pertaining to test scores and other criteria. Student must qualify through a sequential multifactorial referral process to be eligible for gifted services. The referral process may be initiated by a teacher, parent, student, or peer.

The assessment team report and recommendation profile are sent to the District Local Survey Committee for determining eligibility according to criteria set forth by the state guidelines. Once criteria are met and a written eligibility ruling has been made, the student is eligible to be placed in the Parachute program. The parent must give written consent to place the student in the program. No student is placed without a proper eligibility ruling and consent for placement.

## **HOMEWORK/CLASSWORK**

“Gifted students in grades 2-6 may not be required to make-up class work missed when they are scheduled to be in the gifted classroom. Gifted students shall be held accountable for demonstrating mastery of concepts and information on regularly scheduled tests. It should be noted that some gifted students will not be high academic achievers for a variety of reasons. It is not reasonable to expect intellectually gifted students, artistically gifted students, and/or creatively gifted students, by virtue of having been granted one of those gifted eligibility rulings, to make all A’s and B’s.

Participation in the Gifted Education Program is an entitlement, not a reward under state law, The Mississippi Gift Education Act of 1989. Therefore, the student should remain in the gifted program as long as they are being successful in the program. Grades and/or success in the regular education program is the responsibility of the regular classroom teachers and should not be considered as a reason for removal from the gifted program.” (Excerpt from Mississippi State Regulations for Gifted Education Programs)

### **Homework**

\*Teachers should make assignments according to the needs and interests of students where possible.

### **Students with Disabilities Programs**

In accordance with the Individuals with Disabilities Education Improvement Act (I.D.E.I. A., 2004), programs for students with disabilities are based on the philosophy that every child be provided the opportunity to participate in a program that is planned, adopted, and conducted with the training and opportunity needed to assume a meaningful place in society. Special programs are designed to equip each student with the attitudes, skills, abilities, and knowledge that make it possible for students to develop individually. In keeping with this philosophy, the following placements are offered:

Regular classroom, Resource classroom, Full-time special class, Community-based services,

Special school, Residential facility, Home/hospital placement, Day Care and Head Start.

Under federal and state regulations, students may be assessed for eligibility under one of the following eligibility categories only:

Mental Retardation, Emotional Disability, Multi-Disability, Orthopedic Impaired, Hearing Impaired, Visually Impaired, Developmentally Delayed, Specific Learning Disability, Other Health Impaired, Speech Language Impaired, Traumatic Brain Injury, Autism and Deaf-Blind.

The JEFFERSON DAVIS County School District Pre-School Program serves children ages 3-5 who qualify as developmentally delayed in two of the following four areas: cognitive, language, motor, social, emotional and self-help. This program follows the same calendar as the regular school program, operates on one-half days, and is located in Prentiss and Bassfield.

Questions regarding this program should be directed to Dr. Su’Brina Mason, Director of Exceptional Education at 792-5441. Special and related services are also offered to infants and toddlers who are developmentally delayed. Services are provided in the child’s home, daycare center, or other community settings.

### **Title I Services**

Title I funds provide schools with extra resources to help improve instruction and to ensure that poor and minority children have the same opportunity as other children to meet challenging state academic standards. JEFFERSON DAVIS County Schools that receive Title I funds are: Bassfield Elementary (Carver), Prentiss Elementary (J.E. Johnson), Jefferson Davis County Middle School and Jefferson Davis County High School.

### **Alternative School Programs**

The district offers an Alternative School Program in compliance with Section 37-13-92 of the Mississippi Code of 1972. In accordance with state law, a student may be assigned to the alternative school program for a variety of reasons as set forth in said code section. Any compulsory-school-age child whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interests and welfare of the students and teacher of such class as a whole may be placed in the alternative school program. A student may be placed in the alternative school by mutual agreement by parent, principal and alternative principal or through a disciplinary referral process. A student placed in alternative school cannot participate in extra-curricular activities.

### **Textbooks**

Jefferson Davis County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

Textbook fines and damage replacement schedule:

**DAMAGE**

Writing/drawing/scribbling in book

Excess wear/damage but still usable

Cover of book damaged

Spine damaged

Water damaged but still usable

Water damaged, not usable

Pages missing, not usable

Obscene writing or drawing on or in the book

Non-returned book

**FINE**

\$1.00 per page

10% of cost of the book

25% of cost of the book

25% of cost of the book

25% of cost of the book

Cost of the book

Cost of the book

Cost of the book

Cost of the book

The superintendent or designee shall established procedures to support this policy. Policy Code: ICFA- Textbook Policy

Textbooks are furnished for student use. Books are issued at the beginning of the school year and are to be returned at the end of the school year. Parents assume full responsibility for issued textbooks, including the proper care of these books. Book covers should be used in order to protect books from damage. Additionally, books transported in book bags where students carry water bottles or any form of liquid, must be placed in a sealed plastic bag. Students who have books that become wet during the school year will be fined according to the damage of the book. Any book with mold, more than half of the pages wet, or the cover damaged by water, will be fined as if the book is unusable. Students are strongly discouraged from abusing books. **ALL BOOK FINES MUST BE PAID BEFORE A STUDENT CAN RECEIVE TEXTBOOKS THE FOLLOWING YEAR.**

All textbooks issued to students are the property of the Jefferson Davis County School District.

**Health and Immunization Policies**

It is imperative that the schools insure that each student is provided with a healthy and wholesome environment for learning. Any student with a communicable illness or infection must be kept at home until the family doctor or health department officer certifies that the student is completely recovered. All students enrolling in kindergarten or 1<sup>st</sup> grade must present an immunization report issued through a family physician or the health department.

**Student Medications at School**

Note: As used in this handbook, the term medication shall mean both prescription drugs and “over the-counter” drugs not requiring a doctor’s prescription.

School personnel shall not provide medication, including both prescription and *over-the-counter* medications, to students. However, school personnel may dispense medication provided by parents with written instructions which include the student’s name, dosage, and dosage schedule as found on the prescription bottle. School personnel will not deviate from the prescribing doctor’s dosage and dosage schedule as written on the prescription bottle. If medication is to be given on a long-term basis, the district form for administering medication at school must be completed before the medication will be dispensed.

For medications that are to be dispensed on a long-term basis, parents/guardians are not to send more than a five-day (5 day) amount of the medication at a time. The school will not store medications in an amount of more than a weekly supply.

Regardless of whether or not a student needs assistance in taking such prescription medications, all such medications must be pre-cleared through the principal/assistant principal of the school if the student has the medication in his/her possession on school grounds.

**Self-Administration of Medication**

According to the MS Code, the JEFFERSON DAVIS County School Board shall permit the self-administration of medication by a student if the student’s parent or guardian:

- a. Provides written authorization for self-administration to the school; and
- b. Provides a written statement from the student’s health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information:
  - i. The name and purpose of the medications;
  - ii. The prescribed dosage;



- iii. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and
  - iv. The length of time for which the medications are prescribed.
2. The statements required in subsection (1) of this section shall be kept on file in the office of the school nurse or school administrator.
  3. The school district or the governing body of each private and parochial school or school district shall inform the parent or guardian of the student that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student by the self-administration of asthma medications. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.
  4. The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following year upon fulfilling the requirements of subsections (1) through (3) of this section.
  5. Upon fulfilling the requirements of this section, a student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school-sponsored child care or after-school programs.

## Head Lice, Pink Eye, Contagious Diseases

### Head Lice

If a student is found to have head lice, the parent/guardian will be contacted and notified to come to the school and pick the student up to be taken home. Parents will be required to furnish evidence of treatment and, upon the child's return to school he/she will be checked prior to being allowed to return to the classroom or assignment. The third time the child shows evidence of head lice infestation (including the presence of nits in the child's hair), the child will not be allowed to return to class and the parent/guardian will be required to bring a note from the Health Department. It is imperative that parents/guardians follow instructions for treatment promptly in order that the student may quickly return to school. If evidence exists that the student continues to be infested with head lice, then the student will be removed from the class to prevent spreading the lice to others, and the parent/guardian will be notified. Board policy JGC and JGCC.

## Compliance with Compulsory School Attendance Law

In all respects, the district shall comply with the requirements of the Mississippi Compulsory School Attendance Law hereinafter called MCSAL) as set forth in Section 37-13-91 of the Mississippi Code of 1972 and the reporting requirements contained therein. When violations of the MCSAL occur, reports are made to the various county school attendance officer, who are employees of the State Department of Education. **The attendance officer's contact number is (601-792- 8330), or you can call the school at 601-792-4581 or 601-943-5251. Board Policy- JBA**

### Implementation of House Bill No. 1530

House Bill No. 1530, enacted by the legislature during the 2013 Session, is an act to amend section 37-13-91, *Mississippi Code of 1972*, to provide that a compulsory-school age child who is absent more than 37% of the instructional day must be considered absent the entire day.

The Mississippi Department of Education (MDE) is providing points of guidance/interpretation for school districts regarding the legislative intent of MS Code 37-13-91, also known as the Mississippi Compulsory School Attendance Law.

The act also revised the definition of the terms *Minimum School and Average Daily Attendance* as such terms used for determining allocations to school districts under the Mississippi Adequate Education Program (MAEP).

The MDE has interpreted that the intent of House Bill No. 1530 is to calculate 63% of the *individual* student's instructional day, not 63% of a school's instructional day. Each individual student's instructional day will vary based on a local school board's policy for early release of high school students, IEP's, dual credit/dual enrollment, participation in extra-curricular activities, etc.

Implementation of House Bill No. 1530 will required each local school district to do the following:

- Define the instructional day for each school so that the 63% of the *instructional day* can be computed for each student within the school, and
- Determining the process will be simple in grades K-5, but more complex for the middle school and high school students.

**In summary, each student must be present for 63% of his or her *individual instruction day* as fixed by the local school board for each school in order to be considered in full-day attendance.**

### **JEFFERSON DAVIS County School Board Attendance Criteria for Receiving Course Credit**

All students attending a JEFFERSON DAVIS County School must attend a minimum of 168 days out of the total scheduled days (180) of school in order for that student to be eligible to receive academic credit for the school year. All absences, other than school activities, those accompanied by a doctor's excuse or due to out of school suspension are counted in the total number of absences allowed. Middle/High School absences are counted for EACH class period, and the student must not miss more than one-half of the class to be counted present.

Please note that all excused absences with the exceptions noted above will count toward the 12 allowable absences.

An absence is excused when there is:

Illness, health reason such as isolation, medical or dental appointment, religious event, court appointment, death of family member, pre-approved travel, education opportunities, absences as approved by Superintendent.

#### **Unexcused Absences**

An absence is unexcused when any of the above excused absences is not applicable. School administrators are authorized to verify the excuses, written or otherwise, and may, in their discretion, determine that an absence is unexcused because the criterion for an excused absence is not present. The Mississippi Compulsory School Attendance Law as set forth in Section 37-13-91 of the Mississippi Code of 1972 defines an "unlawful absence" as an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance.

For purposes of attendance, the suspension days will not be counted towards the total days allowed prior to the student losing credit for the class under the district's attendance policy guidelines as set forth above.

For any absence, the student must bring a note from the parent/guardian or doctor to validate the absence and this note must be presented on the day of the student's return to school. This note must state the days missed, the reason for the absence and be signed by the parent/guardian with a telephone number where the parent/guardian can be contacted for verification. In any event, no doctor's excuse will be considered for deduction if it is not presented within three (3) days of the absence. **It will be the discretion of the administrator/principal when determining how many parent notes a student can turn in per semester.**

**If a student returns from an absence without a note, the absence will be considered unexcused.**

#### **General Procedures**

Students/Parents/Legal Guardians are responsible for keeping up with the student's absences.

Once the student exceeds the allowable days, the principal shall be responsible for timely written notification to the student/parent/legal guardian that the student has excessive absences and has lost academic credit. Even after such notification, the student/parent/guardian will continue to be responsible for presenting the required notes for any further absences incurred and such notes will be placed on file to be considered by the District Review Committee should the student/parent/guardian seek a ruling (exception) from the committee.

At the time the principal notifies the student/parent/guardian that the student has excessive absences, the principal shall also provide the proper form explaining procedures for requesting review by the attendance hearing committee. This form must be completed and returned to the principal within five (5) days.

If the student/parent/guardian requests a review by the attendance hearing committee, the principal shall immediately forward a copy of the request and all available information, including the principal's recommendation, to the committee chairman. The chairman will be responsible for notifying the student/parent/guardian of the time and date of the review.

Failure to appear at the scheduled time without prior notification to the Superintendent will represent a forfeiture of the review.

The review committee will review all statements, both written and oral, from both the school administrator and the student/parent/guardian and in a closed session will make their determination. In most cases, the committee will present its ruling on the day it hears the individual case. In some situations, the committee may feel it needs additional information and may, in its discretion, continue the matter to a special meeting by arrangement.

#### **Make-Up Work-when students have been absent from classes**

In grades K-3 the teacher will assume the responsibility for seeing that the child is notified of required make-up work. In grades 4-6 it is the student's responsibility upon return to school to request of teachers a list of all work assignments missed during the absence. Students must turn in work within the described limits or receive a zero (0) for the work. Work shall be made up within a reasonable time as agreed upon by the teacher and student. The length of the absence, the reason for the absence, and the length of the assignments to be made up will all be considered in determining the time allowed to make up the work missed. The ultimate goal is to have the student successfully complete missed assignments within a time that is both fair to that particular student and fair to other students who were in attendance and have completed the assignments within the regularly specified time. Students with disabilities (under I.D.E.I.A.) must follow the same guidelines for make-up work as other students, unless stipulated on the student's individualized educational plan.

Assignments may be given prior to the child's return to school if the absence is an extended one or in other special circumstances as determined appropriate by the principal.

NOTE: All make-up work must be completed prior to the end of each grading period.

### **Absences and Participation in School Sponsored Activities**

It shall be the policy of the JEFFERSON DAVIS County School Board that students who are absent from school, whether the absence is excused or unexcused, shall not be allowed to participate in any school-sponsored activity occurring on the day and night of the absence. The principal may consider special, extenuating circumstances. Board Policy- JBD

### **Early Dismissal of Students from School**

Students will not leave the school campus or be absent from an assigned class without permission from the principal. Teachers are not authorized to dismiss students from class or from the campus without clearance of an administrator. Dismissal requests from parent/guardians should be presented to the appropriate school office by 8:00 a.m. on the day of the intended dismissal. The decision as to whether the dismissal from classes is excused or unexcused shall rest with the administrator issuing approval for the dismissal.

Parents or their designee must pick up and sign out through the school office students seeking early dismissal. In order to avoid interruption of class activities (except in emergency situations), parent/guardians should not request dismissal prior to the end of the class period. Special situations or emergencies should be handled through the appropriate administrator's office.

**During District Assessment and State Test, Jefferson Davis County School District will not release school early on Wednesdays.**

### **Student Check-out Procedures**

- Parents or guardian may physically come and pick up student (**phone check-out calls will not be accepted**).
- Photo identification will be required to check a student out.
- No lunch check-outs will be allowed unless a doctor's note is presented upon return.

### **Student Tardiness and early pick-up**

In order to promote the concepts of timeliness and responsibility in students, the following policy shall be followed in regard to tardiness:

- \* Students are expected to be in classes promptly. Students are not allowed to be out of class without the permission of the principal/assistant principal.
- \* Students are allowed sufficient time to pass from one class to the next and should not be tardy except in cases of emergency. If an emergency should arise, the student must get an admittance slip from authorized office personnel. In the event the student needs more than the specified time, the student should report to their class first and obtain the permission of the teacher.
- \* An unexcused tardy will result in disciplinary action.
- \* A student is tardy to school if the student arrives any time after the tardy bell for first period or after the student's first class begins. Any student who is tardy to school **MUST** be accompanied by parent/guardian, and report to the appropriate administrative office **BEFORE** going to his/her assigned class.
- \* No student is permitted to enter a class after the tardy bell has rung without an appropriate admittance slip issued through the principal's office.
- \* Tardiness due to personal illness, illness in the family, death in the family, or other emergencies may be approved if a written note or telephone call from the student's parent/guardian or the person responsible for bringing the student to school is presented at the time of arrival. Oversleeping, clock failure, missed rides, etc. will not be excused tardies. In all cases, the principal in charge of issuing the admittance slip may, in his/her absolute discretion, verify any such note or call. There will be a limit of 4 tardies per semester, afterwards, tardies will not be accepted. The 5<sup>th</sup> tardy will be placed on the discipline ladder.
- \* Students in attendance for less than one half a class period/day will be counted absent for that period/day.

School principals are authorized to determine appropriate management and disciplinary techniques to be used when students are tardy to school or classes. Such discipline may include placement of the student on the district discipline ladder.

### **Progress Reporting**

Teachers make an effort to keep parents regularly informed of student progress. Primarily, this is accomplished by sending student work home for parent review, individual notes from teachers to parents, and conferences with parents. Teachers will send formal notification to parents at the end of the fourth (4<sup>th</sup>) week of each nine-week term, and a grade report at the end of each 9-week term. Parents are strongly urged to review any progress reports sent by teachers and to request a conference with the teacher if necessary.

## Grading Determination

- A. A number of factors are used in determining a student's grade, including daily class work, homework, class participation, test grades, promptness in completing work, neatness in preparation of work, special project completion, portfolios, and other factors that allow the teacher to determine the student's level of performance. Many courses follow a class format which emphasizes skills that cannot be measured by paper and pencil work alone but require teacher observation (which includes participation in group work and discussions, following directions, answering questions correctly, being prepared and on time, etc.,) making attendance a factor.

### B. Grading Scale (Grades K-6)

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

- D. There shall be four reporting periods each academic year.
- E. All regular education students in Grades K-8 shall be assessed on the basis of on-grade level work.
- F. In graded programs, a minimum of twelve (12) grades with a minimum of 4 test grades shall be recorded in the teacher's grade book for each student in each academic course or at each grade level during each nine-week reporting period unless the Superintendent grants a written exception.
- G. Term Exams
1. Formal term tests will be required for students in Grades K-6.
  2. Students must take each term test at its regularly scheduled time (block or period scheduled). In the case of emergency or illness the student may take the test upon return to school. In the case of any other pre-approved absence, the student must take the test on the day of return. If a student must be absent during the final term tests in May, he/she must return within 5 school days to take test or student will receive grade as calculated.

### H. Grade Determination

#### Nine Weeks (Grades K-6) Progress Reporting

Student's progress will be reported on the basis of class work, homework, participation, special project, portfolios and other alternative forms of formal and informal assessment.

#### Nine Weeks (Grades 3-6) Progress Reporting

Forty-five percent of the student's grade will be based on major assignments such as unit tests, long-term assignments, and special projects. Forty-five percent of the student's grade will be based on daily/weekly tests or quizzes, class work, homework, class participation, and other daily work. Ten percent will be based on the end-of-term exam.

#### Semester/Yearly (Grades 3-6) Reporting

The semester grade will be based upon the cumulative semester test (10%), the first nine weeks' grade (45%) and the second nine weeks' grade (45%). The yearly grade will be the average of the two semester grades.

- I. Teachers will not assign grades based on student conduct.
- J. During testing, review periods will count as absences toward the number allowed for exemption.
- K. Teachers are expected to grade work using the criteria of completeness, correctness, and neatness. Student effort toward positive success should be considered.
- L. Graded Assignments and Tests-Grading Across the Continuum (Grades 2-6)  
Student assessment practices must afford students with opportunities to score at all levels of the grading continuum (A-F). Evaluation practices shall allow a sufficient number of items to permit a student to satisfy successive grading increments. For example, a test with only five items valued at 20 points each would not be acceptable (unless partial credit for one item was allowed) since the student could not score at all levels on the continuum (A-F). All graded assignments or tests must allow the student to achieve a score between 100-0 at all levels of the grading scale.

Note: Grades awarded to students who have been ruled eligible for services for students with disabilities and who are actively participating in the district's program(s) for students with disabilities shall be based on the attainment of goals and objectives set forth in the student's IEP (Individual Education Plan). Students with disabilities who attend regular classes in order to attempt to receive Carnegie units and who also attend classes for students with disabilities shall be required to meet the same minimum standards in the regular education classes attended as regular education students who are in the class. Accommodations and/or assistance devices may be used as appropriate.

**Example:**

	<b>Tests</b>	<b>Daily</b> (classwork and homework)	<b>Term Exam</b>
<b>T1 =</b>	<b>45%</b>	<b>45%</b>	<b>10%</b>
<b>T2 =</b>	<b>45%</b>	<b>45%</b>	<b>10%</b>
<b><math>\frac{T1 + T2}{2} = S1</math></b>			
<b>T3 =</b>	<b>45%</b>	<b>45%</b>	<b>10%</b>
<b>T4 =</b>	<b>45%</b>	<b>45%</b>	<b>10%</b>
<b><math>\frac{T3 + T4}{2} = S2</math></b>			
<b><math>\frac{S1 + S2}{2} = \text{Final Average}</math></b>			

**Three-Tiered Intervention Process (RTI)**

In order to provide every student in the JEFFERSON DAVIS County School District with equitable opportunities, a Three-Tiered Intervention Process has been established at each school in the district. This process will provide an avenue to assist students who demonstrate difficulties within the school environment and is designed to intervene early before problems escalate. The final step is the Teacher Support Team (TST) where a student's needs are thoroughly analyzed and prescriptive steps are established. Administrators, counselors, teachers, parents, and students are all involved in the process. A detailed description is available in each school's principal's office and in The Office of Academic Education.

**Alternate Grading, Accommodations, Modifications Policy for Students with Disabilities**

In adopting this policy, it is important that all school staff, students, and parents understand the definitions of two important terms, as follows:

**Modifications** are "changes in course content, teaching strategies, standards, test presentations, location, timing, scheduling, expectations, student responses, environmental structuring and/or other attributes which provide access for a student with a disability to participate in a course/standard/test which FUNDAMENTALLY alter or lower the standard or expectations of the course/standard test" (Diana Browning Wright, Teaching and Learning, 2003). Any adaptation is allowed that does not change the course curriculum.

**Accommodations** are "changes in course content, teaching strategies, standards, test presentation, location, timing, scheduling, expectations, student responses environmental structuring and/or other attributes which provide access for a student with/without a disability to participate in a course/standard/test, which DO NOT fundamentally alter or lower the standard or expectations of the course/standard/test" (Wright, 2003).

**Standard #1:** Modifications (changes to curriculum) should rarely be used for any student. If modifications are used for a student with a disability under Individuals with Disabilities Education Improvement Act (I.D.E. I.A. 2004) these should be included in the student's Individualized Education Plan (IEP).

**ESL Program (English as a Second Language)**

Jefferson Davis County School District offers the English as a Second Language program (ESL) in grades K-12 to meet the needs of students whose home or first language is other than English. The goal of the ESL program is to increase student access to quality education while providing guidance and support to other professionals within the school community who are involved in the education of English Language Learner (ELL) students.

In order to determine students' eligibility for the ESL program, all students complete a Home Language Survey when they enter the Jefferson Davis County School District. If this survey indicates use of a language other than English, the students are given an English proficiency test prescribed by the MS Department of Education.

When the test indicates less than full proficiency in English, students are scheduled to receive ESL services

unless the parents choose that they not participate.

Students enrolled in ESL classes participate to the degree reflected in their level of English proficiency. Those who are in the earlier stages of acquiring English have greater need and will usually have a daily ESL class lasting anywhere from 30 minutes (elementary) to a maximum of 90 minutes (high school). Conversely, ELLs in the advanced stages of English proficiency may have class only 2 or 3 times per week or be assigned to work with an ESL tutor for support with the general education curriculum.

ESL classes are not self-contained, and current best practices indicate that ELL students benefit from spending most of the school day with their native-English speaking peers in the general ed. classes, where they have greater opportunities to interact with the regular student population. This also fosters a more rapid progression through the stages of acculturation and second language acquisition.

The ESL Program has three sources of funding: JDCSD funds, a part of our federal Title I budget, and federal Title III funds allocated specifically for programs helping ELL students. For additional information contact the district's ELL Coordinator, Devonshae Harrien, at 601-792-2703.

### **Grade Reporting**

- A. At the end of the nine-week term each student will be issued a report which indicates the student's level of performance. Parents are encouraged to review the grade report and to contact the school principal/assistant principal if there are questions and/or concerns.
- B. Copies of grade reports shall be kept on file at the school for the current year in which the student attends. Cumulative records shall be maintained from year-to-year in the manner required by the Mississippi Commission on School Accreditation, state and federal law, and JEFFERSON DAVIS County School Board policy.
- C. Students with disabilities will receive the same progress report as regular education students; however, grade level of performance/achievement will be indicated on the progress report. The grading code for self-contained students with disabilities will be the same as with regular education students.

### **Exemptions for Semester Examinations**

#### **Students in grades K-6**

No exemptions shall be allowed in these grades.

#### **Homework Policy Statement**

The following shall be the district's policy on homework:

1. Teachers should make assignments according to the needs and interests of students where possible.
2. Major or long-range assignments should be coordinated through the appropriate principal/assistant principal so as to avoid overloads and daily homework assignments should be reasonable and take into account other teachers' assignments or tests so as to not overload the student.
3. Homework will not be assigned on the night preceding Statewide Testing Dates.

### **Promotion and Retention**

Students will be promoted from one grade level or classification based on the following:

1. Kindergarten to Grade 1  
In a non-graded class, promotion to the next grade will require mastery of essential skills in each of the major subjects of reading, math, and language. Non-mastery of one or more of these subjects will result in retention. Kindergarten enrollment is optional. However, once a student is enrolled, attendance and promotion policies apply. To assure the student's future success it is necessary that a student participating in the public kindergarten program master readiness skills prior to promotion to first grade. If the student has not successfully mastered these skills, the kindergarten teacher will recommend retention. A conference will be scheduled with the child's parent or guardian during the final weeks of the school year. The purpose of this conference will be to discuss retention in kindergarten.
2. Grade 1-2  
Promotion in these grades is based upon the student demonstrating mastery of the required major subjects of reading, math, and language. Non-mastery of one or more of the above subjects within the guidelines stated will result in retention.

3. Grades 3-6 Promotion in these grades is based upon the student passing the required major subjects of math and language arts. (The student must pass both English and reading if they are taught as separate subjects.) Additionally, the student may not fail any two (2) other subjects.
4. Students who are failing or retained, must be taken through Response to Intervention (RTI).
5. 7<sup>th</sup> - 8<sup>th</sup> grade promotion is based upon the student passing the required major subjects of math and language arts.

Additionally, the student may not fail any two (2) other subjects.

**\* Jefferson Davis County School District does not socially promote students.**

### **Special Provisions Regarding Promotion/Retention in Grades K-6**

A student in grades K-6 who fails to master readiness skills or who fails one or more major subjects after having been retained in a grade for one year will be reviewed by a committee composed of the principal, the grade level teachers, and the parent/guardian prior to the second retention decision in the same grade. A student who is significantly over-age for the grade placement resulting from a retention decision will be reviewed by the committee and considered for alternative placement.

### **Promotion/Retention for Students with Disabilities**

Students with disabilities will be promoted based upon attainment of IEP objectives and/or placement in an age-appropriate setting as determined by the IEP team in accordance with state and federal laws and regulations.

### **Third Grade Promotion**

**“Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.” (SB 2347)**

### **All Schools and Homebound/Hospital Bound**

Any student with a disability who does not meet course requirements, even though adjustments have been made to accommodate the student’s disability, may receive a failing grade (F). If it is obvious, however, that the student with a disability cannot function socially, emotionally, or educationally in a regular classroom program, then the student should be removed from the regular class and placed appropriately. The necessary revisions in the student’s IEP (Individual Educational Plan) will be made accordingly.

It is important to note that it may be necessary to provide extra assistance to disabled students or make modifications in the regular program of instruction. Regular education teachers and teachers of students with disabilities must work closely together to insure that all appropriate educational methods, accommodations and modifications, and supplementary aids and services are being used to assist the student with a disability, and the student is placed in his/her least restrictive environment.

Although these modifications may need to be made, the student should be judged to be successful (graded) in the regular classroom based on mastery of the same required content skills as non-disabled students in the class. Caution must be used to reflect mastery of content, not mastery of related skills (i.e. reading).

### **State Testing Program**

The state of Mississippi requires the Grade Level Testing Program to be administered to students in grades 3-6. The following tests will be given each spring:

\* K-2 diagnostic assessments in readiness, reading, and mathematics will be administered.

\* Mississippi Assessment Programs for reading, language, and mathematics; given to all students in grades 3-8; comprehensive science test in grades 5 and 8. See [mde.k12.ms.us/acad/osa](http://mde.k12.ms.us/acad/osa).

\* Mississippi Kindergarten- 3<sup>rd</sup> Grade Assessment Support System (MKAS2)

**During State Tests and District Assessments, Jefferson Davis County School District will not release school early on Wednesdays.**

### **Curriculum Programs Offered in the JEFFERSON DAVIS County Schools**

#### **Elementary Program:**

The general educational program within the elementary schools of JEFFERSON DAVIS County includes reading, mathematics, writing, language arts, spelling, social studies, science, technology assisted instruction, and physical education activities. Guidance services, health, and library services are also provided. Additionally, classroom teachers expose elementary children to music and art experiences.

## Student Dress Code

**Jefferson Davis County School District has a uniform dress code policy. Monday- Thursday students may wear black, gray, white, navy or jaguar blue polo type shirts with khaki, black or navy pants. Optional: Students may wear Jaguar spirit shirt or school color shirt and khaki, black or navy pants. \* Pants must be sized to fit. For example, if a student is 36" in the waist, he or she can wear up to a 38" in pant size.** Students attending school in the JEFFERSON DAVIS County School District must wear clothing that is comfortable, clean, in good repair, and school-appropriate. Clothing, hair, and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance.

\* No student will be allowed to wear any type of clothing that in the opinion of the administrator is too revealing, suggestive, provocative or otherwise inappropriate. An example is clothing that reveals skin in the midriff area or cleavage.

\* Appropriate undergarments for students must be worn at all times and may not be visible. Uniform shirt must be displayed over undergarment, a jacket only can be worn over the uniform shirt. Shirt colors are black, white or navy.

\* Students who are dressed inappropriately may be given the opportunity to change clothes, or allowed to call the parent/guardian to bring a change of clothes that conforms to the dress code. If the parent/guardian cannot be contacted and the student does not wish to change clothes, the student will be removed from regular classes and be assigned to an alternative location until such time as the parent/guardian can be contacted. The student will be placed on the appropriate step of the discipline ladder.

**\* Students are required to wear garments as they are intended to be worn (e.g. no low-riding pants) and in such a manner that is appropriate for school. Belts must be worn with pants that have belt loops and must be worn at the waist. Under no circumstances will excessively baggy, low-riding pants or oversized shirts or sweatshirts be allowed (An oversized shirt is defined as- bottom of shirts cannot hang below the wrist) If the bottom of the shirt goes below the student's wrist, the shirt must be tucked in.**

\* Students in grades K-5 elementary are allowed to wear modest shorts. Shorts, skirts and dresses (khaki, navy or black) to the knees may be worn. All shorts must be hemmed. All other apparel will be no more than four inches (4") above the top of the knee. Slits in dresses and skirts must meet the four-inch requirement.

\* Shoes must be worn at all times. Shower shoes, house shoes, and flip flops will not be allowed. Shoes are to be laced up with shoelaces, they must be worn, laced and tied up at all times.

\* Marking of eyebrows are not allowed.

\* Hats, caps, sun visors of any kind or sunglasses will not be allowed on campus. No garments may be worn on the head in school buildings (hoods, etc.). Caps/headgear may be confiscated if worn inside the building; examples, hoodies. **\* Students may wear hoodie of choice. Hoodies will not be worn inside the building. If a student wears a hoodie on the inside of a building, he/she will be placed in ISS (In-School Suspension) up to 1 day.**

\* Straps of overalls or suspenders must be worn over the shoulder.

\* For student safety, no other body piercing with rings or other jewelry is permitted. No tongue studs will be allowed.

\* Zero tolerance for bandanas/bandanas are not allowed.

\* Earbuds are not permitted to be worn in the ear on campus. Smart Watches are not permitted. Violation will lead to confiscation of the earbuds and smart watch, and the return of the smart watch and earbuds will be in line with cell phone return policies.

**In all instances, the appropriateness or inappropriateness of school dress will be determined by school administrators, considering the style or manner in which the clothing is worn or regarding its fit.**

### JEFFERSON DAVIS County School District Disciplinary Policies and Procedures

#### Discipline Policy

It is the goal of the JEFFERSON DAVIS County School District to maintain a safe and orderly climate where all students feel secure in a positive learning environment. Every effort is made to develop and maintain harmonious relationships between students and school staff based upon mutual respect and understanding. The basic objectives of the JEFFERSON DAVIS County School District's discipline policy are:

- (1) To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning
- (2) To establish and maintain study conditions that are conducive to learning
- (3) To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior
- (4) To guide students in learning how to make better behavioral choices based on decision-making skills that enable them to become self-disciplined



As required by Mississippi law, any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend a discipline conference specified in the discipline section may be summoned by proper notification by the superintendent or the school attendance officer and be required to attend such discipline conference.

Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline or academic (Section 37-11-53) conference to which such parent, guardian or custodian has been summoned under the provisions of the discipline section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of the discipline sections, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$250.00

Disciplinary measures/punishment may follow student failure to conform to accepted standards of behavior in the school.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, unruly student behavior, and vulgar or otherwise discourteous actions will not be permitted.

Disciplinary actions as outlined in the steps on the discipline ladder will be taken as a result of the following student misbehavior: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) a violation of other disciplinary rules or regulations or other good cause. (6) The Board has special concerns about harassment of students or teachers by other students and considers this an offense which may result in serious disciplinary action. Monitoring devices (cameras) are placed in school buildings and in other school campus locations including classrooms to provide one source of observation for school officials to help with the maintenance of discipline and safety practices. School officials are authorized to utilize video/audio taping of school property to assist in the supervision for student conduct and safety.

### **Suspension Procedures**

When a principal/assistant principal or other certified administrator determines that a suspension should be invoked against a student due to the student's misconduct, as authorized under Section 37-9-71 Mississippi Code of 1972, the following procedures/guidelines will be applicable. These guidelines are applicable to out-of-school suspension or suspension of bus riding privileges that remove the student from the school setting, deny such student from attending school or school activities during the normal school day, or deny the student to ride a school bus to and from school:

1. A principal/assistant principal may suspend a student for a period not to exceed ten (10) school days.
2. Any suspension over ten (10) days will go to the discipline committee, and/or a manifestation determination will be completed.
3. If the student is to be suspended immediately during normal school hours, the parent/guardian will be contacted to pick their child up immediately.
4. For any suspension, the principal/assistant principal will require a re-admission conference with the parent/guardian prior to the student being re-admitted to school or school activities.
5. At the time the administrator invokes a suspension against a student, a written notice will be provided to the student/parent/guardian. A copy of the district's suspension form will be given to student/parent/guardian within 24 hours of the suspension action. The form will state the reason for the suspension, the duration/dates of the suspension, the student's action to deny or admit the infraction noted.
6. The days missed during an out-of-school suspension period will be counted as unexcused absences.
7. Suspended students are not permitted to enter upon school ground or to attend any school activity during the time of the suspension.

### **Student Suspension from School**

Section 37-9-71, Mississippi Code of 1972, Annotated as amended, recites as follows:

The superintendent of schools and the principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 3711-29, 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. However, such action of the superintendent or principal shall be subject to review by and approval or disapproval of the school board. If the parent, guardian, or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian, or other person shall have the right to a due process hearing. The appropriate superintendent or principal shall advise the parent or guardian of the child of this right to a hearing and the proper form shall be provided for requesting such a hearing.

### **Suspension and Students with Disabilities**

In accordance with the Individuals with Disabilities Education Improvement Act (IDEIA, 2004 amendment)

1. Students with disabilities must not receive serial (back-to-back) suspensions.

2. Suspensions totaling over 10 days per school year are considered a change in placement, and parents must be notified and a functional behavior plan must be completed by the district's positive behavior specialist.
3. Suspensions involving drugs or weapons or serious bodily harm/threat require the IEP committee to conduct a manifestation determination review to decide if the behavior was a manifestation of the child's disability.
4. In incidences involving student drug or weapon possession or serious bodily harm/threat, a student may be expelled from school or receive educational services through an Interim Alternative Placement for 45 school days.
5. Students suspended for more than 10 total school days are entitled to continued special educational services, regardless of his/her recommended placement.

### **Due Process: Appeals of Disciplinary Actions**

In order to preserve a student's rights and the protection of due process of law, any student shall be given the opportunity for a hearing before appropriate school district officials should he/she or his parent/guardian desire to have a hearing. (Differences, disputes, and conflicts between students and staff are usually civil matters and not criminal ones.) When school staff, then the student and/or his/her parent/guardian may appeal. There is a defined method and protocol to the appeals procedure. The following is the step-by-step procedure to be used for appealing decisions/actions of school district personnel:

1. If the appeal concerns an action by a teacher, the appeal is to first be made to the teacher's supervising principal.
2. If the appeal concerns an action by a principal, then the initial appeal should be made to that administrator.
3. If, after Step 2 no consensus is reached, the appeal may be made to the District Discipline Committee. The District Discipline Committee will render its decision in the matter and submit the same to the Superintendent. The Superintendent is authorized to accept, reject, and/or modify the decision of the Committee.
4. If, after Step 3 no consensus is reached, the student or his/her parent/guardian may make written request for appeal to the Board of Education. This request must be made through the use of the proper request form, which is available in the Office of the Superintendent. The Board, in its sole and absolute discretion, will determine whether or not the appeal has merit to be heard by the Board. If so, it will be heard in the form of a written report by the Discipline Committee. If the Board determines that the Superintendent's decision and/or the decision of the Disciplinary Committee is final, then such appeal request will be denied and the student and/or his/her parent/guardian shall be notified in writing by the District Office.

### **Appeal of Suspension Decision/Due Process**

If a student/parent/guardian is aggrieved by the suspension decision of the administrator, the student/parent/guardian may appeal the decision in accordance with the following guidelines approved by the Board of Education:

1. For appeal of suspensions lasting from 1-5 school days as invoked by principals/assistant principals, the student/parent/guardian may appeal to the principal. The decision of the principal shall be final.
2. For appeal of suspensions lasting from 6-10 days as invoked by a principal/assistant principal, approved by the principal and authorized by the District Office, the appeal may be made to the District Discipline Committee. The decision of the District Discipline Committee and the superintendent will be final.
3. For appeal of suspensions lasting more than 10 days, appeal may be made to the Board of Education.
4. All requests must be made in writing.
5. Failure to appear at the scheduled time without prior notification to the superintendent will represent a forfeiture of the review.
6. A student may be put in parent care or class until an issue is resolved.
7. If the decision of the committee is to uphold the principal's decision, then the student will be required to fulfill said disciplinary action.

### **District Discipline Committee**

The District Discipline Committee is directed by the Superintendent, who shall organize, chair, and direct the procedural matters connected with the operation of the committee. This committee will be composed of individuals appointed by the Superintendent. The committee will meet on a regular basis to hear student matters as necessary under the guidelines of the district's discipline plan and appeals procedures. Upon completion of the committee's responsibilities.

### **Searches by School Officials**

#### **Use of Drug Dogs in the Schools by Law Enforcement**

The threat of or the use, possession, and sale of illegal drugs must be prohibited at the schools of the district. The Board recognizes that law enforcement officials make use of specially trained canines to detect the presence of illegal drugs. This practice has its benefits when used in harmony with safe handling of the canines and within the scope of proper use.

1. No drug dogs will be used in the schools of the district without the specific approval of the Superintendent. All arrangements for the use of drug dogs will be coordinated through the Office of the Superintendent.
2. Contact for the coordination of using canines in the schools for drug searches will be made through the Office of the Superintendent. Contact with school principals/assistant principals will be made just prior to the arrival of the canines at the school.
3. The district may, at any time, utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion. Canines utilized under the procedures of this policy will not be allowed to indiscriminately approach students or staff members.
4. Prior to entering a classroom to conduct a search using a canine, students will be instructed to leave the room.
5. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the school administrators present.
6. In the event that a canine reacts during any search as herein set forth, the individual student will be summoned prior to any search of the property to which the canine issued a reaction (automobile, locker, desk, etc.). The student will be informed that the canine reacted and that a more intrusive search will be conducted in the presence of the student. In the event that the search produces evidence of illegal drugs, drug paraphernalia, or other contraband, the student will be taken to the appropriate school office and the parent/guardian will be contacted to report to the school. Appropriate disciplinary action will be imposed pending presentation of the case to the JEFFERSON DAVIS County Board of Education.

#### **Searches-Generally**

The Fourth Amendment to the U.S. Constitution and Article 3, §23 of the Mississippi Constitution provide all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks, and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the district's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectation of privacy.

#### **Searches Permitted**

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 situation exists.

At least two (2) 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 are permitted as follows:

1. **Person, Possessions, Lockers**  
Searches of a student's person, possessions or lockers may be conducted if a district employee has prior individualized reasonable suspicion that a student has violated or is violating a district policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.
2. **Desks, Other School Property**  
Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
3. **Vehicles**  
Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal or other administrator present.
4. **Group Searches**  
Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the district's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags, automobiles, etc.
5. **Strip Searches**  
No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval of the school principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

6. Metal Detectors

Use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique for campus security purposes. No student or teacher should be subject to the dangers inherent in a firearm, knife or other potentially dangerous object being carried onto the campus by another person.

a. Random Use of Detector:

Metal detectors may be used either at random without cause at times to be determined by the campus principal or as otherwise prescribed by the district or they may be used for minor reasonable suspicion on a selective basis. Selection of students for a random sweep shall be demonstrably according to chance.

b. Avoidance of Detection Process:

When a detector is in use at a particular entrance of a school and a student approaches the detection site and then attempts to avoid using that doorway, it shall be considered sufficient cause to immediately detain and frisk the student, following which the student and the student's belongings shall be subjected to the device.

c. Nothing in this policy requires the use of a metal detector, even if readily available, in preference to any other type of search.

7. Anyone who leaves campus with or without permission upon returning will be subject to search along with their vehicle. Anyone found in an unauthorized area of a campus will be subject to search.

### **Disciplinary Action**

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law has occurred, the student will be subject to disciplinary action 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 the principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

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

### **Interrogations by School Officials**

School administrators and teachers have the right to question a student regarding his/her conduct or the conduct of others. School officials may question/interrogate a student regarding his/her conduct or the conduct of others without the parent/guardian being present. Principals are required by law to act in loco parentis.

### **Interrogations by Law Enforcement Officials**

Law enforcement personnel are not permitted to interrogate students on the school campus regarding alleged activities of the student or others away from the school campus that have caused law enforcement to become involved until such time as the principal/assistant principal has obtained permission from the student's parent/guardian.

### **Felony Charges**

Any student charged with a felony may not participate in any extra-curricular activities and cannot be assigned to the alternative school.

### **JEFFERSON DAVIS County School District Discipline Ladder**

When a student misbehaves and/or demonstrates unacceptable behavior, the student may be placed upon the Discipline Ladder. The discipline ladder does not reflect a step-to-step approach. In other words, if a student commits a very serious infraction (e.g. making a bomb threat) and the student has not committed any other offenses during the year, the student will not begin at Step 1. In accordance with the step assignments listed herein, that student will be placed on the ladder at Steps 5-7. Further, the discipline ladder is a guide.

Administrators have discretion to use their professional judgment in the management of discipline based upon the circumstances. A student will be subject to one or more of the alternatives at each step based upon the circumstances of the offense. Administrators have discretion as to when students will be placed on the discipline ladder.

In some situations, it is appropriate to use pre-entry warnings that may include conference with the student, contact with the parent/guardian, written warning, or other communications that let the student and/or parent know that the student's behavior is approaching a level that will result in the student being placed upon the ladder. This pre-entry phase is not required.

### **The Discipline Ladder**

#### **STEP 1**

1. Contact parent/ legal guardian (may be written contact)
2. ISS
3. Student conference
4. Corporal punishment
5. Loss of privileges/performance of school service (temporary)
6. Removal from the ladder after 5 school days with no additional referrals

#### **STEP 2**

1. Contact parent/ legal guardian (may be written contact)
2. ISS
3. Corporal punishment
4. Loss of privileges/performance of school service (temporary)
5. Removal from the ladder after 10 school days with o additional referrals

#### **STEP 3**

1. Contact parent/legal guardian (conduct phone or personal conference with assistant principal and/or principal)
2. ISS
3. Corporal punishment
4. Loss of privileges/performance of school service (temporary or permanent removal)
5. Removal from the ladder after 15 school days with no additional referrals
6. Counseling/Social Worker

#### **STEP 4**

1. Contact parent/legal guardian (conduct phone or personal conference with assistant principal and/or principal)
2. ISS
3. Corporal Punishment
4. Loss of privileges/performance of school service (temporary or permanent removal)
5. Parent may be requested to attend classes with the student by the administrator
6. Removal from the ladder after 20 school days with no additional referrals
7. Counseling/Social Worker

#### **STEP 5**

1. Contact parent/legal guardian (conduct personal conference with assistant principal and/or principal)
2. Assignment of OSS (Out-of-School Suspension) 1-5 days
3. Referral to the Superintendent's office (notice of student behavior problem) and intervention as determined by administration.  
Omitted days
4. Loss of privileges/performance of school service (temporary or permanent removal)
5. Parent may be requested to attend classes with the student by the administrator
6. Removal from the ladder after 25 school days with no additional referrals
7. Counseling/Social Worker

#### **STEP 6**

1. Contact parent/legal guardian (conduct personal conference with assistant principal and/or principal)
2. Assignment of OSS for 6-10 days
3. Referral to the District Discipline Committee for review and action, which may include placement of the student in the Alternative School Program. (unless waived)
4. Loss of Privileges (temporary or permanent)
5. Parent may be requested to attend classes with the student by the administrator
6. Loss of exemptions in all classes (Automatic for remainder of the school year)
7. Removal from the ladder after 30 school days with no additional referrals
8. Counseling/Social Worker

**STEP 7**

1. Contact parent/legal guardian (phone or personal conference with the principal)
2. Assignment of OSS 6-10+ days (approval from Superintendent required)
3. Referral to the District Discipline Committee for due process hearing (parents notified by district office) The District Discipline Committee is authorized to determine a long-term placement in the Alternative School program (up to one (1) calendar year) or recommendation to expel made by principal to the Superintendent. If the principal recommends expulsion, the Superintendent may, in his discretion, direct the District Discipline Committee to review the case prior to the Superintendent making his decision. If the Superintendent concurs with the recommendation of the principal and/or the District Discipline Committee, the recommendation will be presented to the Board of Education.
4. Loss of privileges (temporary or permanent)
5. If the student returns to school after the expulsion period has expired or the long-term alternative school assignment has been completed, the student will be immediately assigned to disciplinary probation for 45 days and remain on Step 7 of the ladder. If the student ends the 45-day probationary period with no office referrals, the student shall be removed from the ladder.
6. Counseling/Social Worker

**STEP 8**

1. Action of the Board of Education to expel or other disciplinary action as assigned by the Board.

**Other Important Information Regarding Discipline**

1. No student will be placed at a given step on the discipline ladder more than two (2) times. The student will be escalated to the next higher step after his/her second placement on any step.
2. Any discipline/behavior problem resulting in the student's placement on the ladder at Steps 4-8 may be referred to appropriate law enforcement officials for action.
3. In accordance with the Mississippi Safety Act of 2000 for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities for a second time during the school year, the principal, the reporting teacher, and the child's parent(s) will develop a Behavior Modification Plan (BMP).
4. Counseling/Social Worker

**Unacceptable Behaviors and Placement on the Discipline Ladder**

The following chart reflects generalized behaviors that are unacceptable and for which a student will be placed on the discipline ladder. This list is not all-inclusive, and other behaviors may occur that do not necessarily appear. Administrators are vested with the authority to use administrative judgment in regard to such behaviors.

**Unacceptable Behaviors and Placement on the Discipline Ladder**

Unacceptable Behaviors Elementary School	Consequences
1. Dress code violation	Step 1-5
2. Eating/drinking in unapproved area	Step 1-2
3. Inappropriate display of public affection	Step 1-5
4. Possession of radios, beepers, cell phones, other electronic devices	Step 1-5
5. Unauthorized fundraising (sale of candy, etc.)	Step 1-5
6. Misbehavior aboard school bus	Step 1-8
7. Improper/disruptive behavior on school grounds or at school activities (Removal from activities)	Step 1-8
8. Defiance of staff member/Disrespect/Continuous disobedience	Step 1-8
9. Leaving campus without authorization	Step 4-6
10. Cutting/leaving class without permission	Step 3-5
11. Gambling/possession of gambling devices	Step 2-5
12. Use, sale, or possession of - tobacco or tobacco-related products	Step 5-7
13. Tardies (as defined in student handbook) See Tardiness Policy	
14. Profanity/vulgarity (includes acts, gestures, or symbols directed at person)	Step 1-5
15. Defacement/Destruction of Property/Vandalism (Restitution required \$20,000 maximum)	Step 1-5
16. Gang activity/association/secret organizations/clubs	Step 5-8
17. Refusal to identify one's self when requested to do so by school staff	Step 1-5
18. Stealing/Theft/Cheating	Step 2-4
19. Use of forged/altered documents such as parent notes, report cards, hall passes	Step 2-6
20. Trespassing	Step 2-6

- 21. Sexual harassment or Sexual misconduct Step 5-8
- 22. Harassment, intimidation, hazing, stalking, bullying or threatening another student or staff members Step 4-8
- 23. Lying to authorities Step 1-7
- 24. Use/Possession of fireworks Step 4-8
- 25. Use/Possession of Dangerous Objects Step 4-8
- 26. Biting Step 3-8
- 27. Fighting (or spreading rumors/gossip which leads to verbal/physical confrontation/fight/disruption/disturbance) at school, school activities, and/or aboard a school bus   
 **(May be referred to Youth Court).** Step 5-8
- 28. Use, sale, possession, or under the influence of alcohol or alcohol-related products Step 5-8
- 29. Use, sale, possession, or under the influence of drugs and/or drug paraphernalia (as defined herein) Step 4-8
- 30. Possession of a weapon, imitation weapon, or object that could be used as a weapon Zero Tolerance
- 31. Bomb threat Zero Tolerance
- 32. Violent Act Towards School Employee Zero Tolerance
- 33. Improper Use of Internet or any type of pornography, cyber bullying and/or cyber threats Steps 4-8

**Use of Corporal Punishment**

School administrators in the JEFFERSON DAVIS County School District may administer corporal punishment on students who are insubordinate or disobedient, or who violate a rule of the school. Any administration of corporal punishment shall be in a reasonable manner and applied only to the student’s buttocks in such a manner that there will be no permanent effects. Reasonable administration of corporal punishment shall be determined considering the age, size, sex, and general physical strength of the student; the size of the person administering the punishment; the nature of the offense; and the type of instrument used to administer the punishment. Further, corporal punishment shall never be administered to any student except in the presence of another certificated employee of this school district. Further, corporal punishment shall not be administered in any manner that would unduly embarrass the student (e.g. in the presence of other students).

A parent/guardian of a child enrolled in the JEFFERSON DAVIS County School District shall have the right to request that their child not receive corporal punishment at school. It shall be the responsibility of the parent/guardian to present such request, in writing, to the school principal/assistant principal by SEPTEMBER 1 OF EACH SCHOOL YEAR. The request submitted will only be valid for the school year in which it is submitted and must be re-submitted each year in which the parent/guardian does not wish corporal punishment to be administered. Further, parents/guardians who submit such request shall do so with the understanding that the school will honor the request but that if the child misbehaves in a manner which warrants the administration of corporal punishment, then such student may be suspended by the principal/assistant principal.

Disciplinary action in lieu of or in addition to corporal punishment may include parent care, suspension from school, referral to social services officials, or other appropriate disciplinary measures, including the requirement that the parent or legal guardian attend classes with the child or attend parenting sessions provided by the school district to help parents/guardians develop the skills necessary to facilitate the child’s continued enrollment in the regular school program and successful participation in classroom activities.

**Expulsion**

The Board of Education may expel any student for conduct that disrupts the educational process or endangers the health or safety of any student, his/her classmates, or any school personnel. Only the Board may expel a student from school attendance and the board may only take such action after having afforded the student recommended for expulsion with all due process to which the student is entitled. Recommendation for expulsion must be made by the school principal to the Superintendent and/or District Discipline Committee to be submitted to the Board of Education for their action. Notice of the date, time, and location of the Board hearing shall be given in writing to the parent/guardian and student.

**Acts of Violence, Inciting Violence, Threats of Violence, Bullying, Hazing, Fighting and/or Disruption of Educational Process**

Violent acts, inciting violent acts, threats of violence, and/or other acts that disrupt the educational process/school related activities are strictly prohibited. Such acts are totally unacceptable behavior which result in the disruption of normal school operation and, in some cases, can endanger the safety and general welfare of other students and staff members. Hazing, whether it occurs at school or away from school, if it is related in any way to school and/or school activities, will not be tolerated and the student will be disciplined as if the action occurred at school. Violent acts (including fighting), inciting violence, and/or threats of violence, are considered to be a major breach of school decorum and will not be tolerated.

Such acts are dealt with in accordance with the seriousness of the incident, the age of the student(s) involved, the number of students participating in the episode, and the extent to which the student(s) are cooperative in following the instructions of administration and staff in ending the incident. In almost all cases, some disciplinary action will be imposed by the principal/assistant principal. A parent conference will be required and a threat assessment may be recommended. For seriously violent situations law enforcement officials will be contacted and the student(s) will be placed on Step 5 or higher of the discipline ladder. Principals/assistant principals are fully authorized to file necessary criminal charges against students involved in such acts if in their discretion the same is warranted.

### **Threatening, Extortion, Intimidation**

*Section 37-11-20: Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes.* It shall be unlawful for any person to intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court.

Students are not permitted to make threats against other students or school personnel, whether overt or implied. Students are not allowed to extort money, favors, or something of value from other students or staff, regardless of the amount of value, in return for protection or in connection with a threat to inflict harm. Such behavior is a violation of school policy and students in violation are subject to disciplinary action. This statement will apply on school grounds, before, during, and after school, or any time when the school is being used by a school group. It is also applicable off school grounds at school-sponsored events or when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on the school campus.

## **STUDENT BULLYING**

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

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

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should 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 discipline policies and procedures must recognize 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. Furthermore, the Jefferson Davis County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. Any bullying dealing with any and all forms of sexual harassment shall be reported to the Title IX Coordinator; Dr. Subrina Mason, 601-792-5441.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)



Cyber stalking

*Section 97-45-15 Cyber Stalking Penalties*

1. It is unlawful for a person to:
  - a. Use in social media, Instagram, FaceBook, electronic mail or electronic communication any words or language threatening to inflict bodily harm to any person or that person's child, sibling, spouse, or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
  - b. Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying or harassing any person.
  - c. Electronically mail or electronically communicate to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass.
  - d. Knowingly permit an electronic communication device under the person's control to be used for any purpose prohibited by this section.
2. Whoever commits the offense of cyber stalking shall be punished, upon conviction:
  - a. Except as provided herein, the person is guilty of a felony punishable by imprisonment for not more than two (2) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both:
  - b. If any of the following apply, the person is guilty of a felony punishable by imprisonment for not more than five (5) years or a fine of not more than Ten Thousand Dollars (\$10,000.00), or both.

**Reporting Threats, Plans, or Designs of Violence or Violent Acts**

Students and staff have a duty to report any knowledge they may have regarding the threat, plan, or design of a violent act to school authorities. This includes, but is not limited to, reporting knowledge of verbal or written comments by an individual or group of individuals stating their intent to commit a violent act or knowledge that an individual is in possession of an item that is considered or could be considered a weapon. Failure to report such knowledge to school authorities is a serious violation of school policy.

**Student Possession of a Weapon**

Section 97-37-17: Possession of Weapons by Students (excerpt): It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite, cartridge, bomb, grenade, mine or powerful explosive on educational property. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades. Any person violating this section shall be guilty of a misdemeanor shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

Student safety must be and shall be a foremost consideration within the schools. Any student who is in possession of a knife, handgun, other firearm, or any other instrument considered to be a weapon or considered to be dangerous and capable of causing bodily harm, shall be subject to expulsion pursuant to Section 37-11-18 of the Mississippi Code of 1972. The principal, who shall make a recommendation in regard to expulsion to the Superintendent and Board of Education, may immediately suspend any student who possesses any such device on school grounds or on board a school bus. Further, any student who uses an object that could be classified as a weapon in any fight with another student or with any school staff member shall be immediately suspended and a recommendation of expulsion shall be made to the Board of Education, who shall have sole and absolute discretion to act thereon. Any use of a weapon in a fight or other altercation or any other incident shall be immediately reported by school officials to local law enforcement as a criminal act. Board Policy- JCBH and JCDAE

**Use/Possession of Drugs-Controlled Substances or Medications (Prescription or "Over-the Counter")**

No student attending school or any school-sponsored activity shall be permitted to carry on his/her person or in any other manner have in his/her possession, in any way, or be under the influence of alcoholic beverages; morphine, marijuana, cocaine, opium; heroin or their derivatives or compounds; drugs commonly called LSD, "Pep" pills, designer drugs, tranquilizers, uppers/downers, medications (prescription or "over-the-counter") or any compound which, when taken orally, intravenously, inhaled or in any other manner may cause the person to be under the influence thereof, and no student shall use any of the same at any school in the district. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. However, any and all such prescription drugs shall be kept by school personnel in a numbered, labeled bottle provided by a licensed pharmacist. Further, the student's parents/guardians shall be responsible for notifying the school principal/assistant principal when the taking of such drugs/medicines is required on school grounds during the regular school day or at school-sponsored activities.

The provisions of this policy shall apply to all students during the period of time they are subject to the jurisdiction of the school district as defined by law and while participating in or going to or from school sponsored activities and while under the supervision and direction of any teacher, principal/assistant principal, or other authority of the school district.

Any student violating any of the provisions of the district's drug policy shall be considered to have committed a major offense and shall be subject to major disciplinary action, which may include long-term suspension, alternative school placement, and possible expulsion by the board of education. Pursuant to state law, any person who possesses any controlled substance in violation of the Uniform Controlled Substances Law shall be subject to automatic expulsion. The principal/assistant principal shall suspend the student and a recommendation will be made to the Superintendent and Board of Education to expel the student.

This policy is for the sole and exclusive protection of the students of this district and their general welfare and nothing herein shall be construed to avoid any prosecution under applicable criminal laws. The principal/assistant principal shall report any violation of this policy to the superintendent and also to the proper law enforcement officials. Board Policy- JCDAC

### School Bus Transportation

Bus transportation is available to students who live one mile or more from the school of their attendance. Students are expected to follow all rules regarding riding of a school bus and drivers are authorized to instruct and otherwise control student behavior so as to insure maximum safety in the operation of the school bus. The school principal/assistant principal is authorized to implement disciplinary measures as needed to correct misconduct aboard a school bus. School bus drivers are to report any misconduct aboard the bus to the school's administration in accordance with the reporting procedures established at the individual school campus. It is to be fully understood that bus transportation is a privilege and students who misbehave and jeopardize the safety of other students or the driver may be denied bus transportation. Principals/assistant principals are authorized to suspend students from bus transportation privileges for misconduct and may recommend expulsion from the bus to the board of education. Students riding a bus are not permitted to:

1. Smoke or use tobacco in any form.
2. Fight or tussle.
3. Strike or in any manner threaten the driver.
4. Use profanity or make vulgar gestures.
5. Carry any item that would be considered a weapon.
6. Make excessive noise.
7. Throw objects, including paper.
8. Use or be in possession of any drug in violation of the district's drug policy.
9. Distract the driver.
10. Extend head, hand, arms, other body parts, or articles from the bus window.
11. Use the emergency exit in normal non-emergency situations.
12. Bring unauthorized/potentially dangerous articles aboard the bus.
13. Be out of seat while the bus is in motion.
14. Be disrespectful to the driver.
15. Refuse to obey the driver's instructions.
16. Harass, threaten, pester, or intimidate other students.
17. Bring food or drink aboard the bus to be consumed while on the bus.
18. Have hats, bandanas, visors, sunglasses, or other headwear; or
19. Electronic devices and music.

### **BUS CONDUCT FOR JEFFERSON DAVIS COUNTY SCHOL DISTRICT**

#### **RESPONSIBILITIES**

While Mississippi law requires the district to furnish transportation to eligible students, parents are responsible for supervising their children until they board the bus in the morning and after they depart 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 for maintaining student order and insuring safety at all times. Therefore, he/she is authorized to instruct and otherwise control students while they are on the bus.

The principal is responsible for disciplining students reported by the driver; therefore, questions regarding discipline should be directed to him/her. Questioning regarding stops, routes, and students eligibility should be directed to the transportation supervisor.

#### **RULES OF CONDUCT**

The right of students to ride a bus is privilege and is conditional upon good behavior. Students who do not conduct themselves properly will be subject to disciplinary action specified in district policies including, but not limited to, supervision and expulsion from school and/or the bus. Security cameras, for surveillance purposes, may be installed and utilized on transportation vehicles owned and operated by the Jefferson Davis County School District.

While riding a school bus, students must conform to all rules of conduct established by district policies and the student code of conduct adopted by their schools. The principals shall provide each student with a list of rules, including but not limited to, the following:

### Safety rules

1. Students should exercise extreme caution in getting to and from the bus stop.
2. Students should look in both directions before stepping from behind parked cars.
3. Students should stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
4. Students should not play on or near the road while waiting for the bus to arrive.
5. Students should look in both directions before crossing any roadway.
6. Students should never walk on the road when there is a sidewalk or pathway available.
7. Students should always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
8. Students should use the handrail when getting on and off the bus.
9. If possible, students should wear white or light-colored clothing or carry a flashlight when they walk on the roadway in the dark so the motoring public is aware of them.
10. When students must cross the road to enter the bus, they should always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

### GENERAL RULES FOR RIDING THE BUS

1. Students should be on time at the designated bus stop and should wait until the bus comes to a complete stop before attempting to load.
2. Students should not leave books, lunches, or other articles on the bus.
3. Students are not permitted to leave their seats while the bus is in motion.
4. Students are expected to be courteous to fellow students and the bus driver.
5. All buses to athletic games or field trips should be scheduled through the school under the direction of a faculty member. Students are required to return to the school on their assigned bus, except with prior parental permission and a note from the parent before leaving school. Reasonable dress and conduct appropriate to the situation are expected of students.
6. Students must ride their assigned bus. Exceptions must be at the written request of the parent and approved by a building administrator.

### SPECIFIC RULES FOR RIDING THE BUS (Violation could result in injury to students or the bus)

1. Students must keep their hands and heads inside the bus at all times
2. Students should not indulge in loud talking or laughing that may divert the driver's attention and make safe driving difficult.
3. Students should never tamper with the bus in any manner.
4. Students should not throw anything out the window.
5. Students should be absolutely quiet when the bus approaches a railroad crossing.
6. Eating, drinking, chewing gum, or using tobacco products will not be allowed on buses.
7. Horseplay, including pushing and shoving, will not be allowed on the bus.
8. Fighting will not be allowed on the bus and will result in the sanctions described under the fighting policy.
9. Unauthorized and/or dangerous object are not permitted on the bus. A dangerous object is any object that could injure students or be destructive to the bus.
10. Students will not threaten or be disrespected to the bus driver. The bus driver's directions must be followed at all times.
11. Students should not open emergency doors and/or activate emergency alarms.
12. Harassment, of any kind, will not be tolerated.

All bus rules also apply to field trips. Students who violate bus rules on field trips or while waiting on the bus at the school and/or district-established bus stops will be subject to disciplinary measure. MS Code 37-41-2-(a) It shall be unlawful for any individual, other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education or the local school authorities.

REFERENCE: Pupil Transportation Guide  
 CROSS REF.: Policies JC- Code of Conduct

JCA- Student Conduct

Mississippi Code 37-41-2 Interference with operation of school bus; penalty.

### **Video/Audio Monitoring**

Monitoring devices (cameras) are placed on school buses, in school buildings, and in other school campus locations to provide one source of observation for school officials to help with the maintenance of discipline and safety practices. School officials are authorized to utilize video/audio taping of school property to assist in the supervision for student conduct and safety.

### **Disciplinary Action for Misbehavior aboard School Buses will result in action according to the discipline ladder.**

The following procedures are generally followed in administering discipline to students who fail to behave aboard the bus:

1<sup>st</sup> Offense: Parents will be contacted. Other appropriate action may be taken to include suspension from all JDCSD transportation.

2<sup>nd</sup> Offense Appropriate disciplinary action/suspension from all JDCSD transportation for 1-10 days and/or principal's discretion.

3<sup>rd</sup> Offense Appropriate disciplinary action/suspension from all JDCSD transportation for 11-20 days and/or principal's discretion.

4<sup>th</sup> Offense Appropriate disciplinary action/expulsion from all JDCSD transportation. Fighting Aboard a School Bus or at a bus stop may result in automatic expulsion from the bus for one calendar year, if repeated offense continues and/or principal's discretion.

### **General Reminder Concerning Safety Aboard the School Bus**

While buses are moving, any incident that distracts the driver's attention is considered a major disciplinary infraction. Students involved in a major infraction, including fighting, may be subject to out-of-school suspension in addition to bus suspension at the discretion of the school's administration. Further, parents/guardians and students are reminded that the punishment sequence listed above is a minimum that may occur for each offense. School administrators may, in their judgment, administer more severe punishment if they feel that the situation or infraction warrants such action.

### **Riding Bus other than regularly assigned bus**

Students often make a request to be allowed to ride another bus to another location other than the regular bus going to the student's residence. Such request must be made by the parent/guardian in writing to the principal/assistant principal prior to the student being allowed to board any other bus other than the bus that the student regularly rides. Such requests must be presented to the principal/assistant principal on the day that the student wishes to board a different bus. The written request must be submitted by 8:00 a.m. on the day the boarding change is occur. The written request must include name of parent(s) and student, address and telephone number where the parent/guardian may be contacted for verification.

### **Meeting or Passing a School Bus Section 63-3-615**

1. The driver of a vehicle upon a street or highway upon meeting or overtaking (passing) any school bus which has stopped on the street or highway for the purpose of receiving or discharging any school children shall come to a complete stop and shall not proceed until the children have crossed the street or highway and the school bus has proceeded in the direction it was going.
2. Any person violating the provisions of subsection 1. of this section shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00), or imprisoned for not more than one (1) year, or both.

### **Sexual Harassment**

The Board of Education will not tolerate sexual harassment of or by students. Students who are guilty of threatening or sexually harassing other students or staff shall be subject to appropriate disciplinary action.

### **Insolence/Disrespect**

Insolence (to be boldly disrespectful in speech or behavior) and general disrespect shall not be tolerated. Students are not permitted to intimidate or harass school personnel or other students. Students who violate this policy are subject to disciplinary action, which will include suspension.

### **Tobacco**

Student use and/or possession of tobacco, in any form, **is not permitted on any campus of the JEFFERSON DAVIS County School District nor upon any school bus operated by the district.** Students in violation of this policy are subject to disciplinary action, which will include suspension.

**Cheating/Stealing**

Students are expected to do their own work. The unauthorized giving or receiving of help in any area of schoolwork will not be tolerated. Cheating is a serious disciplinary offense and students should leave no doubt in this area. The act of giving or receiving unauthorized help, including cheating, plagiarism, and copying, will result in a zero being assigned for the work. Stealing is a major violation of school disciplinary policy, and may result in criminal charges.

**Forged Excuses, Notes, Etc.**

Forgery of an administrator, teacher, or parent/guardian name to a school document or note shall result in appropriate disciplinary action.

**Destroying/Defacing School Property**

Equipment, facilities, books, and fixtures that make up the school campus are paid for by the taxpayers. Willful damage or destruction of school property shall not be tolerated. State law provides in Section 37-11-19/1953 Ex. Sec., 26 of the Mississippi Code of 1972 that:

“If a pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he/she shall be liable to suspension or expulsion and his/her parents or persons in loco parentis (in place of the parents) shall be liable for all damages.”

The punishment for such destruction of school property may include replacement of the property by the parent/guardian, renovation and/or repair of the property destroyed or damaged by the parent/guardian, and/or suspension/expulsion of the student from school.

**Gambling**

Gambling, in any form, on the school campus or at a school activity is strictly prohibited.

**Cafeteria Behavior**

All students must respect the rights of others in the lunch line. Students are to return trays so that the tables will be clear for those students following. Students must sit in assigned areas and behave properly at all times. Pushing, shoving, or “breaking” of the lunch line is not permitted. Disrespect to cafeteria workers will not be tolerated. Students who misbehave in the cafeteria are subject to disciplinary action by the administration and/or faculty.

**Trespassing**

Campuses are closed 15 minutes after school dismissal. Only those involved in supervised school activities are permitted on campus. Throughout the school campuses video surveillance is used 24 hours a day for the safety and protection of students and staff.

**Students who are found on the school grounds at unauthorized times will be placed on the district discipline ladder under school policy and will be subject to arrest.** In all instances of such vandalism, restitution will be the responsibility of the students and their parents. Students who are assigned to parent care or out-of-school suspension, recommended for expulsion, or expelled but are on campus unaccompanied by a parent/guardian will be considered as trespassing.

**Leaving campus and/or failing to report to class without permission**

Leaving campus and/or failing to report to any assigned class, commonly called “skipping,” is a major disciplinary offense and students leaving campus and/or failing to report to assigned areas/classes without proper permission from the school office shall be subject to disciplinary action, which may include suspension.

**STUDENT CELL PHONE USE**

Jefferson Davis County School District has determined that K-5<sup>th</sup> grade students are not allowed possession and/or use of cell phones or other electronic/communication devices (apple watch or ear buds). Electronic devices are disruptive to the educational process limiting disruptive behavior, including disruptions caused by students’ cell phones/electronic devices, maximizes the ability of the District to follow curriculum educational objectives and to maintain an environment conducive to learning. The District assumes no liability for cell phones or a communication device brought onto school property, including school buses, and is not responsible if the cell phone/communication device is lost, stolen or damaged.

**Cell phones are not to be seen or heard; it will be confiscated.**

**First Offense:**

Warning, parent sign and pick up cell phone. Refusal to give up phone, 3 day in ISS (In-School Suspension)

**Second Offense:**

School will take possession of the device for 30 school days or the parent/ guardian will pay an administrative/handling fee of \$25

**Third Offense:**

School will take possession of the device for 60 school days or the parent/ guardian will pay an administrative/handling fee of \$50.

**Fourth Offense:**

Lose cell phone privileges for the year and cell phone kept for the remainder of the year.

**Exceptions:**

1. Cell phones may be used for after school activities (cheerleading, athletics, clubs, etc.) by students on the condition that parents bring the phones to the student after the regular school day. The sponsor, coach or instructor should be notified if this is done.

**One-to-one Chrome books will be used for instructional purpose.**

**A parent/guardian will have to pick up the device between the hours of 3:30 p.m. – 4:00 p.m. from the school office.**

If the device is not picked up in a timely manner, i.e., after the expiration of the days that the school will be in possession of the device, or, in the case of the device being confiscated for the remainder of the school year, within 30 days after the last day of school, the school will donate the device to charity.

Jefferson Davis County School District, its schools, its faculty, and staff are **NOT** responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, schools WILL NOT utilize administrative time to investigate the incident nor will the District, or schools, take any financial responsibility for the cell phone or cell phone charges.

Descriptor Term: UNSAFE SCHOOL CHOICE OPTION	Policy Code: JGF-1
	Issue Date: (April 2009)

This policy addresses Certification of Compliance with Unsafe School Choice Option Requirements as required in the *Consolidated Plan for No Child Left Behind*.

1. The following definitions apply to this policy:
  - a. A “persistently dangerous school” is a public school other than a charter school in which the conditions during the past two (2) school years continually exposed its students to injury from violent criminal offenses and it is:
    - (i) an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two (2) consecutive school years; or
    - (ii) an elementary, middle or secondary public alternative school in which a total of 75 or more criminal offenses were committed per 1000 (7.5 or more per 100 students) in two (2) consecutive school years; and
  - b. “Violent criminal offenses” are the following crimes reported in the Mississippi Student Information System:

**Simple or Aggravated Assault** as defined in Section 97-3-7 of the Mississippi Code Annotated 1972, as amended,

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

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

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

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

**Sexual Battery** as defined in Section 97-3-95 of the Mississippi Code Annotated 1972, as amended,

**Mayhem** as defined in Section 97-3-59 of the Mississippi Code Annotated 1972, as amended,

**Poisoning** as defined in Section 97-3-61 of the Mississippi Code Annotated 1972, as amended,

**Extortion** as defined in Section 97-3-82 of the Mississippi Code Annotated 1972, as amended,

**Stalking** as defined in Section 97-3-107 of the Mississippi Code Annotated 1972, as amended, and

**Seizure and Forfeiture of Firearms** as defined in Section 97-3-110 of the Mississippi Code Annotated 1972, as amended.

2. Whenever the State Board of Education has information that a school meets the criteria described in paragraph 1.a (i) or 1.a (ii), the State Board shall provide the local board of education the opportunity to report on conditions in the school. After consideration of that report and consultation with a representative sample of local educational agencies, the State Board Education shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it retains that designation for at least one (1) school year.

3. Students assigned to a school which the State Board of Education has determined to be persistently dangerous shall be allowed to attend another school in the Jefferson Davis County School District which is not designated a persistently dangerous school provided there is such a school in the Jefferson Davis County School District which offers instruction at the student's grade level.

4. Any student who is the victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to choose to attend another school in the Jefferson Davis County School District which is not designated a persistently dangerous school, provided there is such a school in the Jefferson Davis County School District which offers instruction at the student's grade level and provided the student requests transfer within 30 days of the violent criminal offense.

5. Jefferson Davis County School District shall establish a process for assuring any student who has the right to transfer from a school under this policy is allowed to transfer to a school in the district, which is not persistently dangerous. The process must be included in the district's Safe School Plan.

6. The Jefferson Davis County School District shall report each student transfer effected pursuant to this policy to the State Board of Education in the Mississippi Student Information System.

**NO CHILD LEFT BEHIND (NCLB)-TITLE IX, SEC. 9532  
UNSAFE SCHOOL CHOICE OPTION**

- (a) **UNSAFE SCHOOL CHOICE POLICY-** Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State Law in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school.
- (b) **CERTIFICATION-** As a condition of receiving funds under this Act, a State shall certify in writing to the Secretary that the State is in compliance with this section

## Other Student Information

### *Appropriate Use Policy*

Jefferson Davis County School District

#### Scope

This Policy applies to all Users of district technology, including but not limited to students, faculty, and staff. It applies to the use of all district technology. These include systems, networks, and facilities administered by the JDCS Office of Information Technology, as well as those administered by individual schools and departments.

Use of district technology resources, even when carried out on a privately owned computer that is not managed or maintained by Jefferson Davis County Schools, is governed by this Policy.

#### Policy

It is the policy of the Jefferson Davis County Schools to

1. Prevent the transmission of inappropriate material via the Internet.
2. Prevent unauthorized access to materials and unlawful online activities.
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
4. To comply fully with the Children's Internet Protection Act.

#### Purpose

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

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a JDCS District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

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

#### **CIPA Definition of Terms:**

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**Harmful to Minors.** - The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Sexual Act; Sexual Contact.** - The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and



2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

### **Internet Terms and Conditions of Use**

1. Users will demonstrate legal responsibility by not transmitting any material in violation of United States, Mississippi, or Jefferson Davis County School District laws or regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
2. Users have the responsibility to use computer resources for academic purposes only unless supervised by school staff.
3. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
4. Users will not use the network for any illegal activity.
5. Users will not cause damage to any school equipment including hardware and software.
6. Users will not remove, exchange, or tamper with any hardware or software component from any system.
7. Users will not delete, rename, move, copy, or change any file or its properties, other than his/her personally owned files.
8. Users will not tamper with installed software and files.
9. Users will not attempt to gain access to unauthorized files.
10. Users will not attempt to change passwords.
11. Users will not damage other students' work.
12. Users will not install personal software on JDCS District technology.
13. Users will not violate copyright laws by unauthorized copying of software.
14. Users will be responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
15. Users will not install, copy, or knowingly infect a computer system with a virus.
16. Users will not use e-mail accounts for SPAM or chain letters.
17. Users will not use language that may be considered offensive, defamatory, or abusive.
18. Users will not attempt to defeat any security system.

### *Security*

1. Users will not access the network using another user's account.
2. Users should consider their login and password private and should not reveal this information.
3. Users will not divulge information, personal or otherwise, about themselves or other users.
4. Users will immediately report to JDCS District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.
5. Users should not expect that files stored on school-based computer to remain private. Authorized staff will periodically inspect personal folders and logs of network usage will be kept at all times.
6. Users are not allowed access to the computer operations area, and access is restricted to those responsible for operation and maintenance. No individuals are allowed in JDCS server or equipment rooms unless they are under close and immediate supervision of an IT staff member or authorized staff member. Tampering with equipment is prohibited.
7. Users consent to the use of scanning programs for security purposes by bringing any personal computers or technology onto school grounds.
8. Users consent to having user actions logged in order to facilitate recovery from system malfunction and for other management purposes.

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

There will be consequences for any user who fails to follow JDCS District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion. In severe cases, the JDCS District will involve law enforcement authorities.

Private computers may only be used by connecting to the wireless network. (JDCSD BYOD Policy) Students, Teachers, and Staff should not connect private computers to the JDCS Network without prior written permission from the JDCS District Director of Technology. Private computers must not use the JDCS network for commercial gain or profit. Students, Teachers, and Staff should not install or otherwise connect personal computer equipment to any computer, server, or network connection without prior written approval from the JDCS Director of Technology.

Users may not alter the JDCS network infrastructure by installing any unauthorized networking equipment including (but not limited to) hubs, switches, routers, or wireless access points of any kind without the express permission of the JDCS Information Technology Department. It is also a violation to install any devices or programs on the JDCS network or any other PC or computing device connected to the JDCS network that are designed to alter, reshape, affect, monitor, or intercept network traffic.

The JDCS Information Technology Department may terminate or limit the network connectivity of any user whose online activities are deemed detrimental to the health of the network.

## 1. Software Copyright Laws

The Jefferson Davis county School District has made technology available to all staff and students. Computers, computer networks, the Internet, and computer software have been made available for the purpose of enhancing education in the classroom. The JDCS District is also committed to adhering to all copyright laws. All employees and students of the JDCS District are to abide by copyright laws as specified by the software's publishers and distributors.

The following rules have been put in place to ensure that no employee or student of the JDCS District violates any federal, state, or local regulation of copyright laws.

- a. No software will be installed on any District computer without the proper license.
- b. The only individual that signs software license agreements for the JDCS District is the Director of Technology.
- c. Each department and/or school will establish a central location to store software licenses to be reviewed on demand.
- d. Permission must be obtained from the JDCS District Director of Technology to duplicate any software product or distribution media.
- e. Employees must receive permission from their principal and the JDCS District Director of Technology before purchasing software for District use.
- f. Principals shall be responsible for enforcement of this policy at their individual school.

## 2. Violations

Employees who violate the United States Copyright Laws do so at their own risk and assume all liability for their actions. They shall also be subject to disciplinary action for willful infringement of the law or for using District equipment for duplication that is prohibited.

### **Purchasing Policy for Technology Equipment**

It is the goal of the Office of Information Technology to assure that all computer hardware, peripherals, and software can be supported. The staff members in the Office of Information Technology have the primary responsibility for maintaining the networks, computers, servers, printers, peripherals, and VoIP phones to be certain that quality is maintained at reasonable costs. All equipment, computers and peripheral devices (e.g. printers, scanners, LCD projectors, digital cameras, software, video cards, network cards) which are attached to or used with a computer must be ordered only after consultation with the District Director of Technology. The review procedure for purchasing any technology equipment and software is intended to provide:

- a centralized point of information about technology items
- a district-wide inventory of hardware and software
- pricing advantages
- license compliance for software purchases
- hardware and software that can be supported

In order to coordinate and standardize on technology equipment and software purchases in a uniform and planned way so as to avoid duplicate selection which could make the maintenance and operations of the technology program difficult and costly, the following purchase procedure is to be used:

- Requisition submitted to the immediate Supervisor for review
- Requisition signed and approved by the District Director of Technology
- Purchase order approved and signed by the Business Manager and the item ordered, if within district/school budget constraints

The JDCS Information Technology Department will not support any technology related equipment that was not purchased in accordance with these guidelines. Support and service is limited to approved technology purchases of JDCS owned hardware and software. Legacy equipment may not be supported if the District Director of Technology has determined that the software/hardware has reached “end of life”. Reasonable requests for support of “end of life” equipment can be made, and faculty may choose to accept responsibility for the upkeep of legacy hardware/software. This arrangement may be overridden if the JDCS District Director of Technology decides that the upkeep of “end of life” equipment is a financial burden on the JDCS District. JDCS Information Technology staff may not provide support or services of equipment not purchased and owned by the JDCS District.

## **Jefferson Davis County School District Internet Safety Policy**

### **Introduction**

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

### **Definitions**

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

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Jefferson Davis County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Jefferson Davis County School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Jefferson Davis County School District or designated representatives will provide age-appropriate training for students who use the Jefferson Davis County School District Internet facilities. The training provided will be designed to promote the Jefferson Davis County School District's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Jefferson Davis County School District's Internet Acceptable Use Policy;
- II. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

**Adoption**

This Internet Safety Policy was adopted by the Board of the Jefferson Davis County School District at a public meeting, following normal public notice, on May 14th, 2012.

**Employee Account Agreement**

I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence. I understand that violation of the rules may result in disciplinary action up to and including termination of employment.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School/Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Guest Account Agreement**

I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

This account has been created for the purpose of \_\_\_\_\_

I understand this account will be deleted within 15 days of work completion. I understand that it is my responsibility to remove all personal files and I will not hold the Jefferson Davis County School District responsible for any loss of data.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Account Agreement

### **Student**

I have read the information written above. If I did not understand the meaning of a part of it, I asked an adult to explain it to me. I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

Student Name: \_\_\_\_\_

Home Room: \_\_\_\_\_

School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent or Guardian**

As the parent or guardian of this student, I have read the Appropriate Use Policy. I understand that this access is designed for educational purposes. The Jefferson Davis County School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I have spoken with my child to make sure that the rules are understood. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

My son or daughter, who has signed above, understands the rules that he or she is to following in utilizing technology at school.

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

Parent or Guardian Signature: \_\_\_\_\_

### **Disclaimer**

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

### **Vandalism**

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

### **Plagiarism**

Plagiarism will result in immediate, severe disciplinary action by the Administration. Plagiarism is an act of literary theft, an act of academic dishonesty. Plagiarism is defined as the act or instance of using or closely imitating the language, work product and/or thoughts of another author without authorization obtained or credit given. It involves the passing off or submission of another author's work as one's own. This includes, but is not limited to, submitting assignments digitally or via hard copy.

All of the following are considered plagiarism:

- Turning in someone else's work as your own.

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

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

Parent Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Personal Possessions**

Students are expected to care for their own possessions and to keep up with personal belongings. The school district cannot be responsible for loss, theft, or damage to personal belongings. However, when properly reported, school officials will, if possible, assist the student in locating lost or stolen property within the limits of their ability to do so.

### **Automobile/Motorized Vehicle Use**

Students younger than grade 10 may not bring a motorized vehicle on any school campus.

### **Public Displays of Affection**

Public displays of affection on school grounds are not permissible and will result in disciplinary action.

### **Student Demonstrations/Strikes/Sit-In Activities, Etc.**

The Board is responsible for providing an appropriate education program. The right of a child to attend school and receive an educational program is mandated by law. The Board will not tolerate any disruption or interference with that right through the use of violence, vandalism, seizure of any area of school property, sit-in activities, walkouts, strikes, or other methods of demonstration which disrupts the operation of the school.

### **Messages and Gifts to Students from Parents/Guardians and Others**

Except in the case of emergency, classes cannot be interrupted by messages to students from parents/guardians or others. PLEASE DO NOT ASK THAT THIS BE DONE EXCEPT IN EMERGENCY SITUATIONS. Such disruptions interfere with instruction and result in loss of time and concentration. Arrangements for family matters should be made in the home, not at school or through the school office. No message will be delivered except from the parent/guardian. If a true emergency necessitates a message to a student, the school office will deliver that message. Further, the district recognizes the enjoyment students get by receiving gifts on special occasions. However, such deliveries to students can cause problems for school personnel. Because of safety issues, balloon deliveries will not be allowed at school. Students may not distribute personal correspondence at school.

### **Use of School Office Telephones**

School office phones are business phones. Students will not be allowed to use school office phones except in case of an emergency/illness and for lunch money. Calls for missing materials, homework, etc. will not be allowed.

### **Student Grade Requirements and Extra-Curricular Activity Participation**

On August 10, 1992, the Board of Education adopted the following policy statement in regard to student grade requirements and extra-curricular participation:

In all respects, including eligibility for participation, the JEFFERSON DAVIS County School District shall adhere to the regulations, rules, guidelines, and standards set and promulgated by the Mississippi High School Activities Association, Inc. (hereinafter called the Association) as expressed and set forth in the Association's Handbook during each scholastic year. However, in the Association's Handbook for 1992-1993, Page 27 Subparagraph 0 (a) [or in subsequent handbooks issued by the Association] the paragraph shall, for the JEFFERSON DAVIS County School District, read as follows:

“To be eligible a student shall, at the end of each semester, be able to demonstrate normal progress towards the earning of the appropriate number of Carnegie units of credit required for graduation. The student must have at least an average of 70 in each course that amounts to five (5) credits toward graduation each year. A student who fails to meet the requirements at the end of the first semester would be placed on WARNING for the following semester. Participation may continue in the second semester (the WARNING) semester. If by the end of the second semester (the WARNING) semester, requirements have not been met, the student would be ineligible. A student who is not eligible at the beginning of the school year may become eligible the second semester by passing the first semester with a 70 average (subjects that, when successfully completed, would produce five (5) credits towards graduation for the year.”

### **Retention of Students for Extra-Curricular Purposes Prohibited**

It shall be the policy of the district that no student shall be retained for purposes of extra-curricular participation. This practice, commonly called -red-shirting,” is strictly prohibited.

### **Field Trips-Extra Activities**

The parent/guardian must grant permission for their child to make a field trip and must sign an appropriate permission form which provides that school personnel are authorized by the parent/guardian to seek out and secure medical attention necessary should the child be injured or become ill during a trip. Further, parents/guardians must assume responsibility for payment of any costs involving medical treatment for their child. Misbehavior may result in loss of the field trip privileges.

### **Student Clubs and Organizations**

Student clubs and organizations are encouraged; however, such clubs and organizations shall only be organized and operative after the principal/assistant principal has granted approval. No club or organization shall be formed without a proper sponsor, who shall be a certified staff member of the district. Secret clubs and organizations are not permitted in the schools of the district. Students who form, become members of, or participate in activities involving a non-approved club or organization shall be subject to disciplinary action.

### **Fundraising Activities**

Clubs, organizations, and other school programs often wish to conduct fundraising activities to raise funds for projects, trips, convention attendance, and other operations of the group. However, such activities should be as limited as possible. Sponsors wishing to conduct such activities shall follow the procedures for making fundraising requests:

1. The sponsor is to neatly complete a request form as provided by the school’s administration.
2. The form is to be submitted to the appropriate principal for approval or denial.
3. If approved, the request form will be presented to the Superintendent, who will present the request to the Board of Education, who will have the final authority to either approve or deny the request.

### **Student Publications**

Student publications are a part of the total school program. Any publication must be appropriate as to grade level and content. All publications are self-supporting and shall be sponsored by a faculty advisor. Any articles, pictures, slogans, or other written/visual material to be used in an approved publication must be cleared through the principal of the school before the publication is printed and distributed. This policy includes school newspapers, annuals, pamphlets, brochures, or any other publication associated with the school.

## **School Facilities**

### **Notification of Asbestos Re-inspection**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time. The EPA requires us to perform re-inspection of the asbestos materials every three years and surveillance every six months. The last re-inspection was completed in 2015. The results of the re-inspection are on file in the management plan in the Jefferson Davis County Superintendent's Office in Prentiss, MS. The Asbestos program manager is available to answer any questions you may have about asbestos in our buildings at 792-4267.

