



Claiborne County School District

404 Market Street • Port Gibson, MS 39150

2024-2025



Dr. Sandra Nash, Superintendent of Education

STUDENT HANDBOOK

"To educate, equip and inspire all students to achieve their full potential."

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FOREWORD

ELEMENTARY SCHOOLS

Helping children develop self-discipline and conduct themselves acceptably are primary behavioral objectives of the school and home. Parents may assume that a student's behavior is satisfactory or better unless they are notified by telephone or letter. In most cases, it is believed that a call or letter will suffice -- if not, the parents may be asked to come to the school for a conference in order to find an acceptable solution to the problem. The school will expect and demand nothing less than good conduct on the part of students. It is believed that the above-described procedure will effectively achieve a desirable learning atmosphere and guide students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with accordingly.

SECONDARY SCHOOLS

The administration of the Claiborne County School District believes that middle and high school students are young ladies and gentlemen and, as such, should be capable of conducting themselves according to accepted standards of conduct. Every student is expected at all times to keep in mind that his/her conduct should not interfere with others but rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the district's students. The school system feels strongly that an essential prerequisite for any successful instructional program is a clear understanding of the operation based on the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

MISSION

"To educate, equip and inspire all students to achieve their full potential."

VISION

"Coming together, working together, succeeding together
to benefit every student."

NOTICE OF NON-DISCRIMINATION

The Claiborne County School District is in compliance with Title VI of the Civil Rights Act of 1962, including regulations in vocational education; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Family Educational Rights and Privacy Act of 1974; and the American with Disabilities Act.

District policy assures that no one shall, on the grounds of race, color, age, religion, natural origin, sex, disability, genetic information, pregnancy, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school district.

CODE OF CONDUCT

Students have the right to a free public education, but they are responsible for complying with the rules and regulations of the Claiborne County School District and the reasonable instructions of all school personnel. In addition to these rules, each local school or building principal may develop additional rules and regulations that govern student behavior and discipline at the school site. However, these campus rules and procedures must be consistent with policies and procedures established by the Board and the Superintendent. A person who obstructs any teaching, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this document or as otherwise authorized by law. In accordance with state law and district policy, a copy of this code of conduct is made available to each school-age child and his or her parents/legal guardian. The parent/legal guardian and the student are required to sign a statement that they understand and will abide by this code of conduct.

ACKNOWLEDGEMENT OF RECEIVING 2024-2025 STUDENT HANDBOOK Claiborne County School District

This verifies that we, the parent(s) of _____ who is
Child's Name
enrolled in the Claiborne County School District, have received the Student Handbook: Code of Conduct for the 2024-2025 School Year. We are aware of the rules, regulations, and information governing students during the regular school day and at all school-sponsored functions. We acknowledge that these rules include the Acceptable Use Policy concerning the internet and technology use as outlined in the Student Handbook. Furthermore, we understand that these services, rules, regulations, codes of conduct, and discipline policies have been approved by the Claiborne County School Board of Education.

As parents, we realize that it is our responsibility to see that our child abides by these rules and regulations while he/she is a student in the Claiborne County School District.

Parent Signature: _____ Date: _____

Name of Student(s): _____ Date: _____

CLAIBORNE COUNTY SCHOOL DISTRICT

2024-2025 Academic Calendar

2024

AUGUST

- 5-6 Teacher Workdays
- 07 First Day for Students

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

- 02 Labor Day (School/Offices Closed)
- 11 Ends 1st Midterm
- 18 63% Day, Progress Reports, Parent/Teacher Conferences

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

- 07 Ends 1st Nine Weeks
- 11 Fall Break/Homecoming (School/Offices Closed)
- 14 Teacher Workday (No Students)
- 16 Nine Weeks Report Cards

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

- 13 Ends 2nd Midterm
- 20 Midterm Progress Reports
- 25-29 Thanksgiving Holidays

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

- 16 Ends 2nd Nine Weeks/First Semester
- 23 Christmas Holidays Begin (Schools/offices closed)

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2025

JANUARY

- 6-7 Teachers Return/Workdays (No Students)
- 08 Students Return
- 08 2nd Nine Weeks Report Cards
- 20 MLK Holiday (School/Offices Closed)

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

- 07 Ends 3rd Midterm
- 10-11 Winter Break (Schools & Some Offices closed)
- 12 63% Day, Progress Reports, Parent Teacher Conferences

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

- 10-14 Spring Break (Schools/Offices Closed)
- 17 Ends 3rd Nine Weeks
- 26 3rd Nine Week Report Cards

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

- 18-21 Good Friday/Monday (School/Offices Closed)
- 25 Ends 4th Midterm
- 30 Midterm Progress Reports

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

- 23 High School Graduation
- 26 Memorial Day (Schools/Offices Closed)
- 28 Last Day for Students Final Report Cards
- 29-30 Teacher Workdays
- 30 Last Day for Teachers

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Board Approved: March 20, 2024

AHERA COMPLIANCE

The Claiborne County School District, in compliance with the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), inspected each of our school buildings in the spring of 1988 to identify and assess the conditions of asbestos-containing materials. Immediately afterward, management plans were developed to establish guidelines for managing asbestos-containing materials. In keeping with the national focus and effort to eliminate asbestos in schools, all school buildings in the Claiborne County School District underwent its last three (3) year inspection on November 9, 2022.

A copy of the re-inspection, along with the initial management plan, can be found in the Central Office, 404 Market Street, Port Gibson, MS 39150, and is available for viewing by the general public anytime during our regular school hours. The re-inspection includes an assessment of the conditions of the asbestos-containing materials previously identified in the initial management plan.

If you have any questions concerning the re-inspection report or the initial management plan, please contact Dr. Sandra Nash at 601-437-4232.

DISTRICT CONTACT INFORMATION

DEPARTMENTS	CONTACT NUMBER(S)	CONTACT PERSON
<i>Superintendent</i>	601-437-4232	<i>Dr. Sandra Nash</i>
<i>Deputy Superintendent/Instruction Federal Programs/Title IX Coordinator</i>	601-437-4232	<i>Dr. Trena Warren</i>
<i>Business Manager</i>	601-437-4232	<i>Ms. Courtney Bershell</i>
<i>A. W. Watson Elementary School</i>	601-437-5070	<i>Mr. Antwan Reeves</i>
<i>Port Gibson Middle School</i>	601-437-4251	<i>Mr. Marvin Harvey</i>
<i>Port Gibson High School</i>	601-437-4190	<i>Mr. Eddwin Smith</i>
<i>Career & Technical Education Center</i>	601-437-3800	<i>Mrs. Norma Thompson-Lewis</i>
<i>Alternative Education</i>	601-437-4190	<i>Mr. Michael Brown</i>
<i>Special Services</i>	601-437-4232	<i>Mrs. Sharlet Moore</i>
<i>Curriculum and Instruction Student Assessment and Appeals</i>	601-437-4232	<i>Ms. Tressie Neal</i>
<i>Child Find/Case Manager</i>	601-437-4232	<i>Mrs. Tracy Wilson</i>
<i>Technology</i>	601-437-4232	<i>Mr. Zikomo Turner</i>
<i>Food Service/Child Nutrition</i>	601-437-4232	<i>Ms. Ronda Stacker</i>
<i>Custodial, Transportation & Maintenance</i>	601-437-5205	<i>Mr. Terrance Young</i>
<i>Safe and Orderly</i>	601-437-4190	<i>Ms. Toni Clark</i>
<i>Athletics</i>	601-437-4190	<i>Mr. Harry Brown</i>
<i>MSIS/SAMS Coordinator/Student Data</i>	601-437-4232	<i>Mr. Zikomo Turner</i>
<i>School Attendance Officer</i>	601-437-5289	<i>Mrs. Angela Brandon Buck</i>
<i>JROTC</i>	601-437-3104	<i>Lt. Col. Frances Walker</i>
<i>PTA/PTSA</i>		<i>Mr. Devon Carpenter</i>
<i>District Representative, MAE</i>	601-437-5070	<i>Ms. Joyce Weddington</i>

ABSENCE FROM SCHOOL

Excused Absences

1. Parent/guardian notes will be accepted for a total of three (3) per semester and six (6) per year absences. Notes must be received no later than three days after the absence.
2. Any additional absence exceeding the six (6) excused by parent/guardian note must be excused by a note from a doctor or other appropriate documentation.
3. Absences will remain unexcused if documentation for excuse is not received.
4. Any student with five (5) or more unlawful absences will be reported to the State School Attendance Officer as required in the Mississippi Code 37-13-91.

School districts have the authority to withdraw a student after he/she has acquired 20 consecutive unexcused days.

The district must ensure that any student of compulsory school age has been referred to the school attendance officer in accordance with the compulsory school attendance law. District administrators or designees have the authority to communicate with parents regarding a possible withdrawal and subsequent re-enrollment when it is established that the student is going to miss an extended, consecutive amount of time. (Source: MDE)

Extended Absences

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

1. If the student intends to receive an excused absence, he/she, upon returning to school, must present a statement from a licensed physician certifying specific dates missed due to the medical condition.
2. The student anticipating an extended absence due to a medical reason must notify his/her counselor prior to the absence in order that orderly academic progress may be made during the absence.
3. Failure to comply with either of the above guidelines may result in the student not being permitted to complete the academic work for credit missed during the absence.

Absences and Extracurricular Participation

Students will not be permitted to participate in any school-sponsored extracurricular competition or event, if absent from school the day of such activity, unless previously excused by the principal. (This policy is interpreted to mean that the student must be in attendance 63% of the day prior to being eligible to participate in school-sponsored events that day.) In addition, students habitually unable to attend school or who are tardy to school the day following an extracurricular event will, for the sake of their health and academic achievement, be dropped from participating in such events). The student shall not have more than five (5) absences from any one class or a total of 20 absences from all classes for the purpose of participation in extracurricular activities.

ACADEMIC ASSESSMENTS – ASSESSMENT GLOSSARY

ASVAB (Grades 11 or 12) - Nationally normed assessment of The Department of Defense. Results are used to determine aptitude for a career in the armed forces as well as student vocational strengths.

Mississippi Dyslexia Screener – (Kindergarten & Grade 1) - Effective July 1, 2017, Section 37-173-15 of House Bill 1046 mandates that each local school district screen students for dyslexia in the spring of Kindergarten and the fall of Grade 1 using a State Board of Education (SBE) approved screener.

Benchmarks (Grades 1 – 11) - Customized criterion-referenced common assessments designed to reflect Mississippi state tests in both format and content. Results are utilized to guide classroom instructional decisions and sometimes serve as nine-week and semester tests. Administered typically at the end of the first three nine-week periods.

STAR Math / Star Reading / Star 360 (Grades Pre-K – 3, 9-12) - An adaptive computer-based test (CBT) where student responses determine the difficulty level of questions. Results can be used to guide classroom instructional decisions and serve as a universal screener, which helps in the early identification of specific math and reading deficiencies. Administered typically three times a year during September, January, and April.

i-Ready (Grades K-8) - A single K–12 adaptive diagnostic for reading and mathematics that pinpoints student needs down to the sub-skill level, and ongoing progress monitoring shows whether students are on track to achieve end-of-year targets.

ACT State Testing - The ACT assessment is a curriculum- and standards-based educational planning tool that assesses students' academic readiness for college. The ACT is administered to all students classified as eleventh-grade students during the academic year. Ungraded students whose birthdays link them to the cohort of students identified as eleventh-grade students will also be included.

English Language Proficiency Test (ELPT) - CTB LAS Links Assessment System is a secure, large-scale English language proficiency assessment administered to Kindergarten through 12th graders who have been officially identified as English learners (ELs). This assessment is administered annually to monitor English learners' progress in acquiring academic English.

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

Literacy-Based Promotion Act - Passed during the 2013 legislative session, the Literacy-Based Promotion Act (LBPA) places emphasis on grade-level reading skills, particularly as students progress through grades K-3. Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state-wide assessment for 3rd grade will not be promoted to 4th grade unless the student qualifies for a good cause exemption. The LBPA was amended in 2016 and included changes such as an Individual Reading Plan (IRP) and increased expectations for 3rd-grade students beginning in 2018-2019.

Mississippi Academic Assessment Program (MAAP) - The Mississippi Academic Assessment Program (MAAP) is designed to measure student achievement in English Language Arts (ELA), Mathematics, Science, and US History. Students are assessed in grades 3 through 8 in English Language Arts (ELA) and Mathematics, grades 5 and 8 Science, Algebra I, Biology I, English II, and US History. The results of all MAAP assessments provide information to be used to improve student achievement.

ELA and Math assessments are based on the 2016 Mississippi College- and Career-Readiness Standards. Science assessments will be based on the 2019 Mississippi College- and Career-Readiness Standards for Science. The US History assessment is based on the 2011 Mississippi Social Studies Framework.

Mississippi Academic Assessment Program - Alternate (MAAP-A) - State testing for students with significant cognitive disabilities changed during the 2016-17 school year. Dynamic Learning Maps (DLM) were replaced by the Mississippi Academic Assessment Program-Alternate (MAAP-A). Similar to MAAP, MAAP-A is developed by Questar Assessment, Inc. and Mississippi educators. DLM Essential Elements are used as the standards for English Language Arts and Math. Mississippi Extended Science Frameworks (MESF) are used for the science alternate assessments.

National Assessment Of Educational Progress (NAEP) - The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, and US History. Since NAEP assessments are administered uniformly using the same sets of test booklets across the nation, NAEP results serve as a common metric for all states and selected urban districts. The assessment stays essentially the same from year to year, with only carefully documented changes. This permits NAEP to provide a clear picture of student academic progress over time.

ACTIVE STUDENT AND ACTIVE PARENT

Students and parents have online access to view the students' grades, attendance, and school news. The ActiveStudent and ActiveParent portals are accessible through the District's website at www.claiborne.k12.ms.us under the Family Resources tab. Parents must contact the data steward at the child's school to gain access.

ADMISSION
Verification of Residency / Transfer / Homeless
Ref: Board Policy JBC

The term "minor," when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code 1-3-27

ENROLLMENT AGE: Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year. No child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. MS Code 37-15-9 (1)

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

1. A certified birth certificate;
2. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent, or custodian;
3. An insurance policy on the child's life which has been in force for at least two (2) years;
4. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent, or custodian;
5. A passport or certificate of arrival in the United States showing the age of the child;
6. A transcript of the record of age shown in the child's school record of at least four (4) years prior to application, stating the date of birth; or

If none of this evidence can be produced, an affidavit of age is sworn to by a parent, grandparent, or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. MS Code 37-15-1 (2002)

PARENT, LEGAL GUARDIAN, OR LEGAL CUSTODIAN: Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. MS Code 37-15-11 (2002)

GENERAL ELIGIBILITY:

1. This school district shall admit into its free public schools all minor-age children (MS Code 1-3-27) and all compulsory school-age children as defined by MS Code 37-13-91 (2) (f).
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code 37-15-29.
3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend. MS Code 37-15-29; 37-15-13
4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian, or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The

accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. MS Code 37-15-11

5. The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate. MS Code 37-15-1
6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:
 - a. The parent, legal guardian, or custodian of such child was a legal resident of the state from which the child is transferring;
 - b. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
 - c. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
 - d. The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. MS Code 37-15-9
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian, or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his/her designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. MS Code 37-15-9 (3)
8. No child in grades 2 through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. MS Code 37-15-1 Valid certificates include:
 - Form 121 -- Certificate of Compliance
 - Form 121-A -- Medical Exemption Certificate
 - Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown on the certificate. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

RESIDENCE VERIFICATION PROCEDURE

Definition of residence for school attendance purposes: The student physically resides full-time weekdays/nights and weekends, at a place of abode located within the limits of this school district. **Residency may be determined in the following manner:**

1. **STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)** The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district, annually, with at least two of the items listed below as verification of their address, except that a document with a post office box as an address will not be accepted.
 - a. Filed Homestead Exemption Application form;
 - b. Mortgage documents or property deed;
 - c. Apartment or home lease;
 - d. Utility bills;

- e. Driver's license;
 - f. Voter precinct identification;
 - g. Automobile registration;
 - h. Affidavit and/or personal visit by a designated school district official;
 - i. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district;
 - j. Certified copy of the filed petition for guardianship, if pending, and final decree when granted
2. **HOMELESS CHILDREN:** When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).
 3. **STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:** The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (4) above, required of a parent or legal guardian.

The district resident must provide the school with an affidavit (see last page of this policy) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:

1. Death or serious illness of the child's parent(s) or guardian(s);
2. Abandonment of the child;
3. Child abuse or neglect;
4. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
5. Students enrolled in recognized exchange programs residing with host families.

Whenever appropriate, the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child. The school district may require additional documentation and verification at any time. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree. The provisions of this policy do not apply to students who reside outside the school district but who have legally transferred into the school district. Any court-ordered procedure shall take precedence over any procedure contained herein.

4. STUDENTS OF MILITARY FAMILIES

- a. A pupil complies with the residency requirements for school attendance in a school district if the parent of the pupil is transferred to, or is pending transfer to, a military installation within this state while on active military duty pursuant to an official military order. A school district shall accept an application for enrollment and course registration by electronic means for a pupil who meets these requirements, including enrollment in a specific school or program within the school district.
- b. The parent of a pupil who meets these requirements shall provide proof of residence to the school district within ten (10) days after the published date provided on official documentation.
- c. The parent may use the address of any of the following as proof of residence.
 - A temporary on-base billeting facility.
 - A purchased or leased home or apartment.
 - Any federal government housing or off-base military housing, including off-base military housing that may be provided through a public-private venture. (37-15-30)
 - The school district may request additional documentation and verification at any time.

At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

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

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

5. TRANSFER STUDENTS: (See also Policy JBCD C Transfers and Withdrawals of Students)

No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.

1. Students suspended or expelled from another school or school district may not be allowed to enroll. MS Code 37-15-9 (3) No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. MS Code 37-15-9 (1). Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class based on an official transcript of credits from the last school attended. MS Code 37-15-33
2. All students seeking to transfer from any school, public, private, or home school, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.
3. The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given to the applicant not less than five days prior to the date of the administration of such test.
4. No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.
5. If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. MS Code 37-15-33
6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. MS Code 37-15-31 (1) (d) The Mississippi Public School Accountability Process Standard for this policy is standard 7.

AMERICANS WITH DISABILITIES ACT

Section 504/Americans with Disabilities Act Nondiscrimination on the Basis of Disability: The Claiborne County School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504 Americans with Disabilities Act Coordinator and will handle inquiries regarding the Claiborne County School District’s nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability: **Mrs. Sharlet Moore, Special Services Director/404 Market Street ~ Port Gibson, MS (601) 437-4232.**

SECTION 504 PROCEDURES – STUDENTS: Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the Claiborne County School District. **(Ref: Board Policy: IDHDB)**

ARRIVAL TO SCHOOL

Upon arrival at school, all students will be permitted to go to breakfast or the designated area at **7:00 a.m.** Students who are late to school for the first period must report directly to the **main office or area designated by the building principal upon arrival.** Loitering in the halls, restrooms, library, or any other place on campus will not be tolerated. **Below is a listing of the length of the instructional school day at each campus:**



A.W. Watson Elementary School-----8:00 a.m. – 2:30 p.m.
Port Gibson Middle School-----8:00 a.m. – 3:00 p.m.
Port Gibson High School-----7:35 a.m. – 3:15 p.m.

BREAKFAST will end promptly at the following times: A. W. Watson Elementary School @ 7:45 a.m., Port Gibson Middle School @ 7:45 a.m., and Port Gibson High School @ 7:30 a.m. **No students shall eat breakfast after these times except when they are late due to late bus arrival.**

ATTENDANCE: TARDINESS AND EXCUSES

The school board believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district’s instructional program. The school board thusly directs the superintendent to develop administrative regulations governing tardiness and absences (excused and non-excused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not be limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be approved by the school board before implementation.

Late Arrival To School: Parents who bring their children to school late must bring the child into the office to sign him/her into school. Tardy is defined as arriving to school after the beginning of the school day or class. Tardiness due to medical or dental appointments will be excused and work can be made up if a doctor’s excuse is presented the day of the tardy. No late medical excuses will be accepted for tardiness. Students will not be subject to consequences if they arrive late on a school bus. Students are allowed five unexcused tardies per semester (with work allowed to be made up). Three or more unexcused tardies or early checkouts (not related to medical/dental appointments) per grading period will make a student ineligible to receive perfect attendance.

Make-up Assignments: The administrative regulations shall specify that no absence will be excused when it is due to suspension, expulsion, or other disciplinary action. However, to avoid adopting a policy or administrative rule that would ensure a student’s failure, the district may adopt a provision that permits or requires suspended students who are not immediately placed in an alternative school program to make up work within specified deadlines.

Attendance Reporting: In order for a student to be considered as having attended school for a full day, the school board specifies that each student must be present for 63% of his or her individual instructional day as fixed by the local school board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day.

Inclement Weather Days: The District shall provide sufficient notice (before the close of the prior school day) to staff and students for any weather-related or other unforeseen virtual days. When instances occur that make virtual learning impractical, the District shall either make up any missed days or use the days as weather days as allowed under Mississippi law and in accordance with policies AFC and EBBB.

DEFINITIONS

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

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

Mississippi Compulsory School Attendance Law: Compulsory school age child means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. (MS Code 37-13-91)

Referral of Compulsory Absences to Student Attendance Officer: If a compulsory/school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer. The superintendent or his/her designee shall also report any suspensions or expulsions to the school attendance officer when they occur.

School Attendance Officers' Protocol:

- Five (5) Unexcused Absences- the School Attendance Officer will notify the parent/guardian in writing of the student's absences.
- Ten (10) Unexcused Absences - The School Attendance Officer will send a second notice for an informal hearing.
- Twelve (12) Unexcused Absences – The School Attendance Officer will file a petition in the Claiborne County Youth Court.

State Law: After a student has accumulated five (5) or more unlawful absences, the Attendance Officer employed by the State Department of Education will be notified (Legal Ref. MS Code 37-13-91).

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a non-charter public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee.

An absence is excused when:

1. The absence results from the compulsory school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee. These activities may include- field trips, athletic contests, student conventions, musical festivals and any similar activity.
2. The absence results from illness or injury, which prevents the compulsory school-age child from being physically able to attend school.
3. The isolation of a compulsory school-age child is ordered by the county health officer, the State Board of Health, or the appropriate school official.

4. It results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory school-age child shall include children, spouse, grandparents, parents, brothers and sisters, and stepbrothers and stepsisters.
5. It results from a medical or dental appointment of a compulsory school-age child.
6. It results from the attendance of a compulsory school-age child at court proceedings or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
7. The religion to which the compulsory school-age child or the child's parents adheres, requires, or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
8. It is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence, but the approval shall not be unreasonably withheld.
9. It is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory-school-age child's non-attendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
10. It results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

BOOK BAGS

Any student in grades K-8 desirous of using a book bag to carry his/her supplies and books can purchase any book bag. **All high school students are required to carry clear book bags.**

BULLYING – STUDENT COMPLAINTS

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

Definitions: *Bullying or harassing behavior* is any pattern of gestures or written, electronic, or verbal communications; 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.

If any person has in his/her possession any type of electronic device which records and said device is used with the intent and purpose of recording activity on school grounds, school transportation, or any school function with the intent of antagonizing another person, he/she will be considered in violation of this policy. Intimidation, threats, harassment, or bullying will not be tolerated.

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR - PROCEDURES

I. Procedures for Reporting a Complaint

A. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly, but no later than five (5) calendar days after the alleged act or acts occurred. (HB 263-D)

B. The school official shall complete a "Bullying/Harassing Behavior" complaint form, which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es) and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent, who shall initiate an immediate investigation. Complaints against the principal shall be made to the superintendent, and complaints against the superintendent shall be made to the Board chairman. The complaint shall be investigated promptly. (HB 263-F)

C. Parents or guardians will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. (HB 263 - C)

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

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

F. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying." (HB 263-G & 2).

G. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.) (HB 263-H)

The school district shall maintain and make available a list of counseling services to any student who is a victim of or a witness to bullying or who engages in bullying. The following list of the types of counseling and support services are available to any victim of or a witness to bullying. This list is presented as a guide that by no means limits this school district from including other additional support services. (HB 263-E)

1. School/District Counseling
2. Conflict resolution training
3. Anger Management training
4. Problem-solving skills training (proactive, constructive, relationship-building)
5. Social skills training

Support may be provided by the school district through the assistance of any of the following agencies:

1. Mississippi Department of Education
2. Mississippi Department of Health
3. Mississippi Department of Human Services - Juvenile Services Department
4. Community/Family Public or private community-based mental health services

5. Faith-based services
6. Law enforcement agencies

The procedures for reporting bullying shall also be posted on the district website. (HB 263-3)

CAMPUS POLICE

The Mission of the Claiborne County School District Campus Police is to provide a safe and secure environment for all individuals throughout the district. The District Police are committed to the preservation of peace and the protection of life and property of all individuals and buildings. Their values are to diligently uphold the laws that protect both life and property of the students, faculty, and staff of Claiborne County School District (CCSD) without bias or prejudice. They will conduct themselves professionally and personally in ways that clearly show that honesty and integrity are our code of honor. It is the vision of the members of the CCSD Campus Police Department to serve as leaders in the law enforcement community. Each officer will strive to conduct himself/herself in a manner that will set an example for all law enforcement officers, as they constantly commit to a “Take Pride” Police Department.

CELL PHONES/ELECTRONIC DEVICES

In an effort to support student safety before and after school, certain Claiborne County School District students will be allowed to possess cell phones on campus. The student groups prohibited from possessing cell phones on campus are Pre-K through six grade students and students assigned to the district’s Alternative Education Program.

To avoid interruptions to the instructional program, the Claiborne County School District prohibits the use, display, or activation of cellular phones or other communication devices including personal digital assistance devices, lasers, and related communication products (or other electronic items) by students during the instructional day on any school campus unless the use of the device is requested by the teacher and is pre-approved by the building principal as part of the instructional process.

Under this policy, the instructional day also includes, but is not limited to, on the school campus, class time, lunch periods, class changes, after school detentions or tutorials, during emergency drills, practices for extracurricular events and field trips, and any other structured or non-structured activity that occurs during the normal school day. The district also prohibits the activation or use of cellular devices or other communication devices including personal digital assistance devices, lasers, and related communication products (or other electronic items) on the school buses.

Students who bring cell phones or other electronic devices to school must adhere to the following rules:

1. Cell phones/electronic devices must be turned off and cannot be visible on campus during the school day.
2. The campus includes loading and unloading areas for cars and buses, in the building, or on campus grounds.
3. Placing a cell phone on vibrate or texting is not considered off and is prohibited.
4. Using a cell phone to record or video tape is prohibited.

If a student is found in violation of this policy, the following discipline will be administered:

- First offense – the device will be confiscated. The device will be secured by the school administration and released to the student’s parent/guardian at the end of the regular school day to the student’s parent/legal guardians. When picking up the device, parents/legal guardians will be given a copy of this policy and asked to sign a form of acknowledgement.
- Second offense – the device will be confiscated for five (5) school days or a \$15.00 fine may be paid. If confiscated, the device will be secured by the school administration and released to the student’s parent/guardian on the sixth (6th) day after the regular school day. Parents/legal guardians will be given a copy of this policy and asked to sign a form of acknowledgement.
- Third offense – the device will be confiscated for ten (10) days or a \$25.00 fine may be paid. If confiscated, the device will be secured by the school administration and released to the student’s parent/guardian on the eleventh (11th) day after the regular school day. Parents/legal guardians will be given a copy of this policy and asked to sign a form of acknowledgement.

- Fourth and each subsequent offense – the device will be confiscated for twenty-five (25) days or a \$50.00 fine may be paid. If confiscated, the device will be secured by the school administration and released to the student’s parent/legal guardian on the twenty-sixth (26th) day after the regular school day. Parents/legal guardians will be given a copy of this policy and asked to sign a form of acknowledgement.

Communication Device Usage during Statewide Tests: Any communication device used during the administration of statewide tests will be confiscated for the duration of the school year and may result in suspension or expulsion of the student from the regular school environment for the remainder of the year and placement into the alternative school setting. Additionally, any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other district rules or policies will be subject to disciplinary action according to the Student Code of Conduct.

Confiscation of Cell Phones: Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action according to the Student Code of Conduct. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a phone in the main office, which are made available to students with appropriate permission in the case of an emergency.

NOTE: If it is determined that a cell phone or any other electronic device was used in a drug transaction, promoting a disturbance, texting answers, bullying, bomb threats, bodily threats, or any illegal or immoral activity, the student will be suspended, and the phone will be confiscated and returned on the last school day of the given school year. There is no probationary period for the use of cell phones or electronic devices associated in any of the above-stated cases. If a cell phone is confiscated in In-School Suspension (ISS) or alternative school setting, the student will be given additional days of ISS/alternative program, and the phone or electronic device will be confiscated and returned after school on the last school day of the given school year. The Claiborne County School District assumes no responsibility for loss, damage, or theft of cell phones or related communication devices.

**** If a parent needs to contact a student during the day for an emergency, please call the office. If the call is not an emergency, a phone message will be delivered to the student at the earliest opportunity but no later than the end of the day.**

*****In the case of an emergency, students must use the office phone in the main office only.**

Disclaimer: The Claiborne County School District employees have no financial responsibility for confiscated items that are lost, stolen, or damaged.

CONDUCT OF STUDENTS (GENERAL RULES)

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation that is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the principal’s office. The counselor and principal will review the case through a progressive module. A student who has been sent from class repeatedly will be suspended from school.
3. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
4. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
5. All schools in the District are tobacco-free zones. Tobacco use and smoking/vaping are prohibited on property owned or used by the school, whether during school, after school, or at school-related events. See Policy EBAB.
6. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school, or during school-related activities. Any student violating this rule shall be subject to a

recommendation of expulsion by the principal, his/her designee, or the Superintendent and subject to all other penalties and requirements provided by law and District policies.

7. A student is strictly prohibited by law from possessing, using, or selling any controlled substance, including drugs and alcohol, while on school property, going to school, going from school, or during school-related activities. Any student violating this rule shall be subject to recommendation of expulsion by the principal, his/her designee, or the superintendent and subject to all other penalties and requirements provided by law and District policies.
8. A student who uses or is under the influence of any alcohol or drugs shall be subject to expulsion and subject to all other penalties and requirements provided by law and District policies.
9. A student who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to recommendation of expulsion by the principal or the superintendent and subject to all other penalties and requirements provided by law and District policies.
10. A student who carries or otherwise has in his/her possession a firearm on campus, in violation of Policy JCBH, shall be subject to recommendation of expulsion for a minimum of one (1) calendar year by the principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.
11. A student, upon his/her second suspension for a disciplinary reason, will be informed that his/her third such suspension may result in expulsion.
12. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105, and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.
13. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB, Student Complaints of Sexual Discrimination/Harassment – Title IX Procedures.
14. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the School Board. (§37-11-18).

SPECIAL EDUCATION STUDENTS: Special education students are responsible for adhering to the same rules of conduct as nondisabled students. All special education students are entitled to a free, appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one that enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior.

The special education director or designee should be informed when a special education student violates the rules of conduct, which may result in the student's removal from the classroom by long-term suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined. Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal and state regulations.

CONFERENCES

The Claiborne County School District endorses a productive working relationship among teachers, parents, and students. Teachers and principals will conduct student conferences as needed to help students assess and evaluate their performance and their progress. Parents may secure an appointment for a conference with the teacher(s) and/or principal by calling the school office.

Conferences may be scheduled using online teleconferencing tools, via phone, or in person. Please contact your child's school site to schedule a meeting.

CORPORAL PUNISHMENT

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

1. Effective school year 2019-2020, House Bill 1182 prohibits the use of corporal punishment in public schools to discipline a student with a disability who has an IEP or a Section 504 plan.
2. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences, and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
3. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and condition of the student, the type of instrument to be used, the amount of force to be used, and the part of the body to be struck shall be considered before administering any corporal punishment.
4. Corporal punishment may only be administered by the school principal or assistant principal with parental consent.
5. When corporal punishment is administered, it shall be done in the presence of another certified employee. It shall take place in the principal or assistant principal's office or other place that is out of the view of other students.
6. Any paddling shall be limited to the administration of 1-3 licks.
7. All cases of administration of corporal punishment shall be fully documented.
8. Before such punishment is administered, the student shall be advised of the specific reason for the punishment, and this reason shall be stated in the presence of another certified employee of the school who shall be the witness of the paddling.

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

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

"Corporal punishment" means the reasonable use of physical contact by the principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection, or for the protection of other students from disruptive students.

CREDIT RECOVERY- High School Only

Credit Recovery has been defined by the Mississippi State Department as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. This policy does not apply to students retaking the class. Claiborne County School District has set up a credit recovery program to help struggling students graduate. Students must go through an application process and be approved by the administration before participation will be allowed. (**Ref: Board Policy: IDCAB**)

Admission to and removal from the Credit Recovery Program

Application Process: Students desiring to participate in credit recovery must apply to the Credit Recovery Program.

STAGE I

1. The application must include the name of the course to be recovered and a recommendation from a teacher or counselor.
2. The application must include parental approval for participation in the Credit Recovery Program.
3. The principal and counselor must verify the minimum criteria for participation.
4. The principal and counselor must approve the credit recovery course and verify the approval of the parent for participation in the program.
5. Once the application is made and the criteria verified, the application is approved or disapproved. (If disapproved, justification of disapproval is indicated.)
6. Students will be allowed to recover courses that failed within a calendar year, including established state assessment courses: Algebra I, Biology I, English II, and U. S. History.

STAGE II

If approved for credit recovery, a timeline for completion is established. Timelines will be set for the completion of the Credit Recovery class.

1. A student who fails to make an effort to start the Credit Recovery course within five days of the established timeline will be counseled by the counselor.
2. A student who fails to make an effort to start the Credit Recovery course within eight days will be counseled by the principal.
3. A student who fails to make an effort to start the Credit Recovery course within ten days may be removed from the program.
4. A student who fails to complete the timeline established on the application will be removed from credit recovery unless a waiver is given for special circumstances by the administration.

Minimum Criteria: A student must have made a grade of at least 50 in the course he/she is attempting to recover.

- I. **Eligibility:** (1) Students who have already received credit for a course are not eligible for Credit Recovery; (2) Students shall take no more than one Credit Recovery course per 18-week period, with a maximum of two courses per school year. (This 2-course limit does not include courses recovered during summer school sessions.) This requirement may be waived for students who have a serious illness and are or have been homebound.
- II. **Instruction:** The Claiborne County School District will use online software provided by a reputable company or classes offered by the MDE Virtual School for Credit Recovery. The District will provide training from the software company for the teachers and facilitators. Credit Recovery will be offered after school hours and during school as resources permit, unless the student has an extenuating circumstance, such as being homebound due to illness.
- III. **Content and Curriculum:** The curriculum used by Claiborne County School District for Credit Recovery is aligned with the Mississippi Curriculum Frameworks or the Mississippi College and Career Ready Standards. It has been approved by the Mississippi Department of Education for Credit Recovery. The objectives for each course will be individually selected for the student by a Credit Recovery Curriculum Committee. This committee will be a minimum of three people: a counselor, an administrator, and a classroom teacher of the course to be recaptured or head of the department of the course to be recaptured.
- IV. **Grading**
 1. The student may receive only a score of 65% on any Credit Recapture course. Upon completion of the course, a grade of 65 will be recorded for the course, and it will be noted on the transcript.
 2. Grading of the individual objectives will be through the use of posttests of the individual modules. A grade of 65 must be achieved on the module for the objective to be considered as mastered.
 3. If the module does not have a module posttest, then a completion of the lesson will fulfill the 65% criteria. In the event that a module includes non-tested objectives (as determined by the Recovery Curriculum Committee), a mastery of the post test will be determined by mastery of the 65% of the individual objective items on the post test.
 4. When a student has completed the requirement for any Credit Recovery Class(es), Daily Usage Details and Pretest/Posttest report will be submitted to the counselor as documentation of student completion of modules.

DELIVERIES TO STUDENTS

The Claiborne County School District will not accept the delivery of gifts for students to the schools. District schools must preserve the educational environment and cannot assume responsibility for storage and delivery of flowers, balloons, gifts, etc., for students.

DISRUPTIVE STUDENTS (HABITUAL)

Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, reporting teacher and student's parent and which student does not comply with the plan shall be deemed habitually disruptive and subject to expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student, a psychological evaluation shall be performed upon the child. (MS CODE 37-11-18.1)

DRESS CODE/UNIFORMS

The Claiborne County School District recognizes how students dress may affect their behavior. Research has shown that schools with uniform dress codes have fewer discipline problems, higher academic achievement, and students with higher self-esteem. Therefore, the Claiborne County Board of Education has determined that all students in Grades PK-12 in attendance in the Claiborne County School District will wear uniforms beginning the 1999-2000 school year and thereafter. Questions regarding the implementation of the policy and regulations should be directed to the school principal where the student is in attendance.

Based on parental input, the description of individual items is provided to parents at the beginning of the school year.

- **A. W. Watson School:** Students in grades Pre-K through second grade will wear purple tops on Monday, Wednesday, and Friday and purple shirts on Tuesday and Thursday. Students in grades third through fifth will wear gold tops on Monday, Wednesday, and Friday and gold tops on Tuesday and Thursday. All students will wear khaki or black bottoms daily.
- **P.G. Middle School:** Students in grades six through eight (6-8) will wear solid red, sky blue, or solid navy blue tops with collars; students will wear khaki and navy bottoms. No specific days or color combinations are assigned.
- **P. G. High School: Freshmen** will wear SOLID red tops ONLY!! They will wear khaki or navy bottoms. **Sophomores, Juniors, and Seniors** are allowed to wear any solid color polo style shirt with a collar, navy or khaki pants. No specific days or color combinations are assigned.
 - The tops should be of appropriate size and should remain tucked at all times.
 - The skirt shall be an option available only for students in grades K-5.
 - The windbreaker can be used as an "outer" garment.

The school district's logo (optional on the shirt) shall be placed on the left front panel of the shirt, sweater, sweatshirt, or windbreaker, or the logo can be placed on the left collar of a blouse. No other collar shirt can be worn under the uniform shirt. Students choosing to wear t-shirts under uniforms tops are required to wear a plain white t-shirt without a collar. Any other colored t-shirt is a violation of the policy of the school district.

The school district has made no effort to limit free enterprise; no vendor has been excluded. However, it has been emphasized to the vendors that the construction of all pieces of the uniform shall be of "uniform" quality, wrinkle free, wash-n-wear, permanent press, and doubled-stitched. The short, skirt, skort, and jumper must be "knee length or below." The overall quality of the material is the primary determiner of price; poorly constructed clothing has a cheaper price tag.

Please inform the school of any vendor who sells an item designed to be a part of the uniform which does not meet the description listed in these guidelines, or which does not meet the "uniform" standard. Failure to adhere to proper dress attire (wearing shorts, skirts, or skorts too short or wearing pants sagging below the waistline or wearing pants that are more than one inch larger than the waist size) will result in disciplinary action. Parent or Guardians shall be responsible to ensure that their children adhere to the school district's Uniform Dress Code.

DRESS CODE VIOLATIONS:

- Oversize clothing is prohibited. Pants or trousers can be no more than one inch larger than the actual waist size. “Sagging” of pants is prohibited; no under-garment shall be seen nor shall pants hang in folds about the footwear. This means the leg hem shall not drag or be worn below the heel of the shoe. Mutilation, e.g., purposefully cutting holes, of clothing is prohibited. Shirts must be long enough to tuck in. **T-shirts as an outer top are not permitted.**
- Students are prohibited from wearing additional “patches,” pins, or earrings that may be considered lewd, profane, obscene, suggestive or vulgar; which may harass, threaten, intimidate, or demean other groups; or, which displays illegal merchandise or contraband: Hats and scarves may not be worn in the building. No combs, picks, brushes or curlers are allowed in the hair: Head gear, kerchiefs, stocking caps, head wraps, caps, hats, bandannas, “doo” rags, wash cloths, or any “gang” paraphernalia, is prohibited. The only exceptions to any head gear include a hair net or cap required where long hair poses a health or safety threat near open flames, moving machines or in food preparation classes, or a cap worn as part of religious persuasion, e.g., the yarmulke worn by individuals of the Jewish faith. Earrings shall not be worn on clothing. Medallions and necklaces shall not be worn outside the shirt/top.
- Belts must be worn if the garment has belt loops. Belt buckles shall not display insignias. Students can wear pants, shorts, skirts, or skorts that have an elastic waistband. However, all shorts, skirts, and skorts shall come to the knee. None shall be worn above the knee. NOTE: Failure to adhere to proper dress attire (wearing shorts, skirts or skorts too short or wearing pants sagging below the waistline or wearing pants that are more than one inch larger than the waist size) will cause a student to be disciplined.
- Blue jeans, denim or denim-like, sweatpants, overalls, stretch pants, scrub pants, wind suits, cargo pants, baggy, holey, sagging or frayed bottoms, rolled up pants, spandex, biker and nylon pants are not allowed.
- Footwear – Students are prohibited from wearing footies, house shoes, nylon ballerina shoes, backless sandals, flip flops, beach shoes, shower shoes, platform shoes, spike heels, Birkenstock, clogs, crocs, lighted shoes or heely (skate) shoes. Shoes must be properly tied or fastened. **Covered shoes must be worn at all times.**
- Students are not permitted to wear emblems on long chains worn around neck with sharp edges.
- **Wearing hoodies (The pull-over sweatshirt with the hoods) are prohibited.**
- All outerwear shall be free of all logos depicting group affiliations, drugs, alcohol, obscenities, or brand names.
- Students can wear school sponsored jackets.

An additional list of prohibited items follows:

- No pants with holes or rips that expose the body or undergarments
- No leggings or tights
- No tank tops or muscle shirts
- No plain white t-shirts
- No offensive paraphernalia on clothing (e.g. drugs, cuss words, etc.)
- No athletic slippers, sandals, or house shoes
- No bandanas, night caps, or wave caps
- No sleepwear
- No shorts or skirts above the knee

DISCIPLINE LADDER – ELEMENTARY SCHOOL

When a student who is already on the discipline ladder is found to have violated another infraction on the discipline ladder, he/she automatically moves to the next step on the discipline ladder below. The purpose of the progression along the ladder is to discourage students from continuing a pattern of misbehavior. The administration, at its discretion, may impose any penalty at any level considered most appropriate. Any student that is frequently referred to the office for disciplinary infractions will be placed on a Behavior Management Plan. Further disciplinary infractions and/or violation of the Behavior Management Plan shall result in referral to the Alternative Education Center.

The following is a list of infractions and their consequences. This list, however, is not all-inclusive.

	RULE VIOLATIONS	CONSEQUENCES
1.	Being in an area designated as off-limits-This includes parking lots at any time during the day and buildings during lunch	Steps 3-6
2.	Biting	Steps 3-6
3.	Cell phone and electronic device use/display is not allowed on campus during the school day	Steps 3-6
4.	Cutting class and/or truancy	Steps 3-6
5.	Defacing or otherwise damaging school property – Penalty also includes restitution for damages	Steps 3-6
6.	Disobedient, discourteous, and disrespectful behavior	Steps 3-6
7.	Failure to attend In-School Suspension/ After School Detention	Steps 4-6
8.	Fighting at school or on the way to and from school or school activities	Steps 4-6
9.	Forging a progress report, report card, doctor’s excuse or other official school document.	Steps 4-6
10.	Forging a teacher’s signature	Steps 4-6
11.	Gambling or possession of gambling devices (including cards).	Steps 4-6
12.	Harassment, intimidation, or threatening of other students and school personnel.	Steps 4-6
13.	Improper behavior at assemblies or other school activities.	Steps 3-6
14.	Improper behavior in the cafeteria or on the school campus	Steps 3-6
15.	Leaving campus without authorization from appropriate officials	Steps 3-6
16.	Loitering on school campus after school hours.	Steps 3-6
17.	Open defiance toward a teacher or administrator	Steps 3-6
18.	Other misbehavior as designated by the school administration.	Steps 3-6
19.	Possession of or use of tobacco or tobacco-related products on the school property and at school activity; including E-cigarettes and vaping devices	Steps 3-6
20.	Profanity/vulgarity (including acts, gestures, or symbols directed at another person)	Steps 3-6
21.	Racial slurs directed at students or teachers	Steps 3-6
22.	Refusal to identify yourself properly when requested to do so by a school staff member	Steps 3-6
23.	Refusal to report to the office when instructed to do so.	Steps-4-6
24.	Student out of class with no hall pass	Steps 1-6
25.	Student wearing any type of gang emblems or symbols on campus or have in his/her possession any type of gang paraphernalia	Steps 1-6
25.	Sharing or posting videos of fights or any inappropriate behavior at school or school related activities	Steps 3-6
26.	Tardy to class	Steps 1-6
27.	Theft	Steps 3-6
28.	Use or possession of weapons, look alike or dangerous objects, bomb threats on school grounds or at a school activity	Step 6
29.	Use or possession of fireworks	Steps 3-6
30.	Use, sale, solicitation, or possession of drugs, or drug paraphernalia on or near school grounds or at a school activity; including E-cigarettes and vaping devices	Step 6
31.	Use, sale, solicitation, or possession of alcohol on near school grounds or at a school activity	Step 6
32.	Violation of the dress code. Students will have to meet dress code before attending class. Time missed from class will be unexcused	Steps 1-6

CONSEQUENCES (Discipline)

First Offense--Step 1:

1. Contact Parent
2. Counseling and/or Student Support Services

Second Offense--Step 2:

1. Contact Parent
2. Counseling and/or MTSS Referral to TST
3. Corporal Punishment
4. Three (3) days loss of privileges or one (1) day In-school suspension

Third Offense--Step 3:

1. Contact Parent/Meeting
2. Counseling and/or MTSS Referral to TST
3. In-School Suspension, three (3) days
4. Five (5) days loss of privileges

Fourth Offense--Step 4

1. Contact Parent
2. Counseling and/or MTSS Referral to TST
3. Out of School Suspension, one (1) to three (3) days.
4. Ten (10) days loss of privileges after return to school.

Fifth Offense--Step 5:

1. Contact Parent
2. Counseling and/or MTSS Referral to TST
3. Out-of-School Suspension, three (3) to five (5) days

Sixth Offense--Step 6:

1. Contact Parent
2. Recommendation for expulsion (A student may be recommended for expulsion at any time of the administrator feels the student's action warrant such recommendation).
3. Referral to District Discipline Committee
4. Send detailed report to the Superintendent from District Discipline Committee.

NOTE: Excessive or extra violations can result in a higher step of consequences.

DISCIPLINE LADDER – MIDDLE SCHOOL

When a student who is already on the discipline ladder is found to have violated another infraction on the discipline ladder, he/she automatically moves to the next step on the discipline ladder below. The purpose of the progression along the ladder is to discourage students from continuing a pattern of misbehavior. The administration, at its discretion, may impose any penalty at any level considered most appropriate. Any student that is frequently referred to the office for disciplinary infractions will be placed on a Behavior Management Plan. Further disciplinary infractions and/or violation of the Behavior Management Plan shall result in referral to the Alternative Education Program.

The following is a list of infractions and their consequences. This list, however, is not all-inclusive.

	RULE VIOLATIONS	CONSEQUENCES
1.	Being in an area designated as off-limits – This includes parking lots at any time during the day and buildings during lunch	Steps 3-6
2.	Biting	Steps 3-6
3.	Cell phone and electronic device use/display is not allowed on campus during the school day	Steps 3-6
4.	Cutting class	Steps 3-6
5.	Defacing or otherwise damaging school property – Penalty also includes restitution for damages	Steps 3-6
6.	Disobedient, discourteous, and disrespectful behavior	Steps 3-6
7.	Failure to attend in-school suspension/ after school detention	Steps 4-6
8.	Fighting at school, on the bus to or from school, or during school activities	Steps 4-6
9.	Forging a progress report, report card, teacher’s signature, doctor’s excuse, or official school document	Steps 4-6
10.	Gambling or possession of gambling devices (including cards)	Steps 4-6
11.	Harassment, intimidation, or threatening of other students and school personnel	Steps 4-6
12.	Improper behavior in the cafeteria, at assemblies, other school activities, or on the school campus	Steps 3-6
13.	Improper use of internet or electronic devices	Steps 1-6
14.	Inappropriate display of affection	Steps 3-6
15.	Leaving campus without authorization from appropriate officials	Steps 4-6
16.	Loitering on school campus after school hours	Steps 3-6
17.	Open defiance toward a teacher or administrator	Steps 4-6
18.	Other misbehavior as designated by the school administration	Steps 3-6
19.	Pornography in any form (electronic, literature, or otherwise)	Steps 4-6
20.	Possession of or use of tobacco or tobacco-related products on the school property or at school activity; including E-cigarettes and vaping devices	Steps 4-6
21.	Profanity/vulgarity (including acts, gestures, or symbols directed at another person)	Steps 3-6
22.	Racial slurs directed at students or teachers	Steps 3-6
23.	Refusal to identify yourself properly when requested to do so by a school staff member	Steps 3-6
24.	Refusal to report to the office when instructed to do so	Steps 4-6
25.	Student out of class with no hall pass	Steps 1-6
26.	Sharing or posting videos of fights or any inappropriate behavior at school or school related activities	Steps 3-6
27.	Student wearing any type of gang emblems or symbols on campus or have in his/her possession any type of gang paraphernalia	Steps 1-6
28.	Tardy to class	Steps 1-6
29.	Theft	Steps 3-6
30.	Unauthorized fund raising	Steps 1-6
31.	Use or possession of weapons, look alike or dangerous objects, bomb threats on school grounds or at a school activity	Step 6
32.	Use or possession of fireworks	Steps 3-6
33.	Use, sale, solicitation, or possession of drugs, or drug paraphernalia on or near school grounds or at a school activity; including E-cigarettes and vaping devices	Step 6
34.	Use, sale, solicitation, or possession of alcohol on near school grounds or at a school activity	Step 6
35.	Violation of the dress code. Students will have to meet dress code before attending class. Time missed from class will be unexcused	Steps 1-6

CONSEQUENCES (Discipline)

Step 1:

1. Contact Parent
2. Counseling and/or Student Support Services

Step 2:

1. Contact Parent
2. Counseling and Student Support Services
3. In-school suspension for one (1) to three (3) days
4. Loss of school privileges for three (3) days or Corporal Punishment
5. Refer to MTSS for behavior

Step 3:

1. Contact Parent
2. Counseling and Student Support Services
3. In-school suspension for three (3) to five (5) days
4. Loss of school privileges for five (5) days
5. Refer to MTSS for behavior

Step 4:

1. Contact Parent
2. Counseling and Student Support Services
3. Out-of-school suspension for one (1) to three (3) days
4. Loss of school privileges for ten (10) days after return to school
5. Refer to MTSS for behavior
6. Re-evaluate MTSS Plan for behavior

Step 5:

1. Contact Parent
2. Counseling and Student Support Services
3. Out-of-school suspension for three (3) to five (5) days
4. Loss of school privileges for fifteen (15) days after return to school
5. Refer to MTSS for behavior
6. Re-evaluate MTSS Plan for behavior
7. Referral to District Discipline Committee

Step 6:

1. Contact Parent
2. Recommendation for expulsion (A student may be recommended for expulsion at any time if the administrator feels the student's action warrant such recommendation.)
3. Referral to District Discipline Committee

NOTE: Excessive or extra violations can result in a higher step of consequences.

DISCIPLINE LADDER – HIGH SCHOOL

When a student misbehaves and/or demonstrates unacceptable behavior on school grounds or at a school event, 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. The administration has the discretion to use their professional judgment in the management of discipline-based circumstances. A student will be subject to one or more of the alternatives at each step based upon the circumstances of the offense. The administration has 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 a 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.

STEP 1

1. Student conference and/or
2. 1 school day in ISS (In-School Suspension)

STEP 2

1. 1-2 school days in ISS (In-School Suspension), and
2. Referred to the MTSS (Multi-Tiered System of Supports) for behavior
 - Loss of school privileges for 5 school days. Removal from the discipline ladder with no additional referrals.

STEP 3

1. 2-3 school days in ISS (In-School Suspension), or
2. 1 school day of OSS (Out-of-School Suspension), and
3. Referred to the MTSS (Multi-Tiered System of Supports) for behavior
 - Loss of school privileges for 5 school days
 - 20 school days of probation. Removal from the discipline ladder with no additional referrals.

STEP 4

1. 3-4 school days in ISS (In-School Suspension), or
2. 3-5 school days of OSS (Out-of-School Suspension), or
 - BMP/BIP (Behavior Management Plan or Behavior Intervention Plan) to be developed or reevaluated and
 - Loss of school privileges for 10 school days

STEP 5

1. 5 school days in ISS (In-School Suspension), or
2. 3-5 school days in OSS (Out-of-School Suspension), or
3. BMP/BIP (Behavior Management Plan or Behavior Intervention Plan) to be developed or reevaluated and
4. Loss of school privileges for 15 school days

STEP 6

1. 6-9 school days of OSS (Out-of-School Suspension), and
2. BMP/BIP (Behavior Management Plan or Behavior Intervention Plan) to be developed or reevaluated and
3. The principal may make a recommendation to Alternative Program for a minimum of 45 days, including request to appear before the District Discipline Committee.
4. Loss of school privileges for 45 school days.

STEP 7

1. Student will be removed from the school setting and placed in the alternative program temporarily.
2. Principal makes a recommendation of change of placement to the Alternative Program at which time a required hearing of the District Discipline Committee will be held. The District Discipline Committee may recommend a long-term placement in the Alternative Program (up to one (1) calendar year)
 - When the student returns to school, the student will be immediately assigned to disciplinary probation for 45 school days and will be on Step 5 of the discipline ladder.

STEP 8

1. Student will be removed from the school setting and placed in the alternative school temporarily.
2. Referral to the District Discipline Committee with a recommendation of expulsion. The District Discipline Committee will review the case and make the recommendation to expel, send the student to the Alternative Program, or return the student to school following the expulsion. The committee’s recommendation will be forwarded to the Superintendent. If the Superintendent concurs with the recommendation of the principal and/or the District Discipline Committee, the recommendation to expel will be presented to the Board of Education.

Other Important Information Regarding Discipline

1. Parent/guardian will be contacted regarding disciplinary actions after investigation has been completed.
2. No student will be placed at a given step on the discipline ladder more than two (2) times. The student may be escalated to the next higher step after his/her second placement on any step.
3. 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.
4. 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 during the school year, the principal, the reporting teacher, and the child’s parent(s) will develop a Behavior Intervention Plan (BIP) or Behavior Management Plan (BMP).
5. Students transferring from an outside agency or facility may be required to transition back through alternative school or behavior modification classroom.
6. Suspended students are not permitted to enter upon school grounds or to attend any CCSD school activity, home or away, during the time of the suspension.

Discipline Guide – High School

The discipline guide listed below is designed to aid administrators in the consistent enforcement of all rules and procedures for Claiborne County School District. While most situations will fit into one of the categories of the discipline guide, the administrator still has the discretion as to where to place a student on the discipline ladder based on the severity of the incident and where the student currently is on the discipline ladder.

Fighting:

- Level I – Fist fight, physical altercation that may require SRO/adults or restraint or jeopardizes safety of others
- Level II – Habitual discipline problem, previously warned, 2nd fight or more in a calendar year, and/or with gang implications, numbers involved, others hurt in the altercation.

Consequences

- Level I – Step 6 of the Discipline ladder with 6 days of OSS and a recommendation to the District Discipline Committee for placement in Alternative Program, referral to youth court.
- Level II – Step 7 or 8 of the discipline ladder with 6 days of OSS and a recommendation to the District Discipline Committee for placement in Alternative Program, referral to youth court.

** Fights that occur on the bus or at any CCSD event will be treated the same as if it were to occur on campus.

Weapons:

- Level I – Weapons other than a gun found on person, vehicle
- Level II – Using, threatening or brandishing any weapon, possession of a gun on person or in vehicle

Consequences

Level I & II – Step 8 of the discipline ladder.

Over the Counter Medications & Supplements:

- Level I – Handling, passing it to another student, possession
- Level II – Brought to school to sell, give away, trade, or consumption on campus

Consequences

Level I – Step 5 of the discipline ladder.
 Level II – Step 6 of the discipline ladder with a recommendation to the District Discipline Committee for 45 school days in Alternative Program, referral to youth court.

Alcohol & Prescription Drugs

Under the influence, possession (including paraphernalia), use, selling, trading, giving away

Consequences

Step 6 of the discipline ladder with a recommendation to the District Discipline Committee for 90 days in Alternative Program, referral to youth court.

Illegal Drugs & Prescription Drugs not prescribed to you

Under the influence, possession (including paraphernalia), use, selling, trading, giving away

Consequences

Step 6 of the discipline ladder with a recommendation to the District Discipline Committee for 90 school days in the Alternative Program, referral to youth court.

- Any combination of the above will result in more severe consequences.
- The Alternative Program assignment of days may vary based on what is best for the student to meet academic requirements.

Court Referrals, Arrests, and Detentions

Criminal behavior, if committed by a student, shall result in referral to Claiborne County Youth Court or the appropriate Judiciary. The following is a partial list of offenses that may occur on a school campus:

Mississippi Code 97-37-17	Possession of weapons	Possession of drugs
Mississippi Code 37-11-20	Threatening and intimidation	Public intoxication
	Possession of alcohol	Malicious mischief
	Defacing or destroying school property	Cyber stalking
	Possession of drug paraphernalia	Vandalism
	Simple assault	Gambling
	Disorderly conduct	Trespassing
	Abuse of a Teacher or Principal	Bomb threats
	Rape	Sexual Battery
	Public Profanity	

And other criminal offenses of the Mississippi Code

In addition to the above-listed criminal offenses, excessive unexcused absences will also be reported to the Claiborne County Youth Court.

The following chart reflects generalized unacceptable behavior and placement 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.

	RULE VIOLATIONS	CONSEQUENCES
1.	Biting	Steps 5-8
2.	Bomb Threat	Steps 5-8
3.	Cheating (Academic Dishonesty)	Steps 3-8
4.	Cutting/leaving class without permission/out of assigned area	Steps 3-5
5.	Defacement/destruction of property/vandalism	Steps 3-8
6.	Defiance of staff member/disrespect/continuous disobedience	Steps 1-8
7.	Dress code violation	Steps 1-5
8.	Eating/drinking in unapproved area	Steps 1-3
9.	Failure to report to ISS or serve ISS time	Steps 1-8
10.	Fighting or spreading rumors/gossip which lead to verbal/physical confrontation/fight/ disruption/ disturbance, videoing/posting fights on social media Level: 1 or 2	Steps 6-8
11.	Gambling/possession of gambling devices	Steps 2-5
12.	Gang activity/association /secret organizations clubs	Steps 5-8
13.	Inappropriate public display of affection	Steps 1-4
14.	Improper/disruptive behavior on school grounds or at school activities	Steps 1-8
15.	Improper use of internet or electronic devices	Steps 1-8
16.	Leaving campus without permission	Steps 4-6
17.	Lying to authorities	Steps 1-7
18.	Parking/traffic violations	Steps 1-5
19.	Possession of pornographic literature or any other form of pornography	Steps 5-8
20.	Possession of weapon, imitation weapon or object that could be used as a weapon (includes stun guns and tasers)	Steps 7-8
21.	Profanity/vulgarity (includes acts, gestures, or symbols directed at a person)	Steps 3-6
22.	Refusal to identify oneself when requested to do so by school staff	Steps 4-5
23.	Sexual harassment or sexual misconduct	Steps 5-8
24.	Sexual misconduct – consensual	Steps 5-8
25.	Stealing/theft	Steps 4-8
26.	Tardiness to class	Steps 1-5
27.	Trespassing	Steps 4-7
28.	Use of forged/altered documents such as parent notes, report cards, hall passes, etc.	Steps 4-7
29.	Unauthorized fundraising	Steps 1-4
30.	Use/possession of dangerous objects	Steps 5-8
31.	Use/possession of fireworks	Steps 5-7
32.	Use, sale, possession or under the influence of alcohol or alcohol-related products	Steps 6-8
33.	Use, sale, possession or under the influence of drugs and/or drug paraphernalia or counterfeit drugs	Steps 6-8
34.	Use, sale, possession of tobacco or tobacco-related products (including electronic cigarettes)	Steps 4-7
35.	Violent act, bullying, harassment, intimidation, hazing, stalking, or threatening of another student or staff member	Steps 1-6
36.	Violation of cell phone policy	Steps 1-6
37.	Vaping/possession of vaping paraphernalia	Steps 5-8

DUAL ENROLLMENT

A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework at a Mississippi public college that may or may not also count as credit toward a high school diploma through School Day Enrollment and Independent Study Enrollment.

All dual enrollment courses will be included in student's GPA/QPA. All dual enrollment courses will be weighted at 1.10. This grade will be calculated in GPA only. Grades given by the institution will remain on transcript and on report card.

DUE PROCESS

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

The following procedures provide notice and opportunity to be heard in such matters.

The superintendent of schools and the principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or on school property, as defined in the Mississippi Code of 1972 Section 37-11-29, on the road to and from school, or at any school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board under state or federal law or any rule, regulation or policy of the school district.

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

1. a due process hearing,
2. be represented by legal counsel, to present evidence and,
3. cross-examine witnesses presented by the district.

The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence. The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

The superintendent or designee shall establish procedures for informal and formal hearings consistent with this policy. (Ref: **Board Policy JCAA**)

DRUG/ALCOHOL/TOBACCO

The use of drugs will not be tolerated in the Claiborne County School District. Each school is a drug-free school, and its drug-free policy will be strictly adhered to. Students caught using drugs or alcohol or suspected of the offense will be turned over to the principal. A guilty student will be subject to severe disciplinary action.

Students are absolutely prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled, including vaping and e-cigarettes, or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

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. Policy JGCD applies to prescription medications. The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in Policy JCAA. In the event of violation of this policy, all reporting requirements of Policy JCBF shall be applicable. This policy is for the discipline and protection of the students of this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi. **(Ref: Board Policy- JCDAC)**

TOBACCO USE: This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000."

Definitions

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

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are violations committed on any educational property within the State of Mississippi. '97-32-27 through 97-32-29.

DYSLEXIA IDENTIFICATION

The District will screen all students during the second semester of Kindergarten and during the first semester of first grade for characteristics of dyslexia.

A diagnosis of dyslexia must come from a licensed psychologist, psychometrics, or speech-language pathologist. Students diagnosed with dyslexia and served will not necessarily have a ruling under IDEA and /or Section 504. **(Ref: Board Policy: IEBA)**

EMERGENCY PLANS

- **TORNADO, EARTHQUAKE, SEVERE WEATHER:** A tornado watch means weather conditions are favorable for a tornado. A tornado warning means a tornado has been spotted. All students are to move into a school hall. While in the halls or classroom, the pupils should face an interior wall, with knees and elbows on the floor and hands over the back of their heads. If students are between classes when an alert is sounded, they should report to the nearest hallway. Students will not be allowed to use the telephone during an emergency.
- **HURRICANE:** The Claiborne County School District will operate normally until a hurricane warning is issued, and then the following steps will be taken: (A) Students will be dismissed from school immediately. (Local news media also will be notified.) (B) Students will be transported home by school buses.
- **FIRE, EXPLOSION, AND BOMB THREAT:** In case of fire, explosion, or bomb threat, students are immediately instructed to go to a designated area, under the teacher's supervision, away from the building. Students are to proceed in an orderly yet rapid manner to the designated area.

- **THREATS OF VIOLENCE:** The District will not tolerate threats of violence against any school or facility of the District or against any individual students or employees of the District. The State of Mississippi enacted the Mississippi Terroristic Threats Law, effective July 1, 2019, which makes it a felony for any person to make a threat to commit a crime of violence or a threat to cause bodily injury to another person if the threat does in fact cause a reasonable expectation or reasonable fear of the imminent commission of an offense, and if, in making the threat the person has the intent to: (i) intimidate or coerce a civilian population or a segment of the civilian population to cede to the person's demands, or (ii) influence or affect, by intimidation or coercion, the policy or conduct of a unit of government, educational institution, business or segment of the civilian population to cede to the person's demands. It is not a defense to prosecution under this law that at the time the threat is made, the defendant did not have the intent or capability to actually commit the specified offense, nor is it a defense that the threat was not made to a person who was an intended victim of the threatened act. Students who are guilty of making a terroristic threat shall be subject to appropriate disciplinary action as specified
- **LOCKDOWN:** Teachers will be notified through the intercom system when there is a need to have a lockdown.
- **EMERGENCY EVACUATIONS:** An emergency evacuation is an operation for which plans must be made and is above and beyond the normal fire and tornado drills now in place. Cooperation must be solicited from all concerned. In the event you receive notice that your child's school has evacuated through our automated telephone system, parents can contact the following family reassembly area to locate your child.

*A. W. Watson Elementary School will relocate to Port Gibson Middle School
 Port Gibson Middle School will relocate to A. W. Watson Elementary School
 Port Gibson High School will relocate to Port Gibson Middle School*

EQUAL EDUCATIONAL OPPORTUNITIES

Every pupil of the Claiborne County School District will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities. **(Ref: Board Policy JAA)**

FEES

This school board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

- a. Supplemental instructional materials and supplies, excluding textbooks;
- b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
- c. Extracurricular activities and any other educational activities of the school district that are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.

All fees authorized to be charged under this policy, except those fees authorized under (C) above, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following.

FINANCIAL HARDSHIP WAIVER POLICY

All fees authorized to be charged under subsections (A) and (B) of the Fee Policy above shall be charged only upon the following conditions:

1. Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
2. Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means.
3. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
4. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized by this policy.

In no case shall the inability to pay the assessment of fees authorized under the provisions of this Fee Policy result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancement.

The superintendent shall establish administrative procedures consistent with this policy for its implementation and duplicate the attached form for use by applicants. ' 37-7-335. (Ref: Board Policy JS)

FERPA (Family Education Rights and Privacy Act of 1974)

This policy complies with the requirements of the No Child Left Behind Act of 2001

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

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

- Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.
- Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.
- Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:
 1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
 - A. It was made as a personal memory aid;
 - B. It is in the sole possession of the individual who made it; or
 - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
 2. An employment record that is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
 3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

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

Ref: Board Policy JRAB

ANNUAL NOTIFICATION: Within the first month of each school year, the school district will notify parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights, and the bulletin will be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records that he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to

present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

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

STATEMENT OF RIGHTS

Act and this policy:

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

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

The following information may be released with parental consent:

STUDENT DIRECTORY INFORMATION Within the first month of each school year, this school district will give public notice of the categories of information considered directory information regarding students in the district. This notice will include a statement notifying parents whether or not the categories set forth as directory information may be used on a school-authorized internet web page. If the district chooses to use student directory information on its internet web page, this will be specified in the annual notice. This notice will also include a disclaimer to the effect that the school district shall not be responsible for the posting of any student information on any internet web page not authorized by the Claiborne County School District Board of Education.

The school will allow ten (10) days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior written consent of the parents. If the school has notified the parents that it intends to use the directory information on a school-sponsored internet web page, the parents shall be allowed to object to the use of their child's information on the internet web page, yet still consent to the school's use of their child's information in other formats. If the parents provide no such objection within ten (10) days of the official notification, the information will be classified as directory information until the beginning of the next school year. The school district will maintain and release "directory information" without the parent's prior written consent, unless the parent – or student if over 18 – informs the district that any or all of the following information should not be released without prior written consent.

DIRECTORY INFORMATION DATA

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (NOTE: The district may designate all, some, or none of this information as directory information.) The student's name, address, and telephone number; The names of the student's parents; The student's date and place of birth; The student's major field of study and class designation (i.e., first grade, tenth grade, etc.); The student's extracurricular participation; The student's achievement awards or honors; The student's weight and height if a member of an athletic team; The student's photograph; The student's electronic mail address; The students dates of attendance; and The most recent educational institution the student attended prior to the student enrolling in this school district. **Ref: Board Policy JRA**

As a parent, you have the right to opt-out of having your child/children placed in a student directory produced by the district. You may complete the opt-out form in the back of the handbook and return it to the applicable school. Written confirmation is required otherwise your child/children would be included in a printed directory, where applicable.

FOOD SERVICE

Claiborne County School District is participating in the Community Eligibility Program. Any student enrolled in Claiborne County School District can receive their breakfast and lunch at no charge to them. **Ref: Board Policy JGHR**

FUNDRAISING

The Claiborne County School Board is authorized to conduct, or may authorize others to conduct, on behalf of the school district, fund-raising activities deemed by the board, in its discretion, to be appropriate or beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for as are other activity funds.

The Board prohibits the collection of money in school or on school property or at any school sponsored event by a student for personal benefit. Collection of money by school organizations must be approved by the principal and superintendent before obtaining Board approval. Collections by organizations outside the schools or by pupils on behalf of such organizations shall be approved by the superintendent.

Fund-raising activities conducted are authorized by the board for the sale of school pictures, the rental of caps and gowns or the sale of graduation invitations for which the school board receives a commission, rebate or fee shall contain a disclosure statement advising that a portion of the proceeds shall be contributed to the student activity fund.

Any arrangement between a local school and company supplying merchandise, such as school pictures, class rings and caps and gowns, shall be by written contract, signed by the principal and the company's representative, approved by the local school board, and on file available for public review in the principal's office. The contract shall include all provisions of the arrangement, including any rebate or commission to the school. Any rebate or commission provision in a contract shall be fully disclosed in the school board minutes and to any prospective purchasers of the merchandise. In cases where the merchandise is purchased by a student directly from the vendor, any such rebate or commission to the school shall be paid by check from the company directly to the school's activity fund. Under no circumstances shall a company or a purchaser make a payment directly to a principal. **Ref: Board Policy JK**

GIFTED EDUCATION

The Mississippi Gifted Education Act of 1989, as amended in 1993, mandates that each public-school district within the state provide gifted education programs for intellectually gifted students in grades 2-6. All local public-school districts may have gifted education programs for intellectually gifted students in grades 7-12, artistically gifted students in grades 2-12, creatively gifted students in grades 2-12, and/or academically gifted students in grades 9-12. The purpose of the 2013 Regulations for the Gifted Education Programs in Mississippi is to ensure that gifted children who demonstrate unusually high potential as described in the proceeding definitions are identified and offered an appropriate education based upon their exceptional abilities. Because of their unusual capabilities, they require uniquely qualitatively different educational experiences not available in the regular classroom. These uniquely different programs are required to enable gifted students to realize their abilities and potential contributions to self and society.

STATE DEFINITION: The State of Mississippi defines "Intellectually Gifted Children" and "Gifted Education Programs" as follows: "Intellectually gifted children" shall mean those children and youth who are found to have an exceptionally high degree of intelligence as documented through the identification process. The needs of these students should be addressed based on the program options provided in the Outcomes for Intellectually Gifted Education Programs Grades 2-8 in Mississippi. "Gifted Education Programs (GEP)" shall mean special programs of instruction for intellectually gifted children in grades 2-12, academically gifted children in grades 9-12, artistically gifted children in grades 2-12, and/or creatively gifted children in grades 2-12 in the public elementary and secondary schools of this state. Such programs shall be designed to meet the individual needs of gifted children and shall be in addition to and different from the regular program of instruction provided by the district. Although the State of Mississippi recognizes permissive programming for academically gifted students in grades 9-12; artistically gifted children in grades 2-12; and creatively gifted children in grades 2-12, only intellectually gifted programs in grades 2-6 are mandated by law. At this time, the Claiborne County School District offers the program for intellectually gifted children in the mandated grades 2-6.

GRADING/REPORT CARDS

Grades are the teachers' statements of student academic and behavioral progress. They are designed as an informational instrument for students and parents and should never be discussed among other teachers or students. The following guidelines will be adhered to:

- Every student shall receive two academic grades per week. Teachers must be able to justify every grade given, and every grade must relate to specific benchmarks taught by the teacher.
- The school session shall be divided into four quarter grading periods. The first two quarters comprise the first semester, and the final two quarters comprise the second semester.
- The academic grade will accurately reflect student achievement and shall not be reduced in any manner such as taking away points because of disciplinary problems.
- Each semester grade shall be the average of its two nine week's grades. There is no semester exam.
- The yearly course grade shall be the average of the two semester grades. There is no yearly exam.
- Students will have passed a yearly course if their yearly grade is 65 or above, and they will have passed a semester course if the semester grade is 65 or above.
- Numeric values are used in lieu of quality points. It is the policy of the school board to report all grades in numeric fashion. No averages shall be rounded to the nearest tenth. All grades will be extended four digits beyond the decimal point.

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

Objectives

- To prepare an analytical report of student progress for parent and student.
- To motivate students to exert their best effort in the learning process.
- To provide a uniform technique for converting numerical values to letter grades.
- To monitor each student's progress.
- To evaluate student performance for the purposes of promotion, retention, or alternative programs.

Grading System: To evaluate student performance for the purposes of promotion, retention, or alternative programs; the following numerical values shall be used in determining letter grades.

Grading Scale

Pre-Kindergarten/ KINDERGARTEN	ELEMENTARY	MIDDLE & HIGH SCHOOL
<i>E=Excellent</i> <i>S = Satisfactory</i> <i>N = Needs Improvement</i> <i>U = Unsatisfactory progress</i>	<i>90-100 = A/Excellent</i> <i>80-89 = B/Above Average</i> <i>70-79 = C/Average</i> <i>65-69 = D/Below Average</i> <i>64 and below F/Failure</i>	<i>90-100 = A/Excellent</i> <i>80-89 = B/Above Average</i> <i>70-79 = C/Average</i> <i>65-69 = D/Below Average</i> <i>64 and below = F/Failure</i>

The grading policy for students with disabilities with current Individualized Education Plans (IEPS) will be consistent with policy IHFA.

Test, Examinations and Grade Averaging

- **Nine Weeks Averaging:** The daily average will account for 75% of the nine weeks' average (The daily average shall consist of, but not be limited to, common assessments, projects, classwork, quizzes and homework, with homework counting no more than 10%). The daily average shall vary from school to school. The nine-week exam will account for 25% of the student nine weeks' average.
- **Semester/Nine Week Average:** The semester grade is computed by averaging the two nine-week grades.

- **Yearly Average:** The total of the two semester averages divided by two $((S1 + S2) / 2)$.
- **TRANSFER GRADES:** Students from other school districts with different grading scales enrolling in this District will have grades transferred into the District according to the District’s scale. Grades at the time of enrollment will first be identified as the alpha grade from the sending school, based on the sending school’s grading scale. The alpha grade at the time of enrollment will then be converted to the CCSD alpha scale, and then assigned the CCSD numeric correspondent. The following scale will be used in transferring grades:

A+ = 100	A = 95	A- = 90
B+ = 89	B = 85	B- = 80
C+ = 79	C = 75	C- = 70
D+ = 69	D = 67	D- = 65
F = 64		

Transfer students attending summer school at an institution other than the one in which the student was enrolled during the previous school year, must have the credits accepted and recorded on the school records of the institution in which the student was enrolled during the full school year before the records are forwarded to Claiborne County Schools.

PROCEDURES FOR CHANGING GRADES:

1. No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school district shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.
2. A teacher’s determination of a student’s grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.
3. A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student’s grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher’s grading policy.
4. Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education. **(Ref: Policy IHA)**

GRADUATION REQUIREMENTS (SEE APPENDIX)

GUIDANCE DEPARTMENT

The School Counselor at each school will provide an array of counseling and peer mediation sessions with students. The counselors will assume responsibilities for educational, career, social and personal guidance. Specific services as individual counseling interviews for students during the school year, group counseling and guidance activities, student appraisal, career development, educational planning, referrals, placement of students in the appropriate educational program and/or job, consulting with students, parents, teachers, administrators, and other appropriate individuals, coordinating program evaluation and other services deemed relevant to the overall growth and development of students. Conferences with parents are held by counselors, teachers, and administrators as needed.

GUN FREE SCHOOLS:

As required under the No Child Left Behind Act, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described herein. *As by Mississippi Law* any student enrolled in the Claiborne County School District who possesses a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is

enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

(Ref: Board Policy JCBH):

HONOR ROLLS:

Claiborne County School District promotes academic excellence. Therefore, each school in the Claiborne County School District will recognize Academic Honor Roll, High Distinction Honor Roll, and Highest Distinction Honor Roll in the following manner:

Honor Roll Criteria: Superintendent's Scholar: 90-100 • Principal's Scholar: 85-89 • Academic Honor Roll: 80-84.

Note: At the elementary school, this includes only the core subjects: At the middle school, this includes the core subjects plus Technology Foundations. At the high school, this includes all subjects. *The honor roll categories exclude students who are on track for certificate of completion.*

INSTRUCTIONAL DAY

According to House Bill 1530, effective July 1, 2013, a compulsory-school-age child who is absent more than 37% of the instructional day, which means that the student must be present more than 63% of the day, will be considered absent the entire day. Parents are encouraged not to check students out during the instructional day. However, realizing that checkouts are sometimes necessary, exceptions will be made in the cases of appointments and emergencies.

CHECK OUT DURING THE INSTRUCTIONAL DAY

The following procedures will be followed when it becomes necessary to check a student out of school prior to the end of the school day:

- ⌚ The parent/guardian or designee must come to the school office to check the student out.
- ⌚ Picture identification will be required upon checking a child out of school and the parent/guardian notified before the student will be allowed to leave school.
- ⌚ To prevent testing disturbance, students will not be allowed to check out on scheduled exam days unless there is a family emergency or a doctor's appointment that cannot be rescheduled. In the event that an exam is missed, the principal will consider the parents' request for a makeup exam. Also, no check outs will be allowed during statewide testing times.

LIBRARY

Students may go the library before, during and after the school day to check out library materials. Books may be checked out of the library for two weeks but may be returned in less time or renewed for a longer period. A fine will be charged for each school day when books are not returned on the date due unless the student is excused by the principal from payment of fines.

Current magazines are to be read in the library or checked out overnight. Books which are placed on reserve by teachers for a special unit of work may be checked out of the library at the close of the school day but must be returned before 8:15am the following morning.

LOITERING ON SCHOOL GROUNDS

Students shall not loiter on school premises during or after school hours. No one is permitted to use any of the school facilities unless there is a member of the faculty present. This applies to students, as well as, adults. Students are not allowed to remain at school for practice, rehearsal, etc., without their sponsor staying with them. **Sponsors are not to leave school until students have gone or been picked up. This must be followed.**

MAKE-UP WORK

Students who have been absent must contact their teachers about make-up work within 3 days after returning to school (homework, class work, tests, etc.). After contact, for each day missed, a student has a day to make-up work up to a limit of 5 days. **It is the responsibility of the student to contact the teacher about make-up work.** Make-up work will not be done during regular class time including time from another teacher's academic class.

The following will be an option for all make-up work:

1. Before and after school or during lunch (with pass) at teacher's discretion in instances where student was present when the work was assigned or tests were scheduled, it is expected that the student submit the work or take test on the scheduled day of the class.
2. Students who know in advance that they are to be excused from classes to participate in school-sponsored activities must make arrangements for make-up work prior to the activity. Students must contact their teachers immediately upon return to arrange for work or any tests missed. The teacher will determine the deadline for making up work missed. When work is not made up within the allotted time specified by the teacher, the student's grade will automatically become a zero.
3. Homework may be requested in advance when a valid excuse (see Absence and Attendance) is provided. Such requests are made by contacting the guidance office. Assignments from the teachers will be made available for pickup in the guidance office.
4. Any student representing the District at a school-sponsored event shall be allowed to receive makeup work.

MEDICATION

District policies governing student medications are adopted by the Claiborne County School Board. School personnel shall not administer over the counter or prescription medication to any student without the written Authorization for Administration of Medication signed by the parent/guardian on file at the school in accordance with the procedures adopted by the Claiborne County School District. Personnel shall not allow any student to give medicine to another student. No student shall be allowed to transport medication to and from school. All medication must be brought to school by a parent/guardian. **(Ref: Board Policy JGCD)**

PARENT TEACHER/STUDENT ASSOCIATION/PTSA

The mission of the Parent-Teacher Association is to strengthen the bond between the school and the home. All parents are invited and urged to join the PTA/PTSA and to participate in all projects, workshops, and meetings. Meetings are held every second Tuesday.

PARENT AND FAMILY ENGAGEMENT POLICY, TITLE I PROGRAM

Claiborne County School District shall implement the following statutory requirements: The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition: Parent engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved and engaged in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

District Policy: (1) The school district will conduct outreach to all parents and family members and will implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under section 1116 of the Elementary and Secondary Education Act (ESEA). These programs, activities, and procedures will be planned and operated through meaningful consultation with parents of participating children. (2) The school district shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the district's plan developed under section 1112, establish the district's expectations and objectives for meaningful parent and family involvement, and describe how the district will — **(A)** involve parents and family members in jointly developing the school district's plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). **(B)** provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; **(C)** coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs; **(D)** conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying *(i)* barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have

limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); *(ii)* the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and *(iii)* strategies to support successful school and family interactions;

School Policy: (1) Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. (2) If a school has a parent and family engagement policy that applies to all parents and family members, then the school may amend that policy, if necessary, to meet the requirement of this subsection. (3) If the school district has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the district, then the district may amend that policy, if necessary, to meet the requirement of this subsection. (4) If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

PARENTS' RIGHT TO KNOW: In accordance with Every Student Succeeds Act, parents have the right to know:

1. **Notification of Teacher Qualifications:** A district must notify all parents of children in Title I schools that they may request information on teacher qualifications at any time. Additionally, parents must be notified if a child is assigned to, and/or is being taught for four or more consecutive weeks by a teacher who does not meet state certification and licensure requirements. Upon such request, LEA will provide the following minimum information:
 - Whether the teacher has met state qualification and licensing criteria for grade levels and subject areas in which the teacher provides instruction;
 - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 - Baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and field of discipline of certification or degree.
 - Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To obtain any of the information listed above, please contact your school principal by phone, written communication, or in person. The principal will provide the requested information within five (5) school days. Notice and information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.
2. **Notification of Assessments and Individual Student Assessment Results:** The Claiborne County School District will provide individual student information to parents regarding state assessments.
3. **Notification of School Designation:** The LEA is required to provide notification of academic status to parents of each child enrolled in a school identified for improvement, and the notices must contain school status, reasons for the identification, planned interventions to address the academic problems, district support, and parent support.
4. **Notification and Permission for Placement of Eligible Title III Students:** The district and schools serving English Learners shall inform the parents that their child(ren) has/have been placed in an instructional program for English Learners no later than 30 days after the beginning of the school year. If the student is identified after the beginning of the school year, the LEA/school shall notify parents within the first two weeks of the child's placement in a program for ELs. Once a child has been identified as eligible for language assistance, the parent must be notified of the instructional program offerings and services in an understandable and uniform format and to the extent practicable in a language that the parent can understand.

Report Cards: States, districts, and schools must publish report cards for public dissemination in the fall semester of each school year. ESSA report cards start in December 2018. Reports must include professional qualifications of teachers, emergency and provisional credentials, teachers who teach in areas outside of certification, disaggregated data on the graduation rates, foster care data and the academic achievement of homeless children and youth experiencing homelessness. Report cards must be in a language that parents can understand.

Student Achievement: The Claiborne County School District will provide individual student assessment reports to parents providing individual information on the level of achievement of the parent's child in each of the state's academic assessments.

To obtain any of the information listed above, please contact your school principal by phone, written communication, or in person. The principal will provide the requested information within five (5) school days. To the extent practicable, Parent's Right to Know information will be provided in a language that parents can understand.

PROMOTION AND RETENTION

Students who attain the age of five (5) years on or before September 1 of the calendar year may attend kindergarten in the District. When academic skills have been successfully met, the student will advance to grade one. If the student has not successfully met the criteria to advance to grade one, the student will be placed in kindergarten for an additional year. The School Board has the authority to retain a student in kindergarten for an additional year if the District deems that placement of the student in the first grade would not be the most appropriate educational placement. Transfer 5-year-old students or 6-year-old students who have not attended an accredited public/private school will be assessed and appropriate educational placement will be assigned on an individual basis. Section 37-15-33, which governs the testing and assignment of transfer students, states for which the student is best suited.

The District will consider the educational needs and welfare of each individual student. Considerations will include but will not be limited to:

1. Academic level
2. Welfare of the student involved
3. Welfare and best interest of all students attending the school(s) involved
4. Health factors

Kindergarten: Kindergarten students will be promoted by recommendation of the teacher and the principal based on the following criteria:

- Master 65% of the English/Language Arts Standards
- Master 65% of the Mathematics Standards

Process for retention of a kindergarten student will be:

1. Review of student yearly progress, growth, and promotion criteria
2. Documentation of parent notification
3. Recommendation of retention to school principal
4. Principal Reviews and approves or denies retention

No kindergarten student will be retained until a conference is held with the parent(s).

Grades 1 – 5: Students must achieve an overall passing average of 65 in each course: ~~Reading, Language~~ Language Arts, Science and Mathematics to be promoted to the next grade.

Grade 3: MAAP ELA Assessment: A student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Grades 6 – 8: Sixth and seventh grade students must pass ~~Reading, Language~~ Language Arts, Mathematics, and either Science and Social Studies to be promoted to the next grade. Eighth grade students must pass ~~Reading, Language~~ Language Arts, Mathematics, and Science to be promoted to the next grade. Students shall achieve an overall passing average of 65 in the required courses for promotion.

- **SPECIAL PROMOTION WITHIN THE MIDDLE SCHOOL:** The middle school's principal can make a recommendation to the superintendent for administrative placement of students who are enrolled in the 7th or 8th grade for a second year. The final decision rests with the superintendent to accept or reject the written recommendation coming from the middle school principal. The superintendent shall provide a written response regarding the special promotion.

- **SPECIAL PROMOTION FROM MIDDLE SCHOOL TO HIGH SCHOOL:** Students who will be sixteen (16) years of age by September 1, are to be carefully considered for placement in high school, with concurrence of the sending and receiving principals, even though he/she has not completed middle school requirements. Parent permission should be obtained for such placement; and it must be understood that when a student is thus placed in a high school, he/she cannot be classified on the next higher grade level until he/she has earned the required number of Carnegie units.

Grades 9 – 12: Claiborne County Board of Education has adopted the following retention policy. Students who earn less than the specified units or fail to meet the grade-level English course requirement are classified as retained as outlined below:

- 9th – 10th: less than 6 units
- 10th – 11th: less than 12 units
- 11th – 12th: less than 18 units

SCHOOL BUS SAFETY:

Once a student is en route to school, he/she becomes the responsibility of the school district. Therefore, appropriate behavior is also expected in the classroom when a student is en route to school.

Students who reside one mile or more from the school to which they are assigned are provided the opportunity to ride an assigned district operated school bus.

While on the Bus:

1. Follow directions the first time that they are given.
2. Stay in your assigned seat. Keep hands and feet to yourself on the bus.
3. No eating, drinking, or smoking.
4. No cursing or fighting.
5. No loud talking

MAJOR INFRACTRIONS MISCONDUCT		DISCIPLINARY ACTION	
	Disrespect for bus driver/monitor		Reference; Step Ladder 5-6
	Damage to school bus		
	Profanity or obscenity (gesture/language)		
	Threatening bus driver/monitor/student		
	Harassment (major or continued)		
	Refusing to give name or other information		
	Smoking or any use of tobacco		
	Gambling		
	Possession or use of alcohol		
	Fighting or provoking a fight		
	Weapon (as defined by state law)		
	Hanging out of the window		
MINOR INFRACTIONS MISCONDUCT		DISCIPLINARY ACTION	
	Excessive noise		Reference; Step Ladder 1-4
	Aggravating other student (s)		
	Throwing objects		
	Spitting		
	Improper loading/unloading		
	Harassment (minor); touching/pushing		
	Eating and/or drinking on bus		

SCHOOL SEARCHES:

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary.

Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. **Ref: Board Policy: JCDA**

- I. **Requirements:** All searches must be pre-approved by the superintendent, principal, assistant principal, or acting principal. No other District employee may authorize a search except where an emergency situation exists. At least two District employees must be present while a search is conducted. If, at 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.
- II. **Searches Permitted:** Searches are permitted as follows:
 - A. **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.
 - B. **Desks, Other School Property:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
 - C. **Vehicles:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.
 - D. **Canine Searches:** The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers, and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
 - E. **Group Searches:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks, book bags, automobile searches, etc.
 - F. **Strip Searches:** No student shall be subjected to a strip search except where an emergency situation exists. 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. In the event that a search is deemed necessary, it will be done by the Sheriff's Department, and the parent(s) will be contacted.

SEXUAL DISCRIMINATION/HARASSMENT STUDENT COMPLAINTS OF TITLE IX PROCEDURES: Students in the Claiborne County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. The intent of the Board is to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

This complaint procedure shall provide a process for filing, processing, and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board. (**Ref: Board Policy Exhibit JB**)

- I. **Definitions**
 - A. **Sexual Harassment** – exists when unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature meets one of the following criteria:
 - B. **Quid Pro Quo Harassment** – submission to such conduct is made, either implicitly or explicitly, a term or condition for a student's assignment of grades, promotion or other school-related benefit. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
 - C. **Hostile Environment Harassment** – such conduct has the purpose or effect of unreasonably interfering with the student's work performance or creating an intimidating, hostile or offensive teaching or learning environment.

- D. **Complaint** – a report by any student, a parent, legal guardian, or custodian of a student or any employee which alleges that a policy or practice of the District or a practice or act of any of its employees or students has discriminated against a student on the basis of sex, including sexual harassment.
- E. **Complainant** – the student or parent, legal guardian, or custodian of a student or employee who submits a complaint.
- F. **Respondent** – the person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- G. **Title IX Coordinator** – the person(s) designated by the Superintendent to coordinate the District’s efforts to comply with and carry out responsibilities under Title IX and other state and federal laws addressing equal educational opportunity. The Title IX Coordinator is Dr. Trena Warren, 404 Market Street, Port Gibson, MS, 601.437.4232, ext. 1013.
- H. **Day** – means a working day and does not include holidays and/or weekends.

II. General Rules

- I. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step is considered to be the maximum, and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended only when necessary under the circumstances. In no event shall these procedures be extended for more than a 90-day period.
- J. If a review is not requested at any step within the time allotted and if the decision at the prior step found a reasonable basis to believe that an employee has engaged in any sexual misconduct or involvement with any student under the age of 18, the Title IX Coordinator shall, immediately upon the expiration of the allotted time, submit such information to the Superintendent. The Superintendent shall make such information available to the appropriate District Attorney as required by District policy and Mississippi law.
- K. Facts elicited during the complaint procedure are confidential and do not become part of a student’s permanent record. A copy of documents, communications, and records dealing with the processing of a complaint will be filed in a separate file as designated by the Superintendent.
- L. Facts elicited during the complaint procedure that result in adverse disciplinary action against an employee become part of that employee’s personnel file.
- M. The failure of a complainant to proceed from one step to the next within the set time limits without being granted an extension of time by the Title IX Coordinator shall be deemed to be an acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
- N. The failure of the reviewing officer(s) to communicate his/her decision to the complainant or respondent within the time limits shall permit the complainant or respondent to proceed to the next step.
- O. The complainant may withdraw his/her complaint at any step without reprisal. However, a complainant shall not be permitted to refile the same complaint once withdrawn unless it is within the initial time period.
- P. No reprisal shall be invoked against the complainant for filing a complaint or against any person for participation in any way in this procedure.
- Q. If the complaint is against the student’s principal, the complainant may go directly to the Title IX Coordinator.

III. PROCEDURES FOR PROCESSING A COMPLAINT: The building-level principal will immediately investigate a complaint. If the evidence is adequate for a potential problem, then the following procedures will take place.

Party/Parties Involved/Action Required Complaint	Within five (5) days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written –Title IX Report form. The report must state the respondent’s name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals’ offices and from the Title IX Coordinator.
Title IX Coordinator	Within two (2) days from receipt of the written complaint, the Title IX Coordinator shall notify the respondent.
Respondent	Within five (5) days, the respondent shall be required to respond in writing to the Title IX Coordinator, as follows: 1. Confirm or deny the facts as alleged; 2. Indicate acceptance or rejection of the complainant’s requested action; or 3. Outline alternative actions.
Title IX Coordinator	Within five (5) days from receipt of the respondent’s response, the Title IX Coordinator shall provide an initial response to the complainant and respondent, stating initial conclusions of fact and proposed action, if any.

Complainant or Respondent	Within five (5) days of receiving the initial response, the complainant or respondent may request, in writing, a hearing on the matter.
Title IX Coordinator	Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student's principal or employee's supervisor, Superintendent and other appropriate witnesses if applicable.
Title IX Coordinator, Grievant, Respondent, Title IX Hearing Panel	Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be scheduled before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall facilitate the hearing, at which the following rules shall apply: <ol style="list-style-type: none"> 1. The hearing shall be informal, and the legal rules of evidence and procedure shall not apply. 2. The complainant and respondent shall be permitted to submit written evidence and to bring witnesses before the panel. 3. The Title IX Hearing Panel members may question any witnesses brought before them. 4. The complainant and respondent shall be permitted to make a statement before the panel and may be permitted to examine their witnesses and to cross-examine witnesses actually presented by the other parties. 5. Representation of the complainant or respondent by other individuals shall not be permitted. 6. The Title IX Coordinator shall create and maintain a record of the hearing which shall include the names of all witnesses, all investigation reports, a summary of all witness testimony and all documentary evidence.
Title IX Hearing Panel	Within five (5) days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.
Title IX Coordinator	Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, principal or supervisor and Superintendent.
Complainant or Respondent	If the complainant or respondent is not satisfied with the decision, he/she may request a review by the Superintendent. The request for such review must be made in writing to the Title IX Coordinator within five (5) days of receipt of the Panel's decision.
Title IX Coordinator	Upon receipt of a request for review by the Superintendent, the Title IX Coordinator shall notify the Superintendent of such request and submit to the Superintendent the record of the hearing, the panel decision and all related documents.
Superintendent	Within ten (10) days of notice of request for review, the Superintendent shall review the record and panel decision and shall issue a decision. The Superintendent may concur in the findings and recommendations of the Panel or may make alternate findings and recommendations. The Superintendent shall have his/her decision provided to the Title IX Coordinator, complainant, respondent and the principal or supervisor within the ten (10) day period.
Complainant or Respondent	Within five (5) days of the receipt of the Superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review by the School Board to the Title IX Coordinator.
Title IX Coordinator	Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing School Board to be held at the Board's next regular or special meeting, but in no event more than 30 days from such request. The Title IX Coordinator shall provide the Board members with copies of the hearing record, all investigation reports, the panel decision, the Superintendent's decision and all related documents.

School Board, Title IX Coordinator, Complainant, Respondent	Within 30 days of the request for review, the Board shall review the hearing record, all investigation, all reports, the panel decision, the Superintendent's decision and all related records. The review is not a hearing, and no party has the right to present further witnesses or other evidence or to examine any witness or party. However, the Board may, in its discretion, permit statements of limited duration from the complainant or his/her representative and the respondent or his/her representative. All usual rules of Board procedure shall apply. Furthermore, the Board may, in its discretion, require that the review be conducted in closed or executive session.
School Board	Within ten (10) days of the review, the Board shall issue a final written decision. The Board may concur in the findings of the Superintendent and direct that the recommended actions be taken or may make alternate findings and direct appropriate actions be taken by the Superintendent or another appropriate administrator. The decision of the Board is final.

SOLICITATION BY STUDENTS

It is not the goal of the Claiborne County School District to have students sell for the purpose of profit-making. Consequently, any selling to the public for this purpose or any other profit-making activities should be avoided. The high school will be permitted to conduct one selling campaign per club to the public for this purpose annually. This should receive the closest of supervision.

Consequently, all clubs must be approved by the board. In an effort to ensure consistency, all clubs must be organized and submitted for board approval at the Regular Board Meeting held in September of said school year. Board approval must be granted prior to the operations of any clubs.

Any alteration of this policy may come only upon direct permission of the superintendent. **(Ref: Board Policy JKB)**

SPECIAL EDUCATION PROGRAMS/STUDENTS (REF: BOARD POLICY IDDF)

PURPOSE: The purpose of Sections 37-23-1 through 37-23-159 is to mandate free appropriate public educational services and equipment for exceptional children in the age range three (3) through twenty (20) for whom the regular school programs are not adequate and to provide, on a permissive basis, a free appropriate public education, as part of the state's early intervention system in accordance with regulations developed in collaboration with the agency designated as "lead agency" under Part C of the Individuals with Disabilities Act.

The Mississippi Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. §37-23-133

DEFINITIONS: An exceptional child shall be defined as any child as herein defined, in the age range birth through twenty (20) years of age with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and, by reason thereof, needs special education and related services. Such children shall be determined by competent professional persons in such disciplines as medicine, psychology, special education, speech pathology, and social work. The mandate for providing educational programs to exceptional children shall apply only to children in the age range of three (3) through twenty (20). Children who are potentially in need of special education and related services must be considered for the services on an individual basis. §37-23-3) As defined in the Legislative Session, the following definitions apply: (§37-23-133)

"Free appropriate public education" means special education and related services provided by local educational agencies that:

- Have been provided at public expense, under public supervision and direction, and without charge
- Meet the standards of the State Department of Education
- Include an appropriate preschool, elementary, or secondary education; and

- Are provided in conformity with the individualized education program required under IDEA, applicable federal and state regulations and relevant court cases.

"Individualized education program" or IEP means a written statement for each child with a disability that is developed, reviewed, and revised in accordance with the requirements under IDEA, applicable federal and state regulations and relevant court cases.

"Related services" means transportation and such developmental, corrective, and other supportive services (including speech-language pathology and audiology services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, social work services, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services, except that such medical services shall be for diagnostic and evaluation purposes only) as may be required to assist a child with a disability to benefit from special education and includes the early identification and assessment of disabling conditions in children.

"Special education" means specially designed instruction provided by local educational agencies, at no cost to parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings. This term also includes instruction in physical education.

The educational programs and services provided for exceptional children in Sections 37-23-1 through 37-23-15, 37-23-31 through 37-23-35, 37-23-61 through 37-23-75 and 37-23-77 shall be designed to provide individualized appropriate special education and related services that enable a child to reach his or her appropriate and uniquely designed goals for success. The State Board of Education shall establish an accountability system for special education programs and students with disabilities. The system shall establish accountability standards for services provided to improve the educational skills designed to prepare children for life after their years in school.

As provided under Section 37-23-133 "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations. "Special education programs shall be provided in accordance with provisions of the Mississippi Code, and with applicable federal legislation and regulations, including the Education of All Handicapped Children Act of 1975, the Rehabilitation Act of 1973 and the State Department of Education Plan for special education.

SPEECH IDENTIFICATION: The District will screen all first graders for articulation, voice, fluency and language disorders to determine the need for further testing. (*Ref: Board Policy IEB*)

STUDENT DRIVERS/AUTOMOBILES ON CAMPUS

The Claiborne County School District provides transportation for all students. Students driving vehicles to school are governed by the following policy, no exceptions: *Ref: Board Policy JGFF*

1. Student must have a **valid driver's license**.
2. Student must provide **proof of insurance**.
3. Student cannot leave campus without permission. Leaving campus without permission will result in driving privileges being revoked.
4. Student will be provided a designated parking space assigned by the principal or his/her designee. Student must park in designated parking spaces only.
5. Must purchase a parking permit.
6. Parents must come to the high school to sign a permission slip along with the Principal and Chief Resource Officer
7. Photocopies shall be made of the parent's and student driver's license.
8. Student must purchase a decal which has a required fee of \$20.

Bringing an automobile on campus is a privilege that may be revoked if any of the following violations occur:

1. **Students must immediately exit their automobiles upon arrival at school.**
2. **Students must surrender their car keys to campus police after exiting their cars.**
3. Students are not to go to their automobiles or to the parking lot any time during the school day without the approval of the principal or designee.
4. Once on campus, the student may not leave without permission from the principal.

5. Students caught leaving campus without permission of the principal will have their parking privileges suspended and will be penalized for truancy.
6. Improperly parking an automobile will result in disciplinary action and/or the automobile being towed at the owner's expense.
 - **AUTOMOBILE SAFE DRIVING:** All students entering or leaving the campus in their automobiles are required to travel in a slow and safe manner. Students who drive or are passengers in an automobile are under school regulations upon entering the school grounds and are subject to all regulations and jurisdiction thereof. NOTE: As a part of the State law, students should not write, send, or read text messages, email, or access social media while driving.
 1. 1st warning about unsafe driving issued from the office will result in the suspension of the student's parking permit for ten (10) days, and the parents will be notified.
 2. 2nd warning will result in the suspension of the parking permit for twenty (20) days.
 3. 3rd warning will result in the loss of the student's parking permit for the remainder of the school year.

Incidents of reckless driving will be considered severe, and students will be referred to the local law enforcement. This action may result in permanent loss of parking privilege.

- **AUTOMOBILE SEARCH (Ref: Board Policy JCDA):** Search 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 and thorough search of the vehicle may be conducted at the direction of the principal.
- **LOUD RADIOS AND DISTURBANCES:** Loud radios and music are a distraction to the school environment. All loud radios must be turned down upon entering the campus. If radio sounds can be heard outside the car, they are too loud. Playing of loud radios may result in loss of parking privileges.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Freedom of speech is a constitutional right guaranteed to all citizens. The School Board shall make every effort to provide students with the free expression of ideas unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students. All students shall be free to express their points of view in an orderly manner that is in keeping with democratic ideas. All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the system or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to each other to develop tolerance for the viewpoints and opinions of others and to recognize the rights of other individuals to form and hold different points of view.

TEACHER SUPPORT TEAM (MDE INSTRUCTIONAL MODEL)

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

- Tier I: Quality classroom instruction based on MS College and Career Readiness Standards
- Tier II: Focused supplemental instruction
- Tier III: Intensive interventions specifically designed to meet the individual needs of students.

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

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

- Designed to address the deficit areas;
- Research based;
- Implemented as designed by the TST; and
- Supported by data regarding the effectiveness of interventions.

In addition to failure to make adequate progress following Tiers I & II, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur:

- A. Grades 1-3: A student has failed one (1) grade.
- B. Grades 4-12: A student has failed two (2) grades; OR
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) school days in the current school year.

In accordance with the Literacy-Based Promotion Act of 2013, each public-school student who exhibits a substantial deficiency in reading at any time, as demonstrated through the following:

- a) Performance on a reading screener approved or developed by the Mississippi Department of Education, or
- b) Through locally determined assessments and teacher observations conducted in kindergarten and Grades 1 through 3, or
- c) Through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, must be given intensive reading instruction and intervention immediately following the identification of the reading deficiency. A student who was promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act must be given intensive reading instruction and intervention. The intensive intervention must include effective instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level and ready for promotion to the next grade.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student failed the preceding year, resulting in a referral as stated above.

Ref: Board Policy ICHT

TELECOMMUNICATIONS ACCEPTABLE USE POLICY/INTERNET USE

Purpose of Telecommunications: Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. For students, telecommunications used in the Claiborne County Schools are for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are information literacy skills which support student achievement and success in the 21st Century. (**Ref: Board Policy IJB**)

Information Available: Government publications and databases; Museums and art galleries; Maps and other geographic resources; Encyclopedias and dictionaries; Magazines and newspapers; Library catalogs and community directories.

MISSION STATEMENT: It takes a deliberate and careful design to effectively integrate technology in education. To fulfill our vision, the Claiborne County School District has assumed the responsibility to ensure the capability of the following members of the learning community:

- **Students** who are prepared to function in a technologically advanced society. Students will be guaranteed multiple opportunities to utilize technology as an integral part of education.
- **Teachers** who integrate technology throughout the curriculum based on specific student needs and learning styles to ensure all students learn. They function as coaches, mentors, advocates, and managers of information. Teachers will acquire the knowledge and skills necessary to integrate technology into their curriculum and address students' specific needs, developmental levels, and learning styles.
- **Administrators** who function effectively and efficiently in data management allowing more time and resources to be focused on student education. Technology will enable school administrators to communicate more efficiently with the entire learning community.

- **Community members** who are partners in learning with the Claiborne County School District. The district will come to serve as a central resource for community members to learn computer skills and gain access to the vast array of information available through current technology.
 - A. The standards and acceptable use of Internet services as set forth in the Claiborne County School District Internet Safety Policy;
 - B. Student safety with regard to:
 - 1. safety on the Internet;
 - 2. appropriate behavior while online, on social networking Websites, and in chat rooms; and
 - 3. cyberbullying awareness and response.
 - C. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

TELECOMMUNICATIONS SAFETY: Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software which attempts to filter access to objectionable material will be accessible on computer networks used by students. (*Ref: Board Policy IJ*)

Terms and Conditions

Students shall:

1. Use telecommunications for educational purposes only. Communicate with others in a courteous and respectful manner.
2. Maintain the privacy of personal name, address, phone number, password and respect the same privacy of others.
3. Use only telecommunications accounts and passwords provided by the school. Report any incident of harassment to the supervising employee.
4. Comply with copyright laws and intellectual property rights of others.

Students shall not:

1. Knowingly enter unauthorized computer networks to tamper or destroy data.
2. Access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, illegal, violent, or aggressive, confrontational material
3. Install personal software on computers.
4. Use telecommunications for commercial, purchasing, or illegal purposes.

Disclaimer

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied; Claiborne County School District will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Penalties

Violations of the Telecommunications Acceptable Use Policy may be a violation of law, civil regulations, or board policies. Suspension of telecommunications privileges, school disciplinary action, and/or legal action may result from infringement of this policy.

INTERNET USE BY STUDENTS (*Ref: Board Policy IJ*)

Appropriate Student Use

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students. Students using the Internet shall comply with all applicable board policies and administrative procedures. The School Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students. Staff and students are hereby advised that privacy in the use of the Internet is **not** guaranteed.

Additionally, the use of the Internet is a privilege, not a right. Students found to be in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor the school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically deny any responsibility for the accuracy or quality of information or software obtained through its services. In order for a student to gain access to the Internet, the student and the student's parent(s)/guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary, appropriate, and consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel. It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications. (*Ref: Board Policy IJ*)

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY (*Ref: Board Policy IJB*)

It is the belief of the Claiborne County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of Claiborne County School District to prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications;

1. prevent unauthorized access and other unlawful online activity;
2. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
3. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring, and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

Definitions

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

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the Claiborne 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 Claiborne County School District staff to educate, supervise, and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee. The superintendent or designee will provide age-appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the district's commitment to: The standards and acceptable use of Internet services as set forth in the district's Internet Safety Policy; Student safety with regard to: safety on the Internet; appropriate behavior while on online, on social networking Web

sites, and in chat rooms; and cyberbullying awareness and response. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”). Following receipt of this training, the student will acknowledge that he/she received the training and will follow the provisions of the District’s acceptable use policies. **REF: Board Policy (IJB)**

TEXTBOOKS

All textbooks are the property of the State of Mississippi and the public school system. The parent, guardian, or other person having custody of a child to whom textbooks are issued, will be liable for any loss, abuse, or damage in the excess of what would result from normal use of such textbook before any additional books are issued. All textbooks must be returned to the issuing school when promoted, transferred, or when attendance is terminated. Exception: Textbooks that are destroyed in a house fire or other natural disaster beyond the control of the student/family. Teachers will issue textbooks to students. Book cards will be issued to all students. After the book card has been signed by the parent(s) or guardian, books will then be issued to the student. Each student is responsible for loss or damage to textbooks issued to him/her. The teacher of each course will determine the extent of damage and assess an appropriate fine. **All fines should be paid before students take final examinations.** Students should cover all textbooks. Fines for lost books will be issued on a prorated basis.

Textbook Fine and Damage Replacement

Book fines will be assessed according to the following schedule:

DAMAGE/REPLACEMENT SCHEDULE: This 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.

Missing/Damaged Barcode	\$2.00
Writing/drawing/scribbling in book	\$1.00 per page up to price of book
Torn pages	\$3.00
Excess wear/damage but still usable	10% of value
Cover of book damaged	15% of value
Spine damaged	15% of value
Water damaged but still usable	25% of value
Broken binding	30% of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable.....	Cost of the book
Non-returned book.....	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book

TRANSCRIPTS:

Students may request two transcripts, which will be sent to any designated college, training agency, or employment office without charge. Additional copies shall be furnished upon payment of a transcript fee of \$3.00 per copy. Transcript fees shall be paid at the time requests are made (in writing) to the school. Upon the payment of the transcript fee, a receipt shall be issued to the student.

When transcripts are required by colleges to supplement partial listings of high school credits previously filed with the college by the school office, no charge shall be made to the student for the final copy, provided that a fee has been previously paid, or the request can be classified under the category for free transcript service. The policy governing the fee for transcripts applies to requests from students to furnish transcripts to sources classified as colleges, universities, and/or other institutions of higher learning, military services, or prospective employers who request high school records for evaluation of scholastic performance. School-initiated transcripts to other sources will be authorized by the high school principal on the basis of the purposes to be served by the school and without cost to the student. No request for a transcript will be granted unless given prior approval by the person named in the request.

VALEDICTORIAN/SALUTATORIAN:

There shall be one Valedictorian and one Salutatorian for the graduating class. Class rankings for candidates for graduation will be determined by averaging the final grades in Carnegie units bearing courses attempted through the end of the first semester (7th semester) of the senior year, which ends in December of the current school year. Rank will be computed to the hundredth of a percent except when necessary to break a tie, in which case thousandths of a percent will be used.

VANDALISM:

If any 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 person or persons *in loco parentis* shall be liable for all damages. §37-11-19 This School Board has the power, authority, and duty to suspend or to expel a pupil or to change the placement of a pupil to the school district's alternative school or homebound program for misconduct in the school or on school property as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school 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, and to delegate such authority to the appropriate officials of the school district.

Citizens, students and law enforcement are urged by this School Board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

School officials are hereby authorized to sign complaints and to make charges against perpetrators of vandalism against school property and are further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

1. A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The School Board shall have its official discipline plan legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law, and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of this section, Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.
2. All discipline plans of school districts shall include, but not be limited to, the following:
 - a) A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his/her minor child's destructive acts against school property or persons;
 - b) A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection or for any other discipline conference regarding the acts of the child;
 - c) Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the Superintendent of schools and be required to attend such discipline conference; and
 - d) A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
3. Any parent, guardian, or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian, or custodian has been summoned under the provisions of this section or (b) refuses or willfully fails to perform any other duties imposed upon him/her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred and Fifty Dollars (\$250.00).
4. Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is to maintain, and

nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or another person would otherwise be liable. §37-11-53

5. A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district. §37-11-53

LIABILITY FOR DAMAGES: The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property. The discipline plan of each school shall contain a statement of parental responsibilities in this regard as required by Policy JDA.

The parent, legal guardian, or custodian of a student shall be financially responsible for his or her child's destructive acts against school property or persons and shall be financially responsible for any criminal fines brought against the student for unlawful activity occurring on school grounds or buses. The parent, legal guardian, or custodian of a student may be requested to appear at school by the school attendance officer or a school official for a conference regarding the student's destructive acts against school property or persons or for any other disciplinary acts of the student. If any parent, guardian, or custodian refuses or willfully fails to attend the disciplinary conference, he or she may be summoned, by proper notification, by the superintendent or school attendance officer and be required to attend the discipline conference. If the parent, guardian, or custodian fails to attend the discipline conference to which he or she has been summoned, he or she shall be guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed \$250.00. Reference: Miss. Code Section 37-11-53

Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.

REPORTING VANDALISM: Citizens, students, and law enforcement are urged by the board to cooperate in reporting any incidents of vandalism on District property and the name(s) of the person(s) believed to be responsible. All district employees shall notify the principal of the school when they know that an act of vandalism has occurred or may have occurred. The principal shall notify the superintendent or his designee of all reports of vandalism. The school official is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He is further authorized to delegate authority to perform these functions.

VISITING CLASSROOMS

Parents who wish to observe their children in the classroom must inform the principal and teacher at least 24 hours in advance so as to avoid any conflict with or disruption to the school or classroom schedule and activities. Observations shall be limited to 15 minutes in the section of the classroom designated as the parents' corner, and no more than one observation per class per week. **Parents shall not possess or carry cell phones or purses to classroom observation, and no photographs or videos shall be made.** Parents shall be escorted to and from the classroom by a district employee. During the observation, parents shall not speak or make any gestures or noises that could disturb or disrupt classroom activities. All conversations shall be delayed until after class. **Note:** Parents may be denied entry to classrooms for failure to comply with these procedures. (Ref: Board Policy KM)

WITHDRAWAL PROCEDURES

Parents/Guardians of students who wish to withdraw from school for any reason are to:

1. Notify the counselor's office of the need to withdraw from school and secure appropriate forms.
2. Secure parental approval on appropriate forms.
3. Complete withdrawal forms with clearances from classes, the library, textbooks, and the counselor's office.
4. Submit completed forms to the attendance clerk for final clearance.

WORK: EARLY RELEASE FOR SENIORS

Seniors at Port Gibson High School will have the option of applying for early release. **Early release allows seniors who have earned most of their graduation credits to leave campus for part of the school day to work in the community** Seniors must meet **ONE** the following requirements to qualify for early release:

- Have scored at least 17 on the English portion of the ACT and 19 on the Math portion or have scored at the Silver level on the ACT WorkKeys for the CTE endorsement

OR

- Meet **ALL** four of the following:
 - Have a 2.5 GPA
 - Pass or meet all four end-of-course assessment requirements for graduation
 - Be on track to meet diploma requirements
 - Be enrolled in Essentials for College Math and/or Essentials for College Literacy

Note: Athletes and students involved in extracurriculars are not eligible for early release. Parents must sign an authorization form in the presence of the principal or the principal's designee for student to participate in the early release option.

APPENDIX

Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

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

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> English I English II
Mathematics	4	<ul style="list-style-type: none"> Algebra I
Science	3	<ul style="list-style-type: none"> Biology I
Social Studies	3½	<ul style="list-style-type: none"> 1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5 ½	
Total Units Required	24	

Requirements

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

Recommendations

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

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> Alternate English Elements I-IV
Mathematics	4	<ul style="list-style-type: none"> Alternate Math Elements I-III Alternate Algebra Elements
Science	2	<ul style="list-style-type: none"> Alternate Biology Elements Alternate Science Elements II
Social Studies	2	<ul style="list-style-type: none"> Alternate History Elements (Strands: U.S. History and World History) Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	½	
Health	½	<ul style="list-style-type: none"> Alternate Health Elements
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	<ul style="list-style-type: none"> Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total Units Required	24	

Requirements

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

Traditional Diploma Endorsement Options

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

CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
Total Units Required	26	

Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
 - One CTE dual credit or earn articulated credit in the high school CTE course
 - Work-Based Learning experience or Career Pathway Experience
 - Earn a State Board of Education-approved national credential

ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	26	

Additional Requirements

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

DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	28	

Additional Requirements

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